

**APPROVAL OF
SEPTEMBER 18, 2012
DBOT
ORGANIZATIONAL AND REGULAR
MEETINGS MINUTES**

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

Minutes

September 18, 2012

Valencia College – West Campus Center

Members Present

Ms. Bertica Cabrera Morris, Chair

Ms. Maria Grulich Toumazos, Vice Chair

Ms. Jerry D. Buchanan

Mr. Guillermo Hansen

Mr. Lewis M. Oliver, III

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 Mullooney, Vice President for Policy and General Counsel called the Organizational Meeting of the District Board of Trustees of Valencia College to order at 8:45 a.m. A quorum of the board was present.

**Election of Chair
and Vice Chair**

Trustee Oliver moved that Chairman Cabrera Morris be elected to remain as Chair. The motion was seconded by Trustee Fernandez and approved unanimously. Trustee Kifer Johnson moved that Trustee Grulich Toumazos be elected to remain as Vice Chair. The motion was seconded by Ms. Cabrera Morris and approved unanimously.

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

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

**Authorization of
Signature of Board
Officers**

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

**Election of Board
Representative**

Trustee Kifer Johnson declined to be considered for nomination to continue on the Foundation Board of Directors. Chair Cabrera Morris nominated Trustee Perez to serve as Board Representative to the Valencia College Foundation Board of Directors and moved approval. The motion was seconded by Trustee Kifer Johnson and approved unanimously.

Adjournment

Dr. Mullooney adjourned the Organizational Meeting at 8:56 a.m.

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 Sep 18, 2012 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

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Ms. Jerry D. Buchanan

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Mr. Lewis M. Oliver, III

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

Chair Cabrera Morris called the Regular Meeting of the District Board of Trustees of Valencia College to order at 9:03 a.m. A quorum of the board was present.

Invocation

The invocation was offered by Dr. Stan Stone, Vice President of Human Resources and Diversity.

Pledge of Alliance

The Pledge of Allegiance was recited by all.

**Approval of Minutes
June 19, 2012**

Trustee Perez moved to approve the meeting minutes of the June 19, 2012 Regular Meeting as presented. The motion was seconded by Trustee Grulich Toumazos and approved unanimously.

President's Report

President Shugart introduced Chancellor Randall W. Hanna from the Florida College System. Chancellor Hanna praised Valencia for its accomplishments and discussed several state wide issues to be considered during the upcoming legislative session, including dual enrollment and developmental education. He mentioned that the State Board of Education will be meeting at Valencia on October 8-9, 2012, including a training session for Trustee Chairs to be held on October 9, 2012. The State Board of Education is also scheduled to interview for the vacant Commissioner's position on the afternoon of October 8, 2012, at Valencia. The Association of Florida Colleges will meet at the end of October 2012, and will offer Trustee training during that time.

Chancellor Hanna presented Dr. Shugart with a check for \$57,000 to fund student scholarships: \$12,000 from Florida Blue, \$4,000 from Bank of America, and \$41,000 from Helios Fund. Chair Cabrera Morris thanked Chancellor Hanna and Chancellor Hanna thanked Dr. Shugart for his work on funding and policy for the Florida College System. Ms. Cabrera Morris shared on behalf of the Board their concern for equity in funding and performance recognition for Valencia and other high growth, high performing colleges in the system.

Dr. Shugart introduced new staff at the College, including Ms. Solange del Pino, new Executive Assistant to the Vice President for Policy and General Counsel, Dr. Susan Ledlow, Vice President of Academic Affairs, and Dr. Stacey Johnson, President of East and Winter Park Campuses.

Dr. Shugart stated that the Council of Presidents has been working on developing a legislative proposal for the upcoming year. The Council has drafted a position paper which includes a \$350 million budget request over a 3-year period with a focus on performance-based funding, capacity funding in order to produce more degrees to meet Florida's long term economic aspirations, and funding dual enrollment.

New Business

1. Adoption of Admissions Policy

Trustee Oliver moved to approve the amendment to the Admissions Policy. The motion was seconded by Trustee Grulich Toumazos and approved unanimously.

2. Fee for Duplicate Technical Certificate

Dr. Shugart clarified that the College does not charge a fee for the original certificates. Trustee Grulich Toumazos moved to approve the implementation of this fee. The motion was seconded by Trustee Oliver and approved unanimously.

3. Resolution Certifying the Valencia College Foundation as a Direct Support Organization

Trustee Grulich Toumazos moved to approve the Resolution as presented. The motion was seconded by Trustee Buchanan and approved unanimously.

4. Budget Amendment Request FY 2012-2013

Trustee Quittschreiber moved to approve the budget amendment as presented. The motion was seconded by Trustee Buchanan and approved unanimously.

5. Request for General Quasi Endowment Loan for Osceola Building 4 due to Delay of State PECO Funds Transfer:

Trustee Grulich Toumazos moved to approve the request as presented.

The motion was seconded by Trustee Buchanan and approved unanimously.

**6. Continuing Contractor for Architectural Services
(RFQ) 11/12-36**

Trustee Oliver moved approval of the recommendation to engage the three architect firms as presented. The motion was seconded by Trustee Buchanan and approved unanimously.

**7. Continuing Contractor for Civil Engineering and Site Services
Consultant (RFQ) 11/12-32**

Chair Cabrera Morris abstained from voting on this item citing a potential conflict of interest. Trustee Buchanan moved to approve the selection of the two recommended contractors as presented. The motion was seconded by Trustee Kifer Johnson and approved unanimously.

**8. Continuing Contractor for Roofing/Building Envelope
Consultants (RFQ) 11/12-31**

Trustee Oliver moved to approve the recommendation as presented. The motion was seconded by Trustee Perez and approved unanimously.

**9. Annual Prequalification of General Contractors and
Construction Managers, October 1, 2012 through September
30, 2013**

Chair Cabrera Morris abstained from voting on this item citing a potential conflict of interest. Trustee Perez moved to approve the recommendation as presented. The motion was seconded by Trustee Hansen and approved unanimously.

**10. Request for Qualifications for Construction Manager at Risk,
Park Place Building Renovations at Metrowest (RFQ) 11/12-35**

Dr. Shugart described the planned move of the College Downtown Center District Office to the Metrowest site. Chair Cabrera Morris and Trustee Hansen inquired as to the renovation costs. Mr. Keith Houck, Vice President Operations and Finance provided an estimated cost of \$3.5 million. Trustee Perez moved to approve request as presented. The motion was seconded by Trustee Grulich Toumazos and approved unanimously.

**11. Request for Qualifications for Construction Manager at Risk,
West Campus Student Services Building & Osceola Building 2
(RFQ) 11-12-34**

The estimated costs for the West Campus Student Services building renovation is \$2.5 million and \$2 million for the Osceola building 2 renovations. The funds for these projects are already included in the

College budget. Trustee Oliver moved to approve the request as presented. The motion was seconded by Trustee Kifer Johnson and approved unanimously.

A motion was made by Chair Cabrera Morris to accept the remaining items 12 through 18 as a consent agenda, and the members of the Board unanimously approved the following actions:

Consent Agenda

- 12. 2011-2012 Annual Fire Safety, Casualty Safety and Sanitation Inspection**
- 13. Audit Plan 2012-2013**
- 14. Compliance and Auditing Charter**
- 15. Continuing Education Courses and Fees**
- 16. Human Resources Agenda**
- 17. Submission of Grant Proposals**
- 18. Property Deletions**

Board Comments

Trustee Grulich Toumazos thanked Dr. Kathleen Plinske for her excellent event on Sep 11th at the Osceola Campus, which became a community wide event. She also thanked Trustee Hansen for his involvement in the Hispanic Appreciation month activities.

Reports

A. Valencia Foundation Report

Trustee Kifer Johnson presented the report. She thanked the Foundation for the successful Taste of Learning event. Orlando Health Foundation was the partner for this year. An estimated \$290,000 was donated to the College Foundation as a result of this year's event, and a total of \$2.6 million in donations has been raised from this event over the past six years.

Trustee Kifer Johnson invited the Board members to attend the Foundation Board Retreat that will be held Nov 9 & 30, 2012. Interested Board Trustees were encouraged to contact the Foundation for retreat information. Chair Cabrera Morris strongly encouraged Trustees' attendance and strong support of the Foundation.

B. Faculty Council Report

Mr. Robert McCaffrey, President, Faculty Association, presented the report. He stated that the Faculty Council did not meet in July or August 2012. The Faculty Council is currently working on implementing newly acquired software.

C. Fall Enrollment Report

Dr. Joyce Romano, Vice President Student Affairs presented the report, which was distributed to the Board. Dr. Romano noted a 2% decrease in student headcount as well as a 2% decrease in full time enrollment (FTE), and an enrollment increase at the Lake Nona Campus.

Dr. Romano also presented the summary of Financial Aid, showing the comparison of key indicators from August 2012 vs. August 2011. Dr. Shugart noted that any enrollment variations will be considered during budget recommendations.

D. Internal Audit Report

Undria Stalling, Internal Auditor presented the report, which was distributed to the Board. She discussed her Performance Evaluation form, the Valencia Compliance and Auditing Department Audit Plan for 2011-2012, the review of Payroll Process Audit Report, and the Internal Auditor Performance Measurements for Fiscal Years 2011-2012, and 2012-2013.

E. Annual Financial Report FY 2012-2013

Mr. Keith Houck, Vice President Operations and Finance presented the report, which was distributed to the Board. Discussion ensued. Chairman Cabrera Morris thanked Mr. Houck and requested more time to review these reports before Board meetings. Dr. Shugart suggested a few ways that might enhance access to Board materials and reminded the Board that the College senior staff is available for any questions or concerns the Trustees may have once they receive their Board meeting books, generally one week prior to the actual meeting date.

F. Construction Report

Mr. Houck presented the report, which was distributed to the Board. Dr. Shugart reminded the Board of the ribbon cutting ceremony for the new Lake Nona Campus to take place on Thursday, Sep 20, 2012. Chairman Cabrera Morris invited everyone to attend. Dr. Shugart noted that the opening of this new campus had little to no impact on the East Campus enrollment numbers, but did impact enrollment on Osceola Campus.

Trustee Oliver thanked Dr. Shugart and the College team for their initiative and collaboration in opening the Lake Nona Campus. Dr. Shugart thanked Dr. Plinske for her involvement with the Lake Nona Medical City leadership group. He invited the Board to tour the new campus with Dr. Mike Bosley, Lake Nona Campus Executive Dean.

G. West Campus Report

Dr. Falecia Williams, West Campus President, introduced Ms. Penny Conners, Dean for Allied Health, who presented the report. Ms. Conners presented program information and updates on the following Allied Health programs: Cardiovascular Technology, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Technology (ATD), Paramedic (Technical Certificate), Radiography, and Respiratory Care. Ms. Conners pointed out that the Dental Hygiene program provides a dental clinic where \$20 x-rays and dental cleanings are offered to low income families. In addition, the Dental Hygiene faculty provide a service learning project each year with three clinics for low income children, providing free cleanings, and sealants.

- H. West Campus Student Government Association (SGA) Report
Mr. Evan King, West Campus SGA President presented the report. He reported on SGA goals and several events occurring on campus, and invited everyone to the SGA Open House held on the last Tuesday or Thursday of each month. Trustee Oliver inquired about the students' concerns about the College. Mr. King identified as a concern the wait time for students at the West Campus Answer Center.

Recess

Chair Cabrera Morris recessed the Regular meeting at 11:20 a.m.

Appeal

Chair Cabrera Morris welcomed and introduced Ms. Diane Dalrymple, Valencia College East Campus Librarian, for the purpose of hearing Ms. Dalrymple's appeal. Ms. Dalrymple thanked the Board for giving her the opportunity to present her appeal and discussed her various concerns, which were set forth in greater detail in materials provided by her and distributed to the Board prior to the meeting. Following Ms. Dalrymple's presentation, Dr. Shugart provided his response and recommended that the Board consider this matter to be closed and accept his conclusions and decisions as presented. Following a brief discussion, Trustee Oliver moved to accept and affirm Dr. Shugart's findings and decisions. The motion was seconded by Trustee Quittschreiber and approved unanimously.

Adjournment

Chair Cabrera Morris adjourned the Regular meeting at 11:55am.

Secretary

Chair