



Office of the President
Willis Holcombe Center
Phone 954-201-7401
Fax 954-201-7357

www.broward.edu

**BROWARD
COLLEGE**

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To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: August 26, 2008

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

Subject: Agenda Item III - Approval of Minutes

This item contains the minutes of the regular board meeting held on July 23, 2008.

RECOMMEND APPROVAL

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

BROWARD COLLEGE
Minutes of the Regular Meeting of the Board of Trustees
July 23, 2008

PRELIMINARIES

President Armstrong welcomed everyone to the July Board of Trustees meeting. Dr. Lourdes Oroza led the Pledge of Allegiance.

Vice President of Academic Affairs, Judith Scherer introduced the faculty in attendance. Vice President of Student Affairs, Angelia Millender indicated there were no students in attendance. Jillian Printz stated there was no media present.

President Armstrong spoke about the enrollment figures as compared to last year and indicated a 20 percent increase in enrollment which was attributed in part to the large turnout at the open houses that were recently held. President Armstrong congratulated the staff for the great job in encouraging students to enroll early.

RETIREMENTS

President Armstrong called upon Foundation Executive Director, Nancy Botero, who recognized Kathy Gerstman. Ms. Gerstman has been with Broward College for 18 years and during her tenure has held many positions including Director of Resource Development, Governmental Grants Officer and has raised over 2.2 million dollars through the Department of Education, Title III Grant, raised \$830,000 for the Planetarium and \$500,000 for the Tigertail facility. Ms. Botero acknowledged Ms. Gerstman's many accomplishments and dedication to the College. President Armstrong thanked Ms. Gerstman for her service to the College.

RECOGNITION OF DR. ROSA LAWSON and SIDNEY CALLOWAY

Nancy Botero recognized Dr. Rosa Lawson for her gift of \$15,000 to the College that will go towards scholarships. Ms. Botero presented Dr. Lawson and Mr. Calloway with special plaques that were created by Broward College student, Jessica Rivera, in appreciation for their contributions to the College.

I. MEETING CALLED TO ORDER

The regular meeting of the Board of Trustees of Broward College was called to order at 1:20 p.m. on Wednesday, July 23, 2008 by Vice-Chair Tanner at the Willis Holcombe Center, Board Room 1208, 111 East Las Olas Boulevard, Fort Lauderdale, Florida. In attendance were Vice-Chair Paul Tanner, Trustee Williams, Trustee Sosa-Douglass, Trustee Guerin, College Attorney Fernander and President Armstrong.

President Armstrong proceeded with a PowerPoint presentation of his recent trip to Ecuador where he gave the commencement address to our affiliate, Universidad Panamerica de Cuenca.

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Mary Diaz came to the podium to speak about her experience and thanked Dr. David Moore and the College for the experience. President Armstrong thanked Dr. David Moore and the Board members for supporting this program. Mr. Williams asked Dr. Moore how many affiliates the College has. Dr. Moore stated we have 11 affiliate programs in 9 countries and that Broward College is the only college in Florida to offer such an extensive program. Ms. Douglass asked about the degrees received after completion of the program. Dr. Moore indicated that the students receive a certificate and the credits were accepted at many universities in the United States.

Organization of Board of Trustees

President Armstrong stated that at this point in the meeting, it is appropriate for the Board to consider the nomination and election of the new Board Chair and Vice Chair. President Armstrong thanked Lourdes Garrido for serving as Board Chair and expressed his appreciation for the time given to the College.

A motion was made and seconded by Ms. Douglass/Mr. Williams to elect Paul Tanner as Board Chair and it passed unanimously. Ms. Douglass thanked Ms. Garrido on behalf of the Board for her service to the Board and the College despite the many personal challenges that she has had over the last year.

A motion was made and seconded by Mr. Williams/Ms. Douglass to elect Sean Guerin as Board Vice Chair and it passed unanimously.

A motion was made and seconded by Mr. Guerin/Mr. Williams to hold the regular monthly Board meetings on the 3rd Tuesday of the month and it passed unanimously. An amended motion was made and seconded later in the meeting by Ms. Douglass/Mr. Guerin to hold the regular monthly Board meeting on the 4th Tuesday of the month and it passed unanimously.

II. APPROVAL OF AGENDA AND ACKNOWLEDGMENT OF PUBLIC NOTICE

A motion was made and seconded by Ms. Douglass/Mr. Guerin to approve the Agenda and Public Notice of the regular meeting of the Board of Trustees held on July 23, 2008 and it passed unanimously.

III. APPROVAL OF MINUTES

A motion was made and seconded by Mr. Guerin/Mr. Williams to approve the minutes of the Board of Trustees meeting of June 25, 2008. Mr. Williams asked for verification that the minutes had been changed to reflect his comments regarding the Board Resolution. Susan Stember acknowledged that this was the case.

President Armstrong discussed the Mad 4 Marketing contract that was voted upon at the June Board meeting. He stated that when this contract was adopted, it was a two-year contract with an option for a three-year renewal on an annual basis. President Armstrong asked for clarification from the Board on whether they wanted this contract to go out for bid by RFP or to bring back for consideration to renew for the last year. Ms. Douglass stated that this contract falls outside of the norm and recommended that the College proceed with the last year option. However, in the future, all contracts would automatically go out for bid by RFP every three years with two

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renewals of one year each. Discussion ensued regarding renewals and President Armstrong indicated that this matter was on the agenda for next month's workshop.

The motion to approve the minutes of the Board of Trustees meeting of June 25, 2008 passed unanimously.

IV. CONSENT AGENDA ITEMS

Mr. Fernander indicated that Item IV-C-3-d (Project RENEW) should be moved to Action Items. A motion was made and seconded by Mr. Guerin/Mr. Williams to move this item to Action Items, and it passed unanimously.

- A. Human Resources
 - 1. Employment of full-time and part-time Personnel
 - 2. Resignation and Termination of Personnel
- B Purchasing - Waiver of Bid
- C. Contracts
 - 1. General – (None)
 - 2. Construction/Facilities
 - a. Continuing contract renewal for Brown & Brown Architects Collegewide Architect Services (**Pulled by Ms. Douglass/Mr. Guerin**)
 - b. Continuing contract renewal for Louis J. Aguirre & Associates – Mechanical/Electrical/Plumbing Services (**Pulled by Ms. Douglass/Mr. Guerin**)
 - c. Continuing contract renewal for Rodriquez, Peterson, Porras Architects – Collegewide Architect (**Pulled by Ms. Douglass/Mr. Guerin**)
 - d. Continuing contract renewal of Saltz Michelson Architects Collegewide Architect Services (**Pulled by Ms. Douglass/Mr. Guerin**)
 - e. Continuing contract renewal for Hanson Professional Services, Inc. – Mechanical/Electrical/Plumbing Services (**Pulled by Ms. Douglass/Mr. Guerin**)
 - 3. Summary of Economic Development Contracts
 - 4. Summary of Rentals of Bailey Hall/Omni
 - 5. Summary of Student Life Contracts
 - 6. Summary of Consultants/Performances Contracts (None)
 - 7. Summary of Health Science Affiliation Agreements
 - 8. Summary of Articulation Agreements (None)
 - 9. Ratification of Previously Approved Contracts
- D. Student Receivable Debt Reduction
- E. Budget Amendments (None)
- F. Warrants
 - 1. June 2008 warrants for payroll and accounts payable expenditures
- G. Curriculum Committee Recommendations (None)

A motion was made and seconded by Ms. Douglass/Mr. Guerin to approve the items not pulled from the Consent Agenda, and it passed unanimously.

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V. ITEMS REMOVED FROM CONSENT AGENDA:**IV-C-2-a - e**

- a. Continuing contract renewal for Brown & Brown Architects Collegewide Architect Services
- b. Continuing contract renewal for Louis J. Aguirre & Associates – Mechanical/
Electrical/Plumbing Services
- c. Continuing contract renewal for Rodriquez, Peterson, Porras Architects – Collegewide
Architect
- d. Continuing contract renewal of Saltz Michelson Architects Collegewide Architect Services
- e. Continuing contract renewal for Hanson Professional Services, Inc. – Mechanical/
Electrical/Plumbing Services

Ms. Douglass indicated to Mr. Pennell that these contracts were now in their last year and all future bids by RFP should be done in a timely manner. Mr. Guerin asked about the clause contained in these agreements that stated the vendors were to receive notification 30 days prior to the termination, and if not notified within 15 days, the contracts automatically renew. Mr. Fernander stated that the College has the right to terminate at any time. Discussion ensued regarding timely submission of all contracts. Ms. Douglass asked Mr. Fernander to present to the Board a schedule of deadlines for contracts to ensure that contracts reach Mr. Fernander well in advance of their deadlines so that they can reach the Board in a timely manner, and not just prior to their expiration. President Armstrong indicated that this matter would be addressed at the August workshop. Mr. Fernander stated that the College was moving towards uniformity of contracts.

VI. ACTION ITEMS

Item VI- A - Purchase of Phone Cable from AT&T – North Campus – This item will allow the College to purchase underground cable trunks at North campus. A motion was made and seconded by Mr. Williams/Mr.Guerin to move this item for discussion. Mr. Williams stated that he has always been a strong proponent for owning our infrastructure. Frank Sandmaier came to the podium to discuss this item. Mr. Williams suggested that we look to every campus to take advantage of purchasing underground phone lines even though the College is moving towards Voiceover IP. Mr. Sandmaier indicated that we already own the lines on Central and South campus. President Armstrong extended congratulations to Patti Barney and her staff for this cost-saving initiative. President Armstrong spoke about other cost-saving measures, including document management and information flow which resulted in a \$300,000 a year saving for the College. Mr. Williams spoke about the One Broward Initiative. President Armstrong stated that Patti Barney would be doing a presentation to the Board at a later date.

A motion was made and seconded by Mr. Williams/Mr. Guerin to approve this item, and it passed unanimously.

Item VI-B – Educational Plant Survey – Item VI-C – CIP Report –

President Armstrong stated that these two items deal with facilities. The Educational Plant Survey is for facility needs through the fiscal year 2012-13. This serves as a baseline for facilities requests that may be made within the next five-year period and provides a foundation for development of the Capital Improvement Project (CIP). President Armstrong stated that the objective of this is to include all the College's needs during the next five-year period in order to

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have the opportunity to request PECO funding for renovation, site improvement and new facility projects. The CIP Report is based on the Educational Plant Survey which goes to Tallahassee for funding. A PowerPoint presentation was initiated by facilities. Mr. William Pennell and Mr. Francisco Hoyos came to the podium and gave an explanation of the process used to generate the CIP Report. There was discussion regarding ADA requirements and Ms. Douglass wanted to be certain the College was ADA compliant on any re-modeling. Ms. Douglass also expressed her ongoing concern regarding the lack of display space for the Graves Collection and she asked that, as renovations are proposed, that display space for the Graves Collection be incorporated in the plans.

Ms. Douglass asked about open enrollment at the College. President Armstrong stated although we were working with budget constraints along with enrollment growth, the College was working toward making sure there were enough courses offered for students. Discussion ensued regarding equity and capital placement.

A motion was made and seconded by Ms. Douglass/Mr. Guerin to approve Item VI-B, and it passed unanimously.

A motion was made and seconded by Ms. Douglass/Mr. Guerin to approve Item VI-C, and it passed unanimously.

Ms. Douglass suggested that since President Armstrong has been at the College for one year, it may be a good idea to present his vision for the College at a future Board meeting.

The meeting was temporarily recessed at 3:45 p.m. and was reconvened at 4:05 p.m.

Item VI – D – Correction of Student Fee Rate – There was no discussion of this matter. A motion was made and seconded by Ms. Douglass/Mr. Guerin and this matter passed unanimously.

VII . Project RENEW – This item was moved from Consent Agenda to Action Item – College Presentation - Project RENEW (Refugees Entering New Enterprises in the Workplace) - Norm Seavers came to the podium to give a short overview of Project RENEW. Mr. Seavers stated that in the first year of the project, there were 200 participants. At this time, after three years, 1,000 participants have been served with 100 people on the waiting list. He then introduced Ms. Irma Zender who came to the podium and acknowledged her staff. A short informational PowerPoint presentation was given which included an explanation, description, characteristics and components of Project RENEW. Ms. Zender stated that this program represented a large diverse population, providing social integration through ESOL education, vocational and career training at both the College and technical centers. Ms. Douglass asked about follow-up with the participants of the program, and it was indicated that there was a case management process with plans to track cohorts.

A motion was made and seconded by Ms. Douglass/Mr. Guerin to approve this item, and it passed unanimously.

VIII. INFORMATION ITEMS

A. Project Status Report - President Armstrong indicated the College was making good progress towards groundbreaking and construction of the parking garage.

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B. Information Items – Ms. Douglass requested information with regard to which banking institutions the College was currently doing business with. Jayson Iroff, Comptroller, came to the podium to discuss the College's investments with Wachovia and other institutions and indicated that the selection of bank/investments would be coming up for bid next year. Discussion ensued regarding bank/investments.

C. President's Report - President Armstrong spoke about Textbook Affordability and advised that there are ongoing efforts to compile guidelines for best practices. Dr. Judith Scherer, Vice President for Academic Affairs, came to the podium to talk about the new initiatives and innovative ways of providing textbooks to students. Ms. Douglass requested that, as the issue of textbook affordability is a constant concern at the student forums, an article outlining the new statute and BCC policy regarding the same be highlighted for students in the Observer. President Armstrong suggested that Dr. Scherer, Barbara Pippin and George Masforroll collaborate on an article for *The Observer* regarding textbook affordability. President Armstrong indicated that he would have Dr. Scherer update the Board in the next few months.

President Armstrong stated that the Graves Museum inventory has been completed and all boxes have been opened and cataloged.

President Armstrong stated that the ADA improvement project is ongoing and that the Planetarium is now closed for repairs/renovations and hopefully would re-open before the end of summer.

President Armstrong stated that the Fixed Asset Inventory was completed and was in the process of reconciliation. Jayson Iroff indicated that the financial audit will be presented next month and the operational audit will start in April.

President Armstrong spoke about the Good News items and updated the Board on his recent election to the Board of The United Way.

President Armstrong stated that the recent registration open houses held on all campuses were very successful and he will bring the numbers to the Board.

D. Board Comments

Mr. Williams congratulated President Armstrong for his leadership in the community. Mr. Williams congratulated Cindy Thuma on the publication of her new book. Mr. Williams acknowledged the JM Family for being good friends and partners with the College.

Ms. Douglass offered her congratulations on the excellent job on the completion of the inventory of the Graves Museum and suggested that perhaps the College would consider placing the inventory photographs of the items on the College website as an "on-line museum." Ms. Douglass also suggested that the College look into the potential value of the photographic inventory record as a possible "income stream event". Ms. Douglass suggested that the information on Hurricane Preparedness be provided to Trustee Garrido, who had requested the report at the last board meeting. Ms. Douglass asked Bill Pennell when the reconciliation of the fixed asset inventory would be brought to the Board. Ms. Douglass asked Francisco Hoyos about the FPL audit and Mr. Hoyos responded that this would be done on a building-by-building basis. Ms. Douglass thanked President Armstrong for the excellent follow-up to the Board members. Ms. Douglass congratulated Mr. Tanner and Mr. Guerin on their election as Board Chair and Vice-Chair.

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Mr. Guerin stated that he learned something new at every Board meeting.

Mr. Tanner stated that the JA groundbreaking at North campus was a wonderful event and introduced many new people to Broward College.

IX. ADJOURNMENT

With no further business to discuss, a motion was made and seconded by Ms. Douglass/Mr. Guerin and the meeting was adjourned at 5:05 p.m.

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J. David Armstrong, Jr.
President, Broward Community College

Paul Tanner
Chair, Board of Trustees

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