

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

October 17, 2018

MEMBERS PRESENT:

Mr. Sam Garrison, Clay County, Chairperson
Mr. Wendell Davis, Clay County, Vice-Chairperson
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. Ron Brown, Attorney for the Board

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

Chairperson Garrison called the meeting to order and asked for corrections or additions to the minutes of the September 19 Meeting. Mr. Davis moved approval of the minutes and Mr. Keith seconded the motion. Motion carried (Davis, Garrison, Keith, Lagassé — Yes).

Approved Minutes of
September 19
Meeting

There were no public comments.

Public Comment

Dr. Anna Lebesch welcomed Jim Rogers, Student Activities Coordinator for the Orange Park Campus, and Student Government Association (SGA) representatives gave an update on recent activities.

OPC Student
Government
Association Update

Board Attorney Ron Brown gave a report on “Security Systems: Public Records and Public Meetings.”

Attorney’s Report

There was no old business.

Old Business

SVP Melissa Miller reviewed and requested approval of RFQ-SJR-07-2018, Ranked Shortlist of Architects for the Remodeling/Renovation and Addition to the Library Building on the Orange Park Campus, and authorization for President Pickens to negotiate and execute a contract. She reviewed for information only revisions to Procedure 2.14 Student Employees and Facilities Usage for October 2018.

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

Approved Senior Vice
President Item 1

Dr. Lynn Powers reviewed and requested approval of the Monthly Financial Report – September 2018, Budget Amendments for FY 2018-2019 (Operating Fund 1, Restricted Fund 2, and Plant Fund 7), Write-Off of Tangible Personal Property, and Personnel Matters.

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

Approved Finance
and Administration
Items 1-4

Dr. Lynn Powers reviewed and requested approval of Board Designated Reserves.

Dr. Powers asked for the Board's feedback on the Budget Advisory Council's recommendation that funds designated last year from Board reserve to balance the budget but not spent be used for a non-recurring salary adjustment. Mr. Davis requested that this item be placed on the agenda for the December Board Meeting. Mr. Garrison discussed placing it on an agenda following the outcome of the union organization efforts. It was decided this item will be discussed at a future Board meeting.

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

Approved Finance
and Administration
Item 5

Dr. Melanie Brown reviewed and requested approval of 2018-2019 Articulation Agreements between the District Board of Trustees of St. Johns River State College and the District School Board of Clay County, the District School Board of St. Johns County, St. Gerard Campus, and St. Joseph Academy in the Diocese of St. Augustine; and 2019 Collegiate High School Contract Between the District Board of Trustees of St. Johns River State College and the District School

Board of Clay County and the District School Board of St. Johns County.

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

Approved Academic
Affairs Items 1-2

Dr. Brown distributed information on the Communities Helping Communities Hurricane Michael donation drive.

Mr. Garrison asked for an update on the status of the Dual Enrollment Program and Collegiate High Schools. Dr. Brown replied. He requested an analysis of the difference between the models – the Clay and Putnam Counties model compared to the St. Johns County model.

Chairperson Garrison called a public hearing on Change to Readmission Criteria for ASN and LPN to RN Bridge Programs. There being no comments from those present, Chairperson Garrison adjourned the public hearing.

Dr. Anna Lebesch reviewed and requested approval of Change to Readmission Criteria for ASN and LPN to RN Bridge Programs.

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

Approved Workforce
Development Item 2

Chairperson Garrison called a public hearing on Change to Admission Criteria for LPN to RN Bridge Program. There being no comments from those present, Chairperson Garrison adjourned the public hearing.

Dr. Anna Lebesch reviewed and requested approval of Change to Admission Criteria for LPN to RN Bridge Program.

Ms. Lagassé moved, seconded by Mr. Keith, to approve Workforce Development Item 4, as submitted (a detailed listing is contained in the material submitted

Approved Workforce
Development Item 4

by the Office of the Vice President for Workforce Development). Motion carried (Davis, Garrison, Keith, Lagassé — Yes).

Chairperson Garrison called a public hearing on Change to Background Check and Drug Screening Policy for Limited Access Health Programs. There being no comments from those present, Chairperson Garrison adjourned the public hearing.

Dr. Anna Lebesch reviewed and requested approval of Change to Background Check and Drug Screening Policy for Limited Access Health Programs.

Ms. Lagassé moved, seconded by Mr. Keith, to approve Workforce Development Item 6, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Workforce Development). Motion carried (Davis, Garrison, Keith, Lagassé — Yes).

Approved Workforce
Development Item 6

Dr. Lebesch gave an update on the new Engineering Program. She invited the Trustees to tour the classrooms at the Palatka Campus immediately prior to the December Board Meeting.

Dr. Aaron Knowles reported on behalf of the Faculty Senate. He shared various activities in which faculty members are going above and beyond. He also gave an update on the Putnam County Quality of Life project.

Faculty Senate

President Pickens informed the Trustees that the amount of deficit last year was made up predominantly of the 2% raise.

President's Report

President Pickens thanked Trustees Davis and Garrison for attending the Clay County Legislative Delegation dinner last week.

President Pickens discussed the AFC Trustee Commission Annual Meeting in November.

President Pickens stated at the Putnam County Chamber of Commerce Meeting Mayor Hill discussed a living wage concept of raising wages to a minimum of \$11.00 in some areas. The lowest paid College employees are already at or above \$11.00.

Trustee comments were made.

Trustee Comments

Chairperson Garrison adjourned the meeting at 4:10 p.m.

Adjournment