

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, December 8, 2025 – 4:00 p.m.
Polk State Winter Haven Campus Fine Arts Theater

Dr. Angela M. Garcia Falconetti called the December 8, 2025, District Board of Trustees meeting to order at approximately 4:00 p.m.

Members Present: Ms. Ann Barnhart, Ms. Ashley Bell Barnett, Mr. Steve Lester, Mr. Greg Littleton, Ms. Teresa Martinez, and Mr. Ashley Troutman

Members Absent: Ms. Cindy Hartley Ross

Pledge of Allegiance and Moment of Silence

Special Recognitions

a. Teacher Apprenticeship Program

Dean of Academic Affairs Dr. Kim Manning briefly addressed the Board about the Teacher Apprenticeship Program. The program is a partnership between the Polk County School District and Polk State. She then invited others to share their experiences with the Board.

- Ms. Diana Nicholas, Teacher, Teacher Apprenticeship Program
- Ms. Christi Holby, Program Director, Teacher Apprenticeship Program
- Ms. Emily Huggins, Polk State student, Early Childhood Education Program

b. New Administrators

President Garcia Falconetti briefly recognized two administrators who joined the College in October.

- Vice President for Information Technology and Chief Information Officer Marty Gang
- Director for Student Enrollment Services and Registrar Danielle Chandonnet

c. Special Recognition by Chair Barnhart

Chair Barnhart thanked President Garcia Falconetti for her efforts and shared an audio clip from the Florida State Board of Education meeting in November in which Florida Commissioner of Education Anastasios Kamoutsas spotlighted President Garcia Falconetti and Polk State College.

Public Comment

Professor Cynthia Freitag requested to make public comment before the board. Her statement did not pertain to an item on the Board agenda, so she was permitted to address the Board at the conclusion of the regular meeting. Ms. Freitag briefly addressed the board to highlight “what we can do to enhance student success” and shared the question “is it good for students” as what should drive all actions of staff and faculty at Polk State.

Adoption of Agenda

Mr. Troutman moved, seconded by Mr. Lester, to approve the agenda for December 8, 2025. All members voted affirmatively.

Approval of Board Minutes

a. September 29, 2025, Board Capital Campaign Workshop Minutes

Mr. Troutman moved, seconded by Ms. Martinez, to approve September 29, 2025, Regular Board Meeting minutes. All members voted affirmatively.

b. October 14, 2025, Board Retreat Minutes

Mr. Troutman moved, seconded by Mr. Lester, to approve October 14, 2025, Board Retreat minutes. All members voted affirmatively.

Unfinished Business:

a. Virtual Link for Public Attendance – Mr. Marty Gang, Vice President for Institutional Technology and Chief Information Officer

- As a follow up to a request Ms. Bell Barnett, Mr. Gang provided an update on the request for remote viewing options for DBOT meetings.
 - Mr. Gang noted that Board members who are not physically present at the meeting cannot be counted for the purpose of establishing a quorum or vote on any issue that comes before the Board.
 - A Zoom Webinar with a single link for each academic year will be provided
 - The one link means there is continuity and ease to join
 - The bandwidth needs are achievable for most home and free connections
 - The security built in to the Webinar functions prevent unintended interruption
 - A virtual moderator can ensure that the meeting experience is a proper reflection of the Board priorities
 - Presentation can be visible to remote users

Ms. Bell Barnett inquired if participants could actively participate in the meeting. Mr. Gang clarified that a Zoom Webinar would not permit active participation, but viewing only. He added that whatever is shown on the screen, such as PowerPoint presentations, will also be recorded.

Ms. Bell Barnett asked about the archival of meetings. Mr. Gang stressed that he would research state requirements and consult with legal to confirm the requirements of record storage and maintenance.

Mr. Troutman asked about the timeline to implement the remote viewing option. Mr. Gang responded that this could be available for the next DBOT meeting in January.

b. Employee Satisfaction Survey Update – Dr. Mary Clark, Vice President for Institutional Effectiveness, Accreditation and Research

- As a follow up to discussions during prior Board meetings and the October Board Retreat, Dr. Clark provided an update on the employee satisfaction survey.
 - Dr. Clark stated that her team extensively researched employee satisfaction survey tools. Three options were then presented to Vice President for

Academic Affairs and Workforce Education and Provost Dr. Amy Bratten and Faculty Senate President Anthony Cornett.

- Dr. Clark then presented the three options to Faculty Senate and President's Staff. Consensus was reached among all groups to initiate a contract with NC State University – PACE Campus Climate Survey. At its December 8 meeting, President's Staff voted to approve the selection of PACE's "Silver Package" which includes:
 - 46 standardized questions
 - One question set
 - Up to 20 custom items and 3 custom demographic items
 - Three standard qualitative items
 - Executive summary
 - Report interpretation instructions
 - Detailed question list
 - PACE quantitative reports
 - Qualitative summary
 - Canvas qualitative dashboard and data file
 - One 60-minute report interpretation session
- Dr. Clark noted that she will meet with PACE in January. The estimated date to administer the survey is spring 2026.
- President Falconetti stated that the employee satisfaction survey will be brought back to the January DBOT meeting.

Ms. Bell Barnett asked how many other institutions have used PACE. Dr. Clark noted that 100 community colleges have utilized PACE with one other in Florida.

Ms. Bell Barnett inquired about the format of the survey. Dr. Clark stated that the survey format is a 5-point Likert scale.

Ms. Bell Barnett asked if the Board could see the survey questions prior to it being administered. Chair Barnhart and President Falconetti will get this information to the Board.

Mr. Littleton requested confirmation that the Faculty Senate was in favor of the selection. Dr. Clark confirmed that Faculty Senate was in favor and that no opposition was brought to her attention.

c. Foundation Year End Update – Dr. Steve Warner, Vice President for Resource Development and Executive Director for the Polk State Foundation

1. As a follow-up to previous DBOT meeting discussion, Dr. Warner provided a Foundation Year End Update.
 - Scholarships
 - Elias "Lou" Costopoulos Memorial Scholarship: \$60,000 to support students in the aviation pathway
 - Florida College System Foundation Scholarships to support first-generation students, as well as nursing and allied health students
 - 2025 Events
 - October 24, 2025, John R. Alexander Memorial Clays Classic

- Supports Athletics
 - 24 shooting teams
 - Net proceeds \$26,200
- November 14, 2025, William N. Ryan Memorial Golf Classic
 - Supports Baseball
 - 23 golf teams
 - Net proceeds \$29,000
- Annual Fund
 - Launch an Annual Fund initiative to engage community, alumni and supporters in sustained, year-round philanthropy
 - Creating pathways for recurring, unrestricted giving
 - Strengthening employee and alumni engagement
 - Sharing impact through storytelling and outreach
 - Implement new tools for donor cultivation and stewardship
- Strategic Visioning Plan
 - Developed a Strategy Vision Plan to guide the Foundation's growth, impact and long-term sustainability
 - Vision - Financial barriers will not determine who pursues higher education in Polk County. All students are empowered to reach their potential and contribute to the community's economic vitality.
 - Guiding Principle - We invest in student success and measure our impact by theirs.
 - 2026-2036 Organizational Direction - Polk State College Foundation is a trusted, independent organization where donors prioritize their strategic philanthropic investment for student success.
 - Three-Year Goals
 - Board Governance - Transform into a high-performing board that drives fundraising, ensures fiduciary integrity and champions the Polk State College mission.
 - Organizational Infrastructure - Establish operational excellence through systems, policies and practices that ensure accountability, transparency and impact.
 - Fundraising Capacity - Build a sustainable fundraising operation that generates an additional \$1.5 million over three years to accelerate student success.
- Capital Campaign
 - Planning & Feasibility Study
 - Report – September 2025
 - Phase One – October 2025
 - Top prospects identified (individuals and corporations)
 - Solicitation strategies in process
- 2024-2025 Academic Year
 - \$1.13 million in scholarships disbursed
 - 60,000 = total alumni

Ms. Bell Barnett inquired about a champion/chair for the Annual Fund. Dr. Warner noted that the Foundation Board would form committees with advisors sitting on committees as well.

Ms. Bell Barnett asked about the status of the College's Alumni Board. Dr. Warner shared that Ms. Morgan Jacobson serves as its liaison. The first annual Distinguished Alumni Event will occur on January 29. Dr. Warner will mail the alumni event invite to the Board. President Garcia Falconetti confirmed that this event was on the Board's calendar.

Ms. Bell Barnett inquired about the needs of My Brother's Keeper (MBK). Dr. Warner clarified that the MBK initiative falls under Student Services but acknowledged that when the Federal government pulled back, Chrisina Criser with the United Way Central Florida and Publix stepped in. Dr. Warner requested Senior Vice President for Student Services Reggie Webb and Associate Vice President for Student Services Dr. Jay Culver to provide an update on MBK and send it to Ms. Christine Lee and President Falconetti to update the Board.

Ms. Bell Barnett requested to serve on the Foundation Scholarship Committee. Dr. Warner will work with Trustee Bell Barnett on this request. He emphasized that the scholarship deadline date has been pushed back to allow more applications.

Mr. Troutman shared that as a past recipient of a Foundation scholarship, he would love to tell his story. Dr. Warner will have the Foundation's Communication Manager follow up with Mr. Troutman.

Consent Agenda Items:

a. Polk State College Personnel Actions Report for September and October 2025 –

Approved on consent agenda. Board action is required.

b. Polk State College Salary Schedule Changes for December 2025 – Approved on consent agenda. Board action is required.

Chair Barnhart requested a motion to approve the Consent Agenda.

Ms. Bell Barnett moved, seconded by Mr. Troutman, to approve the Consent Agenda. All members voted affirmatively. Motion carried.

Items Removed from the Consent Agenda

None.

Business Services Action Items:

a. Finance: Financial Statements for October 2025 – Ms. Cindy Baker

Chair Barnhart reminded the Board that the Financial Statements agenda item will no longer be included under the Consent Agenda; it will be placed under Business Services Action Items.

Ms. Baker presented and recommended for approval the Financial Statements for October 2025. She highlighted that new dashboards are being developed to better demonstrate the financials and today's report included some of the new draft dashboards.

Ms. Bell Barnett asked for clarification on how the College is funded by dual enrollment. Ms. Baker shared that more details will be provided on this topic during the Enrollment Strategies presentation later in the meeting.

Ms. Bell Barnett inquired if the College is looking at other revenue streams. Ms. Baker stated that these are being explored via the Corporate College through grants and additional certification programs. Discussion was also had regarding cost savings associated with enrollment management, which will be discussed further during the Enrollment Strategies presentation later in the meeting.

Ms. Bell Barnett inquired about scheduling a potential workshop regarding the financials. President Falconetti confirmed that there is a Dual Enrollment and Athletics Workshop on the DBOT calendar for the spring, along with a Budget Workshop. It was discussed that an existing workshop could be expanded.

Ms. Bell Barnett asked for clarification on fund balances. Ms. Baker emphasized that the FDOE requires 60 days of operating costs, but the College maintains 90 days of operating costs or 5%.

Mr. Littleton moved, seconded by Mr. Troutman, to approve the Financial Statements for October 2025. All members voted affirmatively.

b. Finance: Polk State Chain of Lakes Collegiate High School - 2025 Audited Financial Statements – Ms. Cindy Baker

Ms. Baker introduced Mr. Chris Bobek, Senior Audit Manager, and Ms. Haley Downs, Audit Staff Accountant, with Moss, Krusick & Associates, LLC, to present the results for the Polk State Chain of Lakes Collegiate High School, Polk State Lakeland Collegiate High School, and Polk State Lakeland Gateway to College Collegiate High Schools – 2025 Audited Financial Statements. Mr. Bobek stated that all three audits were clean with no material findings.

Mr. Bobek and Ms. Downs presented and recommended for approval the Polk State Chain of Lakes Collegiate High School – 2025 Audited Financial Statements.

Mr. Troutman moved, seconded by Ms. Bell Barnett, to approve Polk State Chain of Lakes Collegiate High School – 2025 Audited Financial Statements. All members voted affirmatively.

c. Finance: Polk State Lakeland Collegiate High School – 2025 Audited Financial Statements – Ms. Cindy Baker

Mr. Bobek and Ms. Downs presented and recommended for approval the Polk State Lakeland Collegiate High School – 2025 Audited Financial Statements.

Ms. Bell Barnett moved, seconded by Mr. Troutman, to approve Polk State Lakeland Collegiate High School – 2025 Audited Financial Statements. All members voted affirmatively.

d. Finance: Polk State Lakeland Gateway to College Collegiate High School – 2025 Audited Financial Statements – Ms. Cindy Baker

Mr. Bobek and Ms. Downs presented and recommended for approval the Polk State Lakeland Gateway to College Collegiate High School – 2025 Audited Financial Statements.

Mr. Troutman moved, seconded by Ms. Martinez, to approve Polk State Lakeland Gateway to College Collegiate High School – 2025 Audited Financial Statements. All members voted affirmatively.

e. Foundation: Polk State College Foundation 2026 Annual Plan of Work – Dr. Steve Warner

Ms. Baker presented and recommended for approval the Polk College Foundation 2026 Annual Plan of Work.

Mr. Troutman moved, seconded by Ms. Martinez, to approve Polk State College Foundation 2026 Annual Plan of Work. All members voted affirmatively.

Board Rule Review (No action required)

a. Rule 1.01, Board Membership and Organization – Ms. Cindy Baker

Ms. Baker presented as a first-read item revised DBOT Rule 1.01, Board Membership and Organization. She reviewed the proposed revisions made to Rule 1.01 and emphasized that this rule is very Florida Statute driven. She advised the Board that it will be presented for final approval at the January 26, 2026, Board meeting.

b. Rule 1.03, Powers and Duties of the Board – Ms. Cindy Baker

Ms. Baker presented as a first-read item revised DBOT Rule 1.03, Powers and Duties of the Board. She reviewed the proposed revisions made to Rule 1.03 and emphasized that this rule is very Florida Statute driven. She advised the Board that it will be presented for final approval at the January 26, 2026, Board meeting.

Ms. Bell Barnett expressed concern that the Florida Statute tied with the Rule 1.03 was very dense and questioned whether or not more of the statute should be reflected in the rule. She requested

the following: look at how other institutions interpret it; report back on what other institutions do; and provide pros and cons of including less detail vs. including more detail in Rule 1.03. Rule 1.03 will be brought back to the January 26, 2026, Board meeting for another review but it will not be on voted on. The goal would be to approve Rule 1.03 during the February DBOT meeting.

c. Rule 2.10, Facsimile Signatures – Ms. Cindy Baker

Ms. Baker presented as a first-read item revised DBOT Rule 2.10, Facsimile Signatures. She reviewed the proposed revisions made to Rule 2.10 and emphasized that this rule is very Florida Statute driven. She advised the Board that it will be presented for final approval at the January 26, 2026, Board meeting.

d. Rule 2.27, Animals on College Property – Mr. Reggie Webb

Mr. Webb presented as a first-read item revised DBOT Rule 2.27, Animals on College Property. He reviewed the proposed revisions made to Rule 2.27. He advised the Board that it will be presented for final approval at the January 26, 2026, Board meeting.

Board Rule Approval (Final Approval):

None.

Board Chair's Remarks

a. Investigation Update

Chair Barnhart shared that as of November, the investigator Terin Cremer has completed all interviews. She is now putting together a report and should be completed by the Christmas holiday. The final report will be sent to Chair Barnhart. It will then be shared with the DBOT members and Bo Boyte, Polk State Foundation Board Chair.

Ms. Bell Barnett requested that once the report is shared with the Board, it should be discussed during the next Board meeting. Chair Barnhart will ensure that it is added to the January Board meeting agenda for discussion and next steps.

b. DBOT Self-Evaluation

Chair Barnhart noted that as of last week, the final responses to the DBOT Self-Evaluation were received. Dr. Clark then compiled the responses into a report. Mr. Lester was excused from completing the self-evaluation due to his limited tenure. Chair Barnhart requested Dr. Clark to email the self-evaluation report to the Board tomorrow.

Chair Barnhart summarized the report as a thoughtful reflection of where the Board stands with five areas in which one half of the Board sees things differently. She believes that there are actionable items to get the Board back on track. She encouraged Board members to attend Association of Community College Trustees' conferences including the Governance Leadership Institute in Miami in March.

c. January Workshop

Discussion was had regarding the current evaluation tools for both the DBOT self-evaluation and the President's evaluation. Chair Barnhart plans to schedule a workshop in January to review both evaluation tools. Ms. Christine Lee will poll prospective dates with the Board.

d. Florida College System Council of Trustees

Chair Barnhart noted that the former Florida College System Trustees Commission has reorganized to the Council of Trustees. The Council will offer onboarding for new trustees, disseminate timely legislative updates to trustees, and inform them of meetings.

President's Report

a. President's Report – President Angela Garcia Falconetti

President Falconetti disseminated her "President's Report" for the December 8 DBOT meeting. She encouraged them to review updates and highlights at their leisure.

b. Draft 2025-2026 Goals – President Angela Garcia Falconetti

President Falconetti shared a draft of her 2025-2026 Goals for the Board's information and input. The goals align with Polk State College's strategic plan, A Bolder Polk State College - 2023-2028, and tie to the contractual obligations of the President's employment contract. She highlighted the three guiding principles of the strategic plan and accompanying goals that advance student success, enrollment, and the College's dedication to continuous improvement and effectiveness as follows:

1. Student success: Increase the three-year (150%) completion percentage of all full-time students for 2025-2026 by 3%.
 - All Full-Time Students Completion within Three Year (150%). AA, AS, AAS, and Bachelors are included in the metrics.
 - 3% for 2025-2026 equates to 36% at 3-year completion. Of note, 34-37% is the upper range and only 200 community colleges offer baccalaureate degrees.
 - The 6.6% decrease from 2022-2023 to 2023-2024 can be attributed to Covid as the cohort started in 2020-2021.
 - The national average is 6 years to complete.
 - This draft narrative will ultimately be transformed into dashboards.

Ms. Bell Barnett requested that the metrics go back several years prior to the 2022-2023 date included in the report. She asked that this data be presented during the January DBOT meeting.

Mr. Littleton inquired about which institutions (in the Florida College System) are in the upper range. Dr. Clark will provide this information during the January DBOT meeting.

Ms. Bell Barnett sought confirmation that the numbers of completers (not just the %'s) would be provided. President Falconetti confirmed that the number of completers would be included.

2. County and college-wide growth: Increase total institutional year-to-year unduplicated headcount by 2.1% and State fundable FTE for 2025-2026 by 3%.
 - a. Unduplicated Headcount (institutional) – includes Polk State Collegiate High School students and non-residents as well

- Unduplicated Headcount for 2023-2024 (14,226) included students who were not dropped for non-payment that year. This resulted in a 7.7% increase from 2022-2023 to 2023-2024. Since dropping for non-payment has resumed, a 2.1% increase in Unduplicated Headcount is an attainable goal.
- b. Florida College System Funded FTE (state metrics, calculation, and publication) – includes only Florida residents and dual enrolled (but excludes dual enrolled students attending Polk State Collegiate High Schools)

Ms. Bell Barnett asked the group what an acceptable goal as a Board would be such as “15 out of 28.”

3. Transformational Change

- a. Achieve a 35% response rate to the employee satisfaction survey conducted in the spring of 2026, and an 85% overall employee satisfaction by 2028.
 - The Noel-Levitz 2021 employee satisfaction survey had a 26% response rate. 54% had partially completed the survey, but these cannot be included in the response rates.
 - Collaboration would be needed to increase to a 35% response rate for the 2026 survey.
 - The overall employee satisfaction level from the 2021 survey was 80%.
 - The 2026 survey will be administered to all F/T and P/T employees, which totals 1,143 at this time.

Ms. Bell Barnett asked the group how participation rates could be increased.

Mr. Lester noted that these response rates are about average.

- b. Achieve no findings for the four core requirements of the Fifth-Year Interim Report for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
 - Of note, the College had no findings from its Decennial Reaffirmation and was in the top 5% of all institutions.
 - Of note, if the College receives findings for any of the four core requirements, it will not be allowed to apply to the new accrediting body, the Higher Learning Commission (HLC).
 - The Fifth-Year Interim Report to SACSCOS is due by September 8, 2026. It will be reviewed in November 2026.
 - The College can submit an application letter to HLC anytime in September 2026.
 - Peers note that the average time for acceptance is 18 months (longest time - 2 years and shortest time - 16 months)

- c. Continue the pursuit of opportunities for growth through legislative, grant, and philanthropic funding, and open the first-of-its-kind campus in Northeast Polk.
 - Will continue to be competitive, especially within workforce, such as adding welding.
 - The goals align with the Foundation's Capital Campaign.

c. Faculty Senate – Professor Anthony Cornett, Faculty Senate President

- Faculty Senate has approved 9 procedures and 6 rules since August. Procedures 1006, Faculty Workload, and 1024, Faculty Schedule Assignment, have been Senate priorities for 8 years.
- Senate elections occurred in October, and new officers took office in November, including Mr. Cornett being elected as President.
- There has been collaboration between Senate and Administration to select the firm for the upcoming employee satisfaction survey. As stated earlier during the meeting, NC State-PACE's "Silver Package" was selected. He noted that the Hanover package was more comprehensive than needed and far more expensive. If Hanover would have allowed an extension beyond the one-year contract to complete the several included surveys; it would have been considered.

Mr. Troutman asked how fast Faculty Senate could get the backlog of Rules and Procedures through. Mr. Cornett noted that it depends on the number of changes therein and how long it is with the editor. Discussion was had about the SACSCOC requirement of a "regular review" of Rules and Procedures. President Falconetti noted that five years is the College's practice and an industry standard.

Ms. Martinez requested Faculty Senate's Goals for 2025-2026. Mr. Cornett emphasized that the list of Senate goals is extensive; however, the review and subsequent approval of rules and procedures is its top priority with the approaching SACSCOC Fifth-Year Review.

d. FCS Funded FTE Report T1E-2B – Dr. Mary Clark

- Spreadsheets of Funded FTE Polk State College 2024-2025 – FTE1 – a snapshot in time of last year's report compared to 2025-2026 – FTE1
- Year-over-Year Comparison
 - 2024-25 FTE1 Total 3241.3 (this is a corrected number from the March estimating conference data)
 - 2025-26 FTE1 Total 3415.8
 - This is a 5.38% increase
 - Next step is to create dashboards not just spreadsheets

Mr. Troutman inquired about measuring capacity by campus. Dr. Clark will look into this.

e. Enrollment and Retention – Dr. Amy Bratten, Provost and Vice President for Academic Affairs and Workforce Education; Dr. Mary Clark, Vice President

for Institutional Effectiveness, Accreditation and Research; and Mr. Reggie Webb, Sr. Vice President for Student Affairs and Campus Operations

- Enrollment Report – Dr. Clark
 - Fall 2025 headcount: 10,942 students - 0.9% decrease from last year. Of note, students were not dropped last year for non-payment.
 - Steady, sustainable growth despite statewide challenges
 - New and improved enrollment report
- Enrollment Management – Dr. Bratten
 - Class size
 - Combining low enrolled sections
 - Face-to-face
 - Directed instruction (DIS)
 - Online and hybrid
- Outreach – Fall 2025 Overview – Sr. VP Webb
 - High School Outreach:
 - Targeted visits across Polk County.
 - Collaborated with counselors and administrators.
 - Open Houses:
 - Oct 28 – JD Alexander Center
 - Oct 30 – Winter Haven Campus
 - Nov 6 – Lakeland Campus
 - Community Outreach:
 - Represented Polk State at partner events and civic organizations.
- Looking Ahead – Spring 2026 – Clark, Bratten, and Webb
 - Early registration began in November with encouraging numbers.
 - Call/texting campaign underway for students who have applied but not enrolled.
 - Advisors and Success Coaches are actively contacting students.
 - Continued focus on proactive outreach and early engagement.

f. Metrics for Strategic Planning – Dr. Mary Clark

- Key Performance Indicators: Enrollment, Retention, and Completion
 - Unduplicated Enrollment Headcount
 - Dashboard of Student Success
 - ✓ FTIC retention rate
 - ✓ 100%, 150%, and 200% graduation rate
 - ✓ Continuing education data with or without graduation
 - ✓ FETPIP data for AA, AS, and Bachelor's degrees

Ms. Bell Barnett suggested looking beyond to stop and reverse student transfers.

g. Program Accreditations – Dr. Mary Clark

Due to time constraints, the Program Accreditations item was tabled until the January DBOT meeting.

**h. Haines City-Davenport Campus – Ms. Carla Harvey, Project Manager,
Haines City-Davenport Campus**

- **Project Progress and Schedule Update**
 - AD Morgan Contract December 2024
 - Mobilization/Construction Start January 2025
 - Construction Substantial Completion May 22, 2026
 - Go-Live August 2026
 - Site utilities ongoing, including underground mechanical, plumbing, electrical (MEP) rough-in.
 - Building:
 - ✓ Precast and steel are complete.
 - ✓ Slabs poured on all upper levels, final below grade rough-in on first floor.
 - ✓ Curtainwall framing and glazing work taking place.
 - ✓ Roofing work taking place.
 - ✓ Interior framing, in-wall MEP rough-in, ductwork, piping, etc.
 - ✓ Building and threshold inspections, as well as design team reviews, are taking place regularly.
 - ✓ Building envelope and MEP systems commissioning and inspections are also ongoing.
 - **Construction and Budget Update**
 - ✓ Construction Documents (CD) – Contract \$37,892,636 as of 12/11/2024
 - ✓ Less \$564,904 estimated tax savings
 - ✓ TOTAL: \$37,345,732
 - ✓ Construction is currently on budget
 - ✓ Furniture, Fixtures, and Equipment (FFE) – Budgeting 7.5million
 - Final coordination of clinical and building equipment
 - Final coordination and selection of IT equipment
 - Final coordination of furniture and artwork
 - ✓ About 3/5 of the way through construction
 - ✓ On target for substantial completion of May 22, 2026

Attorney's Report:

Attorney Wilson had nothing to report.

Informational Items:

- a. Employment Vacancy Update for December 2025 –Ms. Tamara Sakagawa**

Ms. Sakagawa presented and reviewed the Employment Vacancy Update for December 2025 for the Board's information. No Board action required.

b. Non-Credit Course Fees – Dr. Amy Bratten

Dr. Bratten presented and reviewed the Non-Credit Course Fees for the Board's information. No Board action required.

c. Capital Project Status Report for December 2025 – Mr. Reggie Webb

Mr. Webb presented and reviewed the Capital Project Status Report for December 2025 for the Board's information. No Board action required.

Collegiate High School Report:

**a. Polk State Lakeland Gateway to College Collegiate High School
Enrollment/Demographic Information for AY 2025-2026 – Dr. Meesha Downing-Townsend**

Dr. Downing-Townsend presented and reviewed the Polk State Gateway to College Collegiate High School Enrollment/Demographic Information for AY 2025-2026 for the Board's information. No Board action required.

Board Member Final Remarks:

Mr. Littleton had no final remarks.

Ms. Bell Barnett requested Ms. Lee to send prospective dates for January workshop to the Board members quickly to get on calendars.

Mr. Lester had no final remarks.

Mr. Troutman requested that the Board discuss the College's current five-year review frequency of rules and procedures.

Ms. Martinez had to depart the meeting early due to its extended length and a prior commitment.

Adjournment:

Having no further business, the meeting adjourned at approximately 6:50 p.m.

 1/26/26

Ms. Ann Barnhart
DBOT Chair

Date

 1/20/2026
Dr. Angela M. Garcia Falconetti Date
President