

**DISTRICT BOARD OF TRUSTEES
PALM BEACH STATE COLLEGE**
Board Meeting Minutes of August 11, 2015 – 5:00 p.m.
Multi-Media Board Room (CE 129), Lake Worth, Florida

Attendees	Title	Status
<i>District Board of Trustees</i>		
John W. Dowd, III	Chairperson	Present
Wendy S. Link, Esq.	Vice Chairperson	Present
William Berger, Esq.	Trustee	Present
Charles K. Cross, Jr.	Trustee	Present
Carolyn L. Williams	Trustee	Present
Jesse Pulliam	Student Trustee	Present
<i>Cabinet Members</i>		
Ava L. Parker, J.D.	President	Present
Kevin Fernander, Esq.	General Counsel	Present
Peter Barbatis	VP, Student Services & Enrollment Mgmt.	Present
Richard Becker	VP, Admin. & Business Services	Present
Ginger Pedersen	VP, Academic Affairs, Interim	Present
Suellen Mann	Executive Director, Foundation	Present
Erin McColskey	Ex. Assist., College Adv. & Communications	Present
Holly Bennett	Provost, Belle Glade Campus	Present
Bernadette Russell	Provost, Boca Raton Campus	Present
Maria Vallejo	Provost, Lake Worth Campus	Present
Jean Wihbey	Provost, Palm Beach Gardens Campus	Absent*

*Scott MacLachlan, Dean, Student Services, was present in Jean Wihbey's stead.

Meeting Call to Order and Pledge of Allegiance

Trustee Dowd called the meeting to order at 5:04 p.m., Jesse Pulliam led the Pledge of Allegiance.

Approval of Board Minutes

Motion to approve the Board Workshop Minutes of June 15, 2015.

Moved by: Trustee Link Seconded by: Trustee Williams **Approved: Unanimous**

Student Comment

Comments were delivered by Jesse Pulliam, Student Trustee.

Approval of Board Agenda

Motion to approve the agenda.

Moved by: Trustee Link Seconded by: Trustee Cross **Approved: Unanimous**

Trustee Committee Reports

Trustee Link reported that the Trustee Commission Conference and the Annual AFC Conference will be combined and take place on November 11 & 12 in Orlando.

President's Report

President Parker delivered her report.

Approval of Consent Agenda

Motion to approve the consent agenda.

Moved by: Trustee Williams Seconded by: Trustee Cross **Approved: Unanimous**

- VI B 1: Approve Surplus Inventory Supplemental Report from 05/19/15 to 07/10/15, to Authorize the Sale of Items at Auction or Transfer Items to Non-Profit Organizations
- VI B 2: Approve "Fiscal Year 2015 Missing Items" Report to Authorize Change within College Asset Management Database from Active to Inactive
- VI B 3: Approve Fee Update Report

Informational Items (No action was required, for informational purposes only).

VIII A 1: Loxahatchee Groves Campus Update – Construction

John Wasukanis provided a PowerPoint presentation on the construction progress to date and the activities scheduled in August 2015.

- Board asked if the construction on the C-51 canal will impact traffic on Southern Blvd.

Mr. Wasukanis explained that traffic will not be impacted because the construction will occur under the road.

- Board asked if the construction schedule has been impacted by the weather and if there were any surprises with the site work.

Mr. Wasukanis explained that the weather has been favorable and the project is on schedule. One surprise was that the soil was void of muck; it is sandy with a lot of lime rock which is excellent for building.

VIII A 2: Loxahatchee Groves Campus Update – Campus Programming

Ginger Pedersen and Jacqueline Rogers provided a PowerPoint presentation on the vision for the new campus to include, but not limited to, building space and floor plans, status of accreditation approvals, statistics of the largest and fastest growing industries in PBC, and the proposed programming recommendations.

- The Board stated that during the zoning approval process, the College made a commitment to consider equestrian, veterinary technician and horticulture programming which were of interest to the community. If the community has now stated that it no longer has an interest in these programs, the Board asked that staff have documentation to present, if necessary, to the City Council to justify the change.

Dr. Pedersen explained that the recommendation is data driven. The veterinary technician program would not be in phase 1 building based on the layout. No programs have been excluded at this point. Programs not included in phase 1 building could be possible for future phases of the construction.

Mr. Becker explained that he and Dr. Sharon Sass (former VP of Academic Affairs) attended a meeting at the Wellington Town Hall (sometime prior to Loxahatchee campus) and had discussions with the City and approximately 10-12 veterinarians. The veterinarians explained that they do not need a vet tech program because they provide on-the-job training for their vet techs.

Mr. Becker stated that Paul Schofield who is the Village Manager and Mayor David Browning were supportive of the College's programming proposal and asked that the College include agriculture.

- The Board stated that the College needs to plan for lab space for medical programs.

President Parker explained that discussions occurred with the contractor regarding adding lab space to the first building. The first building will offer STEM programming that does not require a wet laboratory. Wet laboratory space will be incorporated in the plans for the second building.

Ms. Rogers explained that some of the Loxahatchee students will have already taken the required anatomy and physiology courses. If a student needs to take a laboratory course, it can be taken at another PBSC campus.

VIII B 1: Legislative Update – Special Session Update

Erin McColskey distributed the 2015 Legislative Session summary and 2015 Special Session report to the Board and explained the following:

- Impact of funding
- PECO vetoes
- Issues regarding tax break on text books and performance funding

VIII B 2: Legislative Update – Proposed Legislative Agenda for 2015-16

Erin McColskey distributed the 2016 Legislative Session timeline to the Board and highlighted upcoming meetings. She explained three issues for the upcoming Sessions: bachelor's degree, funding, PECO request for the new campus.

VIII C 1a: Performance Funding

Ginger Pedersen provided a PowerPoint presentation and explained the performance funding model including, but not limited to, the performance metrics, earnable points and where Florida colleges rank in total points, job placement, completion rate, retention and entry-level wages. Peter Barbatis explained the College's current and future strategic initiatives for improving performance ratings and the overall success of the College.

VIII C 2a: Planning and Construction Projects Status Report dated July 16, 2015

John Wasukanis provided an overview of the construction and design scheduling. All projects are on schedule except for a roof repair project on the Belle Glade campus which has been delayed due to the discovery of additional repairs and rain interruptions. The roofing project has been extended 18 days.

VIII C 2b: Financial Review and Analysis for the One Month Ending July 31, 2015

Richard Becker asked that the Board disregard the budget analysis data in this agenda item because it may be ambiguous due to the non-closure of the books for June and July. Once the books are closed, a more useful report can be presented to the Board in September. Mr. Becker provided a 17-year history of the revenues in the Fund 1 operating budget.

Approval of Action Agenda

IX A 1: Motion for Approval of the First Reading of District Board of Trustees Policy 6Hx-18-2.14, for the Online Course Equivalency Process.

Moved by: Trustee Link Seconded by: Trustee Williams **Approved: Unanimous**

IX B 1: Motion for Approval of Budget Amendment to Transfer Money from Fund 1 Operating Fund to Fund 7 Unexpended Plant Fund.

Moved by: Trustee Berger Seconded by: Trustee Williams **Approved: Unanimous**

Mr. Becker explained that the transfer will fund two projects, the new telecommunications system and wireless technology for classrooms.

IX B 2: Motion for Approval of Revised 2015-2016 Annual Fund 1 Operating Budget.

Moved by: Trustee Cross Seconded by: Trustee Berger **Approved: Unanimous**

IX B 3: Motion for Approval of the First Reading of District Board of Trustees Policy, District Board of Trustees Delegation of Contract Authority to President.

Moved by: Trustee Link Seconded by: Trustee Cross **Approved: Unanimous**

Kevin Fernander provided an overview of the information in the supplemental packet that was distributed to the Board and explained the College's current and proposed contracting authority.

Mr. Fernander stated that the Board may want to consider including language in the policy or contract procedures that requires staff to provide the Board with a quarterly summary report of the contracts approved under the delegation of authority to the President.

- The Board concurred. The contract procedures should be amended to include the requirement to provide the Board with a quarterly summary report of contracts approved by the President.

IX B 4: Motion for Approval of Second Reading to Amend District Board of Trustees Policy 6Hx-18-4.42, Investment of Funds.

Moved by: Trustee Link Seconded by: Trustee Berger/Cross **Approved: Unanimous**

- Board asked if an investment committee will need to be established.

Mr. Becker said yes.

IX B 5: Motion for Approval of Second Reading to Amend District Board of Trustees Policy 6Hx-18-4.331, Travel Authorization and Travel Expense.

Moved by: Trustee Williams Seconded by: Trustee Berger **Approved: Unanimous**

IX C 1: Motion for Approval of Changes to the Salary Schedule Applicable to Non-Unit Personnel Effective September 1, 2015.

Moved by: Trustee Cross Seconded by: Trustee Williams **Approved: Unanimous**

IX C 2: Motion for Approval of Human Resource Actions.

Moved by: Trustee Link Seconded by: Trustee Berger/Cross **Approved: Unanimous**

Mr. Becker distributed the executive summary of human resources actions to the Board and provided a brief overview.

Other Business

The annual reorganization of the District Board of Trustees occurred.

X A1: Election of Chairperson

President Parker opened the floor for nominations for the position of Chairperson.

- Trustee Williams nominated the current Vice Chairperson, Trustee Link.
- Trustee Berger asked if Trustee Link's tenure on the Board has changed.
- Trustee Link explained that her tenure is unknown; it will be determined by the Governor.

President Parker closed the floor on the nomination for the current Vice Chairperson, Wendy S. Link, Esq., to ascend to the position of Chairperson. All Board members were in favor, none opposed.

X A 2: Presentation of Gavel to Elected Chairperson

President Parker presented the gavel to the elected Chairperson, Trustee Link.

X A 3: Election of Vice Chairperson

Trustee Link opened the floor for nominations for the position of Vice Chairperson.

- Trustee Dowd nominated Trustee Cross.
- Trustee Williams seconded the nomination.

Trustee Link closed the floor on the nomination for Trustee Charles K. Cross, Jr. as the Vice Chairperson. All Board members were in favor, none opposed.

X A 4: Motion to Approve Designation of Time, Date and Location of Meetings

Moved by: Trustee Berger Seconded by: Trustee Williams **Approved: Unanimous**

X A 5: Trustee Liaisons on College Committees

Committees	2015-16 Assignments
Action Plan Committee	Vacant
Budget Facilities Audit Committee	John W. Dowd, III Wendy S. Link (Alternate)
Architectural Committee	Co-Chairs: Carolyn L. Williams Wendy S. Link
College Investment Committee	Charles K. Cross, Jr. John W. Dowd, III (Alternate)
Foundation Board of Directors and Executive Committee	Charles K. Cross, Jr. Carolyn L. Williams (Alternate)
Foundation Investment Committee	Charles K. Cross, Jr.
Legislative Committee	Wendy S. Link John W. Dowd, III (Alternate) Charles K. Cross, Jr. (Alternate)
Loxahatchee Campus Committee	Carolyn L. Williams
Marketing Advisory Committee	William Berger
Student Trustee Selection Committee	John W. Dowd, III
Workforce Alliance	Chair & Alternate or Co-Chairs: * William Berger John W. Dowd, III

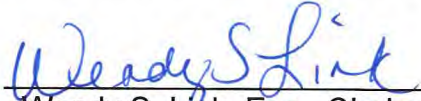
*Classification will be determined at a later date.

Adjournment

Meeting adjourned at 7:38 PM.

Motion to adjourn.

Moved by: Trustee Berger Seconded by: Trustee Williams **Approved: Unanimous**

Attest: 
Wendy S. Link, Esq., Chairperson


Ava L. Parker, J.D., President