

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

June 20, 2018

MEMBERS PRESENT:

Ms. Mary Ellen Hancock, St. Johns Co., Chairperson
Mr. Wendell Davis, Clay County, Vice-Chairperson
Mr. Sam Garrison, Clay County
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

MEMBERS ABSENT:

Ms. Denise M. Bramlitt, Putnam County

The meeting was held in the Boardroom, Palatka Campus.

Chairperson Hancock called the meeting to order and asked for corrections or additions to the minutes of the May 16, 2018 Workshop. Ms. Lagassé moved approval of the minutes and Mr. Keith seconded the motion. Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Minutes of
May 16, 2018
Workshop

Chairperson Hancock asked for corrections or additions to the minutes of the May 16, 2018 meeting. Ms. Lagassé moved approval of the minutes and Mr. Keith seconded the motion. Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Minutes of
May 16, 2018 Minutes

There were no public comments.

Public Comment

As the Attorney's Report, Board Attorney Ron Brown requested approval of the first amendment to Contract of Employment for the President of St. Johns River State College July 1, 2016 through June 30, 2020.

Attorney's Report

Mr. Davis moved, seconded by Mr. Garrison, to approve the item as submitted (a detailed listing is contained in the board packet material). Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved First
Amendment to
Contract Item

There was no old business.

Old Business

SVP Melissa Miller reviewed and requested approval of 2019-20 through 2023-24 Capital Improvement Plan, Agreement for Board Attorney Services for Ronald W. Brown, Annual Comprehensive Safety Inspection Report for 2017-18, Review Florida School of the Arts Renovation and Addition Additive Change Order #1 to CC Borden Construction, Inc., and Plans/ Specifications for the OPC Remodeling/Renovation/ Addition to Buildings D and V. She introduced Joe Kuehmeier and Bob Goodwin, CRG Architects, who explained the Orange Park Campus Building D project.

SVP Miller reviewed for information only procedural changes and Facilities Usage for June 2018.

Chairperson Hancock noted that Item 2 would be voted on separately from Items 1, 3, and 5.

Trustee Garrison asked for further information on the Capital Improvement Plan in regards to a new Public Safety/Criminal Justice Complex as this is a project that would be beneficial for all three (3) service counties as well as the College. Dr. Lebesch responded on current plans.

Mr. Garrison moved, seconded by Mr. Davis, to approve Senior Vice President Items 1, 3 and 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 (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Items 1, 3 and 5

Mr. Davis moved, seconded by Mr. Keith, to approve Senior Vice President Item 2, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Senior Vice President). Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Item 2

Dr. Lynn Powers reviewed and requested approval of the Monthly Financial Report – May 2018, Write-Off of Tangible Personal Property, Personnel Matters, Award Security Services, Accounts Receivable Write-Offs, 2018-19 Student Tuition and Fees, Criminal Justice Lab Fees, and 2018-19 Salary Schedule.

Dr. Powers discussed the Budget Advisory Council's recommendation of a non-recurring salary supplement if the year-end financial results for FY 17-18 do not require the entire \$1.5M use of reserves designated by the board to balance the current year's budget.

Dr. Powers reviewed and requested approval of 2018-19 Operating Budget – Unrestricted Current Fund and 2018-19 Capital Outlay Budget.

Mr. Davis moved, seconded by Mr. Keith, to approve Finance and Administration Items 1-8 and 10-11, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Finance and Administration). Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Finance and Administration Items 1-8 and 10-11

Discussion followed regarding Item 9. President Pickens stated this item can be revisited in September when more information is known. Much discussion followed.

Mr. Davis moved to table Finance and Administration Item 9 (a detailed listing is contained in the material submitted by the Office of the Vice President for Finance and Administration) until the September meeting. It was seconded by Mr. Garrison. Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Tabled Finance and Administration Item 9

Dr. Melanie Brown reviewed and requested approval of St. Johns River State College Library Policies (revised): Circulation Services and Collection Development.

Dr. Brown reviewed for information only a new service from the SJR State Library: free, unlimited access to *The New York Times* for SJR State faculty, staff, students, and trustees.

Academic Affairs Item 2

Dr. Brown asked for board input on dual enrollment technical guidance regarding charging private schools tuition. President Pickens discussed this item and recommended that SJR State not charge private schools. It was the consensus of the Board to not charge.

Academic Affairs Item 3

Dr. Brown introduced Meghan Deputy, who gave an update on the Collier Blocker program.

Academic Affairs Item 4

Ms. Lagassé moved, seconded by Mr. Keith, to approve Academic Affairs Item 1, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Academic Affairs). Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Academic Affairs Item 1

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

Mr. Garrison moved, seconded by Mr. Keith, to approve Workforce Development Item 1, 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 1

SVP Miller, on behalf of Dr. Gilbert Evans, reviewed and requested approval of 2018-19 Student Handbook and 2018-19 College Catalog.

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

Approved Student Services Items 1-2

Dr. Ros Humerick reviewed and requested approval of the Adult General Education Grant.

Dr. Humerick presented for reaffirmation the College Vision and Values and the College Goals and Objectives for the 2016-2021 Strategic Plan. She also gave an updated for 2016-17 Strategic Plan Performance Measures.

Assessment, Research and Technology Items 2-4

Mr. Garrison moved, seconded by Mr. Davis, to approve Assessment, Research and Technology Item 1, 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 (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Assessment, Research and Technology Item 1

Clay Moore reported from the Faculty Senate.

Faculty Senate

President Pickens informed the Board that he and Dr. Brown made a presentation to the Putnam County School Board meeting yesterday on the Collegiate High School and Dual Enrollment programs.

President's Report

President Pickens informed the Trustees the parameters are set to negotiate a lease on the Moseley Campus in Palatka for career and technical programs.

President Pickens stated the Florida School of the Arts 40th class reunion was held last weekend.

President Pickens informed the Trustees that he, Dr. Brown, and a Board member have been accepted to present at the ACCT Conference in October.

President Pickens stated SJR State College is hosting the Putnam County Chamber After Hours event tomorrow at 5:30 p.m. in the Viking Center.

President Pickens announced the GED graduation is tomorrow night and the Florida School of the Arts graduation is on Friday night.

President Pickens announced Marti Littlefield has been hired as the new softball coach following the former coach's resignation.

President Pickens stated the Annual EMT Workshop is next Wednesday and Thursday at the Orange Park Campus. An insurance presentation will be given. A Board Workshop on insurance is scheduled on August 22.

President Pickens informed the Trustees that he has been asked to chair a COP policy and advocacy workgroup.

Trustee Keith stated he attended the Drug Court graduation and the College participated.

Trustee Comments

Trustee Garrison stated he and Trustee Davis had the opportunity to speak to the Governor at a function this past weekend on behalf of the College.

Chairperson Hancock announced this is her last meeting as she is resigning effective June 22. President Pickens made remarks. He and the Executive Management Team expressed appreciation for her dedication and work for the College.

Attorney Ron Brown noted the Vice Chairman will assume the Chairperson duties until the new election is held after July 1. Mr. Davis stated that due to work obligations, he is not able to assume those duties, but is willing to remain Vice Chairman.

Mr. Davis then moved that Sam Garrison serve as Chairman until the board organizes at its first regular meeting after July 1. Mr. Keith seconded the motion.

Appointment of New Chairman

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

Ms. Lagassé moved to adjourn and Mr. Keith seconded the motion. Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes) and Chairperson Hancock adjourned the meeting at 4:55 p.m.

Adjournment