

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

Minutes

June 19, 2014

Valencia College – East Campus, Room 5-112

Members Present

Ms. Maria Grulich, Chair

Mr. Lewis M. Oliver, III, Vice Chair

Dr. Bruce Carlson

Mr. Lucas Boyce

Mr. Raymer F. Maguire, III

Mr. John Crossman

Mr. Guillermo Hansen

Ms. Daisy Lopez-Cid

Members Absent

Mr. Fernando Perez

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

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| Call to Order | Ms. Grulich called the Regular Meeting of the District Board of Trustees of Valencia College to order at 8:34am. |
| Invocation | The invocation was offered by Mr. James Galbraith, Vice President for Public Affairs. |
| Pledge of Alliance | The Pledge of Allegiance was recited. |
| Approval of Minutes
May 28, 2014 | Mr. Oliver moved to approve the meeting minutes of the May 28, 2014 Regular Meeting as presented. The motion was seconded by Dr. Carlson and approved unanimously. |
| President's Report | President Shugart reported on the College's progress in launching its new Central Florida Fire Institute (CFFI). Valencia, in collaboration with Central Florida fire agencies, established this program to prepare all levels of fire service professionals and to provide career pathways that meet the needs of the fire service community in Central Florida, nationally, and globally. This program complements the highly successful Criminal Justice Institute, and these two programs together will form the basis of the College's emerging plan to create a School of Public Safety, which will be the subject of a proposal to be presented the Board this Fall. Dr. Shugart stated that the College faculty and staff continue to work hard to keep the cost of textbooks down for the |

students. He indicated that the faculty have created many flexible alternatives to bring content to the classroom, and the next step is to build an electronic platform through which the College will be able to source any kind of educational material. Dr. Shugart stated that the College conducted an internal review of the College's Bookstore operations, and also engaged consultants for external perspectives in its efforts to leverage service delivery for the benefit of the students.

Public Comment

No public comment was offered. Ms. Grulich reviewed Board protocols for receiving public comments during Board meetings.

New Business

1. Operating Budget, 2014-2015: Following an explanation of the proposed operating budget by Mr. Keith Houck, Vice President of Operations and Finance, Dr. Carlson moved to approve the 2014-2015 College Operating Budget as presented and Mr. Maguire seconded the motion. The motion was approved by a 7-1 vote, with Mr. Boyce voting in the negative.

2. Request to Designate Fund Balance for Enrollment Marketing Campaign and Community Relations: Following an explanation of the request by Mr. Houck, Mr. Boyce moved to approve the designation of \$350,000 of o fund balance for the cost of the enrollment marketing campaign and community relations investment as presented, and Mr. Maguire seconded the motion. The motion was approved unanimously.

3. Capital Improvement Program (CIP) FY 2015/2016-2019/2020: Following discussion, Mr. Crossman moved to approve the Capital Improvement Program (CIP) for the Fiscal Years 2015/2016-2019/2020 as presented, and Mr. Hansen seconded. The motion was approved unanimously.

4. Delinquent Account Write-Off: Following discussion, Mr. Oliver moved to approve the deletion of delinquent accounts as presented, and Dr. Carlson seconded. The motion was approved unanimously.

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

5. 2013-2014 Annual Fire Safety, Casualty Safety and Sanitation Inspection

6. Policy Adoption

- **6Hx28: 3B-03 – Pre-Employment Screening and Inprocessing of New Employees**

7. Continuing Education Courses & Fees

8. Human Resources Agenda

9. Submission of Grant Proposals

10. Property Deletions

11. President's Performance Evaluation: Ms. Grulich thanked the Board for their full participation regarding President Shugart's performance evaluation process. She stated that she has prepared an evaluation document which summarizes the President's performance evaluation Board feedback. Dr. William MULLOWNEY, Vice President for Policy and General Counsel, thanked the Board for providing their valuable feedback on Dr. Shugart's performance. Ms. Grulich indicated that Dr. Shugart's evaluation scores and related Board comments are excellent. Mr. Boyce moved to approve President Shugart's Performance Evaluation as presented and Ms. Lopez-Cid seconded. The motion was approved unanimously. Ms. Grulich praised Dr. Shugart for his great leadership and continuing dedication to the College.

12. President's Employment Contract: Dr. MULLOWNEY reminded the Board that last year the Governor's office reviewed all Florida College System Presidents' contracts, and Valencia College's contract was held out to be exemplary and compliant with the law in all respects. Dr. MULLOWNEY indicated that the proposed adjustments to the President's contract do not reflect any substantial changes from last year's agreement, apart from a 1.86% base salary increase, consistent with the standard college administrative increase, and routine changes reflecting new dates. Ms. Grulich indicated that Dr. Shugart agreed to accept the standard 1.86% salary increase proposed in the contract, but declined to accept the 9% merit increase warranted by his current contract. Mr. OLIVER renewed his long standing objection to the president's preference to forgo increases in base pay in the amounts provided for in his contract. Mr. Hansen moved to approve the President's contract as presented, and Ms. Lopez-Cid seconded. The motion was approved by a 7-1 vote, with Mr. OLIVER voting in the negative, citing his previously stated concern.

Board Comments

Mr. Maguire inquired about the College's professors' commitment to create learning materials to lower the cost of education for students, and asked if this was considered additional work time within their teaching contract. Dr. Shugart indicated that this commitment is already built in the faculty's teaching contract, as part of their core functions. Dr. Carlson thanked Dr. Shugart for his leadership. He inquired on the College's deadline to decide the location of the future Poinciana campus. Dr. Shugart stated that the recommendation to the Board will probably be finalized before the July Board meeting and will be presented to the Board at that time. Ms. Grulich thanked the Board members for their attendance at the international networking event held June 12, 2014 in Reunion, Florida.

Reports

A. East Campus Report - Dr. Stacey Johnson, East and Winter Park Campus President introduced Dr. Carin Gordon, Dean of Business, Information Technology and Public Services, and Dr. Wendy Toscano, Program Chair for the East Campus Paralegal Studies Program. Drs. Gordon and Toscano presented the report, which was distributed to the Board. The report included a history and description of the East Campus Paralegal Studies Program; enrollment statistics; recent employers of graduates, paralegal internships; and recent paralegal job shadow experiences.

B. East Campus Student Government Association (SGA) Report - Winter Park Campus Student Government Association (SGA) Report: Dr. Johnson introduced Mr. Hani Gittens, East Campus SGA President. Mr. Gittens reported on his goal is to increase student involvement within the College.

C. Financial Report: Mr. Houck presented the report, which was distributed to the Board. He indicated that the College will end the fiscal year in the black. Dr. Shugart indicated that tuition revenue collection is on schedule.

D. Construction Report: Mr. Houck presented the report, which was distributed to the Board. He indicated that the closing of the sale of the Downtown Center building is set for July 15, 2014.

E. Internal Auditor Report: Ms. Undria Stalling, Internal Auditor presented the report, which was distributed to the Board. She reported on the College's continuing efforts to correct prior audit issues that were noted by the State auditors during their last operational audit. She stated that she will continue to keep the Board informed on the status and resolution of any outstanding items. Ms. Stalling also reported on the development of the FY 2014-2015 audit plan, and thanked the Board members for their feedback and suggestions. Mr. Oliver inquired on the procedures status regarding the College's subcontractor selection process of contracted construction management entities. Ms. Stalling indicated that the procedures are currently being reviewed by Dr. Allen Bottorff, Assistant Vice President, Facilities and Sustainability, Plant Operations. Ms. Grulich thanked Ms. Stalling for her outstanding work and support.

F. Faculty Council Report: Mr. Carl Creasman, President of the Faculty Association, presented the report. On behalf of the College Faculty Association he thanked the Board for their approval of the FY 2014-2015 budget, including the cost of living and step increases for Valencia's full time and adjunct faculty. He announced that thirty five Valencia professors were awarded a 2014-2015 Endowed Chair for Learning Leadership.

G. Valencia Foundation Report: Mr. Hansen presented the report, which was distributed to the Board. He indicated that the Taste for Learning event held May 27, 2014 at the Rosen Shingle Creek, was a great success. The event raised \$260,000, bringing the cumulative total of all of the Taste for Learning events over the years to \$2.53 million. Mr. Hansen stated that Central Florida

Builders, Duke Energy and of Operations and Finance the Dr. Lee Marie Garofalo Foundation announced their gifts and charitable intentions during the last Valencia Foundation Board meeting.

Adjournment

Ms. Grulich adjourned the meeting at 10:31am.

Secretary

Chair