

PALM BEACH STATE COLLEGE

DISTRICT BOARD OF TRUSTEES Board Meeting Minutes of June 14, 2016 – 5:00 p.m. Multi-Media Board Room (CE 129), Lake Worth, Florida

Attendees	Title
<i>District Board of Trustees</i>	
Wendy S. Link, Esq.	Chairperson
Charles K. Cross, Jr.	Vice Chairperson
John W. Dowd, III	Trustee
Carolyn L. Williams	Trustee
Jesse Pulliam	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 & Academic Affairs, Interim
Dr. Grace Truman	Director, College Relations & Marketing
Holly Bennett	Provost, Palm Beach Gardens
Maria Vallejo	Provost, Belle Glade & Lox Groves

Meeting Call to Order and Pledge of Allegiance by Chairperson

Trustee Link called the meeting to order at 5:13 p.m., Student Trustee Pulliam led the Pledge of Allegiance.

Trustee Link requested a moment of silence for the tragedy that occurred in Orlando.

Student Comment

Trustee Link introduced Trustee Jesse Pulliam who delivered comments on his experience as Student Trustee.

Approval of Board Minutes

Motion to approve the workshop and board meeting minutes of May 10, 2016.

Moved by: Trustee Dowd

Seconded by: Trustee Cross

Approved: Unanimous

Approval of Taking up Business out of its Proper Order

Trustee Link suggested that action items IX B 6 and IX B 7 be advanced on the agenda for conservation of Attorney Tyrone Bongard's time.

Motion for approval of reordering the agenda.

Moved by: Trustee Williams

Seconded by: Trustee Cross

Approved: Unanimous

Approval of Board Agenda

There were no abstentions by board members.

Public Comments

Public comments were delivered by the following:

- Tracy Ciucci, faculty member, provided a follow-up on faculty salaries.
- David Hernandez, PBSC nursing student, commented on improving programs to help prepare students for the Jack Kent Cooke scholarship.

Approval of Action Items IX B 6 and IX B 7

- IX B 6: Motion to approve "B" Road Right-of-Way Deed to the Town of Loxahatchee Groves for Loxahatchee Groves Campus
Moved by: Trustee Dowd Seconded by: Trustee Cross **Approved: Unanimous**

Attorney Bongard explained that the "B" Road Right-of-Way Deed is in compliance with the agreement the College entered into with Atlantic Lands and Solar Sports.

- IX B 7: Motion to approve a Utility Easement and Bill of Sale for a lift station and associated underground distribution and collection systems to Palm Beach County Water Utilities Department (PBCWUD) for Loxahatchee Groves Campus
Moved by: Trustee Dowd Seconded by: Trustee Cross **Approved: Unanimous**

Attorney Bongard explained that the utility easement and bill of sale are in compliance with the Development and Cooperation Agreement the College entered into with Atlantic Lands.

Chair Report

Trustee Link delivered a brief report on the Governor's Degrees to Jobs Summit and the scheduling of this year's AFC Trustee Commission Meeting.

Trustee Committee Reports

Board members had no comments.

President's Report

President Parker's report consisted of the following topics:

- Summer 2016 Enrollment Update – President Parker introduced Dr. Peter Barbatis who delivered a presentation.

Dr. Barbatis reported that while enrollment is declining at many of our sister institutions, our summer enrollment is up. It is the highest summer enrollment in the history of the College.

- Online Fees – President introduced Dr. Ginger Pedersen who delivered a presentation on the College's distance learning fees and what the charges pay for. The College's distance learning fee is \$12 per credit hour.

Board discussion occurred. President, Dr. Pedersen and Mr. Richard Becker addressed the Board's questions.

- Textbook Affordability – President explained that the College Affordability legislation asked that boards of trustees engage in textbook affordability issues on their campuses. A brief report was presented on measures taken to date and a full report will be provided at the August meeting.

Student Trustee Pulliam shared how Palm Beach State College is currently helping students to reduce their textbook expenses based on his personal experiences.

- Finish in Four – President explained that the Governor issued a "Finish in Four" Challenge to encourage students to graduate in four years and that the college system has pledged to do its part by strengthening 2+2.
- Performance Funding – President distributed and explained the draft 2016-17 Florida College System Performance Funding Datasheet. She announced that the College is in the silver category and will receive nearly \$1.5 million in funding.

Approval of Consent Agenda

Motion to approve the consent agenda.

Moved by: Trustee Williams

Seconded by: Trustee Cross

Approved: Unanimous

- VI A 1: Approve the Summer Term 2016 Dual Enrollment Articulation Agreement between Palm Beach State College and Boca Raton Christian School
- VI A 2: Approve the Summer Term 2016 Dual Enrollment Articulation Agreement between Palm Beach State College and Yeshiva High School
- VI A 3: Approval of 2016-2017 Catalog Addendum Related to Aeronautical Science AS-CCC Programs effective August 2016
- VI B 1: Approve Renewal of Legal Services Contract - 2016 with Allen, Norton & Blue for the Period of July 1, 2016 thru June 30, 2017
- VI B 2: Approve Fee Schedule Updates
- VI B 3: 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 Door Replacement at Lewis Center Bldg. LC107, Palm Beach Gardens Campus
- VI B 4: 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 Remodel Security Office, Building BK105, Boca Raton Campus
- VI B 5: Authorize the President to sign the Certificate of Final Inspection acknowledging the final inspection and accept completion of Remodel Security Office, Building CN120, Palm Beach Gardens Campus
- VI B 6: Accept District Fire, Safety, Casualty and Sanitation Inspection Report for the fiscal year 2015-2016
- VI B 7: Stock Certificate Transfer Authority

Informational Items (No action required).

- VIII A 1a: Proposed addition of Graphic Design Support Credit Certificate (CIP 0611080302) effective January 2017

Dr. Ginger Pedersen provided a brief report on the addition of this program.
- VIII A 1b: Proposed addition of Biotechnology Laboratory Specialist Credit Certificate (CIP 0341010101) effective January 2017

Dr. Ginger Pedersen provided a brief report on the addition of this program.
- VIII A 1c: Proposed addition of Cinematography Credit Certificate (CIP 650060204) and Directing and Producing Credit Certificate (CIP 650060206) effective January 2017

Dr. Ginger Pedersen provided a brief report on the addition of this program.
- VIII A 2a: The third year minimum 2% salary increase outlined in the Collective Bargaining Agreement between the District Board of Trustees of Palm Beach State College and the United Faculty of Palm Beach State College for the period of July 1, 2014 through June 30, 2017

Richard Becker explained that this salary increase is part the three-year contract.

VIII A 2b: Financial review and analysis for eleven months ending May 31, 2016

Richard Becker reported that the budget is in a good financial position and will end the year with revenues over expenses.

VIII A 2c: Pouring Rights Contract Update

Richard Becker provided a status update on the bid process for securing a new beverage and sponsorship agreement.

VIII A 2d: Priority Listing of Projects for the Capital Improvement Plan (CIP) Report in accordance with the State Department of Education requirements

Richard Becker explained the priority projects that will be presented to the Board for approval at the August board meeting.

Board discussion occurred.

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

Dr. Ginger Pedersen delivered a presentation on the implementation progress of the new ERP system.

Board discussion occurred. Board suggested an ongoing audit review throughout the process.

Approval of Action Agenda

Motion to approve action items IX A 1 thru IX A 5.

Moved by: Trustee Williams

Seconded by: Trustee Cross

Approved: Unanimous

Dr. Ginger Pedersen provided a brief review of items IX A 1 thru IX A 5 which were presented as informational items at the May board meeting.

IX A 1: Second Reading – Approve the addition of Environmental Science Technician CCC (6560) and Hazardous Materials Specialist CCC (6561) effective August 2016

IX A 2: Second Reading – Approve the conversion of Emergency Services Technician EMT-B-ATD (B217) to Emergency Services Technician EMT-B CCC (6446) effective August 2016

IX A 3: Second Reading – Approve the deletion of Five Year Rule Courses effective 2015-2016 Academic Year; related Plumbing Apprenticeship PSAV (5174) Program deletion

IX A 4: Second Reading – Approve the addition of Business Administration and Management AS-Risk Management and Insurance Concentration (2039R) effective August 2016

IX A 5: Second Reading – Approve the removal of Insurance Customer Support Specialist PSAV (5497) and Real Estate Broker PSAV (5475) effective August 2016

IX A 6: Motion to approve the 2016-2018 Dual Enrollment Articulation Agreement (DEAA) for Private Schools in Palm Beach County

Moved by: Trustee Williams Seconded by: Trustee Cross

Approved: Unanimous

Dr. Peter Barbatis delivered a presentation to explain the changes in the agreement and addressed the Board's questions.

IX B 1: Motion to approve Unexpended Plant Fund 7 budget for the 2016/2017 fiscal year

Moved by: Trustee Cross

Seconded by: Trustee Williams

Approved: Unanimous

Richard Becker provided an overview of the Fund 7 budget documents and addressed the Board's questions.

IX B 2: Motion to approve student tuition for 2017
Moved by: Trustee Williams Seconded by: Trustee Dowd **Approved: Unanimous**

Richard Becker explained that credit hour fees remain unchanged for fiscal year 2016-2017.

IX B 3: Motion to approve Five-Year Educational Plant Survey for Submission to Department of Education
Moved by: Trustee Cross Seconded by: Trustee Williams **Approved: Unanimous**

Richard Becker provided an overview of the item and addressed the Board's questions.

IX B 4: Motion to approve 2016/2017 Annual Fund 1 Operating Budget
Moved by: Trustee Dowd Seconded by: Trustee Cross **Approved: Unanimous**

Richard Becker provided a recap of the budget that will be submitted to the State.

IX B 5: Motion to approve Change Order #2 for construction of Building #101, Loxahatchee Groves Campus
Moved by: Trustee Williams Seconded by: Trustee Cross **Approved: Unanimous**

Richard Becker provided a status update on the progress of the project which included some construction problems. Discussion occurred. Mr. Becker and John Wasukanis addressed the Board's questions.

➤ Staff will provide a recovery schedule at the August board meeting.

IX C 1: Motion to approve changes to employee salaries applicable to non-unit personnel and pay rates applicable to adjunct instructors
Moved by: Trustee Williams Seconded by: Trustee Cross **Approved: Unanimous**

Richard Becker provided an overview of the proposed salary increases.

IX C 2: Motion to accept the Annual Performance Evaluation for the College President
Moved by: Trustee Dowd Seconded by: Trustee Williams **Approved: Unanimous**

Board members shared positive comments on the President's performance and accomplishment of major goals. Board will meet with the President to establish goals for next fiscal year.

Board Members' Comments

Board members extended their thanks and appreciation to Student Trustee Pulliam and staff.

President Parker thanked faculty, staff, students, President's Cabinet and the Board for their support during her first year leading the College.

Announcements

Trustee Link delivered brief announcements.

Adjournment

Motion to adjourn.


Moved by: Trustee Williams


Seconded by: Trustee Cross

Meeting adjourned at 6:50 p.m.

Approved: Unanimous

Attest:


Wendy S. Link, Esq., Chairperson


Ava L. Parker, J.D., President