

**APPROVAL OF
FEBRUARY 12, 2013 DBOT
REGULAR MEETING MINUTES
&
FEBRUARY 27 & 28, 2013
SPECIAL MEETINGS**

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

Minutes

February 12, 2013

Valencia College – Criminal Justice Institute (CJI)

Members Present

Ms. Bertica Cabrera Morris, Chair

Ms. Maria Grulich, Vice Chair

Ms. Jo Quittschreiber

Mr. Guillermo Hansen

Mr. Lewis M. Oliver, III

Mr. Fernando Perez

Ms. Jerry Buchanan

Members Absent

Ms. Lori Kifer Johnson

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

Call to Order

Chair Cabrera Morris called the Regular Meeting of the District Board of Trustees of Valencia College to order at 8:37am. A quorum of the board was present.

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
December 18, 2012**

Trustee Oliver moved to approve the meeting minutes of the December 18, 2012 Regular Meeting as presented. The motion was seconded by Trustee Quittschreiber and approved unanimously.

President's Report

President Shugart reported on the Southern Association of Colleges and Schools Commission on Colleges visit to Valencia today to conduct as part of a substantive change review, which occurs when a college opens a new campus or adds a new level of degree. Commission officials will also be visiting with two of our Board members to discuss governance matters

relating to the Lake Nona campus. President Shugart provided the Board with a comprehensive legislative update, and provided details on the Governor's proposed budget, a summary of which previously was mailed to the Board. He noted the Governor's commitment to equity funding and stated he is hopeful that the Legislature will respect the Governor's model of resource allocation. President Shugart also provided detailed updates on legislative efforts with respect to the Florida First in Education system budget request, dual enrollment, residency requirements for students to become eligible for in-state tuition rates, general education requirements, and remedial education.

President Shugart reported on Valencia's Learning Assessment Conference to be held Feb 17-19, 2013, at the Rosen Shingle Creek hotel in Orlando. President Shugart announced that officials reviewing Valencia's participation in the Carl D. Perkins Vocational Education program will visit Valencia College in March 2013. President Shugart concluded his report by coordinating with the Board a briefing on Valencia's finances and budget. The Board tentatively agreed to meet in a Budget Workshop on Apr 5, 2013, at the Valencia Downtown Center. Chair Cabrera Morris thanked Governor Rick Scott for understanding and supporting the Florida Colleges.

New Business

1. Amendment to Re-Designate the "Downtown Center" as the "District Office": Following discussion, a motion was made by Trustee Oliver and seconded by Trustee Quittschreiber to change the site name for district office functions for state reporting purposes and approve the re-designation of the "Downtown Center" as the "District Office". The motion was approved unanimously.

2. Guaranteed Maximum Price (GMP) – Interior Renovations, Student Services Building (SSB), West Campus: Following discussion, a motion was made by Trustee Buchanan and seconded by Vice-Chair Grulich to authorize Valencia College to enter into a Guaranteed Maximum Price Contract for Construction Manager at Risk with Arellano Construction, with a Guaranteed Maximum Price of \$2,399,852. The motion was approved unanimously.

A motion was made by Vice-Chair Grulich and seconded by Trustee Oliver to accept and approve items 3 through 7 under New Business as a consent agenda. The Board unanimously approved the following items of new business, as recommended:

- 3. Additions, Deletions or Modifications of Courses and Programs**
- 4. Continuing Education Courses & Fees**
- 5. Human Resources Agenda**
- 6. Submission of Grant Proposals**
- 7. Property Deletions**

Dr. Shugart introduced a new item and recommended for Board approval Valencia's proposal for a new program concentration in Audio Electro-

Acoustical Systems to meet the Orange and Osceola counties local workforce needs. Following discussion, Trustee Oliver moved to approve the new program concentration in Audio Electro-Acoustical Systems and Trustee Quittschreiber seconded. The motion was approved unanimously.

Board Comments

Chair Cabrera Morris indicated that Trustee Perez would present the Valencia Foundation report as the last agenda item. Chair Cabrera Morris discussed matters related to lobbyists in Tallahassee and Washington, D.C.

Reports

A. Spring Enrollment Report: Dr. Joyce Romano, VP for Student Affairs presented this report, which was distributed to the Board. She reported that headcount and Full Time Enrollment (FTE) are down slightly, meaning that overall students are taking fewer credit hours. Dr. Romano indicated that the percentage of returning students has increased. There was also an increase in high school students who graduated in 2012 who later enrolled in Valencia in Spring 2013, compared to last year. Dr. Shugart stated that the College remains within budget. Dr. Romano reported on the Free Application for Federal Student Aid (FAFSA) Frenzy, a Valencia workshop where parents and students can get help on learning how to apply for federal financial aid. Trustee Hansen noted the value of this program, given his observation that many parents and students are still not aware of or do not know how to access financial aid. A Board discussion on the promotion of Valencia's financial aid opportunities. Trustee Perez commented on the value of the Florida Prepaid Program for Florida Colleges.

B. Valencia's Minority and Women's Business Enterprise Program: Dr. William Mallowney, Vice President for Policy & General Counsel presented this report, which was distributed to the Board. Dr. Mallowney provided a history of Valencia's Minority and Women's Business Enterprise Program, and noted the importance of periodically updating the factual and statistical basis of the Program in the form of a disparity study. Following discussion, Trustee Oliver made a motion for the College Administration to cause a disparity study update to be conducted and to find the best and most economical vendor to suit Valencia's needs in this regard. The motion was seconded by Trustee Hansen and approved unanimously.

C. Campus Safety and Security Briefing: Mr. Houck presented this report, which was distributed to the Board. President Shugart reported that given the recent events and circumstances here and around the country involving violent incidents on campus, the College is reviewing the Campus Safety and Security guidelines to promote the provision of effective security services to all faculty, students and staff while on Valencia premises. Trustee Oliver praised the College's excellent current Campus Safety and Security policy and procedures; he recommended leaving these unamended at this time.

D. Faculty Council Report: Mr. Robert McCaffrey, President, Faculty Association, presented this report. He reported that a committee that has been working on developing the post-tenure review process met in January 2013. This committee will soon be presenting its final recommendations to the Faculty Council. Mr. McCaffrey stated he will present these recommendations to the Council in the next week, and expects all recommendations to be adopted by the Council. He will then start working with the campus Deans to develop the protocols and forms that will be used for this emerging new post-tenure evaluation process.

E. Semi-Annual Financial Report: Mr. Houck presented this report, which was distributed to the Board. He indicated that the College had set side recurring contingency dollars in light of the likelihood of an enrollment decrease this year. He indicated that the College is therefore well within budget parameters, despite the slight decrease in student enrollment. Trustee Oliver praised the great job the College is doing managing its finances.

H. Construction Report: Mr. Houck presented this report, which was distributed to the Board. He indicated that the Osceola Campus Building 4 has been completed and that all other projects are on time.

I. CJI Report: Chair Cabrera Morris indicated that this report would be postponed until next regular Board Meeting on Apr 16, 2013.

Adjournment

Trustee Perez made a motion to adjourn the regular meeting at 11:01am. The motion was seconded and approved unanimously.

Secretary

Chair

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

Minutes

February 27, 2013

Valencia College – Downtown Center, 1st Floor Conference Room

Members Present

Ms. Bertica Cabrera Morris, Chair

Mr. Lewis M. Oliver, III

Ms. Lori Kifer Johnson

Call to Order

Chair Cabrera Morris called the Special Meeting of the District Board of Trustees of Valencia College to order at 3:00 p.m. A quorum of the board was not present.

Board Comments

Chair Cabrera Morris shared an e-mail previously distributed to the Board by Dr. Shugart, informing them of the status of the Valencia budget process. She expressed her concerns regarding the large amount of information that was included in last year's budget and asked for assistance for this year.

Trustee Oliver suggested that the Board make final budget decisions once final budget has been approved by the Legislature. He also stated that the College Administration is doing a great job and reminded Chair Cabrera Morris and Trustee Kifer Johnson of the recent Aspen Prize for Community College Excellence received by the College. Chair Cabrera Morris stated her strong belief that tuition should not be raised. She also addressed her idea of looking for federal funds for the College. Trustee Oliver suggested that Chair Cabrera Morris seek guidance and advice from the Board regarding this idea and suggested that the Board look into the possibility of researching examples of how other community colleges get federal funds.

Trustee Kifer Johnson reminded the Trustees that the College employees have not received a salary increase in the past two years. Trustee Oliver expressed his belief in keeping student tuition from rising rather than increasing College employee salaries, but only on the condition that this would not adversely impact the College mission of providing all students with an outstanding education. Trustee Oliver praised Chair Cabrera Morris for suggesting the Budget Workshop. Chair Cabrera Morris suggested forming a finance committee within members of the Board. Trustees Oliver and Kifer Johnson expressed reservations about this approach.

Adjournment

Chair Cabrera Morris thanked Trustees Oliver and Kifer Johnson for attending the meeting, and adjourned the meeting at 4:05pm.

Secretary

Chair

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

Minutes

February 28, 2013

Valencia College – Osceola Campus, Room 1-219B

Members Present

Ms. Bertica Cabrera Morris, Chair

Mr. Guillermo Hansen

Call to Order

Chair Cabrera Morris called the Special Meeting of the District Board of Trustees of Valencia College to order at 12:20 p.m. A quorum of the board was not present.

Board Comments

Chair Cabrera Morris informed Trustee Hansen that she met with Trustees Oliver and Kifer Johnson the day before to discuss the College budget, tuition increase, federal funds, and College employee salary increases.

Trustee Hansen predicted that most of the larger Florida private and technical colleges would not be awarding salary increases to employees this year and stated that he would like to see more minority staff and contractors hired by the College. He inquired generally about the College's hiring processes. Trustee Hansen indicated that there seems to be a many positions at each campus and believes that some of these positions might be consolidated in order to save money.

Chair Cabrera Morris and Trustee Hansen expressed their desire to have more communication directly with College staff. Chair Cabrera Morris also shared her feeling that the College administration seems resistant to new ideas. Chair Cabrera Morris and Trustee Hansen expressed their belief that there is a lack of minority staff at the College. Trustee Hansen believes certain aspects of the College could improve, such as having the College Marketing department more involved in reaching out to the Hispanic community. He stated he has been trying to hire interns from the College and generally has been unsuccessful in his efforts. Chair Cabrera Morris agreed and requested information on the College's student internship program, stating that she felt that she also has been unsuccessful in this regard.

Trustee Hansen indicated his desire that the Valencia Minority and Women's Business Enterprise Program be broadened to give other minority companies the opportunity to be engaged by the College. Chair Cabrera Morris

expressed her belief that the College's annual deadline for contractor prequalification may leave many small minority businesses out of the process.

Trustee Hansen indicated he met recently with Christen Christensen, Director of Financial Aid, and found Mr. Christensen to be very helpful in addressing his questions and concerns. Chair Cabrera Morris suggested to Trustee Hansen that he share some of his suggestions with Dr. Shugart and with the Board. Trustee Hansen stated that Valencia College could not have a better President.

Adjournment

Chair Cabrera Morris thanked Trustee Hansen for attending the meeting, and adjourned the meeting at 1:20pm.

Secretary

Chair