



**BROWARD
COMMUNITY
COLLEGE**

We keep you thinking.

Office of the president

To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: October 24, 2007

Place: Regular Meeting of the Board of Trustees
Broward Community College
Boardroom 1208, Building 33
Willis Holcombe Center
111 East Las Olas Boulevard
Fort Lauderdale

Subject: Agenda Item III -- APPROVAL OF MINUTES

Enclosure A contains the amended minutes from the September 26, 2007 regular board of trustee meeting.

RECOMMEND APPROVAL

THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL UNTIL APPROVED BY THE BOARD AT THE SUBSEQUENT MEETING

AGENDA ITEM

III

BROWARD COMMUNITY COLLEGE
Minutes of the Regular Meeting of the Board of Trustees
September 26, 2007

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PRELIMINARIES

President Armstrong thanked the trustees for the time they spent at the Board Retreat this morning, and thanked them again for the time they give to this college, to this board, to the taxpayers of the State of Florida, to the students of this institution, and to him as their President.

Chair Garrido asked our new trustee, Sean Guerin, to lead in the Pledge of Allegiance.

Archie Asar, program coordinator, introduced North Campus student Johanna Jordan as our own Seahawk Idol, Season I, who sang a moving rendition of the National Anthem.

Dr. Ken Ross introduced faculty in attendance. Angelia Millender introduced two groups of students representing the Theatre Department and the College Academy, as well as Ashley Airaghi, President of the Student Government Association at the Adams Central Campus. Jillian Printz reported we did not have any media present.

Proclamation for Joyce Warden

On behalf of the Board of Trustees and President Armstrong, Trustee Williams read a proclamation to Ms. Joyce Warden that recognized her 30 years of outstanding service to BCC. In honor of her excellent contributions to the college as an employee, the proclamation named April 25 of each year as "Joyce Warden Day" on each of the campuses. Trustee Williams then presented the framed proclamation to Ms. Warden, and she thanked the board.

Proclamation for Hispanic Heritage Month

President Armstrong read a proclamation from Broward Community College that acknowledged the different events the college was supporting on and off campus in celebration of Hispanic Heritage Month.

Retirements

Dr. Bolton recognized Professor Lavonne Aadland for her accomplishments at BCC and congratulated her on her retirement.

President Armstrong recognized Ted Wright upon the occasion of his retirement. He noted that he had known Dr. Wright for more than 20 years at the state level and knew of his good work and commitment to community college education. He described highlights of Dr. Wright's 26 years at BCC. He said Dr. Wright would be missed, but that he was looking forward to working with him as Dr. Wright began his consultancy with the Lumina Foundation. Dr. Wright received a standing ovation from his colleagues and the Board of Trustee members as he left the podium.

Theatre Recognitions

Dr. Bolton introduced professors Debbie Kondelik, Mariah Johnson and Michael Williams from the BCC Fine Arts Department. They were recognized for theater productions which received the highest ranking from the Florida Community College Activities Association for performances last year. Students who performed and worked back stage on these productions also were recognized.

Recognition of BCC by the Florida Regional Minority Business Council

President Armstrong reported the Florida Regional Minority Business Council named BCC the Corporation of the Year in the tri-county area, beating out the other nominee Florida Power & Light Co. He recognized the leadership of Alex Denis and Shirley Gainey-Dollar in the Procurement Department that helped to make this award possible. Procurement department employee Sara Lee was awarded the Top Buyer of the Year honor. Other nominees were from the North Broward Hospital District and the University of Miami, both much larger organizations in buying power than BCC. He said that Sara is a wonderful representative for our college.

I. MEETING CALLED TO ORDER

The regular meeting of the Board of Trustees was called to order at 2:17 p.m. on Wednesday, September 26, 2007 by Chair Garrido. The meeting was held at the Tigertail Lake Center, 580 Gulfstream Way, Dania Beach, Florida. In attendance were President Armstrong, Chair Garrido, Vice Chair Tanner, Ms. Douglass, Mr. Guerin, Mr. Tanner, Mr. Williams and College Attorney Kevin Fernander.

II. APPROVAL OF AGENDA AND ACKNOWLEDGMENT OF PUBLIC NOTICE

A motion was made and seconded by Williams/Guerin to approve the agenda and public notice. Ms. Douglass congratulated Patti Barney and her staff for getting the packet published online. She also suggested since the packets are now sent and posted electronically, future public notices should indicate the agenda is not only available in the President's Office, but also online at www.broward.edu. The motion passed unanimously.

III. APPROVAL OF MINUTES of the August 22, 2007 meeting

A motion was made and seconded by Williams/Tanner to approve the minutes. Ms. Douglass brought attention to Page 6 of the minutes, first paragraph, where Mr. Williams stated he was counting on Chair Garrido to commit to the policy and procedure project being completed by the end of her year as chair. Ms. Douglass asked that we add to the minutes *that Ms. Garrido expressed her commitment that the project will be completed at the end of her year as chair*. The motion was passed unanimously to approve the minutes as amended.

IV. CONSENT AGENDA ITEMS**A. Human Resources**

1. Employment of full-time and part-time personnel (pulled by Douglass)
2. Resignation and Termination of Personnel

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3. 2007-2008 Annual Salary Increases for non-represented Professional Technical Staff as well as Administrative Staff (pulled by Douglass)
- B. Purchasing (None)
- C. Contracts
 1. General
 - a) Recommended selection of Procon Engineering Services, Inc., for collegewide engineering services (pulled by Douglass)
 2. Construction/Facilities (None)
 3. Summary of Economic Development Contracts
 4. Summary of Rentals of Bailey Hall/Omni (pulled by Douglass)
 5. Summary of Student Life Contracts (pulled by Douglass)
 6. Summary of Consultants/Performances Contracts (pulled by Douglass)
 7. Summary of Health Science Affiliation Agreements
 8. Summary of Articulation Agreements (None)
 9. Ratification of Previously Approved Contracts
- D. Student Receivable Debt Reduction
 1. Steve Howard -- deceased
- E. Budget Amendments
 1. General Current Fund (year-end actual results) (pulled by Douglass)
 2. Restricted Current/Student Activities Amendment #1
 3. Unexpended Plant Fund
- F. Warrants
 1. August, Accounts Payable and Payroll
- G. Curriculum Committee Recommendations (None)
- H. Donation
 1. Request permission to donate an F401 Jet Engine to The Museum of Discovery and Science (pulled by Douglass)

Motion made and seconded by Douglass/Tanner to approve the items not pulled from the consent agenda. The motion passed unanimously.

V. ITEMS REMOVED FROM CONSENT AGENDA:

IV-A, 1 – Human Resources: Ms. Douglass noted her disappointment with the number of Hispanics reflected under the ethnicity column for employment of full-time administrative and faculty report, particularly with faculty. She stated she is looking forward to hearing from the President as to what his plans are to help increase diversity, particularly in the faculty area. She also asked the President if the diversity in hiring goals the board set, outside of the requirement we have with the state, are still in place or do we need to put more goals in place. President Armstrong replied that those goals are still in place. He further reported that we are required by law to respond to federal and state goals and guidelines for hiring practices. He asked Dr. Chun what the timeline is for that and when we might be bringing that forward again. Dr. Chun reported we need to make progress in several areas particularly in hiring Hispanic and African American faculty members. She added the board will be updated on a regular basis on our aggressive outreach. Ms. Douglass asked for this update to be an agenda item at the October board meeting.

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IV-A, 3 – 2007-2008 Annual Salary increase for non-represented PTS and Administrative Staff: Ms. Douglass reported the transmittal sheet was not clear on this item insofar as the increase President Armstrong reported for employees making under \$20,000 annually if these employees were going to receive the increase in the minimum wage first of \$10.63/hour, and then the \$1,000 base salary increase. President Armstrong said that the \$1,000 would be in addition to the minimum wage increase. A motion was made and seconded by Williams/Garrido to approve this item with an amendment to the transmittal sheet.

IV-C, 1 – Selection of Procon Engineering Services: Ms. Douglass asked how people are selected to serve on a procurement committee. Alex Denis responded there are two policies we use for procurement committees. One is for construction procurement and one is for goods and services. The construction procurement policy dictates who will be on the committee, and includes a representative of the facilities department, and a representative from the campus. The goods and services procurement policy as it exists today does not spell out who will be on a committee. He added at the special board meeting on policies and procedures, the goods and services procurement policy will spell out exactly who will be on these committees. President Armstrong concurred that he was also hopeful this would be on the agenda for the October 11th meeting. Ms. Douglass wanted to ensure that some sort of rotation takes place so that the same people don't sit on the committees time after time. The President added that we are making sure that we have the ability to select within a defined category, like a campus representative, qualified people to sit on the committees. Ms. Douglass asked Alex Denis to e-mail her the present policy and procedures for procurement for her review before October 11.

IV-C, 4 – Rental of Bailey Hall: Ms. Douglass asked why we only had two or three rentals in August. Susan Barnett reported August tends to be the facility's slowest month. President Armstrong commented that we have many events in the pipeline. Ms. Barnett reported that starting next week, Bailey Hall will be booked each weekend until Christmas break and after that until June.

IV-C, 5 – Student Life Agreements: Ms. Douglass asked if the \$6000 Juan Villareal comedy show was very funny. The event was scheduled for September 29 and President Armstrong said he would find out if anyone attended and if it was indeed funny.

IV-E, 1 – General Current Fund (year-end actual results): Ms. Douglass asked what the Graves Museum Collection awareness, visibility and access allocation of \$75,000 was going to be spent on; President Armstrong responded there will be additional display areas to be able to showcase some of the museum artifacts at of our facilities. One in particular is a casement just outside the boardroom at the Willis Holcombe Center. He added there will be a more detailed report provided to the board with timelines in the future.

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IV-H, 1 – Donations: Ms. Douglass noted the transmittal sheet did not indicate whether BCC will be acknowledged for the F104 aircraft engine which we are donating to the Museum of Discovery and Science. Jorge Guerra and Shouan Pan replied that there will be a plaque on the engine stating that the engine was donated by BCC.

A motion was made and seconded by Tanner/Williams to approve the items removed from the consent agenda. Motion passes unanimously.

VI. ACTION ITEMS

A. Three- Month Contract for Dr. Holcombe July 1 – September 30, 2007: Motion made by Tanner/Williams to approve the contract. President Armstrong stated this is for work that has been and is continuing to be performed. The motion passed unanimously.

B. Request approval of award recommendation to NEC Unified Solutions, Inc.: Ms. Barney introduced Mr. Pat Daniels, with Elert & Associates, the consultant who assisted with the RFP process. Ms. Barney reported that based on calculations, after the three years and beginning the fourth year, we will break even based on the total dollars invested. Mr. Williams asked about cost savings, profit centers and a maintenance contract component. He asked if the maintenance contract component will not overshadow those savings and Ms. Barney responded she did not believe so. Mr. Williams asked what we are looking at as a tentative timeline for refreshment of our telephone system since our current system is approximately 13 years old. Ms. Barney said the life cycle expectancy of the boxes is seven to ten years and we have included telecommunications equipment as part of our technology refresh program for future years. She added it is a hybrid approach, which can migrate over time. Mr. Williams asked if it is proprietary, as he is opposed to that. Ms. Barney responded it is proprietary as NEC Solutions. She added it is a three-year contract – a one-year contract with two optional one-year renewals. Mr. Williams asked what would happen in the third year, and we decide to switch to a different provider, would we rip out all the NEC systems? Ms. Barney said we do not typically RFP the telephone system after three years. The two-year contract includes maintenance. Trustee Tanner asked if we are buying equipment, not leasing it and Ms. Barney responded that was correct. The backbone equipment is going to be capable of supporting voice-over IP, as well as traditional handsets. Mr. Tanner also asked if this million dollars is for this just the initial equipment, and when we convert over the remaining phones over a period of time, what would be the expected capital outlay? Ms. Barney said the technology refresh committee is working on that. Mr. Williams asked if once we buy this equipment, do we have to live with NEC forever? Ms. Barney said no we do not. Mr. Guerin stated there was no question we are going to do this and asked how this will impact the infrastructure and support that we have to handle. Ms. Barney responded we have campus-based technicians, and there will be a full training for the campus-based staff to be able to handle the network. In addition, we have two people from the telecommunications staff to support

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telecommunications. We will also have project management continuing as we start to roll this out. Mr. Williams asked Ms. Barney how the money we are spending is designated as staying in Broward County, or is it a Broward firm? Ms. Barney said NEC's regional office is in Boca Raton. Chair Garrido said in that case, the transmittal form would need to be changed to indicate it is not a Broward County firm. Ms. Douglass asked how the makeup of the short-listing and interview committees was established, and was it established through goods and services? Ms. Barney responded yes.

Motion made by Douglass/Williams to move in favor with the transmittal sheet being revised. Motion passed unanimously.

- C. Proposed agreement between BCC and VATC from 2007-2012: President Armstrong said that in the discussions during the morning retreat, he probably should have pointed out that our partnerships with organizations in other countries were one of the entrepreneurial activities the college plans to continue. It is one of the successes of this institution. The President added with the growth of the economy of Southeast Asia, particularly in Vietnam, and given our past relationship with Vietnam, it is rewarding to see opportunities to work with this country. The Vietnamese are moving more into technology and manufacturing roles, therefore they are very interested in our career and technical programs. Dr. David Moore, Associate Vice President for International Education, and Ms. Mattie Roig, Associate Vice President for Technical Education, recently visited this facility.

Dr. Moore reported VATC is a privately owned international school that opened in 2000. The school enrolls 17,000 students at 27 branches and 40 percent of their teaching staff hold a master's degree. Their overall staff is about 500. Their emphasis is on career, computer and English skills with three major areas of study: information technology, management and foreign language. VATC intends to offer its own associate degree, not a BCC associate degree. Mr. Williams asked if they are SACS accredited. Dr. Moore responded they are not; however, their government recognizes them. If they were to offer a BCC degree, then they would have to be accredited with SACS and would have to meet SACS guidelines.

President Armstrong explained the different level of affiliations we have with our international partners. We have institutions where we primarily exchange faculty and students for a limited period of time. Exchange programs are very common in higher education. In more recent years, higher education institutions, especially in developing and emerging countries, have reached out to us and asked our help to develop curriculum and to assist them in raising their academic standards. When we get one of these requests, we send faculty and staff over to provide the consulting services. Some of you have visited some of these institutions. This is the kind of relationship we currently have with VATC. Then, if an institution gets to a level of quality and standardization that meets our and SACs' requirements,

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with a faculty that have masters' degrees plus 18 graduate hours in their field, and they meet SACs standards, then we offer a fully accredited BCC degree with them that transfers to our universities. For them this is the gold standard.

Trustee Williams said that he appreciates the good work the college is doing with these affiliations, but he had a concern about what our ultimate mission is and if our goal is to get our all our affiliates to a level where they can offer a BCC degree. He stated that, if this is the case, our plan should be very clearly articulated in our agreements with these institutions and in our policy and procedure, so that we can retain the high reputation BCC has abroad by defining expected outcomes.

Trustee Douglass expressed her concerns with the expenses incurred by Dr. Moore and Ms. Roig during their trip to Vietnam. Dr. Moore stated they spent approximately \$5,000 on this trip, and that the funds came from our International Education Clearing House. No state funds were utilized to develop that fund, and it is our intention, as the revenue begins to come in from Vietnam, to replenish that account. Ms. Douglass said while we are tightening our budget for our students, who are American citizens in Broward County, she does not want to see learning resources taken away from them. President Armstrong stated we would not do that, and the only way we will operate is if we can recoup our costs and hopefully generate profits. Ms. Douglass referred to the transmittal sheet which stated under fiscal impact; the proposed agreement will provide \$18,000 as a standard affiliate fee, and stated that she could not find language in the contract expressly providing for that or any other payment schedule in the attached agreement. Dr. Moore stated sections 3, G, H, and I of the agreement refer to funds. She asked what obligates them to pay us. Dr. Moore reminded the board they approved an affiliation fee structure recently and that is the fee structure that is being imposed on the Vietnam American Training College.

Attorney Fernander stated we can walk away from this contract for 180 days at any time. Therefore, if they are not paying us, and we are not satisfied, we can walk. However, he also stated that there is no specific language in the contract that says in exchange for the services that we are providing them, they are going to pay us "x" amount of dollars. Mr. Fernander added it is always a good idea to have as much as you can express inside the contract, but the fact that we get to walk away from this contract without any recourse, gives a little resolve. He stated if the board wanted to amend this to put that language in, he could do that. Ms. Douglass asked that Mr. Fernander amend the contract, and it would come back to the board after that. A motion was made and seconded by Douglass/Williams to continue this board item and it passed unanimously.

- D. Request approval of award recommendation to Hewlett-Packard: President Armstrong indicated this is another part of our overall technology plan and that the board agreed to in the past; that we would, at a minimum, send a bid out every

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three years for college computers. He added that as part of our budget reduction we will not be refreshing computers for administrators and other staff, but would move forward with a plan to refresh and put new computers in our teaching labs and the academic and instructional components. Ms. Douglass asked if refresh means replace and Ms. Barney said yes. After they reach their end of life cycle, which runs on about a three-year cycle, we replace all of our desktop and laptop computers. Ms. Barney introduced Mr. Tony Cossio with HP and Alex Bentancourt with United Data Technology, our authorized minority vendor that we make purchases through. She added through the RFP the prices are on average 50 percent below market or retail prices. Trustee Williams asked if students benefit from the 50 percent price savings. Ms. Barney reported students have an academic program where they actually get discounted prices. Mr. Williams said the next time he hears HP's name he would be happy because they are giving students a discount on computers, but the next time he hears HP for a contract, he would like to see what HP is doing to bridge the digital divide in South Florida and how we can partner with them to do that.

A motion was made by Douglass/Williams to approve the contract. The motion passed unanimously.

- E. General Current (amendment to meet 4 percent state allocation reduction)
 President Armstrong reported we are implementing savings on everything from cell phones to document management, to holding off on some contracts we feel comfortable we can hold off on for another year or so. He added we are going to maintain academic and student support services for our students which is our first priority. President Armstrong added he was very pleased with the excellent participation of senior executive staff, and president's cabinet, which includes a faculty member and a representative from the faculty senate, in working out this budget. We all used this budgeting exercise as an opportunity to new find efficiencies at the college.

Motion made by Tanner to move this budget with details. Douglass seconded the motion.

Trustee Williams asked what the itemized items were on the spreadsheet. President Armstrong indicated these are specific items where we are having increased costs, i.e., the additional adjunct budget to hire more part-time faculty to teach additional classes we need because of our increased enrollment. Then there are other areas where you see we have budgeted reduced costs. For example, the big one there is the \$600,000 elimination of the college contribution to the health plan . As I mentioned last month, this was contingent upon and based on conversations with Lloyd Rhodes bringing to us the recommendations that we desperately need to make changes in our policies in our health care plan to move us more toward market benchmarks.

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Discussion of specific line items ensued, and then Mr. Tanner called the question. The motion passed unanimously.

VII. COLLEGE PRESENTATION – College Academy

President Armstrong reported our College Academy started in 2001 as a partnership with the Broward County Public Schools and has a tremendous success record. Dr. Lois Bolton, Central Campus Provost, introduced Ms. Nell Sapp, principal of the College Academy. Ms. Sapp presented a PowerPoint presentation, which demonstrated the academy's success stories. At the end of her presentation, Ms. Sapp introduced two college academy students. Ms. Sara Kovachik reported she came from Archbishop McCarthy H.S. and said this has been a wonderful experience. She has been challenged academically and grew personally, came out of her shell and explored her own abilities. Next student, Mr. Jose Torres spoke about his experience with the Academy. He was born in Colombia and came to the USA in 2000 looking for opportunities. He admitted he was nervous at first, but found it was the best opportunity he has had. He learned about time management, which he said is not taught in public high schools. He said the teachers are excellent and devoted to the students, and can be reached at any time, which motivated him to want to learn.

VIII. INFORMATION ITEMS

A. Project Status Report

President Armstrong referenced the projects report in the packet. Ms. Douglass asked about the Willis Holcombe Plaza and the anticipated time of completion. The anticipated completion date is set for late October or early November.

B. Annual Financial Report

President Armstrong reported that in the past, the college was not providing the board with timely up-to-date annual financial information. That is because we waited until it was audited by the state. Mr. Pennell stated this report is a closeout of the fiscal year and are un-audited financials. The president added when we get the audit back, he would bring that to the board.

Ms. Douglass asked that in the future, financial graphs which had been originally printed in color not be copied in black and white when they are to be given to the board, and instead be printed in their original colors which would allow the original colors and shades to be visible to the board members.

C. President's Report

President Armstrong reported he did not have any additional information for the board.

D. Board Comments

Trustee Williams reported he was going to miss Ted Wright, adding he has served BCC well and took the college through some rough times.

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Trustee Douglass also said she was going to miss Dr. Wright, and thanked him for all he had done at the college.

Ms. Douglass asked for the following to be on the record. At the August meeting, she requested information on the federal government imposing some sort of Social Security review program and had asked for a report from someone as to what the status of that Social Security review policy is and if we are in compliance.

She also requested a report on Governor Crist's environmental initiatives, and yet has not received any information, specifically if there are any initiatives that we are expected to be in compliance with.

Ms. Douglass asked the President if the African statue has been moved to Bailey Hall yet and the response was no. President Armstrong reported he hopes to have the board tour the Graves Museum Collection the month the board meeting is held on the Adams Central Campus in 2008. He also will provide the board with a plan on how the collection will be highlighted and exhibited throughout the college. Ms Douglass stated that we received the collection in 2004 and three years later, she continues to be disappointed in the fact that we are not exhibiting that great resource for the benefit of the students and public and asked for a report now, if possible.

In addition, she asked Mr. Pennell for a report at the October meeting on the status of our inventory for the benefit of new trustee Sean Guerin. She also asked for a status report on Junior Achievement.

Ms. Douglass asked that a copy of the minutes be sent electronically to Attorney Fernander as well as the trustees.

Ms. Douglass stated that she would like to see the LEED issue actually put into policy somehow, in concert with all of our sustainability policy. She asked Mr. Pennell's department to explore how that could be done.

Ms. Douglass asked the President to report to the board on the presidential leadership academy and the assistant dean leadership program. She also recalled in the past the trustees received invitations to college events and asked the President if he could reinstate that practice. The President assured her she would receive them via e-mail. She then thanked Patti Barney and Don Artman on her staff who helped her open her e-mails she received from Emilia, stating that Don was very professional and innovative.

Finally, Ms. Douglass expressed her disappointment with the unavailability of Coca-Cola at this meeting and asked why. She was informed by Mr. Pennell and Mr. Denis that Lackmann Culinary Services, our college vendor for catering,

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supplied the beverages for the retreat and lunch, and they recently switched vendors as an economy measure, and now have an exclusive contract to serve Pepsi products. Attorney Fernander noted that the college does have a vendor contract for Coca-Cola products with a provision that they would provide both Pepsi and Coke products available throughout the college's vending machines for the students, staff and faculty.

Trustee Guerin reported his first meeting was an eye-opening experience. As a native of Broward County, he said he grew up thinking that the college kind of ran itself, not realizing what went on behind the scenes. He said his first meeting was an experience and with the college's talented team of experts and the board's dedication and passion, he looks forward to participating. He also thanked everyone for their warm welcome.

Trustee Tanner thanked Ms. Barney, commending her for getting the agenda and packet up and online in 48 hours, which says a lot about her capabilities. Mr. Tanner also thanked Ted Wright for his service.

IX. ADJOURNMENT

With no further business to discuss, motion was made by Williams/Douglass to adjourn at 5:17 p.m.

Submitted by:

Emilia Colageo
Jillian Printz
Board Member Douglass

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