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BROWARD COLLEGE

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To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: October 27, 2009

Place: Regular Meeting of the Board of Trustees
Broward College
Boardroom 1208, Building 33, Willis Holcombe Center
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 22, 2009.

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 22, 2009

PRELIMINARIES

President Armstrong welcomed everyone to the September Board of Trustees meeting and thanked Vice-Chair Douglass for serving as Chair of the meeting. President Armstrong welcomed Trustee Sean Alveshire. Ms. Douglass introduced the three student veterans in the audience, Derek Lopez, Shane Weber and Derek Holcraft, and asked them to lead the Pledge of Allegiance. Vice President of Academic Affairs, Russ Adkins introduced the faculty in attendance. Vice President of Student Affairs, Angelia Millender introduced the students in attendance. Ms. Jillian Printz stated there were no members of the media present.

PRESENTATION OF LYCEUM AWARDS EVENT INFORMATION

Ms. Nancy Botero came to the podium and spoke about the mission of the Foundation which includes transforming lives through education and providing community awareness, advocacy and financial support to the College. One of the most effective means we have to increase community awareness is through the Lyceum Awards. Ms. Botero talked about Brian Stokes Mitchell, who will perform at the Lyceum Awards. Ms. Botero spoke about Mr. Mitchell's many accomplishments, including nomination for an NAACP Image Award, a recipient of the Distinguished Performance Award from the Drama League and receiving a Tony Award. The College will be recognizing three of our outstanding honor students, eight endowed teaching chairs and a distinguished alumna. The College will also confer an Honorary Degree of Associates of Arts in Theatre Performance upon Brian Stokes Mitchell. Ms. Botero acknowledged her team for their work on the Lyceum event and indicated that ticket sales were proceeding extremely well. President Armstrong acknowledged the great work of the Foundation and acknowledged Tripp Scott for being the title sponsor of the event.

RETIREMENTS – None.

I. MEETING CALLED TO ORDER

The regular meeting of the Board of Trustees of Broward College was called to order at 1:25 p.m. on Tuesday, August 22, 2009 by Vice-Chair Douglass at the Willis Holcombe Center, Boardroom #1208, 111 East Las Olas Boulevard, Fort Lauderdale, Florida. In attendance were Trustee Paul Tanner, Vice-Chair Douglass, Trustee Williams, Trustee Alveshire, College Attorney Fernander and President Armstrong.

A motion was made and seconded by Mr. Williams/Ms. Douglass to move Item VIII-College Presentation up on the agenda.

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Item VIII – Overview of Veterans Educational Services

This presentation was an overview of the Veterans Educational Services and Benefits. President Armstrong called upon Vice President Angelia Millender. Vice President Millender spoke about the veterans who were not U. S. Citizens and have served our country. Since September 11, 2001 to present, there were 40,481 service men and women who have been naturalized through serving their country. Vice President Millender introduced her staff and students, including Derek Holcraft, President of Student Veterans of America, Broward College Chapter, Jose Lopez and Shane Weber. Vice President Millender spoke about the accomplishments of these student veterans. The overview that will be discussed in the presentation included GI Bills, Veteran Students Demographics, Service to Veterans and other initiatives.

Oscar Feliciano, Coordinator of Veterans Services, came to the podium and spoke about the GI Bills, including Chapter 31 – Vocational Rehabilitation, Montgomery GI Bill, Chapter 30 – All Volunteer Force Educational Assistance Program, Chapter 1606 – Selective Reserve, Chapter 1607 – Reserve Educational Assistance Program, Chapter 35 – Dependents and Survivors Educational Assistance Program and Chapter 33 – Post 9/11 GI Bill. Many of the GI Bills cover tuition, books and housing. Shane Weber came to the podium and demonstrated the VA Application process. Mr. Feliciano spoke about veteran enrollment and demographics. Derek Holcraft came to the podium and presented the accomplishments of Student Veterans of America, including charter approval, Post 9/11 GI Fair, two club rush events during the fall semester, Sun-Sentinel articles, social organizations, organization of a Veteran’s Day event and service projects, including 600 letters to veterans at Walter Reed Medical Center. Mr. Holcraft thanked the College for recognizing veterans at the College graduation.

Marcia Conliffe, Associate Vice President of Student Financial Services, came to the podium to discuss financial aid for veterans, including FAFSA, book loans, tuition/fee deferment and exemptions. Beverly Cranmer, Coordinator of Disability Services, came to the podium to discuss disability services, including the explanation of the Learning Resource Centers which assists students by providing open computer labs as well as writing, math, reading and essential tutoring services. Ms. Conliffe discussed publicizing our veterans program via Facebook, The Observer, VA student orientation and acknowledgement at graduation ceremonies. Ms. Conliffe stated that 14 student veterans are estimated to graduate in December, 2009. Broward College was designated as “A Top Military Friendly School” by GI Jobs Magazine for 2010, an honor bestowed on only 15 percent of colleges, universities and trade schools nationally.

President Armstrong thanked the Board for their encouragement and support of veteran services and stated that our veterans deserve our support and serve as great role models. Mr. Williams commended the College and Vice President Millender and suggested that the information regarding the College’s B.S. programs be included in the brochure. Mr. Williams also suggested that the PowerPoint presentations be placed on the web and also suggested that the College explore a V.A. grant for our student veteran outreach program. The acting Chair, Mrs. Douglass, thanked the veterans for their service to their country and they were given a standing ovation.

II. APPROVAL OF AGENDA AND ACKNOWLEDGMENT OF PUBLIC NOTICE

A motion was made and seconded by Mr. Williams/Mr. Tanner to accept and approve the Agenda and Public Notice of the Regular Meeting of the Board of Trustees held on August 22, 2009 and it passed unanimously.

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III. APPROVAL OF MINUTES

A motion was made and seconded by Mr. Tanner/Mr. Williams to approve the Minutes of the Board of Trustees meeting of June 23, 2009 and it passed unanimously. A motion was made and seconded by Mr. Tanner/ Mr. Williams to approve the Minutes of the Board of Trustees meeting of August 25, 2009 and it passed unanimously.

IV. OLD BUSINESS – None.

V. CONSENT AGENDA ITEMS

- A. Human Resources
 - 1. Employment of full-time and part-time Personnel (**Pulled –Ms. Douglass**)
 - 2. Resignation and Termination of Personnel (**Pulled – Ms. Douglass**)
- B. Purchasing
 - 1. Disposal of property – Authorize disposal, donation or sale by bid of surplus property assets (None)
- C. Contracts
 - 1. General (None)
 - 2. Construction/Facilities (None)
 - 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 (**Mr. Fernander pulled V-C-9-e for reconsideration next month**)
- D. Student Receivable Debt Reduction (None)
- E. Budget Amendments – (None)
- F. Warrants
 - 1. July 2009 warrants for payroll and accounts payable expenditures
- G. Curriculum Committee Recommendations (**None**)
- H. Donations – (**None**)

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

Mr. Williams suggested that a workshop regarding the Parsons contract be conducted prior to contract approval.

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VI. ITEMS REMOVED FROM CONSENT AGENDA

Item V-A-1 & 2 – Human Resources – A motion was made by Mr. Tanner/Mr. Williams to move this item for discussion. Ms. Douglass stated that as we continue to evaluate the TRS program, she wanted to make sure that the duty to all college personnel on a specified annual schedule is codified in the policies/procedures. Ms. Douglass asked Dr. Chun if all faculty has been hired; Dr. Chun stated that for the most part they have been hired. Ms. Douglass asked Dr. Chun for a comparison between this year and last year with regard to the ethnicity issue. Dr. Chun stated the full equity report will be presented next month.

Item V-B – Purchasing – Disposal of Property - A motion was made by Mr. Tanner/Mr. Williams to move this item for discussion. Ms. Douglass asked Mr. Pennell the status of the fixed asset inventory. Mr. Pennell stated that the audit has been done and signed off. The three campus deans are still in the process of reconciling asset counts between \$1,000 and \$5,000 for the June 30, 2008 physical inventory. This process is expected to be completed in 1 to 1-1/2 months and a preliminary date was given of November to bring this item back for final board approval. The 2009 inventory has been taken and items of \$5,000 and over have been reconciled. They are also in the process of looking at the \$1,000 - \$5,000 for 2009 inventory. Mr. Pennell stated it has been a matter of the volume of work for the Campus Business Deans. Ms. Douglass stated it is not acceptable that the June 2008 inventory is still outstanding. Ms. Douglass stated that this inventory has been outstanding for a long period of time and asked Mr. Pennell when he anticipates being caught up so that we can move forward in a timely manner as we are obligated to do under State statute. Mr. Pennell stated he was told it would take another 1 to 1-1/2 months to finish the campus reconciliations and once that is done, we can summarize it at the district level. Ms. Douglass asked Mr. Pennell if the Board needs to approve this reconciliation before it is sent to Tallahassee. Mr. Pennell indicated that the Board has already approved the write-offs for the \$5,000 and higher, and we are trying to clean up the \$1,000 to \$5,000 records which are not required to be capitalized and that is the part we are still working on. Ms. Douglass asked Mr. Pennell if it is his representation that by November, 2009, the Board will receive 2008 and 2009. Mr. Pennell indicated that this was the case according to the Business Deans.

Item V-G- Curriculum Committee Recommendations - Ms. Douglass asked President Armstrong for a status of the SACS Report. President Armstrong stated that the curriculum committee has met and addressed the Bachelor of Applied Science curriculum which is the next step in the process for the program. This curriculum will be brought to the Board next month. We are finishing up the proposal to SACS on the B.A.S. program which is based upon our meetings with our SACS liaison. SACS will plan to visit the College sometime next year to take a look at the new programs. We also have provided follow up information on our Sri Lanka program regarding faculty credentials. We have met our deadline for follow up on the substantive change recommendations and will hear back by December. As we get reports back from SACS, they will be provided to Board. Mr. Williams stated he read the analysis from SACS and suggested a Board workshop regarding issues and corrective action plans.

A motion was made and seconded by Mr. Williams/Mr. Alveshire to approve the items pulled from the agenda and it passed unanimously.

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VII. ACTION ITEMS

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Item VII – A – Florida Campus Compact Grant - President Armstrong stated that this grant was for \$15,000. Broward College has been asked to host the regional meeting. Florida Campus

Compact has awarded Broward College a grant to provide a two-day Service-Learning Institute for faculty and provides professional development for faculty to effectively implement academic service-learning.

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

Item VII – B- Naming of Air Traffic Control Simulation Lab - The Emil Buehler Trust made a cash donation of \$536,000 to fund a key piece of equipment for Broward College's new Air Traffic Controller Program located at the Miramar Town Center. Ms. Nancy Botero came to the podium. Mr. Alveshire asked about the cost of signage. Ms. Botero stated that they work with facilities to make sure that appropriate signage is put into place. Mr. Jorge Guerra indicated there were 156 students in the program. Mr. Williams suggested that we review the naming policy to make sure there is a protection clause for naming any older buildings that may be torn down.

A motion was made and seconded by Mr. Williams/Mr. Tanner to approve this item and it passed unanimously. Ms. Botero stated that on October 19, 2009, there will be a dedication and naming ceremony.

Item VII – C – College Wide Furniture Purchases – This is for purchases based on the allocated budget for classroom, laboratory equipment and instructional purposes. President Armstrong stated that all recommended firms are designated MWBE. A motion was made and seconded by Mr. Williams/Mr. Tanner to move this item for discussion. Mr. Williams stated that he reviewed the ethnic component and was not satisfied with the percentage of black participation. Mr. Williams wanted to be assured that the College does not go to a standardized furniture program by default. Mr. Pennell stated that this is not the case. Ms. Douglass asked about the disposal of the old furniture. Mr. Alex Denis stated we try to sell everything; however, 40% of our furniture items do not get sold. They are transported to the county site for possible recycling as part of our sustainability efforts. Discussion ensued regarding life cycle of furniture, sale of furniture, partnering with the Broward Sheriff's Office and/or donation to a charitable organization. All items for donation must be approved by the Board. A motion was made and seconded by Mr. Williams/Mr. Tanner to approve this item and it passed unanimously.

Item VII-D – CoBA/Hilton Hotel Contract – President Armstrong stated that this contract was for the Council of Business Affairs (CoBA) which Broward College will be hosting. Mr. Fernander stated that the College is not exposed for any financial contribution associated with this contract. All expenses will be funded by sponsorships or paid out of the funds held in CoBA's account. Mr. Williams referred to the last line on the Board Transmittal Sheet regarding fiscal impact. It was agreed that the last line be stricken and the Board Transmittal Sheet be amended to clarify that the College will have no financial liability. Ms. Douglass asked Mr. Pennell why the Board has just received this contract. Mr. Pennell stated that they had negotiated with the hotel until the minimum numbers were achieved. Mr. Fernander had reviewed the contract and had some revisions. Mr. Williams asked about the term "lobbyists," to which Mr. Pennell stated it referred to legislative liaisons and we have no contract lobbyists. A motion was made and seconded by Mr. Williams/Mr. Tanner to approve this item as amended and it passed unanimously.

Item E – Trailers for South/Central Campus – William Scotsman - Pulled.

Ms. Douglass asked that the following be addressed at next month's meeting:

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- How many trailers are on College property
- What campuses are they on
- Whether or not they are up to code and if not, what are the liability issues
- If they do not belong to Broward College, who do they belong to
- What is the cost
- If it on College property, who has title to the trailers

Mr. Williams suggested obtaining pictures of the trailers/portables. Mr. Tanner suggested investigating renting space in local strip malls. President Armstrong stated this information would be brought back next month. Mr. Williams suggested finding alternatives to the trailers.

Item VII-F – Policies

1 . 6Hx2-7.03 – Physical Plant, Sites and Facilities - This policy has been reviewed by cabinet and Mr. Williams and changes have been incorporated. A motion was made and seconded by Mr. Williams/Mr. Alveshire to move this item for discussion. Mr. Williams referred to the end of paragraph 1 and the word “demand” and suggested a definition be added. Mr. Fernander stated there was a State statute that required the College to reassess its facilities based on the planned future demand of the institution. Mr. Williams stated that language “planned future demand” be added at the end instead of “demand.” Mr. Williams suggested that the Board be considered in the planning stage. Ms. Douglass referred to last paragraph on page one and would like to add the language “and shall comply with the College sustainability and native plant policies.” Mr. Fernander referred to page 2, under Physical Plant, and suggested striking “a work force equipped” and add “various work force options.” A motion was made and seconded by Mr. Williams/Mr. Alveshire to move this policy for approval as amended and to work with counsel. It passed unanimously and will be re-submitted to the Board with revisions.

2 . 6Hx2- 7.11 – Safety, Sanitation and Fire Inspection of Property - Mr. Pennell stated that there were some minor changes to this policy. The policy addressed fire inspections and safety and sanitation that is required on an annual basis. Discussion ensued concerning language regarding inspection. Mr. Fernander suggested the language, “The College will conduct annual inspections to insure that all College assets comply with the most current fire and safety regulations to promote a comprehensive program.....” Ms. Douglass referred to the second paragraph and suggested putting dates in and a reasonable time frame would be no later than 30-60 days. Discussion ensued regarding the term “visitor” as opposed to “invitees.” Mr. Williams suggested replacing the word “ensure” with “promote” or “provide for.” Discussion ensued regarding the term “major deficiencies” and it was suggested that the definition be changed to “as a major deficiency as defined by the State Fire Marshall.” This policy was pulled by Mr. Pennell and will be brought back to the Board.

3 . 6Hx2-7.13 – Traffic Rules and Regulations on Campus and Center Sites - Mr. Pennell stated this policy has been written in coordination with all three Provosts regarding traffic rules and regulations on all campuses. A motion was made and seconded by Mr. Williams/Mr. Tanner to move this item for discussion. Mr. Williams asked Mr. Fernander if the roads on the campuses are considered private or public roadways. Mr. Fernander stated they were private. Mr. Williams asked since they were private, do the police on campus have authority to issue tickets. Mr. Bob DeCosmo stated that parking tickets were issued for parking in handicap zones and if there is an accident, a ticket is issued. Dr. Lois Bolton stated that any fines from parking tickets currently go a college wide student scholarship fund. Discussion ensued regarding student use fees, library fines, and sanctions to students for unpaid fines. Mr. Williams suggested cross-referencing

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policies for clarification purposes. A motion was made and seconded by Mr. Williams/Mr. Tanner to approve this item as amended and it passed unanimously.

4 . 6Hx2-7.14 – Regulation of Smoking in Facilities - This policy has been changed to reflect our current format and is a campus wide policy. A motion was made and seconded by Mr. Alvershire/Mr. Tanner to approve this item and it passed unanimously.

5 . 6Hx2-7.15 – Compliance with the Florida Building Code - This is updating the policy to comply with statutes. A motion was made and seconded by Mr. Williams/Mr. Alvershire to move this item for discussion. Mr. Williams asked if the College's building code inspector issues our C.O.s. Mr. Fernander stated that the statute allows us to have our own building code official who reviews all plans, verifies compliance, conducts the inspections and signs off. Discussion ensued regarding Fire Marshall inspection and elevator inspection. Mr. Bob DeCosmo is the fire code official and Director of Health and Safety. Mr. Williams referred to the list on page one of the policy and asked if this was a complete list of all services to be rendered. Mr. Williams suggested adding the language "*including but not limited to.*" Ms. Douglass suggested adding on page one, a bullet point with language "*To insure compliance with the College's sustainability and native plant policies.*" Mr. Williams referred to the last sentence, page one, paragraph five, which is an incomplete sentence, "*Necessary to administer.....*" Ms. Douglass referred to the first three items on page two under Minimum Qualification for Building Officials. Governments have been known to create both RFPs and position descriptions that are narrowly tailored so that only certain individuals or companies will fall under that description. Therefore, Ms. Douglass had a concern with the first three bullet points. Ms. Douglass suggested that Mr. Fernander check the statutory requirements. A motion was made and seconded by Mr. Tanner/Mr. Alvershire to bring this policy back next month and it passed unanimously.

VIII . COLLEGE PRESENTATION – Presented at beginning of meeting.

IX. INFORMATION ITEMS

- A. **Project Status Report** – President Armstrong discussed the status of all collegewide projects.
- B. **Information Items** - President Armstrong talked about follow up items, including the museum collection and discussed the interest in the web site containing the photos.
- C. **President's Report** - President Armstrong discussed the MWBE expenditures report, the updates on the sports reports including the Lady Seahawks and new soccer team tryouts.

President Armstrong discussed the FPL energy audits; the solar panels which resulted in a monthly savings of ten percent to FAU and indicated that we are looking at solar options.

President Armstrong talked about working with Workforce One regarding our training programs.

President Armstrong spoke about the sustainability policies. Alex Denis will be attending the next cabinet meeting to work on this with the cabinet.

President Armstrong indicated that we just had the exit interview with the State auditors and they are satisfied with the on-going process.

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President Armstrong indicated that we will have workshop regarding Miller3.

President Armstrong talked about the information on cash account balances being with Wachovia and State investment holding accounts (SBA/SPLA). The banking services agreement will come to the Board next month.

President Armstrong spoke about the news articles, the calendar of events, the good news items and the accomplishments of the College Academy.

President Armstrong spoke about wireless network access; summary of legal invoices; summary of the tax and audit information on the Foundation; and summary of One Broward Consortium activities.

D. Board Comments

Mr. Williams thanked Vice-President Millender for the presentation on Veteran's Services. Mr. Williams said he was excited to see TRS coming to fruition and stated we have made progress this year. Mr. Williams spoke about taking advantage of the "green" movement with respect to technology. Mr. Williams referred to the President working on cabinet's three-year contract and looked forward to looking at the faculty contract. President Armstrong stated we will work on scheduling a workshop with Mr. Crosland.

Mr. Tanner had no comments.

Mr. Alveshire had no comments.

Ms. Douglass asked about the numbers with respect to quantifying any specific savings incurred by experimenting with the four-day work week. Mr. Hoyos stated that we were waiting for the August bills, but to date, the figure was approximately \$24,000. Mr. Hoyos anticipated this figure would reach \$30,000 to \$32,000. Ms. Douglass asked Mr. Fernander for a status on the T-Mobile tower at the next board meeting. Mr. Fernander stated he had general conversation with the School Board of Broward County and he is in the process of preparing a demand letter for their compliance. Mr. Fernander explained that the School Board gave us a tower that is dilapidated and according to the Warranty Deed, we are required to get authorization from the School Board to knock down the tower. The School Board has not been willing to provide their authorization. Discussion ensued regarding liability issues and conditions precedent to filing suit. Mr. Tanner asked if we had a health and safety obligation that supersedes the intra-governmental issues. Mr. Fernander stated he will explore that issue.

Ms. Douglass asked Vice-President Barney about the wireless access report and asked when the students would have wireless access. Vice-President Barney stated the College has received proposals and the selection committee is going to review proposals. We are hoping to have the proposal to the Board in November. Service to students would depend on the proposals, the associated costs and how long it is going to take for implementation.

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X. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 4:15 p.m.

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J. David Armstrong, Jr.
President, Broward College

Sean Guerin
Chair, Board of Trustees

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