

NEW BUSINESS

PRESIDENT'S EVALUATION

**RENEWAL OF
CONTRACT OF EMPLOYMENT
FOR THE PRESIDENT**



June 19, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: RENEWAL OF CONTRACT OF EMPLOYMENT FOR THE PRESIDENT -

The proposed agreement rolls all dates forward one year, includes no proposed increase in base compensation, reestablishes the three-year Retention Compensation Pay provision, adds language regarding severance pay restrictions as required by state law and includes corresponding amendments to existing severance and termination without cause provisions, and includes minor grammatical and terminology adjustments.

RECOMMENDED ACTIONS:

It is recommended that the Board of Trustees:

1. Approve the proposed Contract of Employment for the President as presented.
2. Approve the payment of the President's earned Retention Compensation Pay immediately in lump sum, rather than accruing it and depositing it in a defined contribution plan at the time of the President's termination of employment at the college as provided by the current agreement.



President

**ANNUAL OPERATING BUDGET
FOR FISCAL YEAR 2012-2013**



June 19, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: OPERATING BUDGET FOR FISCAL YEAR 2012-13

The Operating Budget for Fiscal Year 2012-13 must be approved by the District Board of Trustees prior to be submitted for approval to the Florida Department of Education. The President recommends that the Board approve the Operating Budget as presented.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College approve the Operating Budget for Fiscal Year 2012-13 as presented.



President

BUDGET AMENDMENT REQUEST



June 19, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: BUDGET AMENDMENT REQUEST

Attached is a Budget Amendment Request for Fiscal Year 2011-12 for approval June 19, 2012, which consists of the following types of transactions:

- To transfer \$9 million of Board designated fund balance for the construction of Osceola Building 4 and purchase of land in MetroWest
- To transfer \$22,500 for the purchase of a portable at the Criminal Justice Institute
- To reallocate funds between categories and departments to meet specific program needs

RECOMMENDED ACTION:

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



President

**BUDGET AMENDMENT REQUEST
VALENCIA COLLEGE**

RESOLUTION NUMBER _____
AMENDMENT NUMBER 3

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	\$29,742,928			\$29,742,928
Revenues	159,402,289			159,402,289
Bond Proceeds	0			0
Transfer-In	1,400,000			1,400,000
Total to be Accounted For	\$190,545,217	\$0	\$0	\$190,545,217
Salaries	\$124,770,123	\$88,512		\$124,858,635
Current Expenses	30,365,326		160,775	30,204,551
Transfer-Out	3,750,000	9,000,000		12,750,000
Capital Outlay	7,021,147	94,763		7,115,910
Ending Fund Balance	24,638,621		\$9,022,500	15,616,121
Total Accounted For	\$190,545,217	\$9,183,275	\$9,183,275	\$190,545,217

JUSTIFICATION: This budget amendment reflects reallocation of funds between major object levels of expenditures to meet program needs, the purchase of CJI portable and a transfer out of \$9,000,000 for purchase of land and Osceola Bldg. 4 approved already at December Board meeting.

Certified _____
President

June 19, 2012
Date

Adopted June 19, 2012
Date

**ARCHITECTURAL SERVICES
STUDENT SERVICES BUILDING RENOVATION
REQUEST FOR
QUALIFICATIONS (RFQ) 11/12-26**



June 19, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: ARCHITECTURAL SERVICES STUDENT SERVICES BUILDING RENOVATION
REQUEST FOR QUALIFICATIONS (RFQ) 11/12-26

The following twenty-one (21) firms submitted qualifications to provide architectural services for the Student Services Building renovations on Valencia's West Campus:

- Amec
- Baker Barrios Architect
- Bentley Arch. & Engineers Inc.
- Borelli & Partners, Inc.
- Canerday, Belfsky & Arroyo Arch.
- CT Hsu & Associates
- DJ Design / OCI
- DLR Group
- Florida Architects
- Furr & Wegman
- Hawkins, Hall and Ogle Arch.
- HKS
- KTH Architects
- KZF Design Studio
- Little
- Lunz Prebor Fowler Architects
- PDG Powell Design Group Inc.
- Pond & Company
- Schenkel Shultz
- Song & Associates
- Zyscovich

A public evaluation meeting was held on Monday, May 21, 2012, to review the qualifications and shortlist the firms. The evaluation committee shortlisted the five highest scoring firms and scheduled them for presentations/interviews. The five shortlisted firms were: CT Hsu & Associates, DLR Group, Florida Architects, HKS, and Schenkel Shultz.

On Tuesday, May 29, 2012, a public meeting was held to evaluate the shortlisted firms' presentations and finalize the scoring. The master score sheet was updated to reflect the combined scores, and the five shortlisted firms were ranked in the following order:

- | | |
|---------------------|-------------------------|
| (1) DLR Group | (4) CT Hsu & Associates |
| (2) HKS | (5) Florida Architects |
| (3) Schenkel Shultz | |

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College begin negotiations with DLR Group to provide architectural services for the Student Services Building renovation. Should the College not be able to negotiate a satisfactory contract with DLR Group, then negotiations will commence with the second ranked firms and so on until a fair, competitive and reasonable agreement is reached.



President

**ARCHITECTURAL SERVICES
FOR PARK PLACE BUILDING RENOVATIONS
AT METROWEST
REQUEST FOR QUALIFICATIONS (RFQ) 11/12-28**



June 19, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: ARCHITECTURAL SERVICES FOR PARK PLACE BUILDING RENOVATIONS AT
METROWEST REQUEST FOR QUALIFICATIONS (RFQ) 11/12-28

The following twenty-two (22) firms submitted qualifications to provide Architectural Services for Park Place Building renovations at MetroWest:

- AMEC Environment & Infrastructure Inc.
- Baker Barrios Architects
- Bentley Architects & Engineers Inc.
- Borrelli & Partners Inc.
- CBA Canerday, Belfsky & Arroyo Architects
- CT Hsu & Associates PA
- DJ Design Services Inc.
- DLR Group
- Florida Architects
- HKS Architects
- Hunton Brady
- KTH Architects
- KZF Design Studio
- Little
- Lunz Prebor Fowler Architects
- MLM Martin Architects Inc.
- Pond & Company
- Powell Design Group Inc.
- Rogers Lovelock & Fritz
- Song & Associates Inc.
- Eleven 18 Architects
- Zyscovich


A public evaluation meeting was held on Wednesday, May 23, 2012, to review the qualifications and shortlist the firms. The evaluation committee shortlisted the three highest scoring firms and scheduled them for presentations/interviews. The three shortlisted firms were: Baker Barrios Architects, Borrelli & Partners Inc. and Hunton Brady.

On Wednesday, May 30, 2012, a public meeting was held to evaluate the shortlisted firms' presentations and finalize the scoring. The master score sheet was updated to reflect the combined scores and the three shortlisted firms were ranked in the following order:

- (1) Borrelli & Partners Inc.
- (2) Baker Barrios Architects
- (3) Hunton Brady

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College begin negotiations with Borrelli & Partners Inc. to provide architectural services for Park Place Building renovations at MetroWest. Should the College not be able to negotiate a satisfactory contract with Borrelli & Partners Inc., then negotiations will commence with the second ranked firm and so on until a fair, competitive and reasonable agreement is reached.



President

**ANNUAL CONTINUING CONTRACT FOR
ARCHITECTURAL SERVICES
REQUEST FOR QUALIFICATIONS (RFQ) 11/12-19**



June 19, 2012

TO: BOARD OF TRUSTEES
Valencia Community College

FROM: SANFORD C. SHUGART
President

RE: ANNUAL CONTINUING CONTRACT FOR ARCHITECTURAL SERVICES
REQUEST FOR QUALIFICATIONS (RFQ) 11/12-19

To provide the necessary services to properly maintain and repair our facilities in a timely fashion, the college has continuing services contracts with professional services firms: a civil engineering firm, a mechanical/electrical/plumbing engineering firm, and a building envelope consultant. As our focus moves from new construction to renovation projects, we need to select an architectural firm for small projects (under \$2 million in total construction costs) that can be readily available. The initial term of the contract is three years, and the estimated value of the contract is projected to be \$250,000 to \$300,000. Most of the work and related fees will occur when the firm provides assistance in redesigning space in Building 2, Osceola Campus.

Due to the projected low volume of work and since Florida Statute 287.055 does not allow the college to require firms which have been awarded a continuing contract to bid against one another, we do not see a need to have more than one architectural firm selected.

The following seventeen (17) firms submitted qualifications to provide Architectural Services for a Continuing Services Contract:

- Baker Barrios Architects
- Borrelli & Partners Inc.
- CT Hsu & Associates PA
- Cuhaci & Peterson
Architects, Engineers,
Planners
- DJ Design Services Inc.
- Florida Architects
- Hawkins, Hall & Ogle
Architects Inc.
- HKS Architects Inc.
- KZF Design LLC
- Pond & Company
- Rhodes & Brito
Architects
- Rogers, Lovelock & Fritz
- Song & Associates
- Starmer Ranaldi Planning &
Architecture Inc.
- Strollo Architects
- Walker Architects
- Zyscovich Architects

A public evaluation meeting was held on Tuesday, April 3, 2012, to review the qualifications and shortlist the firms. The evaluation committee short listed the three highest scoring firms and scheduled them for presentations/ interviews. The three shortlisted firms were: Borrelli & Partners Inc., Florida Architects, and Rhodes & Brito Architects.

On Tuesday, April 10, 2012, a public meeting was held to evaluate the short listed firm's presentations and finalize the scoring. The master score sheet was up dated to reflect the combined scores and the three short listed firms were ranked in the following order:

- (1) Rhodes & Brito Architects
- (2) Florida Architects
- (3) Borrelli & Partners Inc.

RECOMMENDATION:

The President recommends that the Board of Trustees begin negotiations with Rhodes & Brito Architects to provide Annual Continuing Contract for Architectural Services to the College. Should the College not be able to negotiate a satisfactory contract with Rhodes & Brito Architects, then negotiations will commence with the second ranked firm and so on until a fair, competitive and reasonable agreement is reached.



President

**REQUEST TO
DESIGNATE FUND BALANCE
FOR
RENOVATION OF DISTRICT OFFICE**



June 19, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: REQUEST TO DESIGNATE FUND BALANCE FOR RENOVATION OF
DISTRICT OFFICE

The Valencia Foundation is in the process of purchasing a building in MetroWest for the college's new district office. Renovation of the building is needed, which will include replacement of the building's HVAC system. The President recommends that the Board reallocate \$4.0 million of operating fund balance for the cost of renovations, fixtures and moving expenses related to the MetroWest building being purchased by the Foundation for the district office.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College approve the designation of \$4.0 million of operating fund balance for the cost of renovations, fixtures and moving expenses related to the MetroWest building being purchased by the Foundation for the district office.



President

DOWNTOWN CENTER LEASE



June 19, 2012

TO: BOARD OF TRUSTEES
Valencia College

FROM: SANFORD C. SHUGART
President

RE: DOWNTOWN CENTER LEASE

The lease for the Downtown Center administrative building with the Valencia College Foundation, Inc., provides that the lease will be adjusted by an amount to be mutually agreed upon by the landlord and the tenant. A market survey was performed this year, which determined that lease rates on comparable buildings ranged from \$9.50 to \$11.50 per square foot. The Foundation has agreed to reduce the lease rate from the current \$16 per square foot to \$10.50 per square foot. The annual lease amount for 2012-2013 will be \$294,000.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees approve the lease between the Valencia College Foundation, Inc., and Valencia College for the period July 1, 2012, to June 30, 2013, in the amount of \$294,000 for the lease of the Downtown Center facility.



President

Valencia Foundation
Recommendation: DTC Lease Adjustment
May 16, 2012

Recommendation:

The foundation recommends the board approve an adjustment to the annual lease for the Downtown Center from \$447,920 to \$294,000 starting July 1, 2012.

Rationale:

The current rate of \$447,920 is based on a rate of \$16 per square foot for the 28,000-square foot building. This rate has been in effect since 2009.

Every couple of years, the college and foundation analyze comparable buildings in downtown Orlando to determine if the current rate is appropriate. After a recent review, lease rates on comparable buildings ranged \$9.50 to \$11.50 per square foot.

Based on this information, adjusting the rate for the Downtown Center to \$10.50 per square foot (\$294,000 annually) keeps the lease agreement comparable to current prices and maintains an arms-length transaction between the foundation and the college.

The college agrees to provide additional support to the foundation so that 100 percent of every philanthropic dollar continues to support donor intention, with no front-end administrative fee. Salary support from the college will increase to replace the decrease in funds received from the Downtown Center lease.

CAPITAL IMPROVEMENT PROGRAM



June 19, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: CAPITAL IMPROVEMENT PROGRAM (CIP)
FY2013/2014 – 2017/2018

The Capital Improvement Program (CIP) is required by the state to identify, document and justify requests for funding. The report is separated into three major categories of capital projects: remodeling, renovation and new construction. The CIP needs to be approved by the local board on an annual basis and submitted to the Florida Department of Education.

In order to be included in the CIP, a project must be supported by recommendations included in the Educational Plant Survey. The survey, which is updated every five years, was approved by the Board of Trustees on September 20, 2011.

RECOMMENDED ACTION:

The President recommends the Board of Trustees approve the Capital Improvement Program for the Fiscal Years 2013/2014 – 2017/2018



President

COLLEGE: Valencia
RENOVATION PROJECTS:

* Total Project Cost includes funding from all sources.

COLLEGE: Valencia

REMODELING PROJECTS:

[illegible]**TOTAL REMODELING PROJECTS**

- Total Project Cost includes funding from all sources

DELINQUENT ACCOUNT WRITE-OFF



June 19, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: DELINQUENT ACCOUNT WRITE-OFF

In accordance with Florida Statute 1010.03(2), the following amounts have been determined to be uncollectible. The President recommends that the Board approve these delinquent accounts for write off. Every effort has been made to collect these accounts, including referral to a collection agency. Each student's record has been placed on hold which will prevent future registration or the issuance of transcripts. Any future collection against these accounts will offset future bad debt expense.

The amount to be written off is as follows:

General Operations – Fund 1

Unpaid Tuition	\$ 214,987.61	
Returned Checks	9,115.92	
Veterans Deferments	70,227.75	
Return of Financial Aid	508,430.79	
Miscellaneous (Parking)	<u>7,626.80</u>	
Total Fund 1		\$810,388.87

Auxiliary Funds – Fund 3

Bookstore Returned Checks	\$ 2,700.18	
Bookstore Financial Aid	<u>122,156.77</u>	
Total Fund 3		<u>\$124,856.95</u>

Total All Funds		\$935,245.82
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RECOMMENDED ACTION:

The President recommends that the Board of Trustees approve deletion of delinquent accounts as requested.



President

Valencia College
A/R Write Off Narrative

Following are explanations of the various categories outlined in our write-off schedule.

- **Unpaid Tuition/Other Not Deleted:** An agreed business practice protects those students from deletion that are due to receive financial aid. Subsequent to the deletion, these students have had their aid cancelled or adjusted, leaving a balance due the college. These students are placed on a Financial Hold at mid-term.
- **Returned Checks:** If a student pays by check his/her account is immediately credited. Upon a return notice from the bank, the amount of the check is reversed on the student's account along with a return check fee. Fund 3 returns are checks accepted in the bookstores.
- **Veteran Affairs Deferments:** By statute, an approved veteran is allowed to defer his fees, for a period of sixty days. This will allow time for benefits to be sent from the federal government. The amounts in this category represent those students who never honored the deferral. Note: A \$25 late fee is assessed also.
- **Return of Financial Aid:** Federal financial aid is awarded to students based upon hours registered, as of a base-line frozen date. After aid is disbursed, a student may drop and/or withdraw from some or all of their classes. At mid-term, an analysis is done comparing the base line hours, to a student's current registered hours. If a student's hours are less (full time to $\frac{3}{4}$ time or part time or less), or if the drop/withdrawal triggered a course compliance conflict, a calculated charge is placed back on the account for the amount of the award that "overpaid". This calculation is required based on Federal regulation.
- **Miscellaneous:** Primarily comprised of unpaid parking fines.
- **Financial Aid/Bookstore:** This category represents students who had valid financial aid awarded to their account. These students are allowed to "charge" books against the aid posted. If aid is subsequently removed or adjusted, a residual amount will be left on the account, for the bookstore purchases.

SPOT SURVEY



June 19, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: SPOT SURVEY OF FACILITY NEEDS

Pursuant to Section 1013.31 (1)(a), Florida Statutes, administrative staff of Valencia College has prepared an amendment to the current Educational Plant Survey dated August 29, 2011. The amendment includes renovations planned for space currently occupied by Human Resources at CJI, since that department is expected to move to the new District Office, and land acquisition for parking for the new District Office. In accordance with Section 1013.31 (1)(a), F.S., this amendment must be approved by the Board.

The Educational Plant Survey was last adopted by the District Board of Trustees of Valencia College on September 20, 2011.

RECOMMENDED ACTION:

The President recommends the Board of Trustees approve the Educational Plant Spot Survey for the Criminal Justice Institute as presented.



President

CONTINUING EDUCATION COURSES AND FEES



June 19, 2012

TO: DISTRICT BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: CONTINUING EDUCATION COURSES AND FEES

The President recommends that the Board of Trustees approve the following list of Continuing Education courses and fees for June 2012:

Center for Office Administration

Course Area	Course Number	Course Title	Fee
CNP	7880	Medical Transcription Editor	\$2,695

RECOMMENDED ACTION:

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


Sanford C. Shugart
President