

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

October 18, 2017

MEMBERS PRESENT:

Ms. Mary Ellen Hancock, St. Johns Co., Chairperson
Mr. Sam Garrison, Clay County
Mr. Brian Keith, Putnam County
Ms. Marlene Lagassé, Putnam County
Mr. Mickey Duren, St. Johns County

MEMBERS ABSENT:

Mr. Wendell Davis, Clay County, Vice-Chairperson
Ms. Denise M. Bramlitt, Putnam County

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary
Mr. Ron Brown, Attorney for the Board

The meeting was held in Suites C & D, Thrasher-Horne Center, Orange Park Campus.

Chairperson Hancock called the meeting to order and called for corrections or additions to the minutes of the September 27, 2017 meeting. Mr. Garrison moved approval of the minutes and Mr. Duren seconded the motion. Motion carried (Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Minutes of
September 27, 2017
Meeting

There were no public comments.

Public Comment

Dr. Anna Lebesch welcomed Jim Rogers, Student Activities Coordinator and SGA Advisor, and student representatives from the Student Government Association of the Orange Park Campus. The students gave an overview of recent activities.

Student Government
Association Update

The custodial and maintenance staff from the St. Augustine and Orange Park Campuses who worked during Hurricane Irma preparing and cleaning up were recognized and thanked for their hard work.

Service Recognition

Board Attorney Ron Brown discussed the article “Top 10 Higher Education State Policy Issues for 2017.”

Attorney’s Report

There was no old business.

Old Business

SVP Melissa Miller reviewed and requested approval of St. Johns County Drainage Easement and

plans/specifications for remodeling with addition to Florida School of the Arts (Building F). Architect Bob Goodwin explained the plans for remodeling. President Pickens explained the funding that is available. Upon approval by the Board, the project will go out to bid to pre-qualified contractors.

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

Approved Senior Vice President Items 1-2

Chairperson Hancock called a public hearing for an amendment to SJR Board Rule 1.30 Mission Statement for the Thrasher-Horne Center for the Arts. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval of amendment to SJR Board Rule 1.30 Mission Statement for the Thrasher-Horne Center for the Arts.

Mr. Garrison moved, seconded by Mr. Keith, to approve Senior Vice President Item 4, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Senior Vice President). Motion carried (Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Item 4

Chairperson Hancock called a public hearing for an amendment to SJR Board Rule 1.31 Vision Statement for the Thrasher-Horne Center for the Arts. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval of amendment to SJR Board Rule 1.31 Vision Statement for the Thrasher-Horne Center for the Arts.

Ms. Lagassé 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 Vice President for Senior Vice President). Motion carried (Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Item 6

Chairperson Hancock called a public hearing for an amendment to SJR Board Rule 1.32 Core Values for the Thrasher-Horne Center for the Arts. There being

Public Hearing

no comments from those present, Chairperson Hancock adjourned the public hearing.

SVP Miller reviewed and requested approval of amendment to SJR Board Rule 1.32 Core Values for the Thrasher-Horne Center for the Arts.

Ms. Lagassé moved, seconded by Mr. Duren, to approve Senior Vice President Item 8, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Senior Vice President). Motion carried (Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Item 8

Chairperson Hancock called a public hearing for an amendment to SJR Board Rule 5.03(A) (R1) Revocation, Suspension, and/or Dismissal of Individuals on Continuing Contract or Annual Contract or Adjunct Faculty. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

Public Hearing

SVP Miller reviewed and requested approval of amendment to SJR Board Rule 5.03(A) (R1) Revocation, Suspension, and/or Dismissal of Individuals on Continuing Contract or Annual Contract or Adjunct Faculty. She noted the Board Chair asked that clarification be added, which is not a substantive change, and referred Trustees to the revised copy.

Mr. Garrison moved, seconded by Mr. Keith, to approve Senior Vice President Item 10, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Senior Vice President). Motion carried (Duren, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Senior Vice President Item 10

Chairperson Hancock called a public hearing for an amendment to SJR Board Rule 5.13 (R2) Instructional Personnel Policies on Duties, Teaching Load, and Hours of Work. There being no comments from those present, Chairperson Hancock adjourned the public hearing.

SVP Miller reviewed and requested approval of amendment to SJR Board Rule 5.13 (R2) Instructional Personnel Policies on Duties, Teaching Load, and Hours of Work.

Mr. Keith moved, seconded by Mr. Duren, to approve Senior Vice President Item 12, as submitted (a detailed

Approved Senior Vice President Item 12

listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried (Duren, Garrison, Hancock, Keith, Lagassé — Yes).

SVP Miller reviewed for information only Operating Guidelines and Procedure 1.8 Code of Ethics, 2.11 Faculty Employment and Termination of Employment, 4.14 Notification of Social Security Number Collection and Usage and Board Rule SJR 5.34 Military Leave. She also reviewed Deductive Change Order to Nooney Construction, Inc. for the Renovations/Additions to Orange Park Campus Building A, 2017 Continuity of Operations Plan (COOP), and Facilities Usage for September 2017.

Senior Vice President
Items 14-16

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report - September 2017, Budget Amendments - Operating Fund 1, Restricted Fund 2, Plant Fund 7, Write-Off of Tangible Personal Property, and Personnel Matters.

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

Approved Finance
and Administration
Items 1-4

Dr. Powers reviewed the Equity Report Update Review for information only.

Finance and
Administration Item 5

Dr. Anna Lebesch reviewed and requested approval of New Vocational Certificates - Correctional Probation Officer Cross-Over to Florida Law Enforcement and Correctional Probation Officer Cross-Over to Florida Corrections and New Continuing Workforce Courses Physical Fitness and Wellness Instructor (CWL0307) and CPR Instructor (CWL0311).

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

Approved Workforce
Development Items 1-
2

Dr. Lebesch also reviewed the AACC SNAP Project Letter and Publication for information only. She showed the CareerSource Health Care Sector video being used statewide in their marketing materials. SJR

Workforce
Development Item 3

State students, faculty and Dr. Lebesch are highlighted in the video.

V.P. Caroline Tingle reviewed and requested approval of the Clay Electric Foundation Grant Application – First Generation Scholarship Program.

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

Approved
Development and
External Affairs Item 1

There was no report from the Faculty Senate.

Faculty Senate

President Pickens stated that he and Dr. Jeff Lee attended the Florida Crown Chapter of the Former FBI Agents event at which the J. Edgar Hoover Award in the amount of \$5,000 was presented for scholarships.

President's Report

President Pickens referred to the Putnam Forward Meeting held at the College at which Congressman Yoho spoke. Mr. Pickens attended the NACEP Conference in Washington, D.C. last week and met with Congressman Yoho to discuss building a safety and security complex to be located centrally and used jointly.

President Pickens discussed articles included in the Trustees' packets regarding the effectiveness of dual enrollment.

Trustee comments were made. Trustee Denise Bramlitt was not at the meeting due to illness, so her report from the ACCT Conference will be presented at the next meeting. Discussion was held regarding enrollment in online classes and the collegiate high school.

Trustee Comments

President Pickens noted the "Help Somebody If You Can Clay County Irma Benefit Concert" has been scheduled on November 11 at the Thrasher-Horne Center auditorium. This is a fundraising event featuring local artists including Donnie Van Zant of .38 Special and Johnny Van Zant of Lynyrd Skynyrd. The College is donating the auditorium for the event.

President Pickens announced one of our former students is being presented the "Against All Odds"

LeRoy Collins Award at the AFC Conference on November 2.

President Pickens informed the Trustees that Sean Dietrich will give a benefit in January for the Lee Conlee House in Palatka.

Ms. Lagassé moved to adjourn and Mr. Keith seconded the motion. Motion carried (Duren, Garrison, Hancock, Keith, Lagassé — Yes) and Chairperson Hancock adjourned the meeting at 4:10 p.m.

Adjournment