



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

**Minutes**

**February 27, 2019**

Osceola Campus – Room 4-105

Members Present

Dr. Bruce Carlson, Chair  
Ms. Tracey Stockwell, Vice Chair  
Mr. Lewis M. Oliver, III  
Mr. Raymer F. Maguire, III  
Mr. Guillermo Hansen  
Ms. Beth Smith  
Ms. Rosene Johnson  
Ms. Maria Grulich

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

Members Absent

Ms. Daisy Lopez-Cid

**Call to Order**

Chair Carlson called the Regular Meeting of the District Board of Trustees of Valencia College to order at 9:36am. A quorum was present.

**Invocation**

The invocation was offered by Mr. James Galbraith, Vice President for Public Affairs and Marketing.

**Pledge of Alliance**

The Pledge of Allegiance was recited by all.

**Approval of  
Regular Minutes  
December 12, 2018  
& Retreat Minutes  
January 16, 2019**

Ms. Grulich moved to approve the meeting minutes of the December 12, 2018 Regular Meeting, as presented. The motion was seconded by Ms. Smith, and approved unanimously. Ms. Johnson moved to approve the minutes of the January 16, 2019 Board Retreat, as presented. The motion was seconded by Ms. Grulich, and approved unanimously.

## **President's Report**

Dr. Shugart introduced the Valencia College Pivot 180 Leadership class to the Board, and recognized this excellent leadership development program for faculty and staff.

Dr. Shugart introduced Dr. Isis Artze-Vega, Valencia's new Vice President for Academic Affairs.

Mr. Galbraith provided a report on Governor DeSantis' 2019-2020 recommended budget. The report was distributed to the Board.

Dr. William MULLOWNEY, Vice President for Policy and General Counsel, provided an update on the legal and regulatory aspects of the official appointment process in place for members of District Board of Trustees.

Dr. Shugart announced that Ms. Kathy Hebda has been appointed Chancellor of the Division of Florida Colleges.

Dr. Shugart reported on the Orlando Economic Partnership meeting held in Washington, DC, February 5-6, 2019. The two top regional priorities focused on support for Valencia College's Public Safety Campus project, and funding for Bridging the Innovation to Development Gap (BRIDG).

Dr. Shugart thanked Board members for their attendance and contributions the recent workshop Retreat meeting, held at the West Campus Collaborative Center, January 16, 2019.

Dr. Shugart reminded the members of the Board that Valencia's commencement ceremonies will be held on Sunday, May 5, 2019, at 10am and again at 2pm, at the UCF Arena.

## **Faculty Council Report**

Mr. John Niss, President, Faculty Association, presented the report, which was distributed to the Board. Mr. Niss reported on the Future Teachers Academy, a partnership with UCF and the School District of Osceola County supports Osceola County high school seniors interested in becoming elementary school teachers in Osceola County.

## **Public Comments**

No public comments were offered.

## **New Business**

- 1. Director, Compliance & Audit – Annual Performance Evaluation:**  
Dr. Carlson discussed the annual performance evaluation of the Director of Compliance and Audit, Ms. Cynthia Santiago-Guzmán. He referred to the evaluation instrument, which was completed by each of the board members and which solicited feedback on performance areas including Independence & Ethics, Communication, Collaboration, Planning/Quality Focus, and Technical/Process Knowledge. Dr. Carlson

explained that he met with Ms. Santiago-Guzman to discuss her performance and the board's feedback. A summary document capturing the Board's feedback on Ms. Santiago-Guzman's performance was distributed to the board and discussed. Dr. Carlson thanked the Board for their full participation regarding Ms. Santiago-Guzmán's performance and evaluation process, and commended Ms. Santiago-Guzmán's commendable work and dedication on behalf of the College. Following discussion, Mr. Hansen moved to approve Ms. Santiago-Guzmán's evaluation, as presented. Ms. Grulich seconded the motion, and the motion was approved unanimously.

2. **Award of RFQ F2018-24 for Downtown Center for Accelerated Training Tenant Improvements:** Following discussion led by Mr. Loren Bender, Vice President, Business Operations and Finance, Ms. Stockwell moved to authorize the College to award RFQ F2018-24 for construction services related to improvements to the Downtown Center for Accelerated Training to Foresight Construction, subject to the negotiation of a mutually agreeable contract. Should the College not be able to negotiate a mutually agreeable contract with Foresight Contract, negotiations may cease and negotiations may commence with the next ranked firm (Olerich Construction). Mr. Maguire seconded the motion, and the motion was approved unanimously.
3. **Award of RFP 2019-03, Roofing Replacement Building 5, West Campus:** Following discussion led by Mr. Bender, Ms. Stockwell moved to authorize the College to award RFP 2019-03 to Advanced Roofing, Inc. to replace the roof on Building 5, West Campus, subject to the negotiation of a mutually agreeable contract. Ms. Smith seconded the motion, and the motion was approved unanimously.
4. **Award of RFQ F2018-23 for West Campus, Building 5 Communication Center Renovation Contract:** Following discussion led by Mr. Bender, Ms. Stockwell moved to award RFQ F2018-23 for the West Campus Building 5 Communications Center Renovation to Johnson-Laux Construction, subject to the negotiation of a mutually agreeable contract. Should the College not be able to negotiate a mutually agreeable contract with Johnson-Laux Construction, negotiations may cease and negotiations may commence with Olerich Construction, then next ranked firm, and so on until a fair, competitive and reasonable agreement is reached; or in the alternative, at any time the college may choose to initiate a new solicitation. Ms. Smith seconded the motion, and the motion was approved unanimously.

**5. Policy Adoption:**

- ***Policy 6Hx28: 5-10 – Procurement Requirements for Commodities and Services***

Following discussion led by Mr. Bender, Mr. Maguire moved to approve the adoption of College Policy 6Hx28: 5-10 Procurement Requirements for Commodities and Services, as presented. Ms. Stockwell seconded the motion, and the motion was approved unanimously.

**6. Policy Repeal:**

- ***Policy 6Hx28: 6-03.1 – Expenditures***

Following discussion led by Mr. Bender, Ms. Johnson moved to repeal Policy 6Hx28: 6-03.1 Expenditures, as presented. Mr. Hansen seconded the motion, and the motion was approved unanimously.

**7. Human Resources Agenda**

A motion was made by Ms. Smith and seconded by Ms. Stockwell to consider, accept, and approve item 7 under New Business. The Board unanimously approved the following item 7 under new Business, as recommended, with the exception of Mr. Maguire abstaining from voting on this item, citing a potential conflict of interest:

**Consent Agenda**

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

**8. Additions, Deletions or Modifications of Courses & Fees**

**9. Continuing Education Course & Fees**

**10. Submission of Grant Proposals**

**11. Property Deletions**

**Reports**

**A. Annual Affordability Update:** Mr. Bender presented the report, which was distributed to the Board. The report included an overview of Policy 6Hx28: 1-12 Educational Affordability, and College performance in furtherance of its principles, including specific focus on the cost of Valencia College to students, cost of delivery of services, and other relevant information related to affordability in College programs and budgeting.

**B. Audit Plan Update:** Ms. Santiago-Guzmán presented the report, which was distributed to the Board. Ms. Santiago-Guzmán reported there are no current investigations to report for Audit Year (AY) 2018-2019. The report included updates on ongoing audits on bookstore inventory,

financial aid, human resources/payroll, an audit planning in process, and follow up reports.

- C. Spring Enrollment Report:** Dr. Kathleen Plinske, Executive Vice President and Provost, presented the report, which was distributed to the Board. Dr. Plinske indicated that spring 2019 enrollment headcount and full-time enrollment are up by 8.4%, and 6.8%, respectively. Dr. Plinske reported on the fall 2018 to spring 2019 enrollment persistence data, and student demographics.
- D. Osceola Campus Report:** The report was distributed to the Board. Mr. Joe Battista, Vice President, Global, Professional and Continuing Education, and Ms. Carolyn McMorran, Vice President, Global, Professional and Continuing Education, presented an update on the Osceola Campus Accelerated Skills Training program and the new Career in Technology (CIT) building, which is scheduled to open in January 2020. Ms. Lisa Eli, Assistant Vice President, Global, Professional, and Continuing Education, provided an update on the English language programs, the Osceola Campus Intensive English Program FY1415-FY1019/YTD enrollment data, the impact of the Osceola Campus new Center for Accelerated Training (CAT), the English as a Second Language (ESOL) program enrollment history FY1314-FY1819/YTD, and program growth projections. Ms. Michelle Sanchez, Project Director, YouthBuild, reported on the Osceola Campus YouthBuild Program, a national program that focuses on at risk youth 17-24 years of age, and that is partnered between CareerSource Central Florida, Goodwill, and Osceola Council on Aging. The presenting team thanked the Board for their continued support.
- E. Osceola Campus SGA Report:** Ms. Claudia Baez, Osceola Campus SGA President, presented the report, which was distributed to the Board. Ms. Baez reported on the Osceola SGA student scholarship initiative, areas of focus, and future projects.
- F. Financial Report:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender indicated that the College's financial positions remain in good standing.
- G. Construction Report:** Mr. Bender presented the report, which was distributed to the Board. He indicated that all construction projects are proceeding on time and on budget, as expected.
- H. Valencia Foundation Report:** The report was distributed to the Board.

#### **Board Comments**

Dr. Shugart thanked Mr. Jose Fernandez, Assistant Vice President, Facilities Planning/Real Estate Development, for his great work. Dr. Shugart announced that Ms. Joan Tiller, Special Assistant to the President, will be

retiring from the College in February 2019. Dr. Shugart thanked Ms. Tiller for her outstanding years of service and substantial contributions to Valencia College.

**Adjournment**

Chair Carlson adjourned the Regular Meeting at 12:16pm.

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Secretary

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Chair