



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

**Minutes**

**May 27, 2020**

Teleconferencing Meeting

Members Present

Ms. Tracey Stockwell, Chair

Ms. Daisy Lopez-Cid, Vice Chair

Dr. Bruce Carlson

Mr. John Davis

Ms. Maria Grulich

Mr. Guillermo Hansen

Mr. Michael A. Sasso

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

Members Absent

Ms. Beth Smith

**Call to Order**

Chair Stockwell called the Regular Meeting of the District Board of Trustees of Valencia College to order at 9:35am. A quorum was present.

Ms. Stockwell announced Ms. Swanson's resignation from the District Board of Trustees of Valencia College. Ms. Stockwell thanked Ms. Swanson for her work and dedication while serving on the District Board of Trustees of Valencia College.

**Approval of  
Regular Minutes  
April 22, 2020**

Dr. Carlson moved to approve the meeting minutes of April 22, 2020, as presented. The motion was seconded by Ms. Lopez-Cid and approved unanimously in a roll call vote.

**President's Report**

Dr. Shugart reported that Valencia's Summer term is up by 17.4% in credit hours, and 10.6% in headcount.

Dr. Shugart stated that a report regarding the College's Fall Term will be presented to the Board at the June 24, 2020 Regular Board meeting.

Dr. Shugart reported that Valencia was awarded about \$28 million from the Coronavirus Aid, Relief, and Economic Security (CARES) ACT funding, through the United States Department of Education. The College is required to disburse at least half of this amount to eligible students to help cover expenses incurred that were related to the disruption of campus operations due to the COVID-19 crisis. The other half of the CARES funds may be disbursed in accordance with an institutional stabilization plan. Dr. Shugart indicated that the institutional stabilization plan will be presented to the Board at the June 24, 2020 Regular Board meeting.

Dr. Isis Artze-Vega, Vice President, Academic Affairs and Planning, reported that the College's student calling campaign was a great success. Dr. Artze-Vega thanked Valencia's faculty and staff who volunteered to participate in the calling campaign. Dr. Artze-Vega thanked Dr. Amy Bosley, Vice President, Organizational Development and Human Resources, Dr. Amy Parker, Assistant Vice President, Recruiting/Enrollment/Retention, Transition Administration, and Mr. Joe Sarrubbo, Dean of Students, East Campus, for their great work.

Dr. Shugart reported that a second virtual commencement ceremony will be held this summer, with a date to be determined.

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

**Faculty Association Report**

Mr. Stanton Reed, President, Faculty Association, presented a video featuring Valencia's professors sharing their experiences with the online course conversion efforts. Mr. Reed thanked the Board for their outstanding support. Mr. Reed praised Valencia's faculty, staff, and the faculty development team for their great work during the transition to online learning. Ms. Stockwell thanked Mr. Reed for his great work.

**Public Comments**

No public comments were offered.

**New Business**

- 1. Director, Compliance and Audit – Annual Performance Evaluation:**  
Ms. Stockwell discussed the annual performance evaluation of the Director of Compliance and Audit, Ms. Cynthia Santiago-Guzmán. The evaluation covers the years 2018-19 and 2019-20, due to the prior appointments of three new Board members immediately before the 2018-

19 evaluation was to occur, and to better align the timing of the evaluation to coincide with audit work cycles. Ms. Stockwell referred to the evaluation instrument, which was completed by each of the Board members, and which solicited feedback on performance areas including Independence and Ethics, Communication, Collaboration, Planning/Quality Focus, and Technical/Process Knowledge. Ms. Stockwell explained that she met with Ms. Santiago-Guzmán to discuss her performance and the Board's feedback. Ms. Stockwell thanked the Board for their full participation regarding Ms. Santiago-Guzmán's performance and noted the Board's recognition of her commendable work and dedication on behalf of the College. Following discussion, Ms. Lopez-Cid moved to approve Ms. Santiago-Guzmán's evaluation, as presented. Ms. Grulich seconded the motion, and the motion was approved unanimously in a roll call vote.

2. **CARES Act Emergency Student Aid Disbursement Plan:** Dr. Kathleen Plinske, Executive Vice President and Provost, reported that the CARES Act is recently enacted federal legislation, which provides a variety of financial support opportunities to eligible individuals and businesses affected by the COVID-19 pandemic. The CARES Act established and funded the Higher Education Emergency Relief Fund (HEERF) to provide emergency funding to higher education institutions and their students. A portion of each institution's HEERF allocation must be directly awarded to students in the form of emergency grants to help cover expenses incurred that were related to the disruption of campus operations due to the COVID-19 crisis. Valencia College will receive a total of \$27.6 million from the U.S. Department of Education, provided under Section 18004(a)(1) of the CARES Act. Of that amount, at least 50% (or \$13.8 million) will be used for emergency student aid. Following full discussion, Ms. Grulich moved to authorize the College to disburse CARES Act emergency aid funds in accordance with the plan as presented, and that the Board further authorize the College to adjust the disbursement plan in a compliant manner as necessary or appropriate in the event new official guidance is issued with respect to CARES Act emergency student aid disbursements. Mr. Hansen seconded the motion, and the motion was approved unanimously in a roll call vote. Dr. Plinske thanked the Office of Communications team, the Office of Information Technology team, and Dr. Daniel Barkowitz, Assistant Vice President, Financial Aid and Veteran Affairs, and his team, for their great work. The Board praised Dr. Plinske and the emergency student aid disbursement plan design team, for their great work. Dr. Shugart thanked Dr. Geraldine, President and Chief Executive Officer, Valencia Foundation, and Dr. Joe Richardson, Vice President, Student Affairs, and his team, for their great work and support.

- 3. 2020-2021 Operating Budget Framework:** Mr. Loren Bender, Vice President, Business Operations and Finance, presented the preliminary proposal for the 2020-2021 fiscal year. Mr. Bender reported on the assumptions for the coming year impacting revenue, with no proposed tuition increases for the 2020-2021 fiscal year, other than statutory requirements in lab fees increase based on expenditures, and an increase in state support, to be offset by other efforts to increase revenue, and reduce operating costs. The review of expenses focused on operational considerations (such as wage increases and health benefits costs), and growth sustaining initiatives in Continuing Education and language programs. Mr. Bender indicated that the final budget proposals of revenue and expenses for the 2020-2021 academic year will be presented at the June 24, 2020 Regular Board meeting. Following full discussion, Ms. Grulich moved to approve the College's 2020-2021 Operating Budget Framework, as presented. Ms. Lopez-Cid seconded the motion, and the motion was approved unanimously in a roll call vote. Dr. Shugart thanked Mr. Bender, and his team for their great work.
- 4. Student Fees 2020-21:** Mr. Bender reported that the 2020-21 Student Fee Rate Schedule is presented for Board approval, which includes no increase in matriculation, technology, student financial aid, student services, or capital improvement fees for the seventh year in a row. These fees are described in the proposed fee schedule. Mr. Bender presented proposed changes to lab fees, which are user fees for services/goods provided to students enrolled in those respective classes. The college only charges lab fees in amounts that cover up to, but not exceeding, the cost of resources provided to students for an optimal learning experience. These resources may include personnel, materials and supplies, and equipment. As prescribed by statute, these user fees will not exceed the cost of goods/services provided and shall only be charged to persons receiving the good/service. As required by state law, these changes have been posted on the Valencia Web site, all Valencia students have been notified via email and a public posted notice completed. Following full discussion, Ms. Grulich moved to approve the lab charges in addition to the 2020-21 Student Fee Rate Schedule, as presented. Mr. Sasso seconded the motion, and the motion was approved unanimously in a roll call vote.
- 5. Award of CA-2020-27, Osceola Campus Connector Road:** Mr. Bender reported that the proposed connector road at Osceola Campus will provide an additional loop for traffic going towards the west side of the campus, and will reduce traffic on both the north and south entry, both of which are presenting challenges for students, staff and faculty as they enter and leave the College campus. The road will be a two-lane asphalt road with curbing and a closed drainage collection system. Following discussion, Dr. Carlson moved to authorize the College to

enter into an agreement with All Terrain Tractor Service, Inc., for completion of the Osceola Campus Connector Road. Ms. Grulich seconded the motion, and the motion was approved unanimously in a roll call vote.

A motion was made by Ms. Lopez-Cid and seconded by Mr. Davis to consider, accept, and approve items 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:

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

## **Reports**

- A. Provost Update:** Dr. Plinske represented the report, which was distributed to the Board. Dr. Plinske reported that the new grade options and temporary procedural changes that were approved by the Board at the April 22, 2020 Regular Board meeting have helped mitigate the impact of the COVID-19 pandemic on students and their academic progress. Dr. Plinske shared a summary of the new grade types, a distribution of final grades comparison of Spring 2019 and Spring 2020, and a summary of the temporary Academic and Student Affairs procedural changes. Dr. Plinske reported that the student feedback regarding the new grade options was positive.
- B. Winter Park Campus Report:** Dr. Wendy Givoglu, Interim Campus President, East and Winter Park Campuses, and Dr. Terri Daniels, Executive Dean, Winter Park Campus, presented the report, which was distributed to the Board. The report included the Winter Park Campus initiatives, and Winter Park Campus community engagement highlights.
- C. Winter Park Campus SGA Report:** Ms. Kaitlynn Prather, Winter Park Campus SGA President, presented the report, which was distributed to the Board. The report included a summary on the Winter Park Student Development initiatives, Fall term events, Spring term events, a summary of the impact on students of the transition to online learning, Student Development challenges and initiatives developed during the COVID-19 crisis, and future initiatives.
- D. 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.

**E. Construction Report:** Mr. Bender presented the report, which was distributed to the Board. He indicated that the all construction projects are progressing on target.

**F. Valencia Foundation Report:** Dr. Gallagher presented the report, which was distributed to the Board.

**Board Comments**

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

**Adjournment**

Chair Stockwell adjourned the Regular Meeting at 11:53am.

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Secretary

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Chair