

AGENDA
Polk State College
District Board of Trustees Meeting
February 24, 2020 - 4:00 PM
Lakeland, LTB 1100

Student Spotlight

Beyoncé Henry, AA Student, Lakeland Campus

Pledge of Allegiance

Foundation Recognitions

Ms. Tracy Porter

Special Recognitions

Dr. Angela M. Garcia Falconetti

Agenda

- 1. Meeting Called to Order**
- 2. Adoption of Agenda**
- 3. Consent Agenda Items**
 - a. Payroll Distribution for January 2020 – Ms. Teresa Vorous
 - b. Expenditure Summary for January 2020 – Ms. Teresa Vorous
 - c. Tangible Personal Property Deletions for February 2020 – Ms. Teresa Vorous
 - d. Personnel Action Report for January 2020 – Ms. Teresa Vorous

Those items included under the Consent section are self-explanatory and are not expected to require discussion before action. Items will be enacted by one motion. If discussion is desired by any Board member on any item, the item should be identified and removed from the Consent agenda for separate action.

- 4. Approval of Board Minutes**
 - a. January 27, 2020 Board Minutes
- 5. President's Report**
 - a. What's up? February/March 2020 Issue
- 6. Attorney's Report**
- 7. Business Services Action Items**
- 8. Business Services Informational Items**
 - a. Investment Interest Comparison for January 2020 – Ms. Teresa Vorous
 - b. Budget Amendment Summary for January 2020 – Ms. Teresa Vorous
 - c. Financial Statements for January 2020 – Ms. Teresa Vorous

d. Project Status Report, College-Wide for February 2020 – Ms. Teresa Vorous

9. Items Removed from the Consent Agenda

10. Academic and Student Services Action Items

a. Polk State Lakeland Gateway to College Collegiate High School (GHS) – Dr. Corey Barnes

11. Academic and Student Services Informational Items

12. Collegiate High School Report

a. Chain of Lakes Collegiate High School 2020 Recruitment/Enrollment Timeline – Dr. Keith Bonney

13. First Reading Items (No action required)

a. DBOT Rule 2.07, Campus Advertising – Ms. Tamara Sakagawa

b. DBOT Rule 2.09, College Publications – Ms. Tamara Sakagawa

14. Second Reading Items (Final Approval)

15. Board Discussion

16. Adjournment

Public Participation (from DBOT Rule 1.02)

At every regular meeting of the Board and at any meeting at which official action of the Board is to be taken, and prior to any official action being considered by the Board, members of the public shall be given an opportunity to address the Board regarding any issue on the Board agenda for that meeting. Presentations by any individual shall be limited to three (3) minutes. In order for meetings to proceed in an efficient and orderly process, the Board Chair may announce special rules to limit the number of speakers, shorten or lengthen time allowed to speakers, designate representatives to speak on behalf of a group, or other conditions consistent with the requirements of Section 286.0114, Florida Statutes.

At the discretion of the Chair and within limits established by the Chair, individuals requesting the opportunity to address the Board on an issue not on the agenda of the current Board meeting may be allowed to speak at the end of the meeting prior to adjournment.

Student appeals for grades or discipline issues are not heard by the District Board of Trustees. Students wishing to file an appeal are referred to Procedure 1018.



Agenda Item: Payroll Distribution for January 2020 – Ms. Teresa Vorous
Date: February 24, 2020

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

As prescribed by Section 1001.64, Florida Statutes, each Board of Trustees shall account for expenditures of all College funds. The presentation of the payroll distribution report provides Board members with a comparative analysis of payroll expenses. The information in this report includes salaries only. This report is for January 2020.

Background/Analysis:

Payroll expenses are classified by employee type.

Fiscal Impact:

There was an overall decrease in payroll for the month of January as compared to December. This is mainly attributable to a decrease in part-time and full-time instructional cost as well as fewer hours by part-time hourly employees.

Peter S. Elliott, V.P., Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Student Success through Innovation, Community Impact, and Engagement

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

Recommend Approval

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Payroll Distribution Report for January 2020	Backup Material

PAYROLL DISTRIBUTION JANUARY 2020

	JANUARY 2020			DECEMBER 2019			JANUARY 2019		
		%	Salaries		%	Salaries		%	Salaries
Management Full-time	35	10.59%	\$ 250,888.94	35	8.40%	\$ 260,899.26	33	9.15%	\$ 247,106.95
Management Part-time	0	0.00%	0.00	0	0.00%	0.00	0	0.00%	0.00
Instructional Full-time	183	37.33%	884,067.41	185	39.84%	1,237,014.15	190	40.35%	1,090,201.16
Instructional Part-time	122	2.45%	58,135.52	380	11.13%	345,622.78	326	8.69%	234,864.89
Professional Full-time	200	28.48%	674,492.77	191	21.90%	680,063.08	186	24.28%	656,061.44
Professional Part-time	74	1.77%	41,944.45	78	2.11%	65,449.73	69	1.51%	40,808.50
Tech, Clerical & Trade Full-time	174	16.42%	388,942.02	185	12.56%	390,113.89	174	13.65%	368,799.31
Tech, Clerical & Trade Part-time	147	2.30%	54,576.63	151	3.01%	93,442.89	153	1.93%	52,183.15
Student Employment Part-time	56	0.66%	15,548.64	62	1.05%	32,533.76	44	0.44%	11,543.84
TOTAL		<u>100.00%</u>	<u>\$ 2,368,596.38</u>		<u>100.00%</u>	<u>\$ 3,105,139.54</u>		<u>100.00%</u>	<u>\$ 2,701,569.24</u>



Agenda Item: Expenditure Summary for January 2020 – Ms. Teresa Vorous
Date: February 24, 2020

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

As prescribed by Section 1001.64, Florida Statutes, each Board of Trustees shall account for expenditures of all College funds. The presentation of the expenditure summary, also called a warrants summary, provides information regarding the payments for current expenses and capital outlay items for the month, including all payments made electronically. The itemized warrants listing will be available for review at the Board meeting.

Background/Analysis:

The warrants summary is broken out by payee type. The warrants list is provided by check number, date, vendor name, and amount paid to vendor.

Fiscal Impact:

Total expenditures for the month of January were \$11.1 million.

Peter S. Elliott, V.P., Administration / CFO

Initiating Official

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Commitment to Student Success through Innovation, Community Impact, and Engagement

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

Recommend Approval

ATTACHMENTS:

Description	Type
☐ Expenditure Summary for January 2020	Backup Material

Polk State College
Expenditure Summary for January 2020

CHECK PAYMENTS

<u>PAYEE CATEGORY</u>	<u>NUMBER OF CHECKS</u>	<u>AMOUNT</u>
Student Disbursements and Refunds	4	1,920.09
Employee Payroll and Reimbursements	15	29,464.78
Vendor Payments	<u>273</u>	<u>1,483,379.55</u> *
Subtotal Check Payments	<u>292</u>	<u>\$ 1,514,764.42</u>

ELECTRONIC PAYMENTS

<u>PAYEE NAME</u>	<u>AMOUNT</u>
Santa Fe College - Employee Insurance	540,060.51
Santa Fe College - Workers Compensation Insurance	463.24
Employee Payroll	1,717,808.88
Employee Reimbursements	44,824.41
Vendor Payments	1,207,740.93
Student Disbursements and Refunds	5,100,375.70
Merchant Fees - Early Childcare	414.81
Merchant Fees - American Express/Discover/Visa/Master Card	21,358.39
Tampa Electric Company	38,803.94
TIAA-CREF Retirement Savings Plan	13,372.70
Vanguard Retirement Savings Plan	4,910.03
Expertpay Withholding	3,772.30
Wageworks Reimbursement	30,461.67
VALIC Retirement Savings Plan	24,676.28
VOYA Retirement Savings Plan	700.00
Fidelity Retirement Savings Plan	3,532.66
State of Florida Retirement (FRS)	294,804.39
Internal Revenue Service - Payroll Taxes	567,899.00
Subtotal Electronic Payments	<u>\$ 9,615,979.84</u>

Grand Total - All Payments **\$ 11,130,744.26**

* Total includes customer subtotal located on the last page of the check register.



Agenda Item: Tangible Personal Property Deletions for February 2020 – Ms. Teresa Vorous

Date: February 24, 2020

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

Polk State College District Board of Trustees Rule 5.22 grants the President authority to dispose of tangible personal property in accordance with Section 274.02, Florida Statutes. A report must be submitted to the District Board of Trustees showing the items that are to be disposed of under this delegation.

Background/Analysis:

Submitted for your approval are tangible personal property items to be disposed of and removed from the College's property records. Forty-five (45) non-capitalized items and three (3) capitalized items are either being donated or scrapped.

Fiscal Impact:

This action reduces the number of items recorded on the College's inventory records for tangible personal property. Non-capitalized property is expensed in the year of purchase, and its removal from College records has no impact on the financial statements. Disposal of the capitalized item reduces the value of capital equipment and associated accumulated depreciation on Polk's financial statements.

Peter S. Elliott, V.P., Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

Recommend Approval

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Tangible Personal Property Deletions for February 2020	Backup Material



Agenda Item: Personnel Action Report for January 2020 – Ms. Teresa Vorous
Date: February 24, 2020

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:
In accordance with Polk State College DBOT Rule 3.01 and Section 1012.855, Florida Statutes, the employment of all personnel shall be upon the recommendation of the President, subject to rejection for cause by the District Board of Trustees.

Background/Analysis:
This is the **January 2020** report to the Board detailing recent personnel actions including new hires, terminations, and changes to current employee assignments.

Fiscal Impact:
Nearly all personnel actions have some impact to area/departamental personnel budgets. However, care is taken to ensure that personnel actions do not cause personnel budgets to exceed budgeted amounts.

Peter S. Elliott, V.P., Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

Recommend Approval

ATTACHMENTS:

Description	Type
Personnel Actions Report for January 2020	Backup Material

Polk State College District Board of Trustees Personnel Actions

January 2020

Administrative

Additional Assignments

None

New Appointments

None

Resignations/Terminations

None

Career

Additional Assignments

Albritton, Marshall	P/T	Tutor	20200114	LKLR
Castro, Dexter	P/T	Tutor	20200113	WHLR
Clagett, William	P/T	Directed Study Tutor	20200106	WLAS
Fuhrman, Coulton	P/T	Professional Tutor	20200106	LLAS
Fuhrman, Coulton	P/T	OPS Worker	20200106	LLAS
Hall, Tykiela	P/T	Activity Coach	20200102	SALO
Lara, Christian	P/T	Directed Study Tutor	20200106	LLAS
Medley, April	P/T	Directed Study Tutor	20200106	LLAS
Manzi, Michelle	P/T	Musicians Performance	20191205	WLAS
Ramraj, Raymond	P/T	Guest Lecturer	20191105	WLAS
Sheppard, Yolanda	P/T	Activity Coach	20200102	SALO

New Appointments

Alderman, Will	P/T	Directed Study Tutor	20200106	WLAS
Alicea, Victoria	P/T	OPS Worker	20200102	SSDN
Amato, Brandon	P/T	Instructional Support	20200102	WLAS
Angeles-Vargas, Brayan	P/T	OPS Worker	20200102	WHLR
Avalos, Javier	P/T	Tutor	20200106	WLAS
Bracey, Easton	P/T	Directed Study Tutor	20200106	LLAS
Bunting, Tracy	P/T	Tutor	20200115	TRIO
Clinger, Marta	P/R	Administrative Clerk	20200107	CC
Cortes, Rachel	P/T	OPS Worker	20200102	LKLR
Cunningham, Kristin	P/T	Tutor	20200113	WHLR
Dimitriadis, Athanasios	P/T	Tutor	20200122	WHLR
Driver, Robert	P/T	Tutor	20200106	LKLR
Fortner, Saddle	P/T	OPS Worker	20200106	LLAS
Gibbons, Madison	P/T	Test Proctor	20200106	WWFD
Helms, Susan	P/T	Tutor	20200102	LKLR

Polk State College District Board of Trustees Personnel Actions

January 2020

New Appointments cont.

Irvine, Taylor	P/T	Professional Tutor	20200106	LLAS
Jean, Whetchina	P/T	OPS Worker	20200102	SALO
Justice, Kaley	P/T	Directed Study Tutor	20200106	WLAS
Justus, Seth	P/T	Tutor	20200102	LKLR
Lallance, Leroy	P/T	Musicians Performance	20191206	WLAS
Lee, James	P/T	Bus Driver	20200115	SSAA
Lipphardt, Taylor	P/T	Directed Study Tutor	20200106	LLAS
Martinez, Paul	P/T	Tutor	20200127	WHLR
McClelland, Lane	P/T	Tutor	20200114	WLAS
McClain, Camaryn	P/T	OPS Worker	20200102	LKLR
Mitchell, Niki	P/T	Tutor	20200102	LKLR
Moonab, Zachary	P/T	OPS Worker	20200106	LLAS
Myers, Monica	P/T	Tutor	20200106	WLAS
Oprysk, Rebecca	P/T	OPS Worker	20200102	LKLR
Ortega, Anasofia	P/T	OPS Worker	20200102	WHLR
Peneguy, Matthew	F/R	Interim User Support Spec II	20200120	IT
Pennekamp, Tabitha	P/T	Guest Lecturer	20191212	WLAS
Pizarro, Giselle	P/T	Tutor	20200102	JDA
Sallee, Christy	P/T	Musicians Performance	20191206	WLAS
Scott, Timothy	P/T	Directed Study Tutor	20200106	WLAS
Simantob, Carina	P/T	Instructional Support	20200106	VPWF
Soderlind, Marius	P/T	Tutor	20200102	WHLR
Terrell, Asia	P/T	OPS Worker	20200102	SSDN
Torres, Josmairim	P/T	Tutor	20200102	JDA

Resignations/Terminations

Atitos, Jose	P/T	OPS Worker	20191211	Assignment Complete	WLAS
Moore, Carrie	P/T	Tutor	20191205	Resignation	LKLR
Torquemada, Candelaria	P/T	Tutor	20191205	Resignation	JDA
Whitmore, Mark	P/T	Tutor	20191213	Resignation	WHLR

Polk State College District Board of Trustees Personnel Actions

January 2020

Instructional

Additional Assignments

Anderson, Dale	P/T	Special Project	20200106	LLAS
Cabra, Henry	P/T	Special Project	20191211	VPWF
Cavanah, Megan	P/T	Special Project	20191215	VPAC
Coates, Karen	P/T	Special Project	20191216	LWFD
Folsom, Glenda	P/T	Special Project	20200131	LLAS
Garcia, Diana	P/T	Lifelong Learning	20200107	WLAS
Harris, Gregory	P/T	Special Project	20191215	VPAC
Lee, Joyce	P/T	Substitute	20200122	WLAS
Lee, Joyce	P/T	Special Project	20191215	VPAC
McGriff, Von	P/T	Special Project	20200131	LLAS
Moran, KT	P/T	Adjunct	20191201	VPSS
Ramos, Rebecka	P/T	Special Project	20191210	WLAS
Rosa, Lisa	P/T	Special Project	20191215	VPAC
Sabin, Kari	P/T	Lifelong Learning	20200106	WLAS
Shea, Christen	P/T	Special Project	20191210	WLAS
Smith, Laurel	P/T	Lifelong Learning	20200106	WLAS
Soederlind, Kristin	P/T	Substitute	20191101	WLAS
Whitcomb, Natalie	P/T	Adjunct	20200116	VPSS
Young, Lawrence	P/T	Special Project	20191205	LLAS
Young, Lawrence	P/T	Lifelong Learning	20200106	WLAS

New Appointments

Alexander, Donna	P/T	Lifelong Learning	20200106	WLAS
Banker, Tollie	P/T	Adjunct	20200106	WLAS
Barat, Charlotte	P/T	Lifelong Learning	20200106	WLAS
Beutel, Charles	P/T	Adjunct	20200106	WLAS
Bolano, Claudia	P/T	Adjunct	20200106	WLAS
Brown, Kristen	P/T	Adjunct	20200106	WLAS
Burkhart, Polly	P/T	Adjunct	20200116	VPSS
Cameron, Amy	P/T	Adjunct	20200106	OTA
Carter, Michael	P/T	Adjunct	20200106	WLAS
Chumley, Jake	P/T	Adjunct	20200106	WWFD
Cockman, Kristine	P/T	Adjunct/PT Clinical Asst	20200102	NUR
Collins, Ashley	P/T	Adjunct	20200106	WLAS
Cuevas, Miriam	P/T	Adjunct	20200106	LWFD
Dom, Mark	P/T	Adjunct	20200102	WWFD
Evans, David	P/T	Adjunct	20200106	WWFD
Folsom, Glenda	P/T	Adjunct	20200102	LLAS
Gipson, Dennis	P/T	Adjunct	20200106	WLAS
Hall, Dominique	P/T	Adjunct	20200116	VPSS

Polk State College District Board of Trustees Personnel Actions

January 2020

New Appointments cont.

Hallock, Melisa	P/T	Adjunct	20200106	WLAS
Hardy, Dawn	P/T	Adjunct	20200106	WLAS
Hart, Luke	P/T	Adjunct	20200106	WLAS
Hooper, Justin	P/T	Adjunct	20200102	WWFD
Jernigan, Marissa	P/T	Adjunct/PT Clinical Asst.	20200127	NUR
Jones, Jordyn	P/T	Adjunct	20200113	WLAS
Laraway, Debra	P/T	Adjunct	20200131	LLAS
Lawson, Leroy	P/T	Adjunct	20200106	WLAS
Lecocq, Eleanor	P/T	Adjunct	20200103	LLAS
McClamma, Elizabeth	P/T	Adjunct/PT Clinical Asst.	20200102	NUR
Mitchell, David	P/T	Adjunct	20200106	WLAS
Mixon, Crystal	P/T	Adjunct/PT Clinical Asst.	20200102	NUR
Mixon, Pamela	P/T	Adjunct	20200106	WLAS
Murdoch, Mary Ann	P/T	Lifelong Learning	20200106	WLAS
Paige, Fannie	P/T	Lifelong Learning	20200106	WLAS
Pennekamp, Tabitha	P/T	Substitute	20200121	WLAS
Perez, Jose	P/T	Special Project	20200106	LWFD
Perez, Sam	P/T	Special Project	20191211	VPWF
Phillips, Jeffrey	P/T	Adjunct	20200106	WLAS
Pranno, Arthur	P/T	Adjunct	20200106	WLAS
Quirico, Maria	P/T	Adjunct	20200102	LLAS
Raebig, Williams	P/T	Adjunct	20200102	CPS
Rivera, Ami	P/T	Adjunct	20200102	LLAS
Sallee, Christy	P/T	Adjunct	20200106	WLAS
Santos, Esmirna	P/T	Special Project	20200106	LLAS
Schilling, Christopher	P/T	Special Project	20191211	VPWF
Snell, Ken	P/T	Lifelong Learning	20200106	WLAS
Snyder, Amanda	P/T	Adjunct	20200105	NUR
Soules, Dorothy	P/T	Adjunct	20200106	WLAS
Tidwell, Patricia	P/T	Adjunct	20200106	WLAS
Waldron, Michael	P/T	Adjunct	20200116	CPS

Resignations/Terminations

Ballivian, Maria	P/T	Adjunct	20191216	Assignment Complete	LLAS
Billingsley, John	P/T	Adjunct	20200130	Retirement	WWFD
DeWitt, William	P/T	Adjunct	20200102	Assignment Complete	LWFD
Lefan, Merrell	P/T	Adjunct	20191202	Assignment Complete	LWFD
Smelser, Lisa	F/R	Professor	20191216	Resignation	LLAS
Snyder, Amanda	F/R	Professor	20191211	Resignation	NUR

Polk State College District Board of Trustees Personnel Actions

January 2020

Professional Technical

Additional Assignments

DeRonda, Kimberlea	P/T	PT Professional Librarian	20200102	LKLR
Williams, Joseph	P/T	PT Coordinator	20200102	CPS

New Appointments

Acevedo, Freddie	F/R	Interim Network Support Spec.	20200120	IT
Moore, Karen	F/R	Data Analyst	20200102	ITMS
Rue, Jiani	F/R	Program Specialist	20200102	VPSS

Resignations/Terminations

Leslie, Rosebud	F/R	Coor, Career Development Svcs.	20191130	Resignation	SADM
Linamen, Steven	F/R	Head Soccer Coach	20200131	Assignment Ended	VPSS
McGraw, Kevin	P/T	PT Coordinator	20191216	Assignment Complete	CPS
Walker, Lanny	P/T	PT Coordinator	20191216	Assignment Complete	CPS

Students

Additional Assignments

None

New Appointments

Jeske, Kayla	P/T	Student Worker	20200109	SSFA
Lee, Shane	P/T	Student Worker	20200124	SSFA
Lewin, Ritnella	P/T	Student Worker	20200115	SSFA
Love, Chenelle	P/T	Student Worker	20200110	SSFA
Mosley, Cynteria	P/T	Student Worker	20200124	SSFA
Sanchez, Yesenia	P/T	Student Worker	20200124	SSFA

Resignations/Terminations

Echevarria, Tiffany	P/T	Student Worker	20200106	Resignation	SSFA
Gomez-Velazquez, Yadira	P/T	Student Worker	20200106	Resignation	SSFA
Harris, Cedric	P/T	Student Worker	20200106	Assignment Complete	SSFA
Jordan, Kimothie	P/T	Student Worker	20200106	Assignment Complete	SSFA
Washington, Andrew	P/T	Student Worker	20200106	Assignment Complete	SSFA

Polk State College District Board of Trustees Personnel Actions

January 2020

Nomenclature

AV	-	Audio Visual
AVP	-	Associate Vice President
CC	-	Corporate College
CHS	-	Collegiate High School-Lakeland
CHSW	-	Collegiate High School-WH-Chain of Lakes
CMPT	-	Controller
Coor.	-	Coordinator
CPS	-	Center for Public Safety-Criminal Justice
CVT	-	Cardiovascular Technology
CWS	-	College Work Study
DBOT	-	District Board of Trustees
DDAA	-	District Dean, Academic Affairs
DEVP	-	Development & Planning, VP, Institutional Advancement/Foundation
DPTS	-	Data Processing/Tech Support
EMS	-	Emergency Medical Services
EPI	-	Educator Prep Institute
ET	-	Instructional Education Technology
ETS	-	Educational Talent Search
FAC	-	Facilities
F/R	-	Full-time Regularly Established
F/T	-	Full-time Temporary
GHS	-	Gateway High School
HR	-	Human Resources
Instr Assess/Dev/Plan/Coor	-	Instructional Assessment/Development/Planning/Coordination
IPS/Criminal Justice	-	Institute of Public Safety/Criminal Justice
IR	-	Institutional Research
IT	-	Information Technology
JDA	-	JD Alexander Center
KAC	-	Kids at College
LKLR	-	Lakeland-Learning Resources
LKPV	-	Lakeland Provost
LLAS	-	Lakeland-Liberal Arts & Sciences
LWFD	-	Lakeland-Workforce Development
NUR	-	Nursing

Polk State College District Board of Trustees Personnel Actions

January 2020

Nomenclature cont.

OCPA	-	Office of Communications & Public Affairs
OEDI	-	Office of Equity, Diversity & Inclusion
OPS Worker	-	Other Professional Services Worker
Org Assess/Devel Services	-	Organizational Assessment/Development Services
OTA	-	Occupational Therapy Program
P/R	-	Part-time Regularly Established
P/T	-	Part-time Temporary
PRES	-	President
Prof Instr Svcs/Cert. Training	-	Professional Instructional Services/Certification Training
Prof Instr Svcs/Lic. Training	-	Professional Instructional Services/Licensure Training
RTE	-	Radiography Technology
SADM	-	Student Services-Admissions
SSDN	-	Student Services-Dean
SSAA	-	Student Services-Activities & Athletics
SSFA	-	Student Services-Financial Aid
TLCC	-	Teaching & Learning Center
VPAC	-	Provost/VP, Academic Affairs
VPBS	-	Vice President, Administrative/Chief Financial Officer
VPSP	-	Vice President, Special Projects, Strategic Priorities and Growth
VPSS	-	Vice President, Student Services
WHLR	-	Winter Haven-Learning Resources
WHPV	-	Winter Haven Provost
WLAS	-	Winter Haven-Liberal Arts & Sciences
WWFD	-	Winter Haven- Workforce Development



POLK STATE COLLEGE

Agenda Item: January 27, 2020 Board Minutes

Date: February 24, 2020

POLK STATE COLLEGE BOARD OF TRUSTEES AGENDA TRANSMITTAL SHEET

Issue:
Approval of January 27, 2020 Board Minutes.

Angela M. Garcia Falconetti, President

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

President's Recommendation:

Recommend Approval

ATTACHMENTS:

Description	Type
☐ January 27, 2020 Board Minutes	Backup Material

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, January 27, 2020 – 4:00 p.m.
Polk State College Winter Haven Campus, WST 126

Dr. Angela M. Garcia Falconetti called the January 27, 2020, District Board of Trustees meeting to order at 4:04 p.m.

Members Present: Ms. Ashley Bell Barnett, Mr. Dan Dorrell, Mr. Greg Littleton, Ms. Teresa Martinez, and Mr. Mark Turner

Members Absent: Ms. Cindy Hartley Ross

Student Spotlight: Ms. Ellie Peguero, Biochemistry Major, Winter Haven Campus

Foundation Special Recognitions: Ms. Tracy Porter

Dr. Falconetti introduced Ms. Tracy Porter to speak about the special recognition. Ms. Porter introduced Polk State Foundation Board Chair Brent Parrish. Mr. Parrish acknowledged a gift from Citizens Bank & Trust in the amount of \$163,495 for scholarships and programs. Mr. Parrish introduced Mr. Littleton, President and CEO of Citizens Bank and Trust. Mr. Littleton briefly addressed the Board about the tremendous return on investment from donating to Polk State. He shared his long-term relationship with the College as a current Board member and as a former student.

Special Recognitions: Dr. Angela M. Garcia Falconetti

- a. Vice Chair Ross for being elected as Vice Chair of the Association of Florida College's (AFC) Trustees Commission Executive Board
- b. Mr. Littleton, whose Greater Winter Haven Chamber of Commerce podcast "It's Happenin' in the Haven" episode aired today
- c. Ms. Susan Desbrow, the College's new Director of Student Enrollment Services and Registrar, who was introduced by Vice President of Student Services Reggie Webb

Agenda:

Mr. Littleton moved, seconded by Mr. Dorrell, to approve the agenda for January 27, 2020. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for November 2019** – Approved on consent agenda. Board action is required.
- b. **Payroll Distribution for December 2019** – Approved on consent agenda. Board action is required.
- c. **Expenditure Summary for November 2019** – Approved on consent agenda. Board action is required.

- d. Expenditure Summary for December 2019** – Approved on consent agenda. Board action is required.
- e. Tangible Personal Property Deletions for January 2020** – Approved on consent agenda. Board action is required.
- f. Personnel Actions Report for November and December 2019** – Approved on consent agenda. Board action is required.
- g. Salary Schedule Changes for January 2020** – Approved on consent agenda. Board action is required.

Mr. Dorrell moved, seconded by Mr. Turner, to approve the consent agenda items for November and December 2019 and January 2020. All members voted affirmatively.

Those items included under the Consent section are self-explanatory and are not expected to require discussion before action. Items will be enacted by one motion. If discussion is desired by any Board member on any item, the item should be identified and removed from the Consent agenda for separate action.

Approval of Board Minutes

a. December 2, 2019, Board Minutes

Ms. Barnett moved, seconded by Mr. Dorrell, to approve the December 2, 2019, Board minutes. All members voted affirmatively.

President's Report

a. 2020 Legislative Update

1. January 7, Council of Presidents meeting with Education Commissioner Richard Corcoran in Tampa
2. January 15-16, AFC Trustees Commission Legislative Conference in Tallahassee with Chair Martinez and Vice Chair Ross; Materials from the Trustee Commission conference were distributed to the Board for their information
3. January 15, Legislative Delegation dinner in Tallahassee
4. January 28, Polk County Day in Tallahassee to meet with newly appointed Chancellor of the Division of Workforce and Adult Education Henry Mack and to attend the Polk County Day Reception; Representing Polk State during the Greater Winter Haven and Lakeland Area chambers of commerce Capitol Connection event will be Director of Communications Madison Fantozzi and JD Alexander Center Director Dr. Andy Oguntola
5. February 9-12, Association of Community College Trustees National Legislative Summit in Washington, D.C., with Chair Martinez and Vice Chair Ross

b. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Preparation

1. January 22-23, SACSCOC Vice President Dr. Nuria Cuevas visit to the College to discuss and better prepare for the College's SACSCOC Reaffirmation Committee on-site visit October 26-28 and the role of the District Board of Trustees during this on-site review
2. February 7, SACSCOC consultant Silver & Associates tentative visit to the College
3. February 18-20, serving on SACSCOC on-site review team of another institution in Georgia
4. March 2, Compliance certification must be received by SACSCOC

c. Information Items

1. January 4, House Majority Event with members of the House and House Higher Education Appropriations Chair Travis Cummings
2. January 11, Guest lecture with Chair Martinez to doctoral students at Florida Atlantic University
3. Co-authoring a book chapter spotlighting the U.S. Model of Career and Technical Education

d. Supplementing meeting packet

- January/February 2020 issue of "What's up?" which lists recent and current happenings at Polk State College
- *The Ledger (Dr. Falconetti Guest Columnist)* article In 2020, Polk State seeks to build on 2019 success
- *Florida Department of Education Newsroom* article What They Are Saying... Education Leaders and Stakeholders Praise Governor DeSantis as "The Education Governor"
- *Blue Review* article Art Schools That Will Change Your Life: the Top US Art Programs in 2020 that ranked Polk State as a top foundational art program that teaches and celebrates representational artwork. Many art schools and programs have conceptual and philosophical programming without technical or practical application. The schools listed embrace the latter. The author visited campus last semester, toured the art building, and met art students.

Attorney's Report:

Attorney Don Wilson had nothing to report.

Business Services Action Items:

a. Polk State College Financial Audit FY 2019 – Mr. Peter Elliott

Mr. Elliott noted that the Auditor General's office conducts an annual financial audit of the College and communicates the results of this audit directly to members of the Board. On December 16, 2019, the Auditor General sent the completed Audit Report from the last Fiscal Year directly to the Board. Mr. Elliott reminded the Board that this Audit Report contained no findings, no deficiencies of internal control or financial reporting, and no instances of non-compliance. In discussions with Dr. Mary Clark, VP for Institutional Effectiveness, Accreditation & Research, it was suggested that in addition to documenting that the Financial Audit is communicated directly to the Board by the Auditor General, that the final Audit Report

also be brought to the Board as an item for formal acceptance of the report.

Mr. Dorrell moved, seconded by Mr. Turner, to approve the Polk State College Financial Audit FY 2019. All members voted affirmatively.

Business Services Informational Items: Mr. Peter Elliott

- a. **Investment Interest Comparison for December 2019** – Mr. Elliott presented and reviewed the College’s Investment Interest Comparison for December 2019. No Board action required.
- b. **Budget Amendment Summary for November 2019** – Mr. Elliott presented and reviewed the Budget Amendment Summary for November 2019 for the Board’s information. No Board action required.
- c. **Budget Amendment Summary for December 2019** – Mr. Elliott presented and reviewed the Budget Amendment Summary for December 2019 for the Board’s information. No Board action required.
- d. **Financial Statements for December 2019** – Mr. Elliott presented and reviewed the Financial Statements for December 2019 for the Board’s information. No Board action required.
- e. **Project Status Report, College-Wide for December 2019 and January 2020** – Mr. Elliott presented and reviewed the Project Status Report, College-Wide for December 2019 and January 2020 for the Board’s information. No Board action required.

Items Removed from the Consent Agenda:

None.

Academic & Student Services Action Items:

None.

Academic & Student Services Informational Items:

None.

Collegiate High School Report:

- a. **Polk State Chain of Lakes Collegiate High School (COL) Report of Charter Goals for Academic Year** – Dr. Keith Bonney shared the results of 2018-19 (Charter) performance targets for Polk State Chain of Lakes Collegiate High School for the Board’s information. He emphasized that COL’s actual performance exceeded all accountability plan performance targets and the district and state averages in every category.

First Reading Board Rules (No action required):

None.

Second Reading Board Rules (Final Approval):

a. DBOT Rule, 1.01, Board Membership and Organization – Dr. Mary Clark

Dr. Clark presented and recommended approval of the revised DBOT Rule 1.01, Board Membership and Organization. She noted that Rule 1.01 aligns with SACSCOC policy for this area.

Mr. Littleton moved, seconded by Mr. Dorrell, to approve the revised DBOT Rule 1.01, Board Membership and Organization.

b. DBOT Rule, 2.24, Faculty Senate Constitution – Dr. Lee Thomas

Dr. Thomas presented and recommended approval of the revised DBOT Rule 2.24, Faculty Senate Constitution.

Ms. Barnett moved, seconded by Mr. Turner, to approve the revised DBOT Rule 2.24, Faculty Senate Constitution.

c. DBOT Rule 3.05, Contracts for Administration, Instructional, and Professional/Technical – Mr. Peter Elliott

Mr. Elliott presented and recommended approval of the revised DBOT Rule 3.05, Contracts for Administration, Instructional, and Professional/Technical.

Mr. Littleton moved, seconded by Ms. Barnett, to approve the revised DBOT Rule 3.05, Contracts for Administration, Instructional, and Professional/Technical.

d. DBOT Rule 4.29, College Preparatory Instruction – Mr. Reggie Webb

Mr. Webb presented and recommended approval of the revised DBOT 4.29, College Preparatory Instruction.

Mr. Turner moved, seconded by Mr. Dorrell, to approve the revised DBOT Rule 4.29, College Preparatory Instruction.

e. DBOT Rule 4.31 College Preparatory Alternatives for Career Certificate Applicants – Mr. Reggie Webb

Mr. Webb presented and recommended approval of the revised DBOT 4.31 College Preparatory Alternatives for Career Certificate Applicants.

Mr. Littleton moved, seconded by Ms. Barnett, to approve the revised DBOT Rule 4.31 College Preparatory Alternatives for Career Certificate Applicants.

f. DBOT Rule 4.33, Hazing (formerly Rule 4.16, Hazing) – Mr. Reggie Webb

Mr. Webb presented and recommended approval of the revised DBOT Rule 4.33, Hazing (formerly Rule 4.16, Hazing).

Ms. Barnett moved, seconded by Mr. Turner, to approve the revised DBOT Rule 4.33, Hazing (formerly Rule 4.16, Hazing).



POLK STATE COLLEGE

Agenda Item: What's up? February/March 2020 Issue

Date: February 24, 2020

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

ATTACHMENTS:

Description	Type
□ What's up? February/March 2020 Issue	Backup Material

What's up?

February/March 2020

Just in case someone asks you: "What's up at Polk State College?"

- Enrollment is currently open for the Spring 2020 FASTRACK 2 session. Classes start on March 4.
- For the first time in its history, the College will host two commencement ceremonies to cap off the Spring 2020 Semester. Due to the growing number of graduates participating in spring ceremonies, the College has made this change to comfortably accommodate families and guests. The College will continue to host a single commencement ceremony in the fall semesters. On May 7, the College will host two commencement ceremonies at the RP Funding Center in Lakeland. The first ceremony will take place at 2:30 p.m. for graduates of the College's Bachelor of Applied Science (BAS), Bachelor of Science (BS) including the Bachelor of Science in Nursing (BSN), Associate in Science (AS), Associate in Applied Science (AAS), Applied Technology Diploma (ATD), and certificate programs. The second ceremony will begin at 6:30 p.m. for graduates of Polk State's Associate in Arts (AA) degree program. More information about graduation, including tickets, is available online at polk.edu/graduation.
- Polk State Music student Nathaniel Saez won the voice category during the Florida College System Activities Association's (FCSAA) Student Artist Competition Winners Recital and Symposium Jazz Ensemble in January at Florida Southern College. He was accompanied by Professor of Music Michelle Manzi as well as peers who performed in the FCSAA percussion and jazz ensembles.
- The Polk State Speech and Debate Team recently competed at the University of Florida Swing Tournament, where students Michelle Sankar and Kemuel Troche won novice awards for their persuasive speeches.
- POLKcast, Polk State's podcast, completed its second season with episode "Being SLIC with Chris Fullerton and Jarrod Jones" highlighting the Winter Haven Campus Library's Student Learning Innovation Center, or SLIC, which provides students with the technology, software, and assistance to create multimedia projects that will wow their peers and professors. The second season of POLKcast featured the different services and resources available to students at the College, from scholarships and career services to campus food pantries and disability services. The podcast is available on Apple, Googly Play, Spotify, Stitcher, and www.polk.edu/news/in/polkcast.
- President Angela Garcia Falconetti was featured on the Greater Winter Haven Chamber of Commerce's podcast, It's Happenin' in the Haven, in an episode titled "Soar Eagles" in which she shared the life-transforming work taking place at Polk State, the College's critical role in the economic development of Polk County, and her personal story and career path to College presidency. The podcast is available on Apple, Google Play, Spotify, and Anchor.
- The Spring Student Art Exhibition will open in the Polk State Lakeland Art Gallery on March 9 and be available for viewing Monday through Thursday from 10 a.m. to 2 p.m. through May 7. A reception will take place April 14 from 5 p.m. to 7 p.m. in the gallery.
- Polk State will be closed March 23 through March 29 for spring break. The College will reopen March 30.

news.polk.edu



Agenda Item: Investment Interest Comparison for January 2020 – Ms. Teresa Vorous
Date: February 24, 2020

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

Pursuant to Section 1001.64, Florida Statutes, and District Board of Trustees Rule 5.06, the College has the authority to invest funds not required for immediate needs. Such investments must provide first for safety of principal and sufficient liquidity.

Background/Analysis:

Polk State College continues to keep available funds invested in Money Market accounts to provide stability and liquidity.

Fiscal Impact:

Interest earned July 2019 through January 2020 equals \$56,086.

Peter S. Elliott, V.P., Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Student Success through Innovation, Community Impact, and Engagement

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

For Information Only

ATTACHMENTS:

Description	Type
□ Investment Interest Comparison for January 2020	Backup Material

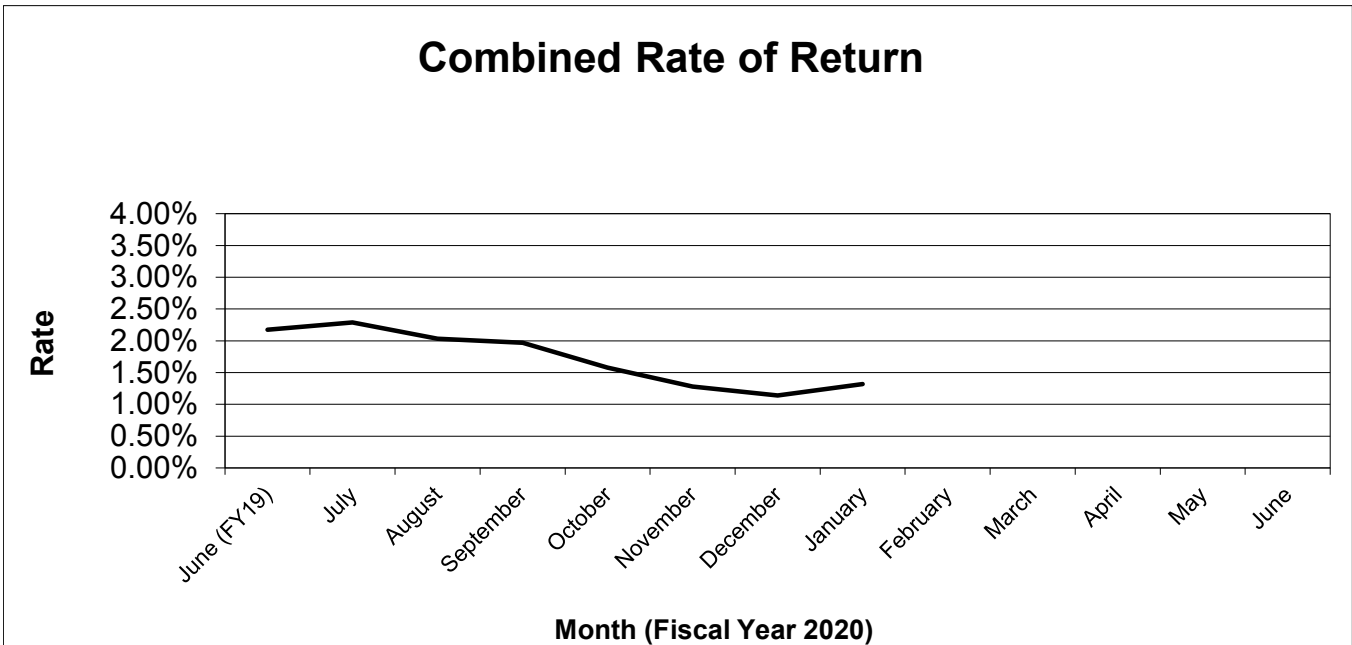
Polk State College
Investment Interest Comparison
Prepared for District Board of Trustees
Fiscal Year 2020

Month	Rate of Return	Interest	Balance
	Combined	Total	Total
June (FY19)	2.18%	\$ 10,455	\$ 5,764,111
July	2.29%	\$ 11,015	\$ 5,775,126
August	2.03%	\$ 9,810	\$ 5,784,936
September	1.97%	\$ 9,509	\$ 5,794,416
October	1.58%	\$ 7,628	\$ 5,802,044
November	1.28%	\$ 6,199	\$ 5,808,243
December	1.14%	\$ 5,522	\$ 5,813,721
January	1.32%	\$ 6,401	\$ 5,820,122
February			
March			
April			
May			
June			

Average Annual Returns	
FY 2007	5.37%
FY 2008	3.58%
FY 2009	1.17%
FY 2010	0.56%
FY 2011	0.58%
FY 2012	0.38%
FY 2013	0.13%
FY 2014	0.13%
FY 2015	0.12%
FY 2016	1.13%
FY 2017	0.25%
FY 2018	0.45%
FY 2019	2.07%

Transactions January 2020

Date	Description	Amount	Purpose
01/31/20	Interest Payment	\$ 6,401.45	Receipt of Interest





Agenda Item: Budget Amendment Summary for January 2020 – Ms. Teresa Vorous
Date: February 24, 2020

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

Amendments to the original budget are approved at appropriate levels within the College as prescribed by Polk State College Procedure 6004, Section 1011.84(3)(e), Florida Statutes, and State Board of Education Rule 6A-14.0716, Florida Administrative Code.

Background/Analysis:

Polk State College Procedure 6004 states that a monthly summary will be provided to the District Board of Trustees. This summary will allow for an overview of the amendments posted to the general ledger and provide a snapshot of the budgetary impact of these amendments.

Fiscal Impact:

During the month of January, there were no amendments that had an impact on Fund Balance. All amendments were reallocations necessary for College operations.

Peter S. Elliott, V.P., Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Student Success through Innovation, Community Impact, and Engagement

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

For Information Only

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Budget Amendment Summary for January 2020	Backup Material

Polk State College
 Summary of Budget Amendments
 All Funds
 January 2020 (Period 202001)

Journal Number/Description	Revenue		Personnel Expense		Expenses Current Expense		Capital Outlay		Fund Balance
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Change
1 Reallocation of budget for honoraria fees					250.00	(250.00)			\$ -
2 Reallocation of budget for educational software license					735.00	(735.00)			\$ -
4 Reallocation of budget for administrative software license					2,000.00	(2,000.00)			\$ -
5 Reallocation of budget for travel expenses					2,500.00	(2,500.00)			\$ -
6 Reallocation of budget for educational supplies					2,000.00	(2,000.00)			\$ -
7 Reallocation of budget for educational supplies					300.00	(300.00)			\$ -
8 Reallocation of budget for personnel expenses			2,792.00			(2,792.00)			\$ -
9 Reallocation of budget for personnel expenses					6,600.00	(6,600.00)			\$ -
10 Reallocation of budget for utilities expense					2,000.00	(2,000.00)			\$ -
11 Reallocation of budget for equipment maintenance					1,000.00	(1,000.00)			\$ -
13 Reallocation of budget for honoraria fees					150.00	(150.00)			\$ -
14 Reallocation of budget for service contracts					1,500.00	(1,500.00)			\$ -
17 Reallocation of budget for educational supplies					1,000.00	(1,000.00)			\$ -
20 Reallocation of budget for travel expenses					1,200.00	(1,200.00)			\$ -
21 Reallocation of budget for theatre events					3,630.00	(3,630.00)			\$ -
22 Reallocation of budget for office supplies					500.00	(500.00)			\$ -
23 Reallocation of budget for personnel expenses			71,719.24	(71,719.24)					\$ -
24 Reallocation of budget for travel expenses					2,000.00	(2,000.00)			\$ -
25 Reallocation of budget for office supplies					500.00	(500.00)			\$ -

Polk State College
 Summary of Budget Amendments
 All Funds
 January 2020 (Period 202001)

Journal Number/Description	Revenue		Personnel Expense		Current Expense		Capital Outlay		Fund Balance
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Change
26					820.00	(820.00)			\$ -
28					1,000.00	(1,000.00)			\$ -
29					1,000.00	(1,000.00)			\$ -
32					3,000.00	(3,000.00)			\$ -
33					5,700.00	(5,700.00)			\$ -
34					1,500.00	(1,500.00)			\$ -
35					2,000.00	(2,000.00)			\$ -
38					17,331.69	(17,331.69)			\$ -
40					150.00	(150.00)			\$ -
41					120.00	(120.00)			\$ -
42					2,000.00	(2,000.00)			\$ -
43					392.14	(392.14)			\$ -
44					100.00	(100.00)			\$ -
45					500.00	(500.00)			\$ -
46					3,000.00	(3,000.00)			\$ -
49					5,000.00	(5,000.00)			\$ -
50					645.00	(645.00)			\$ -
51					2,000.00	(2,000.00)			\$ -
52					464.73	(464.73)			\$ -
53					2,425.00	(2,425.00)			\$ -
54									

Polk State College
 Summary of Budget Amendments
 All Funds
 January 2020 (Period 202001)

Journal Number/Description	Revenue		Personnel Expense		Expenses Current Expense		Capital Outlay		Fund Balance
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Change
Reallocation of budget for service contracts					4,000.00	(4,000.00)			\$ -
59 Reallocation of budget for freight expenses					345.07	(345.07)			\$ -
60 Reallocation of budget for utilities expense					30,000.00	(30,000.00)			\$ -
61 Reallocation of budget for educational supplies					900.00	(900.00)			\$ -
62 Reallocation of budget for educational software license					2,874.00	(2,874.00)			\$ -
63 Reallocation of budget for educational software license					3,490.00	(3,490.00)			\$ -
67 Reallocation of budget for service contracts					7,000.00	(7,000.00)			\$ -
68 Reallocation of budget for equipment expense						(551.08)	551.08		\$ -
69 Reallocation of budget for travel expenses					92.00	(92.00)			\$ -
71 Reallocation of budget for office supplies					344.00	(344.00)			\$ -
72 Reallocation of budget for freight expenses					1,201.25	(1,201.26)			\$ -
73 Reallocation of budget for equipment expense					1,000.00	(1,000.00)			\$ -
74 Reallocation of budget for freight expenses					100.00	(100.00)			\$ -
75 Reallocation of budget for freight expenses					500.00	(500.00)			\$ -
76 Reallocation of budget for freight expenses					20.00	(20.00)			\$ -
77 Reallocation of budget for freight expenses					100.00	(100.00)			\$ -
78 Reallocation of budget for service contracts					2,600.00	(2,600.00)			\$ -
79 Reallocation of budget for freight expenses					9.50	(9.50)			\$ -
80 Reallocation of budget for freight expenses					13.06	(13.06)			\$ -
82 Reallocation of budget for equipment expenses					1,737.00	(1,737.00)			\$ -

Polk State College
 Summary of Budget Amendments
 All Funds
 January 2020 (Period 202001)

Journal Number/Description	Revenue		Personnel Expense		Current Expense		Capital Outlay		Fund Balance									
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Change									
84																		
Reallocation of budget for technology service contracts					16,269.00	(16,269.00)			\$	-								
85																		
Reallocation of budget for travel expense					400.00	(400.00)												
86																		
Reallocation of budget for educational supplies					942.96	(942.96)			\$	-								
87																		
Reallocation of budget for freight expenses					400.00	(400.00)												
89																		
Reallocation of budget for travel expense					500.00	(500.00)												
90																		
Reallocation of budget for hospitality expenses					500.00	(500.00)			\$	-								
92																		
Reallocation of budget for educational supplies					4,197.11	(4,197.11)			\$	-								
93																		
Reallocation of budget for service contracts					850.00	(850.00)			\$	-								
Fund 1 Totals	\$	-	\$	-	\$	74,511	\$	(71,719)	\$	157,399	\$	(160,742)	\$	551	\$	-	\$	-

Polk State College
 Summary of Budget Amendments
 All Funds
 January 2020 (Period 202001)

Journal Number/Description	Revenue		Personnel Expense		Current Expense		Capital Outlay		Fund Balance
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Change
3									
Reallocation of budget for contracted services					175	(175)			\$ -
12									
Reallocation of budget for contracted services					2,600	(2,600)			\$ -
15									
Reallocation of budget for office supplies					22	(22)			\$ -
16									
Reallocation of budget for student club activities			100		9,466	(9,566)			\$ -
18									
Reallocation of budget for travel expenses					1,000	(1,000)			\$ -
19									
Reallocation of budget for institutional memberships					150	(150)			\$ -
27									
Reallocation of budget for student stipend					2,700	(2,700)			\$ -
31									
Reallocation of budget for athletic supplies					500	(500)			\$ -
36									
Reallocation of budget for student activities					1,600	(1,600)			\$ -
37									
Reallocation of budget for educational supplies					500	(500)			\$ -
39									
Reallocation of budget for travel expenses					4,500	(4,500)			\$ -
48									
Reallocation of budget for travel expenses					2,933	(2,933)			\$ -
55									
Reallocation of budget for honoraria fees					3,730	(3,730)			\$ -
56									
Reallocation of budget for athletic supplies					1,292	(1,292)			\$ -
57									
Reallocation of budget for travel expenses					2,103	(2,103)			\$ -
58									
Reallocation of budget for travel expenses					2,876	(2,876)			\$ -
65									
Reallocation of budget for Perkins Grant expenses		(40,302)			11,113		29,189		\$ -
66									
Reallocation of budget for athletic supplies					543	(543)			\$ -
70									
Reallocation of budget for personnel expenses			2,306	(2,297)		(8)			\$ -

Polk State College
 Summary of Budget Amendments
 All Funds
 January 2020 (Period 202001)

Journal Number/Description	Revenue		Personnel Expense		Current Expense		Capital Outlay		Fund Balance		
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Change		
81											
Reallocation of budget for travel expenses					70	(70)			\$	-	
88											
Reallocation of budget for software expense					4,190	(4,190)					
91											
Reallocation of budget for instructional supplies					500	(463)			(37) \$	-	
95											
Reallocation of budget for Tech-hire Grant					253,735	(253,735)			\$	-	
Fund 2 Totals	\$	(40,302) \$	-	\$	2,406 \$	(2,297) \$	306,299 \$	(295,257) \$	29,189 \$	(37) \$	-

Polk State College
 Summary of Budget Amendments
 All Funds
 January 2020 (Period 202001)

Journal Number/Description	Revenue		Personnel Expense		Current Expense		Expenses Capital Outlay		Fund Balance		
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Change		
30											
Reallocation of budget for equipment expense							\$ 15,000	\$ (15,000)	\$	-	
47											
Reallocation of budget for equipment expense							\$ 10,771	\$ (10,771)	\$	-	
83											
Reallocation of budget for equipment expense							\$ 73,900	\$ (73,900)	\$	-	
Fund 7 Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,671	\$ (99,671)	\$ -
Grand Total All Funds	\$ (40,302)	\$ -	\$ 76,917	\$ (74,017)	\$ 463,697	\$ (455,998)	\$ 129,411	\$ (99,708)	\$	\$ -	



Agenda Item: Financial Statements for January 2020 – Ms. Teresa Vorous
Date: February 24, 2020

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

Section 1001.64, Florida Statutes, establishes the Board’s responsibility for the financial health of the College. The presentation of the monthly financial statements gives the Board of Trustees a summary of the College’s year-to-date financial position.

Background/Analysis:

The financial statements report the College’s financial position as of January 31, 2020, and include comparative information from the prior fiscal year as well as summary statements for the restricted and auxiliary funds.

Fiscal Impact:

Total revenue recorded through January 31, 2020, was 62% of budget. Total expenditures through January 31, 2020, were 54% of budget. The College continues to monitor revenues and expenditures. Adjustments will be made to the budget if necessary.

Peter S. Elliott, V.P., Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Student Success through Innovation, Community Impact, and Engagement

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

For Information Only

ATTACHMENTS:

Description	Type
□ Financial Statements for January 2020	Backup Material

**POLK STATE COLLEGE
FINANCIAL SUMMARY
FISCAL YEAR 2019-20
As of January 31, 2020**

	Budgeted Annual Revenue	Recorded Year To Date	% Recorded of Annual	Recorded Prior Year To Date	% Recorded Prior Year
Student Fees	\$ 20,298,444	\$ 16,314,599	80%	\$ 16,450,771	81%
State Funding	32,368,826	16,568,840	51%	\$ 14,175,509	46%
Other Revenue	2,401,080	1,522,740	63%	561,604	21%
Total Revenue	\$ 55,068,350	\$ 34,406,179	62%	\$ 31,187,883	58%

	Budgeted Annual Expenditures	Expenditures Year To Date	% Expended of Annual	Expenditures Prior Year To Date	% Expended Prior Year
Salaries	\$ 37,105,694	\$ 21,484,383	58%	\$ 20,978,532.71	58%
Current Expense	17,900,134	8,254,268	46%	\$ 9,738,539.17	56%
Capital Outlay	118,605	104,899	88%	\$ 98,159.29	118%
Total Expenditures	\$ 55,124,433	\$ 29,843,550	54%	\$ 30,815,231.17	58%

Polk State College Fund Balance Summary Projection 2019-20 Fiscal Year	
Fund Balance Carryforward from Fiscal Year 2018-19	
Unallocated Fund Balance	\$ 3,475,209
Reserve for Encumbrances	70,969
Total Fund Balance Available for FY 2019-20	\$ 3,546,178
Plus	
Actual Revenue to Date	\$ 34,406,179
Projected Additional Revenue	\$ 20,662,171
Total Revenue	\$ 55,068,350
Total Projected Funds Available	
\$ 58,614,528	
Minus	
Actual Expenditures to Date	\$ 29,843,550
Projected Additional Expenditures	\$ 25,280,883
Total Projected Expenditures	\$ 55,124,433
Total Projected Fund Balance Available for FY 2019-20	
\$ 3,490,095	
Less: Encumbrances and Board Designations	
Total Projected Fund Balance Unallocated for FY 2019-20	
\$ 3,490,095	
Projected Unallocated Fund Balance Percentage:	
5.95%	

POLK STATE COLLEGE
Budget to Actual
Fiscal Year 2019-20 and Fiscal Year 2018-19
As of January 31, 2020

	Budget FY 19-20	Recorded 01/31/20	% Recorded	Budget FY 18-19	Recorded 12/31/18	% Recorded
Revenue:						
Tuition	\$ 18,809,002	\$ 15,067,631	80%	\$ 18,901,289	\$ 15,191,136	80%
Student Fees	1,489,442	1,246,968	84%	1,378,303	1,259,635	91%
State Support - FCSPF	32,368,826	16,568,840	51%	24,341,066	14,175,509	58%
State Support - Lottery	-	-	0%	6,575,505	-	0%
Other Revenue	2,401,080	1,522,740	63%	2,686,856	561,604	21%
Total Revenue	\$ 55,068,350	\$ 34,406,179	62%	\$ 53,883,019	\$ 31,187,883	58%

	Budget FY 19-20	Expended 10/31/19	% Expend	Budget FY 18-19	Expended 01/31/19	% Expend
Expenses:						
Personnel Expenses:						
Salary Expense	\$ 28,330,119	\$ 16,241,710	57%	\$ 27,649,594	\$ 16,363,040	59%
Fringe Benefits	8,775,576	5,242,674	60%	8,288,454	4,615,493	56%
Sub Total	\$ 37,105,694	\$ 21,484,383	58%	\$ 35,938,048	\$ 20,978,533	58%
Other Expenses:						
Travel	\$ 656,193	\$ 212,622	32%	\$ 600,694	\$ 242,471	40%
Postage & Telephone	476,898	169,831	36%	355,381	207,290	58%
Printing	376,832	234,526	62%	357,439	292,542	82%
Repairs & Maintenance	883,714	567,876	64%	685,064	569,846	83%
Rental & Insurance	1,671,140	796,939	48%	1,275,052	979,983	77%
Utilities	2,393,345	1,221,801	51%	2,430,156	1,331,393	55%
Services	8,754,739	4,232,653	48%	8,660,109	4,689,160	54%
Supplies & Subscriptions	2,378,999	967,364	41%	2,465,265	1,336,438	54%
Other Expenses	308,273	(149,343)	-48%	466,567	89,415	19%
Sub Total:	\$ 17,900,134	\$ 8,254,268	46%	\$ 17,295,728	\$ 9,738,539	56%
Capital Outlay:	\$ 118,605	\$ 104,899	88%	\$ 83,131	\$ 98,159	118%
Total Expenses	\$ 55,124,433	\$ 29,843,550	54%	\$ 53,316,907	\$ 30,815,231	58%
Revenue Over (Under) Expenses	\$ (56,084)	\$ 4,562,628		\$ 566,112	\$ 372,652	

Reconciliation of Original Operating Budget to Current Budget	
Encumbrance Roll from FY 18-19	\$ (70,969)
Carry Forward LSAMP Budget from FY 18-19	\$ (15,084)
Freight for Workforce Equipment	\$ (31)
Revenue Increase at Corporate College	\$ 10,000
Revenue Increase for Professional Development	\$ 20,000
	\$ (56,084)

Additional Information:

1. Tuition and fee revenues are generally collected in the following manner: 43% Fall (Aug. - Oct.), 42% Spring (Nov. - Jan.), 15% Summer (April - May).
2. State Support (CCPF) is distributed evenly over 12 months. Lottery funds are distributed equally from February to June.
3. Other Revenues vary throughout the year.
4. Salaries: Full-time regular employees are paid equally over 12 months. Part-time instructors are paid based on class load.
5. Current expenses remain constant from month-to-month.
6. Capital expenses vary throughout the year but do not have a significant impact on total expenses.

RESTRICTED, AUXILIARY AND PLANT FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND OTHER CHANGES
As of January 31, 2020

	Current Fund Restricted	Auxiliary Fund	Loan Fund	Scholarships	Unexpended Plant	Debt Service
<u>REVENUE</u>						
Student Fees	\$ 1,271,348	\$ 11,733	\$ -	\$ 638,595	\$ 1,797,815	\$ -
Local Support	\$ 4,011,253					
State Support	29,813			2,323,716	-	
Federal Support	1,150,854			14,045,341	125,847	
Gifts & Contracts	15,644	19,927		15,000		
Sales		500,664				
Bond Proceeds						
Other Revenue	8,871	15,380	-	101,149	(176,671)	
TOTAL REVENUE	\$ 6,487,783	\$ 547,704	\$ -	\$ 17,123,801	\$ 1,746,990	\$ -
<u>EXPENDITURES</u>						
<u>Personnel Expenditures</u>						
Full Time	\$ 2,086,711	\$ 20,805	\$ -	\$ -	\$ 25,935	\$ -
Part Time	264,952	46,936			-	
Fringe Benefits	794,542	7,204			16,755	
Subtotal	\$ 3,146,205	\$ 74,945	\$ -	\$ -	\$ 42,691	\$ -
<u>Other Expenses</u>						
Travel	\$ 330,395					
Postage & Telephone	9,146	169		-		
Printing	10,692	967		-		
Repairs & Maintenance	2,696	13,575		-	98,445	
Rental & Insurance	206,950	1,716			122,957	
Utilities	-	4,112				
Services	515,962	95,525			(1,232)	
Materials & Supplies	714,046	25,248			929	
Cost of Goods Sold	-					
Scholarships & Waivers	585,239			16,047,822		
Transfers to Other Funds						
Other Expenses	4,713	114,346		100,669	16,994	
Subtotal	\$ 2,379,838	\$ 255,658	\$ -	\$ 16,148,490	\$ 238,092	\$ -
<u>Capital Outlay</u>						
Furniture & Equipment	\$ 151,037	\$ 7,914	\$ -	\$ -	\$ 351,927	\$ -
Architect & Engineering Services					-	
Capitalized Software					303,167	
General Construction						
Renovating & Remodeling					66,248	
Land						
Structures & Improvements					(5,000)	
Subtotal	\$ 151,037	\$ 7,914	\$ -	\$ -	\$ 716,342	\$ -
TOTAL EXPENDITURES	\$ 5,677,079	\$ 338,516	\$ -	\$ 16,148,490	\$ 997,124	\$ -
NET INCREASE (DECREASE) IN FUND BALANCE	\$ 810,704	\$ 209,188	\$ -	\$ 975,310	\$ 749,866	\$ -

POLK STATE COLLEGE
BALANCE SHEET - ALL FUNDS
As of January 31, 2020

	Current Fund		Unexpended		Debt Service		Invested in Plant		Totals
	Restricted	Auxiliary Fund	Loan Fund	Scholarships	Plant				
<u>ASSETS</u>									
Cash/Cash Equivalents	\$ 4,321,679	\$ 482,336	\$ 282,205	\$ 1,416,170	\$ 1,515,546				\$ 8,017,936
Accounts Receivable, Net	5,382	6,776	(1,518)	71,691	41,739				124,070
Investments									-
Capital Lease, Net								197,586	197,586
Land								6,387,602	6,387,602
Buildings, Net								77,843,637	77,843,637
Other, Structures & Improvements, Net								2414763.77	2,414,764
Furniture & Equipment, Net								442,404	442,404
Artwork								11,700	11,700
Construction in Progress								3,994,606	3,994,606
Other									-
TOTAL ASSETS	\$ 4,327,061	\$ 489,112	\$ 280,688	\$ 1,487,861	\$ 1,557,285	\$ -	\$ -	\$ 91,292,298	\$ 99,434,304
Deferred Outflows	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Assets and Deferred Outflows	\$ 4,327,061	\$ 489,112	\$ 280,688	\$ 1,487,861	\$ 1,557,285	\$ -	\$ -	\$ 91,292,298	\$ 99,434,304
<u>LIABILITIES AND FUND BALANCE</u>									
<u>Liabilities</u>									
Accounts Payable	\$ 23,764	\$ 23,486	\$ -	\$ 39,933	\$ 2,247	\$ -	\$ -	\$ -	\$ 89,431
Compensated Leave Payable	171,531								\$ 171,531
Retainage Payable									\$ -
Unearned Revenue									\$ -
Salaries & Benefits Payable									\$ -
Bonds Payable									\$ -
Loan Payable		83,333							\$ 83,333
Net Pension Liability									\$ -
Total Liabilities	\$ 195,296	\$ 106,819	\$ -	\$ 39,933	\$ 2,247	\$ -	\$ -	\$ -	\$ 344,295
Deferred Inflows	\$ 888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 888
Total Liabilities and Deferred Inflows	\$ 196,184	\$ 106,819	\$ -	\$ 39,933	\$ 2,247	\$ -	\$ -	\$ -	\$ 345,183
<u>Fund Balance:</u>									
Fund Balance (estimated)	\$ 3,320,174	\$ 173,105	\$ 280,688	\$ 472,617	\$ 805,173	\$ -	\$ -	\$ -	\$ 5,051,756
Investment in Plant								91,292,298	\$ 91,292,298
Change in Fund Balance (YTD)	810,704	209,188	-	975,310	749,866	-	-	-	\$ 2,745,067
Total Fund Balance	\$ 4,130,877	\$ 382,293	\$ 280,688	\$ 1,447,927	\$ 1,555,039	\$ -	\$ -	\$ 91,292,298	\$ 99,089,121
TOTAL LIABILITIES AND FUND BALANCE	\$ 4,327,061	\$ 489,112	\$ 280,688	\$ 1,487,861	\$ 1,557,285	\$ -	\$ -	\$ 91,292,298	\$ 99,434,304



Agenda Item: Project Status Report, College-Wide for February 2020 – Ms. Teresa Vorous

Date: February 24, 2020

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

Section 1001.64, Florida Statutes establishes the Board's responsibility for the financial health of the College. The presentation of this Project Status Report provides an update of facilities projects underway and those scheduled.

Background/Analysis:

This report is updated monthly and presented to the District Board of Trustees as information regarding College-wide renovation, remodeling, and new construction projects.

Fiscal Impact:

The funding sources for the projects noted in the report are College capital outlay funds (PECO, Capital Improvement Fees, etc.) as well as funds from private and public partnerships.

Peter S. Elliott, V.P., Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Student Success through Innovation, Community Impact, and Engagement

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

For Information Only

ATTACHMENTS:

Description	Type
☐ Project Status Report for February 2020	Backup Material

**Polk State College
Project Status Report February 2020**

PM-Project Managers		RM-Robbie Manikis LB-Lyndon Belfon GU-George Urbano							
	PM	Status	Total Project Budget	Construction Budget/GMP	Resources	Start (NTP)	Estimated Finish (CO)	Notes	
<u>Winter Haven Campus</u>									
WHC-Gym AHU replacement, 11-units	RM	HOLD	\$1,460,000	na	Contractor Staff	1/19	TBD	Includes technology updates Awaiting funding source	
WST-128 (formerly EPI) Renovate to accommodate MBK	RM	Planning	\$15,800	na	Contractors Staff	2/20	4/20	Relocate MBK staff, & sheriff representatives; Target move Spring Break 2020	
<u>Center for Public Safety</u>									
No report									
<u>Lake Wales-JDA</u>									
Chiller unit repair	LB	HOLD	\$5,707	na	EMCOR Staff	2/19	TBD	Circuit #2 compressor replacement; awaiting funds	
<u>Lakeland Campus</u>									
LAC 1171-1176 former FPU space	RM	HOLD	TBD	TBD	Staff	10/17	TBD		
AHU#7 replacement	RM	HOLD	\$170,000	na	TBD	2/19	TBD	Awaiting funding source	
LTB-Advising lobby space remodel	RM	HOLD	130,000	TBD	SEMCO Staff	10/18	TBD	Awaiting funding source	
<u>Clear Springs</u>									
ATC 1104, auditorium condensation remediation	RM	HOLD	\$235,755 estimated	na	TBD Staff	2/19	TBD	Meetings with original building architect and construction manager	
ATC 1106, classroom noise abatement	RM	HOLD	\$25,000	na	SEMCO Staff	1/19	TBD	Awaiting funding source	
<u>Airside West Lakeland</u>									
No-reports									
<u>Airside East Lakeland</u>									
No-reports									

**Polk State College
Project Status Report February 2020**

PM-Project Managers	RM-Robbie Manikis LB-Lyndon Belfon GU-George Urbano							
Project Task	PM	Status	Total Project Budget	Construction Budget/GMP	Resources	Start (NTP)	Estimated Finish (CO)	Notes
<u>District Initiatives</u>								
Security Upgrade target hardening	GU			na		11/15	Ongoing	Phased project implementation as funding is identified and allocated.
WH-spaces, by building	GU	HOLD	\$143,208	na	Locksmith		TBD	Installation as funds allow
LAC, LLC, LTB spaces	GU	HOLD	\$133,416	na	Locksmith		TBD	Installation as funds allow
JDA spaces	GU	HOLD	\$6,120	na	Locksmith		TBD	Installation as funds allow
ATC spaces	GU	HOLD	\$12,240	na	Locksmith		TBD	Installation as current funds permit
Fire panel upgrade College-wide Phase 1 common message & deploy	GU	HOLD	\$10,000 Phase 1 only	na	JCI Staff	1/17	11/18 Phase 1 only	Message approved Coordinating installation
Hurricane Irma Prep and recovery Insurance activities								FEMA procurement guidelines prevail Insurance pre-approved expenditures < \$50,000
Damage costs	GU	Completed	\$833,165.00 estimated	\$421,404.96 actual-to-date	Staff	9/17	TBD	
Insurance reimbursement	GU/DA	In-progress	\$417,691.44 submitted	\$280,047.26 Ins or FEMA	\$137,044.16 in-review	9/17	TBD	
FEMA activities	GU/DA					9/17	3/19	Email correspondence only
Reimbursement Categories				Reimbursement To-Date				
Cat A, project debris removal	GU	Completed	\$130,880.78	\$125,166.33 estimated	Staff	2/18	6/18	Disbursement received
Cat B, project emerge protect measures	GU	In-progress	\$37,000.00 estimated	\$0.00	Staff	2/18	6/18	Funds obligated, awaiting disbursement
Cat E, projects building and equipment	GU	Appeal In-progress	\$270,000.00 estimated	\$0.00	Staff	2/18	8/18	
Cat E, projects College-wide roof repairs	GU	Appeal In-progress	\$362,141.30 submitted	\$0.00	HCI Staff	5/18	9/19	Denial received
Cat G, project ballfield	GU	Appeal In-progress	\$31,456.80	\$0.00	Staff	2/18	7/18	
Lakeland electric room mitigation 404 grant	GU/JF	HOLD	\$85,836.00	\$0.00	EWI Staff	5/18	8/18	Awaiting approval from FL. Department of Emergency Management

**Polk State College
Project Status Report
Definition of Abbreviations**

ADM	AD Morgan	LTB	Lakeland Technology Building
A/E	Architect/Engineer	MEP	Mechanical, electrical, plumbing trades
AGI	Anston-Greenlees Engineers; Tampa	MI	Moddus Inc, Engineers; Bartow
APG	Specialty Electrical Contractor; Tampa	MMP	MM Parrish Construction, Inc: Lakeland
ASAP	As Soon As Possible	MP	Mark Parlier Architects; Lake Wales
BGA	Tampa area engineering firm	N/A	Not Applicable
BLDG	Building	NDC	Nujak Development and Construction; Lakeland
CD	Construction Document(s)	NTP	Notice to Proceed
CHS	Collegiate High School	PECO	Public Education Capital Outlay
CM	Construction Manager-at-Risk	PO	Purchase Order (by PSC)
CO	Certificate of Occupancy	RFQ	Request for Qualifications
COL	Chain of Lakes High School	SB	Southern Business (A/V equip. supplier); Orlando
CPS	Center for Public Safety	SD	Schematic Design document (s)
CR	Crossroads Construction, Inc; Lakeland	SOW	Scope of Work
CS	Clear Springs Land Development; Bartow	STA	Straughn Trout Architects;Lakeland
DBOT	District Board of Trustees	STAFF	PSC personnel, various departments
DD	Design Development Document(s)	SWFWMD	South West Fl. Water Mgt District
DWM	Driveway Maintenance; Lakeland	TBA	To Be Announced
EWI	Edward Whitehead Construction, Inc	TBD	To Be Determined
FEMA	Federal Emergency Management Agency	TEC	Tucker Engineering and Construction; Winter Haven
GHS	Gateway to Collegiate High School	TLCC	Teacher Learning Computer Center
FW	Furr-Wegman Architects; Lakeland	U/G	Underground
GMP	Guaranteed Maximum Price	UNO	Unless Notified Otherwise
HCI	Henkelman Construction, Inc; Lakeland	WAD	Winter Haven Administration building
ITAC	Instructional Technology Advisory Board	WCJ	Winter Haven Criminal Justice
JDA	JD Alexander Center	WFA	Winter Haven Fine Arts building
LAC	Lakeland Academic Center	WH	Winter Haven Campus
LC	Lane Construction	WHC	Winter Haven Health Center
LECO	Lakeland Electric Company	WLR	Winter Haven Learning Resource building
LkInd	Lakeland Campus	WMS	Winter Haven Multi-Service building
LLC	Lakeland Learning Center	WSC	Winter Haven Science building
LMB	Lakeland Maintenance building	WST	Winter Haven Student Center
LPF	Lunz Prebor Fowler Architects; Lakeland	WTS	William T. Stanley Building Consultatnts, Inc
LSB	Lakeland Storage Building		

**Polk State College
Project Status Report
Definitions of Terms**

PLANNING	Process wherein the project team and stakeholders define and/or refine the needs and discuss alternatives. Narratives, tables, drawings, or lists maybe the outcome of this phase.
RFQ- Request for Qualifications	Process wherein scope of work is defined, solicitation document prepared and issued, qualifications from competing firms are evaluated and ranked, culminating in a recommendation to the District Board of Trustees.
Planning	Process wherein the required resources are estimated, budgets and schedules developed, and concepts identified for budgetary purposes.
Programming	Process wherein the project team and stakeholders compare and contrast the project scope and planning document and update the documentation (drawings, tables, lists, etc) in preparation for preliminary drawings.
SD Schematic Design	Process wherein the project architect converts and/or translates the information generated during the programming phase of work into preliminary floors plans, sketches, and illustrations. During this phase the project team and stakeholders evaluate the drawings to assure the intent has been accurately conveyed by the drawings. SD drawing approval required before proceeding to the next phase.
DD Design Documents	Drawings generated during the SD phase are revised to include greater detail and information. Specifications for construction and material purchase begin development. DD drawing approval required before proceeding to the next phase.
CD Construction Documents	Drawings approved during the SD and DD phases are refined to include all construction details. All construction and material specifications are finalized. At the conclusion of this phase, all documents required for construction and the construction manager are completed and signed off and stamped by the Architect and Engineer of Record.
Under Construction	Process wherein the Guaranteed Maximum Price has been approved, CM is under contract to PSC, and construction work has begun.
In Progress	Process wherein funding has been allocated, appropriate documents have been issued and physical work has commenced



Agenda Item: Polk State Lakeland Gateway to College Collegiate High School (GHS) – Dr. Corey Barnes

Date: February 24, 2020

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:
Proposal to add a social studies indicator to the Accountability Plan for school years 2019-2020 through 2022-2023.

Background/Analysis:
Because more GHS students complete Polk State College American History courses (AMH1010 and AMH1020) than the high school American History course, the school is proposing to add a second social studies performance indicator to its existing Accountability Plan.

Fiscal Impact:
None

Lee Thomas, V.P., Academic Affairs

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

President's Recommendation:

Recommend Approval

ATTACHMENTS:

Description	Type
<input type="checkbox"/> GHS Social Studies Performance Indicator	Backup Material

Polk State Lakeland Gateway to College Charter High School (GHS)

To: District Board of Trustees, Polk State College

From: Dr. Corey Barnes, GHS Principal

Date: February 24, 2020

Re: Proposal to Add a Social Studies Indicator to the Accountability Plan for School Years 2019-2020 through 2022-2023

Because more GHS students complete Polk State College American History courses (AMH1010 and AMH1020) than the high school American History course, the school is proposing to add a second social studies performance indicator to its existing Accountability Plan.

The additional indicator calls on the school to show that at least 70% of course completers in AMH1010 and AMH1020 (combined) earn a passing grade.

The table below reports the number of GHS students completing the high school American History course and the number completing AMH1010 and AMH1020 (combined course completions) during the last three school years.

	# of Completers in U.S. History	# of Completers in AMH1010 and AMH1020
2016-2017	60	97
2017-2018	14	107
2018-2019	14	113

I respectfully submit this proposal and will be happy to provide further clarification or information as requested.



Agenda Item: Chain of Lakes Collegiate High School 2020 Recruitment/Enrollment
Timeline – Dr. Keith Bonney

Date: February 24, 2020

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

A report to the District Board of Trustees on the Polk State Chain of Lakes Collegiate High School 2020 recruitment/enrollment timeline.

Background/Analysis:

Annually, Polk State Chain of Lakes Collegiate High School reports data associated with recruiting.

Fiscal Impact:

None

Lee Thomas, V.P., Academic Affairs

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Student Success through Innovation, Community Impact, and Engagement

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

For Information Only

ATTACHMENTS:

Description	Type
☐ COL 2020 Recruitment Plan	Backup Material

Polk State Chain of Lakes Collegiate High School (COL) 2020 Recruitment/Enrollment Timeline

FEBRUARY



- COL will hold recruit nights February 6 and February 20, 2020. The purpose of these information sessions is to inform potential students and their parents about COL and its purpose.
- Applications will be made available online as of February 1- March 2, 2020.
- COL has seats for approximately 175 students for entrance in August 2020. Recruitment will target applicants who have a 3.0 grade point average and will have earned the high school credits required to be considered a junior or a senior as of August 2020. Every applicant must also take the PERT.

MARCH



- In order to be considered for enrollment, an individual must submit a completed application with verified grade point average and PERT scores by the March 2, 2020 deadline. (Lottery number deadline is March 2, 2020).
- If there are more qualified applicants than there are available seats, students will be assigned lottery numbers.
- The order of acceptance will then be as follows:
- Every student that submits a completed application by the March 2 deadline receives a randomly assigned lottery number. A completed application must include Transcript that displays students full name, PERT scores, and GPA 3.0.
- If there are more qualified applicants than openings, acceptance will be according to lottery number beginning with dual enrollment qualified applicants with 2/3 or 3/3 PERT cut scores.
- Admission preference to qualified sibling(s) of current student, child of active military, child of governing board member, or COL staff.
- Using the order of acceptance listed above, COL will send letters of acceptance to students by the end of March based on the number of available seats. If there are more qualified students than available seats, lottery numbers will be used to determine the order in which additional students will be accepted if additional seats become available.
- Acceptance letters will be sent to up to 175 students who meet all application requirements.

APRIL-AUGUST



- Applicants receiving letters of acceptance must return their enrollment forms by mid-April in order to hold their seats for the 2020-2021 class.
- Students meeting application requirements who are not part of the group receiving acceptance letters, will be sent letters saying they are on a waiting list.
- Students who do not meet the qualifications will be sent a letter stating that they do not meet the minimum requirements.
- Students submitting completed applications after the March 2 deadline will not be considered for enrollment until all qualified students on the waiting list have been offered the opportunity to enroll.
- On June 1, COL will determine if the incoming class for the upcoming school year reflects the diversity of the designated community attendance zone as stated in the existing charter agreement. After June 1, the school must work towards having diverse community representation as it continues to accept students for the upcoming school year. The designated community for COL is the attendance area for all East Polk County High Schools.



Agenda Item: DBOT Rule 2.07, Campus Advertising – Ms. Tamara Sakagawa
Date: February 24, 2020

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:
As part of the review of College rules and procedures, it has been determined that DBOT Rule 2.07, Campus Advertising needed revision.

Background/Analysis:
According to Polk State College Procedure 6073, rules are to be reviewed once every five calendar years. This rule is being revised for clarity and consistency. Editorial changes are reflected for your review.

Fiscal Impact:
No fiscal impact.

*Tamara Sakagawa, Associate V.P., Communications & Public
Affairs*

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

First Reading

ATTACHMENTS:

Description	Type
DBOT Rule 2.07	Backup Material

Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 2.07	Campus Advertising	FS 1001.64(5)	FS1001.64(5)	6A-14.024	XXXX10/26/09

The Polk State College District Board of Trustees delegates authority to the President ~~the authority~~ to act as its agent in determining the appropriateness of any advertisement, display, sign, or distribution of promotional materials on the campus or within Ccollege publications.- The Board expects ~~that~~ these materials and/or their design and place of presentation to ~~will~~ be consistent with the best interests of the entire Ccollege community and the ~~philosophy and purposes~~ mission, vision, and values of the Ccollege.- Advertisements on the campus or within-the Ccollege publications do not constitute official endorsement of the products or services involved. -Products ~~that~~ which have been determined to be harmful or possibly injurious to health (e.g., tobacco or alcohol, ~~for example~~) cannot ~~will not~~ be advertised or promoted on the campus or within College ~~in its~~ publications.

History

Formerly Rule 2.08

Adopted: December 23, 1974

Revised: July 23, 1987; April 25, 1994; ~~and~~ October 26, 2009; and XXXX

Reviewed with no changes: October 23, 2014

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Agenda Item: DBOT Rule 2.09, College Publications – Ms. Tamara Sakagawa
Date: February 24, 2020

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:
As part of the review of College rules and procedures, it has been determined that DBOT Rule 2.09, College Publications needed revision.

Background/Analysis:
According to Polk State College Procedure 6073, rules are to be reviewed once every five calendar years. This rule is being revised for clarity and consistency. Editorial changes are reflected for your review.

Fiscal Impact:
No fiscal impact.

*Tamara Sakagawa, Associate V.P., Communications & Public
Affairs*

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

First Reading

ATTACHMENTS:

Description	Type
<input type="checkbox"/> DBOT Rule 2.09	Backup Material

Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 2.09	College Publications	FS 1001.65	FS 1001.65		XXX

Official College publications may be issued on the authority of the President, provided that all items requiring Board approval have been approved in advance by the Polk State College District Board of Trustees.[CC1]

History

Formerly: Rule 2.10

Adopted: December 23, 1974

Revised: July 28, 1976; July 23, 1987; April 25, 1994, November 27, 2006; August 28, 2014; and
XXX

Reviewed with no changes: February 4, 2013

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