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**BROWARD  
COLLEGE**

**Define yourself.**

To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: October 28, 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 September 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**  
**September 23, 2008**

**PRELIMINARIES**

President Armstrong welcomed everyone to the September Board of Trustees meeting. President Armstrong thanked Vice-Chair Guerin for stepping in for Chair Tanner. Vice-Chair Guerin called upon Mr. Bill Pennell to lead the Pledge of Allegiance.

Vice President of Academic Affairs, Judith Scherer introduced the faculty in attendance. President Armstrong acknowledged Professor Damon Davis as the newly elected President of the UFF. Vice President of Student Affairs, Angelia Millender introduced the student in attendance. Jillian Printz stated there was no media present.

**RETIREMENTS** - None

**PRELIMINARIES**

**Theatre Recognition** - Dr. Lois Bolton recognized Professor Debbie Kondelik of the Visual and Performing Arts Department for her leadership regarding the two recent productions of "The Pillowman" and "A Lie of the Mind." Dr. Bolton acknowledged the entire faculty, staff and students who participated in the productions. Professor Kondelik introduced Ms. Natalia Sanchez, a theatre student, who appeared in these productions. Ms. Sanchez thanked the Board and the College for the theatre program which allowed the students to express their creativity. President Armstrong presented plaques to Professor Kondelik.

**I. MEETING CALLED TO ORDER**

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

**II. APPROVAL OF AGENDA AND ACKNOWLEDGMENT OF PUBLIC NOTICE**

A motion was made and seconded by Mr. Williams/Ms. Douglass to approve the Agenda and Public Notice of the regular meeting of the Board of Trustees held on August 26, 2008 and it passed unanimously.

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### **III. APPROVAL OF MINUTES**

A motion was made and seconded by Ms. Garrido/Mr. Williams to move for discussion. Mr. Williams requested that the portion of the minutes of the August 26, 2008 meeting regarding policies be transcribed. Ms. Douglass requested a copy of the transcript.

A motion was made and seconded by Ms. Garrido/Mr. Williams to approve the minutes of the Board of Trustees meeting of August 26, 2008 and it passed unanimously.

### **IV. CONSENT AGENDA ITEMS**

- A. Human Resources
  - 1. Employment of full-time and part-time Personnel
  - 2. Resignation and Termination of Personnel
- B. Purchasing - Waiver of Bid
  - 1. Disposal of property – Authorize disposal, donation or sale by bid of surplus property assets – **(Pulled by Ms. Douglass)**
- C. Contracts
  - 1. General
  - 2. Construction/Facilities
  - 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
  - 7. Summary of Health Science Affiliation Agreements
  - 8. Summary of Articulation Agreements (None)
  - 9. Ratification of Previously Approved Contracts
- D. Student Receivable Debt Reduction (None)
- E. Budget Amendments (None)
- F. Warrants
  - 1. August 2008 warrants for payroll and accounts payable expenditures
- G. Curriculum Committee Recommendations (None)

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

### **V. ITEMS REMOVED FROM CONSENT AGENDA:**

Item IV-B-1 – Disposal of Property – Authorize disposal, donation or sale by bid of surplus property assets - Ms. Douglass asked Mr. Pennell the status of the fixed asset inventory project. Mr. Pennell indicated that all assets over \$5,000 had been reconciled and they were currently working on the reconciliation of all assets from \$1,000 - \$4,999. Ms. Douglass asked Mr. Pennell if this reconciliation would be brought before the Board at the October board meeting. Mr. Pennell replied affirmatively. Ms. Douglass requested that the Board be provided with copies of the reconciliation to date and asked if any computers were reported missing. Mr. Pennell stated the reports contained information on any missing computers.

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

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## **VI. ACTION ITEMS**

### **Item VI- A – AECsoft USA, Inc – Procurement Management Software**

President Armstrong stated this item was related to a management software program and called Mr. Alex Denis to the podium. Mr. Denis stated that this would allow for better management in the procurement process and met the recommendations of DJ Miller & Associates, who reviewed the College's supplier diversity efforts and the needs of the Procurement Department. Ms. Douglass stated that the Board had previously received the abbreviated recommendations and requested that the Board be provided with the final version of the entire report. Mr. Denis indicated he would provide this at the October meeting. Mr. Williams asked Mr. Denis if the system would be able to better monitor ethnic minorities. Mr. Denis indicated it would address supplier diversity, supplier management and contract management. Mr. Guerin asked about the time frame involved. Mr. Denis explained there were three phases of implementation.

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

### **Item VI-B – Project Priority List**

President Armstrong stated this was an update of the Project Priority List which identifies projects to be funded by Capital Outlay Funds from the State Board of Education. A motion was made and seconded by Ms. Douglass/Ms. Garrido to move this item for discussion. Mr. Francisco Hoyos came to the podium and stated that the parking garage has been added to the list. Ms. Douglass asked about the Graves Museum. Mr. Hoyos indicated it was part of the Building 6 project and, although there was no funding at this time for construction, Cartaya & Associates was developing a design for the Graves Museum. Mr. Williams asked if there would be any interactive designs included and spoke about his recent visit to the Museum of Discovery and Science. President Armstrong indicated that at the present time, the State is not allocating any PECO funds other than for classrooms and laboratories and was hopeful that at some point, the matching program would be reinstated.

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

## **VII . College Presentation – Lyceum Awards & Gala**

Ms. Nancy Botero, Executive Director of the Foundation, came to the podium and spoke about the Lyceum Awards and Gala that will be held on Friday, November 7<sup>th</sup>, 2008 at the Fort Lauderdale Grande Hotel. Ms. Botero acknowledged that this event will be the College's premiere event as a four-year institution and will highlight the College's outstanding scholars, Endowed Teaching Chair recipients and distinguished alumni. Ms. Botero indicated that this event would bring awareness to the public, will provide a branding opportunity and establish the 16<sup>th</sup> Endowed Teaching Chair and student scholarships. There will also be a formal presentation of the Presidential Medallion to President Armstrong from Dr. Willis Holcombe, the Chancellor of Florida's Division of Community Colleges. Ms. Douglass suggested that past trustees be invited. Mr. Williams suggested sending invitations to both political incumbents and candidates since the event will be held shortly after the general election. Ms. Botero stated that Dr. Joel Rushing, a former President of the College, will be at the event. Discussion ensued regarding the

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fund raising and financial details. Mr. Ken Stevenson came to the podium and gave a detailed explanation of the specific events that will take place at the Lyceum Awards and Gala.

### **VIII. INFORMATION ITEMS**

- A. Project Status Report** – President Armstrong indicated that the parking garage is the first priority on this report. President Armstrong stated the bonds have been sold and financing is now in place. Mr. Hoyos stated that the ground-breaking for the new parking garage will take place in January. Ms. Douglass asked about display cases being included in classroom and building remodeling for the Graves Museum Collection. Mr. Hoyos stated that Building 72 on South Campus and Building 50/51 on Central Campus will have display cases.
- B. Information Items - Annual Financial Report** - Mr. William Pennell came to the podium and advised that the College was in good shape financially and finished in a strong, positive financial position. The Auditor General is currently conducting the usual and customary review of the Annual Financial Report and the final version will be submitted to the Board upon completion which will be sometime around the beginning of the calendar year.
- C. President's Report** - President Armstrong stated that the enrollment at the College is up 6-1/2%, the largest in our history which includes a higher percent of college ready students and is a result of the State Universities capping their enrollments and the addition of the Baccalaureate programs. He indicated that he would get the numbers to the Board.

President Armstrong stated that the new Miramar Center experienced a very successful opening with an enrollment of 500 students. President Armstrong informed the Board that the ribbon-cutting ceremony for the new Miramar facility will take place on October 25, 2008.

President Armstrong brought to the Board's attention the Fixed Asset Inventory Update, the ADA Stipulation Agreement Status Report, the Good News items and the Calendar of Events.

President Armstrong stated that the College was awarded an Emergency Management Grant from the United States Department of Education in the sum of \$485,425 which will enable development and integration of a college-wide emergency management plan.

President Armstrong called upon Ms. Barbara Cohen-Pippin, Special Assistant to the President for Governmental Relations, to discuss the Constitutional Amendment – Article VII- Section 9: Local Option Community College Funding. Ms. Pippin stated that this amendment proposed by the Florida Taxation and Budget Reform Commission would be on the ballot for the general election and would allow community colleges the chance to go before their local communities for support. The tax would have to be approved by voters in a referendum and the amendment must pass with a 60% vote. Mr. Williams suggested that the College issue a general statement or board-directed resolution setting forth the Board's intent stating that if this amendment passes, we have no intention of going to the County Commission to implement this for Broward College, particularly at a time of economic hardship for citizens of Broward County. Ms. Douglass and Mr. Guerin agreed.

- D. Board Comments** – Ms. Douglass inquired about the FPL audit. Mr. Hoyos stated the audit is done on a building-by-building basis and has started with Building 17 on Central campus. Mr. Hoyos indicated that he would provide the Board with a copy of each report upon completion.

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Mr. Williams inquired about the College's retirement investments. Mr. Pennell indicated they are in segregated funds and are safe. President Armstrong indicated that the State has issued a report noting that they felt confident with the investments. In addition, President Armstrong and Mr. Pennell spoke with Trustee Tanner about moving the College's funds into more conservative investments.

Mr. Williams suggested that the College look at an overall plan for a worse-case scenario should we have to move ahead with a reduction in any positions at the College. Mr. Pennell stated that he was hopeful this would not be the case and would be looking at cutting expenditures not personnel.

Mr. Williams asked about the status of the baccalaureate program. President Armstrong indicated the College was evaluating expenditures for additional faculty and deans and indicated that SACS will be coming to the College for a Level 2 accreditation. President Armstrong stated that the proposals for the new Baccalaureate programs were being completed and will be sent to the State to start the review process. President Armstrong indicated that a more complete implementation plan will be brought to the Board at the October meeting for a first reading and in November for final reading.

Mr. Fernander made reference to the Consent Agenda-Item IV-C-9-I (WrapMail) and stated there was a conflict by a Board member. A motion was made and seconded by Mr. Williams/Ms. Douglass to move this item for discussion. Mr. Fernander stated that Trustee Guerin is on the Board of Directors of WrapMail and has completed an Abstention/Declaration of Conflict of Interest form. A motion was made and seconded by Mr. Williams/Ms. Douglass to approve this item excluding the vote of Trustee Guerin.

Ms. Garrido thanked the President and the Board for a good job.

Ms. Douglass thanked Mr. Fernander for the update on the litigation files and suggested that the cases marked "settled" be deleted from the list.

Mr. Fernander advised the Board that he received a class action lawsuit from a pro se litigant in Iowa based upon an erroneous post office box listed on the College website.

Ms. Douglass thanked Ms. Pippin for a good job and thanked Avis McCoy for the excellent job on the Calendar of Events. Ms. Douglass asked for an explanation from Ms. Pippin on the Office of Governmental Relations Forum Dates and Roll Call Vote.

Ms. Douglass asked Mr. Pennell for a Fixed Asset Inventory Update at the next Board meeting.

Ms. Douglass asked Mr. Denis for a copy of the entire DJ Miller report when completed and to continue to provide the Board with MBWE Expenditure Reports.

Ms. Douglass asked President Armstrong to provide an update on the elimination of any sports activities and suggested that the Board be polled on this issue. Mr. Williams stated that now that we are Broward College, providing sports activities to students was important and was significant for recruiting international talent.

Mr. Williams also thanked Avis McCoy for a great job on the Calendar of Events.

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Ms. Douglass congratulated Ms. Botero on the upcoming Lyceum Awards & Gala event.

Mr. Williams spoke about a fair and accurate representation on the MBWE Expenditures and talked about his experience at the Museum of Discovery and Science.

Mr. Williams suggested ordering lunch from other restaurants.

Mr. Williams thanked President Armstrong, the Board and the staff for an exceptional job.

Mr. Guerin thanked Mr. Francisco Hoyos and his team for their excellent work and acknowledged Ms. Nancy Botero for her enthusiasm. Mr. Guerin suggested that the sports program is an important part of the College and we should consider the benefits to the students.

**IX. ADJOURNMENT**

With no further business to discuss, a motion was made and seconded by Mr. Williams/Ms. Douglass and the meeting was adjourned at 3:10 p.m.

*1st semester*

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

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Paul Tanner  
Chair, Board of Trustees

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