

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

Minutes

May 21, 2013

Valencia College – Winter Park Campus, Room 225-226

Members Present

Ms. Maria Grulich, Chair

Ms. Jo Quittschreiber

Ms. Lori Kifer Johnson

Mr. Lewis M. Oliver, III

Mr. Fernando Perez

Ms. Jerry Buchanan

Mr. Guillermo Hansen

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

Call to Order

Chair Grulich called the Regular Meeting of the District Board of Trustees of Valencia College to order at 8:35am. A quorum of the board was present.

Invocation

The invocation was offered by Mr. Keith Houck, Vice President of Operations and Finance.

Pledge of Alliance

The Pledge of Allegiance was recited by all.

**Approval of Minutes
April 16, 2013**

Trustee Oliver moved to approve the meeting minutes of the April 16, 2013 Regular Meeting as presented. The motion was seconded by Trustee Kifer Johnson and approved unanimously.

President's Report

Dr. William MULLOWNEY, Vice President for Policy and General Counsel presented the 2013 Legislative Session Report, which was distributed to the Board and is posted in the Valencia website. He stated that the legislatively approved 3% tuition increase was vetoed by Governor Rick Scott, thus allowing a nominal 1.7% increase by operation of law. Dr. MULLOWNEY discussed in detail key substantive bills that passed this Session, including those regarding developmental education dual enrollment, industry certifications, and online education.

President Shugart thanked the Board members who were able to attend the Valencia Commencement ceremony on May 4, 2013. He also thanked Dr. Joyce Romano, Vice President of Student Affairs and her team. President Shugart introduced this year's Valencia Leadership Program class, present at the Board meeting. Dr. Amy Bosley, Interim Vice President of Human Resources and Diversity indicated that the Valencia Leadership program is open to all full-time employees.

New Business

1. Election of Interim Vice Chair: Dr. Mallowney indicated that pursuant to Board Policy, the Vice Chair, Maria Grulich, has assumed the duties of the Chair, who no longer serves on the Board. This creates a vacancy in the Vice Chair position, which must be filled by Board action. This temporary term of office will last until the regular election, scheduled to occur during the Organizational Board Meeting in July 2013. A motion was made by Trustee Perez and seconded by Chair Grulich to nominate Trustee Oliver as Interim Vice Chair. The motion was approved unanimously.

2. Approval of Budget Amendment Request FY2012-2013: Mr. Keith Houck, Vice President of Operations and Finance, stated that there was an inconsistency in the reported fund balance, which has now been corrected. Trustee Oliver inquired on the difference in fund balance. Mr. Houck explained that the previously reported fund balance figures were preliminary estimates, as the Finance Office did not have the final information at the time the previous report was prepared in August 2012. Trustee Buchanan moved to approve the Budget Amendment Request FY2012-2013 as presented. Trustee Kifer Johnson seconded and the motion was approved unanimously. Trustee Oliver inquired on the status of the District Office renovations. President Shugart stated that the work of the architects and engineers is largely complete and that the estimated moving date will be around April 2014. He also stated that the Downtown Center is being offered for sale by the Valencia Foundation.

3. Approval of Student Fees for FY2013-2014: President Shugart discussed the features of the emerging proposed operating budget, including a small improvement in compensation for all full-time employees, an increase in the number of faculty, the affordable Health Care, some conversions of part-time to full-time positions, and a substantial increase in employer contributions to the Florida Retirement System (FRS). He indicated that the budget is balanced and new state revenue is about \$4.2million. He signaled the probable need for consideration of a tuition increase next year. President Shugart formally recommended that the Board not increase tuition this year at the Associates Degree level, and to follow minimum legal requirements for an increase in tuition for Baccalaureate Degree instruction. Chair Grulich concurred and suggested the college use this decision as a marketing tool to promote increased enrollment. Trustee

Oliver moved to approve the recommendation of no increase in non-Baccalaureate tuition and the minimum statutory increase in Baccalaureate tuition, and Chair Grulich seconded. The motion was approved unanimously. Trustee Oliver urged the Marketing department to promptly reach out to the community regarding the tuition freeze. Trustee Hansen requested that Valencia communicate this message to both English and Hispanic media. Trustee Oliver also praised the Valencia administration and staff on keeping tight control of College expenses.

4. Guaranteed Maximum Price (GMP), Interior Renovations, Building 2, Osceola Campus: Following discussion, Trustee Kifer Johnson moved to approve President Shugart's recommendation to the Board to enter into a Guaranteed Maximum Price Contract of \$1,995,225 for the renovation of approximately 22,000 square feet in Building 2, on the Osceola Campus for Construction Manager at Risk with Johnson Laux Construction as presented and Trustee Hansen seconded. The motion was approved unanimously.

5. Advertising and Marketing Consultant Services Request for Qualifications (RFQ 12/13-12): Ms. Lucy Boudet, Vice President of Marketing and Strategic Communications announced Valencia's recommendation to begin negotiations with Push, the highest ranked firm for advertising campaign development, production, video, digital and print advertising, creative services, media analysis and planning, and market research and analysis. Ms. Boudet distributed to the Board a data document prepared by Push, which reflected the media bid expenditure calculated by target audience reached. Trustee Hansen stated that Push should target the Poinciana population, which is often not reached. Trustee Kifer Johnson moved to approve the recommendation to authorize the college to negotiate and contract with the highest rank firm, Push. The motion was seconded by Trustee Quittschreiber and approved unanimously.

A motion was made by Trustee Oliver and seconded by Trustee Quittschreiber to accept and approve items 6, 7, 8, 9, 10 and 11 under New Business as a consent agenda. The Board unanimously approved the following items of new business, as recommended:

- 6. Approval of 2013-2014 College Catalog**
- 7. Additions, Deletions or Modifications of Courses and Programs**
- 8. Continuing Education Courses and Fees**
- 9. Human Resources Agenda**
- 10. Submission of Grant Proposals**
- 11. Property Deletions**

Board Comments

Trustee Oliver inquired on the status of consideration of a Poinciana campus. President Shugart indicated that a few property options are currently being discussed with Osceola County. He discussed briefly the opportunities and challenges of this proposed location. President Shugart suggested that the Board hold a workshop in early Fall to further discuss the Poinciana Campus project location and capital strategy. Trustee Hansen discussed a recent program in Osceola County aimed at promoting higher education opportunities to area children and their parents. Dr. Kathleen Plinske, Osceola Campus President attended the event and helped promote Valencia's educational programs. President Shugart and Chair Grulich thanked Trustee Hansen for his great service to the community.

Reports

A. Response to Chief Inspector General's Report Regarding the State College President's Compensation: Dr. Mullooney presented this report, which was distributed to the Board. He explained the purpose and content of the Chief Inspector General's Report, and noted that Valencia's presidential contract was found to be in compliance with state law and had no deficiencies.

B. Winter Park Campus Report: Dr. Stacey Johnson, Campus President, East and Winter Park Campuses, introduced Professor Chris Borglum, Coordinator of the Winter Park Campus English Department. She indicated that Professor Borglum has been the head coach of the Valencia Brain Bowl team for twenty years. Professor Borglum has led the Valencia team to five national championships and eight state championships. He is one of only four Brain Bowl coaches to be inducted into the Florida College System Activities Association Hall of Fame. Professor Borglum elaborated on some of the topics and strategies he utilizes during class instruction.

C. Winter Park SGA Report: Dr. Michele McArdle, Executive Dean at the Winter Park Campus introduced Ms. Amani Tidwell, Winter Park SGA Student President. Ms. Tidwell briefed the Board on last year's and current SGA events and programs. The Spring term included the following events: Welcome Week, Legislative Awareness Day, the Florida Colleges System Student Government Association Spring Conference, and Accents in Learning Award Ceremony.

D. Faculty Council Report: Ms. Deidre Holmes Dubois, newly elected Faculty Association President, introduced herself to the Board. President Shugart presented Mr. Robert McCaffrey, former Faculty Association President, with a token of appreciation on behalf of Valencia for his extensive contributions and service as President of the Faculty Association. Ms. Holmes Dubois introduced Mr. Carl Creasman, newly elected Vice President of Faculty Association, and a History Professor on the East Campus. Ms. Holmes Dubois reported on the work of the Faculty Association, including the revised workload policy. She also reported that a

Tenure Summit will be held on May 31, 2013 to discuss the proposed revisions to the Valencia's Teaching and Learning Academy (TLA) process. The Faculty Association is also working on necessary revision to policies and procedures with regard to post-tenure review and evaluation of tenured and other faculty members.

E. Financial Report: Mr. Houck presented his report, which was distributed to the Board. He indicated that even though Valencia's revenues are a bit down in the area of tuition and fees, they are close to being on target. Personnel costs are right on target compared to last year. Mr. Houck pointed out the difference in the other expenses, due to the investment of a portion of the fund balance on capital projects such as Lake Nona and West Campus, Building 10. He indicated that the College will end the year financially with net revenue.

F. Construction Report: Mr. Houck presented his report, which was distributed to the Board. He indicated that the West Campus SSB building renovations will occur in four phases, providing new interiors for the students to enjoy. The Osceola Building 2 remodeling project will be starting as soon as possible. The District Office Guaranteed Maximum Price (GMP) is scheduled to be brought to the Board for its consideration by July 2013.

G. Valencia Foundation Report: Trustee Perez reported that Valencia Foundation operations that will be audited for the third consecutive time by Cross, Fernandez and Riley, under the direction of partner Melanie Fernandez. He indicated that the Valencia Foundation fiscal year ends March 31, 2013, which allows for sufficient time for the independent audit to be integrated into the College annual audit, and subsequently into the State of Florida audit. Trustee Perez reported that the Valencia Foundation has increased its endowment by \$45million since the beginning of President Shugart's tenure. He also indicated that the Foundation is also working on providing Board members with training and education on ways to foster relations for fund-raising purposes.

Adjournment

Chair Grulich adjourned the regular meeting at 11:40am.

Secretary

Chair