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BROWARD COLLEGE

Define yourself.

To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: January 27, 2009

Place: Regular Meeting of the Board of Trustees
Broward College
A. Hugh Adams Central Campus
3501 S. W. Davie Road - Building 17, Room 425/426
Davie, FL

Subject: Agenda Item III - Approval of Minutes

This item contains the minutes of the regular board meeting held on December 3, 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
December 3, 2008

PRELIMINARIES

President Armstrong welcomed everyone to the December Board of Trustees meeting. Vice-Chair Guerin called upon Alex Denis to lead the Pledge of Allegiance.

Vice President of Academic Affairs, Judith Scherer introduced the faculty in attendance. Vice President of Student Affairs, Angelia Millender introduced the students in attendance. Jillian Printz introduced Buzz Lamb from the Observer.

RETIREMENTS - None

SUSTAINABILITY AWARD - President Armstrong acknowledged Dr. Peggy Green and Professor David Fowler for their exceptional work in this area. President Armstrong sent best wishes to Peggy Green. Mr. Pennell and David Fowler came to the podium. At the FACC annual meeting, the College was the winner of the inaugural Campus Sustainability Award for the 28 Florida Community Colleges. Out of the 18 colleges, there were six that completed the submission package. Broward College had the most comprehensive and wide-ranging program in the State, including administrative policies and procedures, a standing committee on Environmental Sustainability that meets on a monthly basis, memberships in several sustainability committees, the Talloires Declaration and completion of the first LEED certified building in Broward County (the South Library). Mr. Pennell proceeded to discuss the College's sustainability practices, achievements and our educational initiatives and activities.

Mr. Pennell presented the Sustainability Award to President Armstrong and the Board of Trustees together with a \$300 check. President Armstrong thanked the Board of Trustees, faculty, students, staff and all involved in leading this program.

HOLIDAY CARD AWARD – President Armstrong recognized Ms. Gynaika Santamaria, a student in Professor Leo Stitsky's Graphic Design Class, who designed the holiday card. Ms. Santamaria received a check and a recognition award. In keeping with our commitment to sustainability and increasing our efficiency, most of the holiday cards are now being sent electronically at no cost the college.

DONOR RECOGNITION – President Armstrong called Dr. Ken Stevenson and Mr. Lloyd Rhodes to the podium. Dr. Stevenson recognized Mrs. Susie Levan, who served as Chair of the Lyceum Awards and Gala. Mrs. Levan was presented with a recognition certificate. President Armstrong acknowledged Avis McCoy, Susan Stember, Joyce Warden and Sue Mattson and presented them with Certificates of Appreciation for volunteering at the Lyceum event.

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Mr. Rhodes spoke about the creation of the new Endowed Teaching Chair made possible as a result of the Lyceum and indicated that it would be named "The Presidential Endowed Teaching Chair" and displayed the medallion.

I. MEETING CALLED TO ORDER

The regular meeting of the Board of Trustees of Broward College was called to order at 1:45 p.m. on Wednesday, December 3, 2008 by Vice-Chair Sean Guerin at the Willis Holcombe Center, Boardroom 1208, 111 East Las Olas Boulevard, Fort Lauderdale, Florida. In attendance were Vice-Chair Guerin, Trustee Williams, Trustee Douglass, Trustee Garrido, College Attorney Fernander and President Armstrong. Trustee Tanner attended telephonically.

II. APPROVAL OF AGENDA AND ACKNOWLEDGMENT OF PUBLIC NOTICE

A motion was made and seconded by Ms. Garrido/Ms. Douglass to approve the Agenda and Public Notice of the Regular Meeting of the Board of Trustees held on December 3, 2008 and it passed unanimously.

III. APPROVAL OF MINUTES

A motion was made and seconded by Ms. Douglass/Ms. Garrido to approve the minutes of the Board of Trustees meeting of October 28, 2008 and it passed unanimously.

At this point, a motion was made and seconded by Ms. Douglass/Mr. Garrido to move Action Items VI-A and VI-B to the beginning of the agenda.

Item VI- A – Sept. Curriculum Recommendations-B. S. Teacher Education Courses -

President Armstrong stated that this item was a recommendation for 18 new upper division Bachelor of Science Teacher Education courses and the overall program of study. Mr. Tanner indicated that he had no questions at this time. Mr. Williams stated that he had many discussions with President Armstrong, Ms. Barney and Ms. Millender. Mr. Williams indicated he would like to see a draft of criteria regarding selection of faculty for the Baccalaureate program and talked about a commitment of academic excellence for our professors as well as students. Mr. Williams asked when the program would start paying for itself. Mr. Pennell indicated that based on projections, there would need to be an enrollment of 50 students with an expectation of growth in 2011-2012 of 400 students. Discussion ensued regarding the budget which has been updated and revised. There was further discussion regarding employee retention, the hiring of additional faculty and revenue and expenses based on enrollment numbers. Ms. Douglass asked for clarification of where the courses will be taught. President Armstrong stated that the courses would be initially offered at South campus and then rolled out to all campuses by next fall.

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

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Item VI-B – Sept. Curriculum Recommendations-B. S. Teacher Education Program

The Board was provided with an updated transmittal sheet regarding the revised program budget for the roll-out of the Teacher Education Baccalaureate Program. Ms. Douglass asked about State mandated tests and whether any exams were required during the program. President Armstrong stated that there were a series of exams required by the Department of Education.

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

A motion was made and seconded by Mr. Williams/Ms. Garrido to move up Items VI-F and VI-G on the agenda.

VI-F – Mission Statement-B.S. Teacher Education

Ms. Douglass thanked Dr. Edna Chun and Dr. Ted Wright for adding diversity to the Mission Statement. Mr. Williams proceeded to read the statement and commented on the excellent job.

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

VI-G- B. S. Teacher Education Program, Admission Requirements

Mr. Williams asked about the admission requirements at other institutions and stated he would like to see a writing component/personal statement included in the admission requirements. Discussion ensued regarding the 60 credit-hour requirement, academic requirements and GKT (General Knowledge Test) requirement. Ms. Douglass asked whether we run background checks on faculty. Dr. Chun said that this was the case. There was discussion regarding the Education Preparation Institute for re-training of parties interested in becoming teachers.

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

A motion was made and seconded by Ms. Douglass/Ms. Garrido to move up Item VI-I on the agenda.

VI-I – Sharp Business Systems

This item is the contract with Sharp Business Systems for document management equipment and services. Mr. Guerin stated that we were ready to move forward with the contract to replace old and out-dated equipment with more cost-efficient copiers and printers. Mr. Williams asked about the term of the contract. Mr. Alex Denis stated it was five years with 2 one-year options. President Armstrong stated that the college would be saving \$1.5 million dollars over the five-year period. Mr. Fernander indicated that this contract would be conditional upon working out the terms of the maintenance agreement.

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

Mr. Guerin left the meeting.

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IV. CONSENT AGENDA ITEMS

Ms. Garrido asked that Item IV-C-7-w (HCA) be pulled. A motion was made and seconded by Mr. Williams/Ms. Douglass to move Item IV-C-7-w (HCA) to the top of Consent Agenda. Ms. Garrido stated she is going to abstain from voting on this item and has signed the Declaration of Conflict of Interest/Abstention Agreement. A motion was made and seconded by Ms. Douglass/Mr. Williams to approve this item and it passed unanimously.

Mr. Tanner, who was attending the meeting telephonically, left the meeting.

- A. Human Resources
 - 1. Employment of full-time and part-time Personnel-(**Pulled -Ms. Douglass**)
 - 2. Resignation and Termination of Personnel
- B. Purchasing
 - 1. Disposal of property – Authorize disposal, donation or sale by bid of surplus property assets
- C. Contracts
 - 1. General (None)
 - 2. Construction/Facilities (None)
 - 3. Summary of Economic Development Contracts
 - 4. Summary of Rentals of Bailey Hall/Omni (**Pulled-Ms. Douglass**)
 - 5. Summary of Student Life Contracts
 - 6. Summary of Consultants/Performances Contracts
 - 7. Summary of Health Science Affiliation Agreements (**Pulled-Mr. Williams**)
 - 8. Summary of Articulation Agreements (None)
 - 9. Ratification of Previously Approved Contracts (**Pulled-Ms. Douglass**)
- D. Student Receivable Debt Reduction
 - 1. Write-Off Deceased Student Debt (**Pulled-Mr. Williams**)
 - 2. Write-Off Student Account Receivable
- E. Budget Amendments
 - 1. General Current Fund – Amendment #2 (**Pulled-Ms. Douglass**)
 - 2. Restricted Student Activities Fund – Amendment #2
 - 3. Unexpended Plant Fund – Amendment #2
- F. Warrants
 - 1. October 2008 warrants for payroll and accounts payable expenditures
- G. Curriculum Committee Recommendations (Presented Under Action Items)
- H. Donations (None)

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

V. ITEMS REMOVED FROM CONSENT AGENDA:

Item IV-A-1 – Employment of Personnel – Ms. Douglass asked that on the page “Employment of Full Time Personnel,” there be an asterisk category added to the bottom indicating “New Position” which will indicate to the Board any personnel hired for a position which had not previously existed, so as to alert the board to newly created positions as they are filled.

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Item IV-C – 4 -Rentals Bailey Hall/Omni/Performing Arts Center – Ms. Douglass asked about what is being done to market the venues. President Armstrong stated that the Provosts and Business Deans are working to market these resources.

Item IV-C-7-Health Science Affiliation Agreements – Mr. Williams stated that these items used to come to the Board individually and asked Mr. Fernander to bring the Board up to speed on the standardization of the form regarding these agreements.

Item IV-C-9 – Ratification of Previously Approved Agreements – Ms. Douglass inquired as to the dates that those contracts had been previously approved on with regard to Item a, b and e. Ms. Douglass also requested that a column be added reflecting the date of Board approval on all items which fall under this section.

Item VI-D-1 – Write-Off Deceased Student Debt – Mr. Williams offered his condolences to the Graham and Bradley families.

Item VI-E-1-General Current Fund – Amendment #2 – Discussion ensued regarding the items listed on the bottom of this item, including Miramar Town Center, Student Learning Center, Allocation of Enrollment Growth Reserve and Consultant for User Fee Review. Ms. Douglass stated it would be helpful if the Board could receive more detailed, back-up information with regard to future Amendments.

A motion was made and seconded by Ms. Douglass/Ms. Garrido to approve the items pulled from the consent agenda and it passed unanimously.

VI. ACTION ITEMS

A motion was made and seconded by Ms. Douglass/Mr. Williams to move up item VI-O on the agenda.

Item VI-O- Miller3 Consulting Agreement

Ms. Douglass indicated that the study that was conducted years ago was not implemented and asked Mr. Denis to implement recommendations from the previous report.

A motion was made and seconded by Ms. Douglass/Mr. Williams and it passed unanimously.

The meeting was recessed at 3:00 p.m. and reconvened at 3:15 p.m.

Item VI-C –October Curriculum Recommendations-New/Deleted Courses

President Armstrong stated there were three new aviation courses regarding the new Air Traffic Control A.A.S. degree, one new course in science to be an A.A. elective as well as a General Education offering in the Natural Sciences and deletion of ten courses related to the deletion of the Cardiovascular Technology A.S. program. Ms. Douglass stated she was pleased to see these curriculum items included in the Action Items.

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

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Item VI-D –October Curriculum Recommendations-New Program

President Armstrong stated this item is a technical certificate in Entrepreneurship proposed by the Business Department. Mr. Williams indicated this program would allow business leadership to facilitate new business.

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

Item VI- E – October Curriculum Recommendations-Deleted Programs

President Armstrong stated that this was a deletion of the A.S. degree in Cardiovascular Technology and ten courses exclusive to the program as well as the A. A. S. Degree in Diagnostic Medical Sonography Technology. This program was being deleted because of low interest/enrollment in the program.

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

Item VI-H –BENCOR – Special Pay Plan/Alternate Social Security Plan

Dr. Edna Chun came to the podium. In November 2007, the Board approved a temporary extension of the existing terminal leave plan with BENCOR to allow the time needed to conduct an RFP. Due to a change in the investment product used by BENCOR, we were required to sign a new agreement. Mr. Williams asked about the cost. Discussion ensued and Dr. Chun indicated that the employees fund was not taxed and there was no cost to the College.

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

Item VI-J- Coconut Creek Police Department – Purchase of Police Detail (North Campus)

President Armstrong stated the College was working towards alignment with the Department of Education Rules and Regulations. The College received a recent grant which will allow us to work with all the campuses to assess the options for safety services. This item is only a request to continue the current standard until such time as a contract for campus safety as a result of an RFP or competitive bid can be awarded. Mr. Fernander stated the College was not in compliance with best practices regarding security services and this item needs to go out for competitive bid. Ms. Douglass asked when this item would be put out for bid. Mr. Denis indicated that would be in early January. President Armstrong stated he would update the Board at the January meeting regarding status.

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

Item VI-K – Pembroke Pines Police Department – Purchase of Police Detail (South Campus)

Ms. Douglass asked why there was no contract attached. Mr. Fernander stated we were unable to obtain a contract with terms and conditions. This item will go back out for competitive bid or

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RFP. Ms. Douglass asked about Central campus security. Dr. Bolton indicated a contract was approved a few months ago. Ms. Douglass asked whether this item would be going out for competitive bid or RFP. President Armstrong stated he would update the Board at the January meeting.

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

Item VI-L – SAS Enterprise Suite

This item is a renewal of the current license and will provide the College with technical support and upgrades and is required to continue the use of the software tools. This year the College was able to negotiate a 50% reduction in costs.

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

Item VI-M – Study Abroad Programs for 2009-2011

Dr. David Moore came to the podium. The study abroad programs are approved on a three-year cycle so that faculty coordinators can continue offering the program from year-to-year. Ms. Douglass asked if we had a policy in place concerning the economic feasibility of the programs. Ms. Douglass asked about the cost of faculty airline flights and housing. Dr. Moore indicated that student fees for study abroad cover all program costs, including the expense of faculty members, and generate tuition revenue for courses offered by College professors.

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

Item VI-N- USIL Affiliation Agreement – Lima, Peru

The proposed agreement introduces a new international affiliation which will create new educational opportunities to the college level population in Peru. The Universidad San Ignacio de Loyola currently has over 6500 students and, over 30% of their courses are offered in English with a goal of reaching 50% in two years. Mr. Williams asked about moving our programs forward. Dr. Moore stated there were two additional programs (India and Germany) which will be presented at the January board meeting. President Armstrong indicated he would have Dr. Moore do a full presentation at a future meeting. Ms. Douglass asked about how the programs are audited. Dr. Moore stated as the funds come in, they are put into designated accounts. Discussion ensued regarding *Item 4-Special Provision* in the affiliation agreement regarding non-competent language.

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

Item VI-P-Proposed finalized language 2007-2008 Collective Bargaining Agreement between Board of Trustees of Broward College and UFF/Broward College Chapter -

President Armstrong called Dr. Chun to the podium. This item reflects the changes in articles agreed upon through Special Magistrate and PERC hearings. Dr. Chun stated that all evaluation forms for faculty were included. Mr. Fernander indicated that a form entitled *Student Opinion of*

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Instruction was missing and copies were passed out to the Board at this time. A motion was made and seconded by Mr. Williams/Ms Douglass to move this item for discussion. Mr. Williams wanted clarification that the correct reference was made to a one-time bonus of \$500.00. Dr. Chun referred to *Page 23* of the Collective Bargaining Agreement for definitive language to confirm that it was patently clear that the \$500.00 bonus referred to was a one time, non-recurring flat bonus. Mr. Williams stated that the forms were lacking an evaluation regarding mastery of subject matter and innovative pedagogy. Dr. Chun indicated they worked closely with the UFF and would work on some guidelines how to incorporate those elements into the evaluation process. Mr. Williams stated he would like to see this as a stand-alone item in evaluation. Ms. Douglass referred to *Page 23, Item 3-e* and asked for clarification regarding the intentions of the parties. Dr. Chun stated the intention was to codify a pay practice at the College for the past 20 years. An increase is awarded first and then the faculty member is brought to their step. It describes a sequential process of compensation when you have those two components of pay which would be an across-the-board increase and when faculty are eligible for years of experience on the faculty salary grid. Ms. Douglass referred to *Page 46, Item 4* and wanted clarification as to what obligations or responsibilities are being referred to. Dr. Chun referred to Article 7.20 of the CBA that describes professional obligations and indicates that the faculty work week, and involves additional duties not limited to teaching, including student consultation, preparation, committee work, College Standing Committees, Faculty Senate, College Academic Area Meetings, Campus Department Meetings, UFF/BC activities related to the implementation of the Collective Bargaining Agreement or in service to the College and community service. Ms. Douglass asked for clarification that those obligations are set forth in the Florida Statutes. Dr. Chun stated that this was the case.

Ms. Douglass referred to redlined portion on *Page 47, Item 4* and requested clarification of the intention of the wording "*engage in other educational activity.*" Ms. Douglass asked that this portion of the meeting be transcribed for the record. Dr. Chun stated that during final exam week, a faculty member would be required to meet with their class either to administer an exam or if there were presentations, proposals or skits, the faculty would meet during the final week to ensure that takes place. The language was agreed to by both parties. Ms. Douglass thanked Dr. Chun for a great job. Mr. Williams thanked the union leadership. President Armstrong thanked Dr. Chun and her team and the bargaining team on behalf of the faculty.

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

Item VI-Q- 2008-2009 Non-Base Building Salary Adjustment -

Effective December 1, 2008, all full-time non-represented Professional Technical Staff and full-time Administrators who were employed as of July 1, 2008 and remain employed through Board Approval of this item will be eligible for a \$1000 non-base building salary adjustment. Ms. Douglass asked how many days this was based upon. Dr. Chun stated it was the 238 day calendar.

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

Item VI-R Base Building Salary Adjustments

All full-time non-represented Professional Technical Staff, full-time represented Professional Technical Staff and full-time Administrators who are employed as of December 1, and remain

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employed through Board Approval of this item will be eligible for a base-building increase of \$460.00. A motion was made and seconded by Mr. Williams/Ms. Douglass to approve this item and it passed unanimously.

Item VI-S-Retroactive Pay Settlement for Elena Starson

There was no discussion on this item. A motion was made and seconded by Mr. Williams/Ms. Douglass to approve this item and it passed unanimously.

Item VI-T – Joint Comprehensive Recycling Program – Pulled.

Item VI-U- Policies - There was no discussion of this item.

1. 6Hx2-4.01 – Substitution of Specific Courses
2. 6Hx2-4.07-Completion of Graduation Requirements After Transfer
3. 6Hx2-4.10-Policy for Closing Educational Programs On-Campus, Off-Campus and Off-Campus Sites
4. 6Hx2-4.12 – Instructional Program Review & Evaluation
5. 6Hx2-4.22 – Awards & Graduation Requirements

VII . College Presentation – None

VIII. INFORMATION ITEMS

- A. **Project Status Report** – No discussion.
- B. **Information Items** – No discussion.
- C. **President’s Report** - No discussion.
- D. **Board Comments** – No discussion.

IX. ADJOURNMENT

With no further business to discuss, a motion was made and seconded by Ms. Douglass/Mr. Williams and the meeting was adjourned at 4:05 p.m.

/s/estember

J. David Armstrong, Jr.
President, Broward College

Paul Tanner
Chair, Board of Trustees

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