



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

**Minutes**

**September 23, 2021**

Valencia College – Osceola Campus, Room 1-123  
and  
Zoom Meeting

Members Present

Ms. Daisy Lopez-Cid, Chair  
Ms. Beth Smith, Vice Chair  
Mr. John Davis  
Mr. Angel de la Portilla  
Mr. Guillermo Hansen  
Mr. John Martinez  
Mr. Michael Sasso  
Ms. Tracey Stockwell

Dr. Kathleen Plinske, Secretary of the Board and President of the College

**Call to Order**

Chair Lopez-Cid called the Regular Meeting of the District Board of Trustees of Valencia College to order at 9:34 a.m. A quorum was present.

**Approval of Minutes  
July 28, 2021  
Organizational and  
Regular Meetings**

Ms. Stockwell moved to approve the meeting minutes of the July 28, 2021 Organizational and Regular Meetings, as presented. Mr. Hansen seconded the motion, and the motion was approved unanimously.

**President's Report**

- **Trustee Recognition:** Dr. Plinske thanked former Trustee and Board Chair Bruce Carlson, in attendance at the meeting, for his unselfish efforts and dedication while serving on the District Board of Trustees of Valencia College.
- **Recognition of Osceola County Partnership:** Dr. Plinske thanked Mr. Don Fisher, Osceola County Manager, in attendance at the meeting, and the Osceola County Commission for their long partnership with and support of Valencia College. This generous

support includes Osceola County's funding of \$1.3 million for a Valencia College scholarship program (which provided a \$500 scholarship for up to 2,000 Osceola County residents who started a degree or certificate program in Fall 2021), as well as contributions to help build Osceola Campus Building 4, the Advanced Manufacturing Training Center, and the land donation for the Poinciana Campus. Dr. Plinske stated that the research which led to the "Got College?" movement was sparked during an Osceola County Commissioners' meeting discussion held in 2012. Dr. Plinske then shared a video that reflected Valencia students' gratitude for Osceola County's support.

- **Fall Semester Update:** Dr. Plinske provided a fall semester update, including a review of the College's efforts to prioritize the health and safety of Valencia's students, employees, and community while supporting the continuity of student learning.

Dr. Plinske stated that Valencia's decision to hire 270 visiting professors to teach this year has allowed for appropriate physical distancing in the classrooms, yielding an average in-person class size of 10 students.

Dr. Plinske described the new Vaccinated Valencians Campaign, which encourages students to get vaccinated. Dr. Plinske reported that Valencia continues to partner with the Florida Department of Health to serve as official vaccination sites.

Dr. Plinske reported that nearly 40% of our students are taking classes in person this fall semester. Overall, the College has seen a decline in student headcount of 7.4% and a decline in full-time equivalency (FTE) of 9.4% compared to fall 2020, which is consistent with what other community colleges across the state and country are experiencing.

- **Update on Organizational Structure/Provost Searches:** Dr. Plinske presented the College's new academic leadership structure, designed to support the College's Strategic Impact Plan. In support of the new academic leadership structure, Valencia is recruiting for five new roles:
  - Four Campus Provosts
  - One Provost for Career and Professional Programs

Dr. Plinske stated that she plans to have these roles filled by early 2022.

Dr. Plinske congratulated Trustee de la Portilla on his selection as a part of the inaugural class of the Orlando Business Journal's Power Players.

Dr. Plinske congratulated Trustee Davis on his selection as one of the 19 most impactful and influential black men in the state of Florida during ONYX Magazine's Men of Honor Awards.

Dr. Plinske reported that Trustee Olszewski has resigned from his service on the District Board of Trustees.

**Faculty Association Report**

Mr. Michael Robbins, President, Faculty Association, provided an overview of the Faculty Association's role and priorities.

**Student Government Association Report**

Ms. Miranda Rublaitus and Ms. Ella Beattie, Osceola Campus SGA President and Vice President, respectively, presented the report, which was distributed to the Board. Ms. Rublaitus and Ms. Beattie presented an overview of fall 2021 SGA programs and activities. The student leaders described initiatives on which the SGA and Student Development office are working to support Valencia's students.

**Public Comments**

No public comments were offered.

**New Business**

**1. Approval of Student Fee Waivers/Deferred Student Fees:** Mr. Loren Bender, Vice President, Business Operations and Finance, presented the report, which was distributed to the Board. Mr. Bender described the legal and policy requirements applicable to the College's implementation of several deferred payment programs that facilitate the collection of student fees after the conclusion of drop and add periods, as allowed by law. These deferred payment programs typically are implemented when business/industry partners or government entities provide written guarantees of payment on behalf of students.

Mr. Bender then stated that, to best serve students and consistent with the District Board of Trustees' prior approval on September 23, 2020, the College exercised its authority to waive late student registration fees to support enrollment during the fall 2021 term. The estimated lost revenue to the College as a result of the waiver of late student registration fees is \$350,000, which will be reimbursed to the College through the HEERF Program.

Following discussion, Mr. Sasso moved to authorize the College to defer the payment of student fees as presented, and as allowed by law when organizations pay student fees directly on behalf of students who may be their employees or where a governmental unit expressly guarantees the payment of student fees on behalf of students; and to ratify the College's waiver of the late student registration fees for the fall 2021 term, as

presented. Mr. Martinez seconded the motion, and the motion was approved unanimously.

2. **Fund Balance Spending Plan:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender stated that in accordance with Florida law, each Florida College System institution with a final student FTE of 15,000 or greater for the prior year that retains an operating fund carry forward balance in excess of 7% of the operating funds must submit to the State a spending plan for its excess carry forward balance.

Mr. Bender presented the following spending plan in order to reduce the operating fund balance to 7% as required by law:

- **Land/Facility Acquisition – Offices and Parking (\$6.8 million):** Mr. Bender reminded the Board that the College has a purchase option in the lease agreement between the Valencia District of Board of Trustees and the Valencia College Foundation (a separate 501(c)(3) direct support organization) allowing the College to purchase the District office property for a payment equal to the Foundation's cost basis, the amount of which was predetermined in the lease agreement. If approved by the Board, the College will begin discussions with the Foundation to discuss the appropriate timing of the College's exercise of the option (preferably by the conclusion of the College's current fiscal year) and other related matters to mitigate any financial impacts on the Foundation and its operations.
- **Health Care Costs (\$1.9 million):** Mr. Bender explained that Valencia College is self-insured for the health care services provided to employees, families, and retirees. Throughout the pandemic, the College has absorbed significant health care costs not covered by Federal grant funding. To continue to meet the health care needs of College employees, a one-time non-recurring infusion of funds is highly recommended to maintain sufficient health care liability coverage. If approved, this transaction would be completed by December 31, 2021.
- **Business Process Improvement (\$1.8 million):** Mr. Bender identified the longer term challenges presented to the College when managing in a complex hybrid (face-to-face and online) service model. This funding would allow a professional Business Process Review to be conducted by a qualified expert. This fund request will finance both the consultant and the estimated costs associated with funding the implementation of the consultant's recommendations. If approved, this project would commence in early 2022 and should be completed by year end December 31, 2022.

- **Information Technology Cyber Security and Hardware (\$1.3 million):** Mr. Bender described the College's need to replace certain Information Technology infrastructure assets. If approved, this work would commence in early 2022 and be completed by year end December 31, 2022.

The approval of the spending plan as presented ensures the reduction of the College's operating fund balance to approximately \$17,500,000 (7%), as required by law.

Following discussion, Ms. Smith moved to approve the spending plan for the excess carry forward fund balance, as presented. Ms. Stockwell seconded the motion, and the motion was approved unanimously.

- 3. Proposed Amendment to the 2017-2022 Educational Plant Survey and Resolution for Disposal of Land and Building, Commonly Known as the McCoy Center:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender described the College's McCoy Center property and indicated that this property is no longer needed by the College for educational or ancillary purposes.

Mr. Bender stated that the Board's approval is sought to dispose of the McCoy land and building and move forward with negotiations to sell the property. As required by law, the College would submit the amended Plant Survey information for the removal of the McCoy site to the State Board of Education for its approval.

Following discussion, Mr. Sasso moved to authorize the College to amend the 2017-2022 Educational Plant Survey to include the disposal and sale of the McCoy Center, and then approve the Resolution authorizing the disposal of the McCoy Center (attached to these minutes), as presented. Ms. Stockwell seconded the motion, and the motion was approved unanimously.

- 4. Approval of Annual Audit Plan - FY 2021-2022:** Ms. Cynthia Santiago-Guzmán, Director, Audit and Compliance, presented the report, which was presented to the Board. Ms. Santiago-Guzmán discussed the role of the Office of Compliance and Audit to support and assist the District Board of Trustees and Senior Management in the accomplishment of College goals and objectives.

Ms. Santiago-Guzmán indicated that this report represents the Office of Compliance and Audit's 2021–2022 annual audit plan.

Following discussion, Mr. de la Portilla moved to approve the Annual Audit Plan for Fiscal Year 2021-2022, as presented. Mr. Davis seconded the motion, and the motion was approved unanimously.

The Board thanked Ms. Santiago-Guzmán for her great work.

- 5. Cooperative Agreement (CA) 2022-06, Microsoft Identity Consolidation Project:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender described the College's need to improve the reliability of identity services used to log into the academic and administrative system and the process followed to identify an external resource to accomplish this. In accordance with applicable regulations, Valencia leveraged the State Term Contract #43230000-15-01, Microsoft Premier Support and Consulting Services, conducted by the State of Florida, to perform this work. The proposed budget for the Microsoft Identity Consolidation Project is \$825,000. The project will be funded by the Higher Education Emergency Relief Funds (HEERFII)/ Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA).

Following discussion, Ms. Stockwell moved to authorize the College to contract with Microsoft Consulting Services as presented at a cost of approximately \$825,000, to be funded by HEERFII and CRRSAA federal funds, for services to improve the reliability of the College's identity services and improve the security of the accounts managed by these identity services, in accordance with mutually agreed upon terms and conditions. Mr. de la Portilla seconded the motion, and the motion was approved unanimously.

- 6. Award of RFP 2021-27, Classroom and Conference Room Technology Services, College-Wide:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender described the College's process in its issuance of Request for Proposal (RFP) RFP 2021-27, which sought to procure a turnkey college-wide hardware and service provider for the purchase, installation, support, repair, and servicing of all system components for classroom and conference room technology services. After completing its public evaluation process, the College recommends selecting the highest ranked firm, LMG, Inc.

Following discussion, Ms. Sasso moved to authorize the College to award RFP 2021-27 to LMG, Inc. for the provision of classroom and conference room technology services, college-wide, as presented, for a period of two years, with three one-year options to renew. Mr. Martinez seconded the motion, and the motion was approved unanimously.

A motion was made by Mr. Sasso and seconded by Ms. Stockwell to consider, accept, and approve items 7, 8, and 9 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. Additions, Deletions or Modifications of Courses and Programs
8. Submission of Grant Proposals
9. Property Deletions

Chair Lopez-Cid stated that the following report items are detailed in the written materials, which have been distributed to the Board:

## Reports

- A. **Fall Enrollment Report**
- B. **Osceola Campus Report**
- C. **Financial Report:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender reviewed the College's expenditures of Higher Education Emergency Relief Funds (HEERF) awards. Mr. Shaun Andrews, Assistant Vice President, Facilities and Maintenance Operations, reported that the College's bipolar ionization filter installation is on target. Mr. Sasso thanked the College for its great work.
- D. **Valencia Foundation Report:** Ms. Stockwell presented the report, which was distributed to the Board. Recently elected as representative for the Valencia Foundation, Ms. Stockwell shared she is getting to know the Valencia Foundation's key players. Ms. Stockwell reported that the Valencia Foundation is making good progress on the Chief Financial Officer (CFO) search.

## Strategic Discussion

Dr. Plinske provided an overview of Valencia's Dual Enrollment program. The report was distributed to the Board. Dr. Plinske shared that the number of students participating in dual enrollment has grown significantly over the past five years, and now represents more than 10% of the College's headcount. Dr. Plinske indicated that more than 400 dually enrolled students completed their associate degrees at Valencia while they were still enrolled in high school. Dr. Plinske shared dual enrollment students' demographics, student outcomes, and financial impacts.

## Board Comments

The Board members thanked Valencia's senior team, faculty, and staff for their great work.

## Adjournment

Chair Lopez-Cid adjourned the Regular Meeting at 11:50 a.m.