



# PALM BEACH STATE COLLEGE

DISTRICT BOARD OF TRUSTEES

MINUTES • JANUARY 16, 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 student's lives.*

## Attendance

### Present:

Chair Patrice Bishop, Vice Chair Omar Soto, Trustee Wendy Link, Trustee Melissa Friedman-Levine, Trustee Daniel Gil-Sanchez

### Absent:

Trustee Carolyn Williams

## 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 4:09 p.m. on Tuesday, January 16, 2024, by Chair Bishop. Chair Bishop welcomed participants to the meeting. The Chair asked Vice-Chair Soto to lead in the Pledge of Allegiance.

## II. COMMENTS AND RECOGNITIONS

- A. Student Comment: Daniela Perez, Vice President, SGA Loxahatchee Groves  
Ryan Steeghs, Vice President, SGA Boca Raton  
Ariel Reda, Advisor, SGA Lake Worth

Chair Bishop introduced Daniela Perez, Ryan Steeghs, and Ariel Reda from the Student Government Association (SGA). The students shared their experiences and the preparation involved with attending the Advocacy Conference, "Rally in Tally." They showed a brief video where the College and the SGA students were acknowledged at the Florida Senate meeting. The students also gave a special thank you to Abby Ross for her assistance with ensuring they were informed and engaged with the right people while in Tallahassee.

## III. AGENDA ADDITIONS/DELETIONS

NONE

## IV. APPROVAL OF BOARD MINUTES

- A. Approve the November 21, 2023 Minutes, 4:00 PM

**Motion:** Approve the November 21, 2023 Minutes, 4:00 PM

Motion moved by Trustee Friedman-Levine and motion seconded by Vice

Chair Soto.

Approved

**V. APPROVAL OF BOARD AGENDA**

- A. Abstentions by Board Members

**NONE**

- B. Public Comments

**NONE**

**Motion:** Approve the Board Agenda

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

Approved

**VI. APPROVAL OF CONSENT AGENDA**

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

- B. Finance and Administration

- C. Information Services

- D. Human Resources

1. Approve Revision to Appendix A of the CBA

Staff Contact: Mr. Michael Pustizzi, Chief Human Resources Officer

 [Transmittal 6.D.1.docx](#)

 [Academic Rank v.4 markup.pdf](#)

Chair Bishop called for a vote on the Consent Agenda as there were no trustee questions or requests for further review of the Consent items.

**Motion:** Approve the Consent Agenda

Motion moved by Vice Chair Soto and motion seconded by Trustee Link.

Approved

**VII. APPROVAL ITEMS REMOVED FROM CONSENT AGENDA**

**NONE**

**VIII. TRUSTEES' COMMITTEE REPORTS**

Trustee Friedman-Levine provided details from the Foundation's Board Meeting and shared information on the Bank of America event on January 31, 2024, which honors the College as the recipient of their Neighborhood Builders Grant Award, and the STEAM event taking place on April 16, 2024, at the Kravis Center. Trustee Link provided information on the Construction and Contracting best practices workshop being held at the Lake Worth Campus on February 8, 2024, by the Saul Ewing law firm.

## IX. PRESIDENT'S REPORT

### A. Fall 2023 Enrollment Update

Dr. Peter Barbatis, Vice President, Student Services and Enrollment Management provided an update on the Fall 2023 enrollment for the College. The learning modality was also discussed with questions regarding how we compare with other colleges and the student success rate difference between in-person and online classes. President Parker asked Dr. Coleman-Ferrell about the Hybrid classes and the percentage requirement between in-person and online. Dr. Coleman-Ferrell stated the Hybrid classes require 50% in-person. Dr. Barbatis also provided the ethnicity percentages, primary program of study numbers in comparison to last fall's enrollment, age distribution, full-time vs part-time, and gender information. Trustee Link questioned the Baccalaureate degree numbers being lower than in the past and how we can address this issue. Dr. Coleman-Ferrell discussed the change in leadership for the Baccalaureate program and the conversation taking place on maximizing capacity and marketing ideas to address these concerns. Dr. Barbatis shared the different enrollment campaigns to assist with enrollment and provided preliminary Spring 2024 enrollment figures. He also shared an overview of the Fall 2023 Commencement.

 [9.A. DBOT - Enrollment Presentation FALL 2023.pptx](#)

### B. Partnership with Related Together

Dr. Karline Prophete, Interim Dean, Student Development and Success, shared details with the Board regarding the partnership with Mr. Stephen Ross and Related Together. The College and the two West Palm Beach High Schools will benefit from this gift. Dr. Prophete provided details on the goal of the program and the importance of embedded advisors who will be at the schools to see the students through the process from high school to the College. Trustee Link questioned if the embedded advisors would be full-time staff, which Dr. Prophete confirmed they are full-time. Chair Bishop asked Dr. Prophete how she gets the students into the office to talk about the program and how many students the advisors have seen. Dr. Prophete shared the different marketing techniques and provided the average number of students seen by each school.

[9.B. DBOT - Stephen Ross Emerging Scholars Presentation Final01.11.2024.pptx](#)

### C. Communications and Public Affairs Update

Ms. Angela Harrington, Chief Communications and Public Affairs Officer provided an overview of the different venues the College is utilizing to expand brand awareness in the community. Ms. Harrington shared many of the positive comments being posted about the College on social media.

 [Communications and Public Affairs Update.pptx](#)

D. Polo Engagement for 2024

Mr. David Rutherford, Vice President, Institutional Advancement and CEO, The Foundation for Palm Beach State College, shared details and a brief video on last year's Polo season. Mr. Rutherford provided details on the purpose of the event and the good it does for the College. He also extended an invite to the Trustees to join on a Sunday of their choosing and the Foundation would dedicate that weekend to the Trustees and their guests only. The 2023-2024 Season began December 31, 2023 and will run through April 21, 2024.

President Parker reinforced the invite from Mr. Rutherford and expanded on how special the event is and how important the engagement is for the College. She then shared with Trustees her time in Tallahassee along with Abby Ross for PBC Days and the flyer that was handed out showcasing the projects the College was advocating for this year. President Parker also provided an update on the Florida College System being added to the State's healthcare insurance. She provided details on the meeting with the executive director for the division of Emergency Management for the state and his support of the Emergency Response Training Center. Lastly, President Parker introduced some special guests in the audience: Dr. Russell Kaufman, the new CIO, and several new members of the Emerging Leadership Program: Caroline Sheikhnia, Lisa Walther, and Sumaya Abbas.

 [January 2024 Polo Report.pptx](#)

[2024 Legislative Handout FCS PBSC Final](#)

[2024 AFC Legislative Flyers](#)

X. INFORMATIONAL ITEMS

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

B. Finance and Administration

1. Financial Review and Analysis

Mr. James Duffie, Vice President, Finance and Administration, provided this information as part of the Board packet and shared a brief overview. Trustees had no questions or comments.

 [Financial.Review&AnalysisCoverSheet-MT.5717.docx](#)

 [Budget.Analysis.December.31.2023.pdf](#)

2. Planning and Construction Projects Status Report Dated December 1, 2023

Mr. Kirk Stetson, Manager, Facilities, Planning and Construction provided this information as part of the Board packet. Mr. Stetson shared a brief update on the top four projects currently in progress.

at the College: Loxahatchee Groves Dental & Medical Technology Building, Lake Worth Medical Simulation Lab Remodel, Downtown Historic Building Remodel & Addition, and Panther Plaza. He also provided an update on the new construction on 95 which will continue to hinder the 6th Avenue entrance to the Lake Worth campus.

 [ConstructionStatusReportCoverSheet-MT.5881.docx](#)

 [Planning and Construction Projects Schedule dated December 1, 2023.pdf](#)

C. Information Services

1. IT Project Contracts

Mr. Ken Libutti, Chief Information Officer

This item was pushed to the February Board Meeting due to Mr. Libutti's absence.

 [Transmittal IT Contracts Update.docx](#)

 [10.C.1 IT Purchase Contracts DBOT.pptx](#)

XI. ACTION ITEMS

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

B. Finance and Administration

1. Ratify Contract with Journey and Associates, Inc. Using the Broward County Public Schools Contract #RFP-FY23-239 Guardian School Security Services in the Amount of \$1,848,096 through December 31, 2025

Dr. Delsa R. Bush, Director, Campus Safety and Risk Management updated the Board on the final selection of a contractor for the armed security offer program. Dr. Bush provided a brief background of the company, the implementation timeline for the other campuses to have armed officers on site, and the financial impact of the contract. Dr. Bush also invited Mr. Kent Journey, Ian Moffett, and Matthew Moffett from Journey and Associates to introduce themselves to the Board.

 [Transmittal - Journey and Associates Contract 1.16.2024, MT#5892.doc](#)

 [JAI.Security.Services.fully.executed.pdf](#)

 [Award Letter Journey & Associates FY23-239 \(2\).pdf](#)

 [Journey & Associates, Inc. Letter & Executed Agreement.pdf](#)

 [SafeCampusOfficerContractJourneyAndAssociates.ratify.pptx](#)

 [FY23-239 Guardian School Security Service Solicitation.PDF](#)

**Motion:** Approve ratifying the contract with Journey and Associates, Inc. using the Broward County Public Schools Contract #RFP23-239 Guardian School Security Services in the Amount of \$1,848,096 through December 31, 2025

Motion moved by Trustee Link and motion seconded by Trustee Friedman-Levine.

Approved

**XII. OTHER BUSINESS**

**XIII. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**A. MLK Celebration**

Palm Beach State College will host the Dr. Martin Luther King, Jr. Celebration in the Duncan Theatre starting at 11:00 am on Thursday, January 18, 2024. The event will feature keynote speaker Leonard Marshall, former NFL defensive lineman. Mr. Marshall won two Super Bowls with the NY Giants.

**B. February DBOT Meeting**

The next regular District Board of Trustees meeting is scheduled for Tuesday, February 27, 2024, on the Boca Raton Campus in the Humanities and Technology Building. The Boca Campus is located at 801 Palm Beach State College Drive, Boca Raton, FL 33431.

**C. Construction and Contracting Program Best Practices Workshop**

The College will hold a Construction and Contracting Program Best Practices Workshop on Thursday, February 8, 2024, from 1:00-5:00 pm with Saul Ewing on the Lake Worth Campus.

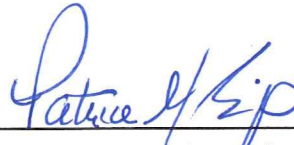
**XIV. ADJOURNMENT**

**Motion:** Chair Bishop asked for a motion to adjourn the meeting at 5:54 pm.

Motion moved by Trustee Link and motion seconded by Trustee Friedman-Levine.

Approved

ATTEST:



Patrice G. Bishop, Chairperson



Ava L. Parker, J.D., President