

**APPROVAL OF
SEPTEMBER 17, 2013
DBOT
REGULAR MEETING MINUTES**

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

Minutes

September 17, 2013

Valencia College – East Campus, Room 5-112

Members Present

Ms. Maria Grulich, Chair

Mr. Lewis M. Oliver, III, Vice Chair

Ms. Jerry Buchanan

Mr. Guillermo Hansen

Ms. Lori Kifer Johnson

Ms. Daily Lopez-Cid

Members Absent

Mr. Fernando Perez

Mr. Lucas Boyce

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 8:47am. |
| Invocation | The invocation was offered by Dr. William Mallowney, Vice President of Policy and General Counsel. |
| Pledge of Alliance | The Pledge of Allegiance was recited. |
| Recognition of Past Board Member | President Shugart praised and thanked Jo Quittschreiber for her unselfish efforts and dedication while serving on the Board of Trustees of Valencia. Former Trustee Quittschreiber thanked everyone for their outstanding commitment and dedication to the mission of Valencia College. |
| Introduction of New Board Members | President Shugart introduced and welcomed Ms. Daisy Lopez-Cid as a newly appointed Trustee to the Valencia District Board of Trustees. |
| Approval of Minutes July 16, 2013 | Mr. Oliver moved to approve the meeting minutes of the July 16, 2013 Organizational and Regular Meetings as presented. The motion was seconded by Ms. Kifer Johnson and approved unanimously. |

President's Report

Dr. Shugart stated that the newly appointed trustees will be provided a comprehensive orientation to the college and their roles and responsibilities as trustees. He reported that Valencia has been working on having a more significant presence at the international level in order to achieve the following goals: to serve more international students, to internationalize the College curriculum, and to offer outbound international experiences. The College has established a program through which faculty and staff have engaged students in overseas experiences.

Dr. Shugart stated that recently he was approached by the Dean of Princess Noura University (PNU), a new institution for women in Riyadh, Saudi Arabia, asking for assistance in their efforts to create a community college, using Valencia as a model. Valencia agreed to help, in a two phased consulting agreement. The first phase involves the development of a series of associate degree programs, and the second phase involves the development of a long-range strategic plan for PNU. Several staff and faculty leaders will be traveling to Riyadh in furtherance of this work.

Dr. Shugart reported that Valencia is also engaged as a secondary partner in a grant to assist with the development of community colleges in Indonesia. Ms. Grulich thanked President Shugart and Dr. Hawat for their great efforts involved in these strategies.

Dr. Shugart noted the flag display on the Osceola Campus, held annually in memory of the victims of the September 11, 2001 attacks, and thanked Dr. Kathleen Plinske, Osceola Campus President as well as the campus faculty and staff for orchestrating this event, which raised \$8,500 in scholarships for emergency responders.

Dr. Shugart stated that the State Board of Education is finalizing its annual legislative budget request. He stated that Governor Scott and the Speaker of the House seek to stimulate job growth by providing tax cuts. He also stated he recently proposed to Governor Scott that students' textbooks be exempt from sales taxes, a change that would benefit all students, including homeschooled and private school students. The State Board of Education is preparing a Florida College System legislative budget request with three components: \$15 million to be distributed to colleges through the College Program Fund formula, \$15 million to be distributed to colleges on the basis of performance, and \$18million to be distributed to colleges for dual enrollment, adjusting the funding provision that was approved by the legislature last spring. He indicated that the dual enrollment program funding issues are still being discussed with the schools superintendents.

Dr. Shugart distributed the summary of his annual performance goals for 2013-2014 to the Board.

Public Comment

Mr. Jonathon Sebastian Blount thanked Valencia for its continuing outreach and support to the Caribbean American, and African American community.

New Business

1. Revised Schedule for Regular Meetings of the Board, 2013-2014: Ms. Grulich stated that the proposed schedule moves the Regular meetings date from third Tuesdays to third Wednesdays. Mr. Oliver moved to approve the revised schedule as presented and Ms. Kifer Johnson seconded. The motion was approved unanimously. However, in discussion it appeared there may still be schedule conflicts requiring further adjustment. Dr. Shugart stated that the Board will revisit the schedule during the October 2013 Regular Board meeting after re-polling the Board members' availability.

2. Legislative Priorities: Dr. William Mallowney, Vice President of Policy and General Counsel presented the report, which was distributed to the Board. The priorities include adoption of a new approach to dual enrollment funding, support of the Florida College System budget request, funding for the establishment of a new Poinciana campus, and support of legislation providing waivers or exemptions of out of state fees for veterans. Following discussion, Mr. Oliver moved to approve the Legislative Priorities as presented and Ms. Kifer Johnson seconded. The motion was approved unanimously.

3. Internal Auditor Performance Evaluation, FY 2012-2013: Dr. Mallowney stated that the internal auditor evaluation forms will be distributed to the Board for completion, and will be discussed at the October 2013 Regular Board meeting.

4. Annual Prequalification of General Contractors and Construction Managers for the Period of Oct 31, 2013 through Sep 30, 2014: Mr. Keith Houck, Vice President of Operations and Finance explained the college's process underlying the recommendations, as distributed to the Board. Following discussion, Mr. Oliver moved to approve the list of General Contractors and Construction Managers in their respective categories for prequalification as presented and Ms. Kifer Johnson seconded. The motion was approved unanimously.

5. Policy Adoption: 6Hx28: 4-9: Instructional Materials: Ms. Deidre Holmes Dubois, President of the Faculty Association discussed the ongoing strategies, future work, and the goals of this policy. Following discussion, Ms. Grulich moved to approve the amendment of the Instructional Materials policy as presented. The motion was seconded by Mr. Oliver and approved unanimously. Ms. Grulich praised Ms. Holmes Dubois and the faculty for their hard work and outstanding efforts involved in improving this policy.

A motion was made by Mr. Oliver and seconded by Ms. Grulich to accept and approve items 6, 7, 8, 9, and 10 under New Business as a part of the consent agenda. The Board unanimously approved the following items of New Business, as recommended:

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

Board Comments

Ms. Grulich congratulated Mr. Hansen for a very successful Gala Osceola event held this past weekend. Ms. Lopez-Cid stated that she was honored to be part of the Board as new Trustee. Ms. Grulich encouraged the Board to attend the International Networking Event to be held in conjunction with Valencia at the Florida Hospital Nicholson Center in Celebration, September 26, 2013, 3-5pm.

Reports

A. Audit Report – Competitive Solicitation Process: Ms. Undria Stalling, Internal Auditor, presented the report. She explained that the Competitive Solicitation Process audit involves the review of all construction related projects during the relevant time period. This report will be maybe presented to the Board later in the Fall Term.

Ms. Stalling stated that she also had been reviewing a matter in accordance with the Board's request made to her during the most recent regular meeting. Specifically, she has been attempting to discern whether a disproportionate number of construction-related contracts awarded from July 2006 through June 2013 had been awarded to firms that had principals or high level employees with past or present service on the Board of Directors of the Valencia College Foundation. She briefly discussed her methodology of review. Mr. Oliver stated that he has never received any community feedback indicating that there might an issue on this subject, and offered Ms. Stalling suggestions on data that would be useful to the Board in considering her report, including feedback from non-awarded contractors who were not Foundation Board members, clarification of the content of application forms, and practices of other college Foundations with respect to Foundation Board members bidding on college projects. Ms. Stalling expects to have a complete report for presentation to the Board at its October 2013 Regular Board meeting.

B. Audit Plan Status: Ms. Stalling presented the report, which was distributed to the Board. She indicated that the report reflects the ongoing projects on which she is currently working.

C. General Education Requirements Briefing: Dr. Karen Borglum, Assistant Vice President, Curriculum and Articulation presented the report, which was distributed to the Board. Dr. Borglum briefed the Board on the status of the Valencia General Education Program, focusing on the issues that emerged during the past year and Valencia's response to those issues. Dr. Shugart praised Dr. Borglum, the Curriculum Committee and all involved faculty for their continuing efforts to enhance student success.

D. East Campus Report: Dr. Stacey Johnson, East Campus President presented the report, which was distributed to the Board. She acknowledged her executive team for their outstanding efforts while working on the implementation of the East Campus Plan.

E. East Campus SGA Report: Mr. Jacob Howe, East Campus SGA President presented the report. He described SGA's goals for the year.

F. Fall Enrollment Report: Dr. Joyce Romano, Vice President of Student Affairs presented the report, which was distributed to the Board. She indicated that Valencia campus presidents and deans have been working diligently on expanding flex-start term courses for the Fall Term to provide students with the opportunity to enroll outside of standard registration dates. She stated she will closely monitor demographic fluctuations to ensure Valencia's continuing efforts to represent in our student body the diversity of our community.

G. Faculty Council Report: Ms. Holmes Dubois presented the report. She stated that the Faculty Council is working on general education procedures, developmental education, and new student experience courses.

H. Financial Report: Mr. Houck presented the report, which was distributed to the Board. While the figures are not final he indicated that student enrollment may be down by as much as 2.5%, resulting in the College being about \$2.3 million down in tuition revenue against current budget. He reminded the Board that this will be offset by changes in the revenue mix, revenue from dual enrollment, and budget controls.

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

J. Valencia Foundation Report: Chair Grulich presented the report, which was distributed to the Board. She stated that the First One Campaign was a great success, and thanks to grassroots efforts Valencia gathered \$203,746 in scholarships for students who are the first in their families to attend college. She thanked Mr. Jason Dodge, Coordinator of Student Development at Lake Nona Campus, and the Valencia volunteers for their continuing support and involvement with the Valencia Foundation.

Adjournment

Ms. Grulich adjourned the regular meeting at 11:15am.

Secretary

Chair