

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

June 24, 2015

MEMBERS PRESENT:

Ms. Mary Ellen Hancock, St. Johns Co., Chairperson
Mr. Wendell Davis, Clay County, Vice-Chairperson
Ms. Denise M. Bramlitt, Putnam County
Mr. Ronald Coleman, Clay County
Col. Mickey Duren, St. Johns 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

The meeting was held in the Board Room of the Administration Building, Palatka Campus.

Chairperson Mary Ellen Hancock called for corrections or additions to the minutes of the Budget Workshop and the regular Meeting of May 20, 2015. Mr. Keith moved approval of the minutes and Mr. Coleman seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Minutes of
May 20, 2015 Budget
Workshop and
Regular Meeting

There were no public comments.

Public Comment

The Students Working Against Tobacco (SWAT) students made a presentation to the Board, recognizing and thanking SJR State for going tobacco free.

SWAT Presentation

President Pickens introduced Jill Semento, the new Head Softball Coach.

Attorney Ron Brown provided a copy of the Brechner Report. President Pickens expressed appreciation to Mr. Brown for the services he is providing. Mr. Brown stated that he is available to the Trustees as well.

Attorney's Report

There was no old business.

Old Business

E.V.P. Melissa Miller gave a facilities update. The Orange Park project is still in the design phase. The College did not receive an additional appropriation for

this project. President Pickens expressed appreciation for Senator Bradley's efforts in attempting to procure additional funds.

E.V.P. Melissa Miller reviewed and requested approval to approve the Capital Improvement Plan (CIP), FY 2016-17 through 2020-21. She expressed appreciation to Susan Geoghagan for her great work on the CIP. Next, EVP Miller reviewed and requested approval of the Annual Comprehensive Safety Inspection Report for 2014-15 and plans/specifications for Renovation of Women's Locker Room in Building G on the Palatka Campus. She recognized Mr. Bob Goodwin who explained the Women's Locker Room project. She also reviewed Additive Change Orders #1, #2, and #3 to Armstrong Contracting Services, Inc. for the Palatka Campus Informational Sign Project. The new sign will be finished in about four (4) weeks. President Pickens stated a priority also is a new sign for the Florida School of the Arts. She gave a report on facilities usage for May 2015.

Mr. Keith moved, seconded by Mr. Duren, to approve Executive Vice President Items 2 - 4, as submitted (a detailed listing is contained in the material submitted by the Office of the Executive Vice President). Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Executive
Vice President Items
2 - 4

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report for May 2015, Write-Off of Tangible Personal Property, and Personnel Matters.

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

Approved Finance
and Administration
Items 1 – 3

V.P. Lynn Powers reviewed and requested approval of 2015-16 Student Fees. Discussion followed on tuition increases.

Ms. Lagassé moved, seconded by Ms. Bramlitt, 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

Approved Finance
and Administration
Item 4

Finance and Administration). Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

V.P. Lynn Powers presented and requested approval of the 2015-2016 Operating Budget – Unrestricted Current. She explained that the major changes from the information presented at the Budget Workshops are the addition of a \$2M appropriation and reduction of \$400K in expenses. Additionally, a \$1,500 salary increase is recommended for all full-time faculty and staff (does not include President [contract will be negotiated in the fall] and Senior Management) as well as hiring four (4) new hires. Chairman Hancock asked for feedback regarding Senior Management not being included in the increase. Dr. Powers stated if the nine Senior Managers were included in the increase it would not be a large financial impact. Ms. Lagassé inquired about merit increases. Dr. Powers stated there will be some as people are being promoted and/or assuming additional duties. President Pickens explained the process for giving merit increases.

Ms. Lagassé moved, seconded by Mr. Coleman, to approve Finance and Administration Item 5.

Mr. Duren moved, seconded by Mr. Keith to include the nine (9) Senior Management employees (excluding the President) in the \$1,500 salary increase. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Mr. Keith moved, seconded by Ms. Bramlitt, to approve Finance and Administration Item 5, as submitted with the inclusion of Senior Management in the \$1,500 salary increase (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, Lagassé — Yes).

Approved Finance and Administration Item 5

V.P. Lynn Powers presented and requested approval of 2015-2016 Capital Outlay Budget. Discussion followed regarding carryover funds.

Mr. Davis moved, seconded by Mr. Coleman, 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

Approved Finance and Administration Item 6

Finance and Administration). Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

V.P. Lynn Powers reviewed and requested approval of 2015-2016 Salary Schedule.

Ms. Bramlitt moved, seconded by Mr. Coleman, 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, Lagassé — Yes).

Approved Finance and Administration Item 7

V.P. Melanie Brown reviewed and requested approval of the SJR State Library Collection Development Policy and the SJR State Library Circulation Services Policy.

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

Approved Academic Affairs Items 1-2

E.V.P. Melissa Miller, on behalf of V.P. Gilbert Evans, reviewed and requested approval of the 2015-2016 Student Handbook and 2015-2016 College Catalog. She expressed appreciation to Caroline Tingle and her staff for the great job on both products.

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

Approved Student Affairs Items 1–2

Clay Moore reported for the Faculty Senate. He expressed appreciation to the Board for the \$1,500 increase.

Faculty Senate

President Pickens stated that he is serving on the DOE Keep Florida Learning Committee which examines the K-12 standards. The meeting last week was productive.

President's Report

President Pickens informed the Board that the auditors

will be reviewing travel reimbursements, terminal and severance pay, and remuneration for the President and administrative employees.

President Pickens asked Mike Canaday to introduce James Parker, the new Custodial Supervisor.

President Pickens introduced Daniel Barkowitz, the new Financial Aid Director. Mr. Barkowitz will also be assuming additional responsibilities within Student Services.

President Pickens announced that Trustees Bramlitt and Duren were reappointed until May, 2018, pending Senate confirmation.

President Pickens discussed that Miami-Dade is implementing a 1% tax to benefit the colleges. He discussed the issue of our college serving three (3) counties.

Trustee Denise Bramlitt expressed appreciation to Ron Brown for his services. She also thanked Dr. Powers for the information provided on the budget. She stated that Terrill Hill was a great speaker at the Spring Graduation.

Trustee Comments

Trustee Ron Coleman expressed appreciation for everyone's involvement in meeting the July 1st deadline for the budget.

Trustee Hancock also thanked Dr. Powers for the budget presentation.

Trustee Lagassé stated that the Flo-Arts graduation was awesome. The Collier-Blocker awards luncheon today was motivational.

Trustee Keith welcomed the new employees. He also enjoyed the Flo-Arts graduation.

Chairperson Mary Ellen Hancock referred Trustees to the proposed 2015-2016 District Board of Trustees Meeting schedule.

Ms. Lagassé moved, seconded by Mr. Coleman, to set the Date, Time and Place for fiscal year 2015 – 2016 District Board of Trustees meetings as the third Wednesday of each month at 3:00 p.m., Palatka

Approved 2015 –
2016 District Board of
Trustees Meeting
Schedule

Campus, with the following exceptions:

- July 2015, November 2015, and March 2016 - No Meeting
- December 9, 2015, (second Wednesday)
- September, 2015, January, 2016, and April, 2016 Thrasher-Horne Conference Center, Suites C & D, Orange Park Campus
- October, 2015, February, 2016, and May, 2016, Criminal Justice Multipurpose Room, J-149, St. Augustine Campus

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

There being no further business, Chairperson Hancock adjourned the meeting at 4:40 p.m.

Adjournment