



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

**Minutes**

**April 28, 2021**

Valencia College – West Campus, Room 8-111  
and  
Zoom Meeting

Members Present

Ms. Tracey Stockwell, Chair

Dr. Bruce Carlson

Mr. John Davis

Mr. Angel de la Portilla

Mr. Guillermo Hansen (via Zoom)

Ms. Maria Grulich (via Zoom)

Mr. Michael A. Sasso

Ms. Beth Smith (via Zoom)

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

Member Absent

Ms. Daisy Lopez-Cid, Vice Chair

**Call to Order**

Chair Stockwell called the Regular Meeting of the District Board of Trustees of Valencia College to order at 9:39am. A quorum was present.

**Approval of  
Regular Meeting  
Minutes, February  
24, 2021**

A motion was made by Dr. Carlson and seconded by Mr. Hansen to approve the meeting minutes of the February 24, 2021 Regular Meeting. The motion was approved unanimously.

## President's Report

**Phase 4 Reopening – Planning for the Fall Term:** Dr. Shugart, Dr. Amy Bosley, Vice President, Organizational Development and Human Resources, and Dr. Kathleen Plinske, Executive Vice President and Provost, presented the report, which was distributed to the Board.

Dr. Shugart shared that Phase 4 Reopening will begin August 1, 2021.

Dr. Bosley stated that the College's plans for all reopening stages, including Phase 4, have been based on two priorities — the health and safety of our employees and students and ensuring the continuity of student learning. The reopening plans have been created with feedback from employees, students and planning partner Orlando Health, within Centers for Disease Control and Prevention (CDC) guidelines using a learning-centered, science-based, phased approach. Dr. Bosley reported that in the Phase 4 reopening stage, all departments, programs, facilities, locations, campuses and services will be fully operational, having adapted to new paradigms and protocols for social engagement. A full reopening of Valencia College campuses and locations will occur based on the guidance of federal, state and local agencies, as well as our ability to provide a safe and healthy environment for faculty, staff and students. Given the most recent guidance from the CDC and Orlando Health, the College's current Phase 4 plans include: requiring masks, maintaining physical distancing, encouraging handwashing, cleaning and maintaining healthy facilities, and continuing contact tracing; however, as CDC and Orlando Health guidance evolves, some requirements, such as masks and physical distancing, may change as well.

Dr. Plinske stated that a team composed primarily of faculty and deans developed design principles for the Fall 2021 term course schedule, including that it should:

- be built with enough capacity and flexibility not to constrain access to higher education;
- include enough options to allow students to make substantial progress toward their intended academic goals;
- generally include as many face-to-face and mixed-mode sections as possible without constraining overall capacity while considering historical student demand and student outcomes by modality;
- consider current and changing student modality preferences.

Dr. Plinske reported that current physical distancing guidance requires a reduction of on-site class capacities of 30 to 50%. This planned reduction in Valencia's on-site class sizes will require the College to offer a significantly larger number of sections overall, to ensure that students' access to the classes is preserved, as they continue to make progress toward their intended goals.

Dr. Plinske stated that to accommodate the need for additional course sections, Valencia has invited current part-time faculty in select discipline areas to apply to serve in a temporary, one-year, full-time visiting professor role, which will be supported by the College's institutional allocation of the Higher Education Emergency Relief Funds (HEERF) II. Dr. Plinske reported that, given the uncertainty and changing nature of COVID-related guidance, this will also allow the College to plan for and deliver additional capacity in the spring semester.

Chair Stockwell commended the College's Road to Reopening team for their great work.

**Legislative Update:** Mr. Galbraith, Vice President for Public Affairs and Marketing, reported that the Florida legislative session will end April 30, 2021. Mr. Galbraith stated that the 2021 Legislative Session report will be presented to the Board at the May and/or June Regular Board meetings.

Mr. Galbraith stated that with the support of Senator Randolph Bracy, Valencia has received an appropriation to produce a film about the Ocoee Massacre, to be created under the auspices of Valencia's School of Arts and Entertainment.

Dr. Shugart and Mr. Davis praised Mr. Galbraith, and Dr. Mallowney, Vice President for Policy and General Counsel, for their great work.

**Leadership Transition Communication Plan:** Mr. Galbraith shared that there is extensive planning underway for Dr. Plinske to engage a broad cross-section of community members and elected officials, as she assumes her new role as Valencia College president. In addition, the Office of Organizational Development and Human Resources is formulating a plan for Dr. Plinske's on-boarding. Mr. Galbraith indicated that although Dr. Plinske has been with the College since 2010, and is very engaged in the community, both plans will be created as though she is new to the College. This will ensure that she receives the best possible onboarding experience, and more understanding of the college and community.

Dr. Shugart thanked Chair Stockwell, and the members of the Board who were able to participate in the Commencement Grad Finale events.

Dr. Shugart shared that Valencia's Virtual Commencement ceremony will be held Saturday, May 8, 2021, at 10:00 am.

Dr. Shugart thanked Universal Orlando for its generous support, creativity, imagination, and expertise in designing twelve graduation "stages" and assisting with the stage set ups. Dr. Shugart stated that these stage experiences made the event memorable for students and their families.

**Faculty Association Report**

Mr. Patrick Bartee, President, Faculty Association, thanked the Board for its great support. Mr. Stanton Reed, former President, Faculty Association, thanked Mr. Bartee for his inspiration and courage. Mr. Reed thanked Chair Stockwell, the members of the Board who were able to participate in the Commencement Grad Finale events, Shauna Dillon Anstey, Director, Conferencing and Events, Ms. Camille Hernandez, Assistant Director, Conferencing and Events, and their team, for their contributions to the success of the Commencement Grad Finale events.

Chair Stockwell thanked Mr. Bartee and Mr. Reed for their great work.

**Student Government Association Report**

Ms. Stefania Salerno, Osceola Campus SGA President, and Ms. Rachelle Echevarria, Osceola Campus SGA Vice President, presented the report, which was distributed to the Board. The SGA team reported that the SGA virtual elections were held April 29, and 30, 2021. The newly elected SGA representatives for 2021-2022 will take office on May 1, 2021. The SGA team described the Peer to Peer COVID-19 Vaccination Campaign project, which provides information and encourages community members to get vaccinated. The SGA team reported that the College's SGA and the Student Development team have come together this year to offer virtual engagement and programming during the COVID-19 pandemic. The SGA team thanked the College's librarians and the Communications team.

Chair Stockwell thanked the Osceola SGA team for their commendable work for the benefit of Valencia's students.

**Public Comments**

No public comments were offered.

**New Business**

- 1. Use of Institutional Funds under the Higher Education Emergency Relief Funds II (HEERF II) Authorized by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA):**  
Mr. Loren Bender, Vice President, Business Operations and Finance, presented the report, which was presented to the Board. Mr. Bender stated that on December 27, 2020, the President signed into law the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). In total, the CRRSAA authorizes \$81.88 billion in support for education. More specifically, the CRRSAA allocates \$21.2 billion to higher education institutions through the Higher Education Emergency Relief Fund (HEERF II) and has awarded \$62.7 million to Valencia College. A portion of each institution's HEERF II funds can be used to cover institutional costs related to the disruption of campus operations due to the COVID-19 pandemic. Allowable uses under the HEERF II institutional portion include:

- defraying expenses associated with COVID-19 (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll);
- carrying out student support activities such as transitions to a virtual environment, purchase of PPE and the support of innovative learning methods that allow an institution to engage in student support activities authorized under the HEA during the COVID-19 pandemic;
- providing additional financial aid grants to students.

Mr. Bender reported that in the planning, allocation, and distribution of HEERF II funds made available through the CRRSAA, Valencia College will follow the requirements and guidance provided by the U.S. Department of Education, as it has previously done with the HEERF I funds through the CARES Act. All financial activities will utilize customary and required transaction monitoring and financial reporting, and will adhere to federal procurement requirements as well as established internal procurement policies and procedures. Procurement transactions that are normally brought to the Valencia College District Board of Trustees will continue to follow the College's normal protocol. Valencia College's internal auditor will provide control assessments. The College will continue consulting with outside counsel with expertise in federal funding matters, as deemed necessary and appropriate. In addition, the College will obtain a formal written legal opinion from outside counsel affirming the College's compliance with the requirements of the law and related official guidance. Finally, similar to CARES, CRRSAA expenditure updates will be provided throughout the year to the District Board of Trustees.

Following a full discussion, Ms. Grulich moved to authorize the College to disburse CRRSAA institutional funds in accordance with the funds disbursement plan as presented, and that the Board further authorize the College to adjust the funds disbursement plan in a compliant manner as necessary or appropriate in the event new regulations or official guidance is issued with respect to CRRSAA disbursements, or to fulfill complete utilization of funding in a compliant manner. Dr. Carlson seconded the motion, and the motion was approved unanimously.

Chair Stockwell, and Mr. Bender, thanked Ms. Cynthia Santiago-Guzmán, Director, Compliance and Audit, and members of the College's HEERF Collaboration, Lost Revenue, and Compliance teams, for their great work.

Dr. Shugart and the Board praised Mr. Bender for his great work.

- 2. Award of IT Technical Support Contracts:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender stated that Valencia College may use CRRSAA funds to assist with defraying expenses associated with coronavirus, in particular expenses relating to technology costs arising from the transition to an instructional delivery model featuring much more distance education. The College's CRRSAA funds generally have to be expended within approximately one year, so timely purchasing and implementation are critical to success. With these grant funds, the College seeks to install enhanced technology solutions to improve learning outcomes, assist with the transition to an environment with increased distance education classes and to provide support needed for its ongoing success. Therefore, in order to implement new software to assist in the transition to distance education, improve virtual service model and provide for increased efficiencies for Valencia's workforce that is adapting to this changing environment, the College will need to procure short term outside IT support. These additional resources will also support the vital transition of Valencia's Enterprise Resource Program (ERP) to the Cloud. To address this extra work in the time allowed, without impairing the effectiveness of current staff, Valencia recommends the engagement of external firms with relevant expertise to support our Enterprise Application Services team and assist with the implementation of new computer applications as well as help support the current transition to the Cloud. The College proposes engaging the services of six contract workers from three different firms for a term of one year each with the option to renew. The specific vendor information is as follows:
- Campus Works, Inc. leveraging the Maryland Education Enterprise Consortium (MEEC) contract, at a rate of \$6,600 per week.
  - Strata Information Group leveraging E&I Cooperative Services, at a rate of \$5,500 per week.
  - Ellucian Company, L.P. the provider of our current ERP, at a rate of \$5,680 - \$6,278.

Mr. Bender reported that the contract workers will perform alongside current Valencia College Information Technology staff, who will be able to leverage these additional resources to accelerate work needed to make transformational changes and support the changing learning environment at the College as caused by the pandemic. The anticipated cost of these additional services will not exceed \$2,000,000 and will be funded by HEERF II / CRRSAA funds.

Following discussion, Dr. Carlson moved to authorize the College to enter into technical support agreements with Campus Works, Ellucian Company, L.P. and Strata Information Group, at a total cost not to

exceed \$2,000,000, as presented. Mr. Sasso seconded the motion, and the motion was approved unanimously.

**3. Purchase of Dell Laptop Computers for Faculty, Staff, and Students:**

Mr. Loren Bender, presented the report, which was distributed to the Board. Mr. Bender stated that among the challenges to the College created by the COVID-19 pandemic is the heavy demand for laptop computers as the result of the transition to remote work environments and to the almost exclusive offerings of online courses. This increased demand has rendered the College's current inventory of laptop computers deficient. Initially, to support student demand, the College quickly developed a free laptop loaner program (including webcams) using CARES funds so that students could continue with their online studies. To date, the College has issued over 3,000 laptops to students, and the specific need going forward is stronger than ever. These mobile devices are and will be more critical for both faculty and staff to complete their work in this new and changing environment. Students with the highest need, who now have become more comfortable with distance learning, will have challenges succeeding in their on-line classes unless more computers are provided. Leveraging the Dell Technology Refresh Program (TRP) contract applicable to the Florida College System, Valencia College recommends the purchase of approximately 2,500 laptops for employee use and 1,200 laptops for student use from Dell, Inc. This purchase is estimated to cost \$4,170,000, with funding to be provided wholly through federal Higher Education Emergency Relief Funds (HEERF 2/ CRRSAA).

Following discussion, Ms. Smith moved to authorize the College to enter into an agreement with Dell, Inc. for the purchase of laptops for both employee and student use, as presented. Mr. Sasso seconded the motion, and the motion was approved unanimously.

**4. Amendment to the Educational Plant Survey; Osceola Campus**

**Disposal of Property:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender stated that the Educational Plant Survey is a systematic study and evaluation of existing educational facilities. The survey aids in the determination of future educational plant needs with respect to provision of appropriate facilities for accommodating educational programs and services for students. At least every five years, each Florida college District Board of Trustees arranges for a district-wide educational plant survey pursuant to requirements in Section 9 (d) of Article XII of the State Constitution, as amended, and Section 1013.31, Florida Statutes (F.S.). The purpose of the Plant Survey is to aid the formulation of plans for housing the educational program, student population, faculty, administrators, staff, and auxiliary and ancillary services of the College for the following five-year period.

The most recently completed survey covers the period of July 1, 2017 to June 30, 2022. The College has since identified the need to dispose of the portables on the Osceola Campus (C2, E, F & L), which have been determined to be unnecessary and unsatisfactory for educational purposes.

Following discussion, Dr. Carlson moved to authorize the College to dispose the Osceola Campus portables C2, E, F & L and approve the amendment to the 2017-2022 Educational Plant Survey, to reflect the disposal of the Osceola Campus portables C2, E, F & L, as presented. Mr. de la Portilla seconded the motion, and the motion was approved unanimously.

**5. 2020-2021 Annual Fire Safety, Casualty Safety and Sanitation**

**Inspection:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender shared that the State Requirements for Educational Facilities requires that annual fire safety, casualty safety and sanitation inspections be completed each year, and that the schedule of corrections of each deficiency be adopted by the District Board of Trustees of Valencia College. The inspection of the College's facilities took place in February 2021. The following locations were inspected:

- Advanced Manufacturing Training Center
- District Office
- Downtown CAT
- East Campus
- Fire Rescue Training Facility
- Lake Nona Campus
- McCoy Center
- Osceola Campus
- Poinciana Campus
- Roper Facility
- School of Public Safety
- West Campus
- Winter Park Campus

Mr. Bender indicated that there were no deficiencies noted in the inspection of all College buildings, which encompass over 2.5 million square feet. For the past five years, there have been no deficiencies.

Following discussion, Mr. Davis moved to approve the 2020-2021 State Requirements for Educational Facilities Report, as presented. Ms. Grulich seconded the motion, and the motion was approved unanimously.



Mr. Bender thanked Mr. Paul Rooney, Assistant Vice President, Operations, and his team, for their great work.

6. **2020-2021 Annual State Equity Report:** Dr. Amy Bosley, Vice President, Organizational Development and Human Resources, and Mr. Ryan Kane, Assistant Vice President, Equity and Access, presented the report, which was presented to the Board. Dr. Bosley stated that the purpose of the College Annual Equity Update is to provide updates in accordance with Florida law related to nondiscrimination and equal access to postsecondary education and employment in Florida College System (FCS) institutions.

Mr. Kane shared that the report reflects an assessment of the College's methods and strategies established to achieve goals and timelines addressing areas of underrepresentation of minorities in its academic programs, activities and employment. The report also reflects an evaluation of submitted policies and procedures for compliance with state and federal civil rights laws prohibiting discrimination on the basis of race, national origin, ethnicity, gender, marital status, age, genetic information, or disability.

Following discussion, Mr. de la Portilla moved to approve the 2020-2021 Annual State Equity Report, as presented. Ms. Grulich seconded, and the motion was approved unanimously.

A motion was made by Ms. Sasso and seconded by Mr. Davis to consider, accept, and approve items 7, 8, 9, 10, 11, and 12 under New Business in the manner of a consent agenda. The Board unanimously approved the following items under New Business in the consent agenda, as recommended:

7. **Approval of 2021-2022 Academic Calendar**
8. **Human Resources Agenda**
9. **Additions, Deletions or Modifications of Courses and Programs**
10. **Continuing Education Courses**
11. **Submission of Grant Proposals**
12. **Property Deletions**

## Reports

- A. **Osceola Campus Report:** Dr. Kathleen Plinske, President-Elect, Dr. Melissa Pedone, Interim Executive Dean, Osceola Campus, and Ms. Sonia Casablanca, Interim Dean, Career and Technical Programs, Osceola Campus, presented the report, which was distributed to the Board. They described how the Osceola Campus is building career pathways for the county's residents through Associate in Science and Accelerated Skills Training programs, which can now be completed in their entirety at the Osceola Campus or the Advanced Manufacturing

Training Center. Dr. Pedone and Ms. Casablanca offered a review of two new programs, the Associate in Science in Property Management, which launched in 2019, and the Associate in Science in Engineering Technology, which began in Fall 2020.

Dr. Plinske announced that Dr. Pedone and Mr. Stanton Reed have been selected to serve in a co-appointment as Interim Campus President, Osceola, Poinciana, and Lake Nona Campuses.

- B. Financial Report:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender shared an overview of the Valencia College Higher Education Emergency Relief Funds (HEERF) Awards. 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. Mr. Bender reported that all ongoing construction projects are progressing on budget and on target.
- D. Valencia Foundation Report:** Dr. Shugart presented the report, which was distributed to the Board. The report included the following 2020-2021 highlights:
- Net assets, which include the district office property, were \$106 million with annual distributions of \$5.5 million. The operating budget is \$560,000 ahead based primarily on open positions and results of the pandemic.
  - Surplus funds go directly into the reserve account, which serves as a resource for strategic, non-recurring initiatives. Last year, this fund was one source for the supplemental CARES distributions.
  - Despite a volatile market, the foundation investment portfolio returned 38 percent, for a total value of more than \$92 million.
  - The Valencia Foundation affirmed its annual spending policy. Investment advisers are presenting ESG (environmental, social and governance) options to ensure that portfolio principles align with the college's focus on sustainability.
  - After an in-depth interview process, a new Foundation CFO was not selected. A new search will launch this summer.

Dr. Shugart thanked the Board for their great stewardship of finances, mission, leadership, and culture, on behalf of Valencia College.

## Board Comments

The Board thanked Dr. Shugart, the Senior Leadership team, faculty, and staff for their great work. The Board congratulated Dr. Shugart for being

honored with a Lifetime Achievement Award from the Salvation Army  
Orlando, on April 24, 2021.

**Adjournment**

Chair Stockwell adjourned the Regular Meeting at 11:55am.

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Secretary

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Chair