



PALM BEACH STATE COLLEGE

DISTRICT BOARD OF TRUSTEES

MINUTES • NOVEMBER 8, 2016

Regular Meeting

Boca Raton Campus - DBOT

5:00 PM

Countess De Hoernle Humanities & Technology Bldg., 801 Palm Beach State College Drive, Boca Raton, FL 33431

1. MEETING CALL TO ORDER AND PLEDGE OF ALLEGIANCE BY CHAIRPERSON

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

Attendee Name	Title	Status
Wendy S. Link	Trustee	Present
Charles Cross	Chairperson	Present
William Berger	Vice Chairperson	Present
John W. Dowd III	Trustee	Present
Carolyn L. Williams	Trustee	Present
David Hernandez	Student Trustee	Present
Ava L Parker	President	Present
Kevin A. Fernander	General Counsel	Present
Peter Barbatis	VP, Student Services & Enrollment Mgmt.	Present
Richard A. Becker	VP, Admin. & Business Services	Present
Ginger Pedersen	VP, Academic Affairs, Interim	Present
Suellen Mann	Executive Director, Foundation	Present
Grace Truman	Director, College Relations & Marketing	Present
Rachael Ondrus	Exec Dir Com Eng Spec Ast Prs	Absent
Holly Bennett	Provost, Belle Glade Campus	Present
Bernadette Russell	Provost, Boca Raton, Campus	Present
Maria M. Vallejo	Provost	Absent
Jean Wihbey	Provost, Palm Beach Gardens Campus	Absent

2. FACULTY COMMENT - PROFESSOR ROBERTA PROCTOR

Chairperson Cross introduced Professor Roberta Proctor who delivered comments about Liberal Arts.

3. APPROVAL OF BOARD MINUTES

A. District Board of Trustees - Board Workshop - Oct 10, 2016 3:00 PM

Approved the Amended Board Workshop Minutes

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Wendy S. Link, Trustee
SECONDER:	William Berger, Vice Chairperson
IN FAVOR:	Link, Cross Jr, Berger, Dowd III, Williams

B. District Board of Trustees - Regular Meeting - Oct 10, 2016 5:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Wendy S. Link, Trustee
SECONDER:	Carolyn L. Williams, Trustee
IN FAVOR:	Link, Cross Jr, Berger, Dowd III, Williams

4. APPROVAL OF BOARD AGENDA

- A. Abstentions by Board Members
Board members had no abstentions.
- B. Public Comments
There were no public comments.

5. REPORTS

- A. Chair Report
Chairperson Cross delivered a brief comment on his attendance at the 2016 AFC Annual Meeting and the awards won by college staff.
- B. Trustee Committee Reports
Trustee Link delivered a brief report on her attendance at a workshop for Florida university board of trustees where the 2+2 Articulation and the relationships between the colleges and universities was discussed. Trustee Link participated on the panel.
- C. President's Report
President Parker's report consisted of the following topics:
- AFC Awards Presentation by Ray Coulter. Mr. Coulter distributed the attached list of award recipients.
 - Recognition of Dr. Jacqueline Rogers, Dean of Health Science & Public Safety, for her service to the College over the past 24 years. Dr. Rogers will be retiring in November.
 - Did-You-Know card announcements: College has been named an Accredited Test Facility for the American Welding Society; Aliddy Diaz, Student Government President at PBG Campus, has been elected State Governor of the Florida Model Legislature program; the College's volleyball team has won the NJCAA District/FCSAA Division I Southern Conference Champion for the first time in 11 years.
 - Jason Lang, Student Body President of the Boca Raton Campus, has been invited to the White House for his service and dedication to a non-profit organization that helps prevent bullying suicide all over the country.
 - Meetings with the School District to better prepare students for transition to Palm Beach State College.

D. Boca Campus Report

1. Academic Success Strategies

Dr. Bernadette Russell introduced Professor Rachel McDermott, Dr. Traci Klass, and Professor Africa Fine, who delivered a presentation on outcomes of a pilot project to improve student success and retention in English Course ENC1101. The presentation is attached.

Board discussion occurred.

6. APPROVAL OF CONSENT AGENDA

Motion to approve consent agenda as amended.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	William Berger, Vice Chairperson
SECONDER:	Carolyn L. Williams, Trustee
IN FAVOR:	Link, Cross Jr, Berger, Dowd III, Williams

A. Academic Affairs and Student Services - None

B. Administration and Business Services

1. Approve Engineering Agreement with Johnson, Levinson, Ragan, Davila, Inc. for the Decentralization of Heating System, Lake Worth Campus
2. Approve Project Priority List Report Based on the Board Approved 2016-2021 Five-Year Educational Plant Survey
3. Item 6.B.3, Approve Fee Schedule Updates, was moved to Approval of Items Removed from the Consent Agenda
4. Approve Surplus Inventory Supplemental Report from 08/12/16 to 10/18/16, to Authorize the Sale of Items at Auction or Transfer Items to Non-Profit Organizations

7. APPROVAL OF ITEMS REMOVED FROM CONSENT AGENDA

1. Approve Fee Schedule Updates

This item was pulled from the consent agenda by President Parker.

Mr. Richard Becker provided a brief history of the fee schedule reports. He explained that the fees on this month's report are standard fees for services or additional non-routine costs for attending class.

Dr. Roger Yohe provided a justification for the fees associated with the aviation program.

Board discussion occurred.

RESULT:	APPROVED [4 TO 1]
MOVER:	John W. Dowd III, Trustee
SECONDER:	Carolyn L. Williams, Trustee
IN FAVOR:	Cross Jr, Berger, Dowd III, Williams
OPPOSED:	Link

8. INFORMATIONAL ITEMS

A. District Reports

1. Academic Affairs and Student Services

a. Quality Enhancement Plan (QEP) 4Th Year Report

Dr. Roger Yohe introduced Mr. David Wells who delivered a presentation on the College's final year of the Quality Enhancement Plan (QEP) to improve student learning by focusing on critical thinking. Dr. Yohe explained that the QEP is a requirement of the SACS accreditation process. Mr. Wells' presentation is attached.

President Parker and Dr. Yohe addressed the Board's questions.

b. Proposed Deletion of Computer Information Security ATC 4139 Program Effective January 2017

Dr. Roger Yohe provided a justification for the deletion of the program. President Parker explained that the item will appear as an action item on next month's board agenda.

c. Proposed Deletion of the Course Electrical Apprenticeship 5257 a 5-Year Program Which is Now Being Offered as Part of the Electrical Apprentice 4-Year Program. Course Deletion Would be Effective May 2017.

Dr. Roger Yohe provided a justification for the deletion of the program. The item will appear as an action item on next month's board agenda.

2. Business Administration

a. Planning and Construction Projects Status Report Dated October 17, 2016

Mr. Richard Becker provided a brief status update on construction projects.

Mr. Becker reported that the College and Trustee Dowd were successful in reaching a compromise with Balfour Beatty Construction regarding the construction issues with the Loxahatchee Groves project. The agreement will be presented to the Board in December for a vote. Substantial completion of the Loxahatchee Groves project is expected on December 14, and the project remains under budget.

President Parker announced that classes on the Loxahatchee Groves Campus are scheduled to begin on February 27. A grand opening celebration will be scheduled.

- b. Financial Review and Analysis for Three Months Ending September, 2016

Mr. Richard Becker distributed a 17-year history report of PECO renovation and maintenance funding for the college's construction, renovation and remodeling projects and provided an overview of the report. Mr. Becker explained that the College has not received PECO funds from the State within the last 4 years and this is posing a challenge for the College to update buildings, install labs and reconfigure spaces which could ultimately impact enrollment. Mr. Becker's report is attached.

Mr. Becker addressed the Board's questions.

- c. Enterprise Resource Planning (ERP) Update

David Chojnacki distributed an updated agenda transmittal sheet and a summary of contract documents that will be presented at the end of the negotiation process with Workday, Inc., and Sierra-Cedar. Mr. Chojnacki referred to the summary of contract documents and explained the purpose of each document.

Board asked for a preview of the software prior to approving the contracts. Dr. Ginger Pedersen explained that she can ask Workday to provide a demonstration of the software at a board meeting. President Parker suggested providing the Board with a video recording of the vendor's demonstration and, if the Board desires, schedule another meeting prior to December's board meeting. Board concurred with viewing the video of the vendor's demonstration first.

President Parker explained that the video of the vendor's demonstration along with an index and the contract will be provided to the Board. The vendor will be present at December's board meeting to provide a demonstration, and if necessary, an interview can be set up with the vendor in the interim so that you can make a well-informed decision at December's board meeting. In addition, individual meetings will be scheduled with Board members to answer any questions in preparation for December's board meeting.

9. APPROVAL OF ACTION AGENDA

- A. Academic Affairs and Student Services - None
- B. Administration and Business Services - None

10. OTHER BUSINESS

Student Trustee Hernandez invited the honors college students who were in the audience to introduce themselves.

11. BOARD MEMBER COMMENTS

Trustee Williams referred to the PECO funding report handout that was distributed by Mr. Richard Becker and stated that it would be helpful to know the age of the buildings. Trustee Williams expressed a public safety concern with the older buildings especially since there is no funding for renovations.

Mr. Becker will provide a list of all buildings, the year they were built and if they have been renovated. Mr. Becker assured the Board that all of the College buildings are safe.

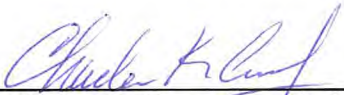
12. ANNOUNCEMENTS

Chairperson Cross delivered brief announcements.

13. ADJOURNMENT

Meeting adjourned at 6:58 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Wendy S. Link, Trustee
SECONDER:	John W. Dowd III, Trustee
IN FAVOR:	Link, Cross Jr, Berger, Dowd III, Williams

Attest: 
Charles K. Cross, Jr., Chairperson


Ava L. Parker, J.D., President



Awards

Dr. Jaqueline Rogers - Chancellor's Award Winner; Center of Excellence in Medical Simulation.

James Robinette – Technology Commission's Excellence in Technology Award

Dr. Raywattie Prashad – Healthcare Education Commission Exemplary Practice Award

Raymond Coulter – Special Recognition Award for Outstanding Service to the Board of Directors

Nancy Zinser – Chapter Unsung Hero Award

Palm Beach State College Chapter – Gold Chapter Award

Communications and Marketing Commission Awards:

First Place – 3

Second Place – 2

Third Place - 2

PBSC Presentations

Dr. Sheri Goldstein and Jeannie Hoban

Creating a Culture of Compassion

Program Description: How prepared is your institution to meet the needs of the campus and surrounding community in a compassionate and caring manner? Learn how Palm Beach State College formed a Compassionate College Committee to respond to all stages of events (before, during, and after). Events discussed include: mental health issues, death, and severe weather related events and mass terrorism.

Dr. Tunjarnika L. Coleman-Ferrell -Exemplary Practice Presentation on behalf of the Administration Commission.

Journey to the State leadership--Have you Packed?

Program Description: Are you considering the next step in your career but, you are not sure if your skillset is a good fit? If so, this workshop is for you. This workshop will assist you in assessing what you will need to prepare for the next step in your leadership journey. "Before anything else, preparation is the key to success"-Alexander Graham Bell

Jim Robinette - Technology Commission's Excellence in Technology Award Winner.

My Flipping Hybrid

Program Description: Technology Commission Finalist for Excellence in Technology Award 2016. My Flipping Hybrid uses college provided Technology. The objective is to meld the flipped classroom with the hybrid presentation. It is a blended 50/50 model that focuses on using the college LMS of Blackboard, Kaltura's streaming server, the Ed-Tech server to deliver materials paired with some 3rd party apps to meet student needs and expectations. Current students expect technology to be used in their college courses and my class uses current college resources to do so. My class focuses on competency based learning, allows student multiple attempts and removes the "sage on the stage" feeling in order to promote the "guide by the side". I feel the student's success and course



involvement increases when vibrant resources are delivered and tied directly to the learning outcomes. My flipped hybrid is full of video instruction and feedback and my teaching style allows flexibility for our non-traditional working adult-learners.

Dr. Raywattie Prashad - Healthcare Ed. Commission Exemplary Practice Award Winner.

Improving Healthcare Outcomes through Inter-professional Simulation

Program Description: This presentation discusses strategies to improve communication through the use of human simulation technology in interprofessional simulation to improve the safety and quality of patient care. Through a partnership with University of Miami Medical School, a curriculum was developed to conduct interprofessional simulation exercises involving the medical students as well as students enrolled in Palm Beach State's registered nursing, practical nursing, nursing assistant, respiratory therapy and paramedic programs. The curriculum includes a six-hour day, in which students rotate through three different cases, practicing their own roles as well as utilizing collaborative communication techniques.

Dr. Bob Van Der Velde (co-presenting with Marjorie McGee)

AFC Commissions 101

Program Description: AFC commissions are a great leadership opportunity and provide a way to maximize the benefits of your AFC membership. Commissions are the primary vehicle for the Association to fulfill its mission of discussing and improving matters in college educational programs, curriculum development, innovative administrative and instructional procedures, and the general professional environment of the state's 28 community and state colleges. Open to all AFC members interested in learning more about AFC commissions.

Raymond Coulter (co-presenting with Dr. Robert Flores)

Facilities Commission Presents: Managing the Organizational Environment thus Creating a More Effective Leadership Team

Description: Leaders are often derailed by environmental factors that are deeply entrenched in the organizational culture. These environmental factors may manifest in many forms, limiting leaders' effectiveness. These factors can be derived from organizational constraints such as government regulations, employee unions, financial limitations, and inconsistent administrations or policies. The challenge for leaders is learning how to effectively manage the constraints.

Attendees from PBSC – 30, including 2 retirees, with all AFC Commissions represented.

Incoming Chapter President - James Robinette.

Incoming AFC State Officers:

Dr. Bob Van Der Velde – President-elect.

Dr. Tunjarnika Coleman-Ferrell – Vice President-elect for Commissions.

Sandi Barrett – Region V Director.

Raymond Coulter – Facilities Commission Chair.

Re-Visioning ENC 1101: Boca Raton Pilot

Overview & Year 1 Results



Challenges

- Many PBSC students are underprepared for college-level writing.
- SB 1720 exempts many students from developmental reading and writing courses.
- Boca Raton offers a rigorous ENC1101 course with intensive reading and writing.
- In Fall 2013, only 67.8% of students in Boca Campus's ENC1101 courses earned a passing grade.

Hypothesis

A unified curriculum would set consistent standards for instruction, learning and student success in College Composition I.

Methodology

A group of full-time faculty volunteered to:

- Develop a curriculum using the same textbook, consistent assignments, and grading rubric
- Design the curriculum to be implemented in face-to-face, hybrid, and online environments
- Train faculty before implementation
- Create a Blackboard Organization site to organize and update curriculum materials
- Collaborate with Student Learning Center

Curriculum

Writing Assignments (80%)

Assignment 1: Analytical Summary (15%)

Assignment 2: Taking a Position on a Text (25%)

Assignment 3: Making an Argument (40%)

- All major writing assignments involve at least one major revision.
- All assignments are graded using a common rubric.

In-Class/Online Assignments (20%)

- Consist of in-class writing, group projects/work, or online discussions.
- Instructors determine the nature and scope of assignments.

3-Hour Training Workshop

- All pilot faculty attend
- Review assignments
- Examine and discuss rubric
- Grade norming
- Exchange ideas

Blackboard Organization Site

- A "one-stop shop"
- Sample syllabus, assignments, lesson plans
- Shared assignment templates
- Downloadable rubric
- Discussions
- Blogs
- Updates

Thesis Development and the Writing Process

Attached Files:

- Academic Thesis.pdf (55.0 KB)
- College Writing.pdf (43.2 KB)
- Creating a Strong, Visible Thesis.pdf (21.0 KB)
- Formulating a Thesis.pdf (8.7 KB)
- Managing a Thesis.pdf (14.2 KB)
- Polemical and problematizing.pdf (55.1 KB)
- What makes a strong thesis?ch06.pdf (23.7 KB)
- Workshop on Formulating a Thesis.pdf (19.0 KB)

Here you'll find supplemental materials for thesis instruction and the writing process in general.

Peer Review Exercises for Each Assignment

Attached Files:

- Peer Review Worksheet-Analytical Summary.pdf (70.4 KB)
- Peer Review Worksheet-Taking A Position.doc (20.5 KB)
- Peer Review Worksheet-Making An Argument.doc (31.5 KB)

The 2nd edition of THIS includes a thorough chapter on peer review. You can use that chapter directly, or develop a worksheet like the ones here to help your students workshop papers in class. Pairs of two students, but small groups of three or four are successful as well.

Assignment Brainstorming/Planning Activities

Attached Files:

- WAP Plan-Analytical Summary.docx (14.575 KB)
- WAP Plan-Taking a Position.docx (13.659 KB)
- WAP Plan-Making An Argument.docx (14.246 KB)

Blackboard Organization Site


- A "one-stop shop"
- Sample syllabus, assignments, lesson plans
- Shared assignment templates
- Downloadable rubric
- Discussions
- Blogs
- Updates

Revising Assignment 1

Posted by **Richard McDermott** at **Saturday, September 10, 2016 6:23:47 PM**
 Last Edited: **Saturday, September 10, 2016 8:39:39 PM**

I posted an announcement and a revised version of Assignment 1 for my courses. I thought I'd share my reasons for revising the assignment.

Chapter 2 encourages students to write focused summaries and not "typical list" summaries. This image is included to guide students.



As my students drafted and workshoped Assignment 1, I realized they were writing unfocused, listing summaries and not analytical summaries. I revised the assignment to add more focused prompts leading students to summarize the author's main argument and explain how the author supported the argument. I've found the first discussion question following a textbook's reading often leads students to summaries with a focus on the ways the writer constructs an argument, so I revised the prompts by revising those questions.

Here's one such example of a discussion question and my revised writing assignment prompt:

Discussion Prompt: After reading Freeman (Harvard's) essay carefully, pick the one sentence you think best expresses its main point and be prepared to explain your choice.

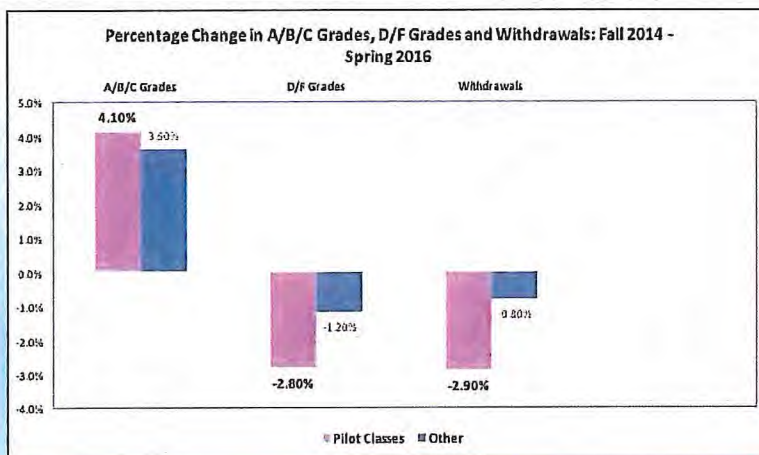
Writing Assignment Prompt: Select a sentence that seems to express Harvard's main argument and then summarize how he supports that main argument.

I welcome any feedback anyone would like to offer!

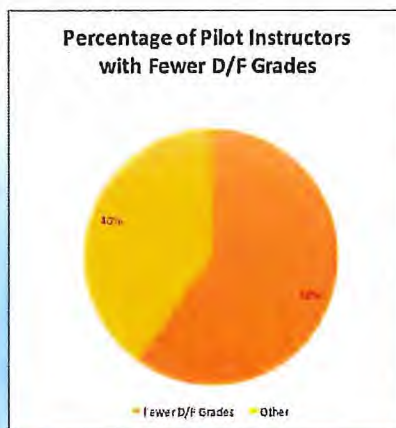
Results: Year 1 (2015-2016)

- 4.1% increase in A/B/C grades
- 2.9% decrease in withdrawal rates
- D/F grades decreased by 2.8%
- 60% of pilot instructors saw a significant reduction in D/F grades
- 73.3% of instructors reduced their withdrawal rates.
- Unprecedented collaboration between full-time and part-time faculty and Student Learning Center

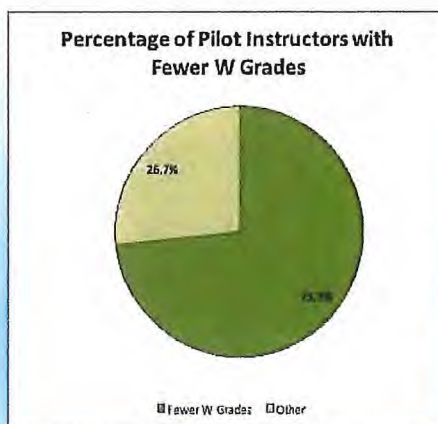
Overall Improvement



Fewer D/F Grades



Fewer Student Withdrawals



Professor Feedback

- "The structure and consistency that the curriculum provides has been liberating. I am teaching more efficiently and effectively, and my students are leaving ENC 1101 better prepared for the demands of writing at a college level."
-Professor Cassandra Allen
- "Students learned how to enter the conversation and argue their view, in addition to how to use textual references throughout their papers."
-Professor Jodi Weiss
- "The pilot curriculum is a marked shift from rote memorization to critical discourse, and my students are more engaged in the discussion of the readings. Both in and out of the classroom, they are better able to develop and defend their position on a given topic, demonstrate more awareness of alternate viewpoints, and are better able to refute and/or affirm the validity of these positions, which I attribute to the scaffolded assignments designed for the pilot."
-Professor Sherry Hall



Professor Feedback

(This slide is where we can insert John Daily's video testimonial)

Student Feedback

"After this class, I am now very confident in my writing and my thinking process . . . I am ready to take on any paper that comes my way."

"I have definitely seen myself improve as an argumentative writer. The book assigned for this class greatly aided my argumentative writing skills. We all know it is easy to argue, but this class has taught me how to be an effective and convincing writer."



Student Feedback



"Our book, *They Say/I Say with Readings*, which provides understandable, yet dynamic conversation, and clear ways to apply its various techniques, significantly contributed to my learning."

"I was never comfortable with writing, but the little techniques taught in class have helped me out very much: how to write a good intro, the quotation sandwich, ways to develop an argument, and how to flush out and organize my ideas. . . . I really learned a lot in the class."

Conclusion

A unified and rigorous curriculum, in conjunction with consistent grading practices, standards and goals leads to higher completion rates and addresses problems arising in from SB1720 and underprepared students.

Additional Information/Questions

For questions and/or additional information, contact:

Professor Rachel McDermott (Department Chair, College Composition I and Developmental English)

mcdermor@palmbeachstate.edu

Dr. Traci Klass (Department Chair, College Composition II, Literature and Creative Writing)

klasst@palmbeachstate.edu

Professor Africa Fine (Associate Professor, English and Literature)

finea@palmbeachstate.edu

Quality Enhancement Plan (QEP) Annual Update Report

District Board of Trustees Meeting
Presented by Dave Wells, QEP Manager
Monday, November 8, 2016



QEP Refresher

- 5-year plan from 2012-2017
- Improve student learning by focusing on critical thinking
- Supports Institutional Learning Outcome to engage in purposeful reasoning to reach sound conclusions



Goals and Outcomes



Goal

Students will develop and apply critical thinking skills.

Outcomes

- Analyze and interpret
- Reach sound conclusions
- Evaluate and explain
- Exhibit affective dispositions (demonstrate willingness)

QEP Impact



Year 4: Areas of Focus

- Outcomes Assessment
 - Reach = **5,208** students
- Professional Development involvement
 - Participation = **975 (66.5%)** faculty/instructors
- Program Outcomes
 - Critical Thinking Outcomes = **364** created
- Critical Thinking Resources
 - Quick Guides = **2115** distributed

Faculty/Staff Development Initiatives

Professional Learning Groups (PLGs)

- Interdisciplinary groups
- Share best practices & critique member projects
- Peer observation & mentorship
- 7 groups & 50 participants across all campuses

Critical Thinking Quick Guide

- 48% of faculty/staff report use for instruction*
- 11 workshops, 243 faculty/staff participants
- New Math Quick Guide under development

*2015 Quick Guide Survey (119 respondents)

Student Learning

Year 4 Assessment - CHALLENGE

Outcome	GSS	CCSSE	Scenarios
Target Scores	> 4.44	= or > 2.68	3.34
Scores	4.29	2.69	2.70

Year 4 Assessment - PROGRESS

Outcome	Literature Assessments	Course Assessment	CCTDI
Target Scores	3.00	3.34	Annual Improvement
Scores	3.79	3.73	Yes

Reflection on Plan

Faculty/Staff Collaboration

- Progress: Collaboration and feedback to improve instructional practices
- Goal: Encourage sharing of evidence of involvement. Offer Summer Institute to increase implementation of faculty/staff projects

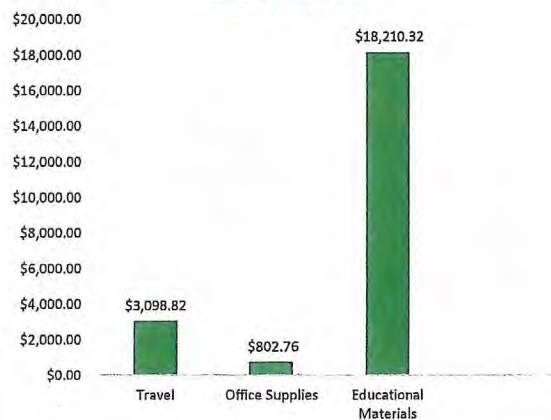


Expand Reach of Resources

- Progress: Wide distribution of Quick Guides
- Goal: Implement Math Quick Guide through SLCs and foundational math courses

Institutional Support

**2015-2016 EXPENDITURES:
\$22,111.90**



Travel

- 2 persons attended natl. conferences
- 3 people in-county travel

Educational Materials

- Training Materials
- Resources
- CCSSE & CCTDI assessment materials
- Critical Thinking Quick Guides

Faculty and staff on the QEP teams wish to thank the Board members for their continued support as we endeavor to help students develop and apply critical thinking skills.



PALM BEACH STATE
COLLEGE

**Palm Beach State College
District Board of Trustees
Agenda Transmittal Sheet**

Date: November 8, 2016
To: Members of the District Board of Trustees
From: Ava L. Parker, J.D., President
Subject: ERP Project: Negotiations Update and Contract Documents Summary

Summary:

Background/Pertinent Facts: At the October 10, 2016 District Board of Trustees public meeting, the District Board of Trustees approved the ERP Negotiation Team to begin negotiating with Workday, Inc. to provide administrative software and hosting services and Sierra-Cedar, Inc. to provide implementation services to Palm Beach State College.

The Negotiation Team, College Counsel, External Counsel, and the Procurement Director have held five (5) negotiation strategy sessions to date and three additional sessions are scheduled for November. These sessions have accomplished:

- The complete understanding the contract documents
- The delineation of general responsibilities for the legal and business responsibilities of the team
- The determination of the negotiable items within the documents
- The identification of and a team discussion of potential contract issues
- The review of other subscription and implementation contracts
- The determination of where we want to be at the end of this negotiation process

There are a total of nine (9) contract documents that will need to be signed upon an agreement to the terms and conditions with Workday Inc. and Sierra-Cedar. The complete summary of the contract documents is attached.

There have been three (3) negotiation sessions with Workday held to date as well as three (3) legal review sessions of the Master Subscription Agreement.

There are four (4) negotiation sessions scheduled with Sierra-Cedar in November as well as (3) legal review sessions of the Sierra-Cedar Master Services Agreement.

The Negotiation Team, College Counsel, and the Procurement Director have tentatively planned to bring to the District Board of Trustees a complete set of

Agenda Item:

contract documents that have been successfully negotiated for approval and signature at the December 13, 2016 District Board of Trustees meeting. However, the Negotiation Team, College Counsel, and the Procurement Director will not compromise the negotiation by self-imposing a deadline on the process. It is the goal of the team to negotiate terms and conditions that will be acceptable to the District Board of Trustees as well as the general public as we strive to be prudent fiscal stewards in this negotiation.

Financial Impact: None at this time. This is an informational item.

Strategic Goal(s) Addressed: The College will promote and practice operational efficiencies in all areas.

Duration of Contracts: To be determined through negotiation.

RECOMMEND APPROVAL

This is an informational item.

Attachments: ERP Summary of Workday and Sierra-Cedar Contracts

Initiator/Budget Administrator:	David Chojnacki	Initials:	_____	Date:	_____
Vice President/Provost Approval:	Mr. Richard A. Becker	Initials:	_____	Date:	_____
Vice President, Administration & Business Services		Initials:	_____	Date:	_____
<i>(if financial impact):</i>	Mr. Richard A. Becker				

Palm Beach State College District Board of Trustees

November 8, 2016

Enterprise Resource Planning (ERP)

Summary of Workday and Sierra-Cedar Contracts

Workday, Inc. Documents

Master Subscription Agreement (MSA)

Primary legal document that covers the mutual responsibilities under the subscription service which is offered by Workday and which Palm Beach State College is negotiating subscription. Included in this agreement are services, fee responsibilities, rights, confidentiality, data, warranties, indemnification, liability, term, and insurance. The Workday MSA refers to three additional attachments:

Service Level Availability Policy (SLA) – Defines ‘Software as a Service’ and outlines service availability.

Security Exhibit – Defines Workday’s security program for customer data.

Data Processing Exhibit – Defines Workday as a ‘Data Processor’ and PBSC as a ‘Data Controller’.

Workday Order Forms (6 Forms): Order Forms that further define the business terms with respect to the services provided by Workday.

Workday Student: Sets the payment terms for the subscription fees payable to Workday for Workday Student software. The total subscription fee is based on FTE students and would be annualized for five years.

Lifecycle Deployment Program for Human Capital Management and Finance: Sets the payment terms for the subscription fees payable to Workday for Human Capital Management and Finance software. The total subscription fee is based on Full-Service Equivalent Workers and would be annualized over five years.

Lifecycle Deployment Program Proficiency Package: Sets an annual fee for the Workday ‘Learn on Demand’ and ‘Adoption Kit’ training programs.

Delivery Assurance – Workday Student: Sets a one-time fee for consulting from Workday to Palm Beach State College to ensure that the implementation of the Workday Student software proceeds successfully.

Delivery Assurance – Workday Human Capital Management and Finance: Sets a one-time fee for consulting from Workday to Palm Beach State College to ensure that the implementation of the Workday Human Capital Management and Finance software proceeds successfully.

Premium Customer Success Management: Sets a quarterly fee over five years for specific Workday implementation support services during the implementation of the project.

Sierra-Cedar Documents

Master Services Agreement (MSA)

Primary legal document that covers the mutual responsibilities under the consulting service which is offered by Sierra-Cedar to assist Palm Beach State College in the implementation of software solutions.

Workday Deployment Statement of Work

Specifically defines the parameters of implementation services provided by Sierra-Cedar for the Workday products. Sets estimated hours and hourly fees for specific Sierra-Cedar resources utilized by Palm Beach State College in the implementation.