



**THE DISTRICT BOARD OF TRUSTEES  
OF VALENCIA COLLEGE  
REGULAR MEETING**

**Minutes**  
**April 22, 2020**  
Teleconferencing Meeting

Members Present

Ms. Tracey Stockwell, Chair  
Dr. Bruce Carlson  
Ms. Maria Grulich  
Mr. Guillermo Hansen  
Ms. Daisy Lopez-Cid, Vice Chair  
Mr. Michael A. Sasso  
Ms. Beth Smith  
Ms. Mai Swanson

Dr. Sanford C. Shugart, Secretary of the Board and President of the College

Members Absent

Mr. John Davis

**Call to Order**

Chair Stockwell called the Regular Meeting of the District Board of Trustees of Valencia College to order at 9:38am. A quorum was present.

**Approval of  
Regular Minutes  
February 26, 2020**

Dr. Carlson moved to approve the meeting minutes of February 26, 2020, as presented. The motion was seconded by Ms. Smith, and approved unanimously in a roll call vote.

**President's Report**

Dr. Shugart presented a detailed report of the College's response to date to the COVID-19 crisis. The report was distributed to the Board.

Dr. Shugart reported that, with the support of Valencia's Teaching and Learning team, the College's faculty successfully transitioned more than 95% of the College's face-to-face or mixed-mode format classes to online format in only two weeks.

Dr. Shugart reported that a survey was sent to approximately 17,000 students who were not enrolled in either online or mixed-mode course, to determine their readiness for a transition to online instruction.

Dr. Shugart reported that on an organized calling campaign, launched by College faculty and staff, contacting and encouraging nearly 33,000 of the students who had at least one of their classes transition to the online environment in the Spring.

Dr. Shugart reported on the College's retention plan for the international student population, in light of the unique challenges they face at this time.

Dr. Shugart reported that all Valencia's employees have been paid for scheduled hours since Monday, March 16, 2020. He indicated that the majority of employees have transitioned successfully to remote work, and a limited number of employees are working on campuses, while observing the Centers for Disease Control's guidelines. Dr. Shugart stated that the Families First Coronavirus Response Act has been implemented, providing employees with Emergency Paid Sick Leave and Emergency Family Medical Leave.

Dr. Shugart provided a Campus Operations update, which included an overview of adjusted procedures implemented by the Offices of Information Technology, Security, Facilities, Business and Finance, and campus stores.

Dr. Shugart reported that the College is planning to deliver all classes online for the Summer term.

Dr. Shugart provided a legislative update report, which was distributed to the Board. The report included a session budget highlights, which reflected the 2020-2021 Valencia College funds allocation, bills of note that passed, and some bills of note that did not pass. Dr. Shugart reported that Valencia's Lake Nona Building 2 project request for planning funds was not funded.

Dr. Shugart thanked the College's administration, faculty, and staff for outstanding work during these unprecedented times.

**Faculty Association  
Report**

Mr. Stanton Reed, President, Faculty Association, presented a video featuring Valencia's professors sharing their experiences about the online learning immersion. Mr. Reed praised Valencia's faculty, staff, and the

faculty development team for their great work during the transition to online learning.

**Public Comments**

No public comments were offered.

**New Business**

- 1. New Grade Options for Students Affected by COVID-19 Pandemic:**  
Dr. Kathleen Plinske, Executive Vice President Provost reported that, in an effort to mitigate the impact of the significant disruptions created by the COVID-19 pandemic on students' academic performance, the College created, pending Board approval, two new grade types:
  - **Retake Option** – this grading option allows students to unenroll from a course and retake it in a future semester. If a student elects this option, a final grade of R20 will be posted on the student's transcript. Students who retake the course during the Summer 2020 semester will have their associated tuition and fees waived.
  - **Satisfactory/Unsatisfactory Option** – this grading option allows students the opportunity to earn credit for a course without affecting their grade point average. If a student elects this option, a final grade of S+, S-, or U will be posted on the student's transcript. Under this option, the final course grade assigned by the instructor of record will be administratively changed to a grade of S+ (for A, B, and C grades), S- (for D grades), and U (for F grades).

Following a full discussion, Ms. Lopez-Cid moved to approve the R-20 and S+/S-/U final grade designations, as specified in the 2019-2020 College Catalog. Ms. Grulich seconded the motion, and the motion was approved unanimously in a roll call vote.

- 2. Temporary Academic and Student Affairs Procedural Changes in Response to Adverse Conditions Caused by COVID-19 Pandemic:**  
Dr. Plinske reported that, due of the significant disruptions created by the COVID-19 pandemic, the College is proposing the implementation of a number of temporary procedural changes in academic and student affairs in an effort to support students' academic momentum and success. Following full discussion, Ms. Grulich moved to:
  - a) Approve the procedural adjustments that are within their authority related to Deadline for Submission of Documents Related to Classification of Students as Residents for Tuition Purposes, Approvals for Exceptions for Full Cost of Instruction for Third Attempt, Approvals for Fourth Attempt in a Course, Eligibility for State Financial Aid Awards and Tuition Assistance Grants, Exceptions for Repayment of Bright Futures Scholarship, Admissions Requirements for International Students, and Entry Testing Prior to New Student Orientation/Advisement, as outlined

above, and make appropriate amendments to the College Catalog and other College documents to reflect these approvals; and,

- b) Support the College's requests to the state for relief from applicable statutes and rules that will impede student success under the adverse conditions of the COVID-19 pandemic related to Placement Testing for New Students, Student Eligibility Requirements for Dual Enrollment, Tuition and Fee Waivers, and Waiver of Full Cost of Instruction for Additional Course Attempts, as outlined. As necessary and appropriate, the Board authorizes the College to make relevant amendments to the College Catalog and other College documents. Dr. Carlson seconded the motion, and the motion was approved unanimously in a roll call vote.

**3. Approval of West Campus Traffic Circle:** Following discussion led by Mr. Loren Bender, Vice President, Business Operations and Finance, Mr. Hansen moved to authorize the College to enter in an agreement with Gomez Construction Company for the construction of the West Campus traffic circle, subject to the negotiation of mutually agreeable contract. Should the College be unable to negotiate a mutually agreeable contract with Gomez Construction, negotiations will cease and negotiations will commence with the next ranked firm and so on until a fair, competitive and reasonable agreement is reached; or the college may choose to initiate a new solicitation. Ms. Lopez-Cid seconded the motion, and the motion was approved unanimously in a roll call vote.

**4. Award of CA-2020-20: Online Proctored Testing Services:** Mr. Bender reported that Valencia currently provides in-person proctoring of assessment testing in our college-wide assessment centers. In order to support the online modality growth, an online proctoring solution is needed to enhance the services provided for students. Following discussion, Ms. Smith moved that District Board of Trustees of Valencia College authorize the College to enter into an agreement with Honorlock, Inc. for the purchase of a license to use its online proctoring services for an initial two-year term with an option to renew for two additional one-year terms. Ms. Swanson seconded the motion, and the motions was approved unanimously in a roll call vote.

A motion was made by Dr. Carlson and seconded by Ms. Grulich to consider, accept, and approve items 5, 6, 7, 8, 9, and 10 under New Business in the manner of a consent agenda. The Board unanimously approved, in a roll call vote, the following items under New Business in the consent agenda, as recommended:

- 5. Approval of 2019-2020 Annual Fire Safety, Casualty Safety and Sanitation Inspection**
- 6. 2019-2020 Annual State Equity Report**

- 7. Human Resources Agenda**
- 8. Additions, Deletions or Modifications of Courses and Programs**
- 9. Continuing Education Courses and Fees**
- 10. Submission of Grant Proposals**

## **Reports**

- A. Audit Plan Update:** Ms. Cynthia Santiago-Guzmán, Director, Compliance and Audit, presented the report, which was distributed to the Board. The report included a 2019-2020 audit engagements update.
- B. Financial Report:** Mr. Bender presented the Financial Report, which was distributed to the Board. Mr. Bender indicated that the College's financial positions are positive and on target.
- C. Construction Report:** Mr. Bender presented the report, which was distributed to the Board. He indicated that the all construction projects are progressing on target.
- D. Valencia Foundation Report:** Ms. Smith presented the report, which was distributed to the Board. Ms. Smith reported that the Foundation Board has agreed to a conservative 2020-2021 budget, in light of volatile market conditions. Ms. Smith invited the Board to the next Foundation Board meeting, to be held May 14, 2020, via Zoom.

Dr. Geraldine Gallagher, Valencia Foundation President and Chief Executive Officer, stated that the College Foundation stands ready to assist Valencia strategically as college leaders plan to deploy stimulus funding, in areas that include emergency student aid, scholarships, family support and in-demand programs such as accelerated training.

## **Board Comments**

The Board praised Dr. Shugart, administrators, faculty, and staff for their outstanding work.

Dr. Shugart reminded the Board that Valencia's virtual commencement ceremony will be held Sunday, May 3, 2020, 9am.

## **Adjournment**

Chair Stockwell adjourned the Regular Meeting at 11:44am.