

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, June 26, 2023 – 4:00 p.m.
Polk State Winter Haven Campus, WST 126

Dr. Angela M. Garcia Falconetti called the June 26, 2023, District Board of Trustees meeting to order at 4:00 p.m.

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

Members Absent:

Special Recognition: Dr. Angela Garcia Falconetti

Agenda:

Ms. Bell Barnett moved, seconded by Ms. Martinez, to approve the agenda for June 26, 2023. All members voted affirmatively.

Consent Agenda Items: Ms. Cindy Baker

- a. **Payroll Distribution for April and May 2023** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for April and May 2023** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for June 2023** – Approved on consent agenda. Board action is required.
- d. **Personnel Actions Report for April and May 2023** – Approved on consent agenda. Board action is required.

Ms. Ross moved, seconded by Ms. Bell Barnett, to approve the consent agenda items for April, May, and June 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. **April 24, 2023, Board Minutes**

Ms. Bell Barnett moved, seconded by Ms. Martinez to approve the April 24, 2023, Board minutes. All members voted affirmatively.

President's Report – Dr. Angela Garcia Falconetti

Legislative Update

- a. **Association of Community College Trustees (ACCT) Leadership Congress**
 - October 9-12 | Las Vegas
- b. **Florida College System (FCS) and State University System (SUS) Presidents' meeting with Florida Commissioner of Education Manny Diaz, Jr.**
 - May 22 | 1 – 4 p.m. | Miami Dade College Wolfson Campus
 - Agenda: Associate in Arts/Associate in Science Transfer Strategies
- c. **Commissioner's Dual Enrollment Summit with Superintendents and FCS Presidents**
 - May 23 | 8:30 a.m. - 3:30 p.m. | Miami Dade College Wolfson Campus

Selected Events and Initiatives

- a. **Physical Therapist Assistant Program (PTA)**

Dr. Falconetti shared positive news from a letter received from Commission on Accreditation in Physical Therapy Education (CAPTE) and acknowledged the efforts of Mary Krell, Program Director for the Physical Therapist Assistant Program.
- b. **Respiratory Care Program**

Dr. Falconetti shared the Respiratory Care Program's recognition by the Commission on Accreditation for Respiratory Care (CoARC). The program received the Distinguished Registered Respiratory Therapist (RRT) Credentialing Success Award. This award reflects achieving at least 90% RRT Credentialing Success. Dr. Falconetti thanked Shana Kent-Smith, Program Director for the Respiratory Care Program, for her efforts.
- c. **Critical Position Searches**
 - Dr. Amy Bratten, Provost for Academic Affairs and Workforce Education, starts at the College on July 10.
 - Ms. Stacey Cary, Vice President for Human Resources, is slated to start on July 17.
 - Dr. Deleise Wilson, AdventHealth Dean of Nursing, started on July 10.

Community Involvement

- a. **Winter Haven Chamber of Commerce – 2022-2023 Board Chair**
 - Facilitating Board Retreat | July 13-15 | Streamsong Resort
- b. **Polk Vision – 2022-2024 Board Chair**
 - Hosting Annual Meeting | August 16 | AdventHealth Field House
- c. **Florida Department of Juvenile Justice (DJJ)**
 - DJJ State Advisory Group (SAG)
 - Quarterly SAG meeting | August TBD | Location TBD
 - SAG Executive Committee
 - Virtual meeting | August TBD
 - Talent, Leadership, and Culture (TLC) Subcommittee (Chair)
 - Virtual meeting | June 7
- d. **Florida College System Risk Management Consortium (FCSRMC) OPS Committee**
 - Chair-elect of OPS Committee
 - FCSRMC OPS Committee meeting | August 18 | Lake Mary

d. Highlights of Selective Successes and Positive News

- *POLK Forward* April 2023 issue profile “10 Inspiring People in 2023”

Attorney’s Report:

a. President’s 2023 Annual Evaluation

Attorney Don Wilson distributed the President’s 2023 Evaluation Summary for the Board’s review and adoption. He noted the Board unanimously agreed that President Falconetti had met expectations in all evaluation categories. He added that if the Board adopts the annual evaluation, the evaluation and the tool used to evaluate the President will then be submitted to the Florida Department of Education’s Division of Florida Colleges to comply with Florida statute.

Ms. Bell Barnett moved, seconded by Ms. Ross, to approve and adopt the President’s 2023 Annual Evaluation. All members voted affirmatively.

b. President’s 2023 Annual Contract

Attorney Don Wilson reminded the Board members that their positive annual evaluation of President Falconetti that was unanimously approved during today’s Board meeting automatically triggers the three-year renewal of the President’s rolling employment contract for the period of July 1, 2023, and terminating June 30, 2026. Attorney Wilson stated that Chair Littleton had a conversation with the President, and it was agreed that she would accept a 6% pay increase. He further noted that today’s vote would be the Board’s final action on the approval of the President’s 6% salary increase effective July 1, 2023. Attorney Wilson stated he would provide an updated copy of the contract to be signed by the Chair Littleton and President Falconetti.

Ms. Bell Barnett moved, seconded by Ms. Ross, to approve and adopt the President’s 2023 Annual Contract reflecting a 6% salary increase. All members voted affirmatively.

Business Services Action Items:

a. Student Tuition and Standard Fees for Fiscal Year 2023-24 – Ms. Cindy Baker

Ms. Baker presented and recommended approval of the Student Tuition and Standard Fees for Fiscal Year 2023-24.

Ms. Bell Barnett moved, seconded by Ms. Martinez, to approve the Student Tuition and Standard Fees for Fiscal Year 2023-24. All members voted affirmatively.

b. Operating Budget, FY 2023-24 – Ms. Cindy Baker

Ms. Baker presented and recommended approval of the Operating Budget, FY 2023-24.

Ms. Ross moved, seconded by Ms. Martinez, to approve the Operating Budget, FY 2023-24. All members voted affirmatively.

c. Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2023-24 – Ms. Cindy Baker

Ms. Baker presented and recommended approval of the Polk State Chain of Lakes Collegiate High

School Operating Budget, FY 2023-24.

Ms. Bell Barnett moved, seconded by Ms. Ross, to approve the Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2023-24. All members voted affirmatively.

d. Polk State Lakeland Collegiate High School Operating Budget, FY 2023-24 – Ms. Cindy Baker

Ms. Baker presented and recommended approval of the Polk State Lakeland Collegiate High School Operating Budget, FY 2023-24.

Ms. Bell Barnett moved, seconded by Ms. Martinez to approve the Polk State Lakeland Collegiate High School Operating Budget, FY 2023-24. All members voted affirmatively.

e. Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2023-24 – Ms. Cindy Baker

Ms. Baker presented and recommended approval of the Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2023-24.

Ms. Bell Barnett moved, seconded by Ms. Ross, to approve the Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2023-24. All members voted affirmatively.

f. Polk State College Unexpended Plant Fund Budget, FY 2023-24 – Ms. Cindy Baker

Ms. Baker presented and recommended approval of the Polk State College Unexpended Plant Fund Budget, FY 2023-24.

Ms. Ross moved, seconded by Ms. Martinez, to approve the Polk State College Unexpended Plant Fund Budget, FY 2023-24. All members voted affirmatively.

g. Annual Physical Inventory Report – FY 2023 – Ms. Cindy Baker

Ms. Baker presented and recommended approval of the Annual Physical Inventory Report – FY 2023.

Ms. Bell Barnett moved, seconded by Ms. Martinez, to approve the Annual Physical Inventory Report – FY 2023. All members voted affirmatively.

h. Salary Schedule Changes for June 2023 – Ms. Cindy Baker & Dr. Angela Falconetti

Ms. Baker presented and recommended approval of the Salary Schedule Changes for June 2023.

Ms. Ross moved, seconded by Ms. Bell Barnett, to approve the Salary Schedule Changes for June 2023. All members voted affirmatively.

Dr. Falconetti presented two Fiscal Year 2022-2023 Salary Increase recommendations for the Board's consideration and approval. She provided an overview of the College's recent Classification and Compensation Study process including its principle goals, data sources, and timeline for its three-step process.

1. Recommendation 1:

- 2 steps and a 6.8% increase for all College full-time regular faculty effective when the 2023-2024 nine-month contracts begin.
- 2 steps and a 6.8% increase for full-time regular career employees effective July 1, 2023.
- 2 steps equivalent and a 6.8% increase for full-time regular professional/technical employees and administrators effective July 1, 2023.
- 6.8% increase to base salaries for full-time regular employees who are at the top of their salary schedules and a 2 step or 2 step equivalent as a one-time payment.
- 8% increase (equivalent to \$3) per hour for adjunct faculty pay beginning fall 2023.
- An increase will be made to the minimum wage from \$13 to \$15 effective July 1, 2023, positioning the College to meet the state's \$15 per hour requirement prior to the 2026 deadline.

2. Recommendation 2:

- 1 step and a 6.6% increase for all College full-time regular faculty effective when the 2023-2024 nine-month contracts begin.
- 1 step and a 6.6% increase for full-time regular career employees effective July 1, 2023.
- 1 step equivalent and a 6.6% increase for full-time regular professional/technical employees and administrators effective July 1, 2023.
- 6.6% increase to base salaries for full-time regular employees who are at the top of their salary schedules and a step or step equivalent as a one-time payment.
- 5.35% increase (equivalent to \$2) per hour for adjunct faculty pay beginning fall 2023.
- An increase will be made to the minimum wage from \$13 to \$15 effective July 1, 2023, positioning the College to meet the state's \$15 per hour requirement prior to the 2026 deadline.

Ms. Bell Barnett moved, seconded by Ms. Martinez, to approve Recommendation 1. The motion passed 3-1.

i. Employment Contracts – College Administrators Update – Ms. Cindy Baker

Ms. Baker presented and recommended approval of the Employment Contracts – College Administrators Update.

Ms. Bell Barnett moved, seconded by Ms. Ross, to approve the Employment Contracts – College Administrators Update. All members voted affirmatively

j. Polk State College Foundation Annual Plan of Work – Ms. Cindy Baker

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

Ms. Bell Barnett moved, seconded by Ms. Ross, to approve the Polk State College Foundation

Annual Plan of Work. All members voted affirmatively

k. Approval of Capital Improvement Plan (CIP), FY 2024-2025 through FY 2026-2027 – Mr. Reggie Webb

Mr. Webb presented and recommended approval of the Capital Improvement Plan (CIP), FY 2024-2025 through FY 2026-2027.

Ms. Ross moved, seconded by Ms. Martinez, to approve the Capital Improvement Plan (CIP), FY 2024-2025 through FY 2026-2027. All members voted affirmatively.

l. Approval of RFQ #22-06 Architect/Engineering Services for Winter Haven Campus Science Building #3 (WSC) – Mr. Reggie Webb

Mr. Webb presented and recommended approval of RFQ #22-06 Architect/Engineering Services for Winter Haven Campus Science Building #3 (WSC).

Ms. Bell Barnett moved, seconded by Ms. Ross, to approve the RFQ #22-06 Architect/Engineering Services for Winter Haven Campus Science Building #3 (WSC). All members voted affirmatively.

m. Approval of RFQ #22-07 Construction Manager at Risk Services for Winter Haven Campus Science Building #3 (WSC) – Mr. Reggie Webb

Mr. Webb presented and recommended approval of RFQ #22-07 Construction Manager at Risk Services for Winter Haven Campus Science Building #3 (WSC).

Ms. Bell Barnett moved, seconded by Ms. Ross, to approve RFQ #22-07 Construction Manager at Risk Services for Winter Haven Campus Science Building #3 (WSC). All members voted affirmatively.

n. The Florida College System 2022-2023 Annual Equity Update Report – Mr. Lonnie Thompson

Mr. Thompson presented and recommended approval of the The Florida College System 2022-2023 Annual Equity Update Report.

Ms. Bell Barnett moved, seconded by Ms. Ross, to approve The Florida College System 2022-2023 Annual Equity Update Report. All members voted affirmatively.

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

a. Investment Interest Comparison through May 2023 – Ms. Baker presented and reviewed the College's Investment Interest Comparison through May 2023 for the Board's information. No Board action required.

b. Budget Amendment Summary for April and May 2023 – Ms. Baker presented and reviewed the Budget Amendment Summary for April and May 2023 for the Board's information. No Board action required.

- c. **Financial Statements for May 2023** – Ms. Baker presented and reviewed the Financial Statements for May 2023 for the Board’s information. No Board action required.
- d. **Capital Project Status Report for May 2023** – Mr. Webb presented and reviewed the Capital Project Status Report for May 2023 for the Board’s information. No Board action required.

Items Removed from the Consent Agenda:

None.

Academic & Student Services Action Items:

None.

Academic and Student Services Informational Items:

- a. **2023 Kids at College Fees – Ms. Cindy Baker**

Ms. Cindy Baker presented and reviewed the 2023 Kids at College Fees for the Board’s information. No Board action required.

Collegiate High School Report

- a. **Polk State Chain of Lakes Collegiate High School 2023-24 Recruitment/Enrollment Plan – Ms. Patrice Bryant-Thigpen**

Mr. Rick Jeffries presented on behalf of Ms. Patrice Bryant-Thigpen to provide an update on Polk State Chain of Lakes Collegiate High School’s 2023 Recruitment/Enrollment Plan for the Board’s information.

- b. **Polk State Chain of Lakes Collegiate High School Recruitment Results – Ms. Patrice Bryant-Thigpen**

Mr. Rick Jeffries presented on behalf of Ms. Patrice Bryant-Thigpen to provide an update on Polk State Chain of Lakes Collegiate High School’s Recruitment Results for the Board’s information.

- c. **Polk State Lakeland Gateway to College Collegiate High School Recruitment Results – Dr. Meesha Downing-Townsend**

Mr. Rick Jeffries presented on behalf of Dr. Meesha Downing-Townsend to provide an update on Polk State Lakeland Gateway to College Collegiate High School’s Recruitment Results for the Board’s information.

- d. **Polk State Lakeland Collegiate High School 2023 Recruitment Results– Mr. Rick Jeffries**

Mr. Rick Jeffries provided an update on Polk State Lakeland Collegiate High School’s Recruitment Results for the Board’s information.

First Reading Board Rules (No action required):

None.

Second Reading Board Rules (Final Approval):

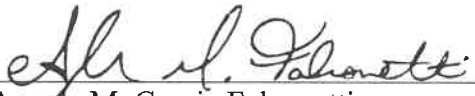
None.

Board Discussion:

Adjournment:

Having no further business, the meeting adjourned at 5:12 p.m.

 8/28/23
Mr. Teresa Martinez Date
DBOT Chair

 8/28/23
Dr. Angela M. Garcia Falconetti Date
President