

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

December 6, 2017

MEMBERS PRESENT:

Ms. Mary Ellen Hancock, St. Johns Co., Chairperson
Mr. Wendell Davis, Clay County, Vice-Chairperson
Mr. Sam Garrison, Clay County
Ms. Denise M. Bramlitt, Putnam County
Mr. Brian Keith, Putnam County
Ms. Marlene Lagassé, Putnam County

MEMBERS ABSENT:

Mr. 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 Boardroom, Palatka Campus.

Chairperson Hancock called the meeting to order and called for corrections or additions to the minutes of the October 18, 2017 meeting. Mr. Garrison moved approval of the minutes and Mr. Keith seconded the motion. Motion carried (Bramlitt, Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Minutes of
October 18, 2017
Meeting

There were no public comments.

Public Comment

VP Caroline Tingle welcomed SJR State Alumnus Tangie Archer, who was the recipient of the Association of Florida College's LeRoy Collins Award in the category "Against the Odds" and is now an advocate for the Lee Conlee House. The video produced for the nomination, along with video from the awards banquet was shown. VP Tingle recognized Shandra Riffey, Executive Director of the Lee Conlee House. President Pickens spoke about the awards presentation. Chairperson Hancock expressed appreciation and congratulations to Ms. Archer.

Recognition of Tangie
Archer

Board Attorney Ron Brown discussed "Free Speech at Colleges and Universities."

Attorney's Report

There was no old business.

Old Business

SVP Melissa Miller reviewed and requested approval of RFQ-SJR-08-2017 Prequalified Contractors - Certificate Renewals and RFQ-SJR-09-2017 Prequalified Contractors – New Certificates.

Mr. Davis moved, seconded by Ms. Bramlitt, 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 (Bramlitt, Davis, 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 5.34 Military Leave. 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 5.34 Military Leave.

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

Approved Senior Vice President Item 4

SVP Miller reviewed for information only Operating Guidelines and Procedure 2.10 College Faculty Personnel Duties and Facilities Usage for November 2017.

Senior Vice President Items 5-6

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report - October 2017, Write-Off of Tangible Personal Property, Personnel Matters, and Revisions to 2017-18 and 2018-19 College Calendar.

Mr. Davis 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 (Bramlitt, Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Finance and Administration Items 1-4

Dr. Powers reviewed and requested approval of the RFP for Banking Services. President Pickens noted that TD Bank was the number one ranked proposal. Attorney Brown clarified that Board Chairperson Mary Ellen Hancock, who works for Ameris Bank which was ranked third, was not a part of any of the process for the RFP and should not recuse herself from voting.

President Pickens stated the Attorney's Opinion will be part of the minutes.

Mr. Garrison moved, seconded by Mr. Keith, to approve Finance and Administration Item 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 (Bramlitt, Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved Finance and Administration Item 5

Dr. Melanie Brown reviewed and requested approval of St. Johns County Collegiate High School Contract, 2017 St. Johns River State College Developmental Education Accountability Report, and Republic of Ireland Study Abroad Proposal April 28-May 9, 2018. Dr. Brown reviewed for information only Crosswalk of Florida School of the Arts Course Changes, effective Fall 2017 and Academic Affairs Annual Report.

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

Approved Academic Affairs Items 1-3

Dr. Anna Lebesch reviewed and requested approval of New Associate in Science Engineering Technology Degree. She overviewed the approval process and discussed funding opportunities. Dr. Lebesch reviewed for information only the Xcel-IT Consortium Grant Publication and SJR State Xcel-IT Grant Report.

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

Approved Workforce Development Item 1

V.P. Caroline Tingle reviewed and requested approval of 2016/2017 St. Johns River State College Foundation Audit and Renewal of Designation and Certification of St. Johns River State College Foundation, Inc. as a direct support organization of the College. VP Tingle reviewed for information only SJR State College Foundation, Inc. 2016/2017 Officers and Board of Directors, IRS Return of Organization Exempt from Income Tax Form 990, College support of direct support organization's operating expenses, Annual change in direct support organization's net asset, and Direct support organization's ability to cover

indebtedness (both current & projected). She also reviewed for information only St. Johns River State College Foundation Memorandum of Understanding.

Mr. Davis moved, seconded by Mr. Keith, to approve Development and External Affairs Items 1-2, 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 (Bramlitt, Davis, Garrison, Hancock, Keith, Lagassé — Yes).

Approved
Development and
External Affairs Items
1-2

Next, VP Tingle recognized the SJR State winners in the Association of Florida College's Communication and Marketing Commission Awards of Excellence: FIRST place, Article/Story Pitch Resulting in Publication – "It's a family affair," an article published in the Times Union on April 19, 2017 about father/son nursing students William and Evan Frisbee, SECOND place, Social Media (unpaid) – "They Believed They Could" Facebook campaign spotlighting GED graduates of the Adult Education program, SECOND place, Specialty Advertising/Promotional Item – "Flat Viktor," a Facebook campaign inspired by the *Flat Stanley* series of children's books by Jeff Brown, and FIRST place, Advertising Outdoor – "Start Smart" and "Go Big and Stay Home" oversized billboards placed in strategic locations throughout Clay County during the summer months.

Development and
External Affairs Item 6

There was no report from the Faculty Senate.

Faculty Senate

President Pickens stated Graduation is on December 14 at 10:00 a.m.

President's Report

President Pickens stated we will not distribute a monthly Trustees' report in December because of the timing of this meeting and graduation week activities.

President Pickens stated the Legislative Session begins the second week of January so we will have information sooner. The budget timeline process will be the same.

Trustee comments were made.

Trustee Comments

Ms. Lagassé moved to adjourn and Mr. Davis seconded the motion. Motion carried (Bramlitt, Davis, Garrison, Hancock, Keith, Lagassé — Yes) and Chairperson Hancock adjourned the meeting at 4:35 p.m.

Adjournment