

**APPROVAL OF
JULY 16, 2013
DBOT
ORGANIZATIONAL & REGULAR
MEETINGS MINUTES**

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

Minutes

July 16, 2013

Valencia College – Osceola Campus, Room 4-105

Members Present

Ms. Maria Grulich, Chair
Mr. Lewis M. Oliver, III, Interim Vice Chair
Ms. Jerry D. Buchanan
Mr. Guillermo Hansen
Mr. Fernando Perez
Ms. Jo Quittschreiber
Ms. Lori Kifer Johnson

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

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 11:56am. A quorum of the board was present.

**Election of Chair
and Vice Chair**

Interim Vice Chair Oliver moved to elect Chair Grulich as Chairman of the Board. The motion was seconded by Trustee Hansen and approved unanimously. Trustee Kifer Johnson indicated she would like to nominate Interim Vice Chair Oliver as Chairman of the Board. Interim Vice Chair Oliver thanked her for her consideration but declined the nomination. Chair Grulich moved to elect Interim Vice Chair Oliver as Vice Chair. The motion was seconded by Trustee Perez and approved unanimously.

**Schedule of Regular
Meetings of the
District Board of
Trustees**

Vice Chair Oliver moved approval of the Regular Meeting schedule as presented. The motion was seconded by Trustee Kifer Johnson and approved unanimously.

**Authorization of
Signature of Board
Officers**

Vice Chair Oliver moved approval of the Authorization of Signature of Board Officers. The motion was seconded by Trustee Quittschreiber and approved unanimously.

**Election of Board
Representative**

Trustee Perez declined to be considered for nomination to continue on the Foundation Board of Directors. He nominated Trustee Hansen to serve as Board representative to the Valencia College Foundation Board and moved approval. Vice Chair Oliver moved to close the nomination and Trustee

Quittschreiber seconded. The motion was approved unanimously.

Adjournment

Dr. Mullowney adjourned the Organizational Meeting at 12:13pm.

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 Jul 16, 2013 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.

Barbara Halstead, Notary Public, State of Florida

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

Minutes

July 16, 2013

Valencia College – Osceola Campus, Room 4-105

Members Present

Ms. Maria Grulich, Chair

Mr. Lewis M. Oliver, III, Interim Vice Chair

Ms. Jo Quittschreiber

Ms. Jerry Buchanan

Mr. Guillermo Hansen

Ms. Lori Kifer Johnson

Mr. Fernando Perez

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 8:38am. |
| Invocation | The invocation was offered by Dr. William Mullowney, Vice President of Policy and General Counsel. |
| Pledge of Alliance | The Pledge of Allegiance was recited by all. |
| Approval of Minutes
Jun 18, 2013 | Interim Vice Chair Oliver moved to approve the meeting minutes of the June 18, 2013 Regular Meeting as presented. The motion was seconded by Trustee Quittschreiber and approved unanimously. |
| President's Report | Dr. Susan Ledlow, Vice President for Academic Affairs and Planning announced that Valencia has received two new major grants: the Laser Photonics grant and the Trade Adjustment Assistance Community College and Career Training Grants Program (TAACCCT) grant from the United States Department of Labor. The TAACCCT grant relates to public safety homeland security and Valencia has taken the lead in a consortium of twenty four Florida colleges hoping to develop a series of certificates and bachelor's degrees in specialized areas related to Homeland Security. The grant also will support the development of training materials that will go into a statewide central repository; as the lead institution Valencia's part of the budget would be \$9 million over five years. President Shugart congratulated |

Bill White, Chief Information Officer for his recent professional recognition by the Orlando Business Journal, praising Mr. White's outstanding work on behalf of the College. President Shugart discussed a potential Board workshop in the fall to discuss college property acquisitions and campus allocations. He indicated that the Board will be contacted soon in order to set up a date in September or October.

Public Comment

President Shugart noted the inclusion of the Public Comment agenda item, to welcome any feedback or questions from the general public. Also, this ensures compliance with new legal requirements. Mr. Jonathon Sebastian Blount inquired about the progress on outreach to the African American and Hispanic media outlets. President Shugart indicated his involvement in several outreach efforts with Hispanic leaders to discuss robust connections with the media and larger community.

New Business

1. President's Performance Evaluation: Chair Grulich thanked the Board for providing their feedback on President Shugart's performance. She stated she has prepared an evaluation document which summarizes the Board's feedback. She stated that the President Shugart's evaluation scores, and related Board comments, are excellent. Trustee Quittschreiber moved to approve President Shugart's Performance Evaluation as presented. The motion was seconded by Trustee Kifer Johnson and approved unanimously. Chair Grulich praised President Shugart for his great leadership and continuing dedication to Valencia College.

2. President's Contract: Dr. Mallowney indicated that the President's contract as proposed does not reflect any base salary increase or other changes (apart from changes reflecting new dates), as per President Shugart's request. He reminded the Board that once again, at Dr. Shugart's request the merit increase clause in the President's contract would remain inactive. Trustee Oliver stated that although he appreciates President Shugart's generous decision to never accept this merit increase, he strongly believes that the acceptance of this increase would be an important message to Valencia students as they enter the workforce. Trustee Hansen moved to approve the President's contract as presented, with adjustment of the president's salary to reflect the application of the College salary percentage increase. Trustee Perez seconded the motion. The motion was approved by a 6-1 vote, with Trustee Buchanan expressing reservations about not acceding to President Shugart's request for no salary increase.

3. Osceola County Land Lease: Following discussion, Trustee Oliver moved to authorize the College to enter into the Amended Lease Agreement with Valencia College Foundation for the Osceola Campus Land as proposed. The motion was seconded by Trustee Quittschreiber and approved unanimously.

4. District Office Lease: President Shugart indicated that the District Office building renovation work is scheduled to commence upon the approval of the proposed lease by the Board. Trustee Oliver stated that he reviewed the lease document and noted the sufficiency of its terms and conditions. He strongly encouraged the Board to support approval. Trustee Oliver moved approval of the Lease Agreement as proposed. The motion was seconded by Trustee Perez and approved unanimously.

5. Guaranteed Maximum Price (GMP) – Renovations of the New District Office: President Shugart indicated that the College share of the Total Maximum Price is \$2,657,656, to cover the construction of a one hundred space surface parking lot and non-infrastructure aspects of the renovation. The Foundation will pay the cost of building infrastructure related renovations. Trustee Quittschreiber moved approval of the Guaranteed Maximum Price (GMP) as proposed by Construction Manager at Risk R.D. Michaels Construction. The motion was seconded by Trustee Kifer Johnson and approved unanimously.

6. Authorization to Designate a Poinciana Campus: President Shugart indicated that this campus designation would provide students living in the area with a greater opportunity to attend college. Dr. Mike Bosley, Lake Nona Campus Executive Dean indicated that this campus would employ eight full time faculty, twenty six career service staff, and one administrative staff. Following discussion, Trustee Perez moved to approve President Shugart's recommendation to authorize the College to request a site designation for the Poinciana Campus from the State Board of Education. The motion was seconded by Trustee Hansen and approved unanimously.

7. Policies Adoption:

- a. **6Hx28: 3C-01.2 – Workload for Professors:** Following discussion, Trustee Oliver moved to approve the amendment of the Workload for Professors policy. The motion was seconded by Trustee Kifer Johnson and approved unanimously.
- b. **6Hx28: 3E-02 – Award of Tenure and Evaluation of Tenured and Tenure Track Faculty:** Following discussion, Trustee Quittschreiber moved to approve the amendment of the Award of Tenure and Evaluation of Tenured and Tenure Track Faculty policy. The motion was seconded by Trustee Buchanan and approved unanimously.

8. Revised 2013-2014 Baccalaureate Tuition Fee: President Shugart explained that the revision is necessary to comply with State directives, issued to resolve ambiguities, which were not available at the time the Board first approved these fees during the May 2013 Board meeting. He stated that the overall tuition remains the same. Trustee Oliver moved to approve the

revised 2013-2014 Baccalaureate Fees as presented. The motion was seconded by Trustee Perez and approved unanimously.

9. Revised 2013-2014 Operating Budget: Ms. Sherri Dixon, Assistant Vice President for Budget and Auxiliary Services indicated that the 2013-2014 budget approved by the Board at the June 2013 Board meeting has not changed overall, but specific budget figures not available to the Budget office in June have been finalized and allocated accordingly. Trustee Oliver moved to approve the revised 2013-2014 Operating Budget as presented. The motion was seconded by Trustee Quittschreiber and approved unanimously.

10. Request to Release Fund Balance Reserve Designated for Osceola Building 4 Renovation: Trustee Buchanan moved to approve the release of the fund balance reserve designated for Osceola Building 4 construction, and return funds to unallocated current fund balance as presented. The motion was seconded by Trustee Hansen and approved unanimously.

11. SACS Reaccreditation Quality Enhancement Plan: President Shugart provided introductory remarks regarding the plan. Dr. Susan Ledlow, Vice President for Academic Affairs and Planning, Mr. Kurt Ewen, Assistant Vice President for Assessment and Institutional Effectiveness, and Dr. Joyce Romano, Vice President of Student Affairs further explained the plan in a presentation which was distributed to the Board.

Discussion ensued. Trustee Oliver supported the idea of making the Student Success course a requirement. He suggested Valencia should seek feedback from constituents such as K-12 students and their families. Chair Grulich suggested asking foreign students what they believe would make them more successful. Dr. Romano also mentioned the possibility of outreach to military veterans. Trustee Quittschreiber moved to approve the Quality Enhancement Plan and to authorize Valencia College to implement the Quality Enhancement Plan. The motion was seconded by Trustee Hansen and approved unanimously.

A motion was made by Trustee Quittschreiber and seconded by Trustee Oliver to accept and approve items 12, 13, 14, 15, 16, 17, and 18 under New Business as a part of the consent agenda. The Board unanimously approved the following items of New Business, as recommended:

12. Delivery Order/Job Order Contractor-Miscellaneous Construction/Renovation Services Request for Qualifications (RFQ 12/13-04)

13. Internal Audit Plan FY14

14. Additions, Deletions or Modifications of Courses and Programs

15. Continuing Education Courses & Fees

16. Human Resources Agenda
17. Submission of Grant Proposals
18. Property Deletions

Board Comments

Chair Grulich reported on her recent business trip to Costa Rica where she had the opportunity to speak of Valencia's mission while conversing with local businesses and enterprises.

Reports

A. Osceola Campus Report: Dr. Kathleen Plinske, Osceola Campus President, presented the report, which was distributed to the Board. She announced that Valencia is strongly involved in the "Got College" program, a community effort to increase the college-going rate in Osceola County. This program is organized by the Osceola County Education Foundation. She indicated that a group of Osceola community leaders have come up with a set of twenty three strategies to help with this mission.

B. Osceola SGA Report: The Osceola Student Government Association (SGA) presented their report, which was distributed to the Board. This report focused on potential state legislation on transportation issues and residency issues, and scheduled town hall meetings regarding student issues. The SGA will be participating in a 5K run in October 2013 to promote philanthropy throughout the Central Florida community, raise money for specific charities and scholarships, and bring community awareness to students with disabilities.

C. Summer Enrollment Report: Dr. Romano presented the report, which was distributed to the Board. She indicated that summer enrollment is slightly down compared to last year. She stated that Florida created some new ways for students to become transient students, resulting in an increase in that student population. She indicated that dual enrollment numbers decreased as Valencia established a rule preventing new students from registering for dual enrollment courses during the summer semester, limiting registration to continuing dual enrollment students only.

D. Faculty Council Report: Ms. Deidre Holmes Dubois, President of the Faculty Association indicated that she will be working on a faculty communication plan with Dr. Amy Bosley, Interim Vice President of Human Resources and Diversity. This will include Ms. Holmes Dubois's attendance in the Instructional Fair's Committee meeting to be held on July 18, 2013, where the College deans will be informed of relevant new procedures and events in the fall. She indicated that the Faculty Council is still working on the Instructional Materials/Textbook policy update, which should be presented for board approval at the September 2013 Board meeting.

E. Lab Fee Audit Report: Ms. Undria Stalling, Internal Auditor presented the report, which was distributed to the Board. She indicated that, as required by law the College must be able to better track revenues and

expenses related to student lab fees, ensuring that lab fee revenue is aligned with expenses.

F. Internal Auditor Self-Assessment: Ms. Stalling presented the report, which was distributed to the Board. She indicated that this self-assessment is part of a quality assurance and improvement program. She stated that her internal audit activity is informed by the international standards of professional practice of internal auditing to ensure her quality work performance and support to the College. She stated that an independent party of the College will be providing an external self-assessment as well. Ms. Stalling will soon discuss the selection of the external reviewer with the College administration.

G. 2012-2013 Annual Internal Audit Report: Ms. Stalling presented the report, which was distributed to the Board. Ms. Stalling briefed the Board on the status of audit projects that have been completed, as well as general information regarding the entire audit function. President Shugart stated that Dr. Mullenwey will soon interact with the Board with respect to Ms. Stalling's annual performance evaluation. Trustee Oliver elaborated on a letter submitted by a former Board member and received by the Board. He proposed to the Board having Ms. Stalling examine some of the concerns addressed in the letter to ensure the Board is doing its job as stewards of the College. Ms. Stalling indicated that she will report back on these matters at the September 2013 Board meeting.

H. Construction Report: Ms. Helene Loiselle, Assistant Vice President for Facilities and Sustainability, Plant Operations presented the report, which was distributed to the Board. She indicated that all projects are on schedule and on budget. President Shugart praised Ms. Loiselle for her outstanding performance during her employment with Valencia College. Ms. Loiselle will be retiring in August 2013.

I. Valencia Foundation Report: Trustee Perez presented the report, which was distributed to the Board. He announced that the Mears family recently received the 2013 Benefactor Award. Paul Jr. and Deb Mears were recognized for their philanthropy service, and the Mears' long-standing support of Valencia. Trustee Perez also announced that the Mears Transportation Group pledged a substantial sum to establish the Paul Mears Sr. Take Stock in Children Fund, which helps at-risk youngsters with personal mentors and a college scholarship.

Adjournment

Chair Grulich adjourned the regular meeting at 11:54am.