



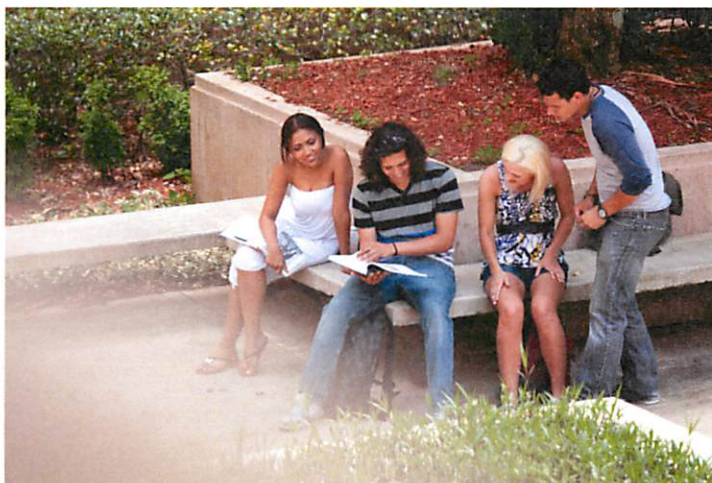
# THE DISTRICT BOARD of TRUSTEES of VALENCIA COLLEGE

**Regular Board Meeting**

**June 19, 2012**

**Valencia College East Campus • 5-112**

701 N. Econlockhatchee Trail • Orlando, FL • 32825



# VALENCIA COLLEGE

**DATE:** June 10, 2012

**TO:** Board of Trustees of Valencia College

**FROM:** Sanford C. Shugart, President

**SUBJECT:** Trustees' Meeting – Tuesday, June 19, 2012

Dear Members of the Board:

Enclosed are the materials for the District Board of Trustees Meeting to be held on:

**Date:** Tuesday, June 19, 2012

**Time:** 8:30 AM

**Location:** Valencia College East Campus  
701 N. Econlockhatchee Trail, Bldg. 5-112  
Orlando, FL 32825

Designated parking will be provided at Parking Lot B indicated in the attached map of the East Campus. In addition, we have made arrangements for Valencia Volunteers to meet you upon arrival and show you the way to the room where the meeting will be held.

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

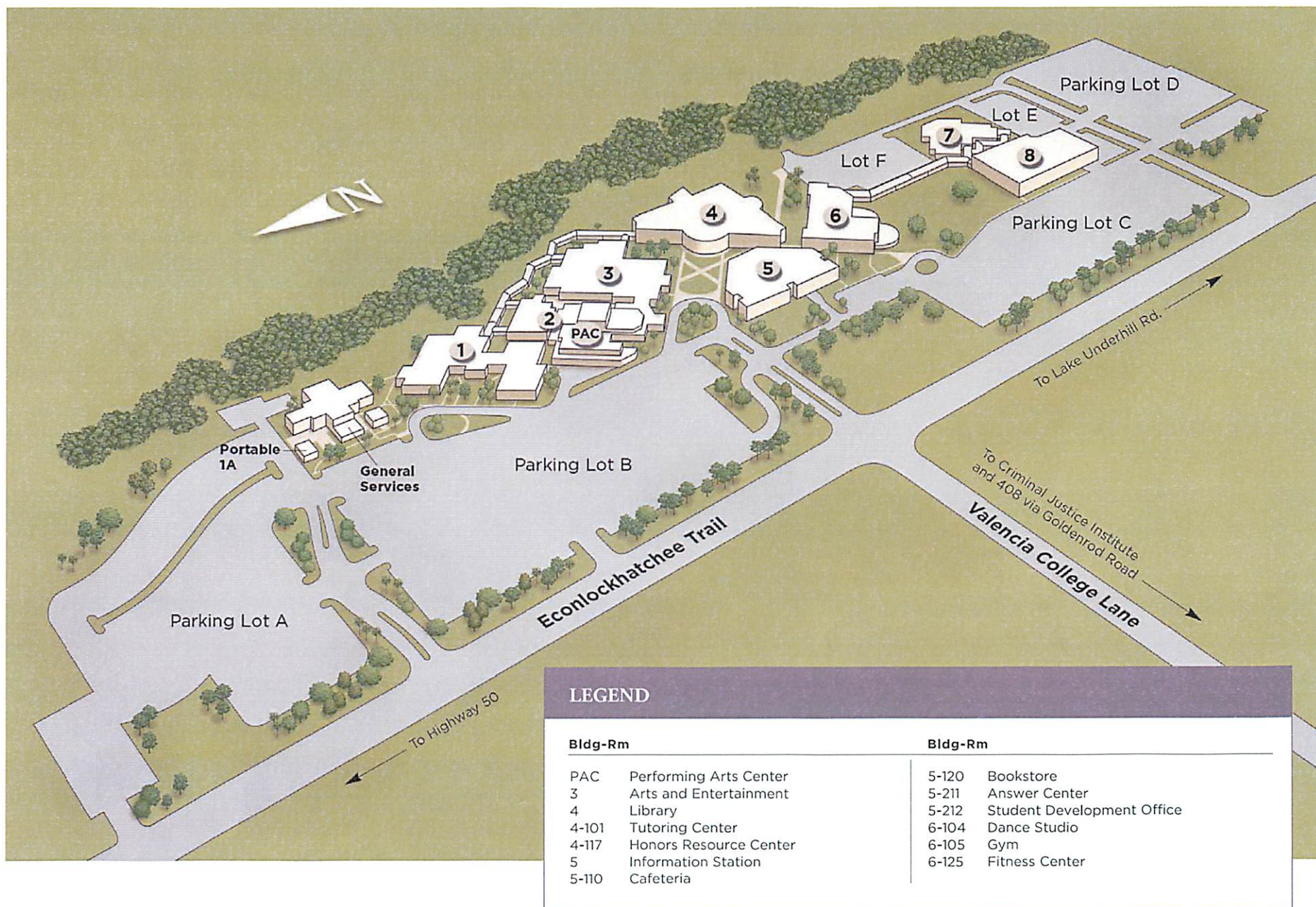
Yours truly,



Sandy

SCS/dms  
Attachments





## LEGEND

### Bldg-Rm

PAC	Performing Arts Center
3	Arts and Entertainment
4	Library
4-101	Tutoring Center
4-117	Honors Resource Center
5	Information Station
5-110	Cafeteria

### Bldg-Rm

5-120	Bookstore
5-211	Answer Center
5-212	Student Development Office
6-104	Dance Studio
6-105	Gym
6-125	Fitness Center





**VALENCIA COLLEGE**  
**DISTRICT BOARD OF TRUSTEES**  
Orlando, Florida

Regular Meeting  
June 19, 2012 – 8:30 a.m.

EAC 5-112– East Campus  
701 N. Econlockhatchee Trail, Orlando, FL 32825

**AGENDA**

**THIS MEETING IS OPEN TO THE PUBLIC**

**Call to Order** – *Ms. Bertica Cabrera Morris, Board Chair*

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

**Pledge of Allegiance to the Flag**

- I. Approval of Minutes** – May 15, 2012, Regular Meeting
- II. President's Report** – *Dr. Sanford Shugart, President*
- III. New Business**
  - 1. President's Evaluation
  - 2. Renewal of Contract of Employment for the President
  - 3. Annual Operating Budget for Fiscal Year 2012-2013
  - 4. Budget Amendment Request
  - 5. Architectural Services Student Services Building Renovation Request for Qualifications (RFQ) 11/12-26
  - 6. Architectural Services for Park Place Building Renovations at MetroWest Request for Qualifications (RFQ) 11/12-28
  - 7. Annual Continuing Contract for Architectural Services Request for Qualifications (RFQ) 11/12-19
  - 8. Request to Designate Fund Balance for Renovation of District Office
  - 9. Downtown Center Lease
  - 10. Capital Improvement Program (CIP) FY2013/2014 – 2017/2018
  - 11. Delinquent Account Write-off
  - 12. Spot Survey of Facility Needs
  - 13. Continuing Education Courses and Fees
  - 14. Human Resources Agenda
  - 15. Submission of Grant Proposals
  - 16. Property Deletions
- IV. Board Comments**
- V. Reports**
  - A. Valencia Foundation Report - *Ms. Lori Kifer-Johnson, Trustee*
  - B. Faculty Council Report - *Mr. Robert McCaffrey, President, Faculty Association*
  - C. Student Readiness & Progression Report – *Mr. Kurt Ewen, Assistant Vice President, Assessment & IE*
  - D. Student Activity Audit – *Ms. Undria Stalling, Internal Auditor*
  - E. Construction Report - *Mr. Keith Houck, Vice President, Vice President, Operations & Finance*
  - F. Valencia East Campus Report –*Dr. Maryke Lee, Dean of Mathematics*
- VI. Other Business**

**APPROVAL OF  
MAY 15, 2012  
DBOT MEETING MINUTES**

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

**Minutes**

**May 15, 2012**

Valencia College – Downtown Center

**Members Present**

Ms. Bertica Cabrera-Morris, Chair

Ms. Jerry D. Buchanan

Mr. Guillermo Hansen

Ms. Lori Kifer-Johnson

Mr. Lewis M. Oliver III

Mr. Fernando Perez

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

**Members Absent**

Ms. Maria Grulich Toumazos, Vice Chair

**Call to Order**

Chair Cabrera Morris called the meeting of the District Board of Trustees of Valencia College to order at 8:36 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 Allegiance**

The Pledge of Allegiance was recited by all.

**Approval of Minutes  
April 17, 2012**

Chair Cabrera Morris called for approval of the April 17, 2012 board meeting minutes. A motion was made by Trustee. Oliver and seconded by Trustee Quittschreiber to approve the April 17, 2012 Regular Board Meeting Minutes. The motion was approved unanimously.

**President's Report**

President Shugart introduced Ms. Amy Bosley, Associate Vice President for Organizational Communications and Development, who in turn introduced a group from Leadership Valencia. The program is designed to encourage employee development and growth, building on the framework of leadership.

President Shugart thanked the trustees for their participation and active involvement in the College's 2011-12 commencement ceremony and gave special thanks to Dr. Joyce Romano, Vice President for Student Affairs for the success of the event.

President Shugart introduced Mr. Robert Hickman, Engineer for Maintenance Operations at the West Campus and announced that the college is the recipient of the Association of Energy Engineers Award, given in recognition for the reduction of the use of water at the West Campus.

President Shugart discussed the general community interest brought about by the Economic Impact Report.

President Shugart stated that the College was given an award by the American Association of Community Colleges at their recent annual convention held in Orlando, in recognition for having won the Aspen Prize.

Dr. Shugart provided an update on student enrollment indicating that enrollment is down overall from that of the previous year; the president stated that this nationwide enrollment trend may be a sign of an improving economy.

Dr. Shugart provided an update on the state's budget situation and discussed some of the key-points directly impacting the College.

Dr. Shugart stated that he served as the commencement speaker at the University of Central Florida's "College of Arts and Humanities" and "College of Engineering" commencement ceremony on May 3. Dr. Shugart emphasized that UCF remains a strong, committed partner.

**Remarks**

Chair Cabrera Morris encouraged the board members to contribute suggestions or ideas pertaining to possible board community involvement and activities beneficial to the College.

**NEW BUSINESS:**

1. **Re-Designate Fund Balance for Purchase of Metrowest Land** – Trustee Oliver moved to authorize the designation of \$2.7 million originally designated for the potential purchase of land associated with the Osceola Campus, to be instead designated for the potential land purchase in Metrowest and parking improvements associated with it. The motion was seconded by Trustee Buchanan and approved unanimously.
2. **Designate Fund Balance for Remodeling of Osceola Building 2** – Trustee Oliver moved to authorize the designation of \$1.3 million from Fund Balance for the renovation of Osceola Bldg. 2. Trustee Buchanan seconded, and the item was approved unanimously.
3. **Approval of Budget Keystones** – Mr. Keith Houck presented four different scenarios for budget options for FY2012-2013. Discussion ensued and Mr. Oliver made a motion to approve the Budget Keystones – Option A\* which specifically calls for no net increase in fees to students by maintaining total tuition and fees at \$99.06 per credit hour, by reducing the Capital Improvement fee by \$2.00 per credit hour, and increasing tuition by \$2.00 per credit hour.

A follow-up motion was made by Trustee Oliver that the Board adopt a plan by the next board meeting to represent our funding challenges and needs to the legislature and seek fundamental and structural changes to the way the Florida College System is incentivized and funded going forward. Trustee Perez seconded the motion and it was approved unanimously.

4. **Contract for Architectural Services Request for Qualifications (RFQ) 11/12-19** – President Shugart suggested that this item be moved to the June DBOT meeting for further discussion. The board concurred.
5. **Approval of the 2012-2013 Catalog and Student Fee Schedule** – A motion was made by Trustee Oliver to approve this item, and seconded by Trustee Quittschreiber, and the motion passed unanimously.

**Consent Agenda**

Trustee Oliver moved to accept the remaining Items 6 through 11 of the consent agenda, seconded by Trustee Quittschreiber and the members of the board unanimously approved the following actions:

6. Policy Revision:
  - a. Adopt Policy 6Hx28:3E-01 – Full-Time Personnel Performance Evaluations
  - b. Adopt Policy 6Hx28:3C-02.3 – Overtime Compensation for Career Service Employees
7. Additions, Deletions or Modifications of Courses and Programs
8. Continuing Education Courses and Fees
9. Human Resources Agenda
10. Submission of Grant Proposals
11. Property Deletions

**BOARD COMMENTS:**

Discussion on various topics concerning the College ensued among the board members. Trustee Oliver proposed that the College investigate opportunities to increase enrollment by recruiting international students. Trustee Hansen and Trustee Perez requested a report listing current enrollment of international students at the College, comparing Valencia's international enrollment with those of the University of Central Florida. Trustee Kifer Johnson proposed that the College explore predictive analytics in academic environments. Trustee Quittschreiber suggested that the College examine options through which to offer the community additional pathways through which to further their education, in particular to those in the health labor market. Chair Cabrera Morris expressed her interest in hearing the College's point-of-view on private-public partnerships at some point in the near future.

Trustee Buchanan asked for an update on the current status of Valencia Continuing Education and President Shugart stated that Continuing Education was being relocated to the West Campus.

**REPORTS:**

**Valencia Foundation  
Report  
Construction Report**

Trustee Lori Kifer Johnson reported on the Foundation's accomplishments and activities.

Mr. Houck reported on the progress of construction projects at the Lake Nona, Osceola and West campuses.

**Faculty Council Report**

Mr. Robert McCaffrey, newly appointed Faculty Council President, and Ms. Lisa Macon, professor of Information Technology, reported on the council's continued efforts to innovate and reduce the cost of instructional materials to students.

**Internal Auditor Report**

Undria Stalling, Internal Auditor for Valencia Compliance and Auditing Department presented a follow up review report to the Auditor General.

**OTHER BUSINESS:**

President Shugart recognized Ms. Sherri Dixon, Assistant Vice President, Budget and Auxiliary Services, and the rest of the Finance Team for their exemplary work in budget preparation.

President Shugart announced that Dr. Stacey Johnson will be the new President for the Valencia East Campus. Dr. Johnson replaces Dr. Ruth Prather, who has retired. President Shugart also thanked Interim President, David Sutton, for his service.

**Adjournment**

Chair Cabrera Morris adjourned the board meeting at 11:36 a.m.

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Secretary

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Chair



# **PRESIDENT'S REPORT**