

PALM BEACH STATE COLLEGE

REVISED
DISTRICT BOARD OF TRUSTEES MEETING
Board Meeting Minutes of September 6, 2016 – 5:00 p.m.
Multi-Media Board Room (CE 129), Lake Worth, Florida
(Revised as to comments for item VIII A 2a, page 3)

Attendees	Title	Status
<i>District Board of Trustees</i>		
Wendy S. Link, Esq.	Chairperson	
Charles K. Cross, Jr.	Vice Chairperson	
William Berger, Esq.	Trustee	via phone
John W. Dowd, III	Trustee	
Carolyn L. Williams	Trustee	
David Hernandez	Student Trustee	
<i>Cabinet Members</i>		
Ava L. Parker, J.D.	President	
Kevin Fernander, Esq.	General Counsel	
Dr. Peter Barbatis	VP, Student Services & Enrollment Mgmt.	
Richard Becker	VP, Admin. & Business Services	
Dr. Ginger Pedersen	VP, Information Services	
Dr. Roger Yohe	VP, Academic Affairs	
Suellen Mann	Executive Director, Foundation	
Rachael Ondrus	ED, Community Engagement & Special Assist to the President	
Dr. Grace Truman	Director, College Relations & Marketing	absent
Dr. Holly Bennett	VP, Institutional Effectiveness & Provost, Palm Beach Gardens	
Dr. Bernadette Russell	VP, e-Learning & Provost, Boca Raton Campus	
Dr. Maria Vallejo	VP, Growth and Expansion & Provost, Belle Glade & Lox Groves	
Dr. Jean Wihbey	VP, Workforce Development & Provost, Lake Worth	

Meeting Call to Order and Pledge of Allegiance by Chairperson

Chairperson Cross called the meeting to order at 5:03 p.m., Trustee Dowd led the Pledge of Allegiance.

Introduction of New Faculty and Program Instructor

Dr. Roger Yohe delivered a presentation on new faculty and invited faculty in the audience to introduce themselves. Each faculty member stood and delivered a brief introduction. Dr. Yohe's presentation is attached.

Approval of Board Minutes

Motion to approve the board workshop and board meeting minutes of August 9, 2016.

Moved by: Trustee Dowd

Seconded by: Trustee Link

Approved: Unanimous

Approval of Board Agenda

Motion to approve the agenda.

Moved by: Trustee Link

Seconded by: Trustee Williams

Approved: Unanimous

Chairperson's Report

Chairperson had no comments.

President's Report

President Parker's report consisted of the following topics:

- Zika Update – President Parker introduced John Smith who delivered a presentation on what the College is doing to prevent and make faculty, staff and students aware of the transmission of the Zika Virus. Mr. Smith's presentation is attached.

Discussion occurred regarding Florida Atlantic University's plan to spray for mosquitoes on its campus. Mr. Smith, Thomas Bradley and Dr. Bernadette Russell addressed the Board's questions.

- Faculty Update – President Parker distributed the attached Separation of Employment chart to update the Board on the reason for each separation during the 2nd and 3rd quarter. President Parker confirmed the total of new positions for the last and current fiscal year.
- Florida League of Cities – President Parker updated the Board on what the College is doing to establish relationships with the League and municipal governments.
- Central Palm Beach Chamber of Commerce Economic Forum Luncheon – President Parker announced the upcoming event featuring a discussion with Modernizing Medicine and its relationship with the College.
- Recognitions – President Parker announced College staff award recipients.
- Solar Charging Table – Trustee Williams commented on the solar table developed by students on the PBG Campus. Dr. Jean Wihbey explained that the table is solar powered to charge electronic devices, and city officials have shown interest in the table. President Parker agreed to research the property rights for the College, students and faculty in the solar devices.

Approval of Consent Agenda

Motion to approve the consent agenda.

Moved by: Trustee Williams

Seconded by: Trustee Dowd

Approved: Unanimous

VI A 1: Approve the 2016-2018 Dual Enrollment Articulation Agreement between Palm Beach State College and Atlantic Christian Academy, Donna Klein Jewish Academy, Garden of Sahaba Academy, Oxbridge Academy of the Palm Beaches and Yeshiva High School

VI B 1: Approve Change Order #1, a final deductive change order to the GMP contract, and authorize the President to sign the Certificate of Final Inspection acknowledging the final inspection and accept completion of Burt Reynolds Dining Hall Expansion, Palm Beach Gardens Campus

VI B 2: Approve Surplus Inventory Supplemental Report from 07/07/16 to 08/11/16, to authorize the sale of items at auction or transfer items to non-profit organizations

VI B 3: Approve Fee Update Report

VI B 4: Approve Missing Property Report for July 2016

VI C 1: End a faculty continuing contract based on Sustainable Construction Management Program elimination

Informational Items

VIII A 1a: Fall 2016 Enrollment Update

Dr. Peter Barbatis delivered a presentation on enrollment. He announced that enrollment for Fall 2016 is the highest in the history of the College. Dr. Barbatis' presentation is attached.

Board discussion occurred. Dr. Barbatis, Dr. Yohe and President Parker addressed the Board's questions.

VIII A 2a: Planning and Construction Projects Status Report dated August 15, 2016

John Wasukanis reported that all projects are on scheduled; however, two projects might fall behind in October because the active construction market may pose productivity challenges for some manufacturers. Mr. Wasukanis provided an update on the construction activities on the Loxahatchee Groves Campus and stated that staff, college attorney and outside counsel have been meeting with members of Balfour Beatty to discuss settlement issues.

VIII A 2b: Enterprise Resource Planning (ERP) Update

Dr. Ginger Pedersen distributed the attached ERP Software Vendor Demonstration Schedule for the three vendors who have been invited to demo their software systems to the College's review committee. Dr. Pedersen explained that the vendors will demonstrate various functionalities of their software based upon a script provided by the College. The review committee will score each demonstration, and the College community will have the opportunity to submit a survey to the review committee to provide feedback on what they observed at the demonstrations. A recommendation to negotiate with the selected vendor will be presented to the Board in October.

Board discussion occurred.

Approval of Action Agenda

IX A 1: Motion for approval of Textbook Affordability Report.
Moved by: Trustee Williams Seconded by: Trustee Link **Approved: Unanimous**

Dr. Roger Yohe provided a brief justification for submitting the report to the Chancellor.

IX B 1: Motion to approve the 202-15-2016 Annual Financial Report (AFR).
Moved by: Trustee Dowd Seconded by: Trustee Williams **Approved: Unanimous**

Richard Becker delivered a brief overview of the report.

Board discussion occurred. Mr. Becker and Charlene Blevens addressed the Board's questions.

IX B 2: Motion to approve the recommendation for continuing contracts for engineering services.
Moved by: Trustee Dowd Seconded by: Trustee Williams **Approved: Unanimous**

David Chojnacki delivered a brief overview of the RFQ process and finalists being recommended for continuing contracts.

Board discussion occurred. Board asked of the finalists chosen, which firm is new to the College.

IX C 1: Motion to approve employee insurance premiums effective January 1, 2017.
Moved by: Trustee Link Seconded by: Trustee Williams **Approved: Unanimous**

Richard Becker distributed the attached Impact of Family Health Insurance on PBSC Employees spreadsheet and explained that the changes in the market insurance rates resulted in an increase in the College insurance rates. Recommendations to enhance family health insurance benefits will be presented at a future board meeting.

Board discussion occurred.

Other Business

None.

Board Members' Comments

President Parker recognized the students in the audience and asked that they introduce themselves.

Student Trustee Hernandez delivered brief comments about his participation in the convocation ceremonies.

Announcements

Chairperson Cross delivered brief announcements.

Adjournment

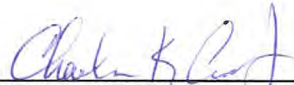
Meeting adjourned at 6:28 p.m.

Motion to adjourn.

Moved by: Trustee Link

Seconded by: Trustee Williams

Approved: Unanimous

Attest: 

Charles K. Cross, Jr., Chairperson



Ava L. Parker, J.D., President

Welcome New Faculty

Palm Beach State College
District Board of Trustees Meeting
September 6, 2016



PALM BEACH STATE
COLLEGE

36 New Faculty

Position Vacancy Justification:

- Retirement – **7** positions
- Resignation – **16** positions
- Transfer to New Position or Promotion – **9** positions
- New Position – **4** positions

New Hires By Campus:

- Belle Glade Campus – **2**
- Boca Raton Campus – **8**
- Lake Worth Campus – **19**
- Palm Beach Gardens – **7**

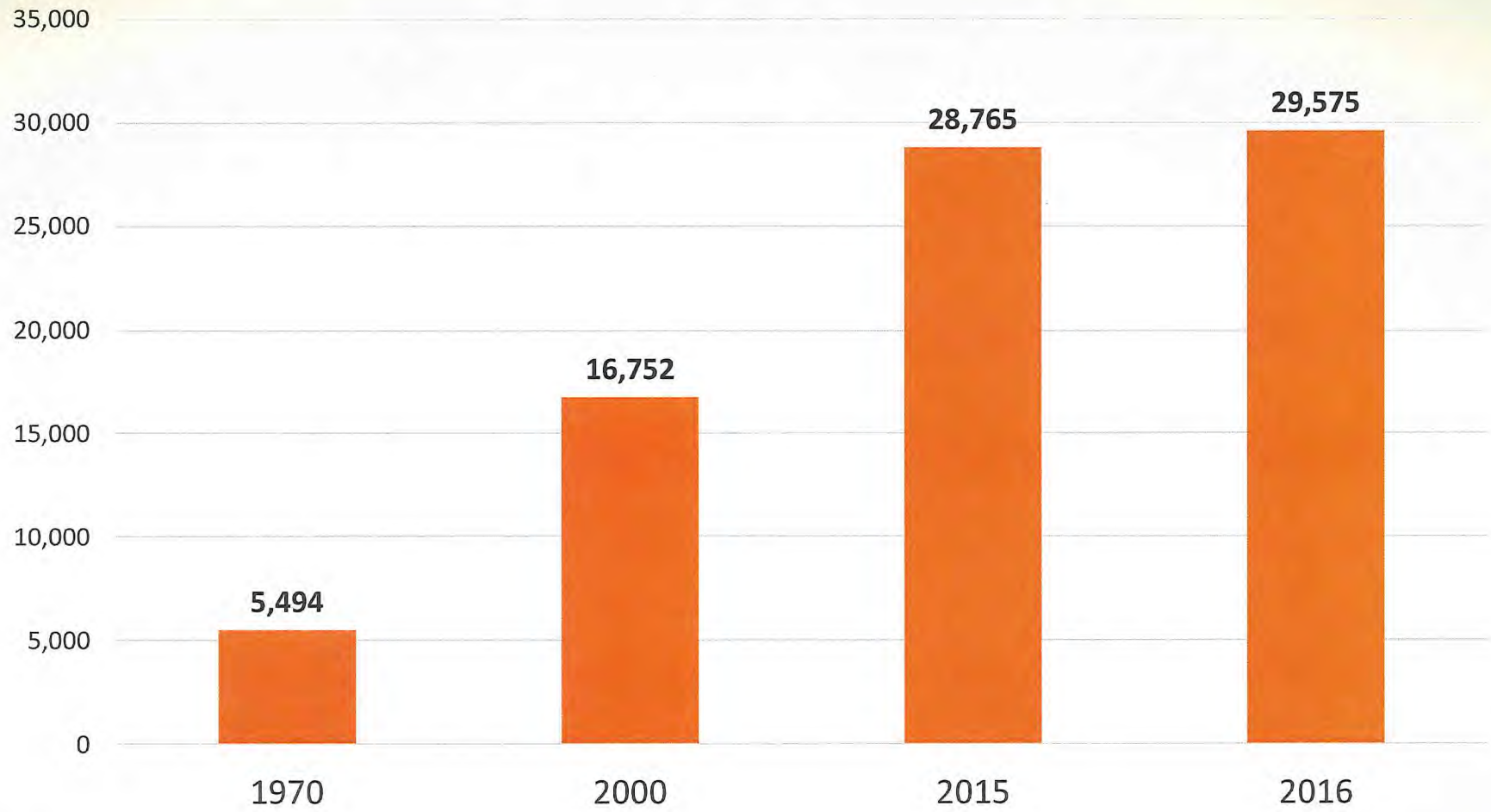


PALM BEACH STATE
COLLEGE

Position Vacancy Information



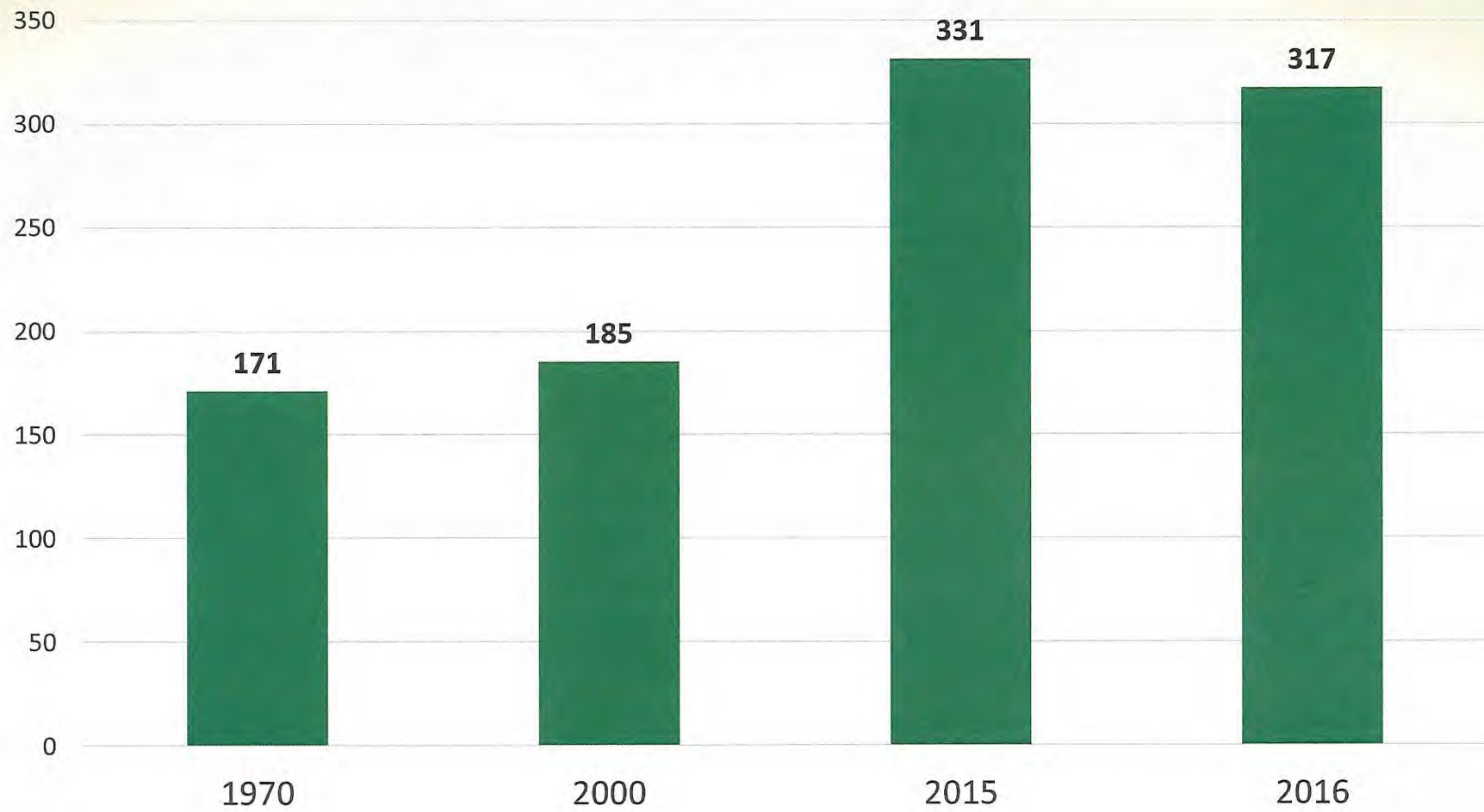
■ Resignation ■ Retirement ■ Transfer ■ New Position



Fall Term Opening Enrollment for Credit Courses



PALM BEACH STATE
COLLEGE



Full-time Faculty and Instructors



Zika Virus Awareness Campaign

Presented by:

Security & Risk Management

Director of Security: John Smith, 561-868-3910

Safety & Risk Manager: Tom Bradley, 561-868-4015

www.palmbeachstate.edu/safety/zika.aspx



Zika Virus Basics

- Usually a mild illness with only 1 in 5 showing symptoms
 - Low-grade fever, rash, body aches, headache, eye pain, red eyes, etc.
- Infection during pregnancy
 - linked to microcephaly, a serious birth defect in which babies are born with an unusually small head and underdeveloped brain.
 - other problems in infants including eye defects, hearing loss, and impaired growth.
- Transmitted by:
 - bite of an infected mosquito,
 - from mother to child during pregnancy
 - through unprotected sex with an infected person.
 - via blood transfusions (non confirmed in U.S.)

Zika Virus Prevention

- There is no vaccine, so
 - Wear protective clothing such as long pants, long sleeved shirts, socks and shoes
 - Use EPA registered insect repellents and follow manufacturer's directions
 - Repair torn screening on windows, porches and doors
 - Eliminate standing water to reduce mosquito breeding opportunities
 - Abstain from/protect yourself during sex



What is the College doing?

- Monitoring Zika Virus in Florida
 - Florida Department of Health
 - Palm Beach County Health Department
 - Centers for Disease Control
- Keeping the College Community Informed
 - All User Emails
 - Zika Information Web Page
 - Facebook, Twitter
 - Faculty Announcements in Classrooms

What is the College doing?

- Prevention

- Distribution of FDOE provided Deep Woods Off®
 - » Students, Employees
 - » Student Activities, Athletics
 - » Public Safety Academy, Trade & Industry
 - » Facilities, Security
- Elimination of standing water

SEPARATION OF EMPLOYMENT

2ND QTR APR-JUN	3RD QTR JUL-AUG	REASON CODE
13	7	RETIRED
		MISSING DOCUMENTATION
		RESIGNED IN LIEU TERMINATION
36	20	RESIGNED
4		DISMISSED
1		DECEASED
2	1	CONTRACT NOT RENEWED END CO
		REDUCTION IN FORCE
		NOT APPLICABLE
		NEVER HAD AN ASSIGNMENT
		EMAIL INACTIVE NON-EMPLOY ONLY

56

28

enrollment Update

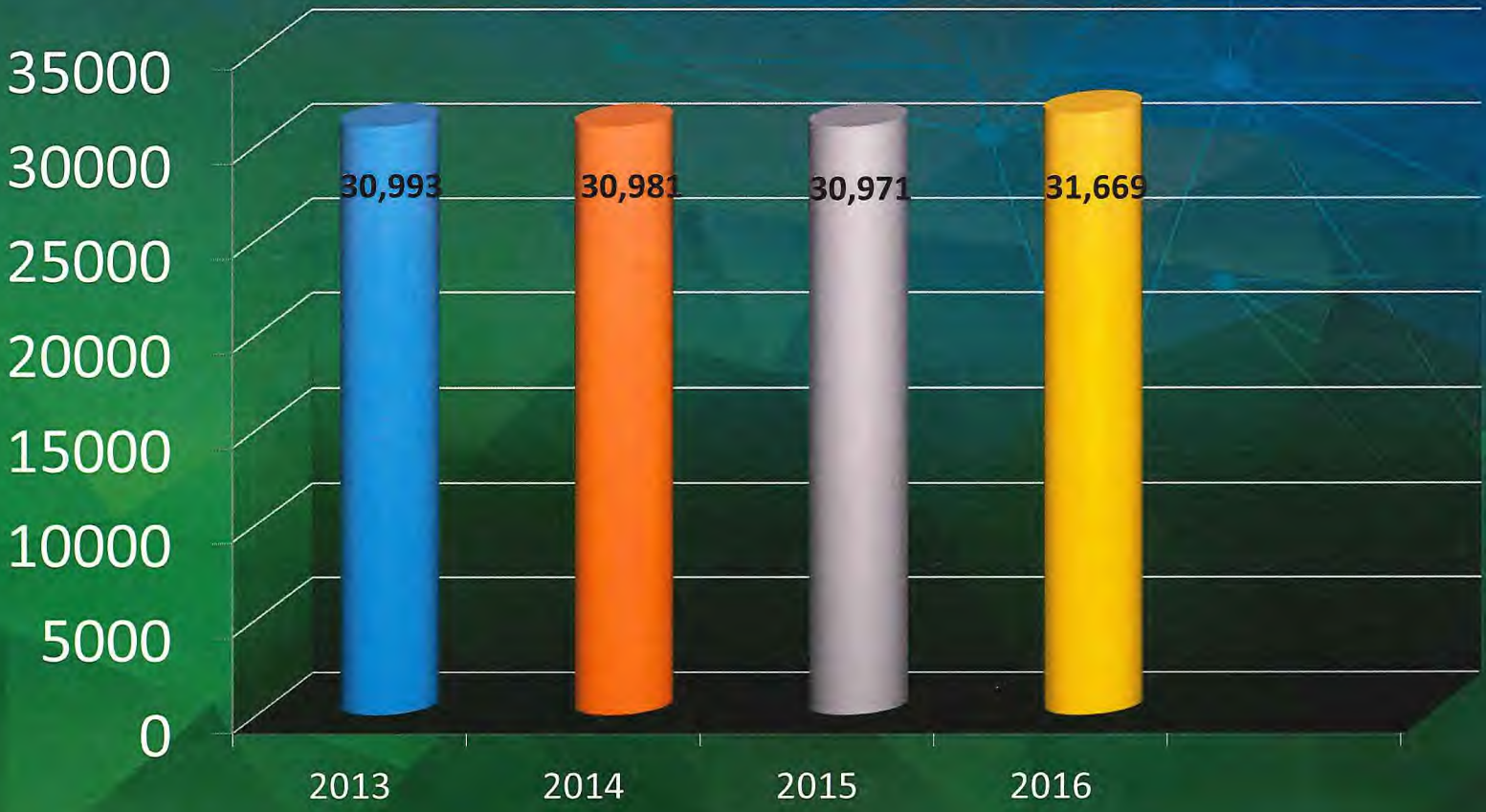
Palm Beach State College
District Board of Trustees

Enrollment Update

September 6, 2016

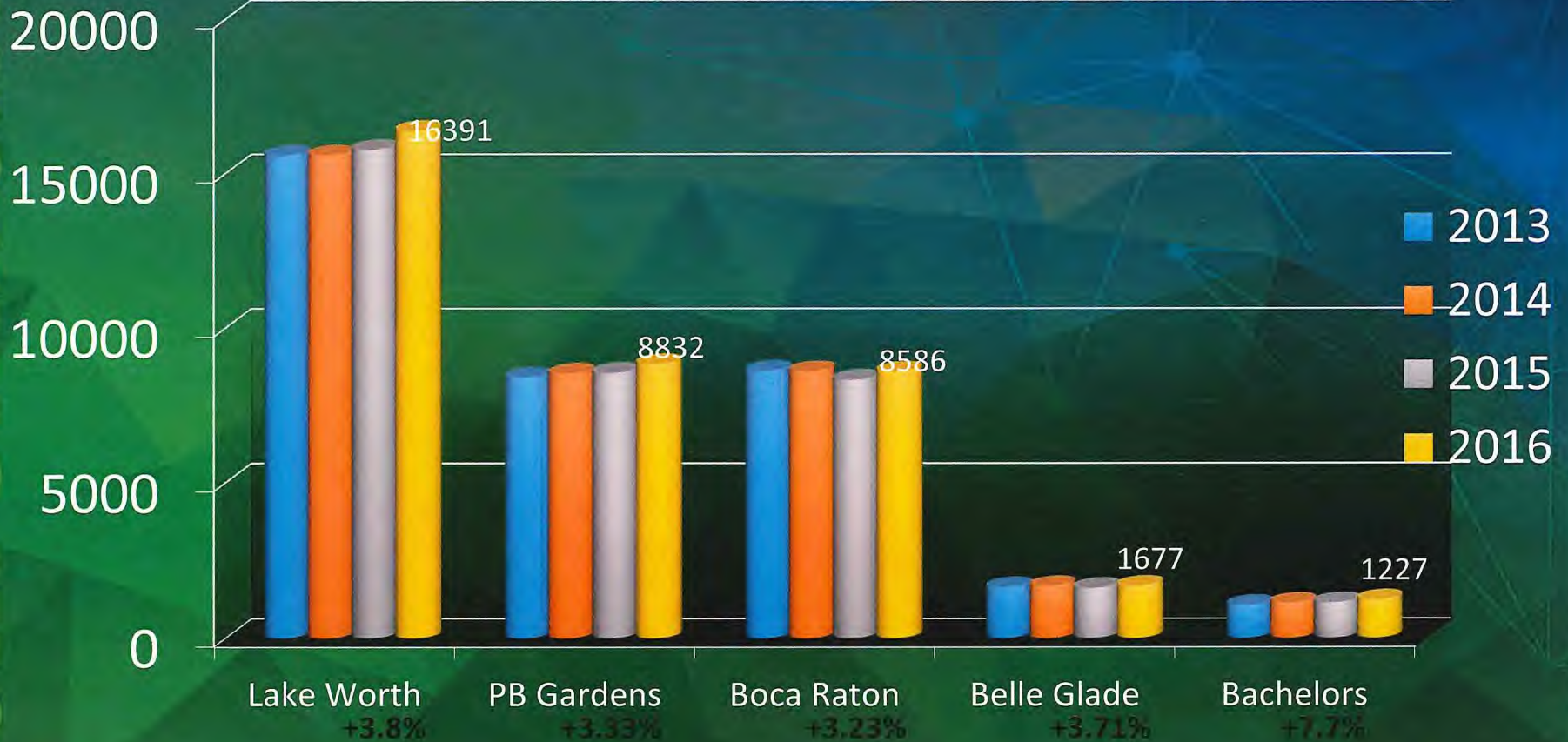
Fall Headcount (Credit and Prep)

Highest Fall Enrollment in the History of the College

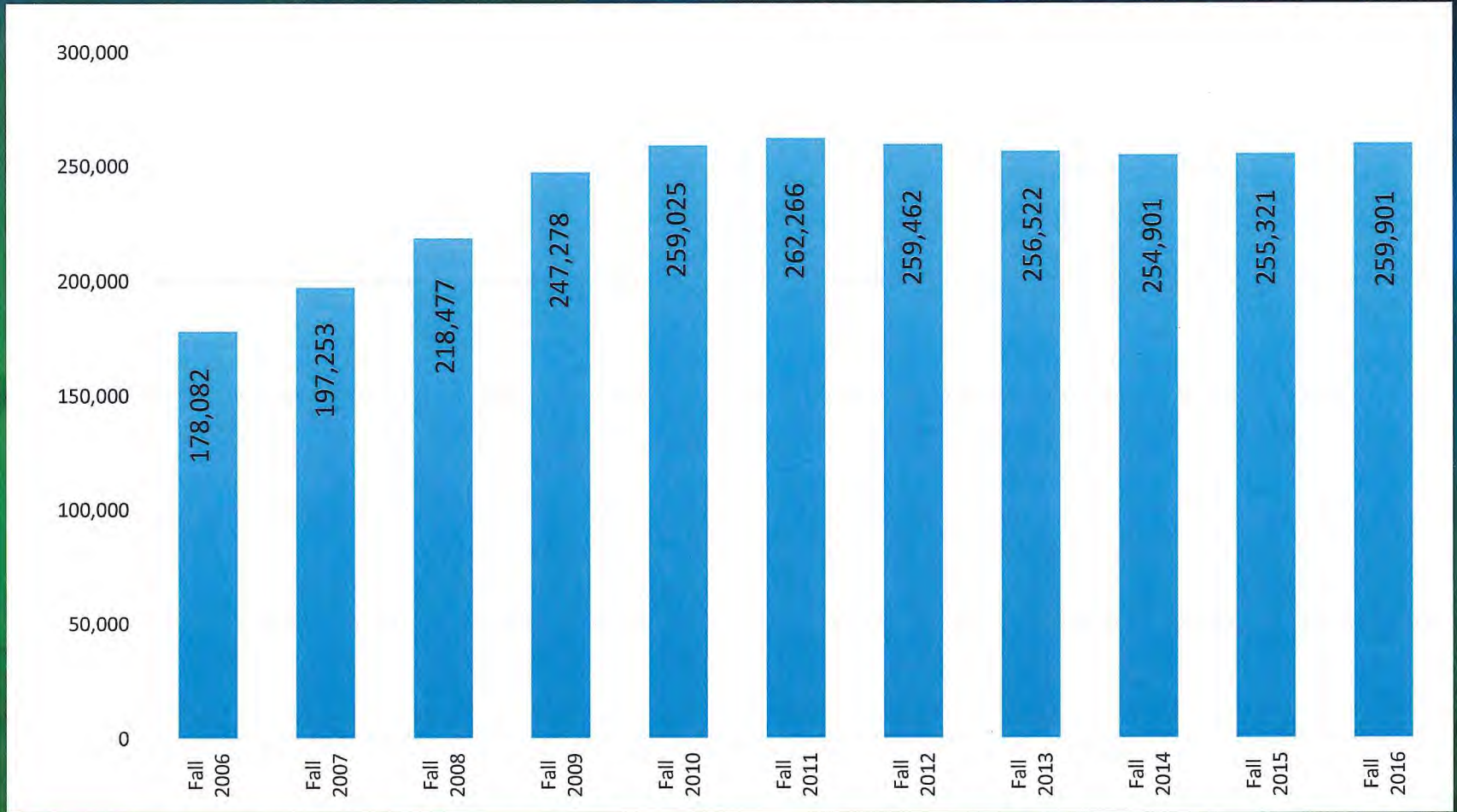


Update

Campus Enrollment – Fall Headcount (Credit and Prep)



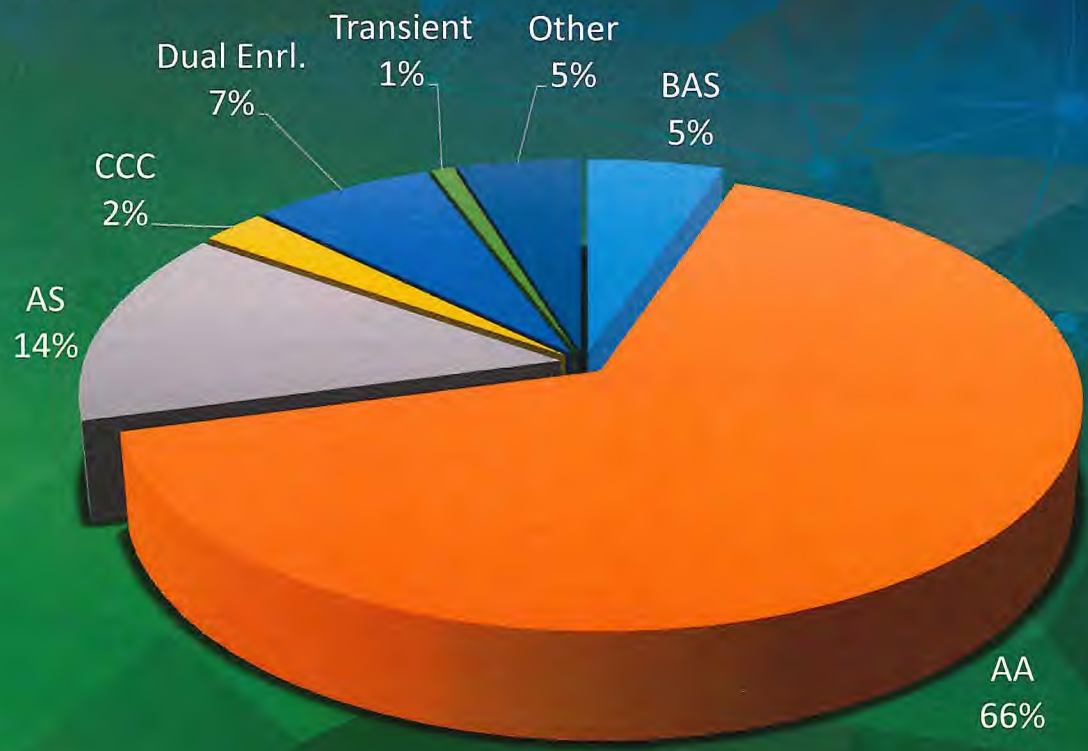
Total Registration Hours (Credit and Prep)



Enrollment Comparisons

	FTE	Headcount
Palm Beach State College	+2.42%	+2.8%
Broward College	n/a	-3.0%
College of Central Florida	-1.90%	-3.3%
Daytona State College	Flat	Flat
Florida Southwestern State College	n/a	+4.7%
Florida State College at Jacksonville	-3.1%	-3.3%
Hillsborough Community College	+ 2.1%	+3.7%
Lake Sumter State College	+2.0%	n/a
Miami Dade College	n/a	-2.5%
Pasco Hernando State College	+2.0%	slight increase
Polk State College	n/a	+1.0%
South Florida State College	Flat	Flat
St. Petersburg College	-2.5%	-3.5%
State College of Florida	-6%	-7.0%

Program Enrollments



Fall 2016

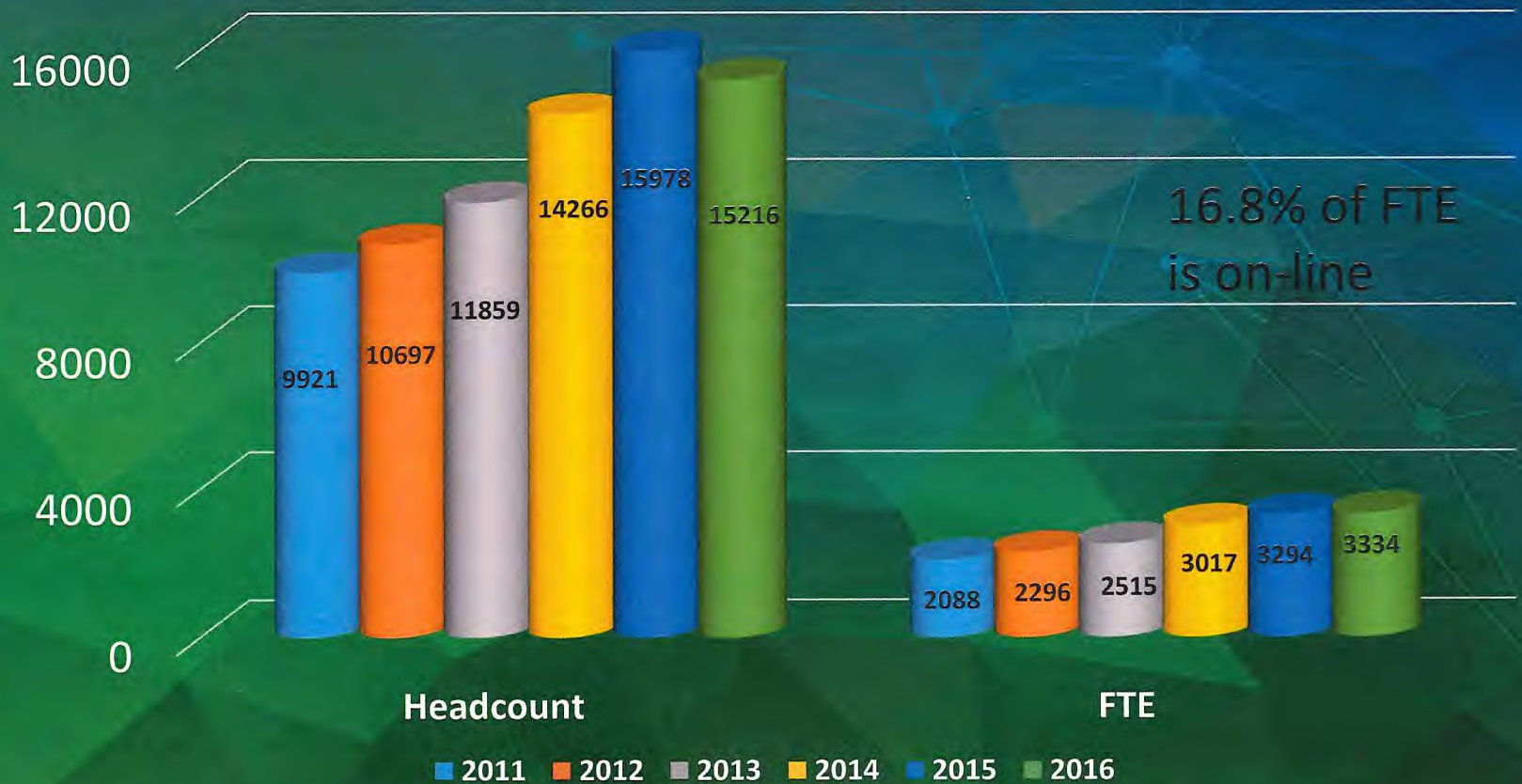
Top 10 Countries for International Enrollment

<i>Brazil</i>	<i>40</i>
<i>Curaçao</i>	<i>31</i>
<i>Venezuela</i>	<i>18</i>
<i>Vietnam</i>	<i>18</i>
<i>Jamaica</i>	<i>13</i>
<i>Canada</i>	<i>12</i>
<i>Colombia</i>	<i>8</i>
<i>Haiti</i>	<i>8</i>
<i>Peru</i>	<i>8</i>
<i>Saudi Arabia</i>	<i>6</i>

*Total International
Students: 261*

Fall 2016

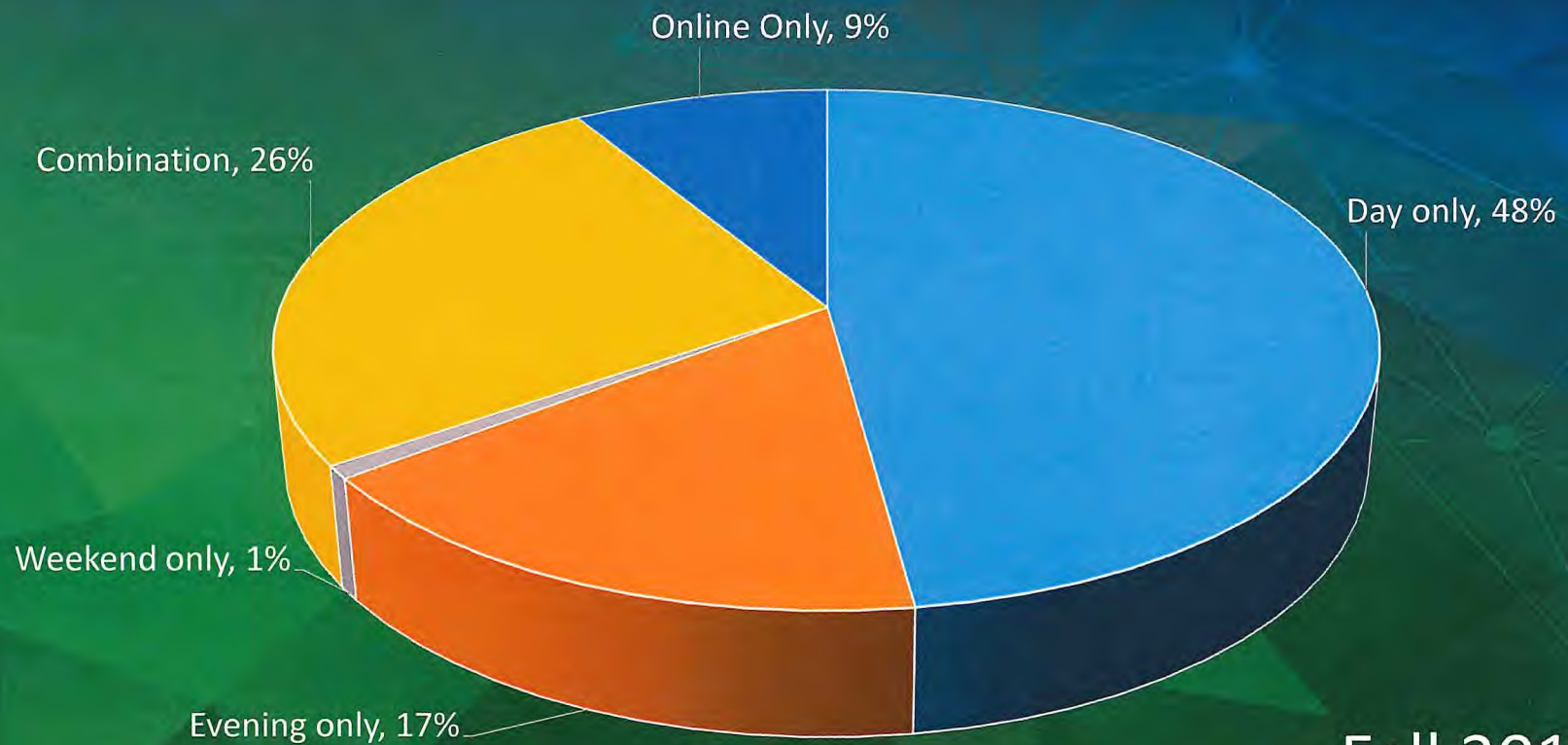
Distance Learning 6 year Trend



Full-Time/Part-Time

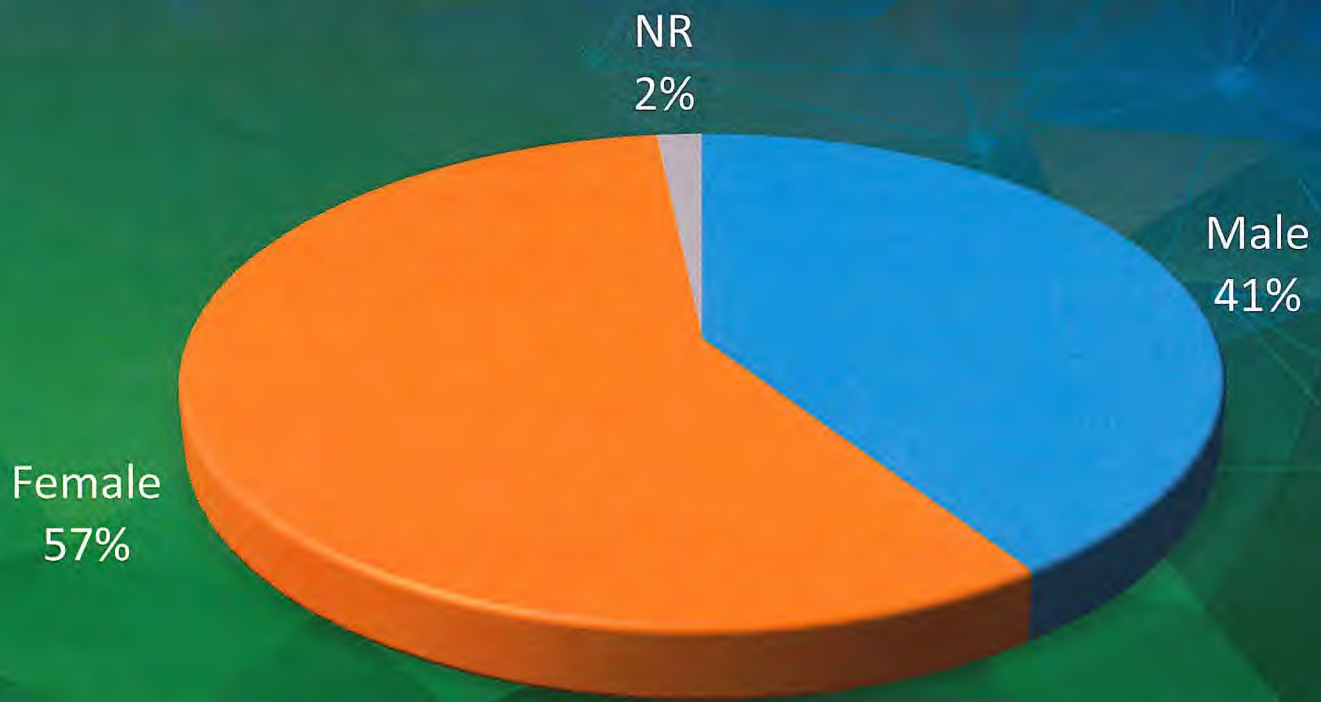
	Fall 2014	Fall 2015	Fall 2016
Full-Time	25.3%	27.8%	26%
Part-Time	74.7%	72.2%	74%

Daytime/Evening



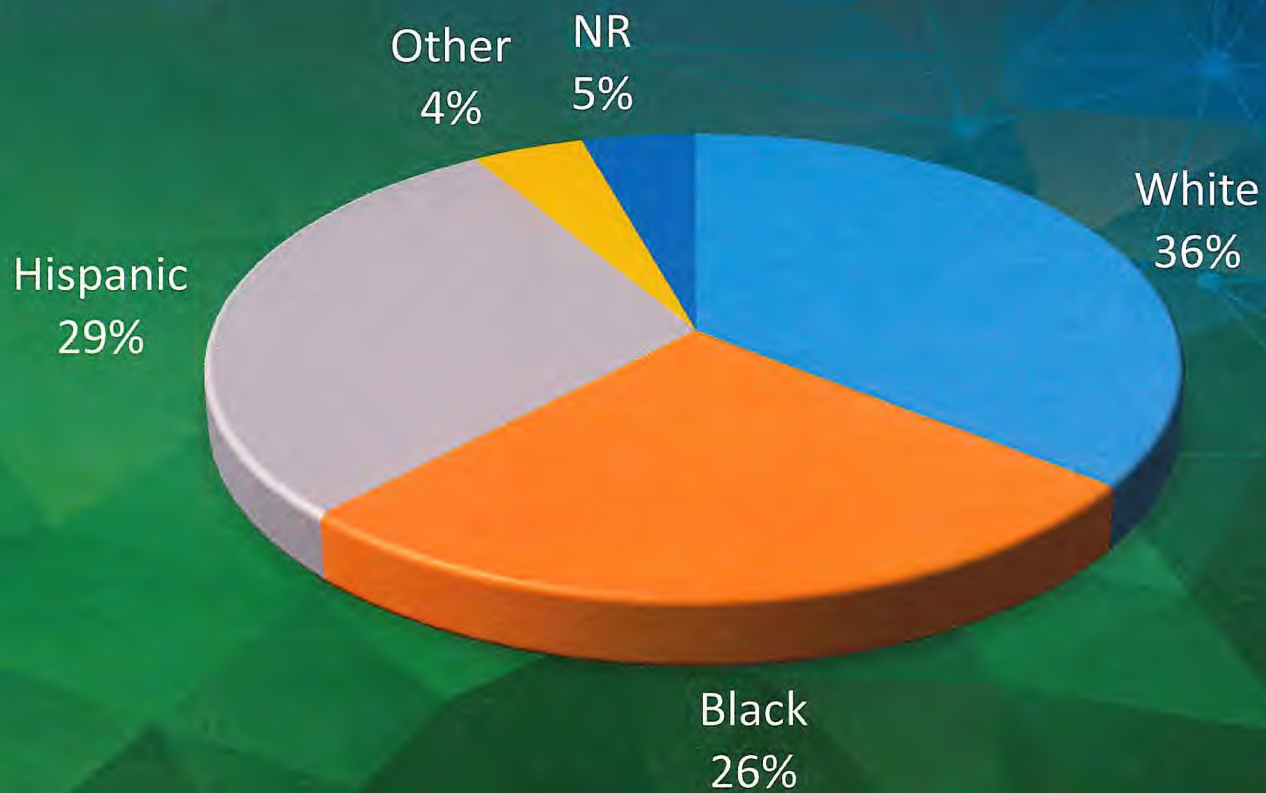
Fall 2016

Gender



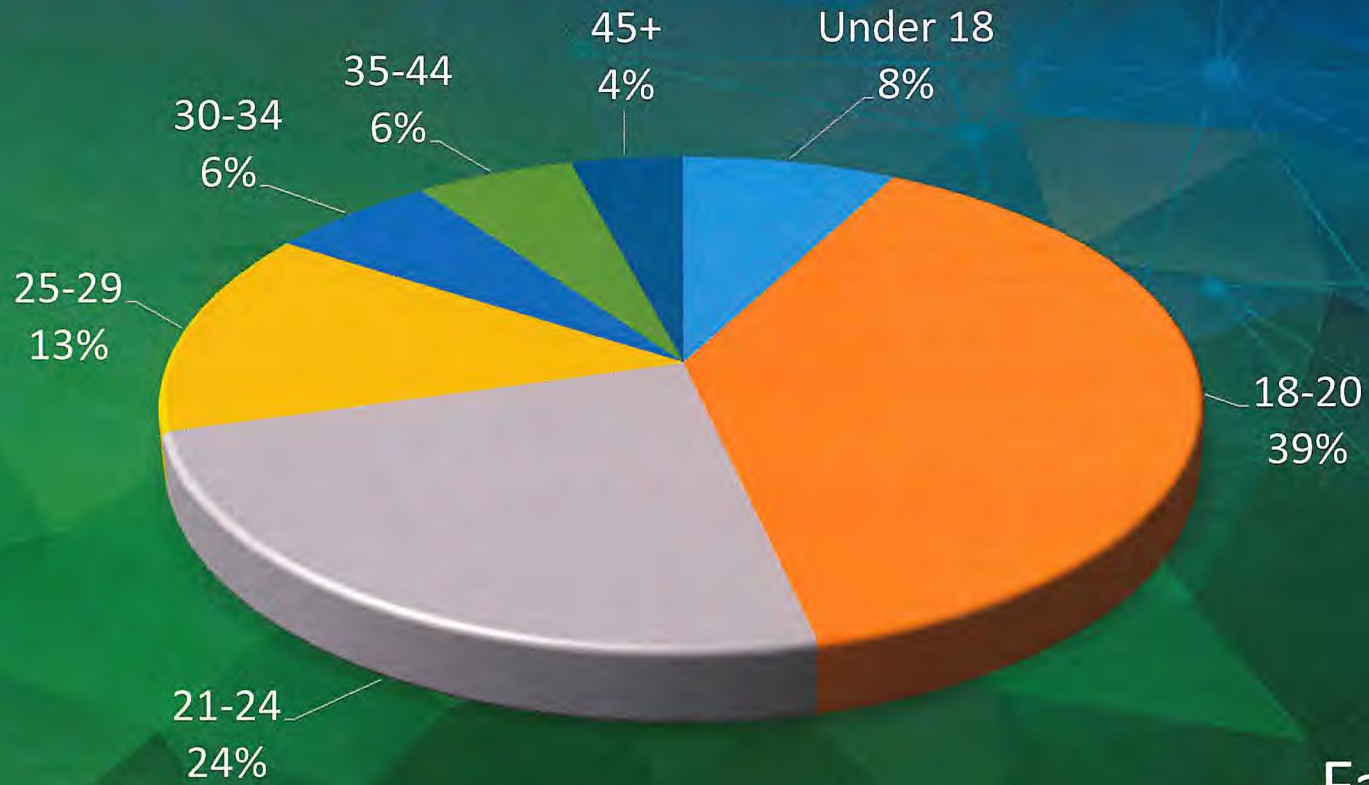
Fall 2016

Ethnicity



Fall 2016

Average Age is 23.9



Fall 2016

Enrollment Initiatives

- Improved communication; Wednesday morning huddle conference calls.
- Regularly scheduled new student orientations.
- Academic Affairs adding seats and sections of key gateway courses.
- Expedited awarding of Financial Aid by importing ISIRS on a daily basis.

Enrollment Initiatives (cont.)

- Reduced drops for nonpayment by proactively providing tuition fee coverage for eligible students.
- Phone calls to students who were dropped for nonpayment to identify financial solutions to allow them to re-register.

enrollment Update

Thank You

Pedersen, Ginger L

From: Pedersen, Ginger L
Sent: Tuesday, September 06, 2016 1:53 PM
Subject: Announcing ERP Software Vendor Demonstrations
Importance: High

ERP Software Vendor Demonstration Schedule

We are pleased to announce that the three vendors selected to demonstrate their software systems will be at the Lake Worth campus, Public Safety Conference Center (PS 108) per the schedule below.

The ERP system recommended for selection will replace the PantherNet software system, which includes Student, Financial Aid, Human Resources, and Finance.

The College Community is invited to attend the event on a first come, first served basis.

Once capacity is reached, no more persons will be admitted, so please arrive early.

Vendor	Website	Date/Time Location
	www.workday.com	Monday, September 12, 2016 2:00 PM – 5:15 PM PSD 108
	www.oracle.com	Tuesday, September 13, 2016 1:30 PM – 4:45 PM PSD 108
	www.ellucian.com	Wednesday, September 14, 2016 9:00 AM – 12:15 PM PSD 108

ERP Website:

<http://www.palmbeachstate.edu/informationtechnology/erp>

		(A) With Family Coverage					(B) Just Individual Coverage			
Annual Salary (2015/16) (C)	\$ 35,000	\$ 40,000	\$ 45,000	\$ 50,000		\$ 35,000	\$ 40,000	\$ 45,000	\$ 50,000	
2016/17 Pay Raise (2%) (D)	\$ 700	\$ 800	\$ 900	\$ 1,000		\$ 700	\$ 800	\$ 900	\$ 1,000	
Annual Salary (2016/17) (E)	\$ 35,700	\$ 40,800	\$ 45,900	\$ 51,000		\$ 35,700	\$ 40,800	\$ 45,900	\$ 51,000	
Change in Cost of Family Health Insurance (F)	\$ 432	\$ 432	\$ 432	\$ 432	(G)	\$ -	\$ -	\$ -	\$ -	
Change in Take Home Pay (Gross) (H)	\$ 268	\$ 368	\$ 468	\$ 568		\$ 700	\$ 800	\$ 900	\$ 1,000	
Less Taxes/FRS (I)	\$ (67)	\$ (92)	\$ (117)	\$ (142)		\$ (175)	\$ (200)	\$ (225)	\$ (250)	
Change in Take Home Pay (Net) (J)	\$ 201	\$ 276	\$ 351	\$ 426		\$ 525	\$ 600	\$ 675	\$ 750	
Cost of Living Impact at 1.45% (K)	\$ (508)	\$ (580)	\$ (653)	\$ (725)		\$ (508)	\$ (580)	\$ (653)	\$ (725)	
Change in Standard of Living % of 2015/16 Pay (L)	\$ (307) -0.88%	\$ (304) -0.76%	\$ (302) -0.67%	\$ (299) -0.60%		\$ 18 0.05%	\$ 20 0.05%	\$ 23 0.05%	\$ 25 0.05%	