



**VALENCIA
COLLEGE
FOUNDATION**

**Valencia College Foundation
Executive Committee Meeting
Zoom – 8 a.m.
November 18, 2025**

Committee Members Present:

Ms. Sheri Torres, Chair
Ms. Janice Abrew-Coriano
Mr. David Berelsman
Mr. Alan Byrd
Ms. Pat Engfer
Ms. Stephanie Howell
Mr. Jeff Mock

Staff Present:

Dr. Kathleen Plinske
Dr. Carla McKnight
Mr. Bill Mallowney
Ms. Leslie Golden
Mr. Joseph Mera
Ms. Pamela Dorn

I. Call to Order

Chair Torres called the meeting to order at 8:00 a.m. A quorum was present.

II. Approval of Minutes

Director Berelsman moved to approve the minutes of the September 9, 2025 Executive Committee Meeting, as presented. Director Engfer seconded the motion, and the motion was approved unanimously.

III. Valencia College Foundation Board of Directors Meeting Preview

Dr. McKnight presented a PowerPoint and reviewed the tentative agenda for the Foundation Board of Directors meeting scheduled for December 3, 2025, from 3:00 to 5:00 p.m. at West

Campus, Building 8. A tour of VCentials will follow the meeting. The President's Circle Holiday Reception will begin at 5:30 p.m.

IV. Discussion

Bylaws Review:

It was noted that the updated bylaws will be presented to the Foundation Board for approval at the December 3, 2025 meeting. Director Abrew-Coriano stated that bylaws should be reviewed every two years. The revised bylaws were reviewed by external experts, the Foundation team, College legal counsel, the Governance Committee, Dr. Plinske, and Dr. McKnight.

Dr. McKnight reviewed the changes and noted that:

- the bylaws should be reviewed every two years
- the last update and approval occurred on November 30, 2022
- Foundation operational changes were made
- updates ensure compliance with Best Practices
- information accuracy was reviewed
- long-term Foundation direction was updated
- changes at the College and Foundation were reflected
- language was aligned with College terminology

Dr. McKnight highlighted key updates, including:

- outdated language updates
- updated committee names
- compliance and institutional changes
- leadership alignment with College needs
- faculty and student representation
- Best Practices considerations
- adjustment maximum number of Board members
- quorum adjustments
- committee and meeting structure revisions

Dr. McKnight reviewed the proposed committee structure and the roles of Board members and the Executive Committee. She stated the Philanthropy Committee will be dissolved. There will be consolidation of committee roles and responsibilities of the remaining committees, current committee members will transition to Strategic Plan Leads in the Executive Committee. Challenges related to overlapping roles, compliance with the Florida Sunshine Law, meeting volume, and administrative support were mentioned as reasons for the changes. The role of the Finance and Audit Committee was reviewed, with emphasis on the need for financial expertise at Executive Committee meetings. Financial information will now be presented at Executive Committee meetings, allowing members to vote when time does not permit Board review.

Dr. Plinske affirmed the commitment to financial transparency and stated that financial reports will to be presented at Board meetings. Financial items requiring discussion will be included on the Board agenda.

Dr. McKnight reported that policy updates are in progress with Ms. Golden's assistance and will be presented to the Board for approval at the December 3, 2025 meeting. She also noted that four Board members will rotate off the Board by year-end and that a student representative search will be initiated.

New Foundation Board Member Processes

Recruitment and Selection:

The recruitment process will include nomination, review and vetting, and recommendation and approval. Board member nominations will occur in December 2025; review and vetting from January through February 2026; and recommendation and approval from February through March 2026.

Onboarding Process:

Chair Torres stated that the Foundation previously did not have a formal onboarding process. Going forward, recruitment, selection, and onboarding will follow a structured cycle, with Board members onboarded as a group.

Dr. McKnight outlined the onboarding experience, which includes three components: an orientation meeting; a campus tour and immersive experience; and Valencia College Ambassador Training.

V. New Business

Dr. Plinske shared that Dr. McKnight will serve as Interim Executive Director following Ms. Thomas's departure. The position will not be filled immediately to allow time to assess the organizational structure. Dr. Plinske stated that current Foundation staffing is appropriate for a mid-sized foundation and is reviewing alternative structures to maximize staff effectiveness.

VI. Adjournment

Chair Torres adjourned the meeting at 9:00 a.m.