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BROWARD COLLEGE
Minutes of the Regular Meeting of the Board of Trustees
February 23, 2010

AGENDA ITEM III

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PRELIMINARIES

President Armstrong welcomed everyone to the February Board of Trustees meeting. Chair Guerin called upon Larry Massey 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 and thanked the SGA members for the student forum. President Armstrong indicated there were no media present.

RETIREMENTS

Vice-President Adkins recognized Elsy Curtis who has served Broward College for 26 years. Ms. Curtis started her career at Broward College in 1984 in the Cooperative Education Department and earned her AA degree in 1987, graduating with honors. The same year, she accepted a position at North Campus in the English Department and in 1994 earned her Bachelor's Degree at FAU. Ms. Curtis earned several awards and made many contributions during her tenure at Broward College. Ms. Curtis thanked her many friends and colleagues. Vice-President Atkins thanked Ms. Curtis 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 1:30 p.m. on Tuesday, February 23, 2010 by Chair Sean Guerin at the North Campus, 1000 Coconut Creek Boulevard, Coconut Creek, Florida. In attendance were Chair Sean Guerin, Vice-Chair Georgette Sosa-Douglass, Trustee Paul Tanner, 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 January 26, 2010 and it passed unanimously. Mr. Fernander stated that he will be passing out an amended agenda which includes an additional policy.

III. APPROVAL OF MINUTES

A motion was made and seconded by Ms. Douglass/Mr. Tanner to move for discussion. Ms. Douglass referred to Item VII-I-4 – 50th Anniversary of Broward College. Ms. Douglass suggesting adding the following; “*Ms. Douglass was not supporting any additional expense as there is a new Foundation employee under the job description of ‘Special Events Coordinator.’ Ms. Douglass indicated that the Special Events Coordinator should be capable of performing the tasks for which Mad 4 Marketing was being paid an additional \$30,000.00.*” Mr. Williams

referred to Items VII-J-7, VII-A-1, VII-J-1 and VII-I-3. Mr. Williams stated there was lengthy discussion which took place on these items between him and other Board members. It was reflected in the minutes as a summarized discussion of these items. Mr. Williams requested a full transcript of these items and in the future, Mr. Williams asked that his comments not be summarized as “*discussion was had.*”

A motion was made and seconded by Ms. Douglass/Mr. Tanner to approve the Minutes of the Board of Trustees meeting of December 1, 2009 with amendments and it passed unanimously.

IV. OLD BUSINESS – None.

V. 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 (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 (**Pulled/Mr. Williams a, b & i**)

- D. Student Receivable Debt Reduction (None)

- E. Budget Amendments –
 - 1. General Current Fund – Amendment #2 - (**Pulled/Ms. Douglass**)

- F. Warrants
 - 1. January 2010 warrants for payroll and accounts payable expenditures

- G. Curriculum Committee Recommendations –
 - 1. New Program in Airport Management – (**Pulled/Mr. Williams**)
 - 2. Health Information Management New and Revised Courses
 - 3. Health Information Management Program Revisions
 - 4. January 2010 Curriculum Item: Pilot Course- (**Pulled Mr. Williams**)
 - 5. Nursing AS Degree Courses Pre- and Co-requisite (**Pulled Mr. Williams**)

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6. Terminated Courses, Various Disciplines-7 courses

H. Donations – (None)

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

VI. ITEMS REMOVED FROM CONSENT AGENDA

V-C-9-a & b – Audio/Visual Multimedia Equipment - Mr. Williams asked for an explanation regarding the two items totaling \$250,000.00; the amounts being \$200,000 and \$50,000. Mr. Alex Denis explained that these two items are for the AV equipment that goes into the new classrooms and not all of the items were available under a single award. There had to be two separate bids to get everything needed for the classrooms. Mr. Denis stated we were piggybacking off of two contracts; Hernando Schools is not to exceed \$200,000 and Broward Schools is not to exceed \$50,000. Mr. Denis stated he would provide a complete breakout of what was purchased under each bid.

V-C-9-i – Security Services – President Armstrong stated this item was regarding security services for the Downtown Willis Holcombe Center.. The College had been in discussions with FAU about the possibility of FAU providing security services and prior to the holiday break, FAU stated they did not want to do that. Mr. James Sawyer indicated the College looked at three vendors that had existing government contracts so that we could piggyback. These included Wackenhut, Allied Barton and Navarro. Of the three contractors, Allied Barton was the least expensive and they are the current contractor. Mr. Williams asked who was doing this in the past. Mr. Sawyer stated it was Allied Barton. We were piggybacking on a government contract while we were negotiating with FAU. At this point, we have gone to another DMS State of Florida contract and have been piggybacking on that for one year. Mr. Williams asked Mr. Sawyer how much the services were for last year. Mr. Sawyer stated the cost was about the same with approximately a \$5,000 difference, but would provide detailed information and supporting documentation. Ms. Douglass also requested supporting documents for comparison between Allied Barton and Navarro and all documents regarding the awarding of this contract, including selection process. Ms. Douglass reiterated that Mr. Sawyer stated that Allied Barton was less expensive than Navarro and asked for a specific figure. Mr. Sawyer stated the difference was between \$214,000 and \$230,000. Mr. Sawyer stated that we had a relationship with Allied Barton for several years; they have been very professional and very willing to help. Ms. Douglass asked Mr. Sawyer if at any time he had indicated to any employee of Navarro that the contract would be awarded to them. Mr. Sawyer replied “no.” Ms. Douglass asked Mr. Fernander for his assistance in obtaining all documents surrounding the awarding of this contract including the selection process documents.

V-E-1 – Budget Amendment - Ms. Douglass requested more detailed information. President Armstrong referred Ms. Douglass to the narrative page included with this item. Ms. Douglass asked about the \$169,200 for the distance learning program. President Armstrong explained that this was a transfer of a previously budgeted item to the proper budget code for instructional supplemental salary expense to cover the cost of online course development and design for the distance learning program.

Mr. Williams referred to item 9 in the sum of \$82,513. Mr. Williams asked if this was part of the total sum budgeted of approximately \$300,000 for the Bachelor's Program or was it an addition.

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President Armstrong indicated this was part of the original budget set for the Bachelor's Degree program and is just moving some funds around within the overall budget. Mr. Williams commented on the excellent summary.

V-G-1 – New Program in Airport Management - Mr. Williams stated he was inquiring about V-E-1 not G-1.

V-G-4 – January 2010 Curriculum Item: Pilot Course - Mr. Williams liked the new course; Insects, Man and Environment and thought it was very innovative.

V-G-5 – Nursing AS Degree Courses' Pre-and Corequisite - Mr. Williams stated he was pleased to see that faculty was reviewing and enhancing the curriculum. Mr. Williams wanted to know how this was going to affect the current group of students going through the nursing program. Vice-President Adkins stated it will make it easier for students because of the way the pre-and co-requisites have been set up prior to this review. This will allow students to move through the program smoothly with knowledge of what courses they have to take as pre-and co-requisites and graduate on time.

A motion was made and seconded by Ms. Douglass/Mr. Tanner to approve Item V-A-1 for approval and it passed unanimously.

A motion was made and seconded by Mr. Tanner/Ms. Douglass not to approve Item V-C-9-i-Security Services and it passed with a vote of 3 to 2, with Mr. Tanner and Ms. Douglass voting in favor and Mr. Williams, Mr. Alveshire and Mr. Guerin voting against.

A motion was made and seconded by Mr. Tanner/Mr. Alveshire to approve the remaining items in V-C-9 and it passed unanimously.

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

ACTION ITEMS

President Armstrong requested that Item VII-D-1 – Selection of CM At Risk Services for Building 8 Simulation Center (Gerrits/D. Stephenson) be moved up on the agenda. A motion was made and seconded by Ms. Douglass/Mr. Tanner to move this item up on the agenda.

Item VII-D-1 - Selection of CM At Risk Services for Building 8 Simulation Center (Gerrits/D. Stephenson)

President Armstrong stated this item related to the nursing simulation building. The committee reviewed quite a few proposals, created a short-list and had presentations from the short-listed vendors who were then ranked. This is a joint proposal from two firms – Gerrits and Dwight Stephenson. Mr. Francisco Hoyos introduced the representatives from both firms who were present. A motion was made by Ms. Douglass/Mr. Tanner for discussion. Mr. Alveshire asked if Gerrits and Stephenson were currently doing work at the College. Mr. Hoyos stated that Gerrits Construction is working on the remodeling of Buildings 50/51 and, once we have the funding for Building 22, D. Stephenson will be the CM for the Institute of Public Safety. Mr. Alveshire asked if the College was making every effort to insure that other firms are receiving work. Mr. Alveshire stated that it seemed odd that someone who already had a contract is continuing to receive more work. Mr. Hoyos stated that the committee reviewed the five presentations and

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ascertained that these two firms had the most experience for this particular project. Mr. Tanner asked if the selection committee process is subject to the Sunshine Law. Mr. Fernander stated that it was and that all meetings are public record. Mr. Alex Denis stated that all meetings are recorded and all committee meetings are posted on the procurement website. Mr. Alveshire asked whether all members of the selection committee have a background in construction. Mr. Denis stated that the composition of the selection committee is currently in line with policy and he is working with Mr. Fernander on revisions to the policy. Mr. Alveshire suggested a workshop to discuss the contract award process and the selection committee. Mr. Williams spoke about the opportunity for minority entry into construction procurement and discussed minority participation in construction. Mr. Williams discussed the pairing of companies and the ability of companies to come together to share opportunities for better outcomes and prices. Mr. Tanner asked about the status of the unfunded contract for Stephenson. President Armstrong explained that this project was on the PECO list for funding, however, because of revenues going down, this project did not end up on the funded list.

A motion was made and seconded by Ms. Douglass/Mr. Tanner to approve this item and it passed with a vote of 4 to 1, with Mr. Alveshire voting against and Ms. Douglass, Mr. Guerin, Mr. Tanner and Mr. Williams voting in favor.

Item VII-B-1 – Florida Teacher Quality Grant

This item is a Florida Teacher Quality Grant which has been awarded by the Florida Department of Education to the School Board of Broward County. The grant requires the participation of Teacher Education Programs and each education partner will receive \$27,678 for their participation. A motion was made and seconded by Ms. Douglass/Mr. Williams to move this item for discussion. Ms. Avis Proctor came to the podium. Mr. Williams asked about the different work groups that existed over the past years on various student and academic issues and asked if the groups would be combined. Ms. Proctor indicated this was a partnership with the Broward County Education Consortium and this is one element of our continuing work aimed to equip teacher education students with standard core academics. The standards are set by the DEPARTMENT OF EDUCATION (K-12). Mr. Williams stated we needed to look at actual cost and reimbursement. A motion was made and seconded by Ms. Douglass/Mr. Williams to approve this item, and it passed unanimously.

Item VII-D-2 – Hourly Rate Sheet- MEP Structural

The Board previously approved the MEP contract on August 25, 2009, however, the rate sheet was not included in the package. A motion was made and seconded by Mr. Williams/Ms. Douglass to move this item for discussion. Mr. Williams stated that the rate sheet is a material element of consideration for the bid and asked if the rate sheet was considered by selection committee. Mr. Hoyos stated that the Competitive Negotiation Act was used and the statute prohibits looking at the rate sheet during selection. Mr. Fernander stated that there are a few professions where the statute states that you can negotiate skills and abilities and then go back and consider the rate sheets. Engineers fall within that statute. We make recommendations and select a proposal and then negotiate the price. Mr. Williams asked if we do not have competing work sheets as a baseline to negotiate; what did we use as a baseline to negotiate? Mr. Hoyos stated the rate sheet was negotiated and was very competitive to other engineer rates sheets and range from \$150-\$250/hour. This rate sheet is competitive on the low end. Mr. Alveshire requested that in the future, the comparable information be placed in the board packet. Mr. Guerin asked that a copy of the statute be provided to the Board. A motion was made and seconded by Mr. Williams/Ms. Douglass to approve this item and it passed unanimously.

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Item VII-D-3 – Pirtle Construction – Amendment Building #12 – Pulled.**Item VII-F-1 – Terramark** -- Pulled.**Item VII-G-1 – Disposal of Property/Completion of Fixed Asset Project**

President Armstrong called Jayson Iroff to the podium. Two years ago, the Accounting Department was tasked to correct a longstanding operational audit finding in relation to the College's accounting for fixed assets. The College has completed two physical inventories and is now in the third physical inventory cycle. The College is now in compliance with State statutes and policy and procedures. The Auditor General finding has been satisfied and has been removed. A motion was made and seconded by Ms. Douglass/Mr. Williams to move this item for discussion. A value sheet was handed out to the Board which included the gross value amounts. The net affect after additions and removals totaled \$25,624. Mr. Williams suggested that we look at the value of these items to determine if any items would be classified as "collectibles." Ms. Douglass congratulated Mr. Iroff for a great job and thanked President Armstrong for his support in getting this completed. Ms. Douglass asked if the "Property Control" policy was being presented at this meeting. Ms. Douglass asked where the responsibility will be set for employees of the College to be responsible for the material that is assigned to them. Mr. Iroff stated that now we have a solid database and the policy to be presented today contains a statement holding people responsible for the area that they manage. Pursuant to State statute, all stolen items are reported to the police. Discussion ensued regarding the re-creation of the data base, the lists of assets removed from the database and assets added to the Database and the technology used in completing the asset inventory. The Auditor General now considers Broward College a model in this area and since this has been implemented, Mr. Iroff has been approached to do presentations at other colleges. Mr. Alveshire and Ms. Douglass stated that this is top notch work. Mr. Iroff stated the Board needed to vote on the disposal section. Mr. Williams suggested the Board vote on the disposal section and accept the findings. Ms. Douglass referred to the computers that are stolen/missing and asked what investigation takes place. Mr. Iroff stated that there has been investigation for some of items and now that the College is current, we can move forward with further investigations. Mr. Iroff stated that he was working with Dr. Chun regarding the ramifications of what happens when the item is not found and there is not a logical explanation of why it is not found. A motion was made and seconded by Mr. Williams/Mr. Tanner to approve this item with amendment to accept the findings and it passed unanimously. Chair Guerin acknowledged Mr. Iroff for a job well done.

Item VII-H-1 – Faculty Renewal 2010-2011

Dr. Chun came to the podium. This item is for approval of the College's annual faculty contract list for second and third year renewals and for continuing contracts. These recommendations were forwarded from the campus Provosts to the President and represent their viewpoint on renewal of their faculty. A motion was made by Mr. Williams/Mr. Alveshire to approve this item and it passed unanimously.

Item VII-J-Policies

Item VII-J-1 – Policy 6Hx2-7.04 – Property Control – Mr. Iroff stated he sought clarification from the DEPARTMENT OF EDUCATION (DOE) regarding Legal Authority and received a letter from general counsel at the DOE which referenced Fla. Statute. 1004. 65(4) and would like to add this to legal authority. A motion was made and seconded by Ms. Douglass/Mr. Tanner to move this item for discussion. Mr. Iroff read portions of the statute. Discussion ensued regarding

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Fla. Statute 274 and Fla. Statute 1004.65(4). Mr. Fernander will work with Mr. Iroff to include this within the policy. Ms. Douglass asked why everything was stricken on the first page in red. Mr. Iroff stated Mr. Williams recommended moving this portion from the *General Statement* and to be placed under *Implementation and Oversight*. Mr. Fernander stated that the Board requested that we keep all the language in the policies and show as strikethroughs to allow the Board to view all the language that was ever included in the policy. Discussion ensued regarding multiple strikethroughs, underlines and revisions. Ms. Douglass has requested that the Board be provided with changes that are made at the cabinet meetings. Ms. Douglass suggested that this policy be tabled until the next meeting. Ms. Douglass requested identification of the changes made by the President's Cabinet.

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

A motion was made and seconded by Ms. Douglass/Mr. Tanner to pull this policy and bring back to next month's meeting and it passed unanimously.

VII-J-2 – Policy 6Hx2-7.11 – Safety, Sanitation and Fire Inspection of Property

Mr. Robert DeCosmo came to the podium. This policy was reviewed and approved by Trustee Williams and the only changes that were made were a date specific when the report would be submitted and the definition of *major deficiency* as defined by the State Fire Marshall's Office. A motion was made and seconded by Ms. Douglass/Mr. Tanner to approve this policy and it passed unanimously.

VII-J-3 – Policy 7.xx (New) – Recycling Policy

A motion was made and seconded by Ms. Douglass/Mr. Tanner to move this item for discussion. Mr. Alex Denis came to the podium. There was a request that recycling be submitted as a separate policy. Ms. Douglass asked if the general materials recycling program been implemented. Mr. Denis stated there was a general materials recycling program throughout the College. The President has just authorized posting the position for a sustainability director. Ms. Douglass asked Mr. Denis what process is being implemented to prevent all College garbage from being dumped together. Mr. Denis stated this would be addressed through the new custodial services contract which is expiring in August of 2010. The College is in the process of releasing the new custodial RFP. There are several agencies across the country that develop environmentally preferable custodial standards for colleges. Since our custodial services are outsourced, we will have to rely on the contractor to train the personnel in accordance with our recycling program. Ms. Douglass stated that Mr. Denis did a great job on this policy. A motion was made and seconded by Ms. Douglass/Mr. Tanner to approve this policy and it passed unanimously.

VIII . COLLEGE PRESENTATION – Bachelor of Applied Science Supervision and Management Update AND North Campus College Presentation – E-Textbooks – Students and Faculty Textbook Affordability Pilot Results

Dr. Bryan stated that the program was implemented in January of this year. There are four clusters that represent 12 courses with 157 students taking 9 credits. Our library holdings have been expanded. The SACS visit is scheduled for November 2010 and we plan to expand the program in the winter of next year to the other campuses. The College will also be addressing college capacity planning. Dr. Bryan indicated that the curriculum committee was presented with 19 new courses for first read; second read is scheduled for March 15th; Letter of Intent has been

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sent to SACS; the SACS prospectus for IT and TM are in the development stage and will go out on or about April/May 2010; implementation for the IT and TM is scheduled for Fall 2010 to start on North campus. Dr. Bryan stated that the original projection for the budget was for 80 students for the first full year and we have seated 157 students for this program. Dr. Bryan talked about resident and non-resident student fees and explained the FTE funding data. Dr. Bryan presented comments from the BAS inaugural class of 2010. Dr. Bryan acknowledged the faculty involved with the program. Ms. Douglass congratulated the College employees who are taking these courses. President Armstrong stated that the College will move in the direction of offering the bachelor's program on-line. Dr. Bryan referred to the pledge that the students signed which was developed by Dr. Ramirez. Dr. Bryan thanked her colleagues throughout the College and thanked Trustee Williams who attended the induction ceremony and spoke to the students. Ms. Douglass congratulated Dr. Bryan.

In January of 2009, members of the North Campus Student Government Association expressed the student body's overall concern with the increasing prices of college textbooks. The SGA wanted the College to explore the use of e-textbooks as an alternative to hardcopy textbooks and to examine the effects of the new technology on the learning experiences of students and faculty. Dean Jeffrey Nasse came to the podium to present the result of the pilot study. The research study involved a total of 112 students, enrolled in five English classes and two professors – Dr. Tai Houser and Ms. Karen Parker. Students and faculty were provided with e-text technology in the forms of Kindles and laptops. The findings were 82% of students indicated they were satisfied or very satisfied with using e-textbooks; 89% of students indicated the cost would be an important or very important factor in their decision to use e-textbooks; the students saved an average of 59% on the cost of textbooks; 64% of students stated that e-textbooks provided a more rewarding learning experience than traditional textbooks; 71% of students indicated that cheaper cost was one of the most important benefits; 61% of students stated e-textbooks' wireless connectivity and the ability to browse the web; send/receive e-mails was an important benefit; 37% of students stated they were more motivated to read ex-textbooks; 34% of students indicated that the built in dictionary available on the Kindle enhanced their reading skills. There was discussion of the limitations of e-textbooks. The recommendations were: to expand e-text learning opportunities to other disciplines; provide faculty development opportunities and promote the use of open textbooks. President Armstrong spoke about the future of e-textbooks and stated the College will be innovative and continue to look for opportunities in this area. Ms. Douglass asked if the students were provided with Kindles and/or laptops by the College. Dr. Bryan stated the College invested in some Kindles at the start of the pilot program which were returned by students with no damage. Ms. Douglass commended Dr. Bryan and the faculty on the program and stated the College could be a leader. Mr. Williams congratulated Dr. Bryan and her team.

IX. INFORMATION ITEMS

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A. Project Status Report – No discussion on this item.

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B. Information Items/President's Report -

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1. Financial Statements Budget to Actual Analysis – No discussion on this item.
2. College-wide Facilities Master Plan - President Armstrong asked Mark Griffin, the manager of this project, to put together some follow-up information regarding costs and the different components of the master plan. Mr. Griffin stated that we had a workshop last fall where we presented the facilities master plan study. Since then, we have put together the statements of work, the pricing and some additional information based on questions and comments that

came up at the workshop. One of the items was the requirement by the Department of Education that we have a facilities master plan in place to support the plant survey as well as the submission of our CIP. Mr. Griffin referred to the State Requirements for Educational Facilities. Mr. Griffin referred to the document referencing Master Planning for Community Colleges. A facilities master plan is seen as a best practice in moving forward and planning the College's growth, plus best practices to be followed in terms of doing a facilities master plan. One of the best practices is the visioning, and before this plan moves forward, the Board will meet with the contractors and the Board will set the tone regarding the progression of the project. This will be especially true when it comes to sustainability to allow input for the people performing the study to advise what the Board's expectations are. Mr. Griffin is proposing a comprehensive facilities master plan, including all components to support the plan. Mr. Griffin referred to the Facilities Master Plan Study graphic which included the infrastructure assessment, the condition assessment, demographic analysis; education master plan update and enrollment forecast. All of these provide data which is what the facilities master plan is built upon. Regarding the costs, the funding has already been put aside for the facilities master plan. Mr. Griffin stated that the point of doing an infrastructure survey is to determine what lies underground. This will determine location of utilities, what condition they are in and what exactly they are. Mr. Griffin explained some the situations that have arisen regarding infrastructure issues. The condition assessment covers system level elements. The demographic analysis and enrollment forecasts will be done in-house.. The educational master plan update was included in the proposal by Parsons and will consist of everything from the last educational master plan up to the present. The comprehensive facilities master plan will be the College roadmap for the future. It will determine what the College needs to spend, where funds need to be spent, whether we need to have new campuses, new buildings, where those campuses and buildings need to be and how to get the money.

Mr. Griffin talked about the 24% increase in enrollment. In order to plan the future of the College, we need to have a comprehensive plan that lays out how we are going to fit the needs of the facilities, including all program offerings, sustainability requirements, etc. Mr. Griffin referred to the listing of the site specific information regarding whether the sites are owned or leased, the acreage and number of buildings per site and square footage. Discussion ensued regarding information and data received from other universities and colleges in the State. Mr. Griffin stated that he received very little response and it is difficult to obtain information. The College master plan is 15 years old and was just for Central campus which is about 35% of our facilities. Mr. Williams stated that Mr. Griffin and his team did an excellent job. Mr. Williams talked about the educational master plan update and stated that this has always been done in-house and asked why we are paying someone else \$82,000. Mr. Griffin stated that we had put this out as part of the RFP that we did for a facilities master plan. Mr. Williams stated there was a problem with that and asked if they were specialists in educational master plans. Mr. Griffin stated that their subcontractor, MTG Enterprises, specializes in educational master plans. President Armstrong stated that Mr. Williams made an excellent point and could be the last component to move forward. Mr. Williams stated that updating the educational master plan is important to allow the College to have a true assessment of facilities, but he did not think we need to pay anyone \$82,000. Mr. Williams spoke about infrastructure assessment and using leased space in the count of FTE. Mr. Williams stated there would be a problem in the future with funding and the leased space should not be incorporated as owned locations. Mr. Griffin stated this information was identified in all state reports and provided to the consultant. Mr. Williams suggested considering these spaces as non-available spaces. Mr. Williams asked if the College got any extra money for the leased space. Mr. Griffin stated that we receive funding based on a

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specific formula and he did not know what that formula is. President Armstrong stated that the consultant will identify the difference in the facilities (owned v. leased) and we will make sure this is a distinctive requirement in the plan. Mr. Williams stated he recalled the request for an additional \$1 million dollars for this plan. President Armstrong referred to page 12 which is a cost summary of the different components. The largest component is the \$1.2 million for the education master plan update. President Armstrong suggested that the two highest priorities which should move forward are the infrastructure assessment at \$499,112 and the condition assessment of \$319,026. These two components need to occur first before the College would get to the bigger master plan issue. Mr. Williams indicated the additional \$1 million came up after the contract was awarded and the RFP had a scope that they were bidding on. If the company cannot do this at the price that was bid, then the College needs to put this bid back out. Ms. Douglass stated her concern was control mechanisms and reminded the Board members that the College has had a master plan which never came before the Board. Ms. Douglass indicated that she knows the President was surprised to learn that we still had some obligations under that plan to build a drainage pond which never happened. Ms. Douglass thinks it is essential that there be a mechanism in place to act as a control.

President Armstrong indicated he will do the background work on the questions that Mr. Williams has before this comes back to the Board. The goal for the next meeting would be to bring back the contracts on the infrastructure assessment and the condition assessment.

Dr. Bryan spoke about the passing of Professor Steve Zudeck, who was an adjunct for 20 years. President Armstrong stated that his family is in our thoughts and prayers.

President Armstrong thanked all those who attended the Dalai Lama event.

- C. **Board Comments -** Mr. Tanner thanked the Athletic Department, Neil Cohen, Coach Deutschman, Cindy Thuma and Elise Almas for the success of the first Lee Wheat Home Run Derby. Mr. Guerin acknowledged Ed Pozzouli outshined the other participants.

Ms. Douglass thanked Dr. Barbara Bryan for her hospitality on North campus the book and the great job on the Writes of Spring.

Ms. Douglass referred to the MWBE Expenditure Report and asked why the Foundation was not listed. Mr. Denis stated the Foundation was listed as the VP of Development. Ms. Douglass asked if these were the post-Miller3 numbers. Mr. Denis stated that Miller3 has not been implemented. The policy has been approved and we are in the process of implementing all infrastructure for Miller3.

Ms. Douglass asked about the T-Mobile matter which was on the Board agenda for October 27, 2009. At that time, there was a unanimous vote of the Board to remove the tower. Mr. Fernander stated that the cell tower is still there. We have given T-Mobile the authority to move forward and sent a letter to the School Board. They did not respond timely so we are in the process of proceeding. There were some last minute issues with regard to the contract and Mr. Fernander has been in contact with their representatives. We are in the process of wrapping up the final contract. Ms. Douglass stated that her recollection was that the tower was to be demolished within 30 days pursuant to the minutes of the October 27, 2009 meeting. Mr. Fernander stated we were to give the School Board 30 days to respond to us and they did not. We gave T-Mobile the go ahead to move forward, but we have been dealing with issues. Ms. Douglass requested that she be provided with a copy of the October

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27, 2009 minutes. Ms. Douglass stated she believed the language stated T-Mobile will tear down the tower within 30 days.

Ms. Douglass spoke about the draft response to finding #4 (IT Access Controls) to the Auditor General Audit. Ms. Douglass referred to the phrase “employees will no longer have CID computer access.” Ms. Barney explained this was the system that runs all our administrative business such as payroll, financials, human resources and student records. It was a manual process and when the auditors came, they had a list of 53 individuals that still had access who no longer were at the College. The process has been automated so that when an employee leaves the College, their access is removed. Ms. Douglass read the recommendation and stated she had continuing reservations about the retention of e-mail accounts by employees who are terminated. Ms. Barney stated that according the policy, the employees have inactive accounts for 60 days after they leave the College. Ms. Douglass suggested that 60 days for a former employee to retain college e-mail access is probably not a good idea. Ms. Douglass asked Mr. Fernander to comment on the liability issues.

Ms. Douglass directed her comments to Dr. Lourdes Oroza. Ms. Douglass read a portion from the minutes of August 25, 2009 in regard to Item V-E-3 – Fund Amendment #7. The following portion was read from the transcript:

Portion of Transcript of Board of Trustees Meeting
August 25, 2009 – Item V-E-3 – Unexpended Plant
Fund-Amendment #7
RE: NATIVE PLANTS

Ms. Douglass: Hello Lourdes. Do you have a mechanism in place to insure that every penny that is allocated to the landscaping project on South will be spent solely on native plants.

Dr. Oroza: I am committed to that.

Ms. Douglass: Are you personally becoming responsible here and now to insure that there will be only native plants.

Dr. Oroza: Yes.

Ms. Douglass stated that when she was on South campus last month, she noticed what appeared to be recently plantings that were not native to Florida. Ms. Douglass requested the invoices for those plants, but only one was recognized as a native plant. Ms. Douglass asked Dr. Oroza why she represented that every penny would be spent on native plants,. This does not appear to have been done. Dr. Oroza stated that the money they requested was to renovate the wellness center and for landscaping. The majority, if not all the funds, were used for the renovation of the wellness center and the cost was more than expected with a price of \$55,000. Dr. Oroza apologized if she misrepresented facts. Dr. Oroza stated her commitment is to follow the College policy with a commitment to a sustainable environment on South campus.

Mr. Williams thanked Dr. Bryan for an exceptional presentation and an exceptional reception.

Mr. Williams thanked the staff.

Mr. Williams stated that MWBE expenditures looked good.

Mr. Williams thanked the students for their presentation.

AGENDA ITEM III
MAR 23 2010
ENCLOSURE B

Mr. Guerin welcomed Larry Massey as the new District Director of Safety and Security. President Armstrong spoke about Mr. Massey's background including serving as Chief of Police, City of Plantation for 10 years and being a graduate of Broward College.

X. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 4: 45 p.m.

10:58pm

J. David Armstrong, Jr.
President, Broward College

Sean Guerin
Chair, Board of Trustees

AGENDA ITEM II

MAR 23 2010

ENCLOSURE BS