

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

August 23, 2017

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

MEMBERS ABSENT:

Ms. Denise M. Bramlitt, Putnam County  
Mr. Mickey Duren, St. Johns County (medical reason)

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 J-149, St. Augustine Campus.

Chairperson Hancock called the meeting to order.

Dr. Melanie Brown welcomed Stephen Tomasovitch  
who introduced student representatives from the  
Student Government Association. He gave an  
overview of upcoming activities. The District 2 SGA  
Meeting will be hosted at the St. Augustine Campus on  
September 29-30.

Chairperson Mary Ellen Hancock called for corrections  
or additions to the minutes of the June 21, 2017  
meeting. Mr. Davis moved approval of the minutes and  
Mr. Keith seconded the motion. Motion carried (Davis,  
Garrison, Hancock, Keith, Lagassé — Yes).

Approved Minutes of  
June 21, 2017  
Meeting

Chairperson Mary Ellen Hancock called for corrections  
or additions to the minutes of the July 20, 2017 Board  
Workshop. Mr. Davis moved approval of the minutes  
and Mr. Garrison seconded the motion. Motion carried  
(Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Minutes of  
July 20, 2017 Board  
Workshop

Dr. Anna Lebesch and Joel Abo, along with President  
Pickens, recognized and expressed appreciation to  
Business Partner and SJR State alumni Greg Baker for  
his many contributions.

Business Partner/  
Alumni Recognition

There were no public comments.

Public Comment

Board Attorney Ron Brown discussed information on an article “The Top Ten Legal Issues Facing Community Colleges” from March 2016 *Perspectives*.

Attorney’s Report

There was no old business.

Old Business

Chairperson Hancock called a public hearing to Amend Board Rule SJR 7.22 (R8) Limited Access Programs. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Melissa Miller reviewed and requested approval of Amendment to Board Rule SJR 7.22 (R8) Limited Access Programs

Mr. Garrison 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 Senior Vice President). Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Item 2

SVP Miller reviewed for information only amendments to the following Board Rules: SJR 1.30 Mission Statement for the Thrasher-Horne Center for the Arts; SJR 1.31 Vision Statement for the Thrasher-Horne Center for the Arts; SJR 1.32 Core Values for the Thrasher-Horne Center for the Arts; SJR 5.03 (A) (R1) Revocation, Suspension, and/or Dismissal of Individuals on Continuing Contract or Annual Contract or Adjunct Faculty; and SJR 5.13 (R2) Instructional Personnel Policies on Duties, Teaching Load, and Hours of Work.

Senior Vice President Item 3

SVP Miller also reported on Facilities Usage for July/August 2017.

Senior Vice President Item 4

SVP Miller provided a memo for the Trustees’ information regarding two (2) complaints received.

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report - July 2017, Budget Amendments for Fiscal Year 2016-2017 (Operating Fund 1, Restricted Fund 2, Auxiliary Fund 3, and Plant Fund 7), Budget Amendments for Fiscal Year 2017-2018 (Operating Fund 1, Restricted Fund 2, Auxiliary Fund 3, and Plant Fund 7), Write-Off of Tangible Personal Property, and Personnel Matters.

Mr. Davis moved, seconded by Mr. Keith, to approve Finance and Administration Items 1-5, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Finance and Administration). Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Finance  
and Administration  
Items 1-5

V.P. Melanie Brown reviewed and requested approval of Articulation Agreement between the Florida School of the Arts and Flagler College; 2017-2018 Articulation Agreement between the District Board of Trustees of St. Johns River State College and the District School Board of Clay County, the District School Board of Putnam County, the District School Board of St. Johns County, Florida School for the Deaf and the Blind, Putnam Edge Charter High School, Beacon of Hope Christian Academy, First Coast Christian School, High Point Christian Academy, Peniel Baptist Academy, Putnam Banner, Russell Christian Academy, St. Joseph Academy in the Diocese of St. Augustine, St. Johns Country Day School, and Victory Preparatory School; 2018 Collegiate High School Contract between the District Board of St. Johns River State College and the District School Board of Clay County, the District School Board of Putnam County, and Florida School for the Deaf and the Blind; 2017-2018 Articulation Agreement among Eligible Home Education Students and their Parents/Guardians and St. Johns River State College; Curriculum Revisions effective Fall 2017 for the Department of Adult Education – Adult Basic Education New Courses Mathematics ABX 0100, 0101, and 0102, Reading ABX 0200, 0201, and 0202, Language Arts ABX 0300, 0301, and 0302 and GED New Courses Mathematics GED 0100, 0101, and 0102, Reading/Language Arts GED 0300, 0301, and 0302, Science GED 0400, 0401, and 0402, and Social Science GED 0500, 0501, and 0502; 2017-2018 Community Education Course Catalog.

Mr. Davis moved, seconded by Mr. Keith, to approve Academic Affairs Items 1-6, 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 Items 1-6

Dr. Brown informed the Trustees that the Libraries on the three (3) campuses hosted eclipse parties on

Monday. Dr. Brown also presented for information only the Faculty Orientation Calendar of Events.

V.P. Anna Lebesch introduced Dr. Jeff Lee, the new Dean of Criminal Justice and Public Safety. She also recognized and commended Ingrid Wright, Director of Radiologic Technology, and Instructor Joiel Woods for the recent phenomenal JCERT Site Visit at which no recommendations were made.

Chairperson Hancock called a public hearing on Admission Criteria for LPN 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 Admission Criteria for LPN Program.

Mr. Garrison moved, seconded by Mr. Davis, 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

V.P. Lebesch reviewed and requested approval of New Continuing Workforce Courses: Child Sex Crime Investigations (CWL0309) and Adult Sex Crime Investigations (CWL0310).

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

Approved Workforce Development Item 3

V.P. Lebesch reviewed for information only the Workforce Annual Report, Advisory Committee 2017-2018 Handbook, and Advisory Committee Lists for Allied Health, Business & BAS, Computer Education, Criminal Justice, Nursing, and Workforce Services.

Workforce Development Item 4

V.P. Ros Humerick reviewed and requested approval of the Florida Job Growth Grant – Advanced Manufacturing Training Program.

Ms. Lagassé moved, seconded by Mr. Davis, to approve Assessment, Research and Technology Item

Approved Assessment,

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).

Research and  
Technology Item 1

V.P. Humerick reviewed for information only the SJR State 2017 Fact Book and Facts at a Glance. Discussion followed regarding the dual enrollment program.

Assessment,  
Research and  
Technology Item 2

There was no report from the Faculty Senate.

Faculty Senate

Ms. Hancock called for election of Board Officers for 2017-2018. She opened the floor for nominations for Chairperson of the Board for 2017-2018.

Appointment of Board  
Officers 2017-2018

Mr. Davis nominated Ms. Hancock to serve as Chairperson. Mr. Keith moved that nominations close and Mr. Garrison seconded the motion. Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Ms. Hancock opened the floor for nominations for Vice-Chairperson of the Board for 2017-2018.

Mr. Garrison nominated Mr. Davis to serve as Vice-Chairperson. Ms. Hancock moved that nominations close and Mr. Garrison seconded the motion. Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes).

President Pickens stated the Faculty Convocation went well last week.

President's Report

President Pickens announced that the OPPAGA Study commissioned by the Legislature to examine post-secondary career and technical education in Clay, Putnam, and St. Johns Counties has begun. The final report should be finished in November.

Trustee comments were made.

Trustee Comments

Mr. Davis moved to adjourn and Mr. Garrison seconded the motion. Motion carried (Davis, Garrison, Hancock, Keith, Lagassé — Yes) and Chairperson Hancock adjourned the meeting at 4:30 p.m.

Adjournment