

**VALENCIA COLLEGE
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING**

Minutes

December 4, 2013

Valencia College – Criminal Justice Institute (CJI) Auditorium

Members Present

Ms. Maria Grulich, Chair
Mr. Lewis M. Oliver, III, Vice Chair
Ms. Jerry Buchanan
Mr. Guillermo Hansen
Ms. Lori Kifer Johnson
Mr. Fernando Perez
Mr. Lucas Boyce
Ms. Daisy Lopez-Cid

Members Absent

Dr. Bruce Carlson

Dr. Sanford C. Shugart, Secretary to the Board and President of the College

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| Call to Order | Chair Grulich called the Regular Meeting of the District Board of Trustees of Valencia College to order at 8:40am. |
| Invocation | The invocation was offered by Dr. William Mallowney, Vice President for Policy and General Counsel. |
| Pledge of Alliance | The Pledge of Allegiance was recited. |
| Approval of Minutes
October 16, 2013 | Trustee Buchanan moved to approve the meeting minutes of the October 16, 2013 Regular Meeting as presented. The motion was seconded by Trustee Kifer Johnson and approved unanimously. |
| President's Report | President Shugart announced that the State Board of Education has authorized the College's request to establish a Poinciana campus. A small team, led by Dr. Kathleen Plinske, Osceola Campus President, and Mr. Keith Houck, Vice President of Operations and Finance has been appointed to conduct a site selection process. At the same time, Dr. Plinske is appointing a team, involving the community, to create an academic program for the new campus. Dr. Shugart stated that a site recommendation and a proposed academic program may be finalized by April and early Fall 2014, respectively. Dr. Shugart announced the nominations of Chair Grulich, Dr. Plinske and Ms. Elisha Gonzalez Bonnewitz, Director, Take Stock for |

Children for the Don Quixote award, which recognizes Hispanic individuals whose contributions have elevated the profile of the Hispanic community. The award ceremony will be held on December 7, 2013. Dr. Shugart announced that the Board meeting materials may be delivered electronically as soon as the Fall of 2014. Dr. Shugart reported on the Southern Association of Colleges and Schools' (SACS) recent visit to Valencia College. He thanked all Valencia College faculty and staff involved in the two-year preparation for the re-accreditation. He provided special thanks to Mr. Kurt Ewen, Assistant Vice President for Institutional Effectiveness, for his outstanding performance in the re-accreditation process.

Public Comment

No public comment was offered.

New Business

- 1. Ten-year Agreement with Summit Broadband Dark Fiber Network:** Mr. Bill White, Chief Information Officer explained the agreement, which was distributed to the Board. Following discussion, Mr. Oliver moved to approve a ten-year agreement with Summit Broadband to provide the College with a dark fiber network infrastructure, connecting all College locations in Orange and Osceola counties, as presented. Mr. Perez seconded the motion. The motion was approved unanimously.
- 2. Developmental Education Implementation Plan:** Dr. Susan Ledlow, Vice President of Academic Affairs and Planning, Chief Learning Officer, and Dr. Karen Borglum, Assistant Vice President, Curriculum and Articulation provided an update on the implementation of the Developmental Education Plan, which must be submitted to the Division of Florida Colleges by January 5, 2014 and approved by the Florida College System Chancellor by March 1, 2014. Dr. Borglum noted that the college's implementation date for the new plan is August 2014. Mr. Oliver commended Drs. Ledlow and Borglum for their hard work involved in this innovative plan. Following discussion, Mr. Perez moved to approve the Florida College System Developmental Education Implementation Plan as presented. Ms. Lopez-Cid seconded the motion. The motion was approved unanimously.
- 3. Approval of Revised Risk Management Consortium Agreement:** Mr. Keith Houck explained the agreement, which was distributed to the Board. He stated that Valencia College participates in the Florida College System Risk Management Consortium for property and casualty insurance and this was a governing agreement for that consortium. Following discussion, Mr. Oliver moved to approve the Revised Risk Management Consortium Agreement as presented and Ms. Lopez-Cid seconded. The motion was approved unanimously.

- 4. Policy Adoption – 6Hx28: 5-10.1 – No Preferences in Procurement:** Following discussion, Mr. Perez moved to approve the “No Preferences in Procurement” policy as presented. Ms. Kifer Johnson seconded the motion. The motion was approved unanimously.

A motion was made by Chair Oliver and seconded by Ms. Buchanan to accept and approve items 5, 6, 7, 8, and 9 under New Business as a part of the consent agenda. The Board unanimously approved the following items of New Business, as recommended:

- 5. Additions, Deletions or Modifications of Courses & Programs**
- 6. Continuing Education Courses & Fees**
- 7. Human Resources Agenda**
- 8. Submission of Grant Proposals**
- 9. Property Deletions**

Board Comments

Dr. Shugart encouraged the Board to review the materials included in the Trustees Orientation website, and to bring any questions to the next Regular Board meeting in February 2014. Mr. Boyce praised Dr. Shugart for his outstanding leadership and dedication to the College.

Reports

A. Criminal Justice Institute (CJI)-Central Florida Fire Institute Report: Dr. Jeff Goltz, Director of the Criminal Justice Institute (CJI) presented the report, which was distributed to the Board. He stated that the CJI mission is to train and educate local law enforcement correction officers, noting that the institute’s passing and placement rates are higher than the State averages. He indicated that CJI is strongly connected with the Central Florida Intelligence Exchange and the Florida Department of Law Enforcement. He also briefed the Board on the Public Safety Leadership Development Course with embedded Master’s level credits, partnered with the CJI Continuing Education department. Dr. Goltz stated that in response to recommendations stemming from a Department of Justice lawsuit against the Puerto Rico Police Department in July 2013, representatives from the University System of Ana G. Mendez University (in Puerto Rico) visited Valencia College and adopted our CJI best practices program model. In addition, Valencia College now conducts training courses for Puerto Rico’s law enforcement officers. Dr. Goltz also described the Corporate University Continuing Education agreement with the Orange County Department of Corrections. This agreement creates a corrections training and education program that is the first of its kind in the nation.

Mr. Joe Battista, Chief Operating Officer, Continuing Education presented the Central Florida Fire Institute report, which was distributed to the Board. He introduced Mr. Steve Chancey, Managing Director, Central Florida Fire Institute. Mr. Battista stated that the mission of the Institute is to train local fire fighters and emergency professionals in the firefighting area. He

announced that Orange County Fire Rescue secured a grant to develop an incident command simulator in partnership with UCF; the simulator is located in Valencia's CJI building.

B. Continuing Education Report: Ms. Carolyn McMorran, Managing Director, Continuing Professional Education presented a report on the non-degree learning opportunities that Continuing Professional Education offers to organizations and individuals. The report was distributed to the Board. Ms. Lisa Eli, Managing Director, International Education presented a report on college programs for international students in the areas of languages and workforce development, as well as language programs for the local community. The report was distributed to the Board.

C. Audit Plan Status: Ms. Undria Stalling, Internal Auditor, presented the report, which was distributed to the Board. She indicated that this report is prepared to keep the Board informed on the progress of the internal audit plan, including completed and ongoing projects, and new projects that have emerged since the year's plan was first approved.

D. Competitive Solicitation Process Audit Report: Ms. Stalling presented the report, which was distributed to the Board. She stated that the focus of the audit was to determine whether the College policies and procedures, as they relate to the competitive solicitation or bidding process for construction, were aligned with requirements prescribed by the Florida Statutes and any other relevant State rules or laws. She confirmed that the College policies and procedures are aligned with the specific requirements; only one observation was noted regarding College advertising practices. The other audit focus was to determine what internal controls were in place within the bidding process, and if these bidding processes were effective in achieving a fair and open process. Ms. Stalling confirmed that these internal controls were effective, and the process was fair and open.

E. Agreements on Dual Enrollment with Orange and Osceola Counties: Dr. Joyce Romano, Vice President of Student Affairs presented the report, which was distributed to the Board. She stated that the dual enrollment program is provided in the Florida Statute as an accelerated mechanism allowing high school students to enroll in college classes that count toward both their high school requirement and college credit.

F. Faculty Council Report: Ms. Deidre Holmes Dubois, President, Faculty Association presented the report. She indicated that the Faculty Council deadline to request Board approval for the Institutional Effectiveness Component on Faculty Compensation is Jun 13, 2014. She stated that the Faculty Council will attend the May 2014 Regular Board meeting in in connection with reaching program level assessment outcomes objectives. Ms. Dubois indicated that the Faculty Compensation Committee is currently meeting for further planning with respect to institutional effectiveness.

G. Financial Indicators Report: Mr. Keith Houck, Vice President of Operations and Finance announced that the Financial Indicators Report will be presented at the February 2014 Regular Board meeting.

H. Financial Report: Mr. Houck presented the report, which was distributed to the Board. He indicated that the College finances are well on track, in comparison to last year.

I. Construction Report: Mr. Houck presented the report, which was distributed to the Board. He indicated that all projects are on budget, on time.

J. Valencia Foundation Report: Mr. Hansen presented the report, which was distributed to the Board. He announced the award of two scholarships from the College Foundation. He invited the Board to attend the Taste for Learning event to be held on May 17, 2014 at the Rosen Shingle Creek. Mr. Hansen also reported on the National Philanthropy Day held on November 22, 2013 in Orlando. Two of the foundation nominees were recognized during this event: RAFMAN Club for outstanding civic and service group and Sue Foreman for outstanding volunteer fundraiser.

Adjournment

Ms. Grulich adjourned the regular meeting at 11:05am.

Secretary

Chair