

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

December 7, 2016

MEMBERS PRESENT:

Mr. Wendell Davis, Clay County, Vice-Chairperson
Ms. Denise M. Bramlitt, Putnam Co.
Mr. Ronald Coleman, Clay County
Mr. Mickey Duren, St. Johns County
Mr. Brian Keith, Putnam County
Ms. Marlene Lagassé, Putnam County

MEMBERS ABSENT:

Ms. Mary Ellen Hancock, St. Johns Co., Chairperson
(contacted President Pickens, she is ill and contagious)

OTHERS PRESENT:

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

The meeting was held in the Board Room,
Administration Building, Palatka Campus.

Vice-Chairperson Wendell Davis called the meeting to order and called for corrections or additions to the minutes of the October 19, 2016 meeting. Mr. Keith moved approval of the minutes and Mr. Duren seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Keith, Lagassé — Yes).

Approved Minutes of
October 19, 2016
Meeting

There were no public comments.

Public Comment

Board Attorney Ron Brown discussed information he received at the ACCT Congress Legal Academy, "FLSA Developments" by Saul Ewing LEP. President Pickens gave an update on SJR State's actions regarding this.

Attorney's Report

There was no old business.

Old Business

SVP Miller reviewed and requested approval of the Orange Park Campus Land Use Plan.

Ms. Lagassé moved, seconded by Mr. Duren, to approve Senior Vice President Item 1, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried

Approved Senior Vice
President Item 1

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

SVP Miller reviewed and requested approval of RFQ-SJR-15-2016 Prequalified Contractors – Certificate Renewals. She noted that two contractors were inadvertently not included in the Board packet - Thomas May Construction, Category 7, and JTN Construction & Maintenance Services, Category 1.

Mr. Coleman moved to approve Senior Vice President Item 2 with the addition of the two contractors noted, (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Mr. Duren seconded the motion and it carried (Bramlitt, Coleman, Davis, Duren, Keith, Lagassé — Yes).

Approved Senior Vice President Item 2

SVP Miller reviewed and requested approval of RFQ-SJR-16-2016 Prequalified Contractors – New Certificates.

Ms. Lagassé moved, seconded by Mr. Duren, to approve Senior Vice President Item 3, as submitted (a detailed listing is contained in the material submitted by the Office of the Senior Vice President). Motion carried (Bramlitt, Coleman, Davis, Duren, Keith, Lagassé — Yes).

Approved Senior Vice President Item 3

SVP Miller reviewed for information only amendments to SJR 1.38 Organizational Structure of St. Johns River State College, SJR 5.08 Conditions of Employment, SJR 5.09 (R4) Vacation Leave, SJR 5.12 Paid Sick Leave, and SJR 5.19 (R1) Career Service and Professional Support Employee Evaluations. She also reviewed facilities usage for November 2016.

V.P. Lynn Powers reviewed and requested approval of the Monthly Financial Report for October 2016, Personnel Matters, and Non-Recurring Salary Supplements.

Mr. Keith moved, seconded by Mr. Duren, 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, Keith, Lagassé — Yes).

Approved Finance and Administration Items 1-3

V.P. Melanie Brown reviewed and requested approval of an Ireland Study Abroad Proposal and a Munich, Germany and Vienna, Austria Study Abroad Proposal. She also reviewed for information only the St. Johns River State College Study Abroad Faculty Leader and Co-Leader Handbook.

Ms. Lagassé moved, seconded by Mr. Duren, to approve Academic Affairs Items 1-2, 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, Keith, Lagassé — Yes).

Approved Academic
Affairs Items 1-2

Next, Dr. Brown overviewed the agenda for the Professional Development Institute that is scheduled on December 14th for faculty. Trustees are invited to participate.

Dr. Holly Coulliette (for V.P. Anna Lebesch) reviewed and requested approval of Curriculum Changes to the AS in Emergency Medical Services and Associated Certificates (EMT and Paramedic) and a Clinical to Credit Hour Ration Change for the AS in Respiratory Care.

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

Approved Workforce
Development Items 1-
2

V.P. Caroline Tingle reviewed and requested approval of 2015/2016 St. Johns River State College Foundation Audit and Renewal of Designation and Certification of the St. Johns River State College Foundation, Inc., as a Direct Support Organization of the College. She presented a PowerPoint explaining the audit process. She referred for information only to SJR State College Foundation, Inc. 2015/2016 Officers and Board of Directors, IRS Return of Organization Exempt from Income Tax Form Form 990, Budget – College Support of Direct Support Organization’s operating Expenses, annual change in the Foundation’s net assets, and the Foundation’s ability to cover indebtedness.

Trustee Lagassé asked about alumni participation. VP Tingle explained how she has been building the database of graduates.

Ms. Lagassé moved, seconded by Ms. Bramlitt, 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 (Bramlitt, Coleman, Davis, Duren, Keith, Lagassé — Yes).

Approved
Development and
External Affairs Item 1

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

Approved
Development and
External Affairs Item 2

Clay Moore presented a brief Faculty Senate report.

Faculty Senate

President Pickens reminded the Board that graduation is next Thursday, December 15th and it will begin at 10:00 a.m. which is a change in time from previous commencements. The speaker is Ron Brown.

President's Report

President Pickens stated this has been a tough semester due in part to Hurricane Matthew. He complimented the faculty and students for overcoming the loss instruction time.

President Pickens expressed his best wishes to all for a wonderful holiday season.

The Trustees expressed holiday greetings to all.

Trustee Comments

Trustee Bramlitt thanked everyone for the informative presentations.

Ms. Lagassé moved to adjourn and Mr. Duren seconded the motion. Motion carried (Bramlitt, Coleman, Davis, Duren, Keith, Lagassé — Yes) and Vice-Chairperson Davis adjourned the meeting at 4:15 p.m.

Adjournment