

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, January 23, 2023 – 4:00 p.m.
Polk State Winter Haven Campus, WST 126

Dr. Angela M. Garcia Falconetti called the January 23, 2023, District Board of Trustees meeting to order at 4:00 p.m.

Members Present: Ms. Ashley Bell Barnett, Mr. Greg Littleton, and Ms. Cindy Hartley Ross

Members Absent: Ms. Teresa Martinez

Special Recognition: Dr. Angela Garcia Falconetti

Dr. Falconetti introduced Mr. Lee Webster, Interim VP for Human Resources, who started at the College on November 14.

Agenda:

Ms. Bell Barnett moved, seconded by Ms. Ross, to approve the agenda for January 23, 2023. All members voted affirmatively.

Consent Agenda Items: Ms. Cindy Baker

- a. **Payroll Distribution for November and December 2022** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for November and December 2022** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for January 2023** – Approved on consent agenda. Board action is required.
- d. **Personnel Actions Report for November and December 2022** – Approved on consent agenda. Board action is required.
- e. **Salary Schedule Changes for January 2023** – Approved on consent agenda. Board action is required.

Ms. Bell Barnett moved, seconded by Ms. Ross, to approve the consent agenda items for November and December 2022, and January 2023. 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. **November 28, 2022, Board Minutes**

Ms. Ross moved, seconded by Ms. Bell Barnett, to approve the November 28, 2022, Board minutes. All members voted affirmatively.

President's Report – Dr. Angela Garcia Falconetti
Legislative Update

a. Polk County Legislative Delegation

- **Polk County Legislative Delegation Meeting**
 - January 13 | Center for Public Safety (CPS) | 1:30 p.m.
- **Scheduled Delegation member meetings thus far:**
 - Sen. Ben Albritton, January 31 at 2 p.m. via Zoom
 - Sen. Colleen Burton, February 1 at 10:30 a.m. in her Lakeland office
 - Rep. Josie Tomkow, February 1 at 1 p.m. via Zoom
 - Rep. Melony Bell, February 2 at 9 a.m. in her Ft. Meade office

b. Association of Community College Trustees (ACCT) National Legislative Summit

- **February 5-9 in Washington, D.C.**
 - Attending with Vice Chair Martinez and Trustee Ross

c. Travel to Tallahassee

- Association of Florida Colleges (AFC) Council of Presidents (COP) meetings February 22-23
- Florida Chamber Legislative Fly-In February 21-22
- President's Leadership Institute
 - Meetings with members of Polk County Legislative Delegation during the same dates

Start of Spring Semester

a. First day of classes for the spring term was Monday, January 9

b. Spring Enrollment

- Dr. Falconetti provided a verbal update of the College's spring enrollment as it related to some fellow institutions within the FCS.
 - Polk State's Total Full-Time Enrollment (FTE) was up 3.8%
 - Polk State's Total Headcount was up 4.6%

Selected Events and Initiatives

a. Critical Position Searches

- Dr. Falconetti reminded the Board that the Association of Governing Boards (AGB) Search, a national higher education executive search company, was hired to conduct the searches for the Provost for Academic Affairs and Workforce Education, and the Vice President for Human Resources positions.
- Also as a reminder: search committee chairs and co-chairs and representatives of AGB Search hosted listening sessions on November 29 and 30 and December 2 with the goal of receiving feedback regarding the candidate profile.
 - The following are the committee chairs and co-chairs:
 - Provost, Academic Affairs and Workforce Education:

- Chair, Reggie Webb, Senior Vice President for Student Services and Campus Operations
- Co-Chair, Dr. Martha Santiago, Interim Provost for Academic Affairs and Workforce Education
- Vice President, Human Resources:
 - Chair, Lonnie Thompson, Chief Diversity Officer and Title IX Coordinator
 - Co-Chair, Tamara Sakagawa, Vice President for Communications and Public Affairs

d. Nursing Program

- Two qualified Dean of Nursing Candidates will be on campus (tentatively slated for February 14-17 range)

e. “A Night of Legacy” Event

- April 13, 2023, 6 p.m.
- Winter Haven Campus Health Center/Gym

f. National Public Safety Innovation Academy (NIA) Inaugural Class Graduation

- Next cohort to run January 16 - March 10, 2023
 - NIA media event is currently being scheduled to take place at CPS.
 - Dr. Falconetti requested Christine Lee to send an invitation to the Board once the media event date has been finalized.

e. Education Day for Leadership Lakeland

- January 12, 2023 | Polk State Lakeland Campus Student Center (LAC 1133)

f. “Grand Opening” Polk State College’s Center for Human Simulation

- Hosted on November 18 | 3 p.m. – 5 p.m. | WMS 101
 - Demonstration to learn more about the College’s future-forward plans for the use of simulation technology to enhance the educational experience of Health Sciences students.

g. Polk State Commencement

- Occurred Thursday, December 8 | 6:30 p.m. | RP Funding Center
- Two Board members attended.
- Baccalaureate graduates in red for first time.
- Vice President for Finance Cindy Baker was selected by the Distinguished Alumnus (DA) Selection Committee to serve as DA.

i. Dr. Martin Luther King, Jr. Events

- **Polk State College Martin Luther King, Jr. Luncheon**
 - January 11 | 12 p.m. | WST 126 Student Center

- Keynote Speaker, Dr. Hezedean A. Smith, Chief of Polk County Fire Rescue

- **City of Winter Haven MLK Luncheon**
 - Dr. Falconetti served as Mistress of Ceremonies
 - January 13 | 11:30 a.m. | Nora Mayo Hall
- **Black History Month (BHM)**
 - Polk State BHM Kick-Off Event
 - February 2 | 12 p.m. | LTB 1100
 - Polk State BHM Closing Event
 - February 28 | 12 p.m. | LTB 1100

j. Community Involvement

- **Winter Haven Chamber of Commerce – 2022-2023 Chair**
 - February 13 will record a Chamber podcast to highlight LEGOLAND partnership.
- **Florida Department of Juvenile Justice (DJJ)**
 - DJJ State Advisory Group (SAG)
 - Next quarterly SAG meeting will occur on April 17 in Tampa.
 - SAG Executive Committee occurred virtually January 5.
 - Appointed as Chair of the Talent, Leadership, and Culture (TLC) Committee.
 - On December 29, met virtually with Captain assigned to TLC Committee, DJJ Director Minnora Bishop, to plan for first meeting of the TLC Committee.
- **Florida College System Risk Management Consortium (FCSRMC) OPS Committee**
 - Incoming Chair of OPS Committee
 - Attended OPS Committee meeting on January 20
- **Florida Trend Magazine**
 - Dr. Falconetti was spotlighted as one of the top 500 business leaders in the State by *Florida Trend*.
 - Dr. Falconetti spotlighted in “Up Front” section of January 2023 issue of *Florida Trend*.
 - On Monday, December 5, two meetings took place with Florida Trend Publisher David Denor in St. Petersburg:
 - One with Presidents Williams and Beard regarding the Florida College System (FCS) and development of Accelerate Florida

- One with Tamara Sakagawa, Vice President for Communications and Public Affairs, regarding Polk State: 1 hour and 15-minute meeting with Publisher Denor, Executive Editor Vickie Chachere, and Advertising Coordinator Jessica Wheeler

k. Highlights of Selective Successes and Positive News

- CFDC article “Polk State College President Talks About Growth, a New Campus and the Hispanic Population”
- *Viva Polk!* Magazine “Dra. Angela Falconetti y Empresario Rick Garcia Promotores de Carreras en Aviacion”
- Polk State’s *2022 Report to Community*
 - Dr. Falconetti commended Tamara Sakagawa, VP of Communications and Public Affairs, and Madison Fantozzi, Director of Communications & Brand Management, for their tremendous efforts in producing this stellar publication.

Attorney’s Report:

None.

Business Services Action Items:

a. Approval of Food Services Agreement with Canteen – Ms. Cindy Baker and Dr. Craig Collins

Ms. Baker and Dr. Collins presented and recommended approval of Food Services Agreement with Canteen.

Ms. Bell Barnett moved, seconded by Ms. Ross, to approve the Food Services Agreement with Canteen. All members voted affirmatively.

b. RFQ #22-05 Construction Manager at Risk Services, Northeast Ridge (NER) – Mr. Reggie Webb

Mr. Webb presented and recommended approval of RFQ #22-05 Construction Manager at Risk Services, Northeast Ridge (NER).

Ms. Bell Barnett moved, seconded by Ms. Ross, to approve the RFQ #22-05 Construction Manager at Risk Services, Northeast Ridge (NER). All members voted affirmatively.

c. Capital Improvement Program (CIP), December 2022 – January 2023 – Mr. Reggie Webb

Mr. Webb presented and recommended approval of Capital Improvement Program (CIP), December 2022 – January 2023.

Ms. Ross moved, seconded by Ms. Bell Barnett, to approve the Capital Improvement Program (CIP), December 2022 – January 2023. All members voted affirmatively.

Business Services Informational Items: Ms. Cindy Baker and Mr. Reggie Webb

- a. **Investment Interest Comparison through December 2022** – Ms. Baker presented and reviewed the College’s Investment Interest Comparison through December 2022 for the Board’s information. No Board action required.
- b. **Budget Amendment Summary for November and December 2022** – Ms. Baker presented and reviewed the Budget Amendment Summary for November and December 2022 for the Board’s information. No Board action required.
- c. **Financial Statements for December 2022** – Ms. Baker presented and reviewed the Financial Statements for December 2022 for the Board’s information. No Board action required.
- d. **Capital Project Status Report for December 2022 - January 2023** – Mr. Webb presented and reviewed the Capital Project Status Report for December 2022 - January 2023 for the Board’s information. He provided an update on the Winter Haven Fine Arts (WFA) Building, Winter Haven Science (WSC) Building, and Northeast Ridge (NER-Haines City Campus) projects. No Board action required.

Items Removed from the Consent Agenda:

None.

Academic & Student Services Action Items:

None.

Academic and Student Services Informational Items:

- a. **Non-Credit Course Fees – Mr. Reggie Webb**

Mr. Webb provided an update on Non-Credit Course Fees for the Board’s information.

Collegiate High School Report

- b. **Polk State College Lakeland Collegiate High School Report of Charter Goals for the Academic Year 2021-2022 – Mr. Rick Jeffries**

Mr. Jeffries provided an update on Polk State College Lakeland Collegiate High School’s Report of Charter Goals for the Academic Year 2021-2022 for the Board’s information.

First Reading Board Rules (No action required):

None.

Second Reading Board Rules (Final Approval):


None.

Board Discussion:

None.

Adjournment:

Having no further business, the meeting adjourned at 4:40 p.m.

 2/28/23

Mr. Greg Littleton Date
DBOT Chair

 2/28/23

Dr. Angela M. Garcia Falconetti Date
President