



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

Minutes

September 27, 2017

Valencia College – West Campus – Room 8-111

Members Present

Mr. Lewis M. Oliver, III, Chair
Dr. Bruce Carlson, Vice Chair
Ms. Daisy Lopez-Cid
Mr. Raymer F. Maguire, III
Mr. Guillermo Hansen
Mr. John Crossman

Dr. William J. MULLowney, Vice President for Policy and General Counsel

Members Absent

Ms. Maria Grulich

Call to Order

Dr. William MULLowney, Vice President for Policy and General Counsel called the Organizational Meeting of the District Board of Trustees of Valencia College to order at 9:31am. A quorum of the board was present.

**Election of Chair
and Vice Chair**

Mr. Oliver nominated Dr. Carlson for election as Chair of the Board. The nomination was seconded by Mr. Crossman and approved unanimously. Mr. Maguire nominated Mr. Crossman for election as Vice Chair of the Board. The nomination was seconded by Mr. Oliver and approved unanimously. Mr. Oliver moved to close nominations and elect Dr. Carlson and Mr. Crossman to the positions of Chair and Vice Chair, respectively. The motion was approved unanimously.

**Schedule of Regular
Meetings**

Following discussion, Ms. Lopez-Cid moved to approve the 2017-2018 meeting schedule as presented, and Dr. Carlson seconded. The motion was approved unanimously.

**Authorization of
Signature of Board
Officers**

Mr. Oliver moved approval of the Authorization of Signatures of Board Officers. The motion was seconded by Dr. Carlson and approved unanimously.

**Election of
Foundation Board
Representative**

Mr. Oliver moved for Ms. Lopez-Cid to remain as Board representative to the Valencia College Foundation Board, and Dr. Carlson seconded. The motion was approved unanimously.

Adjournment

Dr. Mallowney adjourned the Organizational Meeting at 9:40am.

Secretary

Chair

State of Florida
County of Orange

I, the undersigned authority, hereby certify that this document is a true and exact copy of the September 27, 2017 Organizational Meeting minutes of the Valencia College District Board of Trustees wherein the Board authorized the Chair and Secretary (President) to sign all official documents for the College.

Solange Fernández del Pino, Notary Public, State of Florida



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

Minutes

September 27, 2017

Valencia College – West Campus, Room 8-111

Members Present

Mr. Lewis M. Oliver, III, Chair
Dr. Bruce Carlson, Vice Chair
Mr. Raymer F. Maguire, III
Mr. Guillermo Hansen
Mr. John Crossman
Ms. Daisy Lopez-Cid

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

Members Absent

Ms. Maria Grulich

Call to Order	Chair Carlson called the Regular Meeting of the District Board of Trustees of Valencia College to order at 9:43am. A quorum was present.
Invocation	The invocation was offered by Mr. James Galbraith, Vice President for Public Affairs and Marketing.
Pledge of Alliance	The Pledge of Allegiance was recited by all.
Approval of Minutes June 28, 2017	Mr. Hansen moved to approve the meeting minutes of the June 28, 2017 Regular Meeting, as presented. The motion was seconded by Mr. Maguire and approved unanimously.
President's Report	Dr. Shugart praised the College administration, faculty, and staff for their great teamwork while implementing emergency and recovery plans, in response to Hurricane Irma. Mr. Paul Rooney, Assistant Vice President,

Operations, Campus Security Services, reported in detail on the college's pre-hurricane preparations, monitoring during the storm, damages incurred, and post-storm repairs.

Dr. Shugart reported that the College has extended the waiver of Out-of-State fees to residents of Puerto Rico, and the US Virgin Islands, who have been displaced by Hurricane Maria, and relocate to Central Florida.

Public Comment

No public comment was offered.

New Business

- 1. Consideration of Exceptions and Recommended Order, Luis Salas:** Following discussion led by Dr. Carlson, Mr. Crossman moved to reject Mr. Luis Salas' Submissions of Exceptions to the Order, as presented, and Mr. Maguire seconded. The motion was approved unanimously. Following discussion, Mr. Maguire moved to accept the Hearing Officer's Recommended Order for Termination, and Mr. Crossman seconded. The motion was approved unanimously.

Mr. Oliver recommended that, for future purposes, the appointed Hearing Officer should be someone other than a Trustee.

- 2. Project Agreement – Ustler Development, Inc., and Development Ventures Group, Inc.:** The report was distributed to the Board. Following a full discussion led by Dr. Falecia Williams, West and Downtown Campuses President, Mr. Loren Bender, Vice President, Business Operations and Finance, Dr. William MULLOWNEY, Vice President for Policy and General Counsel, and Mr. Craig Ustler, Owner and President of Ustler Development, Inc., Mr. Oliver moved to approve the Project Agreement with Ustler Development, Inc., and Development Ventures Group, Inc., which describes matters related to the development of the project and specifies certain terms and conditions applicable to the project development process. Mr. Maguire seconded. The motion was approved by 5-0 vote, with Mr. Crossman abstaining. Dr. Williams thanked the Board for their great support. Mr. Ustler thanked the Board, Dr. Shugart, and all College administrators and staff involved in this project.
- 3. Approval of Downtown Lease Agreement – Ustler Development, Inc., and Development Ventures Group, Inc.:** The report was distributed to the Board. Following discussion led by Mr. Bender, Ms. Lopez-Cid moved to approve the Lease Agreement with Ustler Development, Inc., and Development Ventures, Inc., as presented, and Dr. Carlson seconded. The motion was approved by 5-0, vote, with Mr. Crossman abstaining from voting.

4. **Downtown Campus – Funding of Tenant Improvements: Downtown Campus – Funding of Tenant Improvements:** Following discussion led by Mr. Bender, Mr. Maguire moved to approve the expenditure of \$13,164,000 to complete the design and construction of the Tenant Improvements to the leased space in the new building to be constructed within the Creative Village Campus. The total amount requested includes both encumbering and a request to spend money to fully complete the remainder of the Tenant Improvements and equipment associated with the leased educational space. This request follows the previously approved expenditure for architectural fees of \$830,080 approved in the June 28, 2017 Regular meeting. Ms. Lopez-Cid seconded the motion. The motion was approved unanimously.

5. **Approval of Annual Audit Plan – FY 2017-2018:** Ms. Cynthia Santiago-Guzmán, Director, Compliance and Audit, presented the report, which was distributed to the Board. Ms. Santiago-Guzmán indicated that the report represents the Office of Compliance and Audit 2017–2018 annual audit plan. She stated that the intent is to communicate the plan to the District Board of Trustees, obtain their approval of the plan and demonstrate compliance with applicable standards. Following discussion, Mr. Maguire moved to approve the Annual Audit Plan for Fiscal Year 2017-2018, as presented, and Mr. Hansen seconded. The motion was approved unanimously.

A motion was made by Mr. Oliver and seconded by Ms. Lopez-Cid to consider, accept, and approve items 6, 7, 8, 9, 10, and 11 under New Business in the manner of a consent agenda. The Board unanimously approved the following items of New Business in the consent agenda, as recommended:

6. **Policy Adoptions**
 - **Policy 6Hx28: 3B-03 – Recruitment, Selection, and Hiring of Employees**
 - **Policy 6Hx28: 3D-05 – Sick Leave Pool**
 - **Policy 6Hx28: 3D-06.1 – Family/Medical Leave**
7. **Policy Repeal**
 - **Policy 6Hx28: 3D-08 – Partial Leave**
8. **Human Resources Agenda**
9. **Continuing Education Course & Fees**
10. **Submission of Grant Proposals**
11. **Property Deletions**

Board Comments

The Board praised Mr. Oliver for his great dedication and hard work, while serving as Chair of the District Board of Trustees of Valencia College during the past two years.

Reports

- A. West Campus Report:** The report was distributed to the Board. Dr. Williams introduced Dr. Dori Haggerty, Campus Director, Faculty and Instructional Development, and Ms. Claudine Bentham, Professor, Reading, West Campus, to the Board. Dr. Haggerty, and Ms. Bentham reported on the new Center for Teaching/Learning Innovation, a place where faculty learning, collaboration, innovation, and scholarship can contribute to the greater success of Valencia's students, faculty, and our community. Dr. Haggerty invited to the Board to attend one of the Grand Opening Celebrations, to be held October 3, and 4, 2017, 1-3pm, and 4-6pm, respectively, at West Campus,
- B. West Campus SGA Report:** Ms. Nia Washington, West Campus SGA President, presented the report, which was distributed to the Board. Ms. Washington reported on the SGA's purpose to represent, advocate, inform, serve, and enrich the Valencia student community.
- C. Fall Enrollment Report:** Dr. Kimberly Sepich, Vice President, Student Affairs, presented the report, which was distributed to the Board. Dr. Sepich indicated that enrollment is up by 2.2% in full-time enrollment (FTE), and by 1.9% in headcount. Dr. Sepich briefed the Board on Fall 2017 Student Characteristics, Race/Ethnicity Diversity, Degree/Certificate Seeking data, Dual Enrollment growth, and Fall 2017 Financial Aid data.
- D. Financial Report:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender briefed the Board on current Revenue Trends, Tuition Breakdown, Operating Revenues by Category, Operating Revenues Percentage Distribution, Expenditures by Category, Expenditures Percentage Distribution, and the Fiscal 2017-2018 Year-to-Date (YTD) Financial Summary.
- E. Construction Report:** Mr. Bender presented the report, which was distributed to the Board. He indicated that all construction projects are proceeding as expected. Dr. Shugart stated that the Poinciana Campus Dedication, which was originally scheduled for September 15, 2017, and was later cancelled due to Hurricane Irma, will be rescheduled, to occur before the end of this semester.
- F. Faculty Council Report:** Mr. Al Groccia, Faculty Association President, presented. He praised Valencia's faculty for their continuing communication efforts with students during and after Hurricane Irma.
- G. Valencia Foundation Report:** Ms. Lopez-Cid presented the report, which was distributed to the Board. She reported that a Valencia Foundation event, hosted by Deb and Paul Mears, will be held October 24, 2017, 6pm.

Adjournment

Chair Carlson adjourned the Regular Meeting at 12:20pm.

Secretary

Chair