



# PALM BEACH STATE COLLEGE

## DISTRICT BOARD OF TRUSTEES

MINUTES • SEPTEMBER 19, 2023

Regular Meeting

Lake Worth Campus - DBOT

4:00 PM

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

### 1. MEETING CALL TO ORDER AND PLEDGE OF ALLEGIANCE BY CHAIRPERSON

The regular meeting of the District Board of Trustees of Palm Beach State College was called to order at approximately 4:20 p.m. on Tuesday, September 19, 2023, by Chair Bishop. Chair Bishop welcomed participants to the meeting. The Chair asked Vice-Chair Soto, to lead in the Pledge of Allegiance.

Attendee Name	Title	Status
Patrice Bishop	Chairperson	Present
Omar Soto	Vice Chairperson	Present
Melissa Friedman-Levine	Trustee	Remote
Wendy S. Link	Trustee	Present
Carolyn L. Williams	Trustee	Present
Daniel Gil-Sanchez	Student Trustee	Present

### 2. COMMENTS AND RECOGNITIONS

A. Faculty Comment  
 Dr. Dwight T. Elliot, MS. J.D., Professor, Information Management, Cybersecurity & Law, shared the Cybersecurity Grant objectives, successes, and results with the Board.

B. Lake Worth Campus Update  
 Ms. Barbara Cipriano, Provost and Dean Lake Worth Campus, provided an overview of the employee numbers, programs, projects, and community partnerships on the Lake Worth campus. She also advised of classroom rentals with a charter school. Trustee Link shared concerns about the Charter School lease and high school students on campus. General Counsel provided insight into the agreement being a lease and not a partnership. The President stated the Charter School would have their own guardian program to provide security detail. Trustee Link asked the College not to allow any additional leases with schools until the Board has an opportunity to discuss the process of how the CKevallege leases on campus space to entities..

#### New Faculty Introductions

Ms. Susan Bierster, M.H.S.S., Dean of Academic Affairs, introduced the new Lake Worth faculty to the Board and provided a brief bio for each new faculty member:

- Marcie Bishop, CCp Instructo 1
- James Butler, CCP Instructor

Kimberly Carlson, Associate Professor  
 George DeBay, CCP Instructor I  
 Samar El Khayat, Professor I  
 Agnolite Florial, Associate Professor  
 Paul Frankenhauser, Professor I  
 William Gross, CCp Instructor I  
 Selena LaMotte, Professor I  
 Sherlyn McCray CCP Instructor I  
 Daniel Poldo, CCP Instructor I  
 Dereck Prashad, CCP Instructor  
 Lisa Seymour, Associate Professor  
 Dr. Judy Sicilia, Professor II  
 Petrina Beugre, Associate Professor

**3. AGENDA ADDITIONS/DELETIONS**

**NONE**

**4. APPROVAL OF BOARD MINUTES**

A. Minutes of August 15, 2023 4:00 PM

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Wendy S. Link, Trustee
<b>SECONDER:</b>	Carolyn L. Williams, Trustee
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

**5. APPROVAL OF BOARD AGENDA**

A. Abstentions by Board Members

**NONE**

B. Public Comments\*

**NONE**

Motion to Approve the Agenda

Chair Bishop called for a motion and second to approve the agenda.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Carolyn L. Williams, Trustee
<b>SECONDER:</b>	Omar Soto, Vice Chairperson
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

**6. APPROVAL OF CONSENT AGENDA**

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

1. Approve the 2023-24 PBSC Catalog Addenda

Staff Contact: Dr. Roger Yohe, Vice President Academic Innovation and Strategy

B. Finance and Administration

- 1. Recommendation that the Palm Beach State College District Board of Trustees Authorize Amendment No. 4 to the General, Unrestricted, Operating Fund (Fund 1) Reclassifying Budget Expenditures from Current Operating Expense to Compensation Expense for the Fiscal Year 2022-23.

Staff Contact: Mr. James Duffie, Vice President, Finance and Administration

C. Information Services

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

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Omar Soto, Vice Chairperson
<b>SECONDER:</b>	Wendy S. Link, Trustee
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

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

**NONE**

**8. TRUSTEES' COMMITTEE REPORTS**

Trustee Levine provided a report on The Foundation Committee. She shared the details for the next Foundation Committee Meeting on Wednesday, September 20. Trustee Levine also provided information on the 2023 Golf Tournament taking place on Friday, October 20.

**9. PRESIDENT'S REPORTS**

A. TMRW Sports Update

Robine Eletto, Chief People Office and Ops Officer, and Andrew Macaulay, Chief Technology Officer provided an update to the Board on the progress of work on the Palm Beach Gardens campus. They also shared the vision for the arena. Ms. Eletto shared the status of teams being created that represent different demographic designations in the country.

B. Gala Update

President Parker shared the invitation to the Emerald Torch Awards Gala and provided an update on table and ticket sales. President Parker also invited the Trustees to a private dinner and sculpture showing on Thursday, November 9.

10. 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. Trustees had no questions or comments.

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

Mr. Kirk Stetson, Manager, Facilities, Planning and Construction, provided this information as part of the Board packet. Mr. Stetson also provided a brief overview and photos of the projects taking place on the Lake Worth, Loxahatchee Groves, and Palm Beach Gardens campuses.

C. Information Services

D. Human Resources

1. Medical and Dental Insurance Rates for the 2024 Calendar Year

Ms. Cheryl Hare, Director Total Rewards, presented the College's insurance rate changes for 2024 and PBSC's participation in the Florida College Risk Management Consortium.

11. ACTION ITEMS

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

1. Approve the Panther Strong 2026 Strategic Plan of Palm Beach State College for FY2024-2026

David Weber, Executive Director, Institute Research, presented the 2026 Strategic Plan to the Trustees and it was also included in the Board packet. Mr. Weber shared the three goals of the plan: Completion-Increase the completion and transfer rates of all students; Collaboration-Cultivate dynamic collaboration that leverages our students' impact on our community's economic and social growth; and Culture-Create a learning environment committed to the success of every student and employee.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Carolyn L. Williams, Trustee
<b>SECONDER:</b>	Omar Soto, Vice Chairperson
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

- 2. Ratify the Contract Approval with Cyberbit - Online Curriculum and Learning System for the Cyber Security Curriculum of the Computer Science Program.

Mr. John Hadley, Interim Associate Dean, Computer Science presented additional information on Cyberbit. Vice-Chair Soto requested a tour of the classrooms once they are completed.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Omar Soto, Vice Chairperson
<b>SECONDER:</b>	Carolyn L. Williams, Trustee
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

B. Finance and Administration

- 1. Approve Carryforward Spending Plan and Review Annual Financial Report for the 2022-2023 Fiscal Year

Mr. James Duffie, Vice President, Finance and Administration provided information on the College's plans and uses for the Carryforward resources. He also discussed the Annual Financial Report. Trustees had no questions or comments.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Carolyn L. Williams, Trustee
<b>SECONDER:</b>	Omar Soto, Vice Chairperson
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

- 2. Approval of Contract Increase of \$4,000,000 Using E&I Contract #EI00059 Roofing Systems, Exterior Building Maintenance, Products, Supplies and Related Services

Ms. Joan Rumsey, Assistant Director of Facilities and Ms. Jennifer Alvarez, Procurement Director provided this information as part of the Board packet. Trustee Soto requested clarification of the dollar amount and Trustee Williams requested information on the deferred maintenance list. General Counsel clarified the dollar amount requested for the Board to approve and Ms. Rumsey provided additional details regarding the deferred maintenance list. Trustees had no additional questions or comments.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Carolyn L. Williams, Trustee
<b>SECONDER:</b>	Omar Soto, Vice Chairperson
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

C. Information Services

President Parker requested that the next five items be presented and voted on as a group.

Dr. Edris proceeded to provide the Board with the project and contract details for the following five items.

1. Approve Omnia Partners Region 14 RFP #45-22 Not to Exceed \$6,155,000 with Quarterly Reporting to the Board Detailing the Total Amount Spent and plans for the next quarter. Presenter: Mr. Kenneth Libutti, Chief Information Officer and Ms. Jennifer Alvarez, Director, Procurement

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Omar Soto, Vice Chairperson
<b>SECONDER:</b>	Carolyn L. Williams, Trustee
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

2. Approve Increase of \$9,255,000 to Spend Authorization Under State of Florida Alternate Contract Source No. 43220000-NASPO-19-ACS with Quarterly Reporting to the Board Detailing the Total Amount Spent and plans for the next quarter. Presenters: Mr. Ken Libutti, Chief Information Officer and Ms. Jennifer Alvarez, Procurement Director

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Omar Soto, Vice Chairperson
<b>SECONDER:</b>	Carolyn L. Williams, Trustee
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

3. Approve E&I Cooperative Services Contract #CNR01439 Not to Exceed \$2,040,000 with Quarterly Reporting to the Board Detailing Total Amount Spent and plans for the next quarter. Presenters: Dr. David Edris, Director, Client Support Services and Ms. Jennifer Alvarez, Director, Procurement

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Omar Soto, Vice Chairperson
<b>SECONDER:</b>	Carolyn L. Williams, Trustee
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

4. Approve E&I Cooperative Services Contract # EI00049 with AVI-SPL, LLC Not to Exceed \$3,800,000 with Quarterly Reporting to the Board Detailing the Total Amount Spent and plans for the next quarter. Presenters: Dr. David Edris, Director, Client Support Services and Ms. Jennifer Alvarez, Director, Procurement

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Omar Soto, Vice Chairperson
<b>SECONDER:</b>	Carolyn L. Williams, Trustee
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

- 5. Approve E&I Cooperative Services Contract #EI00221 with B & H Photo and Electronics Corp Not to Exceed \$1,395,000 with Quarterly Reporting to the Board Detailing the Total Amount Spent and plans for the next quarter. Presenters: Dr. David Edris, Director, Client Support Services and Jennifer Alvarez, Director, Procurement

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Omar Soto, Vice Chairperson
<b>SECONDER:</b>	Carolyn L. Williams, Trustee
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

D. Human Resources

- 1. Approve Amendment to Board Policy 6Hx-18-5.301, Salary Schedules: Renaming Salary Schedule to Classification and Compensation Program - Second Reading Staff Contact: Cheryl Hare, Director of Total Rewards

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Carolyn L. Williams, Trustee
<b>SECONDER:</b>	Wendy S. Link, Trustee
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

**12. OTHER BUSINESS**

- A. 2023-2024 President's Goals

Chair Bishop requested that the President's Goals be brought back to the October meeting for discussion and approval.

**13. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

- A. Register now for the Palm Beach State College Foundation's 2023 Golf Classic to benefit student scholarships. The tournament will be held on Friday, October 20, 2023, at PGA National Resort & Spa. For more information visit: [palmbeachstate.edu/Foundation/Golf](http://palmbeachstate.edu/Foundation/Golf).
- B. The College will be closed for Development Day on Tuesday, October 17, 2023.
- C. Community Service: Palm Beach County Food Bank, Boutwell Road, Lake Worth on Friday, September 22, from 9:00-12:00.

D. The next District Board of Trustees meeting is scheduled for Tuesday, October 17, 2023, on the Lake Worth Campus.

14. **ADJOURNMENT**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Wendy S. Link, Trustee
<b>SECONDER:</b>	Carolyn L. Williams, Trustee
<b>IN FAVOR:</b>	Bishop, Soto, Link, Williams

ATTEST:   
Patrice G. Bishop, Chairperson

  
Ava L. Parker, J.D., President