

PALM BEACH STATE COLLEGE

District Board of Trustees Meeting Board Meeting Minutes of October 10, 2016 – 5:00 p.m. Multi-Media Board Room (CE 129), Lake Worth, Florida

Attendees	Title	Status
<i>District Board of Trustees</i>		
Wendy S. Link, Esq.	Chairperson	
Charles K. Cross, Jr.	Vice Chairperson	
William Berger, Esq.	Trustee	
John W. Dowd, III	Trustee	
Carolyn L. Williams	Trustee	via phone
David Hernandez	Student Trustee	absent
<i>Cabinet Members</i>		
Ava L. Parker, J.D.	President	
Kevin Fernander, Esq.	General Counsel	
Dr. Peter Barbatis	VP, Student Services & Enrollment Mgmt.	absent
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	
Dr. Holly Bennett	VP, Institutional Effectiveness & Provost, Palm Beach Gardens	absent
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 5:12 p.m., Vice Chairperson Berger led the Pledge of Allegiance.

Student Comment

Chairperson Cross introduced Tammy Rawls who delivered comments.

Approval of Board Minutes

Motion to approve the amended board meeting minutes of September 6, 2016.

Moved by: Trustee Berger

Seconded by: Trustee Link

Approved: Unanimous

Approval of Board Agenda

Motion to approve the agenda.

Moved by: Trustee Berger

Seconded by: Trustee Dowd

Approved: Unanimous

Public Comment

Elana Sbarro, with Campus Management Corp., delivered comments regarding the contract negotiations for the ERP Project.

Chair Report

Chairperson had no comments.

Press are invited to sit at the "Press" table. Reminder: Please turn off all cellular phones or place on silent.

Trustee Committee Reports

Trustee Link delivered a brief report on her attendance at the ACCT Leadership Congress in New Orleans. Trustee Link shared a recommendation that was made at the Congress; colleges should consider issuing college email accounts to their Trustees for the purpose of sharing non-Sunshine college information such as meeting notices and board packets. Board concurred with the recommendation.

Trustee Williams delivered a brief report on her attendance at an AFC Trustee Commission Education Webinar on Student Success: Performance-Based Funding. The next webinar will be sometime in December.

President's Report

President Parker's report consisted of the following topics:

- Update on the College's preparedness for Hurricane Matthew and the impact the hurricane had on the College
- Presidential Candidates' request to use space on the College campuses for campaign events
- Grants awarded to the College – Maureen Capp provided an update.
- Announcement of the achievement of three college Panther baseball alumni who are now playing on major league baseball teams

Approval of Consent Agenda

Motion to approve the consent agenda.

Moved by: Trustee Dowd

Seconded by: Trustee Berger

Approved: Unanimous

- VI A 1: Approve entering a 2016-2018 Dual Enrollment Articulation Agreement between Palm Beach State College and Coastal Middle & Senior High School, Greenacres Christian Academy, Score at the Top Wellington and The Batt School (formerly Juno Beach Preparatory School)
- VI A 2: Approval of 2016-2017 Catalog Addendum for Curriculum Actions Effective Spring Term, January 2017 (20172)
- VI A 3: Approve the 2016-2018 Dual Enrollment Articulation Agreement (DEAA) for Hendry County
- VI A 4: Approval of the 2017-2018 Memorandum of Understanding (MOU) for the Palm Beach Collegiate High School
- VI B 1: Approve Fee Update Report
- VI B 2: Accept Missing Property Report for August 2016

Informational Items

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

John Wasukanis reported that minor projects are on schedule. An agreement to settle all outstanding issues regarding the construction of the Loxahatchee Groves Campus is near completion, and the projected substantial completion date is December 9th which is 73 days past the original contract deadline.

Board discussion occurred. Kevin Fernander and President Parker addressed the Board's questions.

VIII A 2b: Executive Summary of Human Resource Actions

Richard Becker provided a brief overview of the item.

VIII A 2c: Financial Review and Analysis for two months ending August 2016

Richard Becker explained the format changes for this item and reported that the increased revenue is due to enrollment growth. Mr. Becker provided an overview of Fund 1 balance and explained that recommendations for how to utilize the excess funds will be presented to the Board in November.

VIII A 2d: Advertising Agency Search Update

David Chojnacki provided an update on the procurement process. The evaluation committee will review and score 12 proposals. The recommendation to contract will be presented to the Board in November.

Approval of Action Agenda

IX B 1: Motion to approve recommendation for ERP project negotiation.
Moved by: Trustee Dowd Seconded by: Trustee Link

Approved: Unanimous

David Chojnacki and Dr. Ginger Pedersen delivered a presentation on the recommendation to move forward with contract negotiations with Workday, Inc., to provide ERP software and hosting services and Sierra-Cedar, Inc., to provide implantation services. Mr. Chojnacki explained the outcome of all phases of the solicitation process. Presentation is attached.

Board discussion occurred, and Mr. Chojnacki and Dr. Pedersen addressed questions.

President Parker advised the Board that attorney Fred Springer, with Bryant, Miller and Olive, who specializes in public procurement processes, assisted and guided staff to ensure that the rules were followed in an effort to garner the best and final companies to recommend for contract.

Board Members' Comments

Board members had no comments.

Announcements

President Parker announced that the College will be sponsoring a Criminal Justice Symposium on October 25, 2016, in an effort to help improve the relations with law enforcement and the community.

Chairperson Cross delivered brief announcements.

Adjournment

Meeting adjourned at 6:13 p.m.

Motion to adjourn.

Moved by: Trustee Berger

Seconded by: Trustee Williams

Approved: Unanimous

Attest:



Charles K. Cross, Jr., Chairperson



Ava L. Parker, J.D., President

Enterprise Resource Planning (ERP)

Recommendation for Contract Negotiation, ERP Software and Implementation Services

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ERP Solicitation Process Overview

- ▶ The 'Invitation to Participate in a Competitive Selection' requested a Comprehensive ERP Solution: Software, Hosting, and Implementation Services. It was issued on June 21, 2016
- ▶ The 'Invitation' Outlined a 3 Phase Process: Evaluating and Scoring of Written Proposals, Software Demonstrations, and the Final Selection of a Comprehensive Solution seeking the "Best Overall Approach" to the ERP Project
- ▶ The Evaluation Criteria included over 380 Functional Requirements as well as requiring company profile, references, technology specifications, proposed methodology, and costs
- ▶ A Pre-proposal Conference was held on June 27, 2016 where questions were fielded by the ERP Steering Committee

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The ERP Evaluation Team

- ▶ Ginger Pedersen, VP of Information Services and ERP Project Sponsor
- ▶ Pam Harrison, ERP Project Director
- ▶ Richard Becker, VP of Administration and Business Services
- ▶ Peter Barbatis, VP of Student Services & Enrollment Management
- ▶ Amy McDonald, College Registrar
- ▶ Chuck Zettler, Dean of Enrollment Management
- ▶ Laurel Serra, Payroll Manager
- ▶ Cheryl Hare, Assistant Director of Human Resources
- ▶ Tracy Montagnino, Enterprise Systems Director
- ▶ Eddie Viera, Financial Aid Director

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Proposal Evaluation: Phase I

- ▶ There were 8 proposals received for Software Solutions
- ▶ There were 4 proposals received for Implementation Services
- ▶ The Evaluation Team independently scored each proposal based on the Selection Criteria outlined in the Invitation
- ▶ On August 26, 2016, the Evaluation Team met to review the compiled scoring results and to determine which companies would be invited to Phase II of the process: Software Demonstrations
- ▶ The Evaluation Team invited: Workday, Inc., Oracle, and Ellucian to participate in the demonstrations

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Software Demonstrations: Phase II

- ▶ Vendors were asked to follow a Demonstration Script covering functionality within the modules of Student Services, Financial Aid, Information Technology, Human Resources, Payroll, and Finance
- ▶ Ellucian elected to withdraw from further consideration and did not participate in the demonstrations
- ▶ The Evaluation Team was permitted to ask questions during the demonstrations related to the functionality of the software
- ▶ The College Community was invited to attend and provide subsequent comment

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Project Solution: Phase III

- ▶ On September 15, 2016, the Evaluation Committee convened to determine the 'Best Overall Approach' to the Project.
- ▶ The 'Best Overall Approach' included the consideration of the Implementation Services partners for the respective Software providers.
- ▶ The Evaluation Committee completed an analysis utilizing:
 - Original Score Sheets of the Proposals
 - Compiled Scoring Summary of the Software Proposals
 - Individual Note Sheets from the Software Demonstrations
 - Compiled Comment Sheets from the College Community
 - Compiled Scoring Summary of the Implementation Services Proposals

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Recommendation

- ▶ The Evaluation Committee voted to recommend to the Palm Beach State College District Board of Trustees, to approve that the Negotiation Team of the ERP Project commence contract negotiations with:
 - **Workday, Inc.** for ERP Software

 - **Sierra-Cedar, Inc.** for Implementation Services of the Workday product

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Question & Answer Session

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