

VALENCIA COLLEGE

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

Dear Members of the Board:

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

Date: Tuesday, September 18, 2012
Time: 8:30 AM
Campus: Valencia College West Campus
1800 South Kirkman Road – Bldg. 8, Room 111 A-C
Orlando, FL 32811

Designated/reserved parking will be provided in the first row of the parking spaces located in **Parking Lot F**.

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

VALENCIA COLLEGE
DISTRICT BOARD OF TRUSTEES
Orlando, Florida



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

Special Events Center – Bldg 8 Room 111 A-C West Campus
1800 S. Kirkman Road, Orlando, FL

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** – June 19, 2012, Regular Meeting
- II. **President's Report** – *Dr. Sanford Shugart, President*
- III. **New Business**
 1. Adoption of Admissions Policy
 2. Fee for Duplicate Technical Certificate
 3. Resolution Certifying the Valencia College Foundation as a Direct Support Organization
 4. Budget Amendment Request FY 2012-13
 5. Request for General Quasi Endowment Loan for Osceola Building 4 Due to Delay of State PECO Funds Transfer
 6. Continuing Contract for Architectural Services (RFQ) 11/12-36
 7. Continuing Contract for Civil Engineering and Site Services Consultant (RFQ) 11/12-32
 8. Continuing Contract for Roofing/Building Envelope Consultants (RFQ) 11/12-31
 9. Annual Prequalification of General Contractors and Construction Managers, October 1, 2012 through September 30, 2013
 10. Request for Qualifications for Construction Manager at Risk, Park Place Building Renovations at Metrowest (RFQ) 11/12-35
 11. Request for Qualifications for Construction Manager at Risk, West Campus Student Services Building & Osceola Building 2 (RFQ) 11/12-34
 12. 2011-12 Annual Fire Safety, Casualty Safety and Sanitation Inspection
 13. Audit Plan 2012-2013
 14. Compliance and Auditing Charter
 15. Continuing Education Courses and Fees
 16. Human Resources Agenda
 17. Submission of Grant Proposals
 18. 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. Fall Enrollment Report – *Dr. Joyce Romano, Vice President for Student Services*
- D. Internal Auditor Report – *Ms. Undria Stalling, Internal Auditor*
- E. Annual Financial Report FY 2011-12 – *Mr. Keith Houck, Vice President, Operations & Finance*
- F. Construction Report - *Mr. Keith Houck, Vice President, Operations & Finance*
- G. Valencia West Campus Report – *Dr. Falecia Williams, President, Valencia West Campus*
- H. Valencia West Campus Student Government Association Report – *Mr. Evan King, West Campus SGA President*

VI. Other Business

- 1. Appeal

**APPROVAL OF
JUNE 19, 2012
DBOT MEETING MINUTES**

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

Minutes

June 19, 2012

Valencia College – Downtown Center

Members Present

Ms. Bertica Cabrera-Morris, Chair

Ms. Maria Grulich Toumazos, Vice Chair

Ms. Jerry D. Buchanan

Mr. Guillermo Hansen

Mr. Lewis M. Oliver, III

Mr. Fernando Perez (via telephone)

Ms. Jo Quittschreiber

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

Members Absent

Ms. Lori Kifer-Johnson

Call to Order

Chair Cabrera Morris called the meeting of the District Board of Trustees of Valencia College to order at 8:34 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 May 15, 2012 board meeting minutes. Trustee Quittschreiber requested to be added to the list of members present and asked that an amendment be made to the meeting minutes. A motion was made by Trustee Oliver to approve that amendment and to approve the Meeting Minutes of the May 15, 2012 Regular Board Meeting as so amended. The motion was seconded by Trustee Buchanan and approved unanimously.

President's Report

President Shugart announced the successful completion of the search for Vice President of Academic Affairs. Dr. Susan Ledlow, from Arizona State, will join the college before the start of the Fall Term.

President Shugart informed the board that the State Board of Education is consulting the Council of Presidents to evaluate and propose rule changes regarding faculty tenure and continuing contracts. Any additional information pertaining to these rule changes will be shared with the board at future board meetings.

President Shugart informed the board that negotiations with respect to the real property at MetroWest are ongoing.

President Shugart briefed the board on a complaint against Valencia by a homeless individual claiming discrimination and the circumstances which led to the claimant's allegations. Dr. Shugart stressed the college's interest and achievements in serving homeless students and emphasized Valencia's commitment assisting underprivileged individuals.

President Shugart reported on a position paper, "*First in Florida*," drafted by the Council of Presidents and asking the state to make a significant investment in the Florida College System. The Council's goal is to present this paper to the governor, to the Board of Education, and to the Florida Legislature over the course of the summer.

President Shugart reminded the board that the July 2012 Regular and Organizational meetings of the District Board of Trustees have been canceled. The organizational meeting will take place in September 2012.

NEW BUSINESS:

Chair Cabrera Morris requested that Item #7 of the New Business Section be taken as Item #3

1. President's Evaluation

Chair Cabrera Morris, addressed the board and praised President Shugart for his outstanding performance as president of the college. Chair Cabrera Morris indicated that a summary of the board's comments and feedback pertaining to President Shugart's performance would be made available at the next board meeting.

Chair Cabrera Morris expressed her desire that the college have a succession plan in place going forward. Trustee Oliver indicated his preference for evaluation forms to be signed by each board member for all future evaluations.

A motion was made by Co-Chair Grulich Toumazos to accept the President's 2011-2012 evaluation as presented, and Trustee Jerry Buchanan seconded. Trustee Oliver commented on Dr. Shugart's exceptional leadership and performance. The rest of the members of the board expressed their views regarding President Shugart's exemplary leadership and guidance. The motion was approved unanimously.

2. Renewal of the Contract of Employment for the President

Dr. William MULLOWNEY, Vice President of Policy and General Counsel explained the details of the proposed amendments to the contract of

employment for the President of Valencia College. Dr. MULLOWNEY informed the board that key revisions include extending president Shugart's contract one year forward to 2012-2016. The contract reinstates the three-year retention pay provision at the identical amount as in the current agreement. A motion for approval of the President's contract was made by Trustee Quittschreiber and seconded by Trustee Hansen. The motion was approved unanimously.

Dr. MULLOWNEY reminded the board that President Shugart is at the end of his current three-year retention compensation payperiod and will earn his retention pay as of July 1, 2012. The current contract provides that earned monies would accrue and be paid out once the President separates from the college. It has been determined that it is desirable to pay this amount to the president as soon as it is earned, July 1, 2012. Trustee Oliver made a motion to accept this adjustment to the timing of the payout of retention pay earnings and seconded by Trustee Quittschreiber. The motion was approved unanimously.

3. Annual Continuing Contract for Architectural Services Request for Qualifications (RFQ) 11/12-19
Chair Cabrera Morris asked for clarification on this agenda item. Mr. Keith W. Houck, Vice President of Operations and Finance, provided an explanation of the nature of the contract and the selection process employed by the college. Discussion ensued. Trustee Oliver made a motion to accept the recommendation of the college, with the proviso that the Board examine at its next meeting options for awarding these types of contracts in the future, Co-Chair Grulich Toumazos seconded Mr. Oliver's motion.

Chair Cabrera Morris continued the discussion by offering an amendment to Trustee Oliver's motion and suggested that the Board accept the recommendation of the College for the work specific to *Building 2 at the Osceola Campus and initiate a new process for all other work. This proposed amendment did not receive a second.* Discussion continued.

Trustee Oliver's motion to accept the recommendation of the college, with the proviso that the Board examine at its next meeting options for awarding these types of contracts in the future failed to pass in a unanimous vote.

A motion was made by Co-Chair Grulich Toumazos to vacate this RFQ process and initiate a new process which would allow for multiple awardees, and directed the College to investigate options for this process in the future. Trustee Hansen seconded the motion, and it was approved unanimously.

Annual Operating Budget for Fiscal Year 2012-2013

Mr. Houck presented the Annual Operating Budget for FY 2012-2013. Following discussion, a motion was made by Trustee Hansen to approve the Operating Budget for FY2012-2013. The motion was seconded by Trustee Jo Quittschreiber. The motion was approved unanimously.

Consent Agenda

4. Budget Amendment Request

Mr. Houck provided information on this budget amendment request for Fiscal Year 2011-2012. Trustee Hansen made a motion to approve the budget amendment request and Co-Chair Grulich Toumazos seconded. The motion was approved unanimously.

5. Architectural Service Student Services Building Renovation Request for Qualifications (RFQ) 11/12-26

President Shugart explained that this RFQ is for the renovation of the Student Services Building at the Valencia West Campus. Discussion ensued and Helene Loiselle provided information and clarification pertaining to this item. Trustee Hansen made a motion to approve this item and seconded by Trustee Quittschreiber. The motion was approved unanimously.

6. Architectural Services for Park Place Building Renovations at MetroWest Request for Qualifications (RFQ) 11/12-

President Shugart explained that this RFQ is for the renovation of the MetroWest building, should the purchase of the building proceed as planned. Trustee Hansen made a motion to approve this item and seconded by Trustee Quittschreiber. The motion was approved unanimously.

7. Request to Designate Fund Balance for Renovation of District Office

A motion was made by Trustee Quittschreiber to approve this item. The motion was seconded by Trustee Hansen and approved unanimously.

Trustee Quittschreiber moved to accept the remaining Items 9 through 16 of the consent agenda, seconded by Trustee Hansen and the members of the board unanimously approved the following actions:

8. Downtown Center Lease

9. Capital Improvement Program (CIP) FY2013/2014 – 2017/2018

10. Delinquent Account Write-off

11. Spot Survey of Facility Needs

12. Continuing Education Courses and Fees

13. Human Resources Agenda

14. Submission of Grant Proposals

15. Property Deletions

**BOARD
COMMENTS:**

Discussion on various topics concerning the college ensued among board members. Trustees Quittschreiber and Grulich Toumazos commented on the extensive coverage the Orlando Sentinel provides on the college and expressed their appreciation for being informed of all outstanding issues related to Valencia. Chair Cabrera Morris informed that the governor had contacted her to commend Valencia on the board's vote to not raise tuition and expressed that the college is an example to be emulated within the state.

REPORTS:

**Valencia Foundation
Report
Faculty Council
Report**

No report was provided.

Mr. Robert McCaffrey, Faculty Council President, introduced to the board, Ms. Lisa Holmes Dubouis, Faculty Council Vice President. Mr. McCaffrey then reported on the work the council has done related to institutional effectiveness.

**Student Readiness
and Progression
Report
Internal Auditor
Report**

Mr. Kurt Ewen, Assistant Vice President for Institutional Effectiveness, made a presentation on student learning assessment and student population growth.

Undria Stalling, Internal Auditor for Valencia Compliance and Auditing Department presented a report on the controls over the administration and disbursement of student activity funds.

Construction Report

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

**Valencia East
Campus Report**

Dr. Maryke Lee, Dean of Mathematics, Valencia East Campus, made a presentation on the "Math Help 24/7 website", created by the East Campus faculty.

Adjournment

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

Secretary

Chair

PRESIDENT'S REPORT