

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

December 5, 2018

MEMBERS PRESENT:

Mr. Sam Garrison, Clay County, Chairperson  
Mr. Wendell Davis, Clay County, Vice-Chairperson  
Ms. Denise M. Bramlitt, Putnam County  
Mr. Brian Keith, Putnam County  
Ms. Marlene Lagassé, Putnam County

OTHERS PRESENT:

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

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

Chairperson Garrison called the meeting to order. A moment of silence was observed in memory of late President George H.W. Bush.

Dr. Gilbert Evans welcomed Athletic Director Ross Jones, who shared statistics of student athletes' grades. He recognized members of the Florida College System Activities Association (FCSAA) All-Academic Team.

FCSAA All-Academic  
Team Recognition

Dr. Gilbert Evans welcomed Alan Rick, Student Activities Coordinator for the Palatka Campus, and Student Government Association (SGA) representatives. They gave an update on recent activities. The students and Trustee Bramlitt discussed the "Feed the Need" Program.

Palatka Campus  
Student Government  
Association Update

Chairperson Garrison asked for corrections or additions to the minutes of the October 17 Meeting. Mr. Davis moved approval of the minutes and Mr. Keith seconded the motion. Motion carried (Bramlitt, Davis, Garrison, Keith, Lagassé — Yes).

Approved Minutes of  
October 17 Meeting

There were no public comments.

Public Comment

Board Attorney Ron Brown gave a report on "Accidental Disclosures of Confidential Information."

Attorney's Report

There was no old business.

Old Business

SVP Melissa Miller reviewed and requested approval of RFQ-SJR-11-2018 Prequalified Contractors – Certificate Renewals, RFQ-SJR-12-2018 Prequalified Contractors – New Certificates, Roof Replacement Project for St. Augustine Campus Building L, and final payment to Thomas May Construction.

SVP Miller reviewed for information only Change Order #3 for Palatka Campus Building F Renovation with Addition. She also reviewed for information only revisions to: Procedure 1.5 Policy Statement on Discriminatory Harassment and Free Expression, Procedure 2.7 Professional Development and Growth, Procedure 3.33 Reporting Substantive Changes to SACS COC, Procedure 4.24 Contracts Procedure, Procedure 5.5 Athletics, SJR 3.24 Staff and Program Development, SJR 4.12 Solicitation and Advertising Materials, and SJR 6.03 (R4) Standards of Conduct. She also reviewed for information only new Procedure 6.9 Thrasher-Horne Center Rental Usage and new Board Rule SJR 3.39 Free Expression. She reported on Facilities Usage for November 2018.

Senior Vice President  
Items 4 - 6

Mr. Keith moved, seconded by Ms. Bramlitt, to approve Senior Vice President Items 1-3, 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, Keith, Lagassé — Yes).

Approved Senior Vice  
President Items 1 - 3

Randy Peterson, on behalf of Dr. Lynn Powers, reviewed and requested approval of the Monthly Financial Report – October 2018, Write-Off of Tangible Personal Property, Personnel Matters, Testing Fees for Engineering/Manufacturing, and Thrasher Horne Center Rental Fees.

Ms. Bramlitt moved, seconded by Mr. Davis, to approve Finance and Administration Items 1-5, 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, Keith, Lagassé — Yes).

Approved Finance  
and Administration  
Items 1 – 5

Randy Peterson then discussed for information only the Operational Audit Report 2019-053. Discussion followed.

Finance and  
Administration Item 6

Dr. Melanie Brown reviewed and requested approval of the Republic of Ireland Study Abroad Proposal June 21-July 1, 2019 and the 2018 St. Johns River State

College Developmental Education Accountability Report. Dr. Brown and Dr. Will discussed for information only the 2019 Commemoration of 400 Years of African-American History as established by Public Law 115-102. President Pickens noted the College will contact the three School Districts to involve them as well.

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

Approved Academic  
Affairs Items 1 - 2

Dr. Anna Lebesch reviewed and requested approval to Eliminate the Computer Related Crime Investigations Associate in Science Degree, approve Curriculum Changes to the Criminal Justice Technology Associate in Science Degree, and approve New Course CCJ 1010 Introduction to Criminology.

Chairperson Garrison invited Dr. Jeff Lee to give a brief update on the Criminal Justice Program. Discussion followed and President Pickens expressed appreciation to Dr. Lee.

Mr. Keith moved, seconded by Ms. Bramlitt, to approve Workforce Development Items 1-3, 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, Keith, Lagassé — Yes).

Approved Workforce  
Development Items 1  
- 3

Dr. Gilbert Evans reviewed SJR State New Welcome Packets for information only. He reviewed and requested approval to Waive Fees for 1000 SJR State Admission Applications.

Ms. Lagassé moved, seconded by Mr. Davis, to approve Student Affairs Item 4, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Student Affairs). Motion carried (Bramlitt, Davis, Garrison, Keith, Lagassé — Yes).

Approved Student  
Affairs Item 4

VP Caroline Tingle reviewed and requested approval of the St. Johns River State College and St. Johns River State College Foundation Memorandum of Understanding, Renewal of Designation and Certification of St. Johns River State College

Foundation, Inc. as a direct support organization of the College, and the 2017-2018 St. Johns River State College Foundation Audit.

VP Tingle reviewed for information only SJR State College Foundation, Inc. 2017-2018 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 as demonstrated by annual audit, Direct Support Organization's Ability to Cover Indebtedness (both current & projected), and IRS Application for Recognition of Exemption Form.

Ms. Bramlitt moved, seconded by Mr. Davis, to approve Development and External Affairs Items 1-3, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Student Affairs). Motion carried (Bramlitt, Davis, Garrison, Keith, Lagassé — Yes).

Approved  
Development and  
External Affairs Items  
1 - 3

VP Tingle also reviewed for information only Thrasher-Horne Center Revised Rental Reservation Agreement. She reported that Anna Zirbel is the new THC Executive Director. She gave an update on SJR State Social Media Campaign Activities.

Clay Moore, Faculty Senate President, reported for the Faculty Senate.

Faculty Report

President Pickens asked several faculty members to introduce themselves. These included Dr. Maggio and Dawn Bergeron, who Co-Chair the Union Organization Committee, and Bruce Fox, a member of the Committee.

President's Report

President Pickens reminded the Trustees that graduation is next Thursday. The guest speaker is Former Senator Tony Hill.

President Pickens stated that last week he and President Ava Parker, Chair of the Council of Presidents, met with several Legislators.

President Pickens reported the Chancellor of the Florida College System has resigned. Commissioner of Education Pam Stewart resigned yesterday.

President Pickens reported on Gulf Coast State College President John Holdnak's report to COP five (5) weeks after Hurricane Michael.

President Pickens reported on a video being produced to effectively communicate the Florida College System's story to its target audiences such as Legislators. SJR State is one of six (6) Colleges that was asked to participate.

Trustee comments were made.

Trustee Comments

Chairperson Garrison adjourned the meeting at 5:10 p.m.

Adjournment