

**APPROVAL OF  
APRIL 16, 2013  
DBOT  
REGULAR MEETING MINUTES**

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

**Minutes**

**April 16, 2013**

Valencia College – West Campus, Room 8-111

Members Present

Ms. Bertica Cabrera Morris, Chair

Ms. Maria Grulich, Vice Chair

Ms. Jo Quittschreiber

Ms. Lori Kifer Johnson

Mr. Lewis M. Oliver, III

Mr. Fernando Perez

Ms. Jerry Buchanan

Members Absent

Mr. Guillermo Hansen

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

**Call to Order**

Chair Cabrera Morris called the Regular Meeting of the District Board of Trustees of Valencia College to order at 8:38am. A quorum of the board was present.

**Invocation**

The invocation was offered by Dr. Falecia Williams, West Campus President.

**Pledge of Alliance**

The Pledge of Allegiance was recited by all.

**Approval of Minutes  
February 12, 2013  
February 27, 2013  
February 28, 2013**

Trustee Oliver moved to approve the meeting minutes of the February 12, 2013 Regular Meeting, and the February 27 and 28, 2013 Special Meetings as presented. The motion was seconded by Trustee Kifer Johnson and approved unanimously.

**President's Report**

In response to Trustee Hansen's recent inquiry about Valencia College's outreach to the Hispanic community, President Shugart asked Ms. Lucy Boudet, Vice President of Marketing & Strategic Communications, to prepare a briefing on this subject for the Board. A prepared briefing document was distributed to the Board. Ms. Boudet described the scope of

the Valencia College Hispanic Outreach Program, in terms of people reached and budget. She provided examples of the various media outlets used to reach the central Florida hispanic community, emphasizing a focus on flexibility in light of current trends in the community.

President Shugart then recognized a member of the audience who had requested and opportunity to address the Board on these matters. Among his remarks, Mr. Ulysses Airrigoitia, Senior Vice President of Univision-TV, Unimas, and Salsa 98.1 FM expressed his desire to see more of Valencia College advertising in the hispanic television channels expand the College's marketing outreach. President Shugart and Trustee Perez thanked Mr. Airrigoitia for his comments and his support of the Central Florida hispanic community.

Ms. Boudet referred to the executive summary of the Economic Impact Study in the State of Florida College System, which was distributed to the Board. This study concluded that the economic impact on the State of Florida of the Florida College system is \$25.2 billion. Vice Chair Grulich thanked Ms. Boudet for her briefing.

President Shugart concluded his report with the National State of Workforce Development summary, which was distributed to the Board. He stated that Valencia College was highlighted for its excellence, along two other national community colleges.

## **New Business**

**1. Policies Adoption:** Dr. William Mullooney, Vice President for Policy and General Counsel presented twelve proposed policy amendments for adoption as follows:

- 6Hx28:3D-01 – Holidays and Other Paid Non-Duty Days
- 6Hx28:3D-02 – Leave of Absence
- 6Hx28:3D-03 – Vacation Leave
- 6Hx28:3D-04 – Sick Leave
- 6Hx28:3D-05 – Sick Leave Pool
- 6Hx28:3D-06.1 – Family/Medical Leave
- 6Hx28:3D-06.2 – Fitness for Duty
- 6Hx28:3D-06.3 – Illness-or-Injury-In-Line-of-Duty Leave
- 6Hx28:3D-07.1 – Leave for Personal Reasons
- 6Hx28:3D-09 – Court-Related Leave
- 6Hx28:3D-10 – Military Leave
- 6Hx28:4-01 – Accreditation

He reminded the Board of its rule-making authority and the statutory requirements that it observes in the policy adoption process. He described the nature, purpose, and effect of the proposed amendments. Following discussion, a motion was made by Trustee Oliver and seconded by Trustee

Buchanan to approve the policies adoption as presented. The motion was approved unanimously.

A motion was made by Trustee Oliver and seconded by Vice Chair Grulich to accept and approve items 2, 3, 4, and 7 under New Business as a consent agenda. The Board unanimously approved the following items of new business, as recommended:

- 2. Additions, Deletions or Modifications of Courses and Programs**
- 3. Continuing Education Courses and Fees**
- 4. Human Resources Agenda**
- 7. Property Deletions**

## Reports

**5. Equity Act Report:** Dr. Amy Bosley, Interim Vice President of Human Resources and Diversity presented the report, which was distributed to the Board. Chair Cabrera Morris expressed her concern with respect to the numbers of Hispanic and African American staff indicated in the report. Dr. Bosley clarified that the report, which is structured in accordance with state requirements, does not include all College employees. The report includes information only on the college's full-time administrative and continuing-contract employees but does not include information on the college's professional and career staff, temporary faculty, and part-time employees. Chair Cabrera Morris expressed her concern with the number of Hispanics within the college's executive, administrative, and managerial staff. Dr. Bosley stated that Valencia is committed to implementing an equal opportunity hiring process, and informed the Board that this past month over half of all applicants for available college positions were self-reported as non-Caucasian. Trustee Oliver moved to approve the Equity Act Report as presented. Trustee Kifer Johnson seconded and the motion was approved unanimously.

**6. Submission of Grant Proposals:** Dr. Susan Ledlow, Vice President for Academic Affairs and Planning, stated that Valencia is currently working on receiving a Title III grant, as well as a Title V grant to be applied to the hispanic student population. The College is also working on a \$20 million grant from the Department of Labor. Trustee Perez moved to approve the Submission of Grant Proposals as presented. Trustee Buchanan seconded. The motion was approved unanimously.

**A. West Campus Report:** Dr. Falecia Williams, West Campus President, introduced Ms. Pam Sandy, Valencia College Dental Hygiene Program Chair, to present a report on the Dental Hygiene Program. Ms. Sandy provided an overview of the program, noting its success and various community outreach efforts. Ms. Sandy reminded the Board that the Valencia College Nursing Pinning Ceremony will be held on Thu, May 2, 2013 at Olympia High School.

**B. West Campus SGA Report:** Dr. Williams introduced Mr. Mario Stevens, West Campus SGA president, to deliver the report. Mr. Stevens described current West Campus Student Government Association (SGA) projects and programs. Chair Cabrera Morris praised Mr. Stevens for his involvement in the community and the College.

## Board Comments

Trustee Quittschreiber praised the Osceola Campus Building 4 Dedication Event. Chair Cabrera Morris and Vice Chair Grulich concurred. Chair Cabrera Morris announced that May 3, 2013 would be her last day on the Board of Trustees of the College. She was thanked for her service to the College.

**C. Update on Substantive Legislative Matters:** Dr. Mullaney presented the report, which was distributed to the Board. He updated the Board on key legislative issues already decided or currently under discussion, including developmental education, the Career and Professional Education Act (which creates systems to reward colleges for industry certifications connected to postsecondary training), and dual enrollment funding proposals. A full discussion ensued.

**D. Report on State Board of Education Rule Change Regarding Faculty Continuing Contracts:** Dr. Mullaney presented the report, which was distributed to the Board. He indicated that the State Board of Education has adopted a new rule on continuing contracts. Among other changes, this new rule expands what was a three year faculty tenure earning process into a five year process. The rule also requires the implementation of a very specific post-tenure faculty evaluation process, to be integrated into the standard college faculty evaluation process.

**E. Faculty Council Report:** Mr. Robert McCaffrey, President, Faculty Association presented the report. He discussed the role of the Teaching and Learning Academy in drafting and implementing necessary changes in college policy and procedure dictated by the new State Board rule on continuing contracts. Mr. McCaffrey announced he will be returning to a teaching contract, and that Ms. Deidre Holmes Dubois, the current Vice President of the Faculty Council, will assume the role of president of the Faculty Association. President Shugart stated that a formal introduction of Ms. Holmes Dubois will occur at the next Board meeting, May 21, 2013.

**F. Financial Report:** Mr. Keith Houck, Vice President of Operations and Finance presented his report, which was distributed to the Board. Mr. Houck indicated that the College continues to manage all expenses to minimize negative financial impact.

**G. Construction Report:** Mr. Houck presented this report, which was distributed to the Board. He stated that all ongoing projects are on target, on time. These include: The West Campus Student Services Building Renovation, the Osceola Campus Building 2 Renovation and the District Office Construction Documents architectural work. Chair Cabrera Morris thanked Ms. Helene Loiselle, Assistant Vice President, Facilities and Sustainability, Plant Operations for the outstanding work she has performed during her time with Valencia College. Ms. Loiselle will be retiring in the Fall of 2013. Trustee Oliver praised Ms. Loiselle as well.

**H. Internal Audit Report:** Ms. Undria Stalling, Internal Auditor, presented the report, which was distributed to the Board. She discussed the two following audit processes:

1. Update on Internal Audit: This update includes the audit of college processes over lab fees, and the internal self-assessment of the internal audit activity. Ms. Stalling also noted the completion of an investigation regarding alleged improper activities in the College International Students Services Area. These allegations, made by a former employee, were thoroughly investigated and could not be substantiated.
2. Report on State Financial Audit: Ms. Stalling stated that the College just completed its Annual State Financial Audit of this past year. No deficiencies were found. Trustee Oliver praised the College Audit and Financial Services team for their outstanding work.

**I. Valencia Foundation Report:** Vice Chair Grulich reported that the Valencia Endowed Chair dinner event, held at the Citrus Club on Apr 4, 2013 Club was a great success, very informative, and well attended by students. She encouraged the Board to attend as many Foundation events as possible. President Shugart reminded the Board of the “Taste for Learning” event, which will be held May 17, 2014 at the Rosen Shingle Creek. He also announced that the Foundation Board had launched a twelve million dollar campaign, and that twenty five percent of their goal has already been reached.

## Adjournment

Chair Cabrera Morris adjourned the regular meeting at 11:12am.