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BROWARD COLLEGE
Minutes of the Regular Meeting of the Board of Trustees
January 27, 2009

PRELIMINARIES

President Armstrong welcomed everyone to the January Board of Trustees meeting. President Armstrong thanked Mr. Tanner and Ms. Douglass for attending the ground-breaking of the new parking garage.

Chair Tanner called upon Ray Kendrick to lead the Pledge of Allegiance. Chair Tanner acknowledged Trustee Sean Guerin's participation in the Joe DiMaggio Hospital Legends Baseball Game. Vice President of Academic Affairs, Judith Scherer introduced the faculty in attendance. Vice President of Student Affairs, Angelia Millender introduced the students in attendance including members of Phi Beta Lambda. Ms. Jillian Printz introduced Caroline Walker and Buzz Lamb from the Observer.

RETIREMENTS - None

RECOGNITION OF MEMORIAL HEALTHCARE SYSTEM

Ms. Nancy Botero, the Executive Director of the Broward College Foundation introduced Lloyd Rhodes, the President of the Broward College Foundation. Mr. Rhodes acknowledged Kym Paranos, a full-time Broward College student who received a scholarship from Memorial Healthcare System. Ms. Paranos expressed her thanks to Memorial Healthcare System for giving her the opportunity to pursue her career in health care sciences. Mr. Rhodes recognized the South Broward Hospital District, Mr. Kevin Tynan, Ms. Kathleen A. Durham, Mr. Ray Kendrick and Mr. Michael Durr. Mr. Kevin Tynan, Director of South Broward Hospital District, came to the podium and presented a gift to the Broward College Foundation in the sum of \$1.7 million dollars which was comprised of \$1 million dollars reserved for scholarships for future nurses and health care professionals and \$700,000 to be earmarked for training, equipment and other programmatic elements. Memorial Healthcare System has supported the College for the past 20 years and has made more than \$10 million in gifts to the Foundation, including today's gift. President Armstrong and Nancy Botero expressed their appreciation for the support and partnership with Memorial Healthcare System.

RECOGNITION OF THEATRE PRESENTATION

Dr. Lois Bolton came to the podium and acknowledged Professor Deborah Kondelik for the production of play "How I Learned to Drive." President Armstrong awarded Professor Kondelik with two plaques from the Florida Community College Activities Association. Professor Kondelik expressed her thanks to all parties involved with the presentation and invited the College to the next play entitled "Anna and the Tropics" which will debut in March.

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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 Tuesday, January 27, 2009 by Chair Tanner at the A. Hugh Adams Central Campus, 3501 S.W. Davie Road, Davie, Florida. In attendance were Chair Paul Tanner, Vice-Chair Guerin, Trustee Williams, Trustee Douglass, College Attorney Fernander and President Armstrong.

A motion was made and seconded by Ms. Douglass/Mr. Guerin to move Item VII-College Presentation to the beginning of the agenda.

VII – College Presentation – Phi Beta Lambda (PBL) - Dr. Peter Battaglia came to the podium and spoke about the activities, awards and achievements of the student organization. Dr. David Ascencio came to the podium and spoke about his recent experience with the students in Chicago. He then called upon Steven Peterson, President of PBL and Erica Anderson, Vice-President of PBL who both talked about the achievements of PBL which included PBL’s purpose, the impact and benefit to Central Campus, student benefit, the participation in volunteer organizations and community service projects, student life events, competitive events, District, State and National Conference participation. The students will be participating in the 2009 National Leadership Conference in Anaheim, California. Mr. Williams offered congratulations to the students and thanked them for their commitment to excellence and being ambassadors for Broward College. President Armstrong also congratulated the students for their accomplishments.

II. APPROVAL OF AGENDA AND ACKNOWLEDGMENT OF PUBLIC NOTICE

A motion was made and seconded by Mr. Guerin/Ms. Douglass to approve the Agenda and Public Notice of the Regular Meeting of the Board of Trustees held on January 27, 2009 and it passed unanimously.

III. APPROVAL OF MINUTES

A motion was made and seconded by Ms. Douglass/Mr. Guerin to approve the minutes of the Board of Trustees meeting of December 3, 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
 - 1. Disposal of property – Authorize disposal, donation or sale by bid of surplus property assets (Pulled by Douglass)
- C. Contracts
 - 1. General (None)
 - 2. Construction/Facilities (None)
 - 3. Summary of Economic Development Contracts (None)
 - 4. Summary of Rentals of Bailey Hall/Omni
 - 5. Summary of Student Life Contracts

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6. Summary of Consultants/Performances Contracts
 7. Summary of Health Science Affiliation Agreements (None)
 8. Summary of Articulation Agreements (None)
 9. Ratification of Previously Approved Contracts (**Item T – Pulled by Tanner**)
- D. Student Receivable Debt Reduction (None)
- E. Budget Amendments (**Pulled by Douglass**)
1. General Current Fund (Oct.)– Amendment #3
 2. General Current Fund (Nov.) – Amendment #4
 3. Restricted Student Activities Fund (Oct.) – Amendment #3
 4. Restricted Student Activities Fund (Nov.) – Amendment #4
 3. Unexpended Plant Fund – Amendment #3
- F. Warrants
1. October 2008 warrants for payroll and accounts payable expenditures
- G. Curriculum Committee Recommendations
1. November 2008 Curriculum Items – New ATC Courses (**Pulled by Douglass**)
 2. November 2008 Curriculum Items – New ATC Program (**Pulled by Williams**)
- H. Donations
1. Delta Dust Collector and Bosch Plunge Router

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.

V. ITEMS REMOVED FROM CONSENT AGENDA

Item IV-B-1 – Disposal of Property - Ms. Douglass asked Mr. Pennell about his forthcoming policy and whether it would include a minimum dollar value for reporting property to the Board. Mr. Pennell stated that property control is one of the policies that will be coming to the Board and there will be dollar values in the policy. Ms. Douglass requested that Mr. Pennell report back to the Board regarding the minimum/maximum dollar amounts in the policies for Miami-Dade, St. Pete, Valencia and Jacksonville.

Item IV-C-9-t – Terremark N.A. - Mr. Tanner requested clarification of the amount of \$10,444 which was being paid to Terremark N.A. Ms. Patty Barney said that the College was able to negotiate a lower rate and this was actually a savings of \$10,444.

Item IV-E-1 – 4 –Budget Amendments - Ms. Douglass indicated to Mr. Pennell that she appreciated the breakdown and specificity of the charts at the end of each item.

Item IV-G-1 – November 2008 Curriculum Items – ATC New Courses – Ms. Douglass asked for clarification as to whether or not there were applicable fees. Dean Jorge Guerra came to the podium and stated they were still evaluating fees and there was no final determination at this time. Ms. Douglass asked about a date when the fees would be determined. Mr. Larry Wummer came to the podium and stated that progress was being made and our internal deadline for determination of fees is October. Mr. Williams asked when students can register for the program and Dean Guerra indicated that would be in the winter term.

Item IV-G-2 – November 2008 Curriculum Items – ATC New Program – Mr. Williams asked about the fiscal impact of the new program. Dean Guerra stated that the College purchased six

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simulators and will need a full-time faculty member and a lab coordinator at a cost of \$218,467. Mr. Guerin asked about current student enrollment. Dean Guerra indicated that the present enrollment is at 40-46 and the program can accommodate 85-100. Discussion ensued about projected salary for graduates of the program.

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

VI. ACTION ITEMS

Item A – Annual Delinquent Account Write-Off – Mr. Bill Pennell and Ms. April Townsend Carpenter came to the podium to discuss this item. This item reflected the annual write-off of accounts receivable for fiscal year 2006. This is debt incurred during July 2005-June 2006. The last write-off submitted for approval occurred in January 2008, representing only a six-month period of calendar year 2005 in the amount of \$340,780. The current request for write-off is selected delinquent accounts from fiscal year 2006 in the amount of \$697,848. The Non-financial aid portion of the write-off figure included returned check fees, credit card charge backs, third-party billing agency accounts and former employee debt. Discussion ensued regarding financial aid debt. There is a requirement to track attendance for federal aid assistance. Mr. Williams asked about selling debt to a collection agency. Ms. Carpenter said we do not get paid until debt is collected. Ms. Carpenter stated that a student's transcripts will not be released until debt is paid off. There was further discussion regarding resolving student debt and pay-off options. Mr. Williams asked that the Board be advised of demographics on these students.

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

Item B- Kaufman Lynn, Inc. (Remodel Bldg. 6) – Mr. Pennell came to the podium and stated that bids and recommendations were previously presented to the Board for selection. A motion was made and seconded by Ms. Douglass/Mr. Williams to move this item for discussion. Ms. Douglass asked where in this document it requires contractors to report the use of minority vendors. Ms. Douglass asked Mr. Alex Denis when the new electronic process would be in place. Mr. Denis said it would be this summer of 2009. Ms. Douglass stated she wanted to see a standard provision in all future contracts with regard to use of minority vendors. Mr. Denis indicated that there was a requirement included in our RFPs. Mr. Fernander stated that the Board could consider approving this contract subject to new language being included stating that vendors will work with the College regarding use of minority vendors.

A motion was made and seconded by Ms. Douglass/Mr. Williams to approve this item as amended to incorporate the appropriate language and it passed unanimously.

Item C- College wide Furniture Purchases for Fiscal Year 2009 – Mr. Pennell came to the podium. This item is a request to purchase new furniture for various college-wide projects in the amount of \$864,000 utilizing the Department of Management Services (DMS), State of Florida contracts. DMS has awarded contracts for office and educational furniture which is purchased from local dealers which include MWBE firms. A motion was made and seconded by Ms. Douglass/Mr. Williams to move this item for discussion. Mr. Williams asked about authority for purchase on each campus. Mr. Pennell stated that the Provosts work with procurement and indicated that a standardization process for furniture purchases is on-going. Ms. Douglass asked Mr. Pennell if the request to standardize the purchase of furniture came from the Provosts. Mr. Pennell indicated he did not know. Mr. Alex Denis stated that the campuses are working with

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Francisco Hoyos to decide on furniture standardization. Discussion ensued regarding the standardization process, the organizational charts and spending on new or replacement furniture. Ms. Douglass asked about assurances that supplier diversity goals will be met and is not convinced this is the way to go. Ms. Douglass suggested that furniture purchases be presented to the Board as needed and as money is being spent. Discussion ensued regarding the Presidential discretion on purchases up to \$250,000. Mr. Guerin suggested that we may want to pull Building 50/51 and we should not micro-manage this process. President Armstrong stated this money has been budgeted for and allocated for campuses to use for the remainder of the year. Mr. Tanner stated that the Board is empowered to impose fiscal restraint when necessary. Mr. Pennell stated there were orders in process. Mr. Pennell, Mr. Denis and the Provosts left the meeting to discuss adjustment of the figures. A motion was made and seconded to table this item to the end of the meeting.

****See continuation below**

The meeting was recessed at 3:30 pm and reconvened at 3:45 pm.

Item D – Matching Grant Resolution – Nancy Botero came to the podium to discuss this item. During the past legislative session in Tallahassee, the Dr. Phillip Benjamin Matching Grant Program was not funded. The lack of matching funds for the 2008 fiscal year has affected the credibility of the program and caused concern among donors. The Broward College Foundation has passed a resolution asking the legislature to continue to support the matching gift program retroactively when the budget situation improves. Being able to match private contributions with state matching funds enables Broward College to continue to provide quality academic programs when state funds are limited.

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

The Board requested that Barbara Pippin make a presentation to the Board regarding legislature update.

Item E-Academic Calendar – 2009-2010 - Dr. Judith Scherer came to the podium to discuss this item. A motion was made and seconded by Mr. Williams/Mr. Guerin to move this item for discussion. Dr. Scherer indicated that she worked with the administrative staff and faculty to address all of the concerns regarding the creation of a calendar that serves the needs of the students and the College and as part of the process, the College required that the UFF concur with the calendar. Mr. Williams asked Dr. Scherer who made sure the College was in compliance. Dr. Scherer stated that this was accomplished through a college-wide calendar committee, the cabinet and key administrators.

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

Item I – Vision and Mission Statement and Core Values – Vision Statement – Dr. Ted Wright and Dr. Jose Macia came to the podium. Dr. Wright stated that they worked on the vision statement at a Board retreat and also conducted four workshops which included all institutional groups at the College. Dr. Wright also indicated that they worked with Jim Lansing and the UFF, who endorsed the vision statement. Dr. Wright thanked Trustee Douglass and Dr. Edna Chun for their assistance and input and thanked the students and faculty. Dr. Wright read the vision statement.

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A motion was made and seconded by Mr. Williams/Mr. Guerin to approve the vision statement and it passed unanimously.

Mission Statement – A motion was made and seconded by Mr. Williams/Mr. Guerin to move this item for discussion. Mr. Williams asked about the word “sustainable.” Discussion ensued and it was determined that the word “sustainable” would be removed from the mission statement.

A motion was made and seconded by Mr. Williams/Mr. Guerin to approve the mission statement as amended and it passed unanimously.

Core Values – A motion was made and seconded by Mr. Williams/Ms. Douglass to move this item for discussion. Discussion ensued regarding the section titled “Innovation” and it was suggested adding the word “developing.”

A motion was made and seconded by Mr. Williams/Ms. Douglass to approve the core values as amended and it passed unanimously.

A motion was made and seconded by Mr. Williams/Ms. Douglass to discuss Item K – Performance Evaluation of President prior to discussion of Item J – President’s Contract for Employment.

Item G – Affiliation Agreement – Heidelberg, Germany – Pulled.

Item H – Affiliation Agreement – Bangalore, India – Pulled.

A motion was made and seconded by Mr. Williams/Ms. Douglass to move up Item-K before Item-J and it passed unanimously.

Item K – Performance Evaluation of President - A motion was made and seconded by Ms. Douglass/Mr. Williams to move this item for discussion. Ms. Douglass stated that the College was fortunate to have President Armstrong, who has brought a wealth of knowledge and experience regarding best practices in the State of Florida. Ms. Douglass indicated that President Armstrong possessed excellent communication skills and she gave him the highest score available. Ms. Douglass thanked President Armstrong for his hard work, professionalism and dedication. Mr. Williams agreed with Ms. Douglass and thanked President Armstrong for his leadership and vision and is looking forward to the future. Mr. Guerin stated that President Armstrong embraced the community and was impressed by his leadership, commitment and sense of pride in the College. Mr. Tanner stated that President Armstrong has allowed his management team to shine and show their leadership qualities. President Armstrong stated that he appreciates the feedback and thanked the members of the Board for their support. President Armstrong requested that this be sent to the State.

A motion was made by Ms. Douglass/Mr. Williams to accept the evaluations and to be transmitted to the State as instructed pursuant to Florida law and it passed unanimously.

The meeting was recessed at 4:40 p.m. and reconvened at 4:55 p.m.

Item J – President’s Contract for Employment - A motion was made and seconded by Ms. Douglass/Mr. Guerin to move this item for discussion. Mr. Tanner indicated that based on the score received, the President’s contract provides for an automatic 5% increase. President

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Armstrong has asked that the Board waive the increase. There are two other items for consideration including (1) a new contract for 48 months and (2) the addition of \$2,500 per month for supplement retirement benefits. Mr. Williams indicated that this would be an increase of \$30,000 annually. Mr. Williams referred to a list of other College Presidents' compensation and stated that they had been in their positions for over 10 years. Discussion ensued regarding assessing future proposed multi-year contracts for the Senior Management Team. Ms. Douglass called the question.

A motion was made and seconded by Ms. Douglass/Mr. Guerin to approve this item and it was approved with Mr. Williams voting in opposition.

****Continuation of Item VI – College Wide Furniture Purchase Purchases for Fiscal Year 2009**

Mr. Pennell indicated that he met with Provosts and Vice Presidents to review the furniture that was required immediately. The new figure is \$225,512.50 which is for furniture to keep projects moving and replacement of critical items. The new breakdown is as follows: \$40,000 for Central Campus; \$22,000 for the Downtown Center; \$131,624.65 for North Campus; and \$28,000 for South campus. All of the requested furniture for each campus will be ordered from MWBE vendors. Mr. Pennell stated that these would come back on a monthly basis including a standard list of furniture. Ms. Douglass asked why this cannot be brought to the Board next month in proper contract form. Mr. Pennell stated that would delay orders and time is needed to meet with vendors to formulate contracts. Approval at this time would allow freedom to continue the operational day-to-day business of the College. Mr. Fernander stated that when the College is spending State funds, it must be subject to approved contract and full procedure must be adhered to. President Armstrong indicated that in the future, a full reporting would be brought to the Board for final review on monthly basis. Mr. Pennell stated this expenditure is within the current budget and the Provosts are only ordering what is necessary for current operation. Ms. Douglass stated she has a problem with this process and would like all contracts to come before to Board. Dr. Barbara Bryan, Provost of North Campus came to the podium to discuss the furniture issues at North campus.

A motion was made and seconded by Mr. Williams/Mr. Guerin to approve this item as amended and it passed with Ms. Douglass voting against.

Mr. Guerin left the meeting.

Item VI – Allied Barton Security – Broward College and FAU are finalizing an enhancement to our security coverage to have the FAU police division provide a combination of police officers and PST officers which will greatly improve the safety and coverage of our shared facilities at WHC. The original plan was to have an agreement in place between FAU and BC by December 2008 which was originally a three year contract. Discussion ensued regarding the possibility of having our own security force. President Armstrong spoke about the next step of having an IPS analysis under the recent Federal grant and this would be put out for bid. Mr. Pennell stated that this was just a temporary extension for a year until all details could be worked out. Mr. Williams requested an evaluation be brought to the Board before the bidding process and suggested that the College look into designing our own security force and utilize the services of law enforcement within the community. Mr. Tanner suggested that this be a temporary extension until December 31, 2009. Ms. Douglass stated she would like to hear from Linda Wood at the next meeting.

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

Ms. Douglass suggested that when an item is not reached on the agenda, it should be moved to the top of the agenda for the following month. Ms. Douglass requested that Item VIII-B-1-MWBE be moved to the beginning of the agenda of the February Board Meeting.

Item VI-L- Policies -

1. 6Hx2-4.01 – Substitution of Specific Courses - A motion was made and seconded by Ms. Douglass/Mr. Williams to move this policy for discussion. Dr. Judith Scherer came to the podium. Dr. Scherer brought the Board's attention to the verbiage regarding the Bachelor's Program on page 2 of 4 and on page 3 or 4. Mr. Williams initiated discussion on the student appeal process. Ms. Douglass requested that language be added giving the final appeal decision to the Board. A motion was made and seconded by Ms. Douglass/Mr. Williams to approve this policy as amended and it passed unanimously.
2. 6Hx2-4.07-Completion of Graduation Requirements After Transfer – This policy was approved by the Board in August 2008. Dr. Scherer advised that the bachelor degree language has been added. Mr. Williams stated that the language be added giving final determination of any appellate right to the Board. A motion was made and seconded by Ms. Douglass/Mr. Williams to approve this policy as amended and it passed unanimously.
3. 6Hx2-4.10-Policy for Closing Educational Programs On-Campus, Off-Campus and Off-Campus Sites – Mr. Williams asked about the SACS language regarding teach-out. Dr. Scherer stated she would provide the SACS verbiage to the Board regarding the teach-out plan and stated the procedures would be updated regarding specificity of the teach-out plan. Discussion ensued regarding students right to reimbursement. Ms. Douglass stated that in the *Implementation and Oversight* portion, the last line should not be stricken regarding President's authorization to issue implementing procedure. A motion was made and seconded by Ms. Douglass/Mr. Williams to approve this policy as amended and it passed unanimously.
4. Hx2-4.12 – Instructional Program Review & Evaluation - Mr. Williams asked about the "applicable catalog" language. Dr. Scherer indicated that whatever catalogue a student came into the College under, would be considered a contract. Mr. Williams stated he felt the "Associates and Arts Degree," should have a new reassessment benchmark on a 3 year basis which would prepare us for the SACS review. Dr. Scherer stated she would like to take this to faculty for discussion and review. Mr. Williams asked about page 2 of 4 paragraph 2, the word "process" should be changed to "procedure." Under paragraph 4, under item (6) student employment, Mr. Williams would like to add the phrase "student earnings." Mr. Williams suggested adding the "diversity" verbiage as well. Ms. Douglass requested that the last line in the *General Statement* regarding President's authority be reinstated. Under **The Policy and The Faculty and Staff**, Ms. Douglass requested the addition of the phrase "subject to Board of Trustee approval" at the end of the first line. Under **Associate in Arts Degree Program**, the stricken phrase "in the spring," would be replaced with the specific time period selected by the President. A motion was made and seconded by Mr. Williams/Ms. Douglass to approve this policy as amended and it passed unanimously.
5. 6Hx2-4.22 – Awards & Graduation Requirements - Mr. Williams referred to section **The Policy and the Student**, and asked when the students are informed about graduation requirements. Dr. Scherer stated that would be when the student registers for classes and is

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determined by the catalog they come in under. There are degree audit advising sessions with advisors. Discussion ensued regarding the degree audit system. Under **Implementation and Oversight**, Mr. Williams suggested adding the phrase "Board of Trustees reserves the right of appeal" and should be added to all policies. Dr. Scherer stated that when faculty revisits the Gen Ed components, it is a very detailed and laborious process to revisit on 3-year cycle. Faculty needs to allow this to be brought to the table because they have the responsibility for the content and quality of the curriculum. A motion was made and seconded by Mr. Williams/Ms. Douglass to approve this policy and it passed unanimously.

VII. COLLEGE PRESENTATION – Moved to beginning of agenda.

VIII. INFORMATION ITEMS

- A. **Project Status Report** – No discussion.
- B. **Information Items** – No discussion.
- C. **President’s Report** - No discussion.
- D. **Board Comments** – Mr. Williams thanked Jillian Printz for the pottery presentation at a local elementary school. Trustee Guerin was impressed with student pride in the College.

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 6:35 p.m.

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J. David Armstrong, Jr.
President, Broward College

Paul Tanner
Chair, Board of Trustees

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