

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

November 20, 2024

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson
Mr. Jim Reid, Vice-Chairperson
Mr. Wendell Davis

MEMBERS ABSENT:

Mr. Jud Sapp

OTHERS PRESENT:

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

Chairperson Komando called the meeting to order at
3:00 pm.

Meeting Call to Order

There were no Public Comments.

Public Comment

There was no Old Business.

Old Business

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

Consent Agenda
Items

A.1 - Minutes of October 16, 2024, Board Meeting

B.1-2 - Chief Operating Officer – Dr. Melanie Brown:
Personnel Matters and SJR State’s Annual Information
Security Report

C.1-3 - Vice President for Finance/CFO – VP Randy
Peterson: Facilities Usage Report for October 2024;
Write-Offs of Tangible Personal Property; and Monthly
Financial Report – October 2024

D.1 - Vice President for Academic & Student Affairs –
Dr. Ed Jordan: Updates to the Board Certification of
the DFC Annual Institutional General Education Review
and 2024-2025 Articulation Agreement between the
District Board of Trustees of St. Johns River State
College and Peniel Baptist Academy.

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

Approved Consent
Agenda Items IV.A-D

Dr. Melanie Brown reviewed for information only an Amendment to SJR State Board Rule 6.07 (R2) Student Organizations and Clubs

Chief Operating Officer Item V.A.1.a

Dr. Brown reviewed and requested approval of revisions to the SJR State definition of public or “directory information” as specified on pages 55, 56, and 280 of SJR State 2024-2025 College Catalog/Student Handbook.

Mr. Reid moved, seconded by Mr. Davis, to approve Chief Operating Officer Item V.A.1.b as submitted (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Reid - Yes).

Approved Chief Operating Officer Item V.A.1.b

Dr. Brown reviewed and requested approval of a maximum of 750 targeted SJR State Application Fee Waivers for the 2025 recruiting season.

Mr. Davis moved, seconded by Mr. Reid, to approve Chief Operating Officer Item V.A.1.c as submitted (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Reid - Yes).

Approved Chief Operating Officer Item V.A.1.c

Discussion followed on the best way to handle application fee waivers in the future. The Board consented to moving forward with developing a Board Rule in regard to this matter.

AVP Michelle Sjogren reviewed for information only SJR State Strategic Communications Team’s work recognized by the Association of Florida Colleges. The College earned 11 awards. She introduced her team. Board members expressed congratulations.

Chief Operating Officer Item V.A.1.d

Ms. Sjogren reviewed and requested approval of the 2023-24 St. Johns River State College Foundation Audit, Internal Revenue Service Return of Organization Exempt from Income Tax Form 990 (Taxable Year Ended March 31, 2024), and Internal Revenue Service Application for Recognition of Exemption Form 1023.

Mr. Reid moved, seconded by Mr. Davis, to approve Chief Operating Officer Item V.A.1.e.i as submitted (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Reid - Yes).

Approved Chief Operating Officer Item V.A.1.e.i

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

Mr. Reid moved, seconded by Mr. Davis, to approve Chief Operating Officer Item V.A.1.e.ii as submitted (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Reid - Yes).

Approved Chief
Operating Officer Item
V.A.1.e.ii

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

Mr. Davis moved, seconded by Mr. Reid, to approve Chief Operating Officer Item V.A.1.e.iii as submitted (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Reid - Yes).

Approved Chief
Operating Officer Item
V.A.1.e.iii

Ms. Sjogren presented the Annual Report and gave a Foundation Update. She introduced the Foundation team.

Chief Operating
Officer Item V.A.1.e.iv

AVP Terry Thomas reviewed and requested approval of a Temporary Construction Easement between Florida Gas Transmission Company, LLC, and the District Board of Trustees of St. Johns River State College. She specifically requested action to authorize the Board Chair to sign the Temporary Construction Easement for the Gas Transmission Pipeline Project with any changes recommended by counsel, the President and the Chair. She noted this request is due to the critical timing of the project and there not being another Board meeting until January. President Pickens expressed appreciation to Ms. Thomas for her work on this project.

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

Approved Chief
Operating Officer Item
V.A.2.a

Ms. Thomas reviewed and requested approval of Plans and Specifications for the Remodel and Addition to the FloArts Building Project, Palatka Campus.

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

Approved Chief
Operating Officer Item
V.A.2.b

Ms. Thomas reviewed and requested approval of the Annual Comprehensive Safety Inspection Report Fiscal Year 2024-2025.

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

Approved Chief
Operating Officer Item
V.A.2.c

VP Randy Peterson reviewed and requested approval of the College's Continuity of Operations Plan (COOP).
Note: this document is exempt from disclosure.

Mr. Davis moved, seconded by Mr. Reid, to approve Vice President for Finance/CFO Item V.B.1 as submitted (a detailed listing is contained in the material submitted by the Office of Vice President for Finance/CFO). Motion carried (Davis, Komando, Reid – Yes).

Approved Vice
President for
Finance/CFO Item
V.B.1

Dr. Ed Jordan reviewed and requested approval of Summer 2025 Study Abroad Proposal – The Republic of Ireland (LIT 2182, ENC 1102 and WHO 1022).

Mr. Reid moved, seconded by Mr. Davis, to approve Vice President for Academic and Student Affairs Item V.C.1 as submitted (a detailed listing is contained in the material submitted by the Office of Vice President for Academic and Student Affairs). Motion carried (Davis, Komando, Reid – Yes).

Approved VP for
Academic and
Student Affairs Item
V.C.1

President Pickens noted that former speaker Representative Paul Renner may attend the January meeting.

President's Report

President Pickens reported on the union recertification vote. Negotiations will begin in the spring for the compensation package.

President Pickens invited Board members to the ring ceremony for the national winning softball team, which will begin at noon on Saturday. All members from the team plan to attend.

President Pickens reported on the conclusion of the volleyball team's season. He noted that the softball and baseball seasons start in January.

President Pickens gave an update on the transition to the new State Group Health Insurance plan. He expressed appreciation to AVP Romer and his staff for a successful open enrollment.

President Pickens met with Representative Payne, who attended the swearing in of new members. Representative Payne saw President Thrasher, who reconveyed his appreciation for the Gala event held in his honor at the Thrasher-Horne Center on October 18.

President Pickens stated that the College is in the best shape it has ever been, especially during his presidency, due to people being in the right positions. Enrollment is up and the machinations of the College operating everyday are done very well and smoothly.

Trustee comments were made.

Trustee Comments

Chairperson Komando adjourned the meeting at 3:55 p.m.

Adjournment