

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

December 3, 2014

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Ms. Denise M. Bramlitt, 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 Board Room in the Administration Building at the Palatka Campus.

Chairperson Mary Ellen Hancock called for corrections or additions to the minutes of the previous meeting. Mr. Coleman moved approval of the minutes of October 15, 2014, and Mr. Keith seconded the motion. Motion carried (Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Minutes of  
October 15, 2014  
Meeting

President Pickens recognized Dr. McLendon and his wife Vivian who are here to recognize Mr. Joe Miller, which will be done as soon as he arrives.

There were public comments. Michael Williams, President of the SJR State College Equality Club, along with Faculty Advisor Shelly Sutter, proposed an amended version of the Non-Discrimination Statement to include "gender identity, gender expression, sexual orientation, veteran status. Shelly Sutter stated that this impacts staff, faculty, and family members. Chairman Hancock thanked Mr. Williams. President Pickens stated that this did not come up during the College's equity audit. However, there is a process and we will work through it.

Public Comment

President Pickens, along with President Emeritus Dr. McLendon, then recognized outgoing Board Attorney

Joe Miller, who was honored with the conferring of Attorney Emeritus status upon him. President Pickens read the Resolution (copy attached to these minutes). President Emeritus Dr. Robert McLendon then spoke, thanking Mr. Miller for what he did for the college as well as for Dr. McLendon personally. Mr. Joe Miller responded that it has been a wonderful experience and it is obvious that the College is dedicated to one thing – educating students.

There was no Attorney's Report.

Attorney's Report

There was no old business.

Old Business

President Pickens introduced Dr. Lynn Powers, the new V.P. for Finance and Administration/CFO. V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Statement for October and November 2014, Write-Off of Tangible Personal Property, and Personnel Matters.

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

Approved Finance and Administration Items 1 - 3

E.V.P. Miller gave a facilities update. She reminded the Board that authority had been delegated to President Pickens to execute the contract between the College and the Architectural Firm and informed them that negotiations are concluding. She clarified that he can sign up to a \$325K threshold.

Chairperson Hancock called a public hearing for New Board Rule SJR State Rule 3.35 Tobacco Free Policy.

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

E.V.P. Miller reviewed and requested approval for New Board Rule SJR State Rule 3.35 Tobacco Free Policy. Smoking cessation classes are being offered.

Mr. Coleman moved, seconded by Mr. Duren, to approve Executive Vice President Item 3, as submitted (a detailed listing is contained in the material submitted by the Office of the Executive Vice President). Motion

Approved Executive Vice President Item 3

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

Next, E.V.P. Miller discussed a new rule in development, SJR 3.36 Sexual Misconduct Policy, and directed the Board to the rough draft included in the meeting packet. Chairperson Hancock asked what the College will do to promote reporting. EVP Miller explained that it will be a College-wide effort that will include orientation and training. The College will also orient students that we have a culture of being helpful. Faculty will also be oriented because they will likely be the ones to whom an incident is reported. Flyers will be distributed at orientation and emailed to students as well as posted. Baycare Health is the College's confidential reporting agency.

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

V.P. Brown introduced the new Dean of Library Services, Dr. Christina Will.

V.P. Brown reviewed and requested approval of new Teacher Education Courses, effective Spring 2015 term: EDF 3660 – Education and Public Policy in the United States, EDG 3410 – Classroom Management and Communication, EDG 4343 – Instructional Strategies, EEX 4034 – Exceptional Learners in the Inclusive Classroom. She also reviewed and requested approval of Addendums to 2014-2015 Dual Enrollment Articulation Agreements between the District Board of Trustees of St. Johns River State College and: District School Board of St. Johns County, District School Board of Putnam County, Florida School for the Deaf and the Blind, District School Board of Clay County. She explained the change is because of the legislative requirement regarding 6<sup>th</sup>-12<sup>th</sup> grade students.

Next, V.P. Brown reviewed and requested approval of the 2015-2016 Collegiate High School Contracts between the District Board of Trustees of St. Johns River State College and: District School Board of St. Johns County, District School Board of Putnam County, Florida School for the Deaf and the Blind, District School Board of Clay County. This is also required by the Legislature. Discussion followed on dual enrollment versus advanced placement classes.

Mr. Davis moved, seconded by Mr. Keith, to approve Academic Affairs Items 1 - 3, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Academic Affairs). Motion carried (Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Academic  
Affairs Items 1 - 3

V.P. Brown invited the Trustees to participate in the Professional Development Institute, at which faculty will present, on December 17<sup>th</sup>. She will email the information.

V.P. Lebesch reviewed and requested approval of BSN Curriculum Changes: Remove – NUR3289, NUR4827, NSP3296C; Add – NUR4949. The first three (3) candidates will graduate on December 18<sup>th</sup>. The site visit by the accreditation team will be held in February, 2015. She also informed the Board of the Law Enforcement/Corrections Graduation to be held on December 11, 2014.

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

Approved Workforce  
Development Item 1

V.P. Tingle reviewed and requested approval to Renew Designation and Certification of the St. Johns River State College Foundation, Inc., as a direct support organization for the College.

V.P. Tingle requested that item #2 be taken separately - the 2013/2014 St. Johns River State College Foundation Audit.

V.P. Tingle reviewed for information only the SJR State College Foundation, Inc. 2014/2015 Officers and Board of Directors, a copy of IRS Determination Letter, the IRS Return of Organization Exempt from Income Tax Form (Form 990), and the Budget – College Support of Direct Support Organization's Operating Expenses.

Ms. Lagasse 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

Approved  
Development and  
External Affairs Item 1

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

Mr. Keith moved, seconded by Mr. Davis, to approve Development and External Affairs Item 2, 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 (Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved  
Development and  
External Affairs Item 2

Next, V.P. Tingle presented the Association of Florida Colleges (AFC) Communications and Marketing Commission Awards received at the 2014 AFC Annual Convention (information only). The College won a total of six (6) awards and the Best in Show 1<sup>st</sup> place was awarded for the Florida School of the Arts View Book. She recognized Dean Alain Hentschel and student Adell Couillette who collaborated on the project.

V.P. Humerick reviewed and requested approval of the Griffith Foundation Grant to Support Expansion of the Risk Management and Insurance (RMI) Program.

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

Approved Research  
and Institutional  
Effectiveness Item 1

President Joe Pickens reviewed and requested approval of the Agreement for New Attorney Services, Ronald W. Brown.

Mr. Coleman moved, seconded by Mr. Keith, to approve the Agreement for New Attorney Services, Ronald W. Brown, as submitted in the Board packet. Motion carried (Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes).

Approved Agreement  
for New Attorney  
Services, Ronald W.  
Brown

Clay Moore reported for the Faculty Senate. He informed the Board, that in regards to the Strengthening SJRState document to which President Pickens will speak, that he has requested faculty input on issues.

Faculty Senate

President Pickens informed the Board that during the process of potentially applying for a large and

President's Report

prestigious Title III grant, data collected from staff, faculty, and students was reviewed and we decided that we were not ready to apply for the grant. He referred the Trustees to the “Strengthening SJR State” document in the Board packet. President Pickens stated that we need to identify what our strengths are and what our weaknesses are in an environment where we are doing fine. The message from the data reviewed is that the College is “just ok” and we strive to be better than ok. He has engaged Dr. Will Holcombe as a consultant to examine us as an institution, including the functionality of the President. The observations from the students were positive with individuals, but the experience as a whole was less than positive. Therefore, we need to look at the processes. Dr. Holcombe will create an environment for all to open up and not finger point. He will generate a report and ultimately summarize the findings at a Board meeting. The second part will be strategic planning development with Dr. Thomas Cleary who will visit in April in order to engage faculty. This will be a college-wide exercise to develop what our strategic plan should be.

President Pickens informed the Board that three (3) SJR State teams are presenting at the SACSCOC Annual Meeting this coming weekend.

President Pickens discussed the lack of technology in this Board Room. He has asked IT to configure this room like the Putnam County School Board meeting room with built in audio/visual capabilities and the ability to present PowerPoint presentations. He discussed transitioning to electronic board packets as well. The College will issue a tablet of some kind for use in this capacity as a Trustee by April.

President Pickens reminded the Trustees that graduation is December 18<sup>th</sup> at 11:00 a.m. at the Thrasher Horne Center for the Arts. Senator Rob Bradley is the guest speaker.

President Pickens informed the Board that the college will close at noon on December 19<sup>th</sup> for the Christmas break and will re-open on January 5<sup>th</sup>.

Trustee Mickey Duren said for everyone to enjoy the holidays.

Trustee Comments

Trustee Brian Keith stated that he will be attending graduation on December 18<sup>th</sup>.

Trustee Wendell Davis stated that the evaluation with Dr. Holcombe will be healthy. He also reported on the ACCT Trustee Conference held in Chicago the end of October.

Trustee Ron Coleman wished everyone Merry Christmas and thanked President Pickens for sharing the SACS agenda.

Chairperson Mary Ellen Hancock 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. and that it was the consensus of the Board at the October meeting to have this as a discussion item on the December Board agenda

Mr. Davis moved, seconded by Mr. Duren, to move the starting time of District Board of Trustees Meetings to 3:00 p.m. Motion carried (Coleman, Davis, Duren, Hancock, Keith, Lagassé — Yes). President Pickens clarified it will be effective with the January 21, 2015 meeting.

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

Trustee Mary Ellen Hancock expressed congratulations again to Adell Couillette and thanked Dr. Powers for the detailed information on the budget. She is excited about the strength assessment; however, she stressed that change is on the way. She also wished everyone a Merry Christmas.

Trustee Comments - continued

There being no further business, Ms. Lagasse moved to adjourn, Mr. Duren seconded the motion, the motion carried and Chairperson Hancock adjourned the meeting at 5:10 p.m.

Adjournment