

VALENCIA COLLEGE

DATE: December 11, 2012
TO: Board of Trustees of Valencia College
FROM: Sanford C. Shugart, President
SUBJECT: Trustees' Meeting – Tuesday, December 18, 2012

Dear Members of the Board:

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

Date: Tuesday, December 18, 2012
Time: 8:30 AM
Campus: Valencia College Osceola Campus
1800 Denn John Lane
Kissimmee, FL 34744

Designated/reserved parking will be provided in the first row of the parking spaces.

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,



SCS/dms
Attachments

VALENCIA COLLEGE
DISTRICT BOARD OF TRUSTEES
Orlando, Florida



Regular Meeting
December 18, 2012 – 8:30 a.m.

Osceola Campus, Room 1-219B
1800 Denn John Lane
Kissimmee, FL 34744

AGENDA

THIS MEETING IS OPEN TO THE PUBLIC

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

Invocation – *Keith Houck – VP, Operations and Finance*

Pledge of Allegiance to the Flag

- I. **Approval of Minutes** – October 16, 2012 Regular Meeting
- II. **President's Report** – *Dr. Sanford Shugart, President*
 - a. Overview of Board Process for Selection of Professional Services Providers
- III. **New Business**
 1. Mechanical Engineering Consultant Services – Request for Qualifications (RFQ 12/13-03)
 2. Electrical Engineering Consultant Services – Request for Qualifications (RFQ 12/13-04)
 3. East Campus Air Conditioning Controls Upgrade
 4. Policies Adoption
 - *6Hx28:2-01 – Nondiscrimination and Equal Opportunity*
 - *6Hx28:2-02 – Harassment/Sexual Harassment*
 - *6Hx28:2-03 – Investigating and Resolving Discrimination, Harassment and Sexual Harassment Complaints*
 - *6Hx28:5-13 – Signatures*
 - *6Hx28:6-01.1 – Receipt, Deposits, and Withdrawal of Funds*
 5. Additions, Deletions or Modifications of Courses and Programs
 6. Continuing Education Courses & Fees
 7. Human Resources Agenda
 8. Property Deletions
- IV. **Board Comments**

V. Reports

- A. BRIEFING, Proposal to Expand Programming in Support of Public Safety – *Mr. Joe Battista, Continuing Education Chief Operating Officer*
- B. BRIEFING, State Board Proposed Rule Revisions on Faculty Continuing Contracts – *Dr. William MULLOWNEY, VP, Policy & General Counsel*
- C. Faculty Council Report – *Mr. Robert McCaffrey, President Faculty Association*
- D. 2011-2012 Program Viability Growth and Success (PVGS) – *Dr. Nasser Hedayat, Asst. VP, Career & Workforce Ed., Workforce Development ; Ms. Joan Tiller, Asst. VP, Student Success Services*
- E. Internal Auditor Report – *Ms. Undria Stalling, Internal Auditor*
- F. Grant Submissions Report – *Dr. Susan Ledlow, VP Academic Affair & Planning, Chief Learning Officer; Ms. Kristeen Christian, Asst. VP, Resource Development*
- G. Financial Report – *Mr. Keith Houck, VP, Operations & Finance*
- H. Construction Report – *Mr. Keith Houck, VP, Operations & Finance*
- I. Osceola Campus Report – *Dr. Kathleen Plinske, Osceola Campus President*
- J. SGA Report – *Mr. José Abastida, Osceola Campus Student Government Association*

NOTE: For those interested, a tour of the Osceola Campus will be provided by Dr. Plinske, following the meeting.

**APPROVAL OF
OCTOBER 16, 2012
DBOT
REGULAR MEETING MINUTES**

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

Minutes

October 16, 2012

Valencia College – Lake Nona Campus

Members Present

Ms. Maria Grulich, Vice Chair

Ms. Jerry D. Buchanan

Mr. Guillermo Hansen

Mr. Lewis M. Oliver, III

Ms. Jo Quittschreiber

Ms. Lori Kifer Johnson

Members Absent

Ms. Bertica Cabrera Morris, Chair

Mr. Fernando Perez

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

Call to Order

Vice Chair Grulich called the Regular Meeting of the District Board of Trustees of Valencia College to order at 8:32 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 Alliance

The Pledge of Allegiance was recited by all.

**Approval of Minutes
September 18, 2012**

Trustee Buchanan moved to approve the meeting minutes of the September 18, 2012 Organizational and Regular Meetings as presented. The motion was seconded by Trustee Kifer Johnson and approved unanimously.

President's Report

President Shugart reported that at a State Board of Education meeting conducted on Valencia's West Campus earlier this month; he presented on behalf of the Florida College System an emerging three-year funding proposal entitled Florida First in Education. Dr. Shugart mentioned several awards and recognitions that Valencia recently received: In addition to the Aspen Award, Valencia won the Excellencia in Education Award for increasing academic opportunities and success for Latino students at the Associate degree level. This award was accepted by Dr. Joyce Romano, Vice President for Student Affairs. The College also received the 2012 Exemplary Practice Award for energy conservation achievements from the Community

College Business Officers group. Dr. Shugart commended Keith Houck, Vice President of Operations and Finance, and his team for their outstanding work. Dr. Shugart stated that the implementation of the Smoke Free Campus Policy is proceeding well. He announced the nomination of Dr. Kathleen Plinske, Osceola Campus President as the 2012 recipient of the Indiana University College of Arts and Sciences Outstanding Young Alumni Award. Dr. Shugart stated that the December 2012 Board of Trustees meeting will include a workshop for the Board on College policies and procedures with respect to the selection of architects, contractors and engineers. Dr. Shugart provided the Board with a website link to enable them to review the Valencia financial indicators and other financial information as previously presented.

New Business

A motion was made by Trustee Oliver to accept and approve all 4 items under New Business as a consent agenda, which was seconded by Trustee Buchanan. The Board unanimously approved the following items of new business:

- 1. Annual Direct Support Organization Audit Review**
- 2. Additions, Deletions for Modifications of Courses and Programs**
- 3. Human Resources Agenda**
- 4. Property Deletions**

Board Comments

Trustee Buchanan praised the work of the Valencia photographer. Vice Chair Grulich thanked Dr. Shugart, Dr. Plinske and Dr. Romano for making the Valencia College Day a great event. She complimented Dr. Shugart on speaking about Valencia goals and about education excellence. She thanked Trustee Hansen for bringing the local community together at the Viva Osceola event.

Reports

- A. Financial Aid Report: Dr. Romano introduced the report, which was distributed to the Board. Mr. Christen Christensen, Valencia Director of Financial Aid, presented the report. Mr. Christensen explained College financial aid processes in terms of timing, volume, and regulatory requirements. Dr. Shugart and the Board discussed the need to continue to educate students on how to best utilize the financial aid program. Trustee Hansen expressed concern that a high percentage of the Osceola population may not know of or understand financial aid. He stressed the need to provide student financial aid advice to the community to assist parents and students.
- B. Valencia Foundation Report: Vice Chair Grulich presented the report. She invited the Board to participate in the Foundation Board Retreats that will be held on Nov 9 & 30, 2012.

- C. Financial Report: Mr. Houck presented the report, which was distributed to the Board. He reported a 2.4% enrollment decrease this fall; however the College collected \$1.6 million more than projected based on this enrollment. He also indicated that only 3.5% of Valencia students pay out-of- state tuition.
- D. Construction Report: Mr. Houck presented the report, which was distributed to the Board. He stated that all ongoing projects are on time and progressing well.
- E. Lake Nona Report: Dr. Mike Bosley, Lake Nona Campus Executive Dean, introduced a part-time faculty member, Professor Ada Kane. Professor Kane holds a Bachelor's in Science degree in Biomedical Laboratory Clinical Sciences from Boston University, and a Master's degree in Biotechnology from Harvard University. She is currently teaching Biology at the Lake Nona Campus. Professor Kane introduced her lab research studies, focused on helping patients with obesity and diabetes issues. She also works in researching new drugs to treat these issues as well. She encourages students to get scholarships and helps them get an early start into the degree program in which they are interested. Professor Kane and Dr. Bosley met with Lake Nona Campus staff members to discuss the possibility of developing an internship program for students as well as work study assignments with local hospitals.
- F. SGA Report: Dr. Bosley introduced Ms. Paola Santos, Student Government President for Lake Nona campus. She announced a few upcoming events to take place at the Lake Nona campus: the first Spirit Day where students can share their concerns and other topics of interest; October's Breast Cancer Awareness Month fund raiser; and November's International Education Week. Ms. Santos is currently working on her nursing degree with Valencia. Dr. Shugart thanked Dr. Bosley for his excellent leadership and performance.

Adjournment

Vice Chair Grulich adjourned the Regular meeting at 10:50am.

Secretary

Chair

PRESIDENT'S REPORT

**OVERVIEW OF BOARD PROCESS FOR
SELECTION OF PROFESSIONAL
SERVICES PROVIDERS**

The logo for Valencia College, featuring the name in a serif font. 'VALENCIA' is in white and 'COLLEGE' is in gold, set against a red background with a white border.

VALENCIA COLLEGE

**BOARD PROCESS FOR
SELECTION OF ARCHITECTURAL,
ENGINEERING AND
CONSTRUCTION SERVICES**

Policies and Procedures

Selecting Professional Services



Policy: 6Hx28:11-05

Authority: 1001.64, F.S. Law: 287.055, F.S.

Responsible Party: Vice President, Administrative Services

Effective Date: 10/16/2007

Selection by the District Board of Trustees of professional services of architects, professional engineers, landscape architects, and registered land surveyors shall be made as required by the Consultants' Competitive Negotiations Act, Section 287.055, Florida Statutes.

Policy History

Adopted 12-11-74; Amended 1-19-83; Amended 11-18-92; Amended 10-16-07; Formerly 6Hx28:11-11

The Consultant's Competitive Negotiation Act (CCNA)

- In law since 1973 (Sec. 287.055, F.S.)
- Requires certain public entities, including colleges, to select professional services based on qualifications rather than low bid.
- This type of engagement is known as Negotiated Procurement of Professional Services and is similar to the federally mandated Quality Based Selection method.

The CCNA Applies to Professional Services Provided by

- Engineers
- Surveyors
- Architects
- Landscape Architects, and
- Construction Managers, as authorized and required by Sec. 1013.45, F.S.

Selection Process

1. Identify Needs and Types of Provider(s)
2. Establish Evaluation Committee
3. Establish Selection Criteria
4. Develop Request for Qualifications Document
5. Public Announcement
6. Evaluation
7. Short List
8. Selection / Recommendation
9. Approval & Negotiation

1. Identify Needs and Type of Provider(s)

- Architectural
- Engineering
- Construction Management
- Continuing Services
- Design Build Services

2. Establish Evaluation Committee

- Purchasing serves as a non-voting member of the Committee and acts as a guide for the process.
- Requesting department is responsible for identifying other employees to serve on the evaluation committee.
- An odd number of committee members is preferred to avoid a tie situation.
- The committee members help establish the selection criteria.

3. Establish Selection Criteria

In determining whether a firm is qualified, the College considers factors which include those referenced in the CCNA:

- The proven ability of the firm's professional staff
- The project team's experience on similar projects
- Their willingness to meet both time and budget requirements
- The firm's financial strength

Establish Selection Criteria (Cont.)

- The location of the firm's nearest office
- Recent, current, and projected work loads of the firm
- The volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firm(s).
- The firm's references

4. Develop Request for Qualifications Document

- Determine scope of work
- Develop instructions
- Develop requirements
- Document terms and conditions
- Develop a calendar of events / public meeting dates

5. Public Announcement

A Legal Advertisement is prepared containing all pertinent information.

Request for Qualifications is advertised:

- Valencia Procurement Web site:
www.valenciacollege.edu/procurement
- The Orlando Sentinel
- Minority Newspaper: El Osceola Star Newspaper, and/or Orlando Times
- Notification is sent via e-mail to all suppliers in the data base, Prequalified Contractors and the Builders Exchange

6. Evaluation

- During Phase I, the Evaluation Committee reviews the qualification packets independently and without consultation, makes notes and develops questions for the public evaluation meeting.
- During the public meeting, the Committee discusses their questions, issues and concerns.
- The meeting is chaired by Procurement, who is a non-voting member of the Committee.
- Scores are determined based on the criteria identified in the RFQ, and are entered into the Master Score Sheet at the public meeting.

7. Short List

- The firms receiving the highest scores on the Master Score Sheet are short-listed and continue to Phase II.
- The Committee is required to select no fewer than three (3) firms to be short-listed for discussions/interviews.
- The firms are scheduled in random order for presentations and discussions regarding their qualifications, experience, approach to the project, along with their ability to provide the required services.

8. Selection / Recommendation

- Following the presentations and discussions with each firm, a public meeting is held to openly discuss and rank the firms.
- The Committee discusses the firms responses as they relate to the evaluation criteria and finalize their individual score sheets. The scores from Phase I, written proposal evaluation, are added to the scores from Phase II, interview evaluation; which generates a combined ranked order.
- The Committee signs off on the Master Score sheet and submits their notes for the evaluation file along with the official meeting minutes.
- A Notice of Award and the ranking results are published on the Procurement website; any notice of protest shall be filed in writing within seventy-two (72) hours after the posting.

9. Approval and Negotiation

- Following the seventy-two (72) hour protest period, the Committee's recommendation is submitted to the President along with the other finalists in rank order.
- The President recommends the short-list in rank order to the District Board of Trustees for approval.
- The College enters into negotiates with the highest ranked firm at a price which the college deems reasonable.
- If unsuccessful, the College ends the negotiations with that firm, and begins negotiations with the next highest ranked firm.

Examples of Evaluation Forms

VALENCIACOLLEGE

REQUEST FOR QUALIFICATIONS (RFQ) 11/12-34
 CONSTRUCTION MANAGER AT RISK
 INTERIOR BUILDING RENOVATIONS
 VALENCIA COLLEGE VARIOUS LOCATIONS

Part 1- Submittal Review Evaluation Form

FIRM:		POINTS	Wt	SCORE
CRITERIA				
No. 1	Project Team's Professional Qualifications		20%	
No. 2	Project Team's Interior Renovation Experience		20%	
No. 3	Project Team's Experience with Higher Education Projects		15%	
No. 4	Project Team's Experience with occupied spaces		30%	
No. 5	Proximity/Location of the proposed team to the West Campus		15%	
TOTAL			100%	

Scoring Scale

4- points Exceeds expectations
 3 points Somewhat exceeds expectations
 2 points Meets expectations
 1 point Somewhat meets expectations
 0 points Does not meet expectations

Proximity	Points
0-35 Miles	4
36-100 Miles	3
101-150 Miles	2
151-200 Miles	1
Over 200 Miles	0

Evaluator Name:

Date:

VALENCIACOLLEGE

Examples of Evaluation Forms

VALENCIA COLLEGE

REQUEST FOR QUALIFICATIONS (RFQ) 11/12-34
 CONSTRUCTION MANAGER AT RISK
 INTERIOR BUILDING RENOVATIONS
 VALENCIA COLLEGE VARIOUS LOCATIONS
 Part 2 Oral Presentations/Interviews

FIRM:				
CRITERIA		Points	Wt	Score
No. 1	Construction / Work Plan / Technology / Cost Control		30%	
No. 2	Quality of Presentation / Attention to Detail		20%	
No. 3	Challenges / Solutions		30%	
No. 4	Reference Check		20%	
TOTAL			100%	

Scoring Scale

- 4- points Exceeds expectations
- 3 points Somewhat exceeds expectations
- 2 points Meets expectations
- 1 point Somewhat meets expectations
- 0 points Does not meet expectations

Committee Members:

- 1.
- 2.
- 3.
- 4.
- 5.

Evaluator Name:

Date:

VALENCIA COLLEGE

Contractors and Architects Selected on Valencia Projects

Year	Building	Contractor	Architect	Project Budget
2002	Osceola Building 3	Welbro	Schenkel Shultz	\$ 12,500,000
2002	EC Renovations to 1A	Wharton Smith Inc.	CT Hsu + Associates PA	\$4,200,000
2003	EC Building 8	Warton Smith	CT Hsu + Associates PA	\$8,957,000
2004	CJI	Clancy & Theys	CT Hsu + Associates PA	\$ 16,037,000
2005	WC Renovations to gym, 1,3	Williams Company	Hunton Brady Architects	\$10,884,000
2006	WC Allied Health Sciences	Welbro Building Corp.	Baker Barrios	\$25,817,000
2007	WC Special Events Center	Welbro Building Corp.	Hunton Brady Architects	\$6,810,000
2007	WC University Center	CPPI	CT Hsu + Associates PA	\$30,000,000
2008	WC Renovations to 7, 9	Construct Two Group	Rhodes + Brito Architects	\$2,439,000
2009	WC Interior Renovations	McCree	Rhodes + Brito Architects	\$10,884,000
2010	Lake Nona	CPPI	Schenkel Shultz	\$26,743,000
2010	Osceola Building 4	Clancy & Theys	Hunton Brady Architects	\$45,656,000
2012	Student Services Building	Arellano Construction	DLR Group	\$2,400,000
2012	Osceola Building 2	Johnson Laux Constuction	Rhodes + Brito Architects	2,000,000
2012	Park Place Building	R.D. Michaels Inc.	Borrelli & Partners	3,500,000
2012	Continuing Contract Architectural Services		Rhodes + Brito Architects RLF Borrelli + Partners	No Budget