

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

**Minutes**

**June 24, 2015**

Valencia College – East Campus, Room 5-112

Members Present

Ms. Maria Grulich, Chair

Mr. Lewis M. Oliver, III, Vice Chair

Ms. Daisy Lopez-Cid

Mr. Raymer F. Maguire, III

Mr. Guillermo Hansen

Dr. Bruce Carlson

Mr. John Crossman

Dr. Sanford C. Shugart, Secretary of 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 8:35am. A quorum was present.

**Invocation**

The invocation was offered by Mr. James Galbraith, Vice President of Public Affairs.

**Pledge of Alliance**

The Pledge of Allegiance was recited by all.

**Approval of Minutes  
May 27, 2015**

Ms. Lopez-Cid moved to approve the meeting minutes of the May 27, 2015 Regular Meeting as presented. The motion was seconded by Mr. Crossman and approved unanimously.

**President's Report**

Dr. Shugart stated that the legislative session was successful for Valencia. He reported that the legislature appropriated the next installment of funding (\$11.9 million) for construction of Building 1 on the Poinciana Campus. Dr. Shugart stated that the funding for the joint University of Central Florida/Valencia Downtown Campus was not approved. He indicated that Valencia's partners at UCF and the city of Orlando remain deeply committed to this project.

Dr. Shugart thanked the Board, Mr. Galbraith, Dr. William Mallowney, Vice President for Policy and General Counsel, and other administrative staff for their engagement in the Legislative process on behalf of the College.

Dr. Shugart reported on the summer and fall enrollments. He reported on the positive impact of the Grad Gift Promotion, and the positive success rates experienced by students enrolled in the Bridges to Success Program.

Dr. Shugart announced that the College will present a recommendation to the Board to phase out the Retirement Incentive Program at the September 2015 Regular Board meeting.

Dr. Shugart thanked Mr. Keith Houck, Vice President of Operations and Finance, for his outstanding service and dedication to the College over the years. Mr. Houck will be retiring June 30, 2015. On behalf of the College, Dr. Shugart presented Mr. Houck with a keepsake as a token of appreciation.

Dr. Shugart announced that Valencia was selected by the American College Testing (ACT) as one of the four best colleges in the nation for career preparation and further education.

## **Public Comment**

No public comment was offered.

## **New Business**

- 1. Operating Budget 2015-2016:** Mr. Houck presented the report, which was distributed to the Board. He led discussion on portions of the report, including the Comparison of Budgeted Revenue by Source, Comparison of Budgeted Expenditures, Major Changes in Revenue, and Major Changes in Expenses. He noted that the proposed budget provided for no increases in student tuition and fees. Following discussion, Mr. Maguire moved to approve the 2015-2016 Operating Budget as presented, and Mr. Oliver seconded. The motion was approved unanimously.
- 2. Request to Reallocate Unexpended Plant Funds for Leasehold Improvements to Advanced Manufacturing Facility:** Following discussion, Mr. Oliver moved to approve the reallocation of the \$356,488 previously designated for the telephone system to provide funds for the improvements on the leased Advanced Manufacturing facility, and Dr. Carlson seconded. The motion was approved unanimously.
- 3. Capital Improvement Program (CIP) FY 2016/2017 – 2020/2021:** Following a brief presentation and discussion, Mr. Oliver moved to approve the Capital Improvement Program for the fiscal years 2016/2017 – 2020/2021 as presented, and Dr. Carlson seconded. The motion was approved unanimously.
- 4. RFQ 2015-18, Architectural Design Services, Poinciana Campus:** Following discussion, Ms. Lopez-Cid moved to approve the architectural services for campus master planning the design of Building 1, and the design of the central energy plant for the Poinciana Campus to DLR Group for design fees not to exceed \$1.9 million, and Mr. Maguire seconded. The motion was approved unanimously.

- 5. CRM (Constituent Relationship Management) Software Purchase:** Mr. Bill White, Vice President, Information Technology and CIO, IT Office, presented the matters, with documentation distributed to the Board. Mr. White indicated that the CRM software will help implement strategy and business processes for managing and enhancing the College's interactions with prospective students, alumni, faculty, staff, and prospective donors. Following discussion, Mr. Oliver moved to approve the College to enter in an agreement with Ellucian for the purchase of a license to use the Ellucian Enterprise CRM Software Solution (Ellucian Recruiter and Ellucian Pilot) in the amount of \$491,628, which includes \$255,120 for the software licensing and \$236,508 for implementation and training services, and Mr. Crossman seconded. The motion was approved unanimously.
- 6. Group Medical and Pharmacy Plan Services, RFP 2015-20:** Dr. Amy Bosley, Vice President, Organizational Development and Human Resources, presented the matter, with documentation distributed to the Board. Following discussion, Mr. Oliver moved to approve the recommendation of the evaluation committee to engage United Healthcare Group to serve as the College's third party administrator for group medical and pharmacy plan services, and authorize the College to enter into a contract with United Healthcare Group to serve as the College's third party administrator for group medical and pharmacy plan services, to be effective January 1, 2016, and Ms. Lopez-Cid seconded. The motion was approved unanimously.

A motion was made by Mr. Crossman and seconded by Dr. Carlson to accept and approve items 7, 8, 9, 10, 11, and 12 under New Business in the manner of a consent agenda. The Board unanimously approved the following items of New Business, as recommended:

- 7. Delinquent Account Write-Off**
- 8. 2014-2015 Annual Fire Safety, Casualty Safety and Sanitation Inspection**
- 9. Additions, Deletions or Modifications of Courses and Programs**
- 10. Human Resources Agenda**
- 11. Submission of Grant Proposals**
- 12. Property Deletions**

**13. President's Performance Evaluation:** Dr. Mullaney thanked the Board for providing their valuable feedback on Dr. Shugart's performance. Chair Grulich stated that she has prepared an evaluation document which summarizes the President's performance evaluation Board feedback. She indicated that Dr. Shugart's evaluation scores and related Board comments

are excellent. Chair Grulich stated that the Board unanimously praised Dr. Shugart for his outstanding leadership qualities, and recognize him as a national leader. She then invited the members to offer any additional comments on Dr. Shugart's performance as Valencia's president. Mr. Crossman stated that Dr. Shugart is awesome, and that his exceptional leadership is reflected in part by the exceptional staff and faculty that surrounds him. Mr. Oliver expressed that Dr. Shugart is superb, and the best community college leader in the nation. The Board unanimously concurred. Mr. Oliver praised Dr. Shugart for accepting constructive criticism with the highest level of respect and leadership. Chair Grulich praised Dr. Shugart's ability to bring new initiatives and ideas to the College. Mr. Oliver moved to approve President Shugart's Performance Evaluation as presented, and Mr. Hansen seconded. The motion was approved unanimously. The Board praised Dr. Shugart for his great leadership and continuing dedication to the College.

**14. President's Employment Contract:** Dr. Mullaney indicated that the proposed adjustments to the President's contract as presented for consideration do not reflect any increase in base salary or any other substantial changes from last year's agreement, save for routine changes reflecting new dates and the readoption of the three year retention provision, the current version of which is in its third year and is scheduled to be paid out this July 1. Mr. Oliver renewed his recurring objection to the president's repeated requests over the years to forgo increases in base pay to which he has been otherwise entitled in accordance with his contract. Following discussion, Mr. Oliver moved to approve a 12% merit increase, plus the contractual College increase (average tenured faculty increase – this year 3.64%) to Dr. Shugart's base pay, and Mr. Crossman seconded. The motion was approved unanimously. Dr. Shugart, upon being informed of the Board's action on his base salary, expressed deep appreciation for the recognition and support, and asked the Board to reconsider its decision. Dr. Shugart agreed to accept the standard 3.75% salary increase available this year to full time staff, but expressed reservations over the 12% merit increase as approved by the Board. Following lengthy discussion, Dr. Carlson moved to rescind the prior action of the Board, and to approve the contract reflecting a 3.75% increase in base salary. Ms. Lopez-Cid seconded. The motion was approved by 4-2 vote, with Mr. Oliver and Mr. Crossman voting in the negative.

**15. Discussion of 2015-2016 Meeting Schedule:** Following discussion, Mr. Oliver moved to approve the proposed meeting schedule as presented, amending the meetings start time from 10am to 9:30am. Mr. Crossman seconded. The motion was approved unanimously.

## **Board Comments**

Chair Grulich announced that Ms. Undria Stalling, Internal Auditor, will be resigning her position at the College. Ms. Stalling thanked Dr. Shugart and

the Board for their great support. Chair Grulich praised Ms. Stalling for her outstanding work and contributions to the College.

Mr. Oliver thanked Dr. Shugart, Mr. Galbraith, and Dr. Mullowney for their outstanding efforts representing the College while in Tallahassee. Dr. Shugart thanked the College's administrative staff and campus presidents. He thanked Senator Soto, and Representative La Rosa for their support for Poinciana Campus project.

## Reports

**A. East Campus Report:** Dr. Leonard Bass, Campus Dean, Learning Support, East Campus, presented the report, which was distributed to the Board. Dr. Bass briefed the Board on the Learning Support Offices' mission and its organizational structure, the campus library, the Academic Success Center (ASC), Student Life Skills and New Student Experience, and new initiatives.

**B. East Campus SGA Report:** Ms. Natalie Morales, East Campus SGA President, presented the report. She introduced SGA members to the Board. Ms. Morales shared the SGA's main goals, which include leadership, collaboration, and student involvement.

**C. Financial Report:** Mr. Houck presented the report, which was distributed to the Board. He indicated that the College will end the fiscal year with a 2% unspent operating funds. The Board praised the College for its stewardship.

**D. Construction Report:** Mr. Houck presented the report, which was distributed to the Board. He indicated that the design of Phase I, Plant Operations Facility is complete and within budget. Mr. Houck stated that the proposed Guaranteed Maximum Price (GMP) for each phase is scheduled to be presented to the Board during the September 2015 Regular Board meeting.

**E. Faculty Council Report:** Ms. Suzette Dohany, President, Faculty Association, presented the report. Ms. Dohany briefed the Board on the College's faculty best practices, and positive involvement with students enrolled in developmental education. Ms. Dohany reported on the Valencia educator's essential competencies, faculty research, and student feedback on instruction.

**F. Valencia Foundation Report:** Ms. Lopez-Cid presented the report, which was distributed to the Board. She encouraged the Board to attend the Foundation meetings, and networking events. Chair Grulich encouraged the Board to attend the Taste for Learning to be held November 7, 2015, at the Rosen Shingle Creek Resort.

**Adjournment**

Chair Grulich adjourned the regular meeting at 11:15am.

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Secretary

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Chair