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

June 15, 2016

MEMBERS PRESENT:
Ms. Mary Ellen Hancock, St. Johns Co., Chairperson
Mr. Wendell Davis, Clay County, Vice-Chairperson
(Note: Mr. Davis arrived late)
Mr. Ronald Coleman, Clay County
Ms. Denise M. Bramlitt, Putnam Co.
Mr. Brian Keith, Putnam County
Col. Mickey Duren, St. Johns 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 Board Room, Administration Building, Palatka Campus.

Approved Minutes of May 18, 2016 Budget Workshop

Chairperson Mary Ellen Hancock called for corrections or additions to the minutes of the Budget Workshop of May 18, 2016. Mr. Keith moved approval of the minutes and Mr. Duren seconded the motion. Motion carried (Bramlitt, Coleman, Duren, Hancock, Keith — Yes).

Approved Minutes of May 18, 2016 Meeting

Chairperson Mary Ellen Hancock called for corrections or additions to the minutes of the May 18, 2016 meeting. Mr. Duren moved approval of the minutes and Ms. Bramlitt seconded the motion. Motion carried (Bramlitt, Coleman, Duren, Hancock, Keith — Yes).

Public Comment

There were no public comments.

Attorney's Report

Board Attorney Ron Brown provided a copy of the "Brechner Report" and an article from The Florida Bar Journal.

Collier-Blocker Scholarship Recipients

Dr. Melanie Brown introduced the new recipients of the Collier-Blocker Scholarship for 2016-2017. Today the students met their mentors and had orientation.

Old Business

There was no old business.

Chairperson Hancock called a public hearing for an amendment to SJR Rule 4.06 (R1) College Purchasing Practices. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

SVP Miller reviewed and requested approval to amend SJR Rule 4.06 (R1) College Purchasing Practices.

Public Hearing

Mr. Keith moved, seconded by Mr. Duren, 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, Duren, Hancock, Keith — Yes).

Approved Senior Vice President Item 2

Next, SVP Miller reviewed and requested approval to accept the Orange Park Campus, Pond F Side Slope Restoration Project and Authorize final payment to Aman Construction.

Mr. Duren moved, seconded by Mr. Keith, to approve Senior Vice President Item 3, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried (Bramlitt, Coleman, Duren, Hancock, Keith — Yes).

Approved Senior Vice President Item 3

SVP Miller then reviewed additive change order #2 to Anglin Construction Company for the Palatka Campus Additions/Renovations to Building G, Women's Locker Room. She also referred Board members to the facilities usage for June 2016. (Note: Mr. Davis arrived.)

Senior Vice President Items 4 - 5

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report for May 2016, Write-Off of Tangible Personal Property, Personnel Matters, and 2016-2017 Course Fee Changes.

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

Approved Finance and Administration Items 1 – 4

V.P. Powers reviewed and requested approval of 2016-2017 Student Tuition and Fees. The request does not include a tuition increase but does include a $2.00 per credit Capital Improvement Fee increase.

Chairperson Hancock and Trustees Bramlitt and Davis discussed the information that was presented at the Governor's Summit in May regarding tuition increases. Ms. Hancock stated that outside of the messaging at the Summit regarding tuition, there was also a message regarding tenure. President Pickens spoke to the issue of tenure. He explained the rigorous process of obtaining and retaining tenure at the collegiate level. Discussion followed.

President Pickens then explained that the College has cut the operational budget by over $1M without affecting direct instruction and faculty positions. Discussion followed regarding raising the Capital Improvement Fee.

Mr. Duren moved to approve Finance and Administration Item 5 (a detailed listing is contained in the material submitted by the Office of the Vice President for Finance and Administration), 2016-2017 Student Tuition as presented with fees other than the Capital Improvement Fee. It was seconded by Mr. Davis. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith — Yes).

Approved Finance and Administration Item 5 – part 1

Mr. Davis moved, seconded by Ms. Bramlitt, to approve Finance and Administration Item 5, Capital Improvement Fee increase of $2.00 (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, Duren, Hancock, — Yes; Keith - no).

Approved Finance and Administration Item 5 – part 2

V.P. Powers reviewed and requested approval of 2016-2017 Operating Budget – Unrestricted Fund. President Pickens noted that enrollment is the one variable in the budget. This budget is based on flat enrollment. Mr. Davis verified the amount required to be held in reserves.

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

Approved Finance and Administration Item 6

V.P. Powers reviewed and requested approval of 2016-2017 Capital Outlay Budget.

Mr. Davis moved, seconded by Ms. Bramlitt, 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, Coleman, Davis, Duren, Hancock, Keith — Yes).

Approved Finance and Administration Item 7

V.P. Powers reviewed and requested approval of the 2016-2017 Salary Schedule. She explained we are working to be in compliance with the revisions required by the Division of Labor by the December 1st deadline. A revised salary schedule will be brought for approval at the October Board meeting.

Mr. Davis moved, seconded by Mr. Keith, to approve Finance and Administration Item 8, 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, Duren, Hancock, Keith — Yes).

Approved Finance and Administration Item 8

V.P. Anna Lebesch presented a Workforce Development Update.

Workforce Development Item 1

Chairperson Hancock called a public hearing for Discipline, Due Process, and Dismissal Criteria for the Criminal Justice Training Program. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

V.P. Anna Lebesch reviewed and requested approval of Discipline, Due Process, and Dismissal Criteria for the Criminal Justice Training Program.

Mr. Keith moved, seconded by Mr. Duren, to approve Workforce Development Item 3, 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, Duren, Hancock, Keith — Yes).

Approved Workforce Development Item 3

V.P. Lebesch then reviewed and requested approval of the 2016-17 Criminal Justice Handbook and Continuing Workforce & Corporate Training Course Listing.

Mr. Davis moved, seconded by Mr. Keith, to approve Workforce Development Items 4-5, 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, Duren, Hancock, Keith — Yes).

Approved Workforce Development Items 4 - 5

V.P. Humerick reviewed and requested approval of the Adult General Education grant, Corrections Adult Education grant, and EL Civics grant.

Mr. Duren moved, seconded by Ms. Bramlitt, to approve Assessment, Research and Technology Items 1-3, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Approved Assessment, Research and Technology). Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith — Yes).

Approved Assessment, Research and Technology Items 1 - 3

SVP Melissa Miller, on behalf of V.P. Gilbert Evans, reviewed and requested approval of the 2016-2017 Student Handbook and the 2016-2017 College Catalog.

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

Approval Student Affairs Items 1 – 2

Clay Moore reported for the Faculty Senate. He spoke to the topic of tenure.

Faculty Senate

President Pickens discussed the status of First Coast Technical College. He has communicated with St. Johns County Superintendent Dr. Joyner.

President's Report

President Pickens informed the Board that the Foundation Donor Appreciation event is Thursday, 5:30-7:30 p.m. at the Florida School of the Arts. The opening performance of the play "The Mousetrap" is Thursday at 7:30 p.m.

President Pickens expressed appreciation to the Trustees for approving the budget. He also thanked Dr. Lynn Powers for her hard work.

Chairperson Mary Ellen Hancock referred Trustees to the proposed 2016-2017 District Board of Trustees

Meeting schedule. President Pickens noted the proposed date in August is the 4th Wednesday due to the beginning of the term. He also requested that the location of the meeting be changed to the St. Augustine Campus in order to accommodate the Board Attorney's schedule. He requested that the location of the September meeting be changed to Palatka.

Approved 2016 – 2017 District Board of Trustees Meeting Schedule

Mr. Davis moved, seconded by Mr. Duren, to set the Date, Time and Place for fiscal year 2016 – 2017 District Board of Trustees meetings as the third Wednesday of each month at 3:00 p.m., Palatka Campus, with the following exceptions:

- July 2016, November 2016, and March 2017 - No Meeting
- August 24, 2016 (fourth Wednesday)
- December 7, 2016, (first Wednesday)
- October, 2016, January, 2017, and April, 2017 Thrasher-Horne Conference Center, Suites C & D, Orange Park Campus
- August, 2016, February, 2017, and May, 2017, Criminal Justice Multipurpose Room, J-149, St. Augustine Campus

Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith — Yes).

Information from Governor's Summit held May 24-26

Trustees Hancock, Bramlitt, Davis, and Keith attended the Governor's Degrees to Jobs Summit held on May 24-26, 2016 in Orlando. Trustee Keith reported there were two very good presenters. He will share the information when he receives it from the presenter. Trustee Davis reported the data distributed by the Gallup organization was interesting. Trustee Bramlitt stated she is in the process of organizing her notes. She suggested adding this topic to the August meeting for further discussion and scheduling the Board Workshop in the fall. Trustee Hancock stated the Summit was important.

Trustee Comments

Trustee Keith discussed the information from a Worksource Summit he attended in Washington, D.C. recently.

Trustee Davis congratulated the presenters for today's meeting and thanked Dr. Powers for meeting with him.

Trustee Hancock thanked Dr. Powers and expressed concern and get well wishes to Dr. Evans.

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

Adjournment