



PALM BEACH STATE COLLEGE

DISTRICT BOARD OF TRUSTEES

MINUTES • AUGUST 20, 2024

Regular Meeting

Lake Worth Campus - DBOT

4:00 PM

Multi-Media Board Room, CE-129, 4200 Congress Avenue, Lake Worth, FL 33461

Palm Beach State College advances the economic and social growth of our community and global workforce through innovative, high-quality learning experiences that transform students' lives.

Attendance

Present:

Members: Chair Pat Bishop, Vice-Chair Omar Soto, Trustee Melissa Friedman-Levine, Trustee Jon Harrison, Trustee Daniel Z. Epstein, Student Trustee Ryan Steeghs

I. MEETING CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The regular meeting of the District Board of Trustees of Palm Beach State College was called to order at approximately 4:01 p.m. on Tuesday, August 20, 2024, by Chair Pat Bishop. Chair Bishop welcomed participants to the meeting. The Chair asked Student Trustee Daniel Gil-Sanchez to lead in the Pledge of Allegiance.

II. COMMENTS AND RECOGNITIONS

A. 2023-2024 Student Trustee Daniel Gil-Sanchez

Chair Bishop introduced our outgoing Student Trustee, Daniel Gil-Sanchez. Daniel thanked Chair Bishop, Trustees, and President Parker for the opportunity to serve as student trustee. He shared how serving as student trustee had a positive impact on his college success. Daniel also discussed his hope that the administration would work closely with the student government to enhance student engagement within the College.

Mr. Gil-Sanchez then introduced our incoming Student Trustee, Ryan Steeghs.

B. 2024-2025 Student Trustee Ryan Steeghs

Student Trustee, Ryan Steeghs, thanked President Parker for the opportunity to serve the College as the next student trustee. He also thanked Trustees and members of the President's Cabinet for their service and commitment to the College as well as Daniel for his service on the Board and keeping student interests at heart.

III. AGENDA ADDITIONS/DELETIONS

NONE

IV. APPROVAL OF BOARD MINUTES

- A. Approve the June 18, 2024 Meeting Minutes

 [DISTRICT BOARD OF TRUSTEES - Regular Meeting Minutes Final.pdf](#)

Motion:

Motion to Approve the minutes from the June 18, 2024, Regular Board Meeting

Motion moved by Omar Soto and motion seconded by Daniel Epstein.

Approved

V. APPROVAL OF BOARD AGENDA

- A. Abstentions by Board Members

NONE

- B. Public Comments

NONE

Motion:

Motion to Approve the August 20, 2024 Board Agenda

Motion moved by Daniel Epstein and motion seconded by Omar Soto.

Approved

VI. APPROVAL OF CONSENT AGENDA

Motion:

Motion to Approve the Consent Agenda

Motion moved by Daniel Epstein and motion seconded by Omar Soto.


Approved

A. Academic Affairs / Academic Innovation and Strategy / Student Services

- 1. Approve the 2023 - 2024 Waivers and Substitutions for Students with Disabilities

Staff Contact: Dr. Peter Barbatis, Vice President, Student Services and Enrollment Management

 [Transmittal VI.A.1.docx](#)

 [2023-2024 Waivers and Substitutions for Students with Disabilities - Palm Beach State College.pdf](#)

B. Finance and Administration

1. Approval to Certify Prequalified General, Mechanical/HVAC and Electrical Contractors and Authorize the President or Designee to Certify Firms on a Quarterly Basis

Staff Contacts: Ms. Jennifer Alvarez, Director, Procurement and Mr. Edgar Cintron, Director, Facilities

 [Transmittal MT 6185.docx](#)

 [Prequalification Certification GC HVAC Electrical.docx](#)

2. Approval of Statewide Mutual Aid Agreement

Staff Contact: Dr. Delsa R. Bush, Director, Security and Risk Management

 [MT6162 - 6.B.2.docx](#)

 [Statewide Mutual Aid Agreement-edited2024.07.25.pdf](#)

VII. APPROVAL ITEMS REMOVED FROM CONSENT AGENDA

NONE

VIII. TRUSTEES' COMMITTEE REPORTS

NONE

IX. PRESIDENT'S REPORT

President Parker

A. Summer 2024 Enrollment Update

Dr. Peter Barbatis, Vice President, Student Services & Enrollment Management, provided an update on summer enrollment. Dr. Barbatis's shared information on headcount, summer modality and trends, ethnicity, age and gender. He shared the different "Call to Action" campaigns the College used to inform students of registration dates, tuition payment plans, and Pell Grants eligibility. Dr. Barbatis discussed the summer enrollment gains and future directions for growth. Dr. Barbatis also shared

the preliminary Fall 2024 enrollment numbers. He shared the numbers are within reach to surpass the total headcount numbers from last fall.

[Summer 2024 Enrollment Update](#)

B. State Insurance Health Plan Update

Mr. Mike Pustizzi, Chief Human Resource Officer, provided an update on the transition to the state health insurance plan and overview of the cost employees can expect to pay. President Parker shared that there was an unexpected cost to the College that comes with transitioning over to the new health insurance plan since the \$80M in funds were vetoed. Mr. Duffie calculated the College's cost to transition into the new plan would be \$5.7M.

C. Financial Aid Investigation Update

Dr. Russell Kaufman, Chief Information Officer, shared an update on the fraudulent financial aid activity caused by people creating false student accounts. Dr. Kaufman stated the fraudulent accounts were disabled, IP addresses involved in the fraudulent activity were blocked, FBI and local law enforcement were notified and a College Task Force was formed to review and enhance the application process to prevent future incidents.

X. INFORMATIONAL ITEMS

A. Academic Affairs / Academic Innovation and Strategy / Student Services

B. Finance and Administration

1. Monthly Financial Review & Analysis

Mr. James Duffie, Vice President, Finance and Administration, provided this information as part of the Board packet. Mr. Duffie was available to answer any additional questions. Trustees had no questions or concerns.

 [MT5722-10.B.1.docx](#)

 [Budget.Analysis.June.30.2024.pdf](#)

 [Budget.Analysis.July.31.2024.pdf](#)

2. First Reading - REPEAL 6Hx-18-4.63 Liquidated Damages

Mr. Geovanni J. Denis, Esq., Associate General Counsel, provided a brief overview of the liquidated damages clause in contracts and the purpose for removing it from the policy. The Board asked questions regarding the process that is currently followed for liquidated damages.

 [4.63 Repeal Transmittal.doc.docx](#)

 [REPEAL 6Hx-18-4.63.pdf](#)

3. District Facilities Master Projects List Dated August 7, 2024

Mr. Kirk Stetson, Manager, Facilities, Planning and Construction, provided this information as part of the Board packet. Mr. Stetson was available to answer any additional questions. Trustees had no questions or concerns.

 [TRMTL Aug ConstStatus MT6081 X.B.3.docx](#)

 [District Facilities Master Projects List 8-7-2024.pdf](#)

4. First Reading - REPEAL 6Hx-18-4.51 Acquisition of Professional Architectural, Engineering, Landscape Architectural, or Land Surveying Services

Mr. Edgar Cintron, Director, Facilities, provided a brief overview of the reasoning behind repealing the policy.

 [TRMTL Repeal 6Hx-18-4.51 Prof Services MT6183 X.B.4 imbedded.docx](#)

 [REPEAL 6Hx-18-4.51 Professional Services.pdf](#)

5. First Reading - REPEAL 6Hx-18-4.52 Fees for Architects, Engineers, and Planners

Mr. Edgar Cintron, Director, Facilities, provided a brief overview of the reasoning behind repealing the policy.

 [TRMTL 1st Reading REPEAL Policy 6Hx-18-4.52 Fees MT6184 X.B.5.docx](#)

 [REPEAL 6Hx-18-4.52 Fees for Arch, Engr, Planners.pdf](#)

6. Accept 4th Quarter Procurement Reports April 1, 2024 through June 30, 2024

Ms. Jennifer Alvarez, Director, Procurement, provided this information as part of the Board packet. Ms. Alvarez was available to answer any additional questions. Trustees had no questions or concerns.

 [Transmittal MT6191 4thQ Procurement Reports.docx](#)

 [Q4 Supplier Contracts.docx](#)

 [Q4 PO Report.docx](#)

C. Information Services

D. Human Resources

1. Quarterly Human Resources Executive Summary from April 1, 2024 to June 30, 2024

Mr. Michael Pustizzi, Chief Human Resources Officer, provided this information as part of the Board packet. Mr. Pustizzi was available to answer any additional questions. Trustees had no questions or comments.

 [Onboard Transmittal 10.D.1.pdf](#)

 [Executive Summary August 2024.pdf](#)

E. Office of General Counsel

1. First Reading - Amendment of Board Policy 6Hx-18-1.00: The District Board of Trustees

Mr. Geovanni J. Denis, Esq., Associate General Counsel, provided an overview of the five policies brought to the Board in this section. Trustees had no additional questions or concerns.

 [Transmittal Amendment of Board Policy 6Hx-18-1.00.docx](#)

 [Frist Reading - Amendment of Board Policy 6Hx-18-1.00 Redline.pdf](#)

2. First Reading - Amendment of Board Policy 6Hx-18-1.02: Meetings of the District Board of Trustees

 [Transmittal Amendment of Board Policy 6Hx-18-1.02.docx](#)

 [First Reading - Amendment of Board Policy 6Hx-18-1.02 Redline .pdf](#)

3. First Reading - REPEAL of Palm Beach State College District Board of Trustees Policy 6Hx-18-1.01, District Board of Trustees – Organization and Membership

 [Transmittal Repeal of of Board Policy 6Hx-18-1.01.docx](#)

 [First Reading - REPEAL of Board Policy 6Hx-18-1.01 District Board of Trustees – Organization and Membership.pdf](#)

4. First Reading - REPEAL Powers, Duties, and Responsibilities of the DBOT Policy 6Hx-18-1.04

 [Transmittal Repeal of of Board Policy 6Hx-18-1.04.docx](#)

 [First Reading - REPEAL Powers, Duties, and Responsibilities of the DBOT Policy 6Hx-18-1.04.pdf](#)

5. First Reading - Amendment of Board Policy 6Hx-18-1.041 Notice to Amend, Repeal, or Adopt Board Rule

 [Transmittal Amendment of of Board Policy 6Hx-18-1.041.docx](#)

 [First Reading - Amendment of Board Policy 6Hx-18-1.041 Notice to Amend, Repeal, or Adopt Board Rule.pdf](#)

6. Quarterly Litigation Report

Mr. Geovanni J. Denis, Esq., Associate General Counsel, provided this information as part of the Board packet. Mr. Denis Geovanni J. Denis, Esq., Associate General Counsel was available to answer any additional questions. Trustees had no questions or comments.

 [Transmittal QTR Litigation Report.doc](#)

 [Quarterly Litigation Report .pptx](#)

XI. ACTION ITEMS

A. Academic Affairs / Academic Innovation and Strategy / Student Services

1. Approve the Annual Institutional General Education Certification

Ms. Julie Sivigny, Dean, Curriculum, updated the Trustees on the new State procedure to annually review and ensure the college's institutional general education courses comply with FL Statutes. Dean Sivigny provided the Trustees with the process the team followed to ensure Palm Beach State College was in compliance

with the State's request and stated the next steps in the Gen Ed review.

 [MT6190-11.A.1 Institutional GenEd Compliance Review OnBoard Transmittal.docx](#)

 [2025-2026 PBSC GenEd Course Description Revisions July2024.pdf](#)

 [DBOT Palm Beach State College FINAL FLDOE GenEd inventory WorkSheet 8-1-2024.pdf](#)

 [Institution Certification 2024 form.doc](#)

 [2024-02-26 Gen Ed Review Process - SUSFCS Presidents.pdf](#)

 [DBOT Palm Beach State College FINAL FLDOE GenEd inventory WorkSheet 8-1-2024.pdf](#)

Motion:

Motion to Approve the Annual Institutional General Education Certification

Motion moved by Trustee Daniel Z. Epstein and motion seconded by Vice-Chair Omar Soto.

Approved

B. Finance and Administration

1. Approve Construction Manager at Risk (CMaR) Agreement with Lebolo Construction Management, Inc. for the Lake Worth TC117 HVAC Replacement Project in Amount Not to Exceed \$3.2 Million and Authorize the President or Designee to Execute Agreement Documents.

Mr. Edgar Cintron, Director, Facilities, and Ms. Jennifer Alvarez, Director, Procurement provided this information as part of the Board packet. Mr. Cintron was available to answer any additional questions. Trustees had no questions or comments.

 [TRMTL-Lebolo CMaR LW TC117HVAC-Replace MT6186 XI.B.1.docx](#)

 [COI Lebolo Construction Mgmt \(exp 9-11-24\) 7-8-24.pdf](#)

Motion:

Motion to Approve the Construction Manager at Risk (CMaR) Agreement with Lebolo Construction Management, Inc. for the Lake Worth TC117 HVAC Replacement Project in Amount Not to Exceed \$3.2 Million and Authorize the President or Designee to Execute the Agreement Documents.

Motion moved by Trustee Jon Harrison and motion seconded by Trustee Daniel Z. Epstein.

Approved

2. Approve a Permanent Utility Easement to Allow Florida Power & Light (FPL) Access to Construct and Maintain a New Primary Electric Service, Equipment and Meter on the Palm Beach Gardens Campus.

Mr. Edgar Cintron, Director, Facilities, provided this as part of the Board packet. Mr. Cintron was available to answer any additional questions. Trustees had no questions or comments.

 [TRMTL PBG FPL Permanent Utility Easement MT5877 XI.B.2.docx](#)

 [PBG FPL Permanent Utility Easement Legal Desc and Sketch MT5877.pdf](#)

 [Easement for Business -.doc](#)

Motion:

Motion to Approve a Permanent Utility Easement for the Purpose of Allowing Florida Power & Light (FPL) Access to Construct and Maintain a New Primary Electric Service, Equipment and Meter on the Palm Beach Gardens Campus.

Motion moved by Trustee Jon Harrison and motion seconded by Trustee Daniel Z. Epstein.

Approved

3. Approve the Construction Manager at Risk (CMaR) Agreement with Kaufman Lynn Construction for the Palm Beach Gardens Concrete

Spalling Repairs and AA & AD Stair Tower Replacement Project in Amount Not to Exceed \$4 Million.

Approve the Construction Manager at Risk (CMaR) Agreement with Kaufman Lynn Construction for the Palm Beach Gardens Concrete Spalling Repairs and AA & AD Stair Tower Replacement Project in Amount Not to Exceed \$4 Million and Authorize the President or Designee to Execute the Agreement Documents.

Mr. Edgar Cintron, Director, Facilities, and Ms. Jennifer Alvarez, Director, provided this information as part of the Board Packet. Mr. Cintron was available to answer any additional questions. Trustees had no questions or comments.

 [TRMTL KaufmanLynnCMaR PBG-Spall MT6187 XI.B.3.docx](#)

 [COI Kaufman Lynn Construction \(exp 2-28-25\) 2-8-24.pdf](#)

Motion:

Motion to Approve the Construction Manager at Risk (CMaR) Agreement with Kaufman Lynn Construction for the Palm Beach Gardens Concrete Spalling Repairs and AA & AD Stair Tower Replacement Project in Amount Not to Exceed \$4 Million and Authorize the President or Designee to Execute the Agreement Documents.

Motion moved by Trustee Melissa Friedman-Levine and motion seconded by Vice-Chair Omar Soto.

Approved

4. Second Reading - Approve the Amendment to Board Policy 6Hx-18-3.49 Sexual Predator or Offender Information Notification/Publication

Dr. Delsa Bush, Director of Security, Safety and Risk Management provided this information as part of the Board packet. Dr. Bush was available to answer any additional questions. Trustees had no questions or concerns.

 [Transmittal: MT6173-11.B.4.docx](#)

 [REDLINED-2ndReadingAmendment-6Hx-18-3.49-SexualPredator-or-OffenderInfoNotificationPub.pdf](#)

 [CLEAN-2nd reading Amendment-6Hx-18-3.49-SexualPredator-or-OffenderInfoNotificationPub.pdf](#)

Motion:

Motion to Approve the Amendment to Board Policy 6Hx-18-3.49 Sexual Predator or Offender Information Notification/Publication

Motion moved by Vice-Chair Omar Soto and motion seconded by Trustee Jon Harrison.

Approved

C. Information Services

1. Approve the Interlocal Purchasing System (TIPS) Contract #230901 with Innovate Audio Visual, Inc. in the Not to Exceed Amount of \$1,425,000 and Authorize the President to Execute the Agreement

Dr. David Edris, Director, Client Support Services, provided an overview of the current and future AV projects the College has with Innovate Audio Visual, Inc. Trustees had no questions or concerns.

 [11.C.1 Transmittal.docx](#)

 [Innovate Audio Visual Piggyback Agreement \(TIPS Contract 230901\).doc](#)

 [IT TIPS Contract DBOT - August V2.pdf](#)

 [230901 TIPS Request for Proposal \(RFP\).pdf](#)

 [230901 CONTRACT AUDIO Innovate Audio \(1\).pdf](#)

Motion:

Motion to Approve the Interlocal Purchasing System (TIPS) Contract #230901 with Innovate Audio Visual, Inc. in the Not to Exceed Amount of \$1,425,000 and Authorize the President to Execute the Agreement

Motion moved by Trustee Daniel Z. Epstein and motion seconded by Trustee Jon Harrison.

Approved

2. Second Reading - Approve the New Board Policy: Acceptable Use of Artificial Intelligence Technologies (Presenters: Dr. Russell E. Kaufman, Chief Information Officer)

This policy establishes the appropriate and responsible use of AI at PBSC to ensure that they are employed ethically, securely, and effectively to support the College while respecting privacy, confidentiality, and legal standards. Failure to abide by the policy and associated procedure(s) may result in disciplinary action, up to and including termination.

Dr. Russell E. Kaufman, Chief Information Officer, provided this information as part of the Board packet. Dr. Kaufman was available to answer any additional questions. The trustees discussed the proposed policy. Trustee Soto requested the policy include an annual review.

 [AI Policy Transmittal Page.docx](#)

 [PBSC AI Policy - Final.pdf](#)

Motion:

Motion to Approve the New Board Policy: Acceptable Use of Artificial Intelligence Technologies

Motion moved by Vice-Chair Omar Soto and motion seconded by Trustee Daniel Z. Epstein.

Approved with the amendment to include an annual review

XII. OTHER BUSINESS

Chair Bishop discussed the vacant General Counsel position and the request that Trustees have the option to participate in the final in-person interviews. Chair Bishop stated the Trustees interested in participating should notify President Parker.

A. President's 2023-2024 Evaluation

Chair Bishop stated that the President's 2023-2024 Evaluation was discussed at the August 13, 2024 Workshop and the final version was included as part of the Board packet. Trustees had no questions or concerns.

 [2023-2024 PBSC Presidents Annual Evaluation Form to DBOT Final.pdf](#)

Motion:

Motion to Approve the President's 2023-2024 Evaluation

Motion moved by Trustee Jon Harrison and motion seconded by Trustee Daniel Z. Epstein.

Approved

B. President's 2024-2027 Contract

Chair Bishop stated that the President's 2024-2027 Contract was discussed at the August 13, 2024 Workshop and the final version was included as part of the Board packet. Trustees had no questions or concerns.

 [MISC. Parker Contract 2024-27 FINAL \(02743222\).PDF](#)

Motion:

Motion to Approve President's 2024-2027 Contract

Motion moved by Trustee Jon Harrison and motion seconded by Trustee Daniel Z. Epstein.

Approved

C. Annual District Board of Trustees Reorganization

1. Election of Chairperson

Trustee Epstein nominated Trustee Harrison. Trustee Harrison accepted the nomination and was elected as the new Board Chair.

2. Election of Vice-Chairperson

Trustee Harrison nominated Trustee Epstein. Trustee Epstein accepted the nomination and was elected as the new Board Vice-Chair.

3. Designation of Meeting Dates for Academic Year 2024-2025

Chair Bishop stated the 2024-2025 Proposed DBOT Meeting Dates and Locations were included as part of the Board packet. Trustees had no questions or concerns.

 [2024-2025 Proposed DBOT Meeting Dates and Locations Draft.pdf](#)

Motion:

Motion to Approve the 2024-2025 Proposed DBOT Meeting Dates and Locations

Motion moved by Trustee Jon Harrison and motion seconded by Trustee Daniel Z. Epstein.

Approved

XIII. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

At the end of the traditional announcements, Vice-Chair Omar Soto notified the President and the Board that, effective immediately, he is stepping down from his role as Trustee due to the increase in his work responsibilities that would interfere with his ability to commit to the time and attention required to be a Trustee.

- A. PBSC's Fall Term is scheduled from August 26, 2024 through December 16, 2024
 - Session 1 (Full term - 15 weeks): August 26, 2024 - December 16, 2024
 - Session 2 (Express A - 8 weeks): August 26, 2024 - October 17, 2024
 - Session 3 (12 weeks): September 16, 2024 - December 16, 2024
 - Session 4 (Express B - 8 weeks): October 21, 2024 - December 16, 2024
- B. The College is hosting its Student Success Summit on Friday, August 23, 2024, from 8:00-12:00 on the Palm Beach Gardens Campus.
- C. Save the Date: The Palm Beach State College Foundation's 2024 Golf Classic to benefit student scholarships will be held on Monday, September 23, 2024, at Royal Palm Yacht & Country Club. For more information visit: palmbeachstate.edu/foundation/golf
- D. The next District Board of Trustees meeting is tentatively scheduled for Tuesday, September 24, 2024. Immediately following the September meeting, the College is hosting a special celebration in recognition of Carolyn Williams' and Wendy Link's years of s

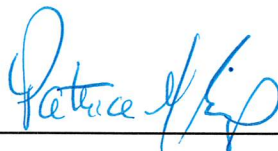
XIV. ADJOURNMENT

Motion:


Chair Bishop asked for a motion to adjourn the meeting at 5:49 pm

Motion moved by Trustee Jon Harrison and motion seconded by Vice-Chair Omar Soto.

Approved

ATTEST: 

Patrice G. Bishop, Chairperson



Ava L. Parker, J.D., President