

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

December 6, 2023

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson
Ms. Jan Conrad, Vice-Chairperson
Mr. Jim Reid

MEMBERS ABSENT:

Mr. Wendell Davis (excused – ill)
Mr. Jud Sapp (excused – other obligation)

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary
Jeremiah Blocker, Board Attorney

Chairperson Komando called the meeting to order at
2:03 pm.

Meeting Call to Order

Viking Spotlight – Recognition of Financial Aid
Department - Dr. Edward Jordan recognized Jack Hall
who shared an update regarding the College's recent
successful Federal Financial Aid audit which had no
findings. Mr. Hall asked Suzanne Evans to introduce
the leadership and several team members from the
Financial Aid Department.

Viking Spotlight

There were no public comments.

Public Comment

There was no Old Business.

Old Business

Chairperson Komando requested approval of the
Consent Agenda Items V.A-D:

Consent Agenda
Items

A.1 - Minutes of October 18, 2023, Board Meeting

B.1-4 – Chief Operating Officer – Dr. Melanie Brown:
Personnel Matters and SJR State's Annual Information
Security Report (note: this document is exempt from
public record).

C.1-2 - Vice President for Finance – VP Randy
Peterson: Facilities Usage Report for October 2023
and Monthly Financial Report – November 2023.

D.1-3 - Vice President for Academic & Student Affairs –
Dr. Ed Jordan: Reactivate the Associate of Science in
Computer Programming and Analysis effective August
2024; Curriculum for following New Programs to be
implemented August 2024 - Bachelor of Science in

Criminal Justice, Applied Intelligence Studies, Bachelor of Applied Science in Information Systems Technology with concentration tracks in Cybersecurity and Software Application Development, and Associate of Science in Paralegal; and 2023-2024 Articulation Agreement Between the District Board of Trustees of St. Johns River State College and the private school Christian Home Academy.

Ms. Conrad moved approval of Consent Agenda Items V.A-D. Mr. Reid seconded the motion. Motion carried (Conrad, Komando, Reid - Yes).

Approved Consent
Agenda Items V.A-D

Dr. Gilbert Evans reviewed for information only the Continuity of Operations Plan (COOP). He noted that this document is exempt from disclosure under provisions of Section 281.301, Florida Statutes.

V.P. Legal Affairs &
Public Safety/General
Counsel Item VI.A.1

Dr. Melanie Brown presented a Program Development Update. She reported on the status of the two bachelor's degrees that were approved about a year ago. Next, she requested approval to continue the baccalaureate exploration and development process in the following programs with targeted implementation in August 2025: Bachelor of Science in Exceptional Student Education with infused ESOL and Reading Endorsements; Bachelor of Science in Biological Sciences with optional concentration in Teaching High School Science; Bachelor of Science in Human Services with optional concentration in Teaching High School Social Science; Bachelor of Science in Entertainment Technology with specializations in Performance and Production; and Bachelor of Science in Visual Media with Specializations in Animation and Digital Design.

Dr. Brown gave an update for information only on other programmatic areas still being explored for future implementation.

Ms. Conrad moved, seconded by Mr. Reid, to approve Chief Operating Officer Item VI.B.1.a.i-v., as submitted (a detailed listing is contained in the material submitted by the Office of the Chief Operating Officer). Motion carried (Conrad, Komando, Reid - Yes).

Approved Chief
Operating Officer Item
VI.B.1.a.i-v.

Dr. Brown reviewed and requested approval of the Annual Comprehensive Safety Inspection Report Fiscal Year 2023-2024.

Mr. Reid moved, seconded by Ms. Conrad, to approve Chief Operating Officer Item VI.B.2.a., as submitted (a detailed listing is contained in the material submitted by the Office of the Chief Operating Officer). Motion carried (Conrad, Komando, Reid - Yes).

Approved Chief
Operating Officer Item
VI.B.2.a.

Ms. Michelle Sjogren presented and reviewed for information only the SJR State Foundation Annual Report.

Chief Operating
Officer Item VI.B.3a.i

Ms. Sjogren announced that Kate Adornetto will start as the new Director of the Foundation in January.

Ms. Sjogren reviewed and requested approval of the 2022-23 St. Johns River State College Foundation Audit.

Mr. Reid moved, seconded by Ms. Conrad, to approve Chief Operating Officer Item VI.B.3.a.ii., as submitted (a detailed listing is contained in the material submitted by the Office of the Chief Operating Officer). Motion carried (Conrad, Komando, Reid - Yes).

Approved Chief
Operating Officer Item
VI.B.3.a.ii.

Ms. Sjogren reviewed and requested approval to Renew the Designation and Certification of the St. Johns River State College Foundation, Inc., as a Direct Support Organization for the College.

Ms. Conrad moved, seconded by Mr. Reid, to approve Chief Operating Officer Item VI.B.3.a.v., as submitted (a detailed listing is contained in the material submitted by the Office of the Chief Operating Officer). Motion carried (Conrad, Komando, Reid - Yes).

Approved Chief
Operating Officer Item
VI.B.3.a.v.

Ms. Sjogren reviewed and requested approval of the St. Johns River State College and St. Johns River State College Foundation Memorandum of Understanding.

Ms. Conrad moved, seconded by Mr. Reid, to approve Chief Operating Officer Item VI.B.3.a.vi., as submitted (a detailed listing is contained in the material submitted by the Office of the Chief Operating Officer). Motion carried (Conrad, Komando, Reid - Yes).

Approved Chief
Operating Officer Item
VI.B.3.a.vi.

Ms. Sjogren reviewed and requested approval of the Internal Revenue Service Return of Organization Exempt from Income Tax Form 990 (Taxable Year Ended March 31, 2023).

Mr. Reid moved, seconded by Ms. Conrad, to approve Chief Operating Officer Item VI.B.3.a.iii., as submitted (a detailed listing is contained in the material submitted by the Office of the Chief Operating Officer). Motion carried (Conrad, Komando, Reid - Yes).

Approved Chief
Operating Officer Item
VI.B.3.a.iii.

Ms. Sjogren reviewed and requested approval of the Internal Revenue Service Application for Recognition of Exemption Form 1023. Mr. Reid questioned why this form needs to be renewed annually if there are no changes. Discussion followed.

Mr. Reid moved, seconded by Ms. Conrad, to approve Chief Operating Officer Item VI.B.3.a.iv., as submitted (a detailed listing is contained in the material submitted by the Office of the Chief Operating Officer). Motion carried (Conrad, Komando, Reid - Yes). *Note: After the meeting, Ms. Sjogren further reviewed whether this item needed approval. It does not; it should have been listed as an information item.*

Approved Chief
Operating Officer Item
VI.B.3.a.iv.

Ms. Sjogren requested approval of a maximum of 750 targeted SJR State Application Fee Waivers for the 2024 recruiting season. She also gave an update on recruiting events.

Ms. Conrad moved, seconded by Mr. Reid, to approve Chief Operating Officer Item VI.B.3.b.i., as submitted (a detailed listing is contained in the material submitted by the Office of the Chief Operating Officer). Motion carried (Conrad, Komando, Reid - Yes).

Approved Chief
Operating Officer Item
VI.B.3.b.i.

Ms. Terry Thomas reviewed and requested approval of Plans and Specifications for the Chiller Replacement Project, St. Augustine Campus.

Mr. Reid moved, seconded by Ms. Conrad, to approve Vice President for Finance Facilities Item VI.C.1.a, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Finance). Motion carried (Conrad, Komando, Reid - Yes).

Approved Vice
President for Finance
Item VI.C.1.a

Ms. Terry Thomas reviewed and requested approval of Plans and Specifications for the Library Restroom, Window Wall System, ADA/Life Safety Project, Palatka Campus.

Mr. Reid moved, seconded by Ms. Conrad, to approve Vice President for Finance Facilities Item VI.C.1.b, as submitted (a detailed listing is contained in the material

Approved Vice
President for Finance
Item VI.C.1.b

submitted by the Office of the Vice President for Finance). Motion carried (Conrad, Komando, Reid - Yes).

Ms. Terry Thomas reviewed and requested approval to Award RFQ-SJR-05-2023 for New Pre-Qualified Contractor Status for 2024.

Ms. Conrad moved, seconded by Mr. Reid, to approve Vice President for Finance Facilities Item VI.C.1.c, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Finance). Motion carried (Conrad, Komando, Reid - Yes).

Approved Vice President for Finance Item VI.C.1.c

Ms. Terry Thomas reviewed and requested approval to Award RFQ-SJR-06-2023 for Renewal of Pre-Qualified Contractor Status for 2024.

Mr. Reid moved, seconded by Ms. Conrad, to approve Vice President for Finance Facilities Item VI.C.1.d, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Finance). Motion carried (Conrad, Komando, Reid - Yes).

Approved Vice President for Finance Item VI.C.1.d

Ms. Terry Thomas reviewed for information only Change Order #001, Garland DBS, Building V Re-Roof Project, Palatka Campus.

Vice President for Finance Item VI.C.1.e

Dr. Edward Jordan reviewed and requested approval of Curriculum for New Program to be implemented August 2024: Associate of Science in Sonography.

Ms. Conrad moved, seconded by Mr. Reid, to approve Vice President for Academic & Student Affairs Item VI.D.1.a, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Academic & Student Affairs). Motion carried (Conrad, Komando, Reid - Yes).

Approved Vice President for Academic & Student Affairs Item VI.D.1.a

President Pickens informed the Trustees that the AFC Florida College System Trustee Commission Update and Legislative Reception is scheduled on Monday, January 22, 2024. It will be held in Tallahassee from 1:00-4:30 pm, with a reception to follow. He requested if any Trustee would like to attend, to please notify him and Susan Sutliff by December 12 so that hotel reservations can be made.

President's Report

Chair Komando asked what are the Florida College System (FCS) legislative priorities. President Pickens responded the inclusion of the FCS in the State Group health insurance is the first priority. A comprehensive fiscal analysis and feasibility report has recently been completed by the Department of Management Services.

President Pickens stated another priority is addressing an increase in the meal and mileage allowance for employees, which has not been done since 2006. He has brought this to the attention of several legislators.

President Pickens requested approval to change the date of the Board of Trustees Meeting from Wednesday, January 17, 2024, to Thursday, January 18, 2024. The purpose of the request is to allow staff to attend the State Board of Education Meeting in Tallahassee. SJR State's proposal to offer a Bachelor's Degree in Criminal Justice, Applied Intelligence Studies, will be on the agenda for approval. Discussion followed on beginning the meeting at 1:00 p.m. instead of the usual 2:00 p.m. start time.

Ms. Conrad moved, seconded by Mr. Reid, to approve the request to change the date of the Board of Trustees Meeting from Wednesday, January 17, 2024, to Thursday, January 18, 2024, and to change the starting time to 1:00 p.m. Motion carried (Conrad, Komando, Reid - Yes). President Pickens noted this meeting will be held at the Florida School of the Arts on the Palatka Campus and invited the Trustees to have lunch prior.

Approved to Change
Board Meeting to
January 18, 2024

President Pickens reminded the Trustees that graduation will be held on December 14.

President Pickens gave an update on a meeting with Clay County officials. He noted that Dr. Brown articulated a variety of reasons that the Orange Park Campus was not an appropriate site for a partnership for the development of the Southern Rock Hall of Fame.

President Pickens informed the Trustees that the College is continuing to pursue the possibility of athletics on the other two campuses. He noted that the Clay County officials are interested in a joint project to develop a cross-country track. He noted that Dr. Brown initiated a survey to students regarding other sports. Students are interested in e-sports (gaming), which

would be targeted for the Orange Park Campus. This would open up more intercollegiate opportunities.

President Pickens wished everyone a wonderful holiday season.

Trustee comments were made.

Trustee Comments

Chairperson Komando adjourned the meeting at 3:20 p.m.

Adjournment