

**DISTRICT BOARD OF TRUSTEES
PALM BEACH STATE COLLEGE**
Board Meeting Minutes of November 9, 2015 – 4:30 p.m.
Countess de Hoernle Humanities and Technology Building
Room HT-103 at Palm Beach State College in Boca Raton, Florida

Attendees	Title	Status
<i>District Board of Trustees</i>		
Wendy S. Link, Esq.	Chairperson	Present
Charles K. Cross, Jr.	Vice Chairperson	Present
William Berger, Esq.	Trustee	Present
John W. Dowd, III	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 (4:58pm arrival)
Richard 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
Erin McColskey	Ex. Assist., College Adv. & Communications	Present
Holly Bennett	Provost, Belle Glade Campus	Absent
Bernadette Russell	Provost, Boca Raton Campus	Present
Maria Vallejo	Provost, Lake Worth Campus	Absent
Jean Wihbey	Provost, Palm Beach Gardens Campus	Present

MEETING CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Trustee Link called the meeting to order at 4:55 p.m., Richard Becker led the Pledge of Allegiance.

FACULTY COMMENTS

Terry Randolph, Professor, Political Science, delivered a presentation on the accomplishments of the Model Legislature Program.

APPROVAL OF BOARD MINUTES

Motion to Approve the Board Meeting Minutes of October 12, 2015, as Amended

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

APPROVAL OF BOARD AGENDA

Motion to Approve the Agenda

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

CHAIR REPORT

Trustee Link delivered a brief report regarding the upcoming Association of Florida Colleges meeting and the structure of the Academic Leaders Council/Conference.

TRUSTEE COMMITTEE REPORTS

Trustee Berger delivered a Marketing Advisory Committee report regarding the College's advertising agency, MAD Marketing. He stated that the College has elected to terminate its

agreement with MAD Marketing due to performance issues and breach of contract. College staff will administer the advertising campaign until the College contracts with a new agency.

PRESIDENT'S REPORT

President Parker delivered a report on the following topics:

- Update on Nouman Raja, PBSC Adjunct Professor and City of Palm Beach Gardens Police Officer, who was involved in the shooting death of Corey Jones on October 18.
- Update on the College's Initiatives in support of Veterans which was presented by Dr. Peter Barbatis.

- Trustee Williams asked about the 800 veterans the College serves: what is the degree of success with the College's efforts and is there collaboration with others in the community?

Dr. Barbatis will follow up with a response.

- Trustee Williams asked to what degree are our sister institutions involved in this area.

President Parker will follow up with a response.

- Student Trustee Pulliam asked if there is a possibility for the veterans to get involved in grants. He explained that veterans on the Palm Beach Gardens and Boca Raton campuses have reached out to him with specific needs. Can the College provide a recommendation list to the veterans?

President Parker explained that faculty and Student Services developed a proposal for the Resource Center. She asked Trustee Pulliam to provide the names of the students so that they can be connected with Student Services and Dr. Berkowitz to share their ideas.

APPROVAL OF CONSENT AGENDA

Motion to Approve the Consent Agenda

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

VI B 1: Approve Fee Update Report.

VI B 2: Approve Surplus Inventory Supplemental Report from 07/11/15 to 10/08/15, to Authorize the Sale of Items at Auction or Transfer Items to Non-Profit Organizations.

VI B 3: Accept Missing Property Report for September, 2015.

VI B 4: Approve the Agreement for Engineering Services with Johnson, Levinson, Ragan, Davila, Inc. for Replacement of Three (3) Air Handling Units at Eissey Theatre, Palm Beach Gardens Campus.

APPROVAL OF TAKING UP BUSINESS OUT OF ITS PROPER ORDER

Purpose: Action item IX B 1, Approve First Amendment to the Development Cooperation Agreement Palm Beach State College entered into with Atlantic Lands Investments, LLC, on February 12, 2012, was advanced on the agenda for conservation of Attorney Bongard's time.

Motion to Suspend the Rules and Move Agenda Out of Order

Moved by: Trustee Dowd Seconded by: Williams

Approved: Unanimous

APPROVAL OF ACTION ITEM IX B 1

Attorney Bongard explained the basis for amending the development agreement between the College and Atlantic Lands Investments. Now that Atlantic Lands has closed on the property and construction has begun, the agreement needs to be revised so that it is consistent with the College's plans in regards to access to the property, drainage and water/sewer.

IX B 1: Motion to Approve First Amendment to the Development Cooperation Agreement Palm Beach State College entered into with Atlantic Lands Investments, LLC, on February 12, 2012

Moved by: Trustee Williams Seconded by: Trustee Berger

Approved: Unanimous

INFORMATIONAL ITEMS (No action was required, for informational purposes only)

VIII A 1a: Quality Enhancement Plan 2014-15 Annual Update

David Wells delivered a presentation on the College's Quality Enhancement Plan (QEP) which included, but was not limited to, the following:

- QEP is a requirement for the Southern Association of College and Schools Commission on Colleges (SACSCOC) accreditation process.
- PBSC has chosen "Critical Thinking" as its QEP focus.
- Expenses incurred this year were approximately \$8,600.
- Assessments have been implemented to determine the development of critical thinking skills.
- QEP Guides were distributed to the Board.

➤ Trustee Williams asked for the percentage of faculty participation.

Mr. Wells will follow up with a response.

VIII A 2a: Title V "Pathways to Success" Hispanic Serving Institution Grant Academic Advising Software

Chuck Zettler delivered a presentation on the implementation of Starfish, an academic advising/student services software, which will be used to increase retention and completion. The software will be funded with Title V grant dollars. The contract will be presented to the Board in January for a vote.

VIII A 3a: Planning and Construction Projects Status Report and Dennis P. Gallon Campus Report dated 10/26/2015

John Wasukanis reported that all design and construction projects are on schedule and within budget.

Mr. Wasukanis presented an aerial view photograph of the Loxahatchee Groves campus and reported that the project is on schedule.

VIII A 3b: Financial Review and Analysis for Four Months Ending 10/31/2015

Richard Becker reported that the financial report has been submitted to the State, and a copy of said report will be presented to the Board in January. Mr. Becker recommended that the Board hold a workshop in January to review and discuss the basis for implementing an Enterprise Resource Planning (ERP) system, its cost and how it will affect the budget over the next 5 years.

VIII A 3c: ERP Update

Ginger Pedersen delivered a presentation on the implementation of an ERP system and phase out of PantherNet. The cost of the system will be explained in detail at the Board workshop in January.

VIII A 4a: Boca Raton – Small Business Development Center (SBDC) Presentation

Vincent Nolen, Regional Director; Betina Jean-Jacques, Consultant; and Deborah Lanford, Consultant and International Trade Specialist, provided a presentation on how the SBDC at Palm Beach State College connects the business and academic communities throughout Palm Beach County.

APPROVAL OF ACTION AGENDA

IX A 1: Motion to Approve Closure of Aeronautical Science AS Degree Program

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

ADJOURNMENT

Meeting adjourned at 6:35 PM.

Motion to Adjourn

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

Attest:



Wendy S. Link, Esq., Chairperson



Ava L. Parker, J.D., President