

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

May 16, 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 (arrived 3:30)  
Mr. Brian Keith, Putnam County  
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 Criminal Justice  
Multipurpose Room J149, St. Augustine Campus.

Chairperson Hancock called the meeting to order and asked for corrections or additions to the minutes of the April 18, 2018 Workshop. Mr. Davis moved approval of the minutes and Mr. Keith seconded the motion. Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Minutes of  
April 18, 2018  
Workshop

Chairperson Hancock asked for corrections or additions to the minutes of the April 18, 2018 meeting. Mr. Davis moved approval of the minutes and Mr. Garrison seconded the motion. Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Minutes of  
April 18, 2018  
Minutes

Stephen Tomasovitch, Student Activities Coordinator of the St. Augustine Campus, and students gave an update on student and club activities.

Viking Spotlight

There were no public comments.

Public Comment

Board Attorney Ron Brown discussed “Sunshine Law Case Update”.

Attorney’s Report

There was no old business.

Old Business

SVP Melissa Miller gave an update on litigation. She reviewed for information only procedural changes and Facilities Usage for May 2018.

Senior Vice President  
Items 1-3

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report – April 2018, Personnel Matters, Write-Off of Tangible Personal Property, and fee changes for course/laboratory, testing, and distance learning.

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

Approved Finance and Administration Items 1-4

Chairperson Hancock called a public hearing on Change to Readmission/Transfer Criteria for the Criminal Justice Program. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

Dr. Anna Lebesch reviewed and requested approval of Change to Readmission/Transfer Criteria for the Criminal Justice 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 (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Workforce Development Item 2

Dr. Anna Lebesch reviewed and requested approval of New College Credit Certificates associated with the A.S. in Engineering Technology (Mechatronics 4301 and Engineering Technology Support Specialist 4302) and 2018-2019 Handbooks (Allied Health, Criminal Justice, Nursing (ASN/LPN-RN Bridge), Nursing (CNA), Nursing (PN), and Nursing (RN to BSN).

Mr. Garrison moved, seconded by Mr. Davis, to approve Workforce Development Items 3-4, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Workforce Development). Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Workforce Development Items 3-4

Note: Trustee Bramlitt arrived.

Dr. Humerick reviewed and requested approval of the Perkins Postsecondary Grant and the Perkins Career and Technical Education Rural Program Grant.

Ms. Lagassé moved, seconded by Mr. Keith, to approve Assessment, Research and Technology Items 1-2, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Assessment, Research and Technology). Motion carried (Bramlitt, Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved  
Assessment,  
Research and  
Technology Items 1-2

There was no report from Faculty Senate.

Faculty Senate

Trustee Garrison asked if the College has the tools needed to be competitive in regards to the Distance Learning program platform. Dr. Brown explained the College has transitioned from Blackboard to the platform Canvas. Canvas costs a little more, but the College will receive 24/7 help desk services including a hosted environment so Canvas staff can step into a course and help the instructor fix it. The College is hiring one additional staff person to assist faculty in the development of quality courses. President Pickens explained the Administrative Team discussed reducing the distance learning fee to \$12 instead of \$13, but decided on \$13 in order to fund the additional staff person.

President Pickens informed the Board that a Drug Court Graduation is being held on May 23 in Putnam County. He met with Judge Morris and College representatives will attend the graduation. The College will offer to waive application fees to those who have a GED or high school diploma. For those who do not, we will offer a scholarship through the Foundation to take GED classes at the College. President Pickens offered a similar program for Clay and St. Johns Counties as well.

President's Report

President Pickens informed the Trustees that the College is hosting the Putnam County Chamber of Commerce After Hours event on June 21 at 5:30 p.m. It will be held in the Viking Center.

President Pickens stated the reprioritized Capital Outlay list was approved at the EMT Meeting yesterday. The St. Augustine project is priority #1. He discussed other projects on the list.

President Pickens informed the Trustees that there will be an Executive Management Team Workshop on June 27-28. Trustees are invited to lunch on June 28.

President Pickens stated he attended the Clay Chamber Foundation Quality of Life breakfast several weeks ago. Students in SJR State's Bachelors of Organizational Management program gathered the data for the report. He has a meeting with the Putnam County Chamber representatives tomorrow regarding this project.

President Pickens announced that the ACCT Leadership Congress is October 24-27 and is being held in New York City. He and Dr. Brown have submitted a proposal to present. If accepted, a Trustee will present with them. The proposal is on the challenges of being a Trustee and being faced with unpopular decisions. More information will be forthcoming.

Trustee Davis expressed appreciation to the students who are giving to others.

Trustee Comments

Trustee Garrison expressed appreciation for the opportunities the College is offering to Drug Court graduates. He thanked Dr. Powers for the budget workshop information. Mr. Garrison stated it is a positive that we have not raised tuition. He said kudos to the College for being fiscally responsible.

Trustee Bramlitt expressed appreciation for the smooth graduation exercise held on May 4. She noted that she is impressed with the student involvement in clubs and activities.

Trustee Lagassé expressed appreciation for the monthly updates and news articles. She discussed the expansion of the Career and Technical Education programs and the need for everyone to market the College.

Trustee Keith stated he attended the recent Law Enforcement graduation. He recommended that Drug Court graduates become involved with the Career and Technical Education programs.

Chairperson Hancock expressed appreciation to Dr. Powers for the work on the budget.

Chairperson Mary Ellen Hancock referred Trustees to the proposed 2018-2019 District Board of Trustees Meeting schedule.

Ms. Lagassé moved, seconded by Mr. Keith, to set the Date, Time and Place for fiscal year 2018–2019 District Board of Trustees meetings as the third Wednesday of each month at 3:00 p.m., Palatka Campus, with the following exceptions:

- July 2018, November 2018, and March 2019 - No Meeting
- August 22, 2018 (fourth Wednesday)
- December 5, 2018 (first Wednesday)
- October, 2018, January, 2019, and April, 2019 Thrasher-Horne Conference Center, Suites C & D, Orange Park Campus
- August, 2018, February, 2019, and May, 2019, Criminal Justice Multipurpose Room, J-149, St. Augustine Campus

Motion carried (Bramlitt, Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Ms. Lagassé moved to adjourn and Mr. Keith seconded the motion. Motion carried (Bramlitt, Davis, Garrison, Hancock, Keith, Lagassé — Yes) and Chairperson Hancock adjourned the meeting at 4:00 p.m.

Approved 2018 –  
2019 District Board of  
Trustees Meeting  
Schedule

Adjournment