

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

August 24, 2016

MEMBERS PRESENT:

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

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 Mary Ellen Hancock called for corrections or additions to the minutes of the June 15, 2016 meeting. 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
June 15, 2016
Meeting

There were no public comments.

Public Comment

Dr. Brown recognized Stephen Tomasovitch who provided a St. Augustine Campus Student Activities Report. He introduced the officers of the Student Government Association. Upcoming activities were overviewed.

St. Augustine Campus
Student Activities
Report

Board Attorney Ron Brown discussed an appeal from the Circuit Court for Leon County regarding a student government election at Florida A & M University. He also provided a copy of the "Brechtner Report" and highlighted several articles included.

Attorney's Report

There was no old business.

Old Business

SVP Melissa Miller reviewed and requested approval of the Capital Improvement Plan (Fiscal Year 2017-18 through 2021-22), Annual Comprehensive Safety Inspection Report for 2015-16, Women's Locker Room

Renovation on the Palatka Campus and Authorization of Final Payment to Anglin Construction, and Exterior Coatings to Thrasher Horne Center on the Orange Park Campus and Authorize Final Payment to ACC Advanced Coating & Caulking.

Mr. Duren moved, seconded by Ms. Bramlitt, to approve Senior Vice President Items 1-4, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Items 1-4

Chairperson Hancock called a public hearing for an amendment to SJR Rule 4.22 (R1) Registration Fees. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval to amend SJR Rule 4.22 (R1) Registration Fees.

Mr. Coleman moved, seconded by Mr. Duren, to approve Senior Vice President Item 6, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Item 6

Chairperson Hancock called a public hearing for an amendment to SJR Rule 6.03 (R2) Standards of Conduct. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval to amend SJR Rule 6.03 (R2) Standards of Conduct.

Ms. Lagassé moved, seconded by Mr. Keith, to approve Senior Vice President Item 8, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Following discussion, the motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Item 8

Next, SVP Miller reviewed for information only an amendment to Board Rule SJR 5.13 (R1) Instructional Personnel Policies on Duties, Teaching Load, and Hours of Work. She also reviewed Additive Change Orders #1 to Riverstone Construction for the St.

Senior Vice President Items 9-13

Augustine, Orange Park, and Palatka Campus Parking Lot Rehabilitation Project. She referred the Board to the packet for the list of Facilities Usage for July and August, 2016.

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report for July 2016, Budget Amendments for Fiscal Year 2015-2016 (Operating Fund 1, Restricted Fund 2, Auxiliary Fund 3, and Plant Fund 7), Budget Amendments for Fiscal Year 2016-2017 (Operating Fund 1, Auxiliary Fund 3, and Plant Fund 7), Write-Off of Tangible Personal Property, and Personnel Matters. Next month she will give an update on FY 2015-16. V.P. Lynn Powers then reviewed and requested approval of Course Fee Deletion and Award Security Services (RFP-SJR-13-2016).

Mr. Coleman moved, seconded by Mr. Davis, to approve Finance and Administration Items 1-7, 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 Items 1-7

V.P. Powers reviewed the Bright Futures Audit (for information only). There were no findings. Discussion followed regarding the funding of Bright Futures. Dean Barkowitz spoke to the FSAG (Florida Student Assistance Grant) Program and in-district scholarships. More detailed information will be emailed to the Trustees.

Finance and Administration Item 8

V.P. Melanie Brown reviewed and requested approval of Agreements between St. Johns River State College and the School Board of Clay County for Student Internship Placement; 2017 Collegiate High School Contract between District Board of Trustees of St. Johns River State College and the District School Boards of Clay, Putnam, and St. Johns Counties, and the Florida School for the Deaf and the Blind; 2016-2017 Articulation Agreements between District Board of Trustees of St. Johns River State College and the District School Boards of Clay, Putnam, and St. Johns Counties, Florida School for the Deaf and the Blind, Putnam Edge Charter High School, St. Joseph Academy in the Diocese of St. Augustine, First Coast Christian School, High Point Christian Academy, Lighthouse Christian School, Putnam Banner Private

School, The Rock School, and Russell Christian Academy; and, 2016-2017 Articulation Agreement among Eligible Home Education Students and their Parents/Guardians and St. Johns River State College. She also referred the Board to the 2015-2016 Academic Affairs Annual Report (for information only).

Ms. Lagassé moved, seconded by Mr. Duren, to approve Academic Affairs Items 1-4, 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 1-4

V.P. Anna Lebesch presented a Workforce Development Update, including the Workforce Annual Report (for information only).

Workforce
Development Item 1

V.P. Anna Lebesch reviewed and requested approval of a New Continuing Workforce Education Course CWC0130 Microsoft Office Fundamentals.

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

Approved Workforce
Development Item 2

V.P. Humerick reviewed the SJR State 2016 Fact Book and Facts at a Glance document (for information only).

Assessment,
Research and
Technology Item 1

V.P. Gilbert Evans reviewed and requested approval of the new recruitment “College Ready Florida” Initiative. Dean Daniel Barkowitz presented the information including the three parts of the initiative – Florida College Application Week, Florida FAFSA Challenge, and Florida College Decision Day. Mr. Barkowitz will present this information at the service area high schools. He informed the Board that the goal of the College Application Week is for each high school student to apply to at least one postsecondary school. He asked for approval for the first 1,000 students who apply during that week to waive the \$30 application fee. If ten (10) students who apply attend, it will cover the lost revenue of \$30,000 from the waived application fees. Discussion followed. The FAFSA is opening October 1st instead of January 1st also. In FY16 the

College collected about \$120,000 in application fees. This is proposed as a pilot. Trustee Bramlitt asked about waiving all students' application fees in the future. Fees at other state colleges, including graduation fees which are covered under financial aid, were discussed. Trustee Davis noted there are soft costs involved with processing applications. This is

Mr. Davis moved to approve the waiver of application fees for up to 1,000 students who apply as part of the College Application Week. The motion was seconded by Mr. Coleman. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approval Student
Affairs Item 1

There was not a Faculty Senate report.

Faculty Senate

Ms. Hancock called for election of Board Officers for 2016-2017. She opened the floor for nominations for Chairperson of the Board for 2016-2017.

Appointment of Board
Officers 2016-2017

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

Ms. Hancock opened the floor for nominations for Vice-Chairperson of the Board for 2016-2017.

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

President Pickens asked James Griffith, Director of Campus Safety, to introduce Mike Knowles, the new Security Officer Lieutenant.

President's Report

President Pickens noted that as of January 1st, the College's three (3) service districts could each have a new Superintendent. Dr. Joyner in St. Johns County is retiring.

President Pickens noted that the start of classes has gone smoothly. Faculty Convocation was held this past Friday and went well. Performance funding was overviewed.

President Pickens discussed the article in the Palatka Daily News regarding the academic success of the athletic programs.

President Pickens discussed potential action regarding the providing of Post-Secondary Vocational/Technical Program/Training (First Coast Technical College responsibilities in Putnam and Clay Counties). There are big changes in regards to this in St. Johns County. He will provide ongoing reports to the Board.

Mr. Davis discussed safety at the College in regards to the three (3) open campuses. He asked what training is being provided in case an event happens. President Pickens stated the College has different types of training including active shooter training. SVP Miller spoke to the training provided and the COOP Plan. Our Safety personnel receive additional training. Chief James Griffith explained further. A full Safety/Security Report will be provided at the September Board Meeting. President Pickens explained that David Stout (before his retirement) attended a training provided by the St. Johns County Sheriff's Department to see how the College's training aligned. Chairperson Hancock mentioned social media is being used during events.

Trustee Comments

Trustee Bramlitt stated she requested the agenda item for further discussion on the Governor's Degrees to Jobs Summit held on May 24-26, 2016 in Orlando, but does not have information prepared. She discussed First Coast Technical College responsibilities shifting to the College for Putnam County as there is a definite need.

Further Discussion from Governor's Summit held May 24-26

Trustee Coleman applauded everyone for all that they do.

Trustee Hancock also discussed the significant need for technical training in Putnam County. She also expressed appreciation.

Trustee Keith wished David Stout well on his retirement. Mr. Keith attended the first home volleyball game and was very impressed. He noted that the First Coast Technical College was discussed at the Putnam County Chamber of Commerce Board Meeting last week. The unemployment rate in Putnam County is rising.

Trustee Lagassé also agreed about First Coast Technical College. She stated waiving the application fee for 1,000 students is a fabulous idea.

Trustee Duren expressed appreciation for the hard work of the College in not using reserves. He expressed appreciation for Ms. Hancock's and Mr. Davis' leadership of this Board.

Ms. Lagassé moved to adjourn and Mr. Duren seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes) and Chairperson Hancock adjourned the meeting at 5:00 p.m.

Adjournment