

VALENCIA COLLEGE

DATE: July 12, 2011

TO: Board of Trustees

FROM: Sanford C. Shugart, President

SUBJECT: Trustees Meeting
July 19, 2011 (8:30 a.m.)
Osceola Campus
1800 Denn John Lane
Kissimmee, FL
Room 1-219B (formerly 2-219B)

Dear Members of the Board:

Please find enclosed the materials for our meeting to be held on Tuesday, July 19, 2011 at the Osceola Campus (Room 1-219B) beginning at 8:30 a.m. Please note: designated parking will be provided in Lot B.

As always, please feel free to call with any questions prior to the meeting.

Yours truly,



Sanford C. Shugart

SCS:mev

Attachments

VALENCIA COLLEGE
DISTRICT BOARD OF TRUSTEES
Orlando, Florida

Regular Meeting

July 19, 2011 - 8:30 a.m.

AGENDA

Room 1-219B, Osceola Campus

1800 Denn John Lane, Kissimmee

THIS MEETING IS OPEN TO THE PUBLIC

Call to Order -- Board Chairman

Invocation – Dr. Stanley H. Stone, Vice President of Human Resources and Diversity

Pledge of Allegiance to the Flag

- I. Approval of Minutes – June 21, 2011, Regular Meeting
- II. Reports
 - A. Osceola Campus Report (Dr. Kathleen Plinske, Campus President, Osceola Campus)
 - B. Osceola Campus Student Government Association Report (Mr. David Rosado, Jr., President, Osceola Campus Student Government Association)
 - C. Construction Report (Mr. Keith Houck, Vice President, Administrative Services)
 - D. Faculty Council Report (Dr. Robert Gessner, President, College-wide Faculty Council Association)
 - E. Internal Auditor Report (Ms. Undria Stalling, Internal Auditor)
 - F. Valencia Foundation Report (Ms. Lori Kifer Johnson, Trustee)
 - G. President's Report (Dr. Sanford Shugart, President)
- III. New Business
 - A. President's Evaluation
 - B. President's Contract
 - C. Policy Adoption: 6Hx28: 10-05 - Smoke Free Campuses
 - D. Budget Amendment Request
 - E. Recommendation to Adjust 2011-2012 Compensation
 - F. Guaranteed Maximum Price for Site and Foundation of Osceola Building 4
 - G. Capital Improvement Plan (CIP) FY 2012-2013 to 2016-2017
 - H. Annual Pre-Qualification of Contractors
 - I. Audit Plan 2011-2012
 - J. Continuing Education Courses and Fees
 - K. Human Resources Agenda
 - L. Submission of Grant Proposals
 - M. Property Deletions
- IV. Other Business

I. Approval of Minutes

**VALENCIA COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES**

Minutes

Regular Meeting – June 21, 2011

East Campus, Building 5, Room 112

Present

Mr. Raymer F. Maguire III, Chair
Ms. Bertica Cabrera-Morris, Vice Chair
Ms. Jerry D. Buchanan
Ms. Maria Grulich-Toumazos
Ms. Lori Kifer-Johnson
Mr. Lewis M. Oliver III
Ms. Jo Quittschreiber

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

Call to Order	The meeting was called to order at 8:35 am.
Invocation	The invocation was offered by Dr. Stan Stone, Vice President of Human Resources and Diversity.
Pledge of Allegiance	The pledge of allegiance was recited by all.
Recognition	Dr. Shugart introduced Ms. Joan Tiller, Interim Vice President for Academic Affairs and Planning. Formerly, Ms. Tiller served as Assistant Vice President of Workforce Development until her retirement from the college three and a half years ago. Her return to the college in this new role is to assist with the re-organization and transition process.
Approval of Minutes, April 19, 2011 and May 17, 2011	A motion was made by Mr. Oliver and seconded by Ms. Buchanan to approve the April 19, 2011 Regular Meeting minutes and the May 17, 2011 Regular Meeting minutes. The motion was approved unanimously.
East Campus Report	Dr. Ruth Prather invited trustees to the “Friends of Anita S. Wooten” memorial event currently underway at the East Campus Gallery (brochure provided). She also drew their attention to the June 8 th Orlando Sentinel article (copy provided) highlighting the weekend associate-degree program at the East Campus set to start in the fall. David Sutton, Dean, Humanities/Foreign Languages introduced Professors Areeje Zufarim, Yolanda Gonzalez, and Eric Wallman who spoke about the study abroad trip to Cuba in Summer 2010.
East Campus Student Government Association Report	Mr. Andres Abreu, East SGA president noted that student input is very important. Outreach to students is done in a variety of ways throughout the year with some success. For example, the extended library hours

before and during finals week that are now available to students is a direct result of student input.

Overview of 2011-2012 Budget Proposal

Moved from Reports Item D. Mr. Keith Houck, Vice President, Administrative Services presented an Overview of the 2011-2012 Budget Proposal. He noted that the 2011-2012 proposed operating budget includes a projected student enrollment growth of 4.5%, a proposed tuition increase of 8%, and a 1.6% contingency fund. The 2012-13 budget assumptions include similar enrollment growth, a continued decline in state funding, increased support staff for Lake Nona and Osceola, and an anticipated increase in the number of faculty to meet the projected enrollment growth.

Mr. Houck stated that a comparison of current year and the 2011-2012 proposed budget revenues and expenses reflects a relative stability. Of note, anticipated revenues reflect a \$1.3 million decrease in state funding, discontinuation of federal stimulus funds (\$5 million), increase in tuition and fees (\$5.7 million), and a 4.5% enrollment growth (\$3.6 million). On the expense side, the proposed budget represents a considerable investment in new faculty and staff (to support past and future enrollment growth) as well as a 3% increase in compensation for full-time faculty, staff and long term part-time employees. Changes on the expense side also includes a decrease in the college's Florida Retirement System (FRS) contributions of just over \$4 million resulting in a net gain for the college.

Mr. Houck noted that proposed budget initiatives include the telling of the Valencia story (marketing & communications) and expanding Global Languages among others. There was a query about marketing and communications. Dr. Shugart noted that this increase represents increase support for enrollment as well as the re-branding of the college. Further, the overall marketing & communications budget represents only 1.4% of the total budget.

There was a Board request for a report on the outreach component of the marketing and communications plan at an upcoming meeting. A discussion ensued about the college's international efforts given the increasing international influence in the area. There was further discussion about the need to move forward with the international focus in a more strategic way both in terms of outreach and from a business perspective.

Annual Operating Budget, 2011-2012

Moved from New Business Item B. Mr. Houck presented the proposed Annual Operating Budget, 2011-2012. Mr. Houck reiterated that this budget included a projected enrollment growth of 4.5%, a proposed tuition increase of 8%, and a proposed 3% increase in compensation for full-time faculty, staff and long term part-time employees.

Discussion ensued around the proposed 8% tuition increase especially when so many students are facing economic hardships. There was also

concern expressed about the proposed 3% increase in compensation for full-time faculty, staff and long term part-time employees. The mitigating impact of student financial aid was discussed. The political impact of not increasing tuition was also discussed. Dr. Shugart provided the Board with the rationale supporting the requested compensation increase.

Mr. Oliver moved to reduce the proposed compensation to 1.5% and reflect those savings in a reduction in the proposed tuition increase. The motion was seconded by Ms. Cabrera-Morris, and the motion was approved unanimously.

Discussion ensued. Dr. Shugart reminded the Board that the proposed tuition increase of 8% was unanimously lodged as presented in May with the understanding that the vote be ratified in June. Accordingly, the implementation of the increase began.

Mr. Maguire moved to rescind the previous vote and to authorize the proposed 8% tuition increase. The motion was seconded by Ms. Kifer-Johnson, and approved 5-2.

Mr. Oliver moved adoption of the proposed operating budget with faculty and staff compensation increase of 1.89% or the equivalent of one faculty step. The motion was seconded by Ms. Cabrera-Morris, and approved 5-2.

Progress Report (2009-2010) on Valencia's 4 Strategic Goals

Dr. Amy Bosley, Associate Vice President, Organizational Development and Ms. Geraldine Gallagher, President & CEO, Valencia Foundation reported on the progress of the College's Strategic Goal 4: Partner with the Community, and related objectives.

Construction Report

Mr. Houck reminded trustees of the groundbreaking ceremony for the Lake Nona Campus on Wednesday, June 22, 2011. The official groundbreaking will take place in September and the campus is expected to open fall 2013.

Faculty Council Report

Dr. Bob Gessner, Faculty Council President, introduced Professor Rob McCaffrey, who was recently elected as President elect of the Faculty Council. Professor McCaffrey will assume the leadership role in May 2012. Dr. Gessner introduced Professor Mary Beck who reported on the program learning outcome assessment plan developed by science faculty.

Foundation Report

Dr. Shugart referenced the copy of the report as included in the Board meeting binders.

President's Report

Dr. Shugart referenced the Legislative Report provided to the Board at the meeting. Of particular note were the Governor's vetoes of Valencia's key capital allocations.

Dr. Shugart reported on the progress and accomplishment of the Lake Nona Collegiate Academy, to date.

Dr. Shugart stated his intention to ask the Board to reconsider its compensation decision at the upcoming July meeting. He also noted that immediately following the regular meeting in July, the annual organizational meeting will take place as chaired by Dr. William J. Mullowney, Vice President for Policy and General Counsel.

Dr. Shugart discussed matters pertaining to his contract renewal and his performance evaluation by the Board. He concluded by requesting individual meetings with each Board member by the 1st of September.

Consent Agenda

Agenda Items from May 17, 2011 BOT meeting:

Guaranteed Maximum Price – PPI,
Construction Manager at Risk, Building 1, Lake Nona, Guaranteed Maximum Price – Clancy & Theys, Construction Manager at Risk, Building 4, Osceola Campus, Approval of Catalog Changes for 2011-2012, Additions, Deletions or Modifications of Courses and Programs, Valencia Enterprises Courses and Fees, Human Resources Agenda, Approval of Grant Proposals, and Property Deletion

Resolution for Capital Outlay Bond Series 2011

Corporate Training and Classroom Building,

Ms. Buchanan moved that the Board approve the following items as part of a consent agenda including: Agenda Items from May 17, 2011 BOT meeting (Guaranteed Maximum Price – PPI, Construction Manager at Risk, Building 1, Lake Nona; Guaranteed Maximum Price – Clancy & Theys, Construction Manager at Risk, Building 4, Osceola Campus; Approval of Catalog Changes for 2011-2012, Additions, Deletions or Modifications of Courses and Programs, Valencia Enterprises Courses and Fees, Human Resources Agenda, Approval of Grant Proposals, Property Deletion) and Resolution for Capital Outlay Bond Series 2011; Corporate Training and Classroom Building, West Campus; Request to Reserve Fund Balance; Downtown Center Lease; Osceola Campus Lease; Spot Survey – Osceola Campus; 2010-11 Annual Fire Safety, Casualty Safety and Sanitation Inspection; Resolution Certifying Valencia Foundation as a Direct Support Organization; Valencia Enterprises Courses and Fees; Human Resources Agenda; Annual Equity Update Plan, Part II; Approval of Grant Proposals; Delinquent Account Write-Off; Property Deletion; Project Priority List. The motion was seconded by Mr. Oliver, and the motion was approved unanimously.

West Campus

Request to Reserve
Fund Balance

Downtown Center
Lease

Osceola Campus Lease

Spot Survey – Osceola
Campus

2010-11 Annual Fire
Safety, Casualty Safety
and Sanitation
Inspection

Resolution Certifying
Valencia Foundation as
a Direct Support
Organization

Valencia Enterprises
Courses and Fees

Human Resources
Agenda

Annual Equity Update
Plan, Part II

Approval of Grant
Proposals

Delinquent Account
Write-Off

Property Deletion

Project Priority List

Adjournment

Mr. Maguire moved for adjournment, the motion was seconded by Ms. Buchanan, and the motion was approved. The meeting adjourned at 11:17 a.m.

Secretary

Chairman

II. Reports

Osceola Campus Report

**Osceola Campus
Student Government Association
(SGA) Report**

CONSTRUCTION REPORT

July 2011

Southeast Campus - Lake Nona Campus

All permits and approvals from local jurisdictions have been received and construction has begun. The building pad will be completed during the beginning of July and excavation for footings and utility lines will follow. Completion is scheduled for July 2012 and ready for occupation for the Fall term, 2012.

Osceola Campus

Work has begun on the parking lot. A Guaranteed Maximum Price (GMP) for site work and long-lead items will be submitted at this Board meeting. A GMP for the building will be presented for approval later this summer.

West Campus – Building 10

Schenkel Schultz Architect and McCree, Inc. started meeting with all users of the new Building 10 to determine design requirements. Schematic design is estimated to be completed by the second week of July.

Faculty Council Report

To: District Board of Trustees,
Valencia Community College

From: Undria Stalling,
Internal Auditor

Date: June 30, 2011

Subject: Compliance and Auditing Department
Close of Multi-Year Audit Plan (FY2009- FY2011)

The Multi-Year Audit Plan FY2009-FY2011 is closed. During this period, the department issued a total of 13 reports. These included 2 operational audit reports, 3 financial audit reports, 1 compliance audit report, 3 follow-up reviews, 1 advisory report, and 3 investigative reports. Additional services were provided by the department that did not result in reports. A summary of the activities performed during the period FY2009-FY2011 is provided in Appendix A. The original approved audit plan is included in Appendix B to provide a snapshot of the final status of the scheduled projects.

The Compliance and Auditing Department is committed to providing value-added auditing and advisory services to the District Board of Trustees and Valencia Community College. The department will continue its efforts to promote accountability, efficiency, and effectiveness at all levels of the institution.

I look forward to serving you and Valencia College in the upcoming fiscal year.

Appendix A

Compliance

USDOL Community-Based Job Training Grant

It was determined that overall, controls could be improved to ensure compliance with allowable costs, equipment, and financial management system federal requirements. The audit disclosed approximately \$16,450 resulting in unallowable cost from partnering institutions Seminole Community College and Lake Sumter Community College. This amount was returned back to the Department of Labor. **Report No. CA2009-101**

Operational

Work Order Process (Plant Operations)

Overall, the processes and procedures in place with regards to the work order process was determined to be adequate. While there were some noted opportunities to improve and enhance operational effectiveness and efficiencies through the strengthening of certain internal controls, there were no significant operational issues. Opportunities included addressing certain functions within the automated maintenance system to provide comprehensive information in a more efficient manner, providing refresher training to applicable staff regarding properly closing work orders, and developing a process that better accounts for supply inventory. **Report No. CA2011-111**

Payroll

Overall, the processes and procedures in place with regards to the payroll process were determined to be adequate. There were some noted opportunities to strengthen internal controls in the areas of safeguarding non-public personal information of employees, terminating employees within the Human Resources system, reconciling time with pay, calculating terminal payments, and ensuring appropriate and authorized access to applicable Banner forms within the Human Resources system by payroll staff. **Report No. CA2010-104**

Financial

Tuition and Fee Revenue Audit

State reported enrollment for certain college credit courses were aligned with tuition and fee revenue recorded in the College's financial system for each fiscal period reviewed. Revenue included tuition, out-of-state tuition, student financial aid fees, student activity fees, capital improvement fees, and technology fees – AY'08, AY'09, and AY'10. **Report No. 2008-201, Report No. CA2010-103, Report No. CA2011-109**

Advisory Request

Cabin Creek Food Services

At the request of Management, the Compliance and Auditing Department advised on the reliability of certain Cabin Creek financial reports provided to the College. **Memorandum MCA2009-102**

Special Projects

Petty Cash/Change Funds

The Compliance and Auditing Department assisted management with cash count validations of change fund accounts for financial statement purposes – FY'09, FY'10, and FY'11.

Bookstore Inventory

The Compliance and Auditing Department provided year-end validations of bookstore inventory for financial statement purposes – FY'09, FY'10, and FY'11

Follow Up Reviews

Follow Up Reviews were conducted to determine that outstanding audit issues have been adequately resolved. The following reviews were conducted:

Accounts Receivable/Fee Collections Audit – Report No. 2008F-102

Bookstore Buyback Services Audit – Report No. 2008F-101

Hazardous Waste Inspection – Report No. CA2011-110

Appendix A

Investigations

Financial Investigation

The Compliance and Auditing Department assisted in the investigation regarding procurement card irregularities within one department of the College. **Report No. CA2010-105**

Valencia Enterprises Investigation

The Compliance and Auditing Department performed an investigation of alleged improper activities within the division of the College known as Valencia Enterprises. The alleged improper activities could not be substantiated. **Report No. CA2011-106**

Retaliatory Conduct Investigation – Valencia Enterprises

The Compliance and Auditing Department performed an investigation of alleged retaliatory conduct within the division of the College known as Valencia Enterprises. The alleged retaliatory conduct could not be substantiated. **Report No. CA2011-107**

Appendix B

**Audit Plan
Fiscal Year 2009-2011**

Compliance	Status
USDOL Community-Based Job Training Grant <ul style="list-style-type: none"> • Determine compliance with program and regulatory requirements 	Completed
Operational	
Food Services Contractual Performance <ul style="list-style-type: none"> • Review the accuracy of total revenue reported by the third party • Determine the appropriateness of commissions received 	Advisory Project completed; Audit not performed
Plant Operations (Work Order Process) <ul style="list-style-type: none"> • Review the work order system for efficiency and effectiveness • Review of expenditures for appropriateness • Determine what controls are in place to safeguard materials and/or supply stock 	Completed
Valencia Enterprises <ul style="list-style-type: none"> • Reconcile VE revenue with course enrollments and other services provided • Determine that financial transactions are accurately captured in VE's operating system and ultimately recorded in the College's accounting system • Determine the appropriateness of expenditures 	Investigations completed; Audit not performed
Criminal Justice Institute <ul style="list-style-type: none"> • Determine the appropriateness of operating expenses • Ensure that duplication of expenses has not occurred between budgets 	Audit not performed
Bookstore Operations <ul style="list-style-type: none"> • Determine that all accounting and financial activities are accurately captured in the Bookstore's POS system, their operating system and ultimately recorded in the College's accounting system. • Review the security and access controls currently in place for the POS system • Determine the adequacy of internal controls over cash receipts, inventory, and purchase returns 	Follow up review performed of Bookstore Buyback processes; Audit not performed
Payroll <ul style="list-style-type: none"> • Ensure that only valid employees are paid and at the correct and authorized rate • Determine accuracy of all payments and deductions, in accordance with taxation and regulatory requirements • Determine security and access control of the payroll system • Determine that payroll transactions are accurately reflected in the College's accounting system (Banner) 	Completed
Property Management (Fixed Assets) <ul style="list-style-type: none"> • Review the policy and procedures in place to determine adequacy and adherence by the College • Determine that assets are appropriately recorded in the fixed asset system and the College's accounting system • Review the level of protection/security in place to safeguard assets • Determine what controls are in place over the disposal of such assets 	Audit not performed
Stipend Process <ul style="list-style-type: none"> • Determine what processes are in place to administer stipends (payments made to employees) and how stipend amounts are 	Audit not performed

calculated	
Professional Development <ul style="list-style-type: none"> Determine how resources are being used Determine the effectiveness of professional development received 	Audit not performed
Financial	
Tuition and Fee Revenue (each academic year) <ul style="list-style-type: none"> Reconciliation of tuition and fee revenue to enrollment, i.e. student semester hours or credit hours Limited review of Fee Revenue expenditures (i.e. student activity fee expenditures, safety and security fee expenditures) 	Completed
Special Projects	
Year-end Reconciliations – Change Funds (each fiscal year)	Completed
Year-end Bookstore Inventory Counts (each fiscal year)	Completed
Faculty Workload Information System	Not performed
Student Access Beyond Valencia	Not performed
Follow Up Reviews	
AR/Fee Collections Audit	Completed
Bookstore Buyback Services Audit	Completed
Hazardous Waste Inspection – FL Dept of Environment Protections	Completed

Valencia Foundation Report

President's Report

III. New Business

President's Evaluation

President's Contract

July 19, 2011

TO: BOARD OF TRUSTEES
Valencia College

FROM: SANFORD C. SHUGART
President

RE: POLICY ADOPTION

The adoption of Policy 6Hx28: 10-05 – Smoke Free Campuses is proposed to comply with current law and maintain consistency with the College’s mission.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees approve adoption of Policy 6Hx28: 10-05 – Smoke Free Campuses as proposed.



President

Policy: 6Hx28: 10-05

Responsible Official: Campus Presidents, VP for Administrative Services

Specific Authority: s. 1001.64, F.S.

Law Implemented: Part II, s. 386, F.S.; s. 1001.64, F.S.

Effective Date: 08-27-12

Smoke Free Campuses

Policy Statement:

- I. Valencia Community College (“Valencia”) is committed to providing a safe and healthy environment for its students, employees, and visitors. Extensive scientific evidence confirms a causal relationship between human exposure to secondhand tobacco smoke and human disease, and demonstrates that there is no safe level of exposure to environmental tobacco smoke. Accordingly, it is the intent of the District Board of Trustees to promote the health of our students, employees, and visitors by establishing a smoke free college environment.
 - II. Smoking is defined as the burning of tobacco or any other type of material in any type of smoking media or equipment, and any object or device intended to simulate such use, including without limitation cigarettes, cigars, pipes, and electronic cigarettes, and using or carrying the same. The sale of cigarettes and other tobacco products and the free distribution of tobacco products are prohibited.
 - III. Smoking is prohibited on all property and facilities owned, leased, or operated by Valencia. This includes all buildings, bridges, walkways, sidewalks, parking lots and garages, on-campus streets and driveways, grounds, exterior open spaces, and personal vehicles in these areas. Smoking is also prohibited in all Valencia-owned or leased vehicles, whether or not on Valencia property. Littering the campus with the remains of tobacco products or any other disposable product is prohibited. All Valencia employees, students, visitors, contractors/vendors, and others are expected to comply with this policy at all times.
 - IV. In furtherance of this policy, Valencia actively promotes and provides smoking cessation assistance to students and employees who wish to stop using tobacco products. Assistance to students, faculty and staff to overcome addiction to tobacco products and information regarding cessation programs is available through (HR/Wellness or other web address).
 - V. This policy shall not apply to facilities leased or used by the College for college-sponsored events that take place off campus. In these circumstances, the smoking policy of the facility shall be applicable.
 - VI. The President or designee is authorized to develop procedures as necessary to implement this policy.
-

Procedures:

A. Compliance with Policy and Reporting Violations

1. Adherence to this policy is the responsibility of all Valencia Community College students, faculty, staff, and visitors. It is expected that all students, faculty, staff, and visitors to campus comply with this policy. Members of our Valencia campus community are empowered and encouraged to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. Anyone who witnesses or otherwise becomes aware of a violation of this policy may report the violation to the appropriate College representative:
 - a. Reports of student violations should be made to the Dean of Students for the campus on which the violation occurred.
 - b. Reports of employee violations should be made to the Campus President for the campus on which the violation occurred.
 - c. Reports of visitor or contractor/vendor violations should be made to College Security.
2. Students or employees deemed to have violated this policy may be subject to College disciplinary action. The appropriate Dean of Students or Campus President may determine the type and manner of discipline to be given pursuant to the Student Code of Conduct, Human Resources Employee Handbook, or other applicable College regulations or policies.
3. Visitors who violate this policy, including contractors/vendors and those acting on their behalf, may be denied access to College property.

Related Documents and Policies:

History:

Adopted 12-11-74; Amended 12-15-82; Formerly 6Hx28:4-27; Amended 11-20-85; Amended 07-17-91; Amended 11-18-92; Amended 9-19-00; Formerly 6Hx28:04-34; Amended xx-xx-11

Policy: 6Hx28: 10-05

Responsible Official: TBA Campus Presidents, VP for Administrative Services

Specific Authority: s. 1001.64, F.S.

Law Implemented: Part II, s. 386, F.S.; s. 1001.64, F.S.

Effective Date: 09-19-0008-27-12

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Smoking Regulations Smoke Free Campuses

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Policy Statement:

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- I. Valencia Community College ("Valencia") is committed to providing a safe and healthy environment for its students, employees, and visitors. Extensive scientific evidence confirms a causal relationship between human exposure to secondhand tobacco smoke and human disease, and demonstrates that there is no safe level of exposure to environmental tobacco smoke. Accordingly, it is the intent of the District Board of Trustees to promote the health of our students, employees, and visitors by establishing a smoke free college environment.
- II. Smoking is defined as the burning of tobacco or any other type of material in any type of smoking media or equipment, and any object or device intended to simulate such use, including without limitation cigarettes, cigars, pipes, and electronic cigarettes, and using or carrying the same. The sale of cigarettes and other tobacco products and the free distribution of tobacco products are prohibited.
- III. Smoking is prohibited on all property and facilities owned, leased, or operated by Valencia. This includes all buildings, bridges, walkways, sidewalks, parking lots and garages, on-campus streets and driveways, grounds, exterior open spaces, and personal vehicles in these areas. Smoking is also prohibited in all Valencia-owned or leased vehicles, whether or not on Valencia property. Littering the campus with the remains of tobacco products or any other disposable product is prohibited. All Valencia employees, students, visitors, contractors/vendors, and others are expected to comply with this policy at all times.
- IV. In furtherance of this policy, Valencia actively promotes and provides smoking cessation assistance to students and employees who wish to stop using tobacco products. Assistance to students, faculty and staff to overcome addiction to tobacco products and information regarding cessation programs is available through (HR/Wellness or other web address).
- V. This policy shall not apply to facilities leased or used by the College for college-sponsored events that take place off campus. In these circumstances, the smoking policy of the facility shall be applicable.
- VI. The President or designee is authorized to develop procedures as necessary to implement this policy.

In accordance with the provisions of the Florida Clean Indoor Air Act, as set forth in Section 386, Florida Statutes, smoking shall be prohibited in any enclosed, indoor area of any college building or other educational facility owned or operated by the College and no area therein may be designated for smoking.

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The President or designees may prohibit smoking in covered walkways and areas immediately adjacent to building entrances as deemed appropriate and so designated as nonsmoking areas.

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Procedures:

A. Compliance with Policy and Reporting Violations

1. Adherence to this policy is the responsibility of all Valencia Community College students, faculty, staff, and visitors. It is expected that all students, faculty, staff, and visitors to campus comply with this policy. Members of our Valencia campus community are empowered and encouraged to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. Anyone who witnesses or otherwise becomes aware of a violation of this policy may report the violation to the appropriate College representative:

- a. Reports of student violations should be made to the Dean of Students for the campus on which the violation occurred.
- b. Reports of employee violations should be made to the Campus President for the campus on which the violation occurred.
- c. Reports of visitor or contractor/vendor violations should be made to College Security.

2. Students or employees deemed to have violated this policy may be subject to College disciplinary action. The appropriate Dean of Students or Campus President may determine the type and manner of discipline to be given pursuant to the Student Code of Conduct, Human Resources Employee Handbook, or other applicable College regulations or policies.

3. Visitors who violate this policy, including contractors/vendors and those acting on their behalf, may be denied access to College property.

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Related Documents and Policies:

History:

Adopted 12-11-74; Amended 12-15-82; Formerly 6Hx28:4-27; Amended 11-20-85; Amended 07-17-91; Amended 11-18-92; Amended 9-19-00; Formerly 6Hx28:04-34; Amended xx-xx-11

July 19, 2011

TO: BOARD OF TRUSTEES
Valencia College


FROM: SANFORD C. SHUGART
President

RE: BUDGET AMENDMENT REQUEST

Attached is a Budget Amendment Request for Fiscal Year 2011-12 for approval effective July 19, 2011, to transfer \$3,750,000 from Fund 1 (Operating Budget) to Fund 7 (Unexpended Plant Fund). These funds were reserved by the Board from the Operating Budget fund to provide financial assistance to the University of Central Florida (UCF) for the second part of their pledge toward the construction of Osceola Building 4. Transferring funds to Fund 7 will allow for adequate funding of Osceola Building 4 from all revenue sources. Upon receipt of the pledged amount from UCF, due no later than December 2014 per the Memorandum of Understanding, the funds will be returned to the College Operating Budget. The Operating Fund Balance is still estimated, as the fiscal year 2010-11 is not closed.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees approve the Budget Amendment Request.



President

**BUDGET AMENDMENT REQUEST
VALENCIA COLLEGE**

RESOLUTION NUMBER _____
AMENDMENT NUMBER 1

FISCAL YEAR 2011-2012

Be it resolved that the Board of Trustees of Valencia College District, State of Florida, in meeting assembled, Pursuant to Section 240.361, Florida Statutes, and Rule 6A-14.713, Florida Administrative Code, hereby requests the Florida College System to approve amendments to the college budget for the fiscal year as follows:

FUND NAME: GENERAL CURRENT

NUMBER: 1

CATEGORY	Present Budget	Increase	Decrease	Revised Budget
Beginning Fund Balance	\$22,621,114			\$22,621,114
Revenues	159,402,289			159,402,289
Bond Proceeds	0			0
Transfer-In	1,400,000			1,400,000
Total to be Accounted For	\$183,423,403	\$0	\$0	\$183,423,403
Salaries	\$124,360,267			\$124,360,267
Current Expenses	30,224,242			30,224,242
Transfer-Out	0	3,750,000		3,750,000
Capital Outlay	6,217,780			6,217,780
Ending Fund Balance	22,621,114		\$3,750,000	18,871,114
Total Accounted For	\$183,423,403	\$3,750,000	\$3,750,000	\$183,423,403

JUSTIFICATION: This budget amendment is submitted for information only to the District Board of Trustees to process a non-mandatory transfer to Fund 7 for the construction of Building 4.

Certified _____
President

July 19, 2011
Date

Adopted July 19, 2011
Date

BUDGET AMENDMENT REQUEST

COLLEGE: VALENCIA COLLEGE

FISCAL YEAR: 2011-2012

Be it resolved that the District Board of Trustees, Valencia College, in meeting assembled, pursuant to Section 1011.30, Florida Statutes, and Rule 6A-14.0716(5)(b), Florida Administrative Code, hereby requests the Florida College System to approve amendments to the college budget for the fiscal year as follows:

REASONS FOR BUDGET AMENDMENT: Place an "X" by the applicable reason for amendment.

X (1) JUSTIFICATION: To budget transfer of funds from Fund I (Current Fund - Unrestricted) to:

Fund	Amount	Explanation
Fund 7 - Plant Fund	3,750,000.00	Nonmandatory transfer of funds in the amount of \$3,750,000 for construction of Building 4 Osceola Campus .

_____ (2) CHANGE IN FUND BALANCE: Notification necessary only if New Fund Balance is less than 5%
 New Fund Balance _____ %

CERTIFIED AS APPROVED BY BOARD:

 President (as Secretary of the Board)

BOARD APPROVAL DATE: 19-Jul-11

DEPARTMENT OF EDUCATION

CERTIFIED AS APPROVED BY DEPARTMENT OF EDUCATION:

 CHANCELLOR, FLORIDA COLLEGE SYSTEM

DATE: _____

July 19, 2011

TO: BOARD OF TRUSTEES
Valencia College

FROM: SANFORD C. SHUGART
President

RE: RECOMMENDATION TO ADJUST 2011-2012 COMPENSATION

RECOMMENDED ACTION:

The President recommends the Board of Trustees approve the Recommendation to Adjust 2011-2012 Compensation.



President

July 19, 2011

TO: BOARD OF TRUSTEES
Valencia College

FROM: SANFORD C. SHUGART
President

RE: GUARANTEED MAXIMUM PRICE (GMP)
Building 4, Osceola Campus

At the September 21, 2010, Board meeting, the Board of Trustees approved Clancy and Theys as the Construction Manager at Risk for the above referenced project. Clancy and Theys submitted a guaranteed maximum price of \$7,357,265 for the site and foundation of Osceola Building 4. A separate Guaranteed Maximum Price will be submitted later for the building.

RECOMMENDED ACTION:

The President recommends the Board of Trustees allow the College, after input from the Board, to enter into the second of three Guaranteed Maximum Price Contracts for Construction Manager at Risk with Clancy and Theys. This Guaranteed Maximum Price is \$7,357,265, bringing the total approved GMPs to \$10,250,523.



President

July 19, 2011

TO: BOARD OF TRUSTEES
Valencia College

FROM: SANFORD C. SHUGART
President

RE: CAPITAL IMPROVEMENT PROGRAM (CIP) REPORT
FISCAL YEARS 2012-2013 THROUGH 2016-2017

The Capital Improvement Program (CIP) was created to identify, document and justify requests for dollars for the major categories of capital projects, remodeling, renovation and new construction.

In order to list a project on the CIP report, the project must be supported by recommendations included in the Educational Plant Survey. The survey is revised every five (5) years, and is being completed for submittal at the next Board of Trustees meeting.

Projects for new construction are: (projects and priorities are listed on the following pages.)

RECOMMENDED ACTION:

The President recommends the Board of Trustees approve the Capital Improvement Program for the fiscal years 2012-2013 through 2016-2017.



President

**FLORIDA COLLEGE SYSTEM
CIP - 2 SUMMARY
BUDGET REQUEST
2012-13 through 2016-17**

COLLEGE: Valencia

PRIOR NO.	Initial Req'st Yr	PROJECT TITLE	SITE NO.	PAGE REF	2012-13	2013-14	2014-15	2015-16	2016-17	
1	2008	East Campus Central Plant	2		\$ 2,718,884.00				\$ 2,718,884.00	
2	2003	Osceola Campus, Building 4	6		\$ 4,191,590.00				\$ 4,191,590.00	
3	2007	Osceola Campus, Remodel Building 2	6		\$ 2,460,366.00				\$ 2,460,366.00	
4	2011	Campus	1		\$ 1,172,075.00				\$ 1,172,075.00	
5	2003	East Campus Renovations, Building 1B	2		\$ 1,764,970.00				\$ 1,764,970.00	
6	2003	West Campus, Renovate Mod 2	1		\$ 3,398,767.00				\$ 3,398,767.00	
7	2008	East Campus, Building 2, Classrooms and labs. Remodel	2		\$ 1,729,987.00	\$ 5,030,140.00			\$ 6,760,127.00	
8	2006	Road	1		\$ 2,850,000.00				\$ 2,850,000.00	
9	2008	West Campus, Library Renovations	1		\$ 1,177,400.00	\$ 7,000,000.00			\$ 15,177,400.00	
10	2009	West Campus, remodel 5-251, 258, 262	1		\$ 492,900.00				\$ 492,900.00	
11	2003	East Campus, Renovate Classrooms for Technology	2		\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 3,000,000.00	
12	2003	West Campus, Renovate Classrooms for Technology	1		\$ 500,000.00	\$ 500,000.00	\$ 500,000.00		\$ 1,500,000.00	
13	2009	West Campus, Renovations.	1		\$ 900,000.00	\$ 900,000.00	\$ 900,000.00	\$ 900,000.00	\$ 4,500,000.00	
14	2003	South East Campus Land Purchase	7		\$ 2,260,000.00				\$ 2,260,000.00	
15	2005	College of Arts and Entertainment	2		\$ 2,080,107.00	\$ 23,820,576.00	\$ 2,223,594.00		\$ 28,124,277.00	
16	2008	Osceola Campus Land Purchase	6			\$ 3,000,000.00			\$ 3,000,000.00	
17	2003	Osceola Campus Parking Garage	6		\$30,321,000.00				\$30,321,000.00	
18	2003	West Campus, Site Improvements	1		\$ 1,600,000.00	\$ 1,600,000.00			\$ 1,900,000.00	
19	2003	East Campus, Site Improvements	2		\$ 1,000,000.00	\$ 1,000,000.00			\$ 1,000,000.00	
20	2011	Land Purchase in Poinciana(South West Campus)	10		\$3,000,000.00				\$3,000,000.00	
21	2011	Construct Building 1 in Poinciana(South West Campus)	10		\$12,983,000.00	\$12,742,000.00			\$25,725,000.00	
22	2005	Administrative Center	3					\$20,253,837.00	\$ 23,314,534.00	
23	2007	Winter Park, Site Upgrade	5			\$ 250,000.00			\$ 250,000.00	
24	2007	Osceola Hospitality/Entertainment/Digital tech	6			\$ 4,192,932.00	\$39,201,389.00		\$ 43,394,321.00	
25	2009	Aviation Training	7				\$ 1,976,513.00	\$20,354,767.00	\$ 22,331,280.00	
26	2003	East Campus Parking Garage	2					\$27,668,520.00	\$27,668,520.00	
27	2011	Construct Building 9 East Campus	2			\$13,706,000.00	\$13,244,000.00		\$26,950,000.00	
28	2011	Construct BLDG 16 West Campus	1			\$13,829,000.00	\$14,364,000.00		\$28,193,000.00	
29	2011	Construct Building 2 at Lake Nona (South East)	7				13,706,000	13,244,000	26,950,000	
TOTAL PROJECTS					\$29,216,939	\$59,714,247	\$83,140,508	\$106,469,333	\$65,827,984	\$344,369,011

July 19, 2011

TO: BOARD OF TRUSTEES
Valencia College

FROM: SANDFORD C. SHUGART
President

REF: Annual Prequalification of General Contractors and Construction Managers
for the Period of August 1, 2011 - July 31, 2012

Request for Qualifications (RFQ) 10/11-17 to prequalify general contractors and construction managers was issued on May 26, 2011. The RFQ was locally advertised and posted on the Valencia Procurement web-site. In addition, notification was sent directly to all known area contractors.


Seventy-eight firms submitted qualification applications.

A public evaluation meeting was held, as published, on Wednesday June 29, 2011, at 9:30 AM, in building eight, on Valencia's West Campus. All but one of the firms that submitted qualifications was placed on the pre-qualified list.

A committee composed of Bareaa Darkhabani, Mark Hose and Helene Loiselle reviewed the applications. Ed Ames served as the ex-officio member of the committee representing Procurement. The prequalification criteria included staffing strength, LEED accreditations, bonding capacity, experience, license, claims history, insurance coverage, and references. Based on the evaluation of the firms' qualifications, the committee recommends that the firms on the attached list be prequalified in the categories as listed:

RECOMMENDATION:

The President recommends that the Board of Trustees approve the attached list of General Contractors and Construction Managers for prequalification.



President



**REQUEST FOR QUALIFICATIONS (RFQ) 10/11-17
GENERAL CONTRACTORS AND CONSTRUCTION MANAGERS
Qualification Period August 1, 2011 through July 31, 2012**

Category 1 - \$0 - \$1,000,000.00 (Zero dollars to one million dollars)

Category 2 - \$1,000,001.00 - \$10,000,000.00 (one million and one to ten million dollars)

Category 3 - \$10,000,001.00 and up - (greater than ten million and one dollars)

* Only contractors with experience in higher education projects will be placed in category 3.

Category 1	Category 2	Category 3
A2 Group Inc	AD Morgan	Ajax Building Corporation
Abba Construction Inc	Arellano Construction	Allstate Construction Inc
ACY Contractors LLC	BRPH Architects and Engineers	Barton Malow Company
AD Owens Construction	Diaz Fritz Isabel General Contractors	BE&K Building Group A KBR Company
Axios Construction Services LLC	Emmett Sapp Builders	Biltmore Construction Co Inc
Building Management Systems	Gomez Construction	Brasfield & Gorrie
C&S Companies - Technical Resources	Johnson- Laux Construction	Clancy & Theys
Certified General Contractor Inc	MLB Construction Services, LLC	Cutler Associates Inc
CM Engineering Services Florida PLLC	RD Michaels Inc	Doster
Encotech Services Inc	RE Harris Construction	DPR Construction
FHP Tectonics Corp	RL Burns Inc	Gates Builders Inc
Harbco General Contractors	Roger B Kennedy Inc	Hardin Construction
Harkins Development Corporation	Sauer, Inc	Haskell Americas Design Build
Heard Construction Inv	T&G Constructors	Hensel Phelps Construction Co
HGR - Heinkel, Griffin, & Rufrano	Tucker Construction and Eng	HJ High Construction Co
Hodges Brothes Inc Roofing & Const.		J Kokolakis Contracting Inc
Jordan Development & Construction LLC		James A. Cummings
MCI Mulligan Constructors		Juneau Construction Company
MVB & Associates Inc		Manhattan Kraft Construction, Inc.
PW Hearn Inc.		MAPP Construction LLC
RW Paul Construction Inc		McCree Design Builders Inc
SEMCO Construction, Inc		Mills Gilbane
Speegle Construction II Inc		Morganti Group Inc
Terra Firma Construction Mgmt Inc		PCL Construction Services Inc
Votum Construction		Perry - McCall Construction
W&J Construction Corporation		Peter R. Brown Construction
		PPI Constr. Management
		Stiles Corporation
		Suffolk Construction
		Turner
		Walbridge
		Walker & Company
		Welbro Building Corporation
		Whiting Turner Contracting Co
		Williams Company Building Division

**Valencia College
Compliance and Auditing Department
Audit Plan 2011-2012**

Financial	Scope	Status
Tuition and Fee Revenue Audit – AY2011	Reconcile tuition and fee revenue to enrollment.	
Follow Up Reviews		
Florida Auditor General (FLAG) Operational Audit (Report No. 2011-025)	Review audit issues notated within the report to determine the status of corrective measures.	
Payroll Process (Report No. CA2010-104)	Review audit issues notated within the report to determine the status of corrective measures.	
Student Activity Expenditures (Report No. CA2010-105)	Review processes in place to account for financial management of student activity funds.	
Procurement Card System (Report No. CA2010-105)	Review processes in place over the procurement card system.	
Work Order Process (Report No. CA-2011-111)	Review audit issues notated within the report to determine the status of corrective measures.	
FLAG A-133 Audit (Report No. 2011-167)	Review audit issues notated within the report to determine the status of corrective measures.	
Other Services		
Unannounced Cash Counts	Perform cash counts of selective locations during the year.	
Year-end Bookstore Inventory	Validation of bookstore inventory for financial statement purposes.	
Contingent		
Property Control Process	Review processes in place to safeguard and properly account for furniture, machinery, and equipment.	

Note: Audit plan is subject to change due to unforeseen high risk projects, whistleblower issues or special administrative projects that require internal audit resources.

July 19, 2011

TO: BOARD OF TRUSTEES
Valencia College

FROM: SANFORD C. SHUGART
President

RE: CONTINUING EDUCATION COURSES AND FEES

RECOMMENDED ACTION:

The President recommends that the Board of Trustees approve the Continuing Education courses and fees as presented.



President

CONTINUING EDUCATION

Courses and Fees

July 2011 Board Meeting

Center for Financial Services and Accounting

Course Area	Course Number	Course Title	Fee
CNP	7854	Payroll Practice and Management - ONLINE	\$1,595.00

Center for Global Languages

Course Area	Course Number	Course Title	Fee
YSC	13001	ESL for Kids Beginner	\$100.00
YSC	13002	ESL for Kids Intermediate	\$100.00

July 19, 2011

TO: BOARD OF TRUSTEES
Valencia College

FROM: SANFORD C. SHUGART
President

RE: HUMAN RESOURCES AGENDA

RECOMMENDED ACTION:

The President recommends that the Board of Trustees approve the Human Resources Agenda as proposed.



President

Agenda for Human Resources



Valencia College

District Board of Trustees

July 19, 2011

Valencia College

Agenda for Human Resources

Executive/Administrative Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Tiller, Barbara J.	VP Academic Affairs (Interim)	06/02/11		
<i>Separations</i>				
Gombash, Elizabeth T.	Asst VP, Resource Development	06/29/11		

Instructional Personnel – Tenure Earning/Tenured

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Internal Changes</i>				
Ansiello, Remy C.	Counselor	06/27/11		
<i>Leave of Absence - Return</i>				
Bush, Wendy E.	Professor, Mathematics	06/17/11		
Comerford, Amy J.	Professor, Mathematics	06/17/11		

Professional Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Internal Changes</i>				
Boiani, Donna G.	Functional IS Support Specialist	07/01/11		
Boles, Sonja M.	Dir, Admissions & Records	07/01/11		
Brandolini, Nicoleta D.	Director, Budget/Analysis	07/01/11		
Carneiro, Ademir R.	Managing Dir, HR Info Services	07/01/11		
Cooper, Bettie J.	Dir, Payroll Services	07/01/11		
Dillon Anstey, Shauna L.	Ops Mgr, Conf & College Events	07/01/11		
Ferenc, Natalie M.	Coord, Conf & College Events	07/01/11		
Foster, Kimberly T.	Mgr, Learning Support Services	07/05/11		
Gallup, Rebecca D.	Dir, Conferencing and College Ev	07/01/11		
Gray, Louis L.	Coord, Admissions/Records	07/01/11		
Johnston, Terry L.	Operations Manager, CJI	07/01/11		
Larson, Lisa R.	Coord, Admissions/Records	07/01/11		

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Lewis, Jodi S.	Mgr, Instructional Tech – East	07/01/11		
McPherson, Nichole M.	Coord, Onboarding	07/01/11		
Millenson, Carol J.	Mgr, Health Continuing Ed	07/01/11		
Nakagama, Brent T.	Dir, Performance Development	07/01/11		
Pacheco, Leda L.	Coord, Employee Development	07/01/11		
Riva, Patricia A.	Ops Mgr, Energy Education	07/05/11		
Stilke, Lisa D.	Dev, Communications Systems	07/01/11		
Traynor, Carol E.	Sr Public Relations Manager	07/01/11		
Tuttle, Erin C.	Coord, Supervisor Development	07/01/11		
<i>Separations</i>				
Brennan, Lois D.	Coord, Winter Park Campus	07/29/11		4.
Mizelle, Franklin K.	Coord, Security Administration	09/30/11		4.

Professional Personnel – Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Bell, Kristol	Coord, Career Prgm Advis, A&E	07/01/11	06/30/12	1.
Fedell, Kathy A.	Coord, Career Prgm Advis, E	07/01/11	06/30/12	1.
Foster, Kimberly T.	Coord, Career Prgm Advis, O	07/01/11	06/30/12	1.
Gaston-McGriff, Sharyn E.	Coord, Career Prgm Advis,W	07/01/11	06/30/12	1.
Joseph, Kenyatta K.	Coord, Career Prgm Advis, AH	07/01/11	06/30/12	1.
Jusino, Elizabeth E.	Coord, Career Prgm Advis, E	07/01/11	06/30/12	1.
Little, Kimberly M.	Coord, Career Prgm Advis, E	07/01/11	06/30/12	1.
Love, Amy J.	Coord, Career Prgm Advis, W	07/01/11	06/30/12	1.
Moore-Johnson, Beverly J.	Coord, Career Prgm, Advis, W	07/01/11	06/30/12	1.
Ribley, Julia H.	Mgr, Outreach	07/01/11	06/30/12	1.
Schneller, Nicole M.	Coord, Career Pathways	07/01/11	06/30/12	1.
Sickler, Launa B.	Coord, Career Prgm Advis, E	07/01/11	06/30/12	1.
Terrill, Patricia	Coord, Career Prgm Advis, W	07/01/11	06/30/12	1.

Notes:

1. Grant Funded; 2.Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Enterprise Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Internal Changes</i>				
Maldonado, Rosalba	International Program Coord	06/13/11		

Career Service Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Calderon-Guzman, Vivian S.	Computer Support Specialist I	06/27/11		
Shirley, Joseph A.	Groundskeeper	06/13/11		
Volley, Henry A.	Custodian	06/27/11		
<i>Internal Changes</i>				
Aguenegou, El Mostapha	Graphic Designer, Sr – Inter	07/01/11		
Antolinez, Diana M.	Instructional Assistant, Sr	07/01/11		
Bisogno, Barbara A.	AR Specialist	07/01/11		
Branham, Joanna R.	Library/ACS Accounting Spec	07/01/11		
Burgos-Reynoso, Lizza M.	Administrative Assistant	07/01/11		
Charriez, Javier	ICL Instructional Supp Super	07/01/11		
Diaz, Elaine	Accounting Clerk Senior	07/01/11		
Dorlus, Philomene	AR Specialist	07/01/11		
Fraser, Trevor I.	Testing Center Specialist	07/01/11		
Johnson, Peggy J.	Administrative Assistant	07/01/11		
Koerner, Nancy W.	AR Specialist	07/01/11		
Lawrence-Pusey, Angela S.	Administrative Assistant	07/01/11		
LeCroy, Mary F.	Bookstore Asst Manager	07/01/11		
Long, William D.	Property Management Coord	07/01/11		
Maldonado, Jr., Wilberto	Bookstore Asst Manager	07/01/11		
Miller, Marsha L.	Bookstore Asst Manager	07/01/11		
Nicoletto, Vivian M.	Bookstore Asst Manager	07/01/11		
Rhoden, Thomas G.	Custodial Assistant Supervisor	06/06/11		
Saul, Victor L.	AR Specialist	07/01/11		
Schmucke, Marta N.	Lab Manager	07/01/11		
Shadik, Abdool A.	Custodian	06/27/11		
Shelton, April L.	Budget Specialist	07/01/11		
Swanson, Janice M.	Administrative Assistant	07/01/11		

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Taylor, Rodney D.	Custodial Working Supervisor	07/01/11		
Thevenin, Jackson H.	Custodial Working Supervisor	07/01/11		
<i>Separations</i>				
Guevara, Amantina	Custodian	10/31/11		4.
King, Jr., James E.	Custodian	06/21/11		
Telleria, David	Library Assistant	07/12/11		

Career Service Personnel – Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Diaz, Emilita A.	Perkins Tech Supp Specialist	07/01/11	06/30/12	1.
Mahana, Patricia E.	Perkins Records Specialist	07/01/11	06/30/12	1.

Part-time Instructional Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Arias, Luz	Foreign Languages			
Arnold, Jonathan	Physics/Physical Science			
Bergan, Nicholas	Economics			
Brookins, Ramona	Business			
Brusentsova, Tatyana	Physics/Physical Science			
Cashen, Marguerite	Sociology			
Chisholm, Jessica	Computer Engineer			
Dean, Angela	Biological Science			
Fazecas, Michaela	Political Science			
Garrison, Chandele	Student Ser Admin/CROP			
Hamilton, Maurice	Student Ser Admin/CROP			
Kashnow, David	Respiratory Therapy			
Keith, Michelle	Cardiovascular Technology			
Leblanc, Camille P.	Criminal Justice Institute			
Lecocq, Robert J.	Speech			
Lemieux, Justin	Criminal Justice Institute			
Lorscher, Christopher	Physical Science			

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Moss, Mark J.	Mathematics			
Mullin, Dale L.	Computer Engineering			
Nappo, Elizabeth M.	English			
Nardone, Jr., Donald J.	Criminal Justice Institute			
Piland, Tiffany E.	Humanities			
Ragland, Kinyel K.	Political Science			
Ramsier, Heather S.	Political Science			
Rutherford, Laura T.	English			
Wildblood, Roberta A.	Nursing			
Zane, Scott D.	Criminal Justice Institute			

Part-time Hourly Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Brown, Taylor R.	Human Resources			
Connelly, Jacqueline R.	Mathematics			
Cordova Rivera, Julix M.	Internship & Workforce			
Cuachio, Thais R.	Student Activity Tutoring			
Cudney, Christopher	Biological Science			
Ferguson, Linda A.	Student Activity SL			
Khederoo, Alia	Student Activity SL			
Lewis, Markenzi E.	Grounds Maintenance			
Matlock, Kelley S.	Standardized Testing			
Perez, Crystal M.	Dean of Students			
Pham, Linda K.	Student Activity Tutoring			
Pulliam, Mohhamad	Student Activity SL			
Reyes, Nandy J.	Biological Science			
Vargas, Oscar M.	Hospitality & Tourism			
Villarreal, Maria B.	Mathematics			
Williams, Andre	Student Activity SL			

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

July 19, 2011


TO: BOARD OF TRUSTEES
Valencia College

FROM: SANFORD C. SHUGART
President

RE: SUBMISSION OF GRANT PROPOSALS

RECOMMENDED ACTION:

The President recommends that the Board of Trustees approve the submission of grant proposals as presented.



President

GRANT SUBMISSIONS

July 2011

GRANT	DESCRIPTION	AMOUNT REQUESTED	MATCH	STATUS
<p>Perkins IV - Career and Technical Education Postsecondary Programs</p> <p>Florida Department of Education Division of Career and Adult Education Carl D. Perkins IV Act</p> <p>Project Director: Nasser Hedayat</p>	<p>This grant will continue to support the college's workforce education efforts by covering the costs associated with programs and services related to retention, completion, and placement, including basic Career Pathways expenses.</p>	<p>\$1,952,139.00</p>	<p>None</p>	<p>Pending (decision expected July 2011)</p>
<p>Humanities Project (East Campus) (Year 1 of 3)</p> <p>National Endowment for the Humanities Humanities Initiatives for Institutions with High Hispanic Endowment</p> <p>Project Director: Terry Pasfield</p>	<p>This multi-year project will support curricular development integrating exhibitions at the Anita S. Wooten East Campus Gallery into art history course content. Humanities faculty will engage in a workshop to develop deeper knowledge of a culturally significant gallery exhibition representing Latin culture and issues socially relevant to the Hispanic community. Other activities include developing art history curricula around the exhibition; conducting a forum involving a visiting scholar, an artist or art historian, and a member of the local Hispanic community during the exhibition's opening night reception; and utilizing students as supplemental learning leaders for an art history course.</p>	<p>\$100,000.00</p>	<p>None</p>	<p>Pending (decision expected November 2011)</p>

GRANT	DESCRIPTION	AMOUNT REQUESTED	MATCH	STATUS
<p>Humanities Project (Osceola Campus) (Year 1 of 3)</p> <p>National Endowment for the Humanities Humanities Initiatives for Institutions with High Hispanic Endowment</p> <p>Project Director: Marlene Temes</p>	<p>This two-year project will support two curricular projects focusing on the pre-Columbian era. HUM 1020 faculty will engage in learning experiences led by a faculty scholar to develop deeper knowledge and understanding of three pre-Columbian cultures (Aztec, Maya, & Inca), resulting in a stronger integration of these cultures in the Introduction to Humanities course. Other activities include the development of a new course in pre-Columbian cultures solely dedicated to the indigenous cultures of the Americas.</p>	<p>\$100,000.00</p>	<p>None</p>	<p>Pending (decision expected November 2011)</p>
<p>Safety and Security: Risk Management Project (East and West Campuses)</p> <p>Florida Department of Education Higher Education Emergency Communication</p> <p>Project Director: Tom Lopez</p>	<p>This short-term project will enable the acquisition and installation of hardware to expand the college's Emergency Mass Notification (EMN) system utilizing existing panels. Another layer of emergency notification capability is created by connecting buildings with an existing EMN capable panel to a centralized source that allows monitoring and broadcasts of EMN messages. This funding updates the existing public notification and warning system.</p>	<p>\$60,000.00</p>	<p>None</p>	<p>Pending (decision expected July 2011)</p>
<p>College Reach-Out Program</p> <p>Florida Department of Education Bureau of School Improvement</p> <p>Project Director: Tanisha Carter</p>	<p>Submission of this application secured additional funding made available by the Florida Department of Education for the Valencia College College Reach-Out Program (CROP) 2010-2011 budget. Additional funding will support CROP student participation in an educational field trip conducted during summer 2011.</p>	<p>\$6666.67</p>	<p>None</p>	<p>Funded July 6th, 2011</p>

July 19, 2011

TO: BOARD OF TRUSTEES
Valencia College

FROM: SANFORD C. SHUGART
President

RE: PROPERTY DELETIONS

Surplus, trade-in, obsolete, economically unrepairable, or missing equipment items are periodically deleted from the property records of the College. Equipment which is surplus, obsolete or not economically repairable may be donated to local school systems, non-profit organizations or other governmental entities.

Per Florida Statute 274.02, equipment with a cost or fair market value of \$1,000 or more and a projected useful life of more than one year must be recorded in the financial records as property for inventory purposes. Therefore, original cost reflects the cost of the item at the date of acquisition, or the estimated fair market value at the date received, in the case of gifts.

Equipment is depreciated on a straight-line basis over the following estimated useful lives:

- Computers – three years
- Vehicles, office machines, educational equipment – five years
- Furniture – seven years

Therefore, current book value reflects the net depreciated value (acquisition cost or fair market value less depreciation).

Obsolete

4 assets with an original cost of \$5,318.44 with a book value of \$0.00

Surplus


64 assets with an original cost of \$93,433.09 with a book value of \$0.00

Economically Unrepairable

2 assets with an original cost of \$7,677.86 with a book value of \$0.00

RECOMMENDED ACTION:

The President recommends that the Board of Trustees approve the disposition and deletion of equipment from the property records as requested and authorize the College to exchange, dispose of, or trade in the items as surplus property according to Board Policy 6Hx28:06-26.



President

Property Deletion Detail

Tuesday, July 19, 2011

VCC Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
Obsolete					
00114004	4/30/1998	97-98	Laserjet Printer, Hewlett Packard, 4000	\$1,195.00	\$0.00
00116540	10/3/2000	00-01	HP LaserJet 4050N, Hewlett Packard, 4050N	\$1,292.44	\$0.00
00117768	2/27/2001	00-01	Expression, PC Connection, 1600	\$1,399.00	\$0.00
00203671	8/12/2003	03-04	Mic System, Shure, UC124/WL184	\$1,432.00	\$0.00
4 detail records				\$5,318.44	\$0.00
Surplus					
00206723	4/5/2005	04-05	PC, Dell, GX280	\$1,451.33	\$0.00
00208865	4/25/2006	05-06	Printer, Dell, 5300N	\$1,171.00	\$0.00
00210299	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210300	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210301	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210302	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210303	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210304	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210305	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210306	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210307	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210308	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210309	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210310	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210311	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210312	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210313	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210314	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210315	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210316	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210317	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210318	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210319	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210320	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210321	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210322	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210323	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210324	2/27/2007	06-07	PC, Dell, 745	\$1,311.01	\$0.00
00210430	3/27/2007	06-07	PC, Dell, 745	\$1,548.80	\$0.00
00210431	3/27/2007	06-07	PC, Dell, 745	\$1,548.80	\$0.00
00210433	3/27/2007	06-07	PC, Dell, 745	\$1,548.80	\$0.00
00210476	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210477	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210478	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210479	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00

VCC Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
00210480	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210481	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210482	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210483	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210486	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210487	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210488	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210489	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210490	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210491	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210492	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210493	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210494	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210495	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210496	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210498	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210499	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210500	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210501	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210502	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
00210505	3/27/2007	06-07	PC, Dell, 745	\$1,367.89	\$0.00
G00002588	9/25/2001	01-02	Laptop, Dell, PIII	\$2,318.90	\$0.00
G00002589	9/25/2001	01-02	Laptop, Dell, PIII	\$2,318.90	\$0.00
G00002660	9/25/2001	01-02	Laptop, Dell, PIII	\$2,381.00	\$0.00
G00002661	9/25/2001	01-02	Laptop, Dell, PIII	\$2,381.00	\$0.00
G00002662	9/25/2001	01-02	Laptop, Dell, PIII	\$2,381.00	\$0.00
G00002676	10/2/2001	01-02	Laptop, Dell, PIII	\$2,497.00	\$0.00
G00002731	10/16/2001	01-02	Laptop, Dell, I8100	\$2,318.90	\$0.00
G00003914	6/29/2007	06-07	PC, Dell, 745	\$1,284.15	\$0.00
64 detail records				\$93,433.09	\$0.00
Economically Unrepairable					
00206904	5/26/2005	04-05	Printer, Dell, 7750DN	\$5,887.24	\$0.00
00210859	5/24/2007	06-07	Laptop, 09-017, Dell, D620	\$1,790.62	\$0.00
2 detail records				\$7,677.86	\$0.00
Grand Total	70 detail records			\$106,429.39	\$0.00