

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

Minutes

November 2, 2016

Valencia College – East Campus, Room 5-112

Members Present

Mr. Lewis M. Oliver, III, Chair

Ms. Maria Grulich

Mr. Guillermo Hansen

Ms. Daisy Lopez-Cid

Mr. Raymer F. Maguire, III

Mr. John Crossman

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

Members Absent

Dr. Bruce Carlson, Vice Chair

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| Call to Order | Chair Oliver called the Regular Meeting of the District Board of Trustees of Valencia College to order at 9:38am. A quorum was present. |
| Invocation | The invocation was offered by Mr. Jay Galbraith, Vice President for Public Affairs and Marketing. |
| Pledge of Alliance | The Pledge of Allegiance was recited by all. |
| Approval of Minutes
September 28, 2016 | Ms. Lopez-Cid moved to approve the meeting minutes of the September 28, 2016 Regular Meeting as presented. The motion was seconded by Ms. Grulich and approved unanimously. |
| President's Report | <p>Dr. Shugart introduced two new members of Valencia's team, Ms. Kim Sepich, Vice President for Student Affairs, and Ms. Stephanie Howell, Director of Community Affairs.</p> <p>Dr. Shugart introduced Dr. Mamta Accapadi, Vice President for Student Affairs, Rollins College, to the Board. Dr. Shugart will be mentoring Dr. Accapadi for the remainder of the academic year, as part of the American Council on Education (ACE) Fellows Program, a customized learning experience that enables participants to immerse themselves in the culture, policies, and decision-making processes of other institutions.</p> |

Dr. Shugart informed the Board that the College has submitted two pre-proposals to the State Department of Education, regarding Valencia's interest in pursuing a Bachelor of Applied Science degree in Business and a Bachelor of Science in Nursing. The College will be working with employers in the region to determine the best approach for designing each of the programs. Dr. Shugart indicated that a formal letter of intent will be submitted to the State Board of Education, subject to Board approval at the December 7, 2016 Regular Meeting. Dr. Shugart thanked Dr. Susan Ledlow, Vice President, Academic Affairs and Planning, and Ms. Joan Tiller, Special Assistant, President's Office, for helping to lead this process.

Public Comment

No public comment was offered.

New Business

- 1. Valencia College 5-Year Impact Plan:** Dr. Shugart presented the report, which was distributed to the Board. He stated that the College has identified three strategic goals to be pursued from 2016-2021: Creating Educational Ecosystems; Transforming Our Regional Workforce and Economy; and Forging a Better Quality of Life. Dr. Shugart stated that as the College executes this impact plan, Central Florida will see Valencia as an essential partner in addressing the region's problems and goals. Following discussion, Ms. Grulich moved to approve the Power to Serve: Valencia's Five-Year Impact Plan, 2016-2021, as presented, including the additional two goals added to the plan: to increase the College-going rates of high school graduates, and increase equity. Mr. Maguire seconded. The motion was approved unanimously.
- 2. Interior Renovation – Building 6 West Campus (RFQu #2017-01) Approval for Budget Expenditure:** Following discussion led by Mr. Loren Bender, Vice President, Business Operations and Finance, Ms. Grulich moved to approve the \$1,400,000 for the total project budget including construction, FFE, and OIT infrastructure for West Campus Building 6 Interior Renovation, and Ms. Lopez-Cid seconded. The motion was approved unanimously.
- 3. Valencia Foundation Annual Audit Review:** Ms. Michelle Matis, Vice President and Chief Operating Officer, Valencia Foundation, presented the report, which was distributed to the Board. Ms. Matis noted that once again, the Valencia Foundation independent auditor's report concluded that the financial statements of the Foundation for the fiscal year ending March 31, 2016 are complete, accurate, and free of material misstatement. Following discussion, Mr. Crossman moved to approve the Valencia Foundation's 2016 Audit Report as presented, and Mr. Hansen seconded. The motion was approved unanimously.
- 4. Audit Plan 2016-2017:** Ms. Cynthia Santiago-Guzmán, Director, Compliance and Audit, Internal Auditing, presented the report, which

was distributed to the Board. Following discussion, Ms. Grulich moved to approve the annual risk assessment and audit plan for 2016-2017 as presented, and Mr. Maguire seconded. The motion was approved unanimously.

- 5. Audit Charter:** Ms. Santiago-Guzmán reported that the updated audit charter reflects the new position of Director of Compliance and Audit, and clarifies the responsibilities of the auditor portion of her role in accordance with the Institute of Internal Auditors' International Standards for the professional practice. Following discussion led by Ms. Santiago-Guzmán, Mr. Crossman moved to approve the updated audit charter as presented, and Mr. Maguire seconded. The motion was approved unanimously.
- 6. Policy Adoptions:** Dr. Amy Bosley, Vice President, Organizational Development and Human Resources, reported that in response to the new U.S. Department of Labor Fair Labor Standards Act (FLSA) regulations passed last summer, Valencia used the changes as a catalyst to update practices and policies to conform to the new regulations and maintain excellence in student learning and community impact. Following discussion, Ms. Lopez-Cid moved to approve policies 6Hx28: 3C-01, Total Rewards: Compensation & Hours of Work for Employees of the College; 6Hx28: 3C-04; Total Rewards: Recognition of Full-Time Employees for Educational Advancement; 6Hx28: 3C-06.1; Contracts for Instructional, Executive, and Administrative Employees; 6Hx28: 3C-08, Total Rewards: Employee Benefits; 6Hx28: 3E-01, Full-Time Employee Performance Evaluations; 6Hx28: 3F-02, Terminal Pay for Full-Time Employees; and 6Hx28: 3F-03, Suspension, Dismissal, Return to Annual Contract or Non-Renewal of Contract, as presented, and Ms. Grulich seconded. The motion was approved unanimously.
- 7. Policy Repeals:** Following discussion led by Dr. Bosley, Ms. Grulich moved to approve the repeal of policies 6Hx28: 3A-01 Job Description for Personnel of the College; 6Hx28: 3A-02.1 Definition of Administrative, Instructional, and Professional; 6Hx28: 3A-02.2 Definition of Full-Time Employment – Instructional and Administrative Employees; 6Hx28: 3A-02.3 Definition of Career Service Employees; 6Hx28: 3A-02.4 Definition of Full-Time Employment for Career Service Employees; 6Hx28: 3A-03 Classification of Career Service Positions; 6Hx28: 3A-04.1 Part-Time Personnel; 6Hx28: 3A-04.2 Part-Time Instructional Personnel; 6Hx28: 3C-01.1 Hours of Work for Instructional and Administrative Employees; 6Hx28: 3C-02.1 Hours of Work for Career Service Employees; 6Hx28: 3C-02.2 Recording of Work Hours – Career Service Employees; 6Hx28: 3C-02.3 Overtime Compensation for Career Service Employees; 6Hx28: 3C-02.4 Night Shift Differential; 6Hx28: 3C-02.5 Payment to Career Service Employees for Holidays Worked; 6Hx28: 3C-03.1 Payroll Deduction Authorization; 6Hx28: 3C-

03.2 Payroll Deductions for Dues for Certain Employee Organizations; 6Hx28: 3C-04.1 Salary Schedule; 6Hx28: 3C-04.3.1 Pay of Instructional Personnel Receiving Advanced College Credit; 6Hx28: 3C-04.3.2 Pay of Professional and Administrative Personnel Receiving Advanced College Credit; 6Hx28: 3C-05 Transfer from Temporary Grant-Funded Position to a College-Funded Position; and 6Hx28: 3-D-01 Paid Non-Duty Days, as presented, and Ms. Lopez-Cid seconded. The motion was approved unanimously.

A motion was made by Mr. Crossman and seconded by Ms. Lopez-Cid to consider, accept, and approve items 8, 9, 10, 11, 12, and 13 under New Business in the manner of a consent agenda. The Board unanimously approved the following items of New Business in the consent agenda, as recommended:

- 8. Amended 2016-2017 Salary Schedule**
- 9. Additions, Deletions or Modifications of Courses & Programs**
- 10. Continuing Education Courses**
- 11. Human Resources Agenda**
- 12. Submission of Grant Proposals**
- 13. Property Deletions**

Board Comments

Dr. Shugart thanked Dr. Ledlow, Dr. Karen Borglum, Assistant Vice President, Curriculum and Assessment, Ms. Linda Beaty, Assistant Director, Public Relations, and Ms. Noelia Maldonado, Coordinator, Instructional Advancement, for their outstanding work involved in crafting the Five-Year Impact Plan.

Reports

- A. East Campus Report:** Dr. David Sutton, Dean, Humanities/Foreign Language, East Campus, and Mr. Eric Wallman, Humanities Professor, East Campus, presented the report, which was distributed to the Board. The report focused on the Humanities Summer Institute and Faculty Fellowships Program Source of Funds, Intention, Notable Endowment Donors, Focus of Recent Summer Institutes, Recent Magruder Fellowships, and Impact.
- B. East Campus SGA Report:** Mr. Joseph Torres, East Campus SGA Vice President, presented the report, which was distributed to the Board. He briefed the Board on the East Campus SGA's engagement, accomplishments, advocacy, leadership, and future projects.
- C. Downtown Campus Hospitality and Culinary School Update:** Dr. Falecia Williams, West Campus and Downtown Campuses President, presented the report, which was distributed to the Board. She provided an update on the Downtown Campus, which will embody a nontraditional approach to design and delivery in partnership with the University of Central Florida (UCF). Dr. Williams reported on the

academic programs that will be offered at the Downtown Campus. She stated that the new campus will expand student access by developing a low-cost tuition model through educational partnerships and affordable options, while increasing quality and student access, cultivate innovation by immersing students in an urban living-learning environment with unique opportunities for success, enhancing the student experience, and create impact by fostering an education ecosystem that builds upon downtown industry strengths, preparing our graduates with relevant work opportunities that align with jobs. Dr. Williams announced that in order to help promote the new campus, Lynx will be wrapping a bus with Downtown Campus graphics at no cost to Valencia or UCF. The bus is scheduled to begin its routes in December, 2016.

- D. Financial Report:** Mr. Bender presented the report, which was distributed to the Board. He indicated that the College finished the year up by \$3.6 million in revenues, and current enrollment is up by 2%. Mr. Bender indicated that the College's financials are on target.
- E. Construction Report:** Mr. Bender presented the report, which was distributed to the Board. He reported on the East Campus – Film, Sound, and Music Technology Building, the Poinciana Campus: Building 1, and current project schedules. Mr. Bender invited the Board to attend the Topping Off events to be held at East and Poinciana Campuses, November 15 and 17, 2016, respectively.
- F. Faculty Council Report:** Ms. Neal Phillips, President, Faculty Association, presented the report. He stated that the College is continuing discussions regarding whether to keep using Blackboard, the current learning management system, or to migrate to Canvas, which is currently used by UCF.
- G. Valencia Foundation Report:** Dr. Shugart presented the report. He reported on the Foundation Campaign Council progress, and the 50th Anniversary Taste for Learning event, to be held at the Rosen Shingle Creek Resort, May 20, 2017.

Adjournment

- H.** Chair Oliver adjourned the regular meeting at 12:00pm.

Secretary

Chair