

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

June 17, 2019

MEMBERS PRESENT:

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

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary
Mr. Ron Brown, Attorney for the Board

The meeting was held in the Board Room at the Palatka Campus.

Chairperson Garrison called the meeting to order and asked for corrections or additions to the minutes of the May 15, 2019 Board Workshop and the minutes of the May 15, 2019 Board Meeting. Mr. Davis moved approval of the minutes and Mr. Keith seconded the motion. Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Minutes of
May 15, 2019 Board
Workshop and Board
Meeting

There were no public comments.

Public Comment

Ron Brown deferred giving an Attorney's Report due to the lengthy agenda.

Attorney's Report

There was no old business.

Old Business

SVP Melissa Miller reviewed and requested approval of the 2020-21 through 2024-25 Capital Improvement Plan. She and President Pickens explained the requested prioritization.

Mr. Davis 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, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Senior Vice
President Item 1

SVP Melissa Miller reviewed and requested approval of Amendment #1 to the Agreement for Board Attorney Services for Ronald W. Brown.

Chairperson Garrison moved to amend the amendment by changing B2 from \$175 to \$200 per hour. The amendment was seconded by Mr. Keith. Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes).

Amendment to Senior Vice President Item 2

Mr. Reid moved, seconded by Ms. Dougher, to approve Senior Vice President Item 2, as amended (a detailed listing is contained in the material submitted by the Office of the Vice President for Senior Vice President). Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Senior Vice President Item 2

SVP Melissa Miller reviewed and requested approval of the Annual Comprehensive Safety Inspection Report for 2018-19.

Mr. Davis 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, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Senior Vice President Item 3

SVP Melissa Miller reviewed and requested approval of Awarding of BID-SJR-05-2018, Base Bid 1 & Unit Prices to E. Vaughan Rivers for re-roofing Building A on the Palatka Campus, and Base Bid 2, Add Alternate 1 & Unit Prices to Thomas May Construction for re-roofing Buildings C and A on the St. Augustine Campus.

Mr. Davis moved, seconded by Mr. Reid, to approve Senior Vice President Item 4, 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, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Senior Vice President Item 4

SVP Melissa Miller reviewed and requested approval of Delegation of Authority to President Pickens to negotiate a 5-year Lease of Driving Track and Firearms Range Facilities from the St. Johns County Sheriff's Office. She referred Trustees to the draft Memorandum of Understanding provided and discussion followed.

SVP Melissa Miller also reviewed Facilities Usage for June.

Mr. Crum moved, seconded by Mr. Keith, to approve Senior Vice President Item 5, 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, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Senior Vice President Item 5

Dr. Powers reviewed and requested approval of the Monthly Financial Report – May 2019, Personnel Matters, and Write-Off of Tangible Personal Property.

Mr. Davis moved, seconded by Mr. Crum, to approve Finance and Administration Items 1-3, 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, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Finance and Administration Items 1-3

Dr. Powers reviewed and requested approval of the Accounts Receivable Write-Offs.

Mr. Reid moved, seconded by Ms. Dougher, to approve Finance and Administration Item 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, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Finance and Administration Item 4

Dr. Powers reviewed and requested approval of the Annual Equity Report (Submission 2 of 2).

Mr. Crum moved, seconded by Mr. Reid, to approve Finance and Administration Item 5, 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, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Finance and Administration Item 5

Dr. Powers reviewed and requested approval of the 2019-20 Salary Schedule.

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

Approved Finance and Administration Item 6

Dr. Powers reviewed and requested approval of Non-Recurring Salary Supplements in the fall and delegate

to the President how to distribute up to \$600K for all eligible employees.

Mr. Davis moved, seconded by Mr. Reid, 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). Discussion followed. Trustee Reid noted the Administration should not be exempted. President Pickens stated he will bring the plan as to how the supplement will be distributed to the Board in September or October. He noted Faculty, while an integral part of the College, will not participate in this by law because of the bargaining process. Trustee Garrison stated this does not substitute the need for a discussion regarding a salary raise. Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Finance and Administration Item 7

Dr. Powers reviewed and requested approval of 2019-20 Student Tuition and Fees.

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

Approved Finance and Administration Item 8

Dr. Powers reviewed and requested approval of a Transfer from Board Designated Operating Reserves to the Unexpended Plant Fund.

Ms. Dougher moved, seconded by Mr. Davis, to approve Finance and Administration Item 9, 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, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Finance and Administration Item 9

Dr. Powers reviewed and requested approval of the 2019-20 Operating Budget-Unrestricted Current Fund.

Mr. Reid moved, seconded by Mr. Crum, to approve Finance and Administration Item 10, 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, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Finance and Administration Item 10

Dr. Powers reviewed and requested approval of the 2019-20 Plant Fund Capital Outlay Budget.

Ms. Dougher moved, seconded by Mr. Keith, to approve Finance and Administration Item 11, 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, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Finance and Administration Item 11

Dr. Melanie Brown and Dean Alain Hentschel reviewed for information only that the National Association of Schools of Art and Design (NASAD) Accreditation has been granted to the Florida School of the Arts. Dr. Brown noted that the Florida School of the Arts Graduation is on Friday, June 21, 7:00 pm, at the Florida School of the Arts Mainstage. She also noted that SJR State's Adult Education General Education Diploma (GED) Graduation is on Saturday, June 22, 10:00 am, at the Florida School of the Arts Mainstage.

Academic Affairs Items 1-3

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

Mr. Crum moved, seconded by Mr. Keith, 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 Assessment, Research and Technology). Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Assessment, Research and Technology Items 1-3

Chairperson Garrison called a public hearing for approval of the 2019-20 Medical Assisting Handbook. There being no comments from those present, Chairperson Garrison adjourned the public hearing.

Public Hearing

Dr. Ros Humerick reviewed and requested approval of the 2019-20 Medical Assisting Handbook.

Mr. Davis moved, seconded by Ms. Dougher, 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, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Workforce Development Item 2

Dr. Ros Humerick reviewed and requested approval of the Continuing Workforce Health & Criminal Justice Course Catalog.

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

Approved Workforce
Development Item 3

SVP Melissa Miller, on behalf of Dr. Gilbert Evans, reviewed and requested approval of the 2019-20 Student Handbook and 2019-20 College Catalog.

Mr. Crum moved, seconded by Ms. Dougher, 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 Student Affairs). Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes).

Approved Student
Affairs Items 1-2

Dr. Aaron Knowles reported on behalf of the Faculty Senate. He noted the Putnam County Quality of Life Report will be published in the next 30 days. President Pickens expressed appreciation to Dr. Knowles for his work on this project.

Faculty Report

President Pickens reported on the Foundation Donor Appreciation Event that was held on June 13 in conjunction with the opening of the play at the Florida School of the Arts.

President's Report

President Pickens discussed the Perkins Grant funding.

President Pickens recognized that Dr. Lynn Powers is Chair of the statewide Council of Business Affairs (COBA).

President Pickens reported that he will be chairing the COP Policy and Advocacy Committee again.

Chairperson Sam Garrison referred Trustees to the proposed 2019-2020 District Board of Trustees Meeting schedule.

Mr. Davis moved, seconded by Ms. Dougher, to set the Date, Time and Place for fiscal year 2019–2020 District Board of Trustees meetings as the third Wednesday of each month at 2:00 p.m., Palatka Campus, with the following exceptions:

Approved District
Board of Trustees
Date, Time, and Place
of Board Meetings for
2019-2020

- July 2019 and December 2019 - No Meeting
- August 14, 2019 (second Wednesday)
- October 23, 2019 (fourth Wednesday)

- January 22, 2020 (fourth Wednesday)
- October, 2019, January, 2020, and April, 2020
Thrasher-Horne Conference Center, Suites C & D, Orange Park Campus
- August, 2019, February, 2020, and May, 2020,
Criminal Justice Multipurpose Room, J-149, St. Augustine Campus

Motion carried (Crum, Davis, Dougher, Garrison, Keith, Reid - Yes).

Trustee comments were made. Trustee Keith noted “Sean of the South” will be at Flo-Arts on June 28 and highly recommended it.

Trustee Comments

Trustee Garrison recommended that student athletes and Flo-Arts students talk to students in the Clay County Public Schools to inform them of opportunities available. Dr. Brown reported that her department is working on this and she will update the Board at a future meeting.

Chairperson Garrison adjourned the meeting at 4:30 p.m.

Adjournment