

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

October 15, 2014

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. Joe C. Miller, II, Attorney for the Board

The meeting was held in the Criminal Justice Multipurpose Room J-149 at the St. Augustine Campus.

Chairperson Mary Ellen Hancock called for corrections or additions to the minutes of the previous meeting. Ms. Lagassé moved approval of the minutes of September 17, 2014, and Mr. Coleman seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Minutes of
September 17, 2014
Meeting

There were no public comments.

Public Comment

There was no Attorney's Report.

Attorney's Report

There was no old business. President Pickens stated the item that was tabled during the August 20th meeting, action on Extension of President's Contract, will be placed on the agenda for the next regularly scheduled meeting, December 3rd.

Old Business

President Pickens recognized Julianne Holmes-Young who reviewed and requested approval of Legal Services for the Board of Trustees. She explained that the Evaluation Committee voted unanimously to recommend the award to Ronald W. Brown, Attorney at Law. President Pickens recognized Trustees Brian Keith and Ron Coleman and thanked them for serving on the Evaluation Committee. President Pickens also introduced Mr. Brown who was in the audience. President Pickens stated that both proposals received

were exceptional and that the difference was the amount of the retainer - Mr. Brown's proposal was \$1,500.00 monthly compared to Douglas and Hedstrom's proposal which was \$5,000.00 monthly. Mr. Brown's final contract will be brought to the Board at the December 3rd meeting and he will begin serving the Board effective in January, 2015.

Ms. Lagassé moved, seconded by Mr. Duren, to approve Legal Services for the Board of Trustees, as submitted (a detailed listing is contained in the material in the Board Meeting packet). Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes). President Pickens stated that at the December meeting the College will recognize Mr. Joe Miller for his decades of service to the College.

Approved Legal
Services for the Board
of Trustees

E.V.P. Melissa Miller reviewed and requested approval of the Monthly Financial Statement for September 2014, Write-Off of Tangible Personal Property, and Personnel Matters.

Mr. Coleman moved, seconded by Ms. Lagassé, 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

E.V.P. Miller reviewed and requested approval of the 2012-14 Biennial Review (Compliance with the Drug-Free Schools and Communities Act). Trustee Coleman noted the participation of the St. Augustine Director and questioned does that preclude others. E.V.P. Miller responded that it does not and explained that Dr. McLeod brought expertise to the committee through his involvement with Epic Behavioral Healthcare services.

E.V.P. Miller reviewed and requested approval of the Award of RFQ-SJR-7-2014 – Architect Shortlist for Orange Park Campus Remodeling/Renovation Project and Delegate Authority to President Pickens to Execute the Contract between the College and the Architectural Firm. She explained that the College received a \$3.3M appropriation, so this project went out for special bid. President Pickens stated that the top two firms were very highly and closely ranked.

E.V.P. Miller also reviewed and requested approval of the Award of RFQ-SJR-8-2014 – Prequalified Contractors (New Certificates) and the Award of RFQ-SJR-9-2014 – Prequalified Contractors (Certificates Renewal). Trustee Wendell Davis questioned how was the information communicated so contractors would know how to apply. E.V.P. Miller responded that the College advertised in the newspapers and on the website. Firms who have expressed interest and the Builders Association were also contacted. President Pickens explained that the College has done this for so long, that most of the firms are aware.

Next, Chairperson Mary Ellen Hancock asked E.V.P. Miller for clarification on action item 3, asking if the College is requesting approval of the Architect Shortlist as one item and approval to Delegate Authority to President Pickens to Execute the Contract between the College and the Architectural Firm as a second item. Discussion followed and it was the consensus to take each item separately.

Mr. Davis moved, seconded by Mr. Coleman, to approve the first part of Executive Vice President Item 3 – the Architect Shortlist for Orange Park Campus Remodeling/Renovation Project, 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 Item 3,
first part

Trustee Denise Bramlitt asked about minority business owners in regards to the action item on new prequalified contractors. E.V.P. Miller explained that projects are hard bid, and while the College encourages minority participation, the award goes to the firm with the lowest bid.

Trustee Marlene Lagassé asked for clarification on the amount of a contract that the President may approve without Board approval and E.V.P. Miller replied that it is \$200K. Trustee Lagassé also inquired about the total cost for the project as the \$3.3M is only partial funding. E.V.P. Miller explained that, while the College is hopeful that the State will continue appropriations, there will be no more money for this job.

Contingent upon that explanation, Mr. Davis moved, seconded by Ms. Bramlitt to approve the second part of

Approved Executive
Vice President Item 3,

Executive Vice President Item 3 – Delegate Authority to President Pickens to Execute the Contract between the College and the Architectural Firm, 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).

second part

Mr. Davis moved, seconded by Mr. Keith to approve Executive Vice President Items 2, 4, and 5, 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, and 5

Next, E.V.P. Miller reviewed and requested approval of Plans/ Specifications for the St. Augustine Campus Criminal Justice Workforce Facility (plans/specifications available at the meeting) and Concept and Plans/ Specifications for the Palatka Campus LED Sign (documents available at the meeting). President Pickens suggested that the Board consider each item separately.

E.V.P. Miller recognized Architect Bob Goodwin who spoke about plans for renovation of the Criminal Justice Workforce Facility. He explained that there will be five (5) phases: 1st is renovating of shower rooms, 2nd is revising hot water system to tank-less gas fired water heaters, 3rd is renovating the ventilation system in locker rooms and adding cooling equipment, 4th is new flooring in Multipurpose Room J-149 and new flooring in three (3) main classrooms, and the 5th is re-roofing around courtyard (covered walkway) and fixing rust in the arched column areas. Discussion followed on the luxury vinyl flooring for Multipurpose Room J-149. Trustee Keith asked if the College can take advantage of rebates from the government or FPL. E.V.P. Miller responded no, but the College receives lower rates in general.

Mr. Goodwin presented the bid concept and drawings for the second project, which is a new sign on the Palatka campus to be installed at the corner of Moody Road and Highway 20. He explained that the sign will be 20' in width, with the LED part 11' in length and 5' in height. Trustee Duren asked if there can be one for each campus. President Pickens explained there is already an older sign at the Orange Park Campus and

that the impetus for this project occurring was a significant donation made for the sign at the Palatka Campus. He stated that the College would need another significant donation for a sign at the St. Augustine Campus.

Mr. Keith moved, seconded by Mr. Duren to approve Executive Vice President Item 6, 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 Item 6

Ms. Lagassé moved, seconded by Mr. Duren, to approve Executive Vice President Item 7, 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 Item 7

E.V.P. Miller also reported on Facilities Usage for September, 2014.

V.P. Brown reviewed and requested approval of the 2014-2015 Articulation Agreement Between the District Board of Trustees of St. Johns River State College and St. Johns County School District.

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

Approved Academic
Affairs Item 1

V.P. Brown recognized Carmen Cummings, Dean of Library Services, who will be retiring on October 31st.

V.P. Tingle reviewed for information only the Fourth Renewal of the Operational Agreement between Clay County and the Thrasher-Horne Center for the Arts and Public Relations/Marketing 2014-2015 Plan. Trustee Davis and President Pickens shared background information on the renewal of this agreement. Trustee Davis stated that the Thrasher-Horne Center for the Arts' season is off to a good start with the symphony that was held recently. He added that Denton Yockey is making excellent headway in the community.

Development and
External Affairs

V.P. Tingle recognized Susan Kessler for putting the marketing plan together. She explained that the College has been capitalizing on free public relations via Facebook and participating in various parades and business and health expositions. She stated that the College strives to communicate effectively and consistently internally with employees and students via email and the portal about events. She overviewed the paid advertising – ads are placed in newspapers, school yearbooks, and on billboards; banners are on every athletic field in all three (3) counties; the courier/IT vans are wrapped; specialty pieces have been created including the community calendar which has all events listed on it; and a direct mail piece is sent to every high school senior. Trustee Mickey Duren commended them and the College, as there has only been the good advertising that we are doing and there has been no bad advertising from bad publicity.

V.P. Humerick reviewed and requested approval of the TD Bank Access to Success Grant and the NSF (National Science Foundation) Mentor Connect Application. Chairperson Mary Ellen Hancock requested that each of these items be voted on separately as she recused herself from voting on the TD Bank Access to Success Grant because of her position with TD Bank.

Mr. Keith moved, seconded by Mr. Duren, to approve Research and Institutional Effectiveness Item 1, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Research and Institutional Effectiveness). Motion carried (Bramlitt, Coleman, Davis, Duren, Keith, Lagassé — Yes). Trustee Hancock recused herself from the vote and completed form 8B Memorandum of Voting Conflict.

Approved Research and Institutional Effectiveness Item 1

(Trustee Hancock recused herself from vote)

Ms. Lagassé moved, seconded by Mr. Keith, to approve Research and Institutional Effectiveness Item 2, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Research and Institutional Effectiveness). Motion carried (Bramlitt, Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Research and Institutional Effectiveness Item 2

There was no report from the Faculty Senate.

Faculty Senate

President Pickens asked if each Trustee is receiving

President's Report

the publication *Trustee Quarterly*.

President Pickens stated that the Athletic Foundation Golf Tournament was held several Saturdays ago and was successful due to the dedicated volunteers.

President Pickens informed the Board that he, Dr. Evans, E.V.P. Melissa Miller, Ross Jones, and Matt Cohen had the first meeting to discuss exploring moving the volleyball program to the St. Augustine Campus. He explained that Coach Cohen came from a very successful program and we want to give him every opportunity to be successful. The games would still be played at the Palatka Campus. The College would have a partnership with Flagler College and local middle and high schools for places to practice. There is a new sport called sand volleyball that is not played on the beach which is becoming a National Junior Collegiate Association sport in 2015-2016. The College is considering the cost of constructing facilities for this sport at the St. Augustine Campus. He further explained that the indoor volleyball players are allowed to be on the outdoor team, but not vice versa. There could be additional scholarships offered. He will have another report at the December meeting.

President Pickens reminded the Trustees about the Florida Department of Corrections Community Partnership meeting scheduled on October 21st to which they were invited.

President Pickens informed the Board that the College continues to move forward towards being a tobacco-free college. The new policy will be on the agenda at the December meeting.

President Pickens thanked the Trustees who participated in the AFC Trustee Commission Annual Conference held the end of September in Jacksonville.

President Pickens reported that Staff Convocation was held yesterday and it was a good day. He stated that Trustees will be invited in the future.

President Pickens referred to the Arbor Day Foundation letter announcing SJR State as one of only three (3) state colleges in Florida who have been recognized as having a Tree Campus USA Program. He recognized E.V.P. Melissa Miller who has worked very hard on this

project.

President Pickens informed the Board that Dr. Lynn Powers from Seminole State College has been hired to be the new V.P. of Finance and CFO, starting November 3rd.

President Pickens stated that it had been suggested that the District Board of Trustees Meetings begin at 3:00 p.m. instead of 3:30 p.m. He asked the Trustees if they want to have that discussion. It was the consensus of the Board to have this as a discussion item on the December Board agenda.

Change Starting Time of Board Meetings to 3:00 p.m.

Trustee Marlene Lagassé discussed the no tobacco policy. She found the AFC Trustee Commission Annual Conference very enlightening and stated speaking with other Trustees was helpful.

Trustee Comments

Trustee Brian Keith also thought the conference was good.

Trustee Ron Coleman stated it was a perfect agenda and a good learning experience at the conference. He also said to “keep up the good work” to faculty, staff, and the administration.

Trustee Denise Bramlitt stated that the conference was very educational, in particular the information regarding the Sunshine Law. She suggested that if the Trustees received budget information throughout the year, it would be helpful instead of receiving the information all at once in May. President Pickens stated that he hopes that Dr. Powers will bring a fresh perspective and that the information will be more open and transparent, not only to Trustees, but also to faculty and administration.

Trustee Wendell Davis stated that the Sunshine Law is always an interesting topic and he asked the person presenting about sharing the PowerPoint. He informed the Trustees that the Thrasher-Horne Center for the Arts will have a presentation this fall in the art gallery, “A Soldier’s Story.” VP Caroline Tingle stated that it opens on November 14th and the Trustees will receive a special VIP invitation to meet the curator. The presentation is open through February 2015. President Pickens informed the Board that Dr. Lebesch and Denton Yockey will represent him at the opening as he

will be attending the Florida Council of 100 meeting.

President Pickens informed the Board that the Flo-Arts' production of "Night of the Iguana" was held this past weekend. He received an unsolicited praise about it via an article from eujacksonville.com, which he will forward.

There being no further business, Ms. Lagassé moved to adjourn, Mr. Duren seconded the motion, the motion carried and Chairperson Hancock adjourned the meeting at 4:45 p.m.

Adjournment