

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

Minutes

September 24, 2014

Valencia College – Criminal Justice Institute (CJI) Auditorium

Members Present

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

Members Absent

Mr. Fernando Perez

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 8:39am. A quorum was present. |
| Invocation | The invocation was offered by Mr. James Galbraith, Vice President for Public Affairs. |
| Pledge of Alliance | The Pledge of Allegiance was recited by all. |
| Approval of Minutes
July 23, 2014 | Mr. Oliver moved to approve the meeting minutes of the July 23, 2014 Organizational and Regular Meetings as presented. The motion was seconded by Ms. Lopez-Cid and approved unanimously. |
| President's Report | Dr. Shugart reported that the College held a successful Academic Assembly on August 21, 2014 at the East Campus Performing Arts Center. He invited Dr. Joyce Romano, Vice President of Student Affairs, Dr. Susan Ledlow, Vice President, Academic Affairs and Planning, Chief Learning Officer, and Dr. Christina Hardin, Director of New Student Experience to brief the Board on the New Student Experience course. The report and course materials were distributed to the Board. The Board praised the College and staff for their great efforts and work dedication. |

Dr. Shugart distributed the 2013-2014 Career and Workforce Education Program Successes marketing piece to the Board. He invited the Board to visit the Valencia Career Coach website, a free online tool that allows students and community members to explore potential careers, salaries and job demand.

Dr. Shugart reported on the progress of the new Poinciana campus development. He stated that the contract is being prepared, and indicated that the College will request that the Board assist with the project's acceleration of funds.

Dr. Shugart reported that Valencia published a news release communicating that the College ranks 4th in the nation for number of Associate Degrees offered. The news release was distributed to the Board.

Dr. Shugart reported on the progress of the Create a Village initiative. He indicated that on September 23, 2014 the University of Central Florida (UCF) officially announced their plan to create a downtown Orlando campus that will be shared with Valencia College. He stated that a joint use facility, owned by UCF is being proposed. Dr. Shugart noted that Valencia will be first to have an impact downtown, offering all of freshman and sophomore courses. He praised Dr. Falecia Williams, West Campus Executive Dean for her outstanding work and involvement in this project.

Public Comment

No public comment was offered.

New Business

1. Internal Audit Plan FY15: Ms. Undria Stalling, Internal Auditor reported on the proposed Audit Plan FY15, which was distributed to the Board. She indicated that the audit plan is created using a risk-based approach. Ms. Stalling stated that three factors are involved in creating the plan: feedback provided by the Board, risk information provided by the College's senior administrative team, and a performed College wide risk assessment. Dr. Carlson suggested that the College update the Board regularly in regards to the status of Valencia campuses security. Dr. Shugart referred the question to Mr. Paul Rooney, Assistant Vice President, Safety/Security Risk Management. After further discussion, Mr. Oliver moved to approve the Internal Audit Plant FY15 as presented, and Mr. Hansen seconded. The motion was approved unanimously.

2. Internal Auditor's Performance Evaluation: Ms. Grulich reported on Ms. Stalling's performance evaluation. She stated that she has prepared an evaluation document which summarizes the Internal Auditor's performance evaluation Board feedback. Ms. Grulich thanked the Board for their full participation regarding Ms. Stalling's performance and evaluation process, and commended Ms. Stalling's work performance and dedication. Following discussion Ms. Lopez-Cid moved to approve the Internal

Auditor's Performance Evaluation as presented and Dr. Carlson seconded. The motion was approved unanimously.

3. Request to Make a Non-Mandatory Transfer to Fund 7 to Plan and Design the Poinciana Campus: Following discussion, Mr. Oliver moved to approve the Request to Make a Non-Mandatory Transfer to Fund 7 to Plan and Design the Poinciana Campus and Ms. Lopez-Cid seconded. The motion was approved unanimously.

4. Request to Transfer \$2,000,000 from Fund 3 to Fund 7 to Increase the East Campus Film, Sound, Music Technology/Plant Operations Building Budget: Mr. Oliver requested additional information regarding the money transfer request. Dr. Bottorff, Assistant Vice President, Facilities and Sustainability stated he will provide this information. Following discussion, Mr. Maguire moved to approve the Request to Transfer \$2,000,000 from Fund 3 to Fund 7 to Increase the East Campus Film, Sound, Music Technology/Plant Operations Building Budget as presented, and Mr. Oliver seconded. The motion was approved unanimously.

5. Authorization to Designate the Criminal Justice Institute as a Special Purpose Center: Following discussion, Mr. Oliver moved to approve the Authorization to Designate the Criminal Justice Institute as a Special Purpose Center as presented, and Mr. Crossman seconded. The motion was approved unanimously.

6. Criminal Justice Institute/Orange County K-9 Program Future Lease Authorization: Following discussion, Mr. Crossman moved to approve the Criminal Justice Institute/Orange County K-9 Program Future Lease Authorization as presented, and Ms. Lopez-Cid seconded. The motion was approved unanimously.

7. Award of Bid #14/15-02 for College-Wide Mechanical Services: Dr. Carlson suggested that the College inquire on bidders' safety records for Valencia's liability protection. Following discussion, Mr. Maguire moved to approve the Award of Bid #14/15-02 for College-Wide Mechanical Services as presented, and Dr. Carlson seconded. The motion was approved unanimously.

8. Award of Request for Proposal (RFP) #13/14-24 – Life Safety & Asset Protection Systems: Following discussion, Mr. Oliver moved to approve the Award of Request for Proposal (RFP) #13/14-24 – Life Safety & Asset Protection Systems as presented, and Mr. Maguire seconded. The motion was approved unanimously.

A motion was made by Mr. Oliver and seconded by Dr. Carlson to accept and approve items 9, 10, 11, 12, 13, and 14 under New Business as a part of the consent agenda. The Board unanimously approved the following items of New Business, as recommended:

9. Policy Repeals

10. Approval of Revised Exhibit E of the 2014-2015 Operating Budget

11. Continuing Education Courses & Fees

12. Human Resources Agenda

13. Submission of Grant Proposals

14. Property Deletions

Board Comments

Ms. Grulich stated that she attended the Osceola Campus flag display, held annually in memory of the victims of the September 11, 2001 attacks, and thanked Dr. Kathleen Plinske, Osceola and Lake Nona Campuses President, Mr. Rooney and their staff for orchestrating the event. She congratulated Dr. Plinske on her receipt of the Compadre Award from the Hispanic Business Council. Ms. Grulich also congratulated the Osceola Campus for orchestrating the College 5K Run for the Heroes to raise scholarship funds. All proceeds went toward the Rotary Club at Lake Nona's September 11 Memorial Fund to support Valencia scholarships for emergency responders. Mr. Oliver thanked Dr. Shugart and the College staff for finding a way to push the acceleration of funding for the opening of the Poinciana Campus. Mr. Maguire praised Dr. Shugart for his leadership. Mr. Hansen expressed his desire to resign as the Valencia Foundation Board Representative. The Board will discuss Mr. Hansen's replacement at the October 22, 2014 Regular Meeting.

Reports

A. CJI Student Experience Report: Mr. Jeff Goltz, Director, Criminal Justice Institute presented the CJI Public Safety Programming report, which was distributed to the Board. He introduced Valencia student Lieutenant Jason Pearson, Winter Garden Police Department, Mr. Steve Chancey, Managing Director, Central Florida Fire Institute, Dan Diehl, Assistant Director, Central Florida Fire Institute, Dave Heffernan, Interim Managing Director, CJI, and Terry Johnston, Assistant Director, Public Safety Operations, CJI. Lieutenant Pearson briefed the Board on the great role and positive impact that Valencia College had in his academics and professional career.

B. Fall Enrollment Report: Dr. Romano presented the report, which was distributed to the Board. She indicated that enrollment is up by 3 percent, and noted an enrollment increase at the Lake Nona Campus. She briefed the Board on the impact of Developmental Education 2013 Legislation (SB 1720), and indicated that the College has seen a 60% decline in students enrolling in developmental education courses. Dr. Romano stated that the College is working on designing new reporting systems to help identify the

students who, despite their needs, choose not to enroll in developmental courses, and may require an intervention to help them decide what is best for them. Mr. Oliver inquired on the number of students who are not required to be assessed, and should initially enroll in developmental education rather than college-level courses. Dr. Romano indicated that this data will be available once the new reporting systems are in place. Dr. Shugart stated that more information will be provided to the Board in Spring 2015. Dr. Romano further reported on the Florida residency waivers, the 2014 Orange and Osceola high school graduates free class promotion, financial aid trends, and Fall 2014 student characteristics.

C. Financial Report: Mr. Houck presented the Annual Financial, Quarterly Financial, and Financial Indicator Reports, which were distributed to the Board. He thanked Ms. Jackie Lasch, Assistant Vice President, Financial Services and her team for their time and efforts involved in preparing the Annual Financial Report. Mr. Houck stated that Valencia has assigned two permanent offices for State auditors in the District Office building. He indicated that the State auditors' operational and financial audit reports will be finalized soon.

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

E. Faculty Council Report: Mr. Carl Creasman, President, Faculty Association presented the report. He stated that the Faculty Association professors, in partnership with the new Learning Leadership Council, and as part of the new Governance model will begin a year-long review regarding the College's faculty educator central competencies. Mr. Creasman indicated that the process will begin later this Fall. Mr. Maguire inquired on the College's status regarding continued awareness on the cost of educational materials. Mr. Creasman stated that several tools and resources are currently in place to help continue and enhance awareness.

F. Valencia Foundation Report: Mr. Hansen presented the report, which was distributed to the Board. He invited the Board to attend the Valencia Foundation Board Business meeting to be held on Oct 15, 2014, 11:30am, East Campus, Building 8, Room 101, as well as the Valencia Foundation Strategic Planning Retreat to be in held in St. Petersburg on November 20 and 21, 2014. Mr. Hansen stated that the Hispanic Heritage Scholarship Fund selected thirty students to each receive a \$5,000 scholarship. The scholarships will be presented to the students during a ceremony to be held on October 25, 2014 at Disney's Contemporary Resort.

Adjournment

Chair Grulich adjourned the regular meeting at 11:10am.

Secretary

Chair