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**BROWARD  
COLLEGE**

**Define yourself.**

To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: January 26, 2010

Place: Regular Meeting of the Board of Trustees  
Broward College  
Judson A. Samuels South Campus-Bldg. 81-Multi-Purpose Room  
7200 Pines Boulevard  
Pembroke Pines, FL

Subject: Agenda Item III- Approval of Minutes

This item contains the minutes of the Regular Board meeting held on December 1, 2009.

RECOMMEND APPROVAL

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

AGENDA ITEM III

**BROWARD COLLEGE**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**December 1, 2009**

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**PRELIMINARIES**

President Armstrong welcomed everyone to the December Board of Trustees meeting. Chair Guerin called upon Professor Jim Lansing 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 which included all the students participating in the Competitive Edge Program. President Armstrong acknowledged Buzz Lamb and Liz Fleming of the Observer.

**RETIREMENTS**

Dr. Barbara Bryan came to the podium to recognize Sandra Gaines. Mrs. Gaines has served the College for 35 years. She began her career at Broward College in 1972 as a part-time worker and in 1975 became full-time. Mrs. Gaines has made many contributions to Broward College. Her accomplishments included her role as the first cheerleading coach for the Seahawks; receipt of the Distinguished Alumni Award; North Campus Advisor the African American Student Association for 20 years; a long-standing member of FACC; an inaugural member of the PTS Council; President for the Association of Secretaries and Office Professionals; a member of Beta Phi Beta Sorority; Treasurer of Broward College Chapter of the National Council of Black American Affairs. Mrs. Gaines thanked the College and a plaque was presented.

Dr. Barbara Bryan recognized Karen Johnson who has served Broward College for 25 years, including 19 years with Dr. Bryan. Mrs. Johnson has made many contributions to the Broward College. Her accomplishments included graduation from Broward College in 1997 with an A.S. Degree in Business Administration and Management; FACC Chapter Member; FACC Chapter Secretary; FACC Chapter Vice-President; FACC Region Chairperson; SPD Committee; Academic Standards Committee; Inaugural Member of PTS Council; coordinator of blood bank for the College as well as receiving many awards. Mrs. Johnson thanked Dr. Bryan and a plaque was presented.

Dr. Bolton recognized Professor Richard Appelbaum who has served Broward College for 33 years. Professor Appelbaum's accomplishments included appointment as the first ESL Academic Coordinator; nominated for the Professor of the Year Award every year from 1991-2008; two Master's Degrees; Doctoral Degree and is a published author. Professor Appelbaum thanked the College and a plaque was presented.

Dr. Chun recognized Sue Rouse and acknowledged Mrs. Rouse for her imagination, creativity and artistry. Mrs. Rouse's accomplishments included earning her Associate's Degree with highest honors; a Bachelor's Degree in Administration/Computer Information Systems; her initiation of a Career Employee Retreat at Broward College; design of more than 500 pages for Professional Development Department; Clinton D. Hamilton Presidential Scholarship Career

Employee of the Year; Unsung Hero Award BCC Chapter FACC; Leader in FACC as Chapter Secretary, Chapter Vice-President, Regional Five Chair and State Chair. Mrs. Rousse thanked the College and a plaque was presented.

**I. MEETING CALLED TO ORDER**

The regular meeting of the Board of Trustees of Broward College was called to order at 2:05 p.m. on Tuesday, December 1, 2009 by Chair Sean Guerin at the Willis Holcombe Center, Boardroom #1208, 111 East Las Olas Boulevard, Fort Lauderdale, Florida. In attendance were Chair Sean Guerin, Trustee Paul Tanner, Vice-Chair Georgette Sosa-Douglass, Trustee Levi Williams, Trustee Sean Alveshire, College Attorney Fernander and President Armstrong.

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

A motion was made and seconded by Ms. Douglass/Mr. Tanner to accept and approve the Agenda and Public Notice of the Regular Meeting of the Board of Trustees held on December 1, 2009 and it passed unanimously.

**III. APPROVAL OF MINUTES**

A motion was made and seconded by Ms. Douglass/Mr. Tanner to approve the Minutes of the Board of Trustees meeting of October 27, 2009. Ms. Douglass suggested the following changes on page 10, last paragraph, second sentence, after "*something like this*," the following language should be added "in order to enforce receipt of requested information from a College employee." On page 9, second paragraph after "*and further recommendations*", add missing language regarding the items that Ms. Douglass requested regarding rental information from the campus Provosts regarding specific rental opportunities and costs in and around their campuses to replace the trailers. A motion was made and seconded by Ms. Douglas/Mr. Tanner to approve the minutes with revisions 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 by 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 (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

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- 8. Summary of Articulation Agreements (None)
- 9. Ratification of Previously Approved Contracts (**Pulled by Mr. Williams & Ms. Douglass**)

D. Student Receivable Debt Reduction (None)

E. Budget Amendments –

- 1. General Current Fund – Amendment #1 (**Pulled by Mr. Williams**)
- 2. Unexpended Plant Fund – Amendment #1 (**Pulled by Mr. Williams**)

F. Warrants

- 1. October 2009 warrants for payroll and accounts payable expenditures

G. Curriculum Committee Recommendations

Pilot Course for Visual and Performing Arts Department  
(**Pulled by Mr. Williams/Ms. Douglass**)

H. Donations – (None)

Ms. Douglass stated that last month the banking services item was pulled and she thought it would be coming back this month. Mr. Fernander stated that the banking services will come to the Board on the January agenda. Ms. Douglass stated that last month she asked about the status of the security services contracts. President Armstrong stated this item would be coming to the Board in January.

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

#### **VI. ITEMS REMOVED FROM CONSENT AGENDA**

V-A-1 – Employment of Personnel - Ms. Douglass requested highlighting/annotating the employees placed in new positions at the College. President Armstrong stated he would speak to Dr. Chun and it should not be a problem. Ms. Douglass asked what happens to the e-mail accounts of retired employees. Patti Barney stated that we do not actually physically delete the account for at least six months; however, it is inactivated at the time of termination. It is immediate for non-faculty, and faculty have sixty days before it is completely inactivated. Ms. Douglass stated she was concerned about the liability of employees who are no longer under control of the College.

V-C-9-c- Florida Future Farmers Association - Student Leadership Retreat. Mr. Williams requested an explanation of this item. Dr. Bolton stated this was an annual occurrence which is college wide for student leaders from all three campuses. This is a three-day leadership retreat with guest lecturers and emphasis on leadership including character building workshops.

V-C-9-f – Temporary Personnel Staffing - Mr. Williams requested an explanation of this item. President Armstrong stated we have started a pilot this year where we are handling our own internal temporary services. Dr. Chun stated that the temporary pool is saving the College thousands of dollars. Mr. Pennell stated this was to extend the contract until we could go out and bid the services. This item would allow the College to hire other temporary personnel who were not covered in the pool.

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Ms. Douglass asked Mr. Pennell about extending this contract. Mr. Pennell stated that this would allow an extension until this could go out for RFP. Ms. Douglass stated that it was her understanding that any service contract in excess of \$250,000 should come before the Board. Mr. Fernander stated that if it has been competitively bid, it would be \$250,000; if it not competitively bid the figure would be \$50,000. Mr. Pennell stated this was piggybacked on the South Florida Government Purchasing Cooperative group. Mr. Fernander explained that another public entity has bid this and we are utilizing the same terms and conditions. Ms. Douglass asked if that is a category that is exempt from coming to the Board for approval. Mr. Fernander stated that everything should come before the Board for approval or ratification. There should be no contract that gets paid without coming to the Board. Mr. Denis indicated that this contract is being extended because the labor pool was not in place at the time this contract was getting ready to expire.

Item V-E-1 – General Current Fund-Amendment #1 - Mr. Williams asked about “Reserve Staff and Program Development Fund” of \$1,095,266. Mr. Pennell stated this was our Staff and Program Development Fund. We put aside 2% every year for training of the College staff and the unused portion of these are funds are carried forward. These funds will be used for sabbaticals this year. Ms. Douglass asked if money set aside for SPD can only be used for SPD. Ms. Douglass asked if the law had been changed regarding SPD funds and asked Mr. Fernander to research this. Mr. Williams asked about “reserved miscellaneous expenditures” for \$2.239 million (Item 9). Mr. Pennell explained these are year-end surplus funds set aside for current projects. Discussion ensued regarding funds to be set aside for compliance/audit issues and the increasing complexity of Federal regulations. President Armstrong stated he would bring back a specific proposal regarding compliance. Mr. Williams asked about the additional \$1 million dollars being set aside for the Master Plan. Mr. Pennell stated we had already set aside \$1.1 million dollars and we are setting aside an additional \$1 million dollars. The scope of the services is approximately \$2.1 - \$2.2 million dollars. The Parsons contract will come back for final approval of the Board in January. Ms. Douglass stated that in current economic times and with other immediate needs of the College being more pressing, the expense of approximately \$3 million dollars is outrageous. Ms. Douglass requested information be provided containing a list of every community college and university that has expended funds for a master plan, including the total amount expended by each institution. Ms. Douglass requested that Mr. Pennell provide a copy of the Master Plan that is currently in effect. Mr. Pennell stated he would provide this the day after the Board meeting. Discussion ensued regarding the Central Campus drainage project. President Armstrong stated that the College is evaluating the need for more drainage and the prior 1995 Master Plan included multiple drainage ponds which have never been constructed by the College. Ms. Douglass suggested looking into using the run-off water for irrigation and suggested developing a policy to be built into the Master Plan. Mr. Williams suggested drainage sustainability.

Item V-E-2 – Unexpended Plant Fund – Amendment #1 - Mr. Williams asked for an explanation of item 3 and the sum of \$8,536,943. Mr. Pennell explained these were PECO funds that the College will be receiving this year from the State to provide for new construction and renovations, including Building 6 and 22. Discussion ensued regarding the SIM Lab which will cost approximately \$4.1 million dollars and is currently under design. Ms. Douglass talked about funds being spent for ADA compliance and requested that Mr. Pennell investigate the ADA compliance of the trailers.

Item V-G – Pilot Course for Visual and Performing Arts Department – Ms. Douglass congratulated Russ Adkins and his staff for these new programs. Mr. Williams also congratulated Russ Adkins and his staff for this visionary and dynamic program and stated that the music and

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arts programs should be expanded to all three campuses. A motion was made and seconded by Ms. Douglass/Mr. Williams to approve this item and it passed unanimously.

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

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

**VIII – College Presentation – “Finish What You Start” – Update on Progress of Student Success Initiative** - This initiative is designed to promote and support a culture of student success by encouraging students to follow six steps to achieving a certificate or degree. Broward College provides support for students to successfully incorporate these six steps into their academic pursuits. Vice-President Millender and Mr. Ed Key came to the podium. Ed Key presented an in-depth explanation and demonstration at the College’s Facebook page which originally started as a marketing tool. This has expanded rapidly and is now a great management tool to engage students and continue to promote student success. Mr. Williams asked Mr. Fernander to check on a disclaimer for the Facebook page.

### **ACTION ITEMS**

**Item VII-A – 2009-2010 Base Building Salary Adjustment** - A motion was made and seconded by Ms. Douglass/Mr. Tanner to move this item for discussion. President Armstrong state that the staff has been hard at work, productivity is up and the student enrollment is up. Effective July 1, 2009, all full-time non-represented Professional Technical Staff and full-time Administrators who were employed as of June 30, 2009 and remain employed through Board Approval of this item will be eligible for \$1,000 or 2% base-building increase whichever is greater. A motion was made and seconded by Ms. Douglass/Mr. Tanner to approve this item and it passed unanimously.

**Item VII-B – College wide Architectural Services, \$0 - \$1 Million** – President Armstrong stated these are the contracts for the three architectural services firms which were selected at a previous Board meeting. A motion was made and seconded by Mr. Williams/Mr. Alveshire to move this item for discussion. Mr. Williams requested clarification that at \$250,000, this will come back before the Board versus at a million dollars. Discussion ensued regarding programming/designing of College projects, construction costs, architectural fees and integration into the Master Plan. Ms. Douglass asked how long this agreement would be in effect. Mr. Hoyos stated three years.

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

**Item VII-C – Health Risk Assessment (HRA) Incentive Initiative** - President Armstrong talked about the initiation of the wellness program. This item is a \$50.00 incentive for College employees to complete an on-line health risk assessment test provided by CIGNA. Dr. Chun came to the podium and introduced the new Wellness Coordinator, Charles Hollis. Mr. Hollis spoke about his background and accomplishments. Mr. Lloyd Rhodes stated that this incentive was a crucial part of the wellness program and discussion ensued regarding the analysis of data and employee participation. Mr. Williams stated he was not in favor of the incentive program. Ms. Douglass stated we did not have to approve the \$50.00. President Armstrong stated he was recommending this item to save money for the College and the employees. President Armstrong

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indicated that regular reports will be brought back to the Board. Mr. Williams stated he would be willing to give the President \$50,000 for his budget and would like to wait one year to see if there was at least a 75% participation rate. Mr. Rhodes stated this incentive will help the College to promote wellness. President Armstrong stated that best practices and research indicate that this incentive program works. Mr. Guerin stated he felt we should move forward with this.

A motion was made and seconded to approve this item. Mr. Alveshire, Mr. Guerin and Mr. Tanner voted for and Ms. Douglass and Mr. Williams voted against and this item passed with a vote of 3 to 2.

A motion was made and seconded by Mr. Williams/Ms. Douglass to move Item VII-H – BC Group Health Plan Admin. & Reinsurance up on the agenda.

**Item VII-H – BC Group Health Plan Admin. & Reinsurance 1/1/10 Renewal** – Mr. Lloyd Rhodes came to the podium and explained this recommendation is for the CIGNA Health Plan Administration and Reinsurance policy for the self-funded health plan. The current administrative agreement calls for a 3.8% increase which is estimated to be an additional \$25,153 and is competitive with the market. Mr. Rhodes stated that an RFP will be going out in 2011. The reinsurance policy covers member claims that exceed the stop loss level set of \$175,000. The renewal of the existing \$175,000 level would result in a 23% increase in premium or an additional \$173,843 per year. It is being recommended that Broward College renew at the \$200,000 level which will result in a 7% increase or \$55,489 per year. Discussion ensued regarding the past three year history of paid premiums and paid claims and the advantage of having the reinsurer the same as the third party claims administrator. A motion was made and seconded by Mr. Tanner/Ms. Douglass to move this item for discussion. Ms. Douglass stated that in her last conversation with Mr. Rhodes, he indicated there were no increases. Mr. Rhodes stated that in terms of college funding there were no increases, however, this is a component of the fixed cost of operating the plan. Discussion ensued regarding details of projections for next year and the actual percentage of the cost component increase. Mr. Fernander stated the administration contract currently in place included a five-year term valid through 2011 with annual adjustments not to exceed 5%; Mr. Rhodes negotiated a rate of 3.8%. Ms. Douglass reiterated that items should not be brought for Board approval at the last minute. In addition, when the RFP for this item is written, the College should make sure that CIGNA is not the only company who could provide the services required. This item was approved with a vote of four in favor and Ms. Douglass opposed.

**Item VII-D – Family Central-Linkage Agreement** - This is an annual renewal of a linkage agreement with Family Central, Inc. which is a contract with the Broward School Readiness Coalition and is a sponsoring agency for the disbursement of community mentoring and scholarship funds for Early Childhood Education students at Broward College. A motion was made and seconded by Mr. Alveshire/Mr. Tanner to approve this item and it passed unanimously.

**Item VII-E – College Wide Mechanical/Electrical/Plumbing Engineering Services** - This item is for the approval of the contracts for the three previously selected firms. Mr. Williams reiterated his request to have this item come back to the Board at \$250,000. A motion was made and seconded by Ms. Douglass/Mr. Williams to approve this item and it passed unanimously.

**Item VII-F – Five-Year Equity Plan Goals – 2010- 2014** – This report contains the projected goals for the demographic growth of the College's workforce over the next five years. Discussion ensued regarding how the information was obtained using the Broward County census

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

**Item VII- G – Annual Delinquent Account Write-Off** – This is a recommendation to write off delinquent accounts as provided by Florida Statute. Broward College averaged 1% and other colleges averaged 1.3%. A motion was made and seconded by Mr. Williams/Ms. Douglass to move this item for discussion. Discussion ensued regarding the return of Title IV Funds of \$314,000 and the proration of return of funds. This item was approved and it passed unanimously.

**Item VII-I – Investment of College’s Operation Account Cash** - President Armstrong stated that during the turmoil in the financial marketplace, many colleges, universities and other governmental entities have sought to diversify their investments into multiple accounts, following the principals of liquidity and preservation of capital to manage their cash flow while limiting financial risk. The College would like to obtain the advice of a professional investment advisor. The College currently has an RLI out to obtain a long-term investment advisor. The College would recommend using a member of a Board member and to utilize the expertise that we have on the Foundation’s Investment Committee that includes a number of professionals in the financial investment world, to give the College suggestions and advice on the options that exist with the primary goal of following the law, minimizing risk, minimizing expenses and maximizing return that is available. Mr. Tanner stated we would utilize the consultants (on an Ad Hoc basis) until we can engage a full-time consultant/advisor. President Armstrong stated that the advisors involved in the investment committee and the professional consultants will not be utilized as agents for investments, but only for advice and recommendations for consideration. A motion was made and seconded by Mr. Williams/Ms. Douglass to move this item for discussion.

President Armstrong stated this was intended to be a short-term solution until the RLI is reviewed and a recommendation was made. Ms. Douglass reiterated that the Board will receive quarterly reports on investments and performance. President Armstrong stated this was the case. Mr. Williams stated the College has never established standing ad hoc committees and suggested within the next twelve months, the Board should have a workshop for the design of standing committees. Discussion ensued regarding using the Foundation’s consultants and an ad hoc finance committee; the separation of powers between the DSO (Direct Service Organization) and the Board and legal clarification. Mr. Fernander indicated that the Florida Statutes state that the President has the authority from the Board to make these investments. President Armstrong reiterated that he would only move forward with the input and advice from a Board member and the advisors from the Foundation. A motion was made and seconded by Mr. Williams/Ms. Douglass to approve this item and it passed unanimously.

**Item VII-J – College wide Furniture Purchases** – This item is a request to purchase new furniture for various college wide projects utilizing the Department of Management Services (DMS), State of Florida contracts. Mr. Fernander brought to the attention of the Board, the summarization of the total furniture purchases this year. A motion was made and seconded by Ms. Douglass/Mr. Tanner to move this item for discussion. Ms. Douglass spoke about the Board meeting in January 2009 when this item first came to the Board and her recollection was that the Board approved the purchases up to and including \$250,000. Ms. Douglass suggested that this item be tabled until the next board meeting and until such time as Mr. Fernander has had an opportunity to review the CD and provide a verbatim transcription of the January 2009 meeting regarding this item. President Armstrong stated that from this point forward we are going to begin the process of implementing Miller3 and start centralizing all procurement/purchasing including furniture and construction. President Armstrong will bring back a plan in January.

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

### **Item VII – L - Policies**

Item VII-L-1 – Policy/Procedure - Standard Code of Ethics and Professionalism to Public Officers and Employees of Agencies – Dr. Chun stated that the Code of Ethics policy has had previously come before the Board where some suggestions were made. Ms. Douglass asked if her specific suggestions had been incorporated into the policies as presented. Dr. Chun stated that was the case. Mr. Williams asked for a definition of “fraud.” Dr. Chun referred to page 6 of 9. A motion was made and seconded to approve this policy and it passed unanimously.

Item VII-L-2- Policy - Total Rewards Pay Adjustments for Professional Technical Staff and Administrators – A motion was made and seconded by Mr. Williams/Ms. Douglass to move this item for discussion. Mr. Williams stated that the word “serVice” had a capital “V.” Mr. Williams referred to “Hiring in the First Quartile or Hiring in the Second Quartile or Hiring Above Minimum” and suggested that the board be informed of the reason why someone would be hired outside of standard bands. Mr. Williams referred to “Lead Worker,” and discussion ensued regarding clarification of a permanent Lead Worker, position adjustments and moving away from payment of supplements. Mr. Fernander reiterated Mr. Williams’ suggestion that if a position was going to become a permanent position, the position should be reclassified and not identified as a supplement to a temporary position. Mr. Williams agreed that was his suggestion. A motion was made and seconded by Mr. Williams/Ms. Douglass to approve this policy with revisions and it passed unanimously.

Item VII-L-3 – Policy 6Hx2-New – Total Rewards Program Policy for Professional Technical Staff and Administration – A motion was made and seconded by Mr. Williams/Mr. Tanner to approve this policy and it passed unanimously.

Item VII-L-4 – Procedure - Total Rewards Pay Adjustments for Professional Technical Staff and Administration – A motion was made and seconded by Mr. Williams/Ms. Douglass to approve this policy and it passed unanimously.

Item VII-L-5 – Procedure – Total Rewards Pay Adjustments for Professional Technical Staff and Administrators - A motion was made and seconded by Mr. Williams/Ms. Douglass to move this item for discussion. Mr. Williams clarified for the record that it is the intent of this Board that the listing of items are not a guaranteed listing to be offered annually to every employee and is for exemplar purposes only. Ms. Douglass stated this was abundantly clear under Overview of the College’s Total Rewards Program on page 1 of 2. A motion was made and seconded by Mr. Williams/Ms. Douglass to approve this policy and it passed unanimously.

Item VII-L-6 – Policy – Total Rewards Strategy: Position Classification & Reclassification Policy for Professional Technical Staff and Administrators – A motion was made and seconded by Ms. Douglass/Mr. Alveshire to approve this policy and it passed unanimously.

Item VII-L-7 – Procedure – Total Rewards Strategy: Position Classification & Reclassification Procedure for Professional Technical Staff & Administrators – A motion was made and seconded by Ms. Douglass/Mr. Tanner to approve this policy and it passed unanimously.

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Item VII-L-8 – Policy: 6Hx2-New – Total Rewards Strategy Program-Administrator Contracts –  
 A motion was made and seconded by Ms. Douglass/Mr. Williams to move this item for discussion. Ms. Douglass stated this item was discussed at the last meeting and the Board was told by the President that it had never come to his attention where an employee seeking employment at Broward College in the capacity of an administrator required a contract. Ms. Douglass further stated that to put anybody that is not already on a continuing contract on a continuing contract is not in the best interest of this College, because it will tie this President's hands in dealing with his employees and it would also tie the successor President, should there be one anytime soon, and for those reasons and those reasons alone, she was opposed and did not support this item. This item passed with Mr. Guerin and Ms. Douglass voting against and Mr. Alvshire, Mr. Tanner and Mr. Williams voting in favor.

VII-L-9 – Procedure – Annual Adoption of the Salary Schedule – A motion was made and seconded by Mr. Williams/Mr. Tanner to approve this policy 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 college wide projects.
- B. Information Items-**
1. **Financial Statement** – President Armstrong stated that this report would be brought to the Board on a quarterly basis. President Armstrong stated that our revenues are up due to student enrollments and expenses were down 6%. Current expenses are under control. Ms. Douglass requested that Mr. Pennell provide, an explanation of the reduction of expenditures on garbage and waste at the next Board meeting. Ms. Douglass congratulated the President and the staff on management of expenses.
- C. President's Report** - President Armstrong spoke about the recent gifts that the Foundation received from RRA. The College received two contributions; one for \$20,000 that was out of the operating account of RRA for a scholarship, and a separate gift from Stuart Rosenfeld which was a contribution for \$2,300 on corporate American Express card. The court-appointed receiver for RRA is in the process of formally requesting the return of all contributions. It has been agreed we should be proactive and return the funds.

President Armstrong talked about the report on electricity savings and the four-day work week.

President Armstrong stated he would be forwarding information on the upcoming graduation.

**D. Board Comments**

Ms. Douglass asked about the Lackmann contract which expired on December 31, 2009. President Armstrong stated this was a three-year contract with the option of renewal for 2-3 additional years. The recommendation is to continue this contract and Lackmann is in the process of updating equipment in the cafeterias, etc. and a new RFP could be sent out this upcoming year. Ms. Douglass asked why the Board was not notified, as was required, 90 days prior to December 31<sup>st</sup> regarding renewal of this contract. Mr. Williams stated this should be an action item. Ms. Douglass stated that the Board may not have agreed to the renewal of the

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contract and the College should explore local businesses. Mr. Williams asked Mr. Fernander to look at the Lackmann contract and amendments to see what options are available to the College. President Armstrong stated that in the future, all contracts will be in one central location in the procurement/purchasing office. Mr. Williams suggested that the College continue to improve contract management.

Mr. Williams wished everyone a Happy Holiday and thanked everyone for their service over the past twelve months.

Mr. Guerin acknowledged Mr. Tanner winning of the Blue/Gray game.

Mr. Guerin spoke about the FACC meeting and acknowledged Mr. Alveshire being elected to the position of Treasurer.

**X. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 5:10 p.m.

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J. David Armstrong, Jr.  
President, Broward College

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Sean Guerin  
Chair, Board of Trustees

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