

**APPROVAL OF
JUNE 18, 2013
DBOT
REGULAR MEETING MINUTES**

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

Minutes

June 18, 2013

Valencia College – Downtown Center, Room 106

Members Present

Ms. Maria Grulich, Chair

Ms. Jo Quittschreiber

Mr. Lewis M. Oliver, III

Ms. Jerry Buchanan

Mr. Guillermo Hansen

Members Absent

Ms. Lori Kifer Johnson

Mr. Fernando Perez

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

Call to Order

Chair Grulich called the Regular Meeting of the District Board of Trustees of Valencia College to order at 8:45am.

Invocation

The invocation was offered by Mr. Keith Houck, Vice President of Operations and Finance.

Pledge of Alliance

The Pledge of Allegiance was recited by all.

**Approval of Minutes
May 21, 2013**

Trustee Hansen moved to approve the meeting minutes of the May 21, 2013 Regular Meeting as presented. The motion was seconded by Trustee Quittschreiber and approved unanimously.

President's Report

President Shugart informed the Board that the Trustees Commission of the Association of Florida Colleges will be holding its meeting on Sep 12-13, 2013 at the Disney Contemporary Hotel. He stated that Dr. William Mullowney, Vice President of Policy and General Counsel was in Philadelphia this week, being sworn in as Chair of the Board of the National Association of College and University Attorneys (NACUA). President Shugart stated that Dr. Mullowney is highly regarded in the NACUA community, and encouraged the Board to congratulate Dr. Mullowney on

this important achievement. President Shugart stated that the College has been named among the Top One Hundred Colleges Serving Hispanics in America, Valencia College ranking number seventeen.

He stated that documentation proposing a Poinciana Campus is in preparation and will be brought to the Board in July for their approval and further submission to the State Board of Education.

President Shugart discussed a report from the Aspen Institute. This report elaborates on the Institute's interest in promoting best practices among community colleges nationwide.

Dr. Joyce Romano, Vice President of Student Affairs and Dr. Kathleen Plinske, Osceola Campus President announced that the College was recently awarded a grant from the Louis Stokes Alliance for Minority Participation (LSAMP), sponsored by the National Science Foundation, through the Valencia Research Development Office. This grant focuses on science, underrepresented minorities and partnership. Dr. Plinske indicated that Valencia is one of five institutions in the country to receive this grant.

President Shugart also mentioned that the Institute for International Education publishes a list of community colleges that send some of their students to institutions located overseas. He indicated that twenty out of one thousand two hundred colleges in the nation have this type of program, and Valencia is the only one in Florida.

President Shugart stated that he will be providing the Board a briefing during the July Board meeting on the significant changes to College developmental education practices necessitated by legislative changes. During the July meeting, he will also address the Quality Enhancement Project (QEP), the most important part of the accreditation process. He indicated that the entire College will be engaged in this project to improve student success.

President Shugart indicated that the Governor's office may not appoint Board members until September or October 2013.

President Shugart reported on the College approach to the new funding provisions associated with the dual enrollment program. He stated he prepared a document addressed to the Council of Presidents suggesting that superintendents and presidents gather between legislative sessions and develop a proposal to treat dual enrollment as a scholarship program. He indicated that the Legislature recently passed a bill that requires the money to follow the students, meaning that school districts will now have to pay to Valencia the State approved standard tuition for high school students taking dual enrollment classes on Valencia campuses. The school districts are required to pay an agreed upon cost of instruction when dual enrollment classes are taught on high school campuses. President Shugart also indicated

his intention to address the related textbook cost issue with the school superintendents. President Shugart also reported that the College is engaged in the last stages of negotiating a contract to deliver services overseas. He indicated that the Board is not required to approve the contract as the College is providing services. This contract defines an agreement with a university system which is establishing a community college; this institution selected Valencia to be the primary source of advice on the project. President Shugart indicated that the Board may be evaluating Ms. Undria Stalling, Internal Auditor and himself during the meeting in July.

New Business

1. Operating Budget 2013-2014: Mr. Keith Houck, Vice President of Operations and Finance presented the report, which was distributed to the Board. He indicated that the State of Florida has not yet determined the budget format for fiscal year 2013-2014, but any major format changes are made will be brought to the Board during its July meeting. Mr. Keith discussed the following budget features:

- a) Budget Design Principles
- b) Revenue Assumptions
- c) Comparison of Projected Revenue by Source
- d) Comparison of Estimated Expenditures
- e) Major Changes to Expenses
- f) Fund Balances (year end)

A full discussion ensued. President Shugart stated that reduced tuition revenue will be addressed through budget controls and other revenue sources. Mr. Houck indicated that the College moved its Information Technology operations to Building 10 at West Campus and relocated the older servers to the Lake Nona Campus. He explained that as servers age they will be moved to back up positions. As of next year this strategy will save funds as no outside source will be contracted to provide backup services. Trustee Oliver praised the College administration for their great efforts in crafting this budget, while keeping tuition from increasing at the Associate Degree level. Trustee Oliver moved to approve the Operating Budget 2013-2014 as presented and Trustee Buchanan seconded. The motion was approved unanimously.

A motion was made by Trustee Quittschreiber and seconded by Trustee Oliver to accept and approve items 2, 3, 4, 5, 6, 7, 8, 9, and 10 under New Business as a consent agenda. The Board unanimously approved the following items of New Business, as recommended:

- 2. Downtown Center Lease Renewal (No Rate Change)**
- 3. Capital Improvement Program (CIP) FY 2014/2015 – 2018/2019**
- 4. Delinquent Account Write Off**
- 5. Amendment to Operating Budget 2012-2013**
- 6. Dual Enrollment Fees**

7. Continuing Education Courses and Fees
8. Human Resources Agenda
9. Submission of Grant Proposals
10. Property Deletions

Board Comments

Trustee Oliver inquired on the status of the Downtown Center move to MetroWest. Mr. Houck indicated that this will occur sometime in late Spring 2014.

Reports

A. Patient Protection and the Affordable Care Act: Dr. Amy Bosley, Interim Vice President of Human Resources and Diversity presented this report, which was distributed to the Board. Discussion ensued. Dr. Bosley praised Mr. Joe Livingston, Assistant Vice President of Human Resources and Diversity and his team for their outstanding work during this project implementation. She stated that Valencia's great health benefits produce a very high employee retention rate. Trustee Oliver praised the College staff involved in this important work.

B. Internal Auditor Report: Ms. Undria Stalling, Internal Auditor indicated that the creation of the 2014 internal audit plan is currently underway. She explained that this process includes collecting input from the Board, and that more information will be brought to the Board at the July meeting. Ms. Stalling stated that she will be receiving her first formal performance evaluation from the Board this year.

C. Faculty Council Report: Ms. Deidre Holmes Dubois, Faculty Association President, stated that the Assignment of Professors policy will be brought to the Board for adoption at the July meeting. She stated that the Tenure Summit held on May 31, 2013 was a great success. The Teaching and Learning Academy draft plan was discussed to lengthen the College tenure process from three to five years. She stated that a survey that was completed last week indicated that 95% of the academic community is ready to move forward with the new five-year plan.

D. Financial Report: Mr. Houck presented his report, which was distributed to the Board. He indicated that the College will finish the year in the black despite the decrease in enrollment; this is due to great stewardship from the College. President Shugart stated that he would like the Board's authorization to dedicate \$200,000 of the carry forward funding to economic development investments. This will allow the College to overcome a real deficiency of the State of Florida, in the operation of its quick response training program. Dr. Shugart indicated that he will present this proposal to the Board at the July meeting.

E. Construction Report: Mr. Houck presented his report, which was distributed to the Board. He reported on the following ongoing projects:

1. West Campus – Student Services Building Renovation
2. Osceola Campus – Building 2 Renovations
3. District Office

G. Valencia Foundation Report: In Trustee Perez’s absence, Chair Grulich encouraged the Board to go over the distributed Foundation report. She announced that she will be holding her second international networking event on Jul 26, 2013, 3-5pm at the Osceola Campus, and encouraged everyone to attend.

Adjournment

Chair Grulich adjourned the regular meeting at 10:35am.

Secretary

Chair