



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

Minutes

May 26, 2021

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

Members Present

Ms. Tracey Stockwell, Chair
Ms. Daisy Lopez-Cid, Vice Chair
Dr. Bruce Carlson
Mr. John Davis (via Zoom)
Mr. Angel de la Portilla
Mr. Guillermo Hansen
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

Call to Order

Chair Stockwell called the Regular Meeting of the District Board of Trustees of Valencia College to order at 9:31am. A quorum was present.

**Approval of
Regular Meeting
Minutes, April 28,
2021**

A motion was made by Dr. Carlson and seconded by Mr. Sasso to approve the meeting minutes of the April 28, 2021 Regular Meeting. The motion was approved unanimously.

President's Report

Dr. Shugart reported that the 2021 Florida legislative session ended April 30, 2021. Dr. Shugart stated that the 2021 legislative Session Report will be presented to the Board at the June 23, 2021 Regular Board meeting.

Dr. Shugart reported that the West Campus/FEMA COVID-19 site closed on Tuesday, May 25, 2021, after vaccinating 207,000 individuals. The Florida Division of Emergency Management is providing support with small tents located at the West Campus, in parking lot F, and is currently scheduled to administer first and second doses through Sunday, June 20, 2021.

Dr. Shugart shared a touching thank you letter he received from a Valencia College alumna. The letter reflected the former student's great experience with Valencia College.

Dr. Shugart thanked Valencia's Senior Team, Mr. Paul Rooney, Assistant Vice President, Operations, and his team, for their great work.

Faculty Association Report

Mr. Patrick Bartee, President, Faculty Association, introduced Mr. Michael Robbins, Professor, English, Poinciana Campus, to the Board. Mr. Bartee announced that his term as President, Faculty Association, will end at the end of July 2021. Mr. Robbins will assume the role through July 2022, and Ms. Doreen Watson, Professor, Sociology, West Campus, will assume the role of Vice President.

Mr. Bartee shared a few testimonials from faculty members, who described their experiences when returning to campus this summer.

Mr. Bartee presented a tribute to Mr. Stanton Reed, Interim President, Osceola, Lake Nona, and Poinciana Campuses, as a token of appreciation for the continuous support of Mr. Reed, who extended his role as President, Faculty Association, during Mr. Bartee's medical leave. Mr. Reed thanked the Board.

Chair Stockwell thanked Mr. Bartee, and welcomed Mr. Robbins to his new role.

Chair Stockwell thanked Mr. Reed for his enthusiastic, and creative representation of the College's faculty, while serving as President, Faculty Association.

Student Government Association Report

Chair Stockwell introduced several past presidents of Valencia's SGA to the Board. The SGA leaders shared their reflections, and student life experiences during the pandemic this past year. The SGA leaders expressed their wish to continue receiving support through online tutoring and advising services, as it increases their chances for student success. The SGA leaders stated that they valued the Real-time Virtual (RTV) modality launched

during the pandemic, as it allowed them to see their professors on a regular basis, ask questions and get answers in real time, and continue live class discussions. The SGA leaders stated that this approach came close to creating a classroom setting while they worked remotely, allowing for flexibility.

The SGA leaders thanked the Board.

Chair Stockwell thanked the SGA leaders, for their thoughtful and insightful comments, and for their great work for the benefit of Valencia's students.

Public Comments

One member of the public provided comments.

New Business

1. 2021-2022 Operating Budget Framework: Mr. Oscar Cristancho Mercado, Assistant Vice President, Budgets and Analysis, presented the report, which was presented to the Board. Mr. Cristancho Mercado reported on the budget model assumptions impacting revenue projections for the coming year, with no proposed tuition and fee increases for the eighth consecutive year, except for minor increases in several course lab fees, which in accordance with law reflect no more than actual costs and are only charged to students receiving the goods or the services provided in the respective course. The principles underlying the proposed expenditures focused on operational considerations include the following:

- Invest in programs, resources, and initiatives, to support student learning, and delivery of the College's mission;
- Support the transition of operations consistent with the College's "Roadmap to Reopening";
- Strategically deploy Higher Education Emergency Relief Funds (HEERF), and other federal funds;
- Provide solid pay and benefits to current, and future employees; and,
- Align with Valencia's affordability policy.

Mr. Cristancho Mercado indicated that the final budget proposals of revenue and expenses for the 2021-2022 academic year will be presented at the June 23, 2021 Regular Board meeting.

Following full discussion, Mr. Sasso moved to approve the College's 2021-2022 Operating Budget Framework, as presented. Ms. Lopez-Cid seconded the motion, and the motion was approved unanimously.

The Board thanked the Finance and Budget team.

- 2. Summer 2021 Disbursement of Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Student Financial Aid Grants:** Dr. Kathleen Plinske, Executive Vice President and Provost, presented the report, which was distributed to the Board and is attached to these minutes. Dr. Plinske stated that on December 27, 2020, the President signed the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). Under CRRSAA, the United States Department of Education (ED) has made available \$21.2 billion to distribute to institutions of higher education to ensure learning continues for students during the COVID-19 pandemic through the Higher Education Emergency Relief Fund (HEERF II). Valencia College will receive a total of \$59.5 million in HEERF II funds from ED. Of this amount, at least \$13.8 million must be used for student aid.

At its February 2021 meeting, the District Board of Trustees of Valencia College approved a plan for disbursement of HEERF II student aid in Spring 2021. Following this plan, the College distributed a total of \$6.4 million in HEERF II emergency aid to 16,073 students in Spring 2021. For the Summer 2021 semester, Valencia College will follow the identical process as it did in Spring 2021 to identify students who are potentially eligible to receive HEERF II emergency aid. Proposed award amounts for Summer 2021 have been increased compared to Spring 2021 in order to exceed the minimum required amount of student aid to be distributed from HEERF II funds.

- In designing the disbursement plan and in actually distributing these funds, Valencia has followed, and will follow, the requirements of CRRSAA as well as the requirements, instructions and guidance provided by the United States Department of Education and Federal Student Aid. Dr. Plinske presented the College's proposed plan for the disbursement of HEERF II funds for the Summer 2021 session.

Following a full discussion, Mr. Hansen moved to authorize the College to disburse CRRSAA (HEERF II) student financial aid funds in Summer 2021 in accordance with the plan as presented, and that the Board further authorizes the College to adjust the disbursement plan in a compliant manner as necessary or appropriate, especially in the event new official guidance is issued with respect to Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) disbursements. Ms. Lopez-Cid seconded the motion, and the motion was approved unanimously.

- 3. Disbursement of Student Financial Aid Grants under the Higher Education Emergency Relief Funds III (HEERF III) Authorized by the American Rescue Plan Act (ARP); Fall 2021, Spring 2022, and Summer 2022:** Dr. Plinske presented the report, which was distributed to the Board and is attached to these minutes. Dr. Plinske shared that, on March 11, 2021, the President signed into law the American Rescue Plan Act of 2021 (ARP). Under ARP, the United States Department of Education (ED) has made available \$39.6 billion to distribute to institutions of higher education to ensure learning continues for students during the COVID-19 pandemic through the Higher Education Emergency Relief Fund (HEERF III). Valencia College (Valencia) will receive a total of \$102,448,723 in ARP/HEERF III funds from ED. Of this amount, at least \$52,935,148 must be used for student aid.

ARP has some important differences from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) relative to the student aid portion. Unlike the guidance issued with the CARES Act and CRRSAA, which outlined a number of characteristics that would make a student ineligible for a financial aid grant under the respective programs, the May 11, 2021 HEERF III Frequently Asked Questions (FAQ) document from the ED clarifies that all students who are or were enrolled in an institution of higher education during the COVID-19 national emergency are eligible for emergency financial aid grants from the HEERF, “including citizens, permanent residents, refugees, asylum seekers, Deferred Action for Childhood Arrivals (DACA) recipients, other DREAMers, and similar undocumented students.” Furthermore, the FAQ clarifies that international students are also eligible to receive emergency financial aid grants from HEERF III.

Similar to CRRSAA/HEERF II, HEERF III requires that institutions prioritize students with exceptional need in awarding financial aid grants. ED encourages institutions to carefully document how they prioritize students with exceptional need in distributing student grants as the Department intends to establish reporting requirements regarding the distribution of aid. Valencia plans to classify students who have completed a 2021-22 FAFSA and have an estimated family contribution (EFC) of zero as having exceptional need. EFC is an index number used to calculate how much financial aid students are eligible to receive; an EFC of zero reflects maximum aid eligibility.

In addition, ED encourages, and Valencia will, prioritize domestic students, especially undergraduates, in allocating this funding.

Dr. Plinske presented the College's plan to distribute HEERF III student financial aid funds to eligible students during the Fall 2021, Spring 2022, and Summer 2022 semesters.

Following a full discussion, Ms. Grulich moved to authorize the College to disburse HEERF III student financial aid funds for the Fall 2021, Spring 2022, and Summer 2022 semesters, 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 HEERF III disbursements, and/or to maximize the efficient and effective disbursement of these funds to students in compliance with the applicable requirements. Dr. Carlson seconded the motion, and the motion was approved unanimously.

- 4. Expenditure of Institutional Funds under the Higher Education Emergency Relief Funds III (HEERF III) Authorized by the American Rescue Plan Act of 2021 (ARP):** Dr. Plinske presented the report, which was distributed to the Board. Dr. Plinske stated that, on March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021 (ARP). In total, the ARP authorized approximately \$39.6 billion for HEERF III in support for education. This represents the third stream of funding appropriated for HEERF to prevent, prepare for and respond to Coronavirus. As part of the \$39.6 billion, Valencia College has been awarded \$102,448,723.

A portion of each institution's HEERF III funds are deemed "Institutional Portion" funds, which can be used to defray expenses associated with Coronavirus (including lost revenue, reimbursement for expenses already incurred, and technology costs associated with a transition to distance education, faculty and staff trainings, and payroll). Schools are also encouraged to use Institutional Portion funds to the award additional financial aid grants to students.

In addition to the above, the ARP has two new required uses of HEERF III Institutional Portion funds. Specifically, schools must use a portion of their Institutional Portion funds to (a) implement evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines and (b) conduct direct outreach to financial aid applicants about the opportunity to receive a financial aid adjustment due to the recent unemployment of a family member or independent student, or other circumstances, described in section 479A of the HEA (20 USC § 1087tt).

In the planning, allocation, and distribution of HEERF III funds available through the ARP, 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 (CARES Act) and HEERF II (CRRSAA) funds.

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, as required by law and College policy, will continue to follow our normal protocols. 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. As deemed appropriate for select projects, 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 and CRRSAA, ARP expenditure updates will be provided throughout the year to Valencia's District Board of Trustees.

Following a full discussion, Mr. de la Portilla moved to authorize the College to disburse ARP / HEERF III 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 ARP disbursements or to fulfill complete utilization of allowed funding in a compliant manner. Mr. Hansen seconded the motion, and the motion was approved unanimously.

Chair Stockwell thanked Dr. Plinske, and her team, for their great work.

- 5. Award of CA-2021-24, Financial Aid Communication, Verification and Tracking System:** Mr. Cristancho Mercado presented the report, which was distributed to the Board. Mr. Cristancho Mercado shared that due to the pandemic, Valencia College experienced significant challenges in our ability to receive financial aid related paperwork from students. Prior to the pandemic, the College's system required delivery of most information in hardcopy format. The financial aid office receives verification forms from an average of nearly 14,000 individuals per year, and each student can submit between 1 to 10 verification related items, leading to the processing (by hand) of between 35,000 to 75,000 items per year.

Additionally, the College's current systems are straining to properly support the dramatic increase in demand for professional judgement requests (i.e. where a family's ability to pay for college is re-judged using appeal documentation), as well as the communication of both internal and external scholarship opportunities that may be available to students.

In order to enhance and streamline the student financial aid forms and scholarship search platforms, Valencia staff evaluated solutions from four companies, Campus Logic, Inc, Financial Aid Services, ProEd Verify, and Verification Gateway. The College determined that CampusLogic, Inc. uniquely provides all of the functionality and technical requirements needed by the College.

Valencia legally leveraged RFP 1790, Financial Aid Verification, Communication and Tracking System, conducted by The Foothill-De Anza Community College District in partnership with the Foundation for California Community Colleges, to obtain the best possible price with their contracted vendor, CampusLogic, Inc. Accordingly, Valencia has negotiated a five year annual subscription to the CampusLogic, Inc platforms, Student Forms and Scholarship Universe at a total cost of \$1,334,905. Costs for this subscription service will be covered by Higher Education Emergency Relief Funds (HEERF II).

Following discussion, Dr. Carlson moved to authorize the College to enter into an agreement with CampusLogic, Inc. for subscription to their Student Forms and Scholarship Universe solutions, as presented. Mr. Sasso seconded the motion, and the motion was approved unanimously.

Dr. Shugart praised Mr. Cristancho Mercado, and his team.

- 6. Student Fees 2021-22:** Mr. Cristancho Mercado reported that the 2021-22 Student Block Tuition & Fee Rate Schedule is presented for Board consideration and approval. For the eighth consecutive year, this proposed schedule includes no increase in matriculation, technology, student financial aid, student activity, or capital improvement fees. These fees are specified in the attached proposed Fee Schedule.

The schedule includes proposed modifications to select laboratory fees, which are user fees representing amounts up to but not exceeding the actual cost of the services and goods provided in those respective classes as needed for an optimal learning experience. These resources include personnel, materials and supplies and equipment. As prescribed by applicable law, these user fees will not exceed the cost of services and goods provided and shall only be charged to persons receiving the services or goods. Also as required by state law, these proposed changes

have been posted in a timely manner on the college website, all currently enrolled students have been notified via email, and a press release has been issued.

Following discussion, Mr. Hansen moved to approve the 2021-22 Student Block Tuition & Fee Rate Schedule and changes in laboratory fees, as presented. Mr. Sasso seconded, and the motion was approved unanimously.

7. **Approval of 2021-2022 College Catalog:** Dr. Plinske presented the summary of substantive editorial, and curriculum changes to the 2021-2022 College catalog, which was presented to the Board.

Following discussion, Dr. Carlson moved to approve the 2021-2022 College Catalog, as presented. Ms. Lopez-Cid seconded the motion, and the motion was approved unanimously.

A motion was made by Ms. Sasso and seconded by Ms. Smith to consider, accept, and approve items 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:

8. **Policy Repeal**

- *Policy 6Hx28: 3C-01.3 – Councils and Committees*

9. **Human Resources Agenda**

10. **Additions, Deletions or Modifications of Courses and Programs**

11. **Submission of Grant Proposals**

12. **Property Deletions**

Reports

- A. **Summer Enrollment Report:** Dr. Joe Richardson, Vice President, Student Affairs, presented the report, which was distributed to the Board. Dr. Richardson stated that a 4.9% increase in full-time equivalent (FTE) students, when comparing Summer 2021 and Summer 2019 prior to the pandemic, indicates that students may be returning to College as COVID-19 cases start decreasing. Dr. Richardson reported that, in Summer 2020, Valencia College provided the 'R20' option, which permitted students to re-take a course that may have been disrupted in the Spring 2020 term, as a result of COVID-19. 4,403 students chose the R20 option. Dr. Richardson shared data related to the Summer 2021 student demographics, and students by modality, and Fall 2021 enrollment by modality.
- B. **Provost Update:** Dr. Plinske presented the report, which was distributed to the Board. Dr. Plinske shared the College's plans for instruction during Fall 2021. Dr. Plinske reported that, as the College

transitions back to on-campus activities, it must offer more course sections than it would in a typical Fall semester in order to accommodate smaller class sizes and physical distancing without constraining students' access to the courses they need to maintain academic continuity. To add this necessary capacity, the College has invited part-time faculty in select discipline areas to apply to serve in a temporary, one-year, full-time Visiting Professor role, supported by our institutional allocation of the Higher Education Emergency Relief Fund. Given the uncertainty and changing nature of COVID-related guidance, this will also allow the College to plan for additional capacity in Spring 2022.

- C. Winter Park Report:** Mr. John Niss, Interim Executive Dean, Winter Park Campus, presented the report, which was presented to the Board. Mr. Niss shared that all Winter Park Campus courses have been fully online since the pandemic began. Mr. Niss shared a video featuring Ms. Suzette Ashton, Professor, Speech, Winter Park Campus. Ms. Ashton stated that her Interpersonal Communications Honors class worked collaboratively on a dialogue poem about differences between Dutch and American society, created by students from Koning Willem I College (KWIC) in the Netherlands, and Valencia honors students. The video also featured Mr. Chris Borglum, Professor, English, Winter Park Campus. Mr. Borglum spoke about adapting Valencia's Brain Bowl team to the online environment. The College's Brain Bowl team finished third nationwide while competing in the National Academic Quiz Tournaments Community College Championship Tournament.

Chair Stockwell, and Dr. Shugart thanked Mr. Niss.

- D. Audit Update Report:** Ms. Cynthia Santiago-Guzmán, Director, Compliance and Audit, presented the report, which was distributed to the Board. Ms. Santiago-Guzmán provided an overview of duties typically performed by internal auditors, based on the guidelines from the Institute of Internal Auditors. Ms. Santiago-Guzmán also shared an update on the College's Audit Plan 2020-2021.
- E. Financial Report:** Mr. Cristancho Mercado presented the report, which was distributed to the Board. Mr. Cristancho Mercado indicated that the College's financial positions are positive and on target.
- F. Construction Report:** Mr. Cristancho Mercado presented the report, which was distributed to the Board. Mr. Cristancho Mercado indicated that all ongoing construction projects are progressing on budget and on target.

G. Valencia Foundation Report: Ms. Smith presented the report, which was distributed to the Board. Ms. Smith shared that Ms. Diane O’Dell, Executive Director, Universal Orlando Foundation, and Vice President, Community Relations and Diversity, Universal Orlando, has been elected as new Chair of the Valencia Foundation Board. Ms. Deb Mears will serve as immediate past Chair on the Foundation Executive Committee.

Board Comments

The Board thanked Dr. Shugart, the Senior Leadership team, faculty, and staff.

Adjournment

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

Secretary

Chair