



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

**Minutes**

**October 28, 2021**

Valencia College – Downtown Campus,  
Dr. Phillips Academic Commons  
(DPAC) - Room 106A  
and  
Zoom Meeting

**Members Present**

Ms. Daisy Lopez-Cid, Chair  
Ms. Beth Smith, Vice Chair  
Mr. John Davis (via Zoom)  
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 9:33 a.m. A quorum was present.

**Approval of Minutes  
September 23, 2021  
Regular Meeting**

Mr. Hansen moved to approve the meeting minutes of the September 23, 2021 Regular Meeting, as presented. Ms. Stockwell seconded the motion, and the motion was approved unanimously.

**President's Report**

Dr. Plinske introduced Ms. Tajiana Ancora-Brown, Director, External Affairs, Walt Disney World. In celebration of its 50<sup>th</sup> anniversary, Dr. Plinske thanked Walt Disney World for its more than 20-year partnership

with Valencia's Hospitality and Culinary Arts program, and for most recently making a \$1.5 million investment in the Walt Disney World Center for Culinary Arts and Hospitality at the Downtown Campus. Additionally, Walt Disney World has invested in its cast members through the Disney Aspire Program, through which 400 students have completed associate degrees at Valencia and nearly 30 students have completed bachelor's degrees at Valencia. Dr. Plinske shared a video which captured partnership experiences between Valencia College and Walt Disney World. Ms. Ancora-Brown thanked the Board, and Valencia College, for their great support.

Dr. Plinske provided an update on the College's organizational structure, which was distributed to the Board.

Dr. Plinske thanked Ms. Carla McKnight, Vice President, Organizational Development and Human Resources, Ms. Val San Marco, Director, Talent Acquisition, and Dr. Isis Artze-Vega, Provost and Vice President, Academic Affairs, for their great work in recruiting a diverse and talented pool of applicants for the five new provost positions that will provide leadership for our campuses and career and professional programs.

Dr. Plinske provided an update on Valencia's Higher Education Emergency Relief Funds (HEERF) expenditures. Dr. Plinske indicated that the student emergency grants application window opens November 5, 2021, thru November 16, 2021.

### **Faculty Association Report**

Mr. Michael Robbins, President, Faculty Association, provided an update on the College's Faculty Governance activities. Mr. Robbins introduced Mr. Nicholas Bekas, Professor, English, and President, Faculty Assembly, Downtown Campus, and Ms. Roberta Carew, Professor, Mathematics, and Past President, Faculty Assembly, Downtown Campus. Mr. Bekas and Ms. Carew shared an overview of the Downtown Campus programs and initiatives, and their continued work in building partnerships with their neighboring communities and the University of Central Florida (UCF).

### **Student Government Association Report**

Mr. Nomar Leiva, Vice President, Downtown Campus SGA, presented the report, which was distributed to the Board. Mr. Leiva shared that the Downtown Campus SGA has a continued commitment to create a joint experience for Valencia College and UCF students. Mr. Leiva's report included the fall 2021 Downtown Campus SGA's program highlights and the President's Student Advisory Board (PSAB) projects, which include identifying a mascot for the College in order to boost institutional pride.

The Board thanked Mr. Leiva for his impressive efforts.

**Public Comments**

No public comments were offered.

**New Business**

**1. Award of ITN 2022-04, Student Services Business Process**

**Redesign:** Dr. Plinske and Mr. Bender, Vice President, Business Operations, and Chief Financial Officer, presented the report, which was distributed to the Board.

Mr. Bender reported that on August 16, 2021, the College issued Invitation to Negotiate (ITN) 2022-04, which sought experts in the field of student services and associated technologies to review service operations and assess options for the future of Valencia's student services. Mr. Bender indicated that the Student Services Business Process Redesign (BPR) will improve Valencia's students' ability to navigate complex administrative processes, from admissions to graduation.

Mr. Bender reported that on September 14, 2021, eight (8) firms submitted proposals in response to the solicitation: CampusWorks, Inc., Carahsoft, Diane Meiller & Associates, Inc., EPIC Engineering & Consulting Group, LLC, Information Systems of Florida, Inc., MGT of America Consulting, LLC, Traction Sales & Marketing, Inc., and Trevin Krazy, LLC. A public evaluation meeting was held on October 5, 2021, to discuss and review proposals. Seven (7) committee members scored and ranked proposals, based on the following criteria: experience and qualifications, proposed staff team and resources, project understanding, methodology, schedule, and pricing proposal. Following full discussions and deliberation, three (3) firms were shortlisted and invited to Phase II of the ITN, Presentations and Negotiations:

- CampusWorks, Inc.
- MGT of America Consulting, LLC
- Trevin Krazy, LLC

On October 8, 2021, private presentations and negotiations were held, and all three firms were invited to Phase III of the ITN, Best and Final Offer. A public final evaluation meeting was held on October 14, 2021, where committee members scored and ranked firms based on presentations, negotiations, and best and final offer. The committee selected CampusWorks, Inc., at an estimated, not-to-exceed budget of \$1,000,000, as the firm which would best meet the interest and needs of Valencia College.

Mr. Bender introduced Ms. Liz Murphy, Chief Executive Officer, CampusWorks, Inc. Ms. Murphy introduced Dr. Tim Coley, Portfolio

Executive Leader, CampusWorks, Inc. Ms. Murphy provided an overview of expectations which would result from the collaboration, and investment between Valencia College and CampusWorks, Inc.

Following discussion, Mr. de la Portilla moved to the authorize the College to award ITN 2022-04, Student Services Business Process Redesign, to CampusWorks, Inc., as presented, with the proviso that should the College not be able to negotiate a mutually agreeable contract, negotiations will cease, and negotiations will commence with the second-ranked bidder and so on until a fair, competitive, and reasonable agreement is reached. Ms. Stockwell seconded the motion, and the motion was approved unanimously.

Mr. Bender thanked Ms. Yaremis Fullana, Managing Director, Procurement, for her great work.

2. **Award of ITB 2022-02, Minimum Efficiency Reporting Value (MERV) Air Filters:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender shared that on August 20, 2021, Valencia College issued Invitation to Bid (ITB) 2022-02, Minimum Efficiency Reporting Value (MERV) Air Filters. The award of the ITB will authorize the College to purchase MERV filters (on an as-needed basis) at a discount off published catalog, price lists, or retail pricing.

Mr. Bender explained that the College proposes to award a nonexclusive contract for a one (1) year initial term with the option to renew for four (4) additional one (1) year periods up to a cumulative total of five (5) years, at a cost that may range up to \$200,000 per year, with costs for the first year to be covered by Higher Education Emergency Relief Funds (HEERF III)/American Rescue Plan, and expenses incurred after the first year to be covered by the College's operational budget.

The review following the College's ITB solicitation process determined Andrews Filter & Supply Corp. (Andrews) to be the top ranked firm.

Following discussion, Mr. de la Portilla move to authorize the College to award ITB 2022-02, Minimum Efficiency Reporting Value (MERV) Air Filters, to Andrews , as presented, with the proviso that should the College not be able to negotiate a mutually agreeable contract with Andrews, negotiations will cease, and negotiations may commence with the second-ranked bidder and so on until a fair, competitive, and reasonable agreement is reached. Mr. Hansen seconded the motion, and the motion was approved unanimously.

**3. Award of RFP 2022-01, Multi-Campus Vehicle Wayfinding**

**Signage:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender shared that on September 10, 2021, the College issued Request for Proposal (RFP) 2022-01, which sought proposals from qualified suppliers to fabricate and install vehicle wayfinding signs on the College's campuses. The project presented an opportunity to replace all vehicle wayfinding signs college-wide because many signs have deteriorated and require an update. On October 4, 2021, four (4) firms submitted proposals in response to the solicitation:

- Color-Ad, Inc.
- Creative Sign Designs
- Invision Sign
- Problocki Sign Company, LLC

Following the College's RFP solicitation process, the selection committee selected Problocki Sign Company, LLC, at a cost of \$426,812. Due to the complexity of this project and likelihood of potential additional costs, Mr. Bender requested a 10% contingency be added for a total amount not to exceed \$469,493.

Following discussion, Ms. Smith moved to authorize the College to enter into an agreement with Problocki Sign Company, LLC, for the purchase and installation of Vehicle Wayfinding Signage, as presented. Mr. Martinez seconded the motion, and the motion was approved unanimously.

**4. Health Insurance Liability Funding – COVID 19:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender stated that Valencia College is self-insured for the healthcare 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 healthcare needs of College employees, a one-time non-recurring infusion of funds is recommended to maintain sufficient healthcare liability coverage. In consideration of the Board's September 23, 2021, approval of the College's state approved Fund Balance Spending Plan, the College now requests that, in accordance with the approved Spending Plan, \$1,900,000 be transferred from the operating fund balance to the College's healthcare liability account.

Following discussion, and consistent with its prior approval of the College's state approved Fund Balance Spending Plan, Ms. Stockwell moved to approve the transfer of \$1,900,000 from the operating fund balance to the Health Insurance Liability account maintained on the

College's balance sheet. 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 5, and 6 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:

**5. Submission of Grant Proposals**

**6. Property Deletions**

**Reports**

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

**A. Downtown Campus Report**

**B. Financial Report**

**C. Construction Report**

**D. Valencia Foundation Report**

**Strategic Discussion**

Dr. Plinske provided a quarterly update of the College's 2030 Strategic Impact Plans: Career Credentials goals. The report was distributed to the Board, and a full discussion occurred.

**Board Comments**

The Board thanked Dr. Plinske and her team for their recruiting efforts to strengthen the College's organizational structure. The Board commended Valencia's continued approach in maximizing the use of technology and innovation. The Board commended the SGA's hard work and dedication to Valencia's students.

**Adjourn**

Chair Lopez-Cid adjourned the Regular Meeting at 11:36 a.m.

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Secretary

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Chair