



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

Minutes

October 13, 2022

Valencia College – Lake Nona Campus,
Room 148
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 9:32 a.m. A quorum was present.

**Approval of Minutes
September 1, 2022
Regular Meeting**

Mr. Sasso moved to approve the meeting minutes of the September 1, 2022, Regular Meeting, as presented. Ms. Stockwell seconded the motion, and the motion was approved unanimously.

President's Report

Dr. Plinske introduced Dr. Maria Vazquez, newly elected Superintendent for Orange County Public Schools. Dr. Plinske thanked Orange County

Public Schools for its commitment to our great partnership.

Dr. Plinske shared that at the September 23, 2022, Florida College System (FCS) Council of Presidents meeting, the funding formula proposed by the Funding Formula Work Group was unanimously approved.

Dr. Plinske thanked the Board members who attended the Valencia Foundation's first Red, Black and Boundless Gala, held on Saturday, September 17, 2022, at the Loews Portofino Bay Hotel at Universal Orlando. Dr. Plinske thanked Mr. Jay Galbraith, Vice President, Public Affairs and Advancement, and the Valencia Foundation team, for their great work.

Dr. Plinske reported that the State Auditor General has issued the College's Operational Audit final report, which was received by the Board. Dr. Plinske thanked the Business Operations, Financial Services, and Procurement teams, for their hard work and contributions to a successful audit result.

Dr. Plinske thanked the Security, Facilities, and Information Technology teams for their excellent work while responding to the challenges presented by Hurricane Ian. Dr. Plinske thanked the members of the Student Affairs team who personally responded to more than 700 students requesting assistance after the storm, the faculty who afforded flexibility to students who needed additional time to complete assignments, the Public Affairs and Marketing team for their diligent responses to social media inquiries, and Valencia's supervisors, Organizational Development and Human Resources, and Payroll teams for their support of employees who were affected by the storm. Dr. Plinske thanked St. Petersburg College and Polk State College for donating laptops to Valencia students who lost their personal laptops during the storm.

Dr. Plinske stated that some of Valencia's students and colleagues experienced serious flooding damage to their vehicles and their personal belongings, including laptops and textbooks. Within hours of the College asking students if they needed help after the storm, several hundred students responded that they lost hours at work, or that the extended power outages affected their food supply or ability to pay rent. Dr. Plinske thanked the members of the Valencia team who made more than sixty emergency deliveries of groceries to students' homes. Further, the Valencia Foundation launched the Puma Emergency Relief Fund, which raised nearly \$50,000 to provide financial assistance to students.

The Board praised the College's leadership, faculty, and staff for this compassionate response to the negative effects of the storm.

Faculty Association Report

Dr. Doreen Watson, President, Faculty Association, thanked Valencia's faculty and staff for their efforts while supporting students in the aftermath of Hurricane Ian.

Student Government Association Report

Ms. Brianna Burchell, Lake Nona Campus SGA President, and Ms. Jennifer Joseph, Lake Nona Campus SGA Vice President, presented the report, which was distributed to the Board. Ms. Burchell and Ms. Joseph reported on the Lake Nona Campus' tenth anniversary Dedication Day, campus events, meeting outcomes with the President Student Advisory Board (PSAB), the Provost Leadership, and the Mascot Naming Committee, future events, and initiatives.

The Board thanked the SGA team for their enthusiasm and commitment to the College.

Public Comments

No public comments were offered.

New Business

- 1. Orange County Public Schools (OCPS)/School District of Osceola County (SDOC) Memoranda of Understanding:** Dr. Isis Artze-Vega, Provost and Vice President, Academic Affairs, presented a report, which was distributed to the Board. Dr. Artze-Vega shared that Valencia College has established collaborative partnerships with both of its service area school districts, Orange County Public Schools (OCPS) and the School District of Osceola County (SDOC), to increase the college readiness and college transition of high school graduates. Historically, these partnership activities have supported the enrollment of thousands of students in dual enrollment courses and have assisted students in completing the FAFSA and Valencia application forms, and also have provided support to the Valencia Outreach and Recruitment team in facilitating events both in high schools and on Valencia campuses.

In support of these ongoing efforts, Valencia seeks to renew the Memoranda of Understanding (MOUs) for 2022-2023 to continue to supplement and enhance the effectiveness of the Dual Enrollment Articulation Agreement (Articulation Agreement), as entered into between the College and the school districts. The MOUs contain the following key provisions:

- The school districts employ and assume responsibility for individuals who serve as Valencia Transition Coaches, providing targeted, individualized support to students and families and partnering closely with both high school-based counselors and the Valencia Outreach & Recruitment team.

The school districts also provide Valencia with program support, student data, reports, and other information related to program operations on a regular basis.

- Valencia provides collaboration and training opportunities to the Coaches, offers college transition programming at each high school, supplies data and reports, and provides funding in support of the personnel and programs.

Following a discussion, Ms. Smith moved to authorize the College to enter into a Memorandum of Understanding with both of the school districts in the College's two country service areas, OCPS and SDOC, in support of college access goals and to improve high school graduation, college readiness, and successful college enrollment for students, and to further authorize the expenditure of up to \$722,500 in support of the College Transition personnel and programs at the high schools, as presented. Mr. Martinez seconded the motion, and the motion was approved unanimously.

Dr. Artze-Vega thanked Mr. Joe Battista, Vice President, Global, Professional and Continuing Education, and Ms. Michelle Sanchez, Senior Director, Outreach and Recruitment, for their great work.

The Board thanked Dr. Artze-Vega for her great work.

- 2. Approval of the 2023-2024 Academic Calendar:** The report was distributed to the Board. Following a discussion, Mr. Martinez moved to approve the 2023-2024 Academic Calendar, as presented. Mr. Sasso seconded the motion, and the motion was approved unanimously.
- 3. Valencia Foundation Annual Audit Review/Affirmation of Certification of Valencia Foundation:** Mr. Loren Bender, Vice President, Business Operations and Chief Financial Officer, presented the report, which was distributed to the Board. Mr. Bender stated that Berman Hopkins, LLP, the Valencia Foundation's independent auditor, rendered an unmodified opinion concluding that the financial statements of the Foundation for the fiscal year ending March 31, 2022, have been presented fairly in all material respects, in accordance with generally accepted accounting principles (GAAP).

Mr. Bender indicated that, in accordance with Section 1004.70(5), Florida Statutes, each direct-support organization (college foundation) is required to submit for review to its respective District Board of Trustees its federal Internal Revenue Service (IRS) Application for

Recognition of Exemption form (Form 1023) and its federal IRS Return of Organization Exempt from Income Tax form (Form 990). The documents noted are included in the Board materials for review, discussion, and acceptance by the District Board of Trustees.

Additionally, and in accordance with Section 1004.70(1)(a)(3), following the review of the financial audit and IRS Form 990, the District Board of Trustees must certify the Foundation to be operating in a manner consistent with the goals of Valencia College and in the best interest of the state.

Following a discussion, Ms. Stockwell moved to accept the Valencia Foundation's Internal Revenue Service Application for Recognition of Exemption (Form 1023), the 2022 Internal Revenue Service Return of Organization Exempt Form 990, and the 2022 Audit Report, as presented and reviewed, and to certify that the Foundation is operating in a manner consistent with the goals of Valencia College, and in the best interest of the state. Mr. Hansen seconded the motion, and the motion was approved unanimously.

- 4. Approval of Audit Work Plan – FY 2022-2023:** Ms. Cynthia Santiago-Guzmán, Director, Compliance and Audit, presented the report, which was distributed to the Board. Ms. Santiago-Guzmán shared that the Office of Compliance and Audit supports and assists the District Board of Trustees of Valencia College and Senior Management in the accomplishment of college goals and objectives by providing:

- Independent, objective assurance and advisory services
- A centralized source of information and guidance on all compliance obligations

Ms. Santiago-Guzmán indicated that the report represents the Office of Compliance and Audit's 2022-2023 audit work plan. The intent is to communicate the audit risk assessment and audit plan to the District Board of Trustees of Valencia College, obtain their approval of the plan and demonstrate compliance with applicable standards.

Following a discussion, Mr. Sasso moved to approve the Audit Work Plan for Fiscal Year 2022-2023, as presented. Ms. Stockwell seconded the motion, and the motion was approved unanimously.

Ms. Santiago-Guzmán thanked Ms. Jackie Lasch, Assistant Vice President, Financial Services, and her team, for their great work.

- 5. Call Center Services – InSource Services Group, LLC:** Dr. Plinske presented the report, which was distributed to the Board. Dr. Plinske stated that as discussed as part of the Board’s prior approval of the College’s engagement of InSource Services Group, LLC to augment the College’s existing enrollment services for one year with a not-to-exceed budget of \$425,600, the engagement of InSource was designed to meet student expectations for service availability while the College undertakes a review and redesign of student services. In efforts to reshape the delivery of call center services, the College is finalizing a Scope of Work that meets the long-term needs of the College and will provide the basis for a competitive solicitation for the procurement of these and/or similar services. Until the selection of a new vendor is made (anticipated in February 2023), the College plans to continue to provide call center services through InSource to augment Valencia’s existing enrollment services to include support on evenings, weekends, and holidays.

Following a discussion, Mr. de la Portilla moved to authorize the College to increase the previously approved funding level in support of services provided by InSource Services Group, LLC. by \$350,000, for general call center services in the areas of admissions, registration, and financial aid through the end of February 2023, as presented. Ms. Stockwell seconded the motion, and the motion was approved unanimously.

- 6. On-Campus Food Services – Continuity of Operations:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender shared that Aladdin Food Services Management, LLC (Aladdin) has been the exclusive provider of on-campus food services for five Valencia College campuses (West, East, Osceola, Lake Nona, and Poinciana) following a competitive solicitation in 2015. In fiscal year 2020, Aladdin was approaching profitability - which would have resulted in commissions being paid to Valencia. However, on March 13, 2020, the campuses and food service operations were closed for an extended period due to the pandemic. In the fall of 2021, Aladdin and Valencia partnered to open facilities on a limited basis to provide food services to Valencia’s students, faculty, and staff. During this time, Valencia and Aladdin worked to decrease costs via fewer operating hours, menu management, and minimal staffing. Despite those efforts, Aladdin continued to incur significant financial losses while maintaining food services on the campuses. To ensure continuity of operations for college students and employees, Valencia provided monthly payments totaling \$250,000 in support of the continuation of the provision of food services by Aladdin on our campuses. Even with these payments, Aladdin incurred a loss of \$328,362 in fiscal year 2021-22. In the fall of 2022, despite continued

efforts to decrease costs and maximize revenue, financial losses continued to occur. On September 17, 2022, Aladdin provided notice to the College of its intent to terminate our contract and cease food service operations by the end of October 2022 due to continuing financial losses attributable to the residual impacts of the pandemic. To avoid the immediate elimination of food services on our campuses, Valencia College would like to pay a negotiated amount to continue Aladdin's provision of food services through the end of the spring, 2023 semester. Valencia will determine the amount of the payments, with a not to exceed amount of \$500,000, based on the quality of services, operational efficiency, and financial performance of Aladdin. Higher Education Emergency Relief Funding (HEERF) and auxiliary funds (fund 3) will be used to support this financial commitment.

A full discussion ensued.

Following full discussion, Mr. de la Portilla moved to authorize the College to provide payments, as described, not to exceed \$250,000 to the food service program as administered by Aladdin, to ensure continuity in the provision of food services to Valencia's students and employees, until December 31, 2022, and if deemed necessary and appropriate by the College, an additional \$250,000 from January 1, 2023, until the end of the Spring semester in early May 2023, the latter being subject to Board approval at the December 1, 2022 Regular Board meeting. Mr. Martinez seconded the motion. The motion was approved by a 7-1 vote.

- 7. Resolution for Disposal of Building Used as the District Office, located at 1768 Park Center Drive, and Adjacent Unimproved Land, and Amendment to the 2017-2022 Educational Plant Survey:** Mr. Bender presented the report, which was distributed to the Board. Mr. Bender stated that the District Office site is a 1.84-acre parcel of land with improvements, including the District Office Building, a five-story building with 57,680 square feet, located at 1768 Park Center Drive, Orlando, Florida, along with the adjacent 7.754-acre parcel of unimproved land located on the Northeast corner of South Hiawassee Road and Metrowest Boulevard in Orlando, both of which are part of the West Campus Site #1. This location has been occupied by Valencia and used for administrative and educational support office space from 2014 to 2022. It has been determined that the building and land are no longer needed to support the educational or ancillary needs of the College. Approval is sought to dispose of the District Office site and/or the adjacent unimproved land and proceed with placing the properties on the market. If approved, the College will submit the amended 2017-2022 Educational Plant Survey, reflecting

the removal of the properties, to the State Board of Education as required by law.

Following a discussion, Mr. Sasso moved to adopt the Resolution authorizing the disposal of the building used as the District Office, located at 1768 Park Center Drive and the adjacent unimproved land located on the Northeast corner of South Hiawassee Road and Metrowest Boulevard in Orlando; and approve the Amendment to the 2017-2022 Educational Plant Survey reflecting the authorization and declaration set forth in the Resolution, including the disposal of the District Office and adjacent unimproved land, as presented. Mr. de la Portilla seconded the motion, and the motion was approved unanimously

8. **CA #2023-10, Air Handler Replacement East and West Campus, and Outside Air Units West Campus:** Mr. Bender presented the report, which was presented to the Board. Mr. Bender shared that ensuring superior indoor air quality is an important strategy to help maintain the health and safety of employees and students. Air handler units (AHUs) are a key part of ensuring indoor air quality and they should be replaced every 20 to 25 years to ensure maximum operational benefit.

A thorough review of available purchasing options for the AHUs that adhere to the College's HVAC standards and preferred project timeline was completed by Valencia operations and procurement staff. In accordance with applicable law and College policy, Valencia leveraged U.S. General Services Administration (GSA), Federal Supply Schedule, Contract # 47QSWA20D002A with GSA's contracted vendor TRANE U.S. Inc. to purchase the AHUs and outside air units for a total cost of \$4,730,000. The project provides a turnkey solution which includes, but is not limited to, demolition and removal of existing air handlers and outside air units and installation of new units. Mr. Bender stated that this project will be funded by the State of Florida Deferred Building Maintenance Program.

Following a discussion, Mr. Sasso moved to authorize the College to enter into an agreement with TRANE U.S., Inc., for the replacement of 41 AHUs at East and West campuses, and two outside air units at the West Campus, as presented. Ms. Smith seconded the motion, and the motion was approved unanimously.

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

- 9. Award of Request for Qualifications (RFQ) 2023-01, Architectural Continuing Services**
- 10. Award of Request for Qualifications (RFQ) 2023-04, Commissioning Services, Continuing Services Contract**
- 11. Additions, Deletions, or Modifications of Courses and Programs**
- 12. Property Deletion**

Reports

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

- A. Financial Report**
- B. Valencia Foundation Report**

Strategic Discussion

Dr. Plinske shared an overview of the College's strategic investments related to the student experience at Valencia. The report included an update on the College's student affairs business process review and redesign project with CampusWorks. Dr. Plinske shared that one significant improvement which is already underway is a rebuild of Valencia's financial aid module within Banner, the College's Enterprise Resource Planning (ERP) platform, which will allow students to know the amount of financial aid that will be available to them for the upcoming academic year as early as March, rather than later in May. Dr. Plinske stated that this advanced planning will also allow students to register for both their Summer and Fall courses at the same time, allowing Valencia's advisors to connect with students about their upcoming plans much sooner that they have been able to in the past.

Board Comments

The Board thanked the Lake Nona Campus team for providing the Board with an advising session, just as many of Valencia's students do in preparation to register for courses.

Adjourn

Chair Lopez-Cid adjourned the Regular Meeting at 11:59 a.m.

Secretary

Chair