

AGENDA
Polk State College
District Board of Trustees Meeting
August 26, 2019 - 4:00 PM
Winter Haven, WST 126

Student Spotlight

Brianna Sutton, Liberal Arts Student, JD Alexander Center

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**

District Board of Trustees Reorganization

- 2.A. **Election of Chair and Vice Chair**
- 2.B. **Resolution #780 - Signature Facsimile (FY 2019-2020)**
- 2.C. **Resolution #781 - Signature Facsimile Personnel (FY 2019-2020)**
- 2.D. **Proposed 2019-2020 DBOT Meeting Schedule**

3. **Consent Agenda Items**

- a. Payroll Distribution for June 2019 – Mr. Peter Elliott
- b. Payroll Distribution for July 2019 – Mr. Peter Elliott
- c. Expenditure Summary for June 2019 – Mr. Peter Elliott
- d. Expenditure Summary for July 2019 – Mr. Peter Elliott
- e. Tangible Personal Property Deletions for August 2019 – Mr. Peter Elliott
- f. Personnel Actions Report for June and July 2019 – Mr. Peter Elliott
- g. Salary Schedule Changes for August 2019 – Mr. Peter Elliott

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. June 24, 2019 Board Minutes

- 5. President's Report**
 - a. What's up? August/September 2019 Issue
- 6. Attorney's Report**
 - a. DBOT Self-Evaluation
- 7. Business Services Action Items**
- 8. Business Services Informational Items**
 - a. Investment Interest Comparison for June 2019 – Mr. Peter Elliott
 - b. Investment Interest Comparison for July 2019 – Mr. Peter Elliott
 - c. Budget Amendment Summary for June 2019 – Mr. Peter Elliott
 - d. Budget Amendment Summary for July 2019 – Mr. Peter Elliott
 - e. Financial Statements for July 2019 – Mr. Peter Elliott
 - f. Project Status Report, College-Wide for July and August 2019 – Mr. Peter Elliott
- 9. Items Removed from the Consent Agenda**
- 10. Academic and Student Services Action Items**
- 11. Academic and Student Services Informational Items**
- 12. Collegiate High School Report**
 - a. Polk State Lakeland Collegiate High School Enrollment Statistics - Mr. Rick Jeffries
- 13. First Reading Items (No action required)**
- 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.



POLK STATE COLLEGE

Agenda Item: Election of Chair and Vice Chair

Date: August 26, 2019

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



POLK STATE
C O L L E G E

Agenda Item: Resolution #780 - Signature Facsimile (FY 2019-2020)

Date: August 26, 2019

POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET

Issue:
DBOT Chair and Secretary signatures required.

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



POLK STATE COLLEGE

Agenda Item: Resolution #781 - Signature Facsimile Personnel (FY 2019-2020)

Date: August 26, 2019

POLK STATE COLLEGE BOARD OF TRUSTEES AGENDA TRANSMITTAL SHEET

Issue:
DBOT Chair signature required.

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



POLK STATE COLLEGE

Agenda Item: Proposed 2019-2020 DBOT Meeting Schedule

Date: August 26, 2019

POLK STATE COLLEGE BOARD OF TRUSTEES AGENDA TRANSMITTAL SHEET

Issue:
Approval of 2019-2020 DBOT meeting schedule.

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
<input type="checkbox"/> Proposed 2019-2020 DBOT Meeting Schedule	Backup Material

POLK STATE COLLEGE
District Board of Trustees
PROPOSED Meeting Schedule for 2019-2020

Date of Meeting	Type	Time	Location
Monday, August 26, 2019	Regular	4:00 pm	Winter Haven WST 126
Monday, September 23, 2019	Regular	4:00 pm	Lakeland LTB 1100
Thursday, October 3, 2019	Fall Retreat	12-4pm	Center for Public Safety CPS 267
Monday, October 28, 2019	Regular	4:00 pm	Winter Haven WST 126
<i>No meeting in November</i>			
Monday, December 2, 2019	Regular	4:00 pm	Center for Public Safety CPS 267
Monday, January 27, 2020	Regular	4:00 pm	Winter Haven WST 126
Monday, February 24, 2020	Regular	4:00 pm	Lakeland LTB 1100
Monday, March 30, 2020	Regular	4:00 pm	Center for Public Safety CPS 267
Monday, April 27, 2020	Budget Workshop	3:00 pm	Winter Haven WST 126
Monday, April 27, 2020	Regular	4:00 pm	Winter Haven WST 126
Monday, May 18, 2020	Budget Workshop	3:00 pm	Lakeland LTB 1100
Monday, May 18, 2020	Regular	4:00 pm	Lakeland LTB 1100
Monday, June 22, 2020	Regular	4:00 pm	Winter Haven WST 126
<i>No meeting in July</i>			

There are no meetings in November and July this year.

Please note: the meeting materials deadline is always Monday at NOON, two weeks prior to the meeting date.



Agenda Item: Payroll Distribution for June 2019 – Mr. Peter Elliott

Date: August 26, 2019

**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 June 2019.

Background/Analysis:

Payroll expenses are classified by employee type.

Fiscal Impact:

There was an overall decrease in payroll for the month of June as compared to May. 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 June 2019	Backup Material

PAYROLL DISTRIBUTION JUNE 2019

	JUNE 2019			MAY 2019			JUNE 2018		
		<u>%</u>	<u>Salaries</u>		<u>%</u>	<u>Salaries</u>		<u>%</u>	<u>Salaries</u>
Management Full-time	33	9.47%	\$ 267,543.39	33	8.56%	\$ 254,061.69		8.65%	\$ 238,565.74
Management Part-time	0	0.00%	0.00	0	0.00%	0.00			
Instructional Full-time	193	40.50%	1,144,019.54	200	37.79%	1,121,751.86		47.49%	1,309,628.18
Instructional Part-time	228	6.88%	194,331.54	369	10.65%	316,087.59			
Professional Full-time	187	23.62%	667,161.10	189	22.86%	678,566.94		25.66%	707,519.77
Professional Part-time	69	2.09%	59,142.80	79	2.54%	75,391.80			
Tech, Clerical & Trade Full-time	169	13.49%	381,105.03	161	12.71%	377,437.69		17.75%	489,350.40
Tech, Clerical & Trade Part-time	151	3.39%	95,680.58	159	3.82%	113,270.18			
Student Employment Part-time	37	0.56%	15,844.00	51	1.07%	32,017.39		0.45%	12,389.46
TOTAL		<u>100.00%</u>	<u>\$ 2,824,827.98</u>		<u>100.00%</u>	<u>\$ 2,968,585.14</u>		<u>100.00%</u>	<u>\$ 2,757,453.55</u>



Agenda Item: Payroll Distribution for July 2019 – Mr. Peter Elliott
Date: August 26, 2019

**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 July 2019.

Background/Analysis:

Payroll expenses are classified by employee type.

Fiscal Impact:

There was an overall increase in payroll for the month of July as compared to June. This is mainly attributable to an increase in part-time and full-time instructional cost as well as more 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 July 2019	Backup Material

PAYROLL DISTRIBUTION JULY 2019

	JULY 2019			JUNE 2019			JULY 2018		
		<u>%</u>	<u>Salaries</u>		<u>%</u>	<u>Salaries</u>		<u>%</u>	<u>Salaries</u>
Management Full-time	32	8.61%	\$ 262,823.52	33	9.47%	\$ 267,543.39		8.27%	\$ 247,807.17
Management Part-time	0	0.00%	0.00	0	0.00%	0.00			
Instructional Full-time	192	42.64%	1,301,128.34	193	40.50%	1,144,019.54		49.05%	1,469,828.23
Instructional Part-time	249	8.46%	258,145.00	228	6.88%	194,331.54			
Professional Full-time	182	21.29%	649,479.18	187	23.62%	667,161.10		23.90%	716,205.64
Professional Part-time	54	1.65%	50,352.77	69	2.09%	59,142.80			
Tech, Clerical & Trade Full-time	172	12.30%	375,372.80	188	13.49%	381,105.03		18.36%	550,230.95
Tech, Clerical & Trade Part-time	159	4.48%	136,572.63	151	3.39%	95,680.58			
Student Employment Part-time	31	0.57%	17,510.00	37	0.56%	15,844.00		0.42%	12,591.58
TOTAL		<u>100.00%</u>	<u>\$ 3,051,384.24</u>		<u>100.00%</u>	<u>\$ 2,824,827.98</u>		<u>100.00%</u>	<u>\$ 2,996,663.57</u>



Agenda Item: Expenditure Summary for June 2019 – Mr. Peter Elliott
Date: August 26, 2019

**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 June were \$7.4 million.

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
☐ Expenditure Summary for June 2019	Backup Material

Polk State College
Expenditure Summary for June 2019

CHECK PAYMENTS

PAYEE CATEGORY	AMOUNT
Student Disbursements and Refunds	1,044.72
Employee Payroll and Reimbursements	34,624.21
Vendor Payments	1,866,241.18 *
Subtotal Check Payments	<u>\$ 1,901,910.11</u>

PAYEE NAME	AMOUNT
Santa Fe College - Employee Insurance	524,340.48
Santa Fe College - Property/Casualty Insurance	394,646.00
Employee Payroll	2,073,602.33
Employee Reimbursements	25,103.29
Vendor Payments	875,616.32
Student Disbursements and Refunds	538,399.05
Merchant Fees - Early Childcare	554.25
Merchant Fees - American Express/Discover/Visa/Master Card	16,335.49
Florida Department of Revenue - State Sales Tax	235.39
Tampa Electric Company	1,397.59
TIAA-CREF Retirement Savings Plan	18,219.28
Vanguard Retirement Savings Plan	6,538.86
Expertpay Withholding	3,894.46
Wageworks Reimbursement	13,776.73
VALIC Retirement Savings Plan	54,392.41
VOYA Retirement Savings Plan	2,381.00
Fidelity Retirement Savings Plan	4,933.33
State of Florida Retirement (FRS)	276,914.35
Internal Revenue Service - Payroll Taxes	627,207.94
Subtotal Electronic Payments	<u>\$ 5,458,488.55</u>
 Grand Total - All Payments	 <u>\$ 7,360,398.66</u>

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



Agenda Item: Expenditure Summary for July 2019 – Mr. Peter Elliott
Date: August 26, 2019

**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 July were \$6.7 million.

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
☐ Expenditure Summary for July 2019	Backup Material

Polk State College
Expenditure Summary for July 2019

CHECK PAYMENTS

PAYEE CATEGORY	AMOUNT
Employee Payroll and Reimbursements	44,162.22
Vendor Payments	911,204.73 *
Subtotal Check Payments	<u>\$ 955,366.95</u>

PAYEE NAME	AMOUNT
Santa Fe College - Employee Insurance	519,501.09
Employee Payroll	2,216,184.97
Employee Reimbursements	24,218.58
Vendor Payments	673,718.54
Student Disbursements and Refunds	760,957.78
Merchant Fees - Early Childcare	647.72
Merchant Fees - American Express/Discover/Visa/Master Card	6,111.13
Florida Department of Revenue - State Sales Tax	52.74
Tampa Electric Company	104,907.17
TIAA-CREF Retirement Savings Plan	182,610.70
Vanguard Retirement Savings Plan	4,910.03
Expertpay Withholding	3,816.28
Wageworks Reimbursement	14,864.96
VALIC Retirement Savings Plan	87,539.85
VOYA Retirement Savings Plan	700.00
Fidelity Retirement Savings Plan	4,933.33
State of Florida Retirement (FRS)	438,362.58
Internal Revenue Service - Payroll Taxes	668,013.93
Subtotal Electronic Payments	<u>\$ 5,712,051.38</u>

Grand Total - All Payments **\$ 6,667,418.33**

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



Agenda Item: Tangible Personal Property Deletions for August 2019 – Mr. Peter Elliott
Date: August 26, 2019

**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. Fifty-one (51) items are being donated.

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 August 2019	Backup Material

Polk State College
Disposal of Tangible Personal Property
For August 2019

Non-Capitalized Items Less Than \$5,000					
Decal #	Description	Year Purchased	Original Cost	Current Book Value	Method of Disposal
013696	PROJECTOR	3/17/2003	1,299.00	-	DONATED
014163	DIGI VUE CVM MICROSCOPE #24-0511	4/1/2004	1,329.95	-	DONATED
015236	MICROSCOPE 57900-15	4/28/2006	1,515.00	-	DONATED
015987	SYMPODIUM LTB 2278	11/27/2006	1,728.00	-	DONATED
015993	SYMPODIUM LTB 2287	11/27/2006	1,728.00	-	DONATED
016040	BA RECEIVER LTB 1304	11/28/2006	1,039.00	-	DONATED
016092	SYMPODIUM LTB 1307	11/28/2006	1,728.00	-	DONATED
016097	SYMPODIUM LTB 1310	11/28/2006	1,728.00	-	DONATED
016102	SYMPODIUM LTB 2265	11/28/2006	1,728.00	-	DONATED
016146	SYMPODIUM LLC 2151	11/30/2006	1,728.00	-	DONATED
016187	MICROSCOPE BOREAL	12/6/2006	1,381.22	-	DONATED
016581	LAPTOP H P FOR EPI	5/29/2007	1,710.00	-	DONATED
016590	DISTRIBUTION AMP CRESTRON	6/13/2007	1,380.00	-	DONATED
016918	PROJECTOR ASL144	1/29/2008	1,199.00	-	DONATED
017025	TV TOSHIBA MODEL 46RF350U LCD BL	6/11/2008	1,600.00	-	DONATED
017172	SWITCH CRESTRON QM-RMCRX	7/5/2008	1,150.00	-	TRADED
017280	SYMPODIUM ID 350 15 INCH LKLN	9/23/2008	1,599.00	-	DONATED
017281	SYMPODIUM ID 350 15 INCH LKLN	9/23/2008	1,599.00	-	DONATED
017292	COMPUTER DELL OPTI 755	9/24/2008	1,126.54	-	DONATED
017455	SWITCHER CRESTRON MODEL QM-MD5X1	1/6/2009	1,380.00	-	DONATED
017456	SWITCHER CRESTRON MODEL QM-MD5X1	1/6/2009	1,380.00	-	DONATED
017460	SWITCHER CRESTRON MODEL QM-MD5X1	1/6/2009	1,380.00	-	DONATED
017461	SWITCHER CRESTRON MODEL QM-MD5X1	1/6/2009	1,380.00	-	DONATED
017462	BUTTON-BOX CRESTRON MODEL QM-FLM	1/6/2009	1,097.00	-	DONATED
017463	BUTTON-BOX CRESTRON MODEL QM-FLM	1/6/2009	1,097.00	-	DONATED
017465	BUTTON-BOX CRESTRON MODEL QM-FLM	1/6/2009	1,097.00	-	DONATED
017466	BUTTON-BOX CRESTRON MODEL QM-FLM	1/6/2009	1,097.00	-	DONATED
017467	BUTTON-BOX CRESTRON MODEL QM-FLM	1/6/2009	1,097.00	-	DONATED
017468	BUTTON-BOX CRESTRON MODEL QM-FLM	1/6/2009	1,097.00	-	DONATED
017470	DOCUMENT CAMERA ELMO MODEL P30S	1/6/2009	1,932.00	-	DONATED
017472	DOCUMENT CAMERA ELMO MODEL P30S	1/6/2009	1,932.00	-	DONATED
017473	DOCUMENT CAMERA ELMO MODEL P30S	1/6/2009	1,932.00	-	DONATED
017474	DOCUMENT CAMERA ELMO MODEL P30S	1/6/2009	1,932.00	-	DONATED
017475	DOCUMENT CAMERA ELMO MODEL P30S	1/6/2009	1,932.00	-	DONATED
017476	SYMPODIUM SMART MODEL IP350 JDA	1/6/2009	1,650.00	-	DONATED
017477	SYMPODIUM SMART MODEL IP350 J	1/6/2009	1,650.00	-	DONATED
017478	SYMPODIUM SMART MODEL IP350 J	1/6/2009	1,650.00	-	DONATED
017479	SYMPODIUM SMART MODEL IP350 J	1/6/2009	1,650.00	-	DONATED
017480	SYMPODIUM SMART MODEL IP350 J	1/6/2009	1,650.00	-	DONATED
021168	LAPTOP SAMSUNG MODEL 900X1A	8/22/2011	1,160.00	-	DONATED
022961	MONITOR 65 INCH NEC BRAND	1/24/2014	2,524.13	-	DONATED
022965	NEC MONITOR 65 INCH	1/24/2014	2,524.13	-	DONATED
022971	NEC MONITOR 65 INCH	1/24/2014	2,524.13	-	DONATED
023444	PROJECTOR NEC 4000 #NP-P401W	9/9/2014	1,030.00	-	DONATED
023572	PRINTER WIDE FORMAT HP DJ Z3200	12/9/2014	3,667.88	-	DONATED
023797	MEDIA SWITCH CRESTRON #QM-MD5X1	6/4/2015	1,363.64	-	DONATED
46			\$ 73,101.62	\$ -	

Capitalized Items Greater Than or Equal To \$5,000					
Decal #	Description	Year Purchased	Original Cost	Current Book Value	Method of Disposal
020720	LIFESIZE ROOM 220 W/ 10X CAMERA	12/21/2010	\$ 12,416.88	-	DONATED
020723	LIFESIZE EXPRESS 220 W/10X CAMER	12/21/2010	6,208.10	-	DONATED
020726	LIFESIZE TEAM 220 W/10 CAMERA &	1/4/2011	9,657.42	-	DONATED
021162	VIDEO CONFERENCE EQPT LIFESIZE	8/9/2011	10,328.60	-	DONATED
021889	VIDEO CONF SYSTEM LIFESIZE EXPRE	11/6/2012	6,208.10	-	DONATED
5			\$ 44,819.10	\$ -	



Agenda Item: Personnel Actions Report for June and July 2019 – Mr. Peter Elliott

Date: August 26, 2019

**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 **June-July 2019** 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/departmental 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 June and July 2019	Backup Material

Polk State College District Board of Trustees Personnel Actions

June-July 2019

Administrative

Additional Assignments

None

New Appointments

None

Resignations/Terminations

Boyer, Naomi	F/R	VP, Special Projects, Strategic Priorities and Growth	20190630	Position Eliminated	PRES
--------------	-----	--	----------	---------------------	------

Career

Additional Assignments

Bracey, Easton	P/T	Directed Study Tutor	20190503	LLAS
Bracey, Easton	P/T	Instructional Support	20190507	LLAS
Brown, Angie	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Capper, Jillian	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Chaffin, Maggie	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Choquette, Angela	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Clagett, William	P/T	Tutor	20190701	WHLR
Daley, Kelly	P/T	Event Supervisor	20190701	WHPV
Delgiudice, Danielle	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Eaton, Amy	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Ford, Natalie	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Gaddy, Norma	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Goodin, Brennan	P/T	Event Supervisor	20190701	WHPV
Hall, Tykiela	P/R	Activity Coach	20190701	SALO
Harto, Louanne	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Jones, Lorrie	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Joubert-Maier, Carylanne	P/T	Professional Tutor	20190719	WHLR
Lara, Christian	P/T	Directed Study Tutor	20190507	LLAS
Lauters, Toni	P/T	Test Proctor	20190701	CC
Lindsey, Kaylie	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Mabe, Sue	P/T	Event Supervisor	20190701	WHPV
McDonnell-Bennett, Jean	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
McMachen, Sally	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Mendez, Ketsia	P/T	Professional Tutor	20190701	WHLR
Michael, Dana	P/T	Test Proctor	20190701	CC
Miller, Manuel	P/T	Event Supervisor	20190701	WHPV
Palmer, Jerri	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR

Polk State College District Board of Trustees Personnel Actions

June-July 2019

Additional Assignments cont.

Perry, Mary Beth	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Phillips, Gwyn	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Rizzo, Jacci	P/T	Professional Tutor	20190701	WHLR
Schaak, Lynda	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Shapiro, Kerry	P/T	Test Proctor	20190701	CC
Sheppard, Yolanda	P/R	Activity Coach	20190701	SALO
Siegel, Sonja	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Snyder, Amanda	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Stadelbacher, Lisa	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Stinson, Carol	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Ward, Sandra	P/T	Event Supervisor	20190701	WHPV
Warren, Cathey	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Weber, Noreen	P/T	Test Proctor	20190701	CC
Wilson, Justin	P/R	Test Proctor	20190701	CC
Woodward, Ramona	P/T	Test Proctor	20190701	CC

New Appointments

Alicea, Victoria	P/T	OPS Worker	20190507	SSDN
Arhin, Nana Kofi	P/T	Tutor	20190701	WHLR
Armstrong, Pamela	P/T	Test Proctor	20190701	CC
Atchison, Jordyn	P/R	Administrative Clerk	20190701	CC
Bates, Anthony	P/R	Program Assistant	20190710	SSDN
Bonilla, Joah	P/T	Tutor	20190608	LKLR
Bracey, Easton	P/T	Tutor	20190524	VPSS
Bunch, Skylar	P/T	Tutor	20190701	WHLR
Canady, Christy	F/R	Administrative Assistant III	20190701	VPPIE
Carrion, Daniel	P/T	OPS Worker	20190701	LWFD
Ceto, Paul	P/T	Instr Assess/Dev/Plan/Coor	20190701	NUR
Chung, Casey	P/T	OPS Worker	20190507	LWFD
Coates, Karen	P/T	Special Project	20190504	LWFD
Craft, Lena	F/R	Laboratory Assistant	20190603	WLAS
DeMoya, Carol	P/T	OPS Worker	20190601	SSDN
DeRouen, Gabrielle	P/T	OPS Worker	20190701	CHSL
Elson, Merri	P/T	Test Proctor	20190701	CC
Ford, Amelia	P/T	Professional Tutor	20190701	WHLR
Fortner, Saddle	P/T	OPS Worker	20190507	LLAS
Frederick, Brandi	P/T	Tutor	20190701	WHLR
Fuhrman, Coulton	P/T	Professional Tutor	20190507	LLAS
Gutierrez, Deborah	P/T	Test Proctor	20190701	CC
Hall, Tykiela	P/T	OPS Worker	20190701	SSAA
Harty, Jordan	P/T	Tutor	20190701	WHLR
Haynes, Laurel	F/R	Administrative Assistant II	20190611	HR
Jacob, Blessen	P/T	Tutor	20190603	LKLR
Johnson, Jotham	P/T	OPS Worker	20190507	LWFD
Justus, Seth	P/T	Tutor	20190701	LKLR
Kelley, Jena	P/T	OPS Worker	20190523	SADM
Kirven, Judith	P/T	Professional Tutor	20190701	WHLR

Polk State College District Board of Trustees Personnel Actions

June-July 2019

New Appointments cont.

Kline, Dora	P/T	Test Proctor	20190701	CC
Lewicki, Suzanne	P/T	Professional Tutor	20190701	WHLR
Lipphardt, Taylor	P/T	Directed Study Tutor	20190507	LLAS
Minor, Bianca	P/T	OPS Worker	20190719	VPSS
Mitchell, Nicolette	P/T	Tutor	20190701	LKLR
Moening, Sarah	P/T	Professional Tutor	20190701	WHLR
Moonab, Zachary	P/T	OPS Worker	20190624	LLAS
Norris, D'Nysha	P/T	OPS Worker	20190507	LWFD
Oprysk, Rebecca	P/T	OPS Worker	20190701	LKLR
Ortiz, Emilisse	P/T	OPS Worker	20190507	LWFD
Peak, Jeremy	F/R	Central Services Assistant	20190708	CMPT
Perez, Sergio	P/T	Tutor	20190701	VPSS
Perry, Clive	P/T	Tutor	20190701	WHLR
Rivera, Felix	P/T	Tutor	20190701	VPSS
Rodriguez, Marcus	F/R	Central Services Assistant	20190708	CMPT
Sacco, James	P/T	Professional Tutor	20190701	WHLR
Santana, Juan	P/T	Instructional Support	20190507	LLAS
Sheppard, Yolanda	P/T	Tutor	20190701	VPSS
Simantob, Carina	P/T	Instructional Support	20190507	LWFD
Simmons, Nancy	P/T	Professional Tutor	20190701	WHLR
Soderlind, Marius	P/T	Tutor	20190627	WHLR
Suarez, Isanita	P/T	Test Proctor	20190701	CC
Sutton, Brianna	P/T	Tutor	20190701	WHLR
Tomlinson, Elissa	P/T	Tutor	20190517	WHLR
Torres, Josmairim	P/T	Tutor	20190603	JDA
Upfield, Karen	P/R	Program Assistant	20190701	VPSS
Vaghjiani, Urvashi	P/T	Directed Study Tutor	20190507	LLAS
Walworth, Barbara	P/T	Tutor	20190701	WHLR
Whitmore, Mark	P/T	Tutor	20190701	WHLR
Wilkinson, Lee	P/T	Professional Tutor	20190701	WHLR
Williams, George	P/T	Professional Tutor	20190507	LWFD
Wilson, Justin	P/T	Administrative Clerk	20190701	CC
Woodward, Ramona	P/T	Test Proctor	20190701	CC
Wysock, Gina	F/R	Administrative Assistant II	20190701	PRES
Yerkey, Luke	P/T	Instructional Support	20190508	LLAS

Polk State College District Board of Trustees Personnel Actions

June-July 2019

Resignations/Terminations

Barreto, Jose	P/T	Directed Study Tutor	20190723	Assignment Complete	WLAS
Bates, Anthony	P/T	OPS Worker	20190701	Assignment Ended	SALO
Blanford, Brooklyn	P/T	Instructional Support	20190610	Assignment Complete	LLAS
Burke-Maher, Catherine	P/T	Professional Tutor	20190701	Assignment Complete	JDA
Cera, Brandon	P/T	Tutor	20190515	Assignment Complete	LKLR
Clinger, Marta	P/T	Test Proctor	20190628	Resignation	CC
Driver, Robert	P/T	Tutor	20190515	Assignment Complete	LKLR
Frederick, Brandi	P/T	Tutor	20190703	Assignment Complete	WHLR
Nelson, Gladys	P/R	Administrative Clerk	20190731	Resignation	EPI
Patel, Falguni	P/T	OPS Worker	20190523	Resignation	VPSS
Perez, Sergio	P/T	Tutor	20190731	Resignation	VPSS
Ray-Murray, Carrie	F/R	Transcript Evaluator	20190618	Resignation	VPSS
Scaife, Jakaila	P/T	OPS Worker	20190610	Assignment Complete	LLAS
Scarvers, Jazmyn	P/R	Learning Resources Assistant	20190501	Resignation	WHLR
Snider, Brianne	P/T	Directed Study Tutor	20190723	Assignment Complete	WLAS
Springer, John	F/R	Central Services Assistant	20190628	Retirement	CMPT
Tricocci, Lina	P/T	Directed Study Tutor	20190723	Assignment Complete	WLAS
Williams, Vernee	F/R	Administrative Assistant II	20190628	Resignation	VPBS

Instructional

Additional Assignments

Allison, Joseph	P/T	Adjunct	20190509		WWFD
Andre Glenn, Rachel	P/T	Special Project	20190723		WLAS
Barberet, John	P/T	Special Project	20190515		LLAS
Bradshaw, Tim	P/T	Special Project	20190606		WLAS
Brown, Angie	P/T	Substitute	20190701		NUR
Capper, Jillian	P/T	Substitute	20190701		NUR
Ceto, Paul	P/T	Substitute	20190701		NUR
Chaffin, Maggie	P/T	Substitute	20190701		NUR
Chicas, Thelma	P/T	Special Project	20190515		LLAS
Choquette, Angela	P/T	Substitute	20190701		NUR
Cornett, Anthony	P/T	Special Project	20190715		WLAS
Criss, Michelle	P/T	Adjunct	20190509		WWFD
Delgiudice, Danielle	P/T	Substitute	20190701		NUR
Eaton, Amy	P/T	Substitute	20190701		NUR
Ford, Natalie	P/T	Substitute	20190701		NUR
Gaddy, Norma	P/T	Substitute	20190701		NUR
Grime, Emily	P/T	Special Project	20190603		LWFD
Harto, Louanne	P/T	Substitute	20190701		NUR
Hursman, Marguerite	P/T	Special Project	20190614		LLAS
Jernigan, Kristen	P/T	Special Project	20190614		LLAS

Polk State College District Board of Trustees Personnel Actions

June-July 2019

Additional Assignments cont.

Jones, Lorrie	P/T	Special Project	20190701	NUR
Jones, Lorrie	P/T	Substitute	20190701	NUR
Jones, Pamela	P/T	Special Project	20190524	LLAS
Joubert Maier, Carylanne	P/T	Special Project	20190614	LLAS
Laurel, Shannon	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Lehoczkzy, Maria	P/T	Special Project	20190502	LWFD
Lindsey, Kaylie	P/T	Substitute	20190701	NUR
Martinson, Carol	P/T	Special Project	20190614	LLAS
McBrayer, Derek	P/T	Adjunct	20190510	WWFD
McDonnell-Bennett, Jean	P/T	Substitute	20190701	NUR
McGriff, Von	P/T	Special Project	20190614	LLAS
McMachen, Sally	P/T	Substitute	20190701	NUR
Morgan, Aaron	P/T	Special Project	20190614	LLAS
Morris, Penny	P/T	Special Project	20190614	LLAS
Moyer, Cody	P/T	Special Project	20190614	LLAS
Nold, Herbert	P/T	Special Project	20190516	LLAS
Palmer, Jerri	P/T	Substitute	20190701	NUR
Perry, Mary Beth	P/T	Substitute	20190701	NUR
Phillips, Gwyn	P/T	Substitute	20190701	NUR
Pringle-Brown, Niqui	P/T	Special Project	20190614	LLAS
Randolph, Logan	P/T	Special Project	20190715	WLAS
Rhodes, James	P/T	Special Project	20190614	LLAS
Rizzo, Jacci	P/T	Substitute	20190601	WLAS
Schaak, Lynda	P/T	Substitute	20190701	NUR
Shea, Christen	P/T	Special Project	20190715	WWFD
Siegel, Sonja	P/T	Substitute	20190701	NUR
Simpson, Kim	P/T	Special Project	20190614	LLAS
Sipes, Debbie	P/T	Substitute	20190507	LLAS
Snyder, Amanda	P/T	Substitute	20190701	NUR
Stadelbacher, Lisa	P/T	Substitute	20190701	NUR
Stinson, Carol	P/T	Substitute	20190701	NUR
Warren, Cathey	P/T	Substitute	20190701	NUR
Young, Shakia	P/T	Substitute	20190507	LWFD
Young, Shakia	P/T	Adjunct	20190507	LLAS

New Appointments

Abbatoy, Ashley	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Adams, Jacqueline	P/T	Adjunct	20190613	CPS
Allen, Kayla	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Alvarez, Christen	P/T	KAC Instructor/Planning	20190617	KAC
Anderson, Robert	P/T	Adjunct	20190606	CPS
Armstrong, Pamela	P/T	Adjunct	20190701	CC
Bailey, Kara	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Baker, Steve	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Bardwell, Monica	P/T	Adjunct/PT Clinical Assistant	20190701	NUR

Polk State College District Board of Trustees Personnel Actions

June-July 2019

New Appointments cont.

Bass, Tiffany	F/R	Professor	20190716	GHS
Berdis, Thomas	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Beswick, Julie	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Bissessar, Michelle	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Bohnenstiehl, Chantel	P/T	KAC Instructor/Planning	20190617	KAC
Bohnenstiehl, Jeremy	P/T	KAC Instructor/Planning	20190601	KAC
Booth, Vicki	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Bradshaw, Tim	P/T	Adjunct	20190627	WLAS
Brewer, James	P/T	Adjunct	20190604	LLAS
Briggs, Cassandra	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Brown, Charity	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Brown, Jeanna	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Burkhart, Polly	P/T	KAC Instructor/Planning	20190708	KAC
Cabanban, Golda	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Callahan, Kaelyn	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Campaneria, Luis	P/T	KAC Instructor/Planning	20190601	KAC
Chambers, Darren	P/T	Adjunct	20190729	CPS
Chappel, Joanne	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Clark, Jeanna	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Clement, Jessica	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Coleman, Jennifer	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Cook, Bridget	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Cranor, Ashley	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Cunningham, Kelley	P/T	KAC Instructor/Planning	20190617	KAC
Devero-Williams, Lara	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Dill, Dennis	P/T	KAC Instructor/Planning	20190601	KAC
Doddy, Jason	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Douglas, Diane	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Downes, Lilli	P/T	Adjunct	20190624	WLAS
Elson, Merri	P/T	Adjunct	20190701	CC
Euverard, Chris	P/T	KAC Instructor/Planning	20190601	KAC
Fitzgerald, Sally	P/T	Special Project	20190614	LLAS
Fogel, Caitlin	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Frabotta, Michelle	P/T	KAC Instructor/Planning	20190601	KAC
Freeman, Heather	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Ganey, Richard	P/T	KAC Instructor/Planning	20190601	KAC
Garcia, Sara	P/T	KAC Instructor/Planning	20190601	KAC
Gerst, Steve	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Glidewell, Laura	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Glisson, Jennifer	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Gosney, Melissa	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Guthart, Brooke	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Halterman, Sheree	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Handlin, Katherine	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Hartwell, Ricky	P/T	Adjunct	20190711	CPS
Helping, Cara	P/T	KAC Instructor/Planning	20190601	KAC

Polk State College District Board of Trustees Personnel Actions

June-July 2019

New Appointments cont.

Hill, Hollie	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Holloway, Cherylynn	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Holloway, Thomas	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Hoobin, Allison	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Howard, Norissa	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Howell, Staci	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Huggins, Erin	P/T	KAC Instructor/Planning	20190601	KAC
Jackson, Dartavia	P/T	Adjunct	20190719	CPS
Jefferson, Sharika	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Jensen, Kim	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Jimenez, Pricilla	P/T	KAC Instructor/Planning	20190617	KAC
Johnson, Brandon	P/T	Adjunct	20190521	CPS
Johnson, Molly	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Jones, Maurice	P/T	Adjunct	20190613	CPS
Kennedy, Jenafer	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Kershaw, Kevin	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Keys, Elizabeth	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Lamar, Robert	P/T	KAC Instructor/Planning	20190601	KAC
Levia, Dawn	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Madalena, Jennifer	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Mahler, Lindsay	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Martin, Christin	P/T	KAC Instructor/Planning	20190617	KAC
Meyer, Theresa	P/T	KAC Instructor/Planning	20190601	KAC
Martin, Roger	P/T	Adjunct	20190603	CPS
McCain, Jason	P/T	Adjunct	20190715	CPS
McCormick, Tim	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
McKee, John	P/T	Adjunct	20190628	CPS
Mendez, Robert	P/T	Adjunct	20190624	CPS
Micheli, Lina	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Mitchell, Merri	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Musick, Niki	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Nguyen, Thuy	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Parrish, Carol	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Parsons, Chessie	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Patterson, Ginger	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Perez, Javier	P/T	Adjunct	20190624	CPS
Plemmons, Lisa	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Prine, Sarah	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Ramirez, Manuela	P/T	Adjunct	20190603	WLAS
Reed, Heidi	P/T	KAC Instructor/Planning	20190601	KAC
Reeves, Teresa	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Regan, Dawne	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Remus, Brenda	P/T	Special Project	20190502	LWFD
Sabatino, Katherine	P/T	Adjunct/PT Clinical Assistant	20190701	NUR

Polk State College District Board of Trustees Personnel Actions

June-July 2019

New Appointments cont.

Scott, Marcia	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Simmons, Zachary	P/T	Adjunct	20190626	CPS
Smith, Lauren	P/T	KAC Instructor/Planning	20190617	KAC
Smith, Virginia	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Spruell, Carrie	P/T	KAC Instructor/Planning	20190601	KAC
Spruell, Marissa	P/T	KAC Instructor/Planning	20190601	KAC
Stevens, Megan	P/T	KAC Instructor/Planning	20190601	KAC
Stevens, Ryan	P/T	Adjunct	20190618	WWFD
Stewart, Susan	P/T	KAC Instructor/Planning	20190601	KAC
Strom, Eric	P/T	Adjunct	20190605	CPS
Sykes, Priscilla	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Sykes, Steven	P/T	Adjunct	20190605	CPS
Tanner, Heide	P/T	KAC Instructor/Planning	20190601	KAC
Trzynka, Kristen	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Walker, Debra	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Watson, Christopher	P/T	Adjunct	20190606	CPS
Watters, Katherine	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Whitman, Aarron	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Wickings, Justin	P/T	Adjunct	20190607	CPS
Wiertel, John	P/T	Adjunct	20190605	CPS
Williams, Joseph	P/T	Adjunct	20190726	CPS
Wise, Kimberly	P/T	Adjunct/PT Clinical Assistant	20190701	NUR
Woodrich, Erika	P/T	Adjunct	20190701	CC
Young, Ashley	P/T	Adjunct/PT Clinical Assistant	20190701	NUR

Resignations/Terminations

Beals, Cynthia	P/T	Adjunct	20190619	Resignation	WLAS
Bennett, Clifford	F/R	Professor	20190731	Retirement	LWFD
Crag-Chaderton, Addison	P/T	Adjunct	20190610	Assignment Complete	LLAS
D'Andrea, Joy	P/T	Adjunct	20190715	Assignment Complete	LLAS
Denby, Michael	P/T	Adjunct	20190529	Assignment Complete	CPS
Edwards, Jonathan	P/T	Adjunct	20190620	Assignment Complete	LWFD
Groover, Richard	P/T	Adjunct	20190531	Retirement	CPS
Hernandez, David	P/T	Adjunct	20190627	Assignment Complete	CPS
Leigh, Christopher	P/T	Adjunct	20190610	Assignment Complete	LLAS
Pleasant, Rachel	P/T	Adjunct	20190610	Assignment Complete	LLAS
Roldan, Erik	P/T	Adjunct	20190715	Assignment Complete	LLAS
Schmidt, George	P/T	Adjunct	20190529	Retirement	WLAS
Selph, Mary	P/T	Adjunct	20190625	Assignment Complete	LLAS
Stubbs, Beverly	P/T	Adjunct	20190630	Assignment Complete	CC
Trim, Amanda	P/T	Adjunct	20190610	Assignment Complete	LLAS
Wilder, Angela	P/T	Adjunct	20190708	Assignment Complete	LLAS

Polk State College District Board of Trustees Personnel Actions

June-July 2019

Professional Technical

Additional Assignments

Bonney, Consuela	P/T	PT Coordinator	20190701	GHS
Childree, Lee	P/T	PT Coordinator	20190701	CHSL
Crum, Zachary	P/T	PT Coordinator	20190701	CHSL
Downing, Meesha	P/T	PT Coordinator	20190701	GHS
Dyer, Dawn	P/T	PT Coordinator	20190701	CHSL
Gideons, Ami	P/T	PT Coordinator	20190701	CHSL
Hurst, Ward	P/T	PT Coordinator	20190701	CHSL
Johnson, Gregory	P/T	PT Coordinator	20190506	LWFD
Luckett, Beth	P/T	Special Project	20190701	RTE
Martin, Jason	P/T	PT Coordinator	20190701	CHSL
Moore, LaTrice	P/T	PT Coordinator	20190506	LLAS
Ryan, Amanda	P/T	PT Coordinator	20190701	GHS
Schmitt, Mary Ellen	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Springer, Laura	P/T	PT Coordinator	20190506	LWFD
Stewart, Johnny	P/T	PT Coordinator	20190506	LWFD
Whitehead, Leah	P/T	PT Coordinator	20190701	CHSL
Woodward, David	P/T	PT Coordinator	20190701	CC

New Appointments

Bigelow, Ron	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Boyer, Edward	P/T	PT Coordinator	20190507	LWFD
Bramwell, Ashley	P/T	PT Coordinator	20190507	LWFD
Braun, Gary	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Brewer, James	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Bryant-Thigpen, Patrice	F/R	Assistant Principal	20190610	CHSW
Creach, Sylvia	P/T	PT Coordinator	20190506	LWFD
Davis, James	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Dearing, Hannah	P/R	Assistant Coach-Soccer	20190701	SSAA
Downing, Jenna	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Downing, William	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Drennen, Arlene	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Dunn, John	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Elson, Merri	P/T	Org Assess/Devel Services	20190701	CC
Fernandez, Monica	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Frazier, James	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Grafton, Garry	F/T	Interim Program Coordinator	20190701	CC
Graham, Blake	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Holden, Grace	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Hurtt, Amanda	P/T	PT Coordinator	20190506	LLAS
Jackson, Joshua	P/R	Assistant Coach-Basketball	20190701	SSAA

Polk State College District Board of Trustees Personnel Actions

June-July 2019

New Appointments cont.

Jarvis, Gwinne	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Kauffman, Christen	P/T	PT Coordinator	20190506	LLAS
Kulina, Casey	P/T	Assistant Coach-Baseball	20190701	SSAA
Masters, William	F/T	Interim Coor, CC Programs	20190701	CC
McDowell, Mitch	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Moyer, James	F/R	Dir, Instructional Technology	20190701	ITMS
Nold, Emmye	P/T	PT Coordinator	20190701	LWFD
Nutt, Eileen	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Ooley, Noel	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Pearn, Brittany	P/T	Coordinator, Passport Camp	20190708	DD
Pratt, Allen	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Price, Lacey	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Reagan, Joye	P/T	PT Coordinator	20190701	CC
Rodney, Corey	P/T	PT Clinical Assistant	20190729	NUR
Rowan, Jamie	F/T	Interim Program Manager	20190601	CC
Shively, Stanley	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Skellenger, Ann	P/T	PT Coordinator	20190506	LLAS
Smith, Loren	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Smith, Todd	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Stonewall, Ruthanne	P/T	Org Assess/Devel Services	20190701	CC
Taylor, Joe	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Thorpe, Foster	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Thorpe, Seth	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Wengen, Tiffany	P/T	Prof Instr Svcs/Lic. Training	20190701	CC
Withrow, Scott	P/T	Prof Instr Svcs/Lic. Training	20190701	CC

Resignations/Terminations

Clinger, Marta	F/R	Program Coordinator	20190628	Resignation	CC
Greeson, Karen	F/R	Program Director	20190630	Retirement	LLAS
Smith, Loren	P/T	Prof Instr Svcs/Lic. Training	20190630	Assignment Complete	CC
Skellenger, Ann	P/T	PT Coordinator	20190628	Retirement	LWFD
Stubbs, Beverly	P/T	Org Assess/Devel Services	20190630	Assignment Complete	CC
Zirkle, Edward	F/R	Coor, Disability Services	20190708	Resignation	VPSS

Polk State College District Board of Trustees Personnel Actions

June-July 2019

Students

Additional Assignments

None

New Appointments

Auten, Daniel	P/T	Student Worker	20190510	SSFA
Cruz, Teresa	P/T	Student Worker	20190514	SSFA
Duclos, Rebecca	P/T	Student Worker	20190606	SSFA
Echevarria, Tiffany	P/T	Student Worker	20190603	SSFA
Ivie, Abraham	P/T	Student Worker	20190528	SSFA
Louberti, Michele	P/T	Student Worker	20190530	SSFA
McFall, Trinity	P/T	Student Worker	20190507	SSFA
Rotolo, Amber	P/T	Student Worker	20190509	SSFA

Resignations/Terminations

Kelley, Jena	P/T	Student Worker	20190523	Resignation	SSFA
--------------	-----	----------------	----------	-------------	------

Polk State College District Board of Trustees Personnel Actions

June-July 2019

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	- Cardio Vascular 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

June-July 2019

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



Agenda Item: Salary Schedule Changes for August 2019 – Mr. Peter Elliott
Date: August 26, 2019

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

Issue:
In accordance with Polk State College DBOT Rule 3.16 and F.S. 1001.64(18), the District Board of Trustees will approve all pay plan and salary schedule changes at monthly Board meetings.

Background/Analysis:
Salary Schedule changes have occurred.

Fiscal Impact:
Changes to the salary schedule may impact personnel budgets of areas and departments. The Business Office has ensured that the proposed changes will not result in an over-spent budget.

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"/> Salary Schedule Change for August 2019	Backup Material

Polk State College
POSITION ACTIONS – Salary Schedule
August 2019

New Positions:

Systems Analyst – A new Professional/Technical position titled “Systems Analyst” has been added to the salary schedule and leveled at a P15. This Information Technology (IT) position will provide oversight of all data processing matters associated with Polk State’s ERP system. This includes the implementation and support of the new Jenzabar enterprise system.

Re-leveled Positions:

The Sr. Program Specialist, Bachelor of Arts Programs, which provides advising and other support services to students seeking bachelor’s degrees has been re-titled and re-leveled. To better identify the purpose of this position and correlate with the other Student Success Advisor positions, the new title will be “**Sr. Student Success Advisor – BAS**”. The pay level changed from P12 to P14 based on additional job responsibilities and the growth of baccalaureate programs.

Deletions from the Salary Schedule:

The position titled “**V.P., Special Projects, Strategic Priorities and Growth**” will no longer be utilized, as the position was eliminated.



POLK STATE COLLEGE

Agenda Item: June 24, 2019 Board Minutes

Date: August 26, 2019

POLK STATE COLLEGE BOARD OF TRUSTEES AGENDA TRANSMITTAL SHEET

Issue:
Approval of June 24, 2019 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
☐ June 24, 2019 Board Minutes	Backup Material

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, June 24, 2019 – 4:00 p.m.
Polk State College Winter Haven Campus, WST 126

Dr. Angela M. Garcia Falconetti called the June 24, 2019, District Board of Trustees meeting to order at 4:00 p.m.

Members Present: Mr. Dan Dorrell, Ms. Teresa Martinez, Ms. Cindy Ross, and Mr. Mark Turner

Members Absent: Ms. Ashley Bell Barnett and Mr. Greg Littleton

Student Spotlight: Ms. Laura Davis, Respiratory Care student, Lakeland Campus

Foundation Special Recognitions: Ms. Tracy Porter

Dr. Falconetti introduced Ms. Tracy Porter to speak about today's special recognition. Ms. Porter introduced Polk State Foundation Board Chair Brent Parrish. Mr. Parrish acknowledged a cumulative gift of \$33,765 from Mrs. Sarah Jane Alexander and her late husband Mr. John R. Alexander for scholarships and programs. He noted Mr. Alexander's legacy and critical role on the Foundation Board of Directors, the creation of the President's Circle, and the formerly titled Clays for Courts, which was renamed the John R. Alexander Memorial Clays Classic in 2019. Mrs. Alexander briefly addressed the Board and expressed the joy and privilege it has been to support Polk State College and its students.

Special Recognitions: Dr. Angela M. Garcia Falconetti

Dr. Falconetti briefly acknowledged the College's 2019 National Institute for Staff and Organizational Development (NISOD) Excellence Award Recipients:
Christopher Amato, Instructional Technologist
Yulonda Bell, Associate Dean, Student Services (WH Campus)
Chasity Branham, Professor of Criminal Justice

Agenda:

Ms. Ross moved, seconded by Mr. Turner, to approve the agenda for June 24, 2019. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for May 2019** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for May 2019** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for June 2019** – Approved on consent agenda. Board action is required.

- d. Personnel Actions Report for May 2019** – Approved on consent agenda. Board action is required.

Ms. Martinez moved, seconded by Mr. Turner, to approve the consent agenda items for May and June 2019. 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. May 20, 2019, Board Minutes**

Ms. Ross moved, seconded by Ms. Martinez, to approve the May 20, 2019, Board minutes. All members voted affirmatively.

- b. May 20, 2019, Budget Workshop Minutes**

Mr. Turner moved, seconded by Ms. Ross, to approve the May 20, 2019, Budget Workshop minutes. All members voted affirmatively.

President's Report

- a.** Dr. Falconetti distributed copies of the June/July 2019 issue of “What’s up?” which lists recent and current happenings at Polk State College.
- b.** Dr. Falconetti distributed the 2019 President’s Circle report to the Board members for their information.
- c.** Dr. Falconetti distributed the June 2019 issue of *El Trompetista*, which included a story about Congressman Darren Soto’s visit to Polk State, to the Board members for their information.
- d.** Dr. Falconetti shared that Education Commissioner Richard Corcoran will be meeting with the Council of Presidents (COP) in Orlando on July 15 to continue collaborating on funding and selected policy areas that would support a Florida College System legislative budget request (LBR) and policy agenda that could be promoted for the 2020 session. On July 16, Chancellor Kathryn Hebda will be touring several of Polk State’s campuses and centers and will meet with various students, faculty, staff, and Trustees. On July 17, Polk State will host the State Board of Education (SBOE) meeting on the Lakeland Campus in LTB 1100 and both Commissioner Corcoran and Chancellor Hebda will be in attendance. Dr. Falconetti and Chairman Dorrell will provide a welcome at the SBOE meeting. In addition, at the request of Chairman Dorrell, Dr. Falconetti looks to secure a meeting

with Commission Corcoran during his visit to Polk County July 16-17. Dr. Falconetti will provide exact meeting times and locations to the Trustees as they are confirmed.

- e. Dr. Falconetti shared that she attended the Florida Chambers Learners to Earners Workforce Summit on June 18 & 19 in Orlando. She emphasized that the Summit was a great opportunity to learn more about the Chamber's efforts in workforce development and to explore additional state-level resources in apprenticeship training.
- f. Dr. Falconetti shared that the Polk State College Network BBQ for Polk State students and alumni who are LEGOLAND Florida Resort employees will occur on June 27. She noted that since the 2015 inception of the Polk State College LEGOLAND Florida Resort Internship Program, 60 students have participated.
- g. Dr. Falconetti introduced College Lobbyist Derek Whitis to address the Board on the results of the 2019 Legislative Session and his prediction for next session. He summarized that Polk State received \$1.25 million in operational support, plus an additional \$2.5 million in operating funds survived potential veto by the Governor. These funds, titled *Polk State Access to Academic and Workforce Programs*, preserve access to higher education in rural southeast Polk County through the Polk State JD Alexander Center, the College's Lake Wales Campus. Discussion ensued about how projects are pulled out of the budget and become subject to line-item veto.

When asked to comment about Public Education Capital Outlay (PECO) funding, Mr. Whitis stated that there is a backlog of \$500 million in PECO projects due to the non-pursuit of a bond referendum to fund them. Polk State did not receive any PECO funding for specific projects or general maintenance.

When asked to comment on the status of Trustee appointments, Mr. Whitis reported that he has had several discussions with staff in the Governor's Appointments Office. They have advised that they expect the Governor to act on appointments through the summer. They further advised that Trustees should be guided by the advice of their General Counsel regarding whether they can or should continue to serve in the interim period. Mr. Wilson then commented that his office has opined that the Trustees are able to serve in their role as Trustees until such time as the Governor reappoints or replaces them or the 2020 Senate adjourns sine die.

Attorney's Report:

- a. President's Contract

Attorney Don Wilson reminded the Board members that their very positive annual evaluation of Dr. Falconetti in May automatically triggered the three-year renewal of the President's employment contract through June 30, 2022. He reported that there was only one change made to the President's contract: the date was changed from 2018 to 2019.

Ms. Martinez moved, seconded by Mr. Turner, to approve Dr. Falconetti's employment contract

as presented. All members voted affirmatively.

Business Services Action Items:

a. Florida College System 2018-2019 Annual Equity Update Report – Ms. Val Baker

Mr. Turner moved, seconded by Ms. Ross, to approve the Florida College System 2018-2019 Annual Equity Update Report. All members voted affirmatively.

b. Standard Tuition and Fees 2019-2020 – Mr. Peter Elliott

Ms. Ross moved, seconded by Ms. Martinez, to approve the Standard Tuition and Fees 2019-2020. All members voted affirmatively.

c. Operating Budget, FY 2019-2020 – Mr. Peter Elliott

Ms. Martinez moved, seconded by Mr. Turner, to approve the Operating Budget, FY 2019-2020. All members voted affirmatively.

d. Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2019-2020 – Mr. Peter Elliott

Ms. Ross moved, seconded by Mr. Turner, to approve the Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2019-2020. All members voted affirmatively.

e. Polk State Lakeland Collegiate High School Operating Budget, FY 2019-2020 – Mr. Peter Elliott

Ms. Ross moved, seconded by Ms. Martinez, to approve the Polk State Lakeland Collegiate High School Operating Budget, FY 2019-2020. All members voted affirmatively.

f. Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2019-2020 – Mr. Peter Elliott

Mr. Turner moved, seconded by Ms. Martinez, to approve the Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2019-2020. All members voted affirmatively.

g. Polk State College Unexpected Plant Fund Budget, FY 2019-2020 – Mr. Peter Elliott

Ms. Ross moved, seconded by Ms. Martinez, to approve the Polk State College Unexpected Plant Fund Budget, FY 2019-2020. All members voted affirmatively.

h. Salary Schedule Changes for June 2019 – Mr. Peter Elliott

No changes to the Salary Schedule have occurred this month that require Board approval. However, annually the Polk State Salary Schedule is presented to the Trustees for review and approval.

Ms. Ross moved, seconded by Mr. Turner, to approve the Polk State Salary Schedule for June 2019. All members voted affirmatively.

i. Approval of the Capital Improvement Program (CIP): FY 2020-21 through FY 2024-25– Mr. Peter Elliott

Mr. Turner moved, seconded by Ms. Ross, to approve the Capital Improvement Program (CIP): FY 2020-21 through FY 2024-25. All members voted affirmatively.

j. Annual Physical Inventory Report – Mr. Peter Elliott

Ms. Ross moved, seconded by Ms. Martinez, to approve the Annual Physical Inventory Report. All members voted affirmatively.

Business Services Informational Items: Mr. Peter Elliott

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

Items Removed from the Consent Agenda:

None.

Academic & Student Services Action Items:

a. 2019-2020 College Credit and EPI Lab Fees – Mr. Steve Hull

Ms. Ross moved, seconded by Ms. Martinez, to approve the 2019-2020 College Credit and EPI Lab Fees. All members voted affirmatively.

b. 2019-2020 IPS Lab Fees – Mr. Steve Hull

Mr. Turner moved, seconded by Ms. Martinez, to approve the 2019-2020 IPS Lab Fees. All members voted affirmatively.

Academic & Student Services Informational Items:

a. Non-Credit Course Fees – Mr. Steve Hull

Mr. Hull presented and reviewed the College's Non-Credit Course Fees for April-June 2019 for the Board's information. No Board action required.

Collegiate High School Report:

None.

First Reading Board Rules (No action required):

None.

Second Reading Board Rules (Final Approval):

a. DBOT Rule 1.01, Board Membership and Organization – Mr. Elliott presented and recommended approval of the revised DBOT Rule 1.01, Board Membership and Organization.

Ms. Ross moved, seconded by Mr. Turner, to approve the revised DBOT Rule 1.01, Board Membership and Organization. All members voted affirmatively.

b. DBOT Rule 1.02, Board Meetings – Mr. Elliott presented and recommended approval of the revised DBOT Rule 1.02, Board Meetings.

Ms. Martinez moved, seconded by Mr. Turner, to approve the revised DBOT Rule 1.02, Board Meetings. All members voted affirmatively.

c. DBOT Rule 1.03, Duties and Powers of the Board – Mr. Elliott presented and recommended approval of the revised DBOT Rule 1.03, Duties and Powers of the Board.

Ms. Ross moved, seconded by Mr. Turner, to approve the revised DBOT Rule 1.03, Duties and Powers of the Board. All members voted affirmatively.

- d. DBOT Rule 1.07, Trustee Performance Standards** – Mr. Elliott presented and recommended approval of the revised DBOT Rule 1.07, Trustee Performance Standards.

Mr. Turner moved, seconded by Ms. Martinez, to approve the revised DBOT Rule 1.07, Trustee Performance Standards. All members voted affirmatively.

- e. DBOT Rule 1.09, Authority to Sign Contracts** – Mr. Elliott presented and recommended approval of the revised DBOT Rule 1.09, Authority to Sign Contracts.

Ms. Ross moved, seconded by Ms. Martinez, to approve the revised DBOT Rule 1.09, Authority to Sign Contracts. All members voted affirmatively.

- f. DBOT Rule 1.10, Selection and Appointment of the College President** – Mr. Elliott presented and recommended approval of the revised DBOT Rule 1.10, Selection and Appointment of the College President.

Mr. Turner moved, seconded by Ms. Ross, to approve the revised DBOT Rule 1.10, Selection and Appointment of the College President. All members voted affirmatively.

- g. DBOT Rule 2.04, Organization** – Mr. Elliott presented and recommended approval of the revised DBOT Rule 2.04, Organization.

Ms. Martinez moved, seconded by Mr. Turner, to approve the revised DBOT Rule 2.04, Organization. All members voted affirmatively.

Board Discussion:

Adjournment:

Having no further business, the meeting adjourned at 5:32 p.m.

Mr. Dan Dorrell
DBOT Chair

Date

Dr. Angela M. Garcia Falconetti
President

Date



POLK STATE COLLEGE

Agenda Item: What's up? August/September 2019 Issue

Date: August 26, 2019

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? August/September 2019 Issue	Backup Material

 TM

What's up?

August/September 2019

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

- Polk State welcomed more than 1,150 first-time-in-college students and 750 of their parents to the Winter Haven and Lakeland campuses for First Flight Freshmen Welcome events, where they had the opportunity to meet their peers, connect with faculty and staff, learn about College resources, win scholarships, and more before classes started August 19.
- The Parents Advocating for Student Success (PASS) program, designed to familiarize Hispanic students and parents with the college admission process, welcomed students and their families to the Winter Haven Campus to learn about degree pathways, financial aid, and a variety of resources including the First Year Experience, World Connect Center, and the Writing Studio.
- The Polk State College Foundation and the Polk State JD Alexander Center held the third annual Start Right Campaign in Lake Wales where students from kindergarten through college received free backpacks stuffed with school supplies. More than 700 people attended the event, which included food, music, and free haircuts.
- Polk State Kids at College had another successful summer, serving 680 students with 22 instructors, 100 volunteers, and 156 classes offering 44 unique courses in a variety of areas including art, rocketry, robotics, science, and more.
- Polk State College's three charter high schools are celebrating A grades and high ratings for the 2018-2019 school year. For the fifth consecutive year, Polk State Lakeland Collegiate High School and Polk State Chain of Lakes Collegiate High School achieved A's and Polk State Lakeland Gateway to College Collegiate High School, which receives a school improvement rating instead of a school grade due to differences in its mission, received for the third year in a row a "commendable" school improvement rating.
- Polk State Lakeland Gateway to College Collegiate High School also recently received national recognition from Achieving the Dream, Inc. for exceeding all four benchmarks used to assess the performance of Gateway to College programs. This is Polk State Lakeland Gateway to College Collegiate's first Program Excellence Award for succeeding in the areas of first-term success, fall-to-fall persistence, two-year persistence, and three-year graduation rate.
- Polk State College President Angela Garcia Falconetti and Florida Polytechnic University President Randy Avent signed an articulation agreement establishing the first seamless pathway for students from Polk County's state college to the leading institution of engineering and applied sciences with a 2+2 pathway to the Bachelor of Science in Business Analytics program at Florida Poly.
- Florida College System Chancellor Kathy Hebda's visit to Polk State College in July was marked with many highlights, including the articulation agreement with Florida Poly, a Florida College System Foundation check presentation, and time with students, faculty, staff, and members of the District Board of Trustees.
- Twenty-three Polk State student athletes have earned 2018-2019 FCSAA All-Academic Team awards. The Florida College System Activities Association presents these awards to recognize the academic achievements of student-athletes at its member colleges. For the list of awardees, please visit polkeagles.com.

news.polk.edu



POLK STATE COLLEGE

Agenda Item: DBOT Self-Evaluation

Date: August 26, 2019

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



Agenda Item: Investment Interest Comparison for June 2019 – Mr. Peter Elliott
Date: August 26, 2019

**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 2018 through June 2019 equals \$79,665.

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 - June 2019	Backup Material

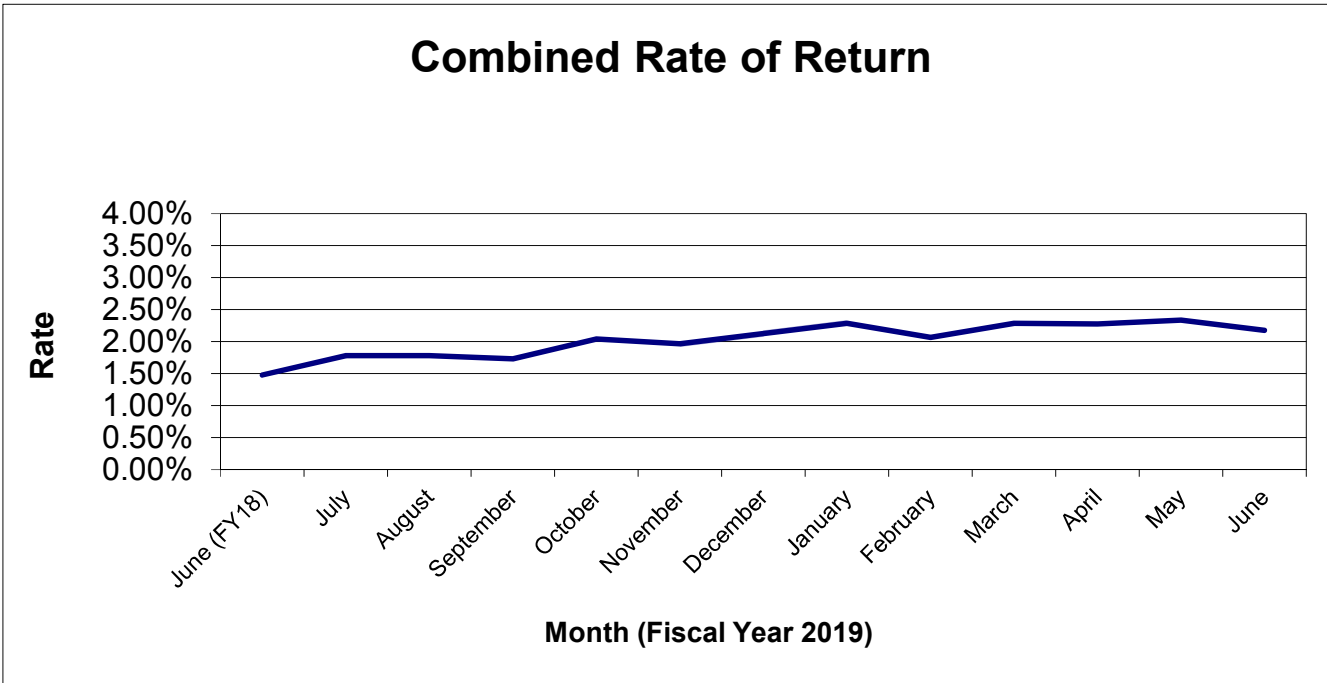
Polk State College
Investment Interest Comparison
Prepared for District Board of Trustees
Fiscal Year 2019

Month	Rate of Return	Interest	Balance
	Combined	Total	Total
June (FY18)	1.48%	\$ 7,000	\$ 5,684,506
July	1.78%	\$ 8,449	\$ 5,692,955
August	1.78%	\$ 8,461	\$ 5,701,417
September	1.73%	\$ 6,828	\$ 5,708,245
October	2.04%	\$ 9,352	\$ 3,717,597
November	1.97%	\$ 6,111	\$ 3,723,708
December	2.13%	\$ 4,749	\$ 2,228,457
January	2.29%	\$ 4,258	\$ 2,232,715
February	2.07%	\$ 3,854	\$ 2,236,569
March	2.29%	\$ 4,274	\$ 2,240,843
April	2.28%	\$ 4,391	\$ 4,245,219
May	2.34%	\$ 8,482	\$ 5,753,686
June	2.18%	\$ 10,455	\$ 5,764,111

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%

Transactions June 2019

Date	Description	Amount	Purpose
06/25/19	Wire out	\$ (1,000,000.00)	Payroll/Cash Management
06/28/19	Wire In	\$ 1,000,000.00	Return of funds
06/30/19	Interest Payment	\$ 10,455.44	Receipt of interest





Agenda Item: Investment Interest Comparison for July 2019 – Mr. Peter Elliott
Date: August 26, 2019

**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 in July 2019 equals \$11,015.

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 - July 2019	Backup Material

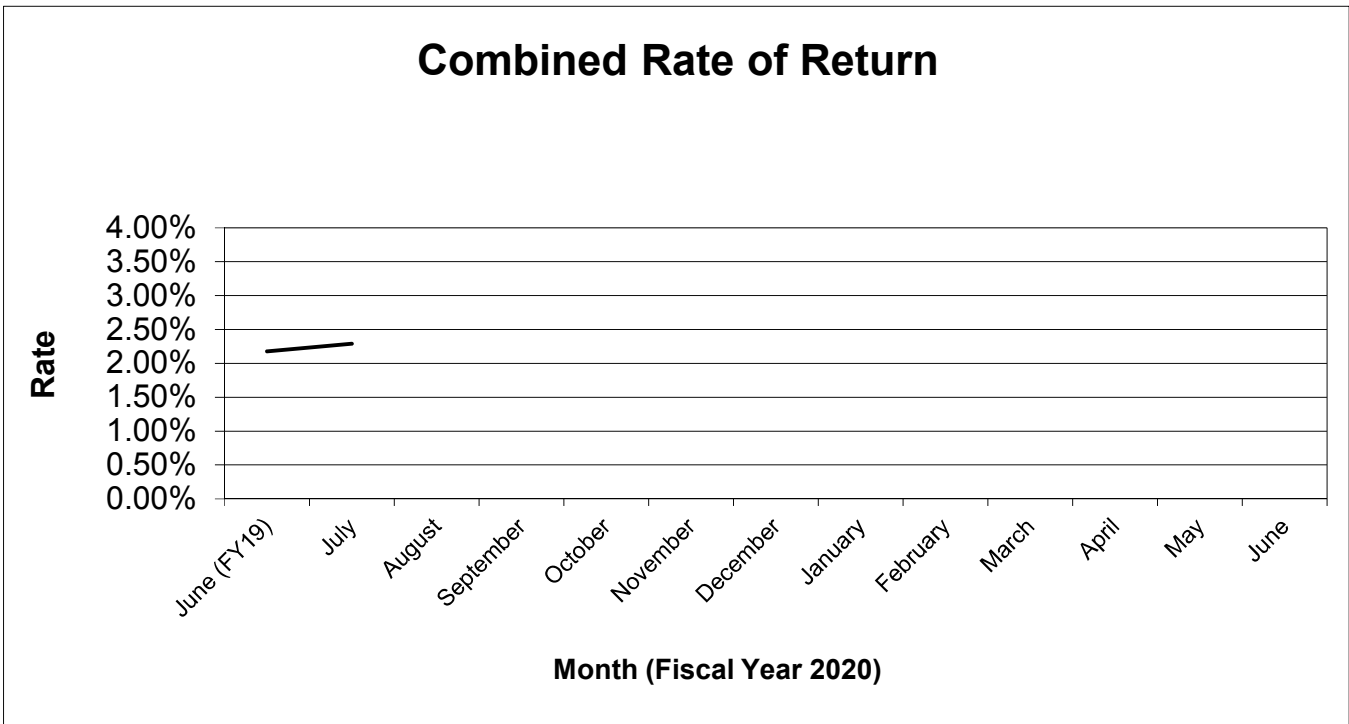
Polk State College
Investment Interest Comparison
Prepared for District Board of Trustees
Fiscal Year 2020.

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			
September			
October			
November			
December			
January			
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 July 2019

Date	Description	Amount	Purpose
07/31/19	Interest Payment	\$ 11,014.98	Receipt of interest





Agenda Item: Budget Amendment Summary for June 2019 – Mr. Peter Elliott
Date: August 26, 2019

**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 June there were no amendments that had an impact on Fund Balance. All other 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 June 2019	Backup Material

Polk State College
 Summary of Budget Amendments
 All Funds
 June 2019 (Period 201906)

Journal Number/Description	Revenue		Expenses				Fund Balance		
	Increase	Decrease	Personnel Expense		Current Expense		Capital Outlay		
			Increase	Decrease	Increase	Decrease	Increase	Decrease	
								Change	
3 Reallocation of budget to cover expenses for annual institutional membership fees					\$ 5,270	\$ (5,270)			\$ -
4 Reallocation of budget to cover expenses for bank fees					\$ 10,000	\$ (10,000)			\$ -
5 Reallocation of budget to cover small copier charges College-wide					\$ 38,248	\$ (38,248)			\$ -
7 Reallocation of budget to pay for other professional fees					\$ 6,400	\$ (6,400)			\$ -
8 Reallocation of budget to cover expenses for bank fees					\$ 5,000	\$ (5,000)			\$ -
9 Reallocation of budget to correct account for revenue and advising activity						\$ (50,000)	\$ 50,000		\$ -
10 Reallocation of budget for 2018-19 salary and benefit expenses			\$ 464,153	\$ (464,153)					\$ -
11 Reallocation of budget for 2018-19 salary and benefit expenses			\$ 1,370,789	\$ (1,370,789)					\$ -
16 Reallocation of budget for unforeseen facilities expenses and projects					\$ 143,926	\$ (143,926)			\$ -
17 Reallocation of budget to cover year-end expenses for technology services					\$ 4,040	\$ (4,040)			\$ -
23 Reallocation of budget to cover Lake Wales year-end expenses for services					\$ 7,375	\$ (7,375)			\$ -
24 Reallocation of budget to cover year-end utility expenses for CPS					\$ 1,941	\$ (1,941)			\$ -
25 Reallocation of budget to cover year-end utility expenses for CPS					\$ 342	\$ (342)			\$ -

26	Reallocation of budget to cover year-end utility expenses for Lake Wales					\$	66	\$	(66)			\$	-						
27	Reallocation of budget for Winter Haven petroleum expenses					\$	3,413	\$	(3,413)			\$	-						
28	Reallocation of budget to cover CPS year-end expenses for services					\$	2,184	\$	(2,184)			\$	-						
<hr/>																			
Fund 1 Totals		\$	-	\$	-	\$	1,834,942	\$	(1,834,942)	\$	228,204	\$	(278,204)	\$	50,000	\$	-	\$	-
1	Reallocation of budget to cover Athletics Department year-end expenses for services					\$	6,987	\$	(6,987)			\$	-						
2	Reallocation of budget for personnel expenses for 2018-19 Perkins Grant			\$	1,834	\$	(1,834)					\$	-						
6	Reallocation of budget to cover athletics department year-end expenses for services					\$	3,120	\$	(3,120)			\$	-						
12	Reallocation of budget to cover expenses for Upward Bound East			\$	6,100	\$	(6,100)	\$	620	\$	(620)	\$	-						
13	Reallocation of budget to cover expenses for Upward Bound West			\$	9,000	\$	(9,000)	\$	1,120	\$	(1,120)	\$	-						
14	Reallocation of budget for travel expenses for Student Support Services					\$	300	\$	(300)			\$	-						
15	Reallocation of budget for travel expenses for Upward Bound East					\$	950	\$	(950)			\$	-						
19	Reallocation of budget for Crop Grant student travel expenses					\$	92	\$	(92)			\$	-						
21	Reallocation of budget for Trio Priority Preference Workshop catering					\$	100	\$	(100)			\$	-						
29	Reallocation of budget for Crop Grant student travel expenses			\$	4,250	\$	(4,250)	\$	2,100	\$	(2,100)	\$	-						
30	Reallocation of budget for Upward Bound East travel and personnel expenses			\$	16,432	\$	(16,432)	\$	5,690	\$	(5,690)	\$	-						
31	Reallocation of budget for expenses for Upward Bound West & Perkins Grant			\$	12,440	\$	(12,440)					\$	-						

Fund 2 Totals	\$	-	\$	-	\$	50,057	\$	(50,057)	\$	21,079	\$	(21,079)	\$	-	\$	-	\$	-		
9																				
Reallocation of budget to move revenue and expenses to correct account	\$	50,000											\$	(50,000)	\$			-		
18																				
Reallocation of budget to cover CPS Emergency Cart Expenses							\$	25					\$	(25)						
20																				
Reallocation of budget to cover CPS Emergency Cart Expenses							\$	30					\$	(30)	\$			-		
22																				
Reallocation of budget to cover CPS Emergency Cart Expenses							\$	75					\$	(75)	\$			-		
Fund 7 Totals	\$	50,000	\$	-	\$	-	\$	-	\$	130	\$	-	\$	-	\$	-	\$	(50,130)	\$	-
Grand Total All Funds	\$	50,000	\$	-	\$	1,884,999	\$	(1,884,999)	\$	249,413	\$	(299,283)	\$	50,000	\$	(50,130)	\$	-		



Agenda Item: Budget Amendment Summary for July 2019 – Mr. Peter Elliott

Date: August 26, 2019

**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 July there were several amendments that had an impact on Fund Balance. These were due to carry over funds from the previous year for this year's budget. 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 July 2019	Backup Material

Polk State College
Summary of Budget Amendments
All Funds
July 2019 (Period 201907)

Journal Number/Description	Expenses									
	Revenue		Personnel Expense		Current Expense		Capital Outlay		Fund Balance	
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Change	
1										
Establish original operating budget for FY 2019-20	\$ (54,974,770)		\$ 37,132,703		\$ 17,842,067					\$ -
9										
Establish budget for HIS recruitment services for FY 2019-20					\$ 11,000	\$ (11,000)				\$ -
10										
Reallocation of budget to cover 2019 Convocation audio/video expenses					\$ 15,486	\$ (15,486)				\$ -
11										
Reallocation of budget to cover automotive repair expenses					\$ 1,000	\$ (1,000)				\$ -
12										
Reallocation of budget to cover maintenance expenses for CPS					\$ 18,500	\$ (18,500)				\$ -
13										
Reallocation of budget to cover maintenance expenses for Lake Wales					\$ 18,500	\$ (18,500)				\$ -
14										
Reallocation of budget to cover J1 transition expense					\$ 1,477,633	\$ (1,477,633)				\$ -
15										
Reallocation of budget to cover storage expense					\$ 40,000	\$ (40,000)				\$ -
16										
Reallocation of budget to cover people counting system expense for WH Library						\$ (3,400)	\$ 3,400			\$ -
17										
Reallocation of budget to cover people counting system expense for WH TLCC						\$ (1,800)	\$ 1,800			\$ -
18										
Reallocation of budget to cover maintenance expenses for Winter Haven Campus and CPS					\$ 25,104	\$ (25,104)				\$ -
19										
Reallocation of budget to cover annual subscription renewal expenses					\$ 629	\$ (629)				\$ -
21										
Reallocation of budget to cover Herc rental expense					\$ 7,000	\$ (7,000)				\$ -

Polk State College
Summary of Budget Amendments
All Funds
July 2019 (Period 201907)

Journal Number/Description	Revenue		Expenses						Fund Balance Change
	Increase	Decrease	Personnel Expense		Current Expense		Capital Outlay		
			Increase	Decrease	Increase	Decrease	Increase	Decrease	
22 Reallocation of budget to cover Notebook license expense						\$ (2,507)	\$ 2,507	\$	-
23 Reallocation of budget to correct account for insurance payment					\$ 300,000	\$ (300,000)		\$	-
24 Reallocation of budget to cover technology expenses for WH Library							\$ 3,400	\$ (3,400)	\$ -
26 Reallocation of budget to cover non-capital equipment expenses							\$ 1,800	\$ (1,800)	\$ -
27 Reallocation of budget to cover out-of-state travel expenses					\$ 345	\$ (345)		\$	-
28 Reallocation of budget to cover WH chiller maintenance expenses					\$ 2,500	\$ (2,500)		\$	-
29 Reallocation of budget to cover water fountain replacement expense					\$ 5,000	\$ (5,000)		\$	-
32 Reallocation of budget to cover maintenance expense for tech support					\$ 270,000	\$ (270,000)		\$	-
33 Reallocation of budget to cover maintenance expense for audio visual services					\$ 40,600	\$ (50,600)	\$ 10,000	\$	-
34 Reallocation of budget to cover equipment expense for computer network engineering					\$ 371		\$ (371)	\$	-
35 Reallocation of budget to cover materials expense for Lakeland Library					\$ 69,848	\$ (69,848)		\$	-
36 Reallocation of budget to cover equipment expense for computer network engineering						\$ (371)	\$ 371	\$	-
37 Reallocation of budget to cover equipment expense for computer network engineering						\$ (371)	\$ 371	\$	-
39 Reallocation of budget to cover maintenance expenses for JDA					\$ 2,820	\$ (2,820)		\$	-

Polk State College
Summary of Budget Amendments
All Funds
July 2019 (Period 201907)

Journal Number/Description	Revenue		Expenses						Fund Balance Change
	Increase	Decrease	Personnel Expense		Current Expense		Capital Outlay		
			Increase	Decrease	Increase	Decrease	Increase	Decrease	
40 Reallocation of budget to cover Fed Ex expense to send Perkins Grant to Tallahassee					\$ 9	\$ (9)			\$ -
41 Reallocation of budget to cover utilities expense for Winter Haven Campus					\$ 6,500	\$ (6,500)			\$ -
42 Reallocation of budget to cover utilities expense for Lakeland Campus					\$ 2,000	\$ (2,000)			\$ -
44 Reallocation of budget to cover postage and telephone service expenses					\$ 1,800	\$ (1,800)			\$ -
45 Reallocation of budget to cover furniture expense for District Dean of Workforce Ed.					\$ 4,300	\$ (4,300)			\$ -
48 Reallocation of budget to move funds to correct GL codes					\$ 202,450	\$ (202,450)			\$ -
49 Reallocation of budget to cover expense of PTA program clinical software					\$ 1,200	\$ (1,200)			\$ -
50 Reallocation of budget to cover expense for PTA program services					\$ 2,525	\$ (2,525)			\$ -
51 Reallocation of budget to cover expense for National Science Association membership					\$ 256	\$ (256)			\$ -
52 Reallocation of budget to cover utilities expense for FY 2020					\$ 3,900	\$ (3,900)			\$ -
53 Reallocation of budget to cover post industry certification expense					\$ 13,200	\$ (79,050)	\$ 65,850		\$ -
54 Reallocation of budget to cover expenses for services for LAC					\$ 7,315	\$ (7,315)			\$ -
56 Reallocation of budget to cover American Mathematical Assoc. membership expense					\$ 510	\$ (510)			\$ -

Polk State College
Summary of Budget Amendments
All Funds
July 2019 (Period 201907)

Journal Number/Description	Revenue		Expenses				Fund Balance		
	Increase	Decrease	Personnel Expense Increase	Personnel Expense Decrease	Current Expense Increase	Current Expense Decrease	Capital Outlay Increase	Capital Outlay Decrease	Change
57 Reallocation of budget to cover out-of-state travel expenses					\$ 350	\$ (350)			\$ -
58 Reallocation of budget to cover expenses for office supplies for PTA program					\$ 823	\$ (823)			\$ -
59 Reallocation of budget to cover expenses for miscellaneous supplies for OTA program					\$ 2,575	\$ (2,575)			\$ -
60 Year-end carry forward of budget for LSAMP grant	\$ (19,420)				\$ (3,349)	\$ (988)			\$ (23,757)
61 Reallocation of budget to cover supplies expense for CVT program					\$ 100	\$ (100)			\$ -
62 Reallocation of budget to cover freight expense for equipment							\$ 31		\$ 31
63 Reallocation of budget to cover student health service contract expense				\$ (20,000)	\$ 41,500	\$ (21,500)			\$ -
64 Reallocation of budget for natural gas expenses through 9/30/19					\$ 1,000	\$ (1,000)			\$ -
65 Reallocation of budget for elevator repair expense in WAD building					\$ 7,079	\$ (7,079)			\$ -
68 Reallocation of budget to cover surface tablet expense for VP of Institutional Effectiveness						\$ (600)	\$ 600		\$ -
69 Reallocation of budget for annual aviation membership expense					\$ 550	\$ (550)			\$ -
70 Reallocation of budget to cover maintenance expenses on Lakeland Campus					\$ 10,000	\$ (10,000)			\$ -
71 Reallocation of budget to cover supplies expense for science department						\$ (869)	\$ 869		\$ -

Polk State College
 Summary of Budget Amendments
 All Funds
 July 2019 (Period 201907)

Journal Number/Description	Revenue		Expenses				Fund Balance		
	Increase	Decrease	Personnel Expense Increase	Personnel Expense Decrease	Current Expense Increase	Current Expense Decrease	Capital Outlay Increase	Capital Outlay Decrease	Change
72 Reallocation of budget to cover supplies for flight event					\$ 30	\$ (30)			\$ -
73 Reallocation of budget to cover supplies for flight event					\$ 2,000	\$ (2,000)			\$ -
74 Reallocation of budget to cover printing expenses for SACS					\$ 1,000	\$ (1,000)			\$ -
75 Reallocation of budget to cover surface tablet expense for VP of Institutional Effectiveness					\$ 81	\$ (81)			\$ -
76 Encumbrance budget that did not roll-over from previous FY					\$ 69,186		\$ 1,783		\$ 70,969
77 Reallocation of budget to cover equipment repair expense on WH Campus					\$ 10,000	\$ (10,000)			\$ -
79 Establish budget for home schooled dual enroll book purchase					\$ 36,000	\$ (36,000)			\$ -
80 Reallocation of budget to cover supplies expense for CVT program					\$ 1,900		\$ (1,900)		\$ -
Fund 1 Totals	\$ (54,994,190)	\$ -	\$ 37,132,703	\$ (20,000)	\$ 20,575,192	\$ (2,731,772)	\$ 92,781	\$ (7,471)	\$ 47,243

Polk State College
 Summary of Budget Amendments
 All Funds
 July 2019 (Period 201907)

Journal Number/Description	Revenue		Expenses						Fund Balance Change
	Increase	Decrease	Personnel Expense		Current Expense		Capital Outlay		
			Increase	Decrease	Increase	Decrease	Increase	Decrease	
2 Establish operating budget for Chain of Lakes Collegiate High School for FY 2019-20	\$ (1,962,101)		\$ 1,171,215		\$ 771,419			19467	\$ -
3 Establish operating budget for Lakeland Collegiate High School for FY 2019-20	\$ (2,067,197)		\$ 1,107,122		\$ 940,505			\$ 19,570	\$ -
4 Establish operating budget for Lakeland Gateway to College Collegiate High School for FY 2019-20	\$ (1,541,511)		\$ 900,040		\$ 641,471				\$ -
7 Establish budget for student activities and athletics for FY 2019-20	\$ (1,400,000)		\$ 742,148		\$ 657,852				\$ -
20 Reallocation of budget to cover FCSAA membership cost for FY 2019-20					\$ 3,730	\$ (3,730)			\$ -
31 Establish budget for Educational Leaders Equity-Centered Transformation Spark Grant	\$ (8,000)		\$ 7,415		\$ 585				\$ -
38 Reallocation of budget to cover materials and supplies for WHSAB					\$ 20,000	\$ (20,000)			\$ -
43 Reallocation of budget to cover soccer team uniforms cost					\$ 1,169	\$ (1,169)			\$ -
46 Reallocation of budget to cover materials and supplies for SALO					\$ 4,000	\$ (4,000)			\$ -
47 Reallocation of budget to cover electronic equipment for SALO					\$ 325	\$ (325)			\$ -
60 Year-end carry forward of budget for miscellaneous student organizations	\$ (1,642,654)	\$ 87,529	\$ 556,843		\$ 1,166,380	\$ (51)	\$ 2,453		\$ 170,501
66 Establish original budget for Publix QRT17/1825999 grant	\$ (522,900)				\$ 522,900				\$ -

Polk State College
 Summary of Budget Amendments
 All Funds
 July 2019 (Period 201907)

Journal Number/Description	Revenue		Expenses				Fund Balance Change													
	Increase	Decrease	Personnel Expense		Current Expense			Capital Outlay												
			Increase	Decrease	Increase	Decrease	Increase	Decrease												
67 Year-end carry forward of budget for business info and technology ATC grant	\$	(3,934)	\$	3,072	\$	862			\$	-										
76 Encumbrance budget that did not roll-over from previous FY					\$	48,542			\$	48,542.43										
Fund 2 Totals	\$	(9,148,297)	\$	87,529	\$	4,487,855	\$	-	\$	4,779,740	\$	(29,274)	\$	41,490	\$	-	\$	219,044		
60 Year-end carry forward of budget for METZ loan - 201907							\$	(22,059)			\$	(22,059)						\$	(22,059)	
76 Encumbrance budget that did not roll-over from previous FY							\$	819			\$	819						\$	819	
30 Establish budget for Lakeland Area Mass Transit costs for FY 2018-19							\$	19,500			\$	19,500						\$	19,500	
Fund 3 Totals	\$	-	\$	-	\$	-	\$	-	\$	20,319	\$	(22,059)	\$	-	\$	-	\$	-	\$	(1,740)
8 Establish budget for internal scholarships funded through financial aid fees for FY 2018-19	\$	(725,000)			\$	800,000					\$	75,000						\$	75,000	
Fund 5 Totals	\$	(725,000)	\$	-	\$	-	\$	-	\$	800,000	\$	-	\$	-	\$	-	\$	-	\$	75,000
60 Establish year-end carry forward for fundraising accounts									\$	(17)			\$	(17)				\$	(17)	
Fund 6 Totals	\$	-	\$	-	\$	-	\$	-	\$	-	\$	(17)	\$	-	\$	-	\$	-	\$	(17)

Polk State College
 Summary of Budget Amendments
 All Funds
 July 2019 (Period 201907)

Journal Number/Description	Revenue		Expenses				Fund Balance		
	Increase	Decrease	Personnel Expense Increase	Personnel Expense Decrease	Current Expense Increase	Current Expense Decrease	Capital Outlay Increase	Capital Outlay Decrease	Change
6 Establish Board approved original fund 7 budget for FY 2019-20	\$ (2,256,333)				\$ 600,000		\$ 2,951,496		\$ 1,295,163
60 Establish year-end, fund 7 carry forward from previous FY				\$ (27,960)	\$ 1,232		\$ 49,178		\$ 22,451
76 Encumbrance budget that did not roll-over from previous FY					\$ 27,596		\$ 53,924		\$ 81,520
Fund 7 Totals	\$ (2,256,333)	\$ -	\$ -	\$ (27,960)	\$ 628,829	\$ -	\$ 3,054,598	\$ -	\$ 1,399,134
Grand Total All Funds	\$ (67,123,820)	\$ 87,529	\$ 41,620,558	\$ (47,960)	\$ 26,804,080	\$ (2,783,122)	\$ 3,188,869	\$ (7,471)	\$ 1,738,664



Agenda Item: Financial Statements for July 2019 – Mr. Peter Elliott
Date: August 26, 2019

**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 July 31, 2019, and include comparative information from the prior fiscal year, as well as summary statements for restricted and auxiliary funds.

Fiscal Impact:

Total revenue recorded through July 31, 2019, was 12% of budget. Total expenditures through July 31, 2019, were 6% 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 July 2019	Backup Material

**POLK STATE COLLEGE
FINANCIAL SUMMARY
FISCAL YEAR 2019-20
As of July 30, 2019**

	Budgeted Annual Revenue	Recorded Year To Date	% Recorded of Annual	Recorded Prior Year To Date	% Recorded Prior Year
Student Fees	\$ 20,185,444	\$ 4,350,737	22%	\$ 2,243,485	11%
State Funding	32,368,826	2,346,744	7%	\$ 2,024,666	7%
Other Revenue	2,401,080	84,894	4%	17,432	1%
Total Revenue	\$ 54,955,350	\$ 6,782,375	12%	\$ 4,285,583	8%

	Budgeted Annual Expenditures	Expenditures Year To Date	% Expended of Annual	Expenditures Prior Year To Date	% Expended Prior Year
Salaries	\$ 37,109,354	\$ 2,056,873	6%	\$ 1,966,983.07	5%
Current Expense	17,846,769	1,219,570	7%	\$ 1,885,286.02	11%
Capital Outlay	85,310	13,165	15%	\$ 3,609.53	10%
Total Expenditures	\$ 55,041,434	\$ 3,289,608	6%	\$ 3,855,878.62	7%

Polk State College Fund Balance Summary Projection 2019-20 Fiscal Year	
Fund Balance Carryforward from Fiscal Year 2018-19	
Unallocated Fund Balance	\$ 2,921,105
Reserve for Encumbrances	70,969
Total Estimated Fund Balance Available for FY 2018-19	\$ 2,992,074
Plus	
Actual Revenue to Date	\$ 6,782,375
Projected Additional Revenue	\$ 48,172,975
Total Revenue	\$ 54,955,350
Total Projected Funds Available	\$ 57,947,424
Minus	
Actual Expenditures to Date	\$ 3,289,608
Projected Additional Expenditures	\$ 51,751,826
Total Projected Expenditures	\$ 55,041,434
Total Projected Fund Balance Available for FY 2018-19	\$ 2,905,990
Less: Encumbrances and Board Designations	-
Total Projected Fund Balance Unallocated for FY 2019-20	\$ 2,905,990
Projected Unallocated Fund Balance Percentage:	5.01%

POLK STATE COLLEGE
Budget to Actual
Fiscal Year 2019-20 and Fiscal Year 2018-19
As of July 30, 2019

	Budget FY 19-20	Recorded 5/31/19	% Recorded	Budget FY 18-19	Recorded 07/31/18	% Recorded
Revenue:						
Tuition	\$ 18,696,002	\$ 3,996,672	21%	\$ 18,901,289	\$ 2,035,436	11%
Student Fees	1,489,442	354,065	24%	1,378,303	208,050	15%
State Support - FCSPF	32,368,826	2,346,744	7%	23,577,447	2,024,666	9%
State Support - Lottery	-	-		6,575,505	-	0%
Other Revenue	2,401,080	84,894	4%	2,686,856	17,432	1%
Total Revenue	\$ 54,955,350	\$ 6,782,375	12%	\$ 53,119,400	\$ 4,285,583	8%

	Budget FY 19-20	Expended 04/30/19	% Expend	Budget FY 18-19	Expended 07/31/18	% Expend
Expenses:						
Personnel Expenses:						
Salary Expense	\$ 28,360,261	\$ 1,179,666	4%	\$ 27,685,068	\$ 1,139,571	4%
Fringe Benefits	8,749,094	877,207	10%	8,286,143	827,412	10%
Sub Total	\$ 37,109,354	\$ 2,056,873	6%	\$ 35,971,211	\$ 1,966,983	5%
Other Expenses:						
Travel	\$ 642,859	\$ 6,109	1%	\$ 602,110	\$ 20,002	3%
Postage & Telephone	531,085	16,307	3%	355,381	22,128	6%
Printing	379,866	40,088	11%	356,439	56,908	16%
Repairs & Maintenance	825,872	148,604	18%	686,669	187,764	27%
Rental & Insurance	1,657,416	462,721	28%	1,274,552	459,887	36%
Utilities	2,447,145	154,147	6%	2,483,836	184,005	7%
Services	8,520,424	430,116	5%	8,563,248	825,546	10%
Supplies & Subscriptions	2,477,238	110,760	4%	2,488,224	92,248	4%
Other Expenses	364,865	(149,282)	-41%	497,667	36,798	7%
Sub Total:	\$ 17,846,769	\$ 1,219,570	7%	\$ 17,308,126	\$ 1,885,286	11%
Capital Outlay:	\$ 85,310	\$ 13,165	15%	\$ 37,570	\$ 3,610	10%
Total Expenses	\$ 55,041,434	\$ 3,289,608	6%	\$ 53,316,907	\$ 3,855,879	7%
Revenue Over (Under) Expenses	\$ (86,084)	\$ 3,492,767		\$ (197,507)	\$ 429,704	

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)
	\$ (86,084)

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 July 30, 2019

	Current Fund			Scholarships	Unexpended	
	Restricted	Auxiliary Fund	Loan Fund		Plant	Debt Service
REVENUE						
Student Fees	\$ 346,757	\$ 1,264	\$ -	\$ 179,725	\$ 502,988	\$ -
Local Support	\$ 553,363					
State Support	4,187			67,709	-	
Federal Support	(32,429)			232,511	125,166	
Gifts & Contracts	6,934	18,927		-		
Sales		(37,288)				
Bond Proceeds						
Other Revenue	(30,720)	4,532	-	20	(187,945)	
TOTAL REVENUE	\$ 848,092	\$ (12,565)	\$ -	\$ 479,964	\$ 440,210	\$ -
EXPENDITURES						
Personnel Expenditures						
Full Time	\$ 190,886	\$ 3,209	\$ -	\$ -	\$ 10,602	\$ -
Part Time	30,185	21,455			-	
Fringe Benefits	136,550	1,700			6,464	
Subtotal	\$ 357,622	\$ 26,364	\$ -	\$ -	\$ 17,066	\$ -
Other Expenses						
Travel	\$ 29,235	\$ -				
Postage & Telephone	217	-			-	
Printing	-	-				
Repairs & Maintenance	499	585			-	
Rental & Insurance	140				67,148	
Utilities	-	-				
Services	72,587	16,152			-	
Materials & Supplies	16,222	21,693			929	
Cost of Goods Sold						
Scholarships & Waivers	-			510,922	16,994	
Transfers to Other Funds						
Other Expenses	7,980	1,850				
Subtotal	\$ 126,880	\$ 40,279	\$ -	\$ 510,922	\$ 85,070	\$ -
Capital Outlay						
Furniture & Equipment	\$ 1,515	\$ -	\$ -	\$ -	\$ -	\$ -
Architect & Engineering Services					-	
Capitalized Software					27,981	
General Construction						
Renovating & Remodeling					7,513	
Land						
Structures & Improvements					(5,000)	
Subtotal	\$ 1,515	\$ -	\$ -	\$ -	\$ 30,494	\$ -
TOTAL EXPENDITURES	\$ 486,017	\$ 66,643	\$ -	\$ 510,922	\$ 132,630	\$ -
NET INCREASE (DECREASE) IN FUND BALANCE	\$ 362,075	\$ (79,209)	\$ -	\$ (30,958)	\$ 307,580	\$ -

POLK STATE COLLEGE
BALANCE SHEET - ALL FUNDS
As of July 30, 2019

	Current Fund Restricted	Auxiliary Fund	Loan Fund	Scholarships	Unexpended Plant	Debt Service	Invested in Plant	Totals
<u>ASSETS</u>								
Cash/Cash Equivalents	\$ 5,334,675	\$ 196,760	\$ 281,804	\$ 359,403	\$ 1,023,776			\$ 7,196,419
Accounts Receivable, Net	111,349	422	(1,117)	90,823	124,496			325,973
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	\$ 5,446,024	\$ 197,182	\$ 280,688	\$ 450,227	\$ 1,148,271	\$ -	\$ 91,292,298	\$ 98,814,690
Deferred Outflows	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Assets and Deferred Outflows	\$ 5,446,024	\$ 197,182	\$ 280,688	\$ 450,227	\$ 1,148,271	\$ -	\$ 91,292,298	\$ 98,814,690
<u>LIABILITIES AND FUND BALANCE</u>								
<u>Liabilities</u>								
Accounts Payable	\$ 3,476	\$ 19,952	\$ -	\$ 24,451		\$ -	\$ -	\$ 47,879
Compensated Leave Payable	171,531							\$ 171,531
Retainage Payable					35,519			\$ 35,519
Unearned Revenue								\$ -
Salaries & Benefits Payable								\$ -
Bonds Payable								\$ -
Loan Payable		83,333						\$ 83,333
Net Pension Liability								\$ -
Total Liabilities	\$ 175,007	\$ 103,286	\$ -	\$ 24,451	\$ 35,519	\$ -	\$ -	\$ 338,262
Deferred Inflows	\$ 889	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 889
Total Liabilities and Deferred Inflows	\$ 175,897	\$ 103,286	\$ -	\$ 24,451	\$ 35,519	\$ -	\$ -	\$ 339,152
<u>Fund Balance:</u>								
Fund Balance (estimated)	\$ 4,908,052	\$ 173,105	\$ 280,688	\$ 456,734	\$ 805,173	\$ -		\$ 6,623,752
Investment in Plant							91,292,298	\$ 91,292,298
Change in Fund Balance (YTD)	362,075	(79,209)	-	(30,958)	307,580	-	-	\$ 559,488
Total Fund Balance	\$ 5,270,128	\$ 93,897	\$ 280,688	\$ 425,776	\$ 1,112,753	\$ -	\$ 91,292,298	\$ 98,475,538
TOTAL LIABILITIES AND FUND BALANCE	\$ 5,446,024	\$ 197,182	\$ 280,688	\$ 450,227	\$ 1,148,271	\$ -	\$ 91,292,298	\$ 98,814,690



Agenda Item: Project Status Report, College-Wide for July and August 2019 – Mr. Peter Elliott

Date: August 26, 2019

**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. However, since there is no regularly scheduled meeting in July, a combined July-August report is presented as information.

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
<input type="checkbox"/> Project Status Report for July and August 2019	Backup Material

**Polk State College
Project Status Report July-August 2019**

PM-Project Managers	RM-Robbie Manikis GU-George Urbano	LB-Lyndon Belfon						
	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
Chain of Lakes HS Wireless PA	GU	Complete	\$5,325	na	Contractor Staff	4/19	4/19	Final Report
COL-Emergency repairs	RM	Complete	\$25,000	na	Contractors Staff	4/19	6/19	Final Report
<u>Center for Public Safety</u>								
No report								
<u>Lake Wales-JDA</u>								
Moisture infiltration roof and façade	RM	Planning	TBD	TBD	Consultant Staff	TBD	TBD	Reviewing infrared thermographic report from consultant (SITA)
Chiller unit condition assessment	RM	HOLD	\$14,000 replacement cost Carrier	TBD	Equipment Vendor Staff	2/19	TBD	Awaiting funding source Compressor replacement only

**Polk State College
Project Status Report July-August 2019**

PM-Project Managers	RM-Robbie Manikis GU-George Urbano	LB-Lyndon Belfon						
Project Task	PM	Status	Total Project Budget	Construction Budget/GMP	Resources	Start (NTP)	Estimated Finish (CO)	Notes
<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
LAC 1100, Collegiate HS admin suite, re-paint	RM	Complete	\$12,862	na	Contractor Staff	2/19	8/19	Final Report
LTB-Advising lobby space remodel	RM	HOLD	130,000	TBD	SEMCO Staff	10/18	TBD	Awaiting funding source College will act as GC
Lakeland Collegiate HS Wireless PA installation	GU	Complete	\$5,150	na	Contractor Staff	4/19	4/19	Final Report
Gateway Collegiate HS Wireless PA	GU	Complete	\$5,150	na	Contractor Staff	4/19	4/19	Final Report
<u>Clear Springs</u>								
ATC 1104, auditorium condensation remediation (roof venting)	RM	HOLD	\$12,000	na	Henkelman Staff	2/19	TBD	Awaiting funding source
ATC 1106, classroom noise abatement	RM	HOLD	\$25,000	na	SEMCO Staff	1/19	TBD	Awaiting funding source
ATC 1127 space renovation	RM	Completed	\$2,500	na	Staff	4/19	4/19	Final Report
<u>Airside West Lakeland</u>								
No-reports								

**Polk State College
Project Status Report July-August 2019**

PM-Project Managers	RM-Robbie Manikis GU-George Urbano		LB-Lyndon Belfon						
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 current funds permit	
LAC, LLC, LTB spaces	GU	HOLD	\$133,416	na	Locksmith		TBD	Installation as current funds permit	
JDA spaces	GU	HOLD	\$6,120	na	Locksmith		TBD	Installation as current funds permit	
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	Planning	\$10,000 Phase 1 only	na	Simplex 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	Planning	\$833,165.00 estimated	\$421,404.96 actual-to-date	GU, RM LB	9/17	TBD		
Insurance reimbursement	GU/DA	Planning	\$417,691.44 submitted	\$280,047.26 Ins or FEMA	\$137,044.16 in-review	9/17	TBD		
Roof repairs College-wide	RM	Completed	\$362,141.30 lowest bid	na	HCI WTS Staff	9/17	5/19	Final Report	
FEMA activities	GU/DA					9/17	3/19	Email correspondence only	
Prep damage inventory	GU/RM	Completed	na	na	Staff	12/17	2/18	Completed	
Assemble FEMA projects	GU	Completed	na	na	Staff	2/18	5/18	Completed	
Coordinate FEMA Inspect	GU	Completed	na	na	Staff/FEMA	2/18	4/18	Completed	
Reimbursement Categories				Reimbursement To-Date					
Cat A, project debris removal	GU	HOLD	\$130,880.78	\$125,166.33 estimated	Staff	2/18	6/18	Signed documentation returned; await FDEM check disbursement	
Cat B, project emerg protect measures	GU	In-progress	\$250,000.00 estimated	na	Staff	2/18	6/18	Support documentation issued to FEMA	
Cat E, projects building and equipment	GU	HOLD	\$270,000.00 estimated	na	Staff	2/18	8/18	Appeal process; in progress	
Cat G, project ballfield	GU	HOLD	\$31,456.80	na	Staff	2/18	7/18	Appeal process; in progress	
Lakeland electric room mitigation 404 grant	GU/RM	HOLD	\$85,836.00	na	EWI Staff	5/18	8/18	Awaiting FEMA disposition	

**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 Collegiate High School Enrollment Statistics - Mr. Rick Jeffries

Date: August 26, 2019

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

Issue:

A report to the District Board of Trustees on the Polk State Lakeland Collegiate High School enrollment statistics for 2019-2020 academic year.

Background/Analysis:

Annually, Polk State Lakeland Collegiate High School reports to the District Board of Trustees data associated with enrollment information.

Fiscal Impact:

None.

Steve Hull, Provost / 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

President's Recommendation:

For Information Only

ATTACHMENTS:

Description	Type
☐ Polk State Lakeland Collegiate High School Enrollment Statistics - Mr. Rick Jeffries	Cover Memo
☐ CHS Enrollment Statistics for 2019-2020 Academic Year	Backup Material



POLK STATE COLLEGE

Agenda Item: Polk State Lakeland Collegiate High School Enrollment Statistics –
Mr. Rick Jeffries

Date: August 26, 2019

POLK STATE COLLEGE BOARD OF TRUSTEES AGENDA TRANSMITTAL SHEET

Issue: A report to the District Board of Trustees on the Polk State Lakeland Collegiate High School enrollment statistics for 2019-2020 academic year.

Background/Analysis: Annually, Polk State Lakeland Collegiate High School reports to the District Board of Trustees data associated with enrollment information.

Fiscal Impact: None

Steve Hull
Initiating Official

Provost / Vice President Academic Affairs
(Title of Administrator)

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, Value, and Engagement**
 Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

- ____ **Recommend Approval**
 For Information Only
____ **First Reading**
-

Polk State Lakeland Collegiate High School
Enrollment Statistics for 2019-2020 Academic Year

Ethnicity / Gender	Statistics
Black	40 (12%)
Hispanic	59 (17%)
White	198 (60%)
Other/Mixed Race	33 (11%)
Male	125 (38%)
Female	205 (62%)
Total Enrollment	330