

**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, November 28, 2022 – 4:00 p.m.**  
**Polk State Winter Haven Campus, WST 126**

Dr. Angela M. Garcia Falconetti called the November 28, 2022, District Board of Trustees meeting to order at 4:00 p.m.

**Members Present:** Ms. Ashley Bell Barnett, Mr. Greg Littleton, and Ms. Teresa Martinez

**Members Absent:** Ms. Cindy Hartley Ross

**Special Recognition: Dr. Angela Garcia Falconetti**

Dr. Falconetti briefly recognized Sr. Vice President for Student Services and Campus Operations Reggie Webb who received the Association of Florida Colleges' *Living Legend Award*. The award is presented to a long-time college staff member who has made an impact on the lives of students and staff, and to one who will leave a legacy after retirement.

Dr. Falconetti acknowledged Interim Assoc. Vice President for Corporate and Leadership Development Dr. Craig Collins who received the *Community Inspiration Award* for "inspiring engagement and steadfast commitment to community advancement" by the Dorothy Jean's Dream Foundation. The foundation is purposed to provide arts instruction to underserved students.

Dr. Falconetti introduced Ms. Cindy Baker who is now serving the College in the capacity of Vice President for Finance. She also introduced Mr. Vincent "Sr." King as he serves in his new role as Interim Executive Director for the Polk State College Foundation.

**Agenda:**

Ms. Bell Barnett moved, seconded by Ms. Martinez, to approve the agenda for November 28, 2022. All members voted affirmatively.

**Consent Agenda Items: Ms. Cindy Baker**

- a. **Payroll Distribution for September 2022** – Approved on consent agenda. Board action is required.
- b. **Payroll Distribution for October 2022** – Approved on consent agenda. Board action is required.
- c. **Expenditure Summary for September 2022** – Approved on consent agenda. Board action is required.
- d. **Expenditure Summary for October 2022** – Approved on consent agenda. Board action is required.
- e. **Tangible Personal Property Deletions for November 2022** – Approved on consent agenda. Board action is required.

- f. **Personnel Actions Report for September and October 2022** – Approved on consent agenda. Board action is required.
- g. **Salary Schedule Changes for November 2022** – Approved on consent agenda. Board action is required.

Ms. Bell Barnett moved, seconded by Ms. Martinez to approve the consent agenda items for September, October, and November 2022. 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. September 26, 2022, Board Minutes**

Ms. Bell Barnett moved, seconded by Ms. Martinez, to approve the September 26, 2022, Board minutes. All members voted affirmatively.

##### **b. October 17, 2022, Board Retreat Minutes**

Ms. Bell Barnett moved, seconded by Ms. Martinez, to approve the October 17, 2022, Board Retreat minutes. All members voted affirmatively.

#### **President's Report – Dr. Angela Garcia Falconetti**

##### **Selected Events and Initiatives**

##### **a. Critical Position Searches**

- 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.
- The search committee chairs and co-chairs and representatives of AGB Search will be hosting listening sessions 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
- **Focus Group Session**

- Provost for Academic Affairs and Workforce position
  - Staff Focus Group | November 29 | 12 p.m. - 1 p.m. | Zoom
  - Faculty Focus Group | December 2 | 11 a.m. – 12 p.m. | Zoom
- **Listening Tour**
  - Vice President for Human Resources position
    - November 29 | 10 a.m. – 11 a.m. | Zoom
    - November 30 | 12 p.m. – 1 p.m. | Zoom
    - December 2 | 9 a.m. – 10 a.m. | Zoom
- b. LEGOLAND Florida Resort/Polk State College Building Higher Open House**
  - Hosted November 1 | 4 p.m. – 6 p.m. | LAC 1133
    - Purpose: To learn more about the Building Higher Pre-Paid Scholarship Program, which provides LEGOLAND Florida Resort employees with pre-paid scholarships to Polk State College.
    - Two LEGO Eagles were created with the LEGOLAND/Polk State Building Higher logo displayed. One will be displayed in the WAD building on the Winter Haven Campus and the other is displayed in the LTB 1108 Gallery on the Lakeland Campus.
- c. AdventHealth-Polk State College Media Event**
  - Hosted on November 15 | 3 p.m. | WLR Library
    - Purpose: To announce AdventHealth's \$1.7 million donation to the Polk State College Foundation to provide resources to enhance the College's Nursing Program.
    - Speakers: Tim Clark, President and CEO of the AdventHealth Polk Market, and Dr. Angela Garcia Falconetti, President of Polk State College.
- d. National Public Safety Innovation Academy (NIA) Inaugural Class Graduation**
  - Hosted on November 18 | 1 p.m. | CPS Auditorium
    - Sheriff Grady Judd was in attendance.
    - Graduates were from 18 law enforcement agencies across the state.
    - Next cohort to run January 16 - March 10, 2023 (registration closes January 12).
    - NIA media event is scheduled for January 30, 2023, at 1:30 p.m. at CPS.
- e. Strategic Planning Summit**
  - Hosted on November 18 | 8 a.m. – 11 a.m. | LTB 1100
    - It was developed and held for the first time in 2018 as an opportunity to bring together representatives from across the College to engage in thought-provoking dialogue and activities, which allow us to explore innovative and measurable ways to enhance the student experience.

- Next steps: Survey to be sent to all College employees and strategic plan to be finalized.
- Draft strategic plan will be presented during the January or February 2023 DBOT meeting for Board consideration for approval.

**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**

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

**h. Polk State Pinning Ceremonies**

- Education – Wednesday, November 30 | 6 p.m. | CPS Auditorium
- Sonography – Thursday, December 1 | 7 p.m. | CPS Auditorium
- Radiography – Friday, December 2 | 6 p.m. | CPS Auditorium
- PTK Induction/Stole Ceremony – Saturday, December 3 | 6 p.m. | LTB1100
- Nursing – Wednesday, December 7 | 5 p.m. | WH Fine Arts Auditorium
- EMS – Friday, December 9 | 6 p.m. | CPS Auditorium

**i. Upcoming Events**

- **Polk State College Martin Luther King, Jr. Luncheon**
  - January 11 | 12 p.m. | WST 126 Student Center
- **City of Winter Haven MLK Luncheon**
  - Dr. Falconetti will serve 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**
  - Recorded Chamber Podcast

- November 22 at 11 a.m.
- Shared highlights of Polk State events and initiatives
- Host Chamber Holiday Reception
  - December 12 | 5 p.m. – 7 p.m. | WFA Lobby
  - Trustees are invited
- **Florida Department of Juvenile Justice (DJJ)**
  - DJJ State Advisory Group (SAG)
    - Attended first quarterly SAG meeting on October 24 in Orlando
    - SAG Executive Committee virtual meeting to occur January 5
    - Quarterly SAG meeting to occur on January 9 in Tallahassee
  - Appointed as Chair of the Talent, Leadership, and Culture (TLC) Committee
    - This morning at 10 a.m., met with Captain assigned to TLC Committee, DJJ Director Minnora Bishop, to plan for first meeting of the TLC Committee to occur in late December
- **Florida Trend Magazine**
  - Dr. Falconetti was spotlighted as one of the top 500 business leaders in the State by Florida Trend.
  - On Monday, December 5, two meetings to take 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

**Attorney's Report:**

None.

**Business Services Action Items:**

- a. **Polk State Chain of Lakes Collegiate High School – 2022 Audited Financial Statements – Ms. Cindy Baker and Mike Brynjulfson, CPA**  
Mr. Mike Brynjulfson, CPA, presented and recommended approval of the Polk State Chain of Lakes Collegiate High School – 2022 Audited Financial Statements.
- b. **Polk State Lakeland Collegiate High School – 2022 Audited Financial Statements – Ms. Cindy Baker and Mike Brynjulfson, CPA**  
Mr. Mike Brynjulfson, CPA, presented and recommended approval of the Polk State Lakeland Collegiate High School – 2022 Audited Financial Statements.

**c. Polk State Lakeland Gateway to College Collegiate High School – 2022 Audited Financial Statements – Ms. Cindy Baker and Mike Brynjulfson, CPA**

Mr. Mike Brynjulfson, CPA, presented and recommended approval of the Polk State Lakeland Gateway to College Collegiate High School – 2022 Audited Financial Statements.

He emphasized that the audits for all three of the high schools resulted in a clean, unmodified opinion, free of significant errors with no findings, no deficiencies, and no non-compliance. Discussion ensued about the current level of reserves for the high schools and the level required by Florida Statute. On another note, Ms. Bell Barnett asked for an update on the College's current reserves and the status of the Carry Forward Plan. Ms. Cindy Baker noted that she would research this and provide an update at a later date.

Ms. Bell Barnett moved, seconded by Ms. Martinez, to approve the Polk State Chain of Lakes Collegiate High School, Polk State Lakeland Collegiate High School, and Polk State Lakeland Gateway to College Collegiate High School – 2022 Audited Financial Statements.

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

- a. **Investment Interest Comparison for September 2022** – Ms. Baker presented and reviewed the College's Investment Interest Comparison for September 2022. No Board action required.
- b. **Investment Interest Comparison for October 2022** – Ms. Baker presented and reviewed the College's Investment Interest Comparison for October 2022. No Board action required.
- c. **Budget Amendment Summary for September 2022** – Ms. Baker presented and reviewed the Budget Amendment Summary for September 2022 for the Board's information. No Board action required.
- d. **Budget Amendment Summary for October 2022** – Ms. Baker presented and reviewed the Budget Amendment Summary for October 2022 for the Board's information. No Board action required.
- e. **Financial Statements for October 2022** – Ms. Baker presented and reviewed the Financial Statements for October 2022 for the Board's information. No Board action required.
- f. **Capital Project Status Report for November 2022** – Mr. Webb presented and reviewed the Capital Project Status Report for November 2022 for the Board's information. He provided an update on the Winter Haven Fine Arts Building, Winter Haven Science Building, and Northeast Ridge (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:**

None.

**Collegiate High School Report**

**a. Polk State Lakeland Gateway to College Collegiate High School Report of Charter Goals for the Academic Year – Dr. Meesha Downing-Townsend**

Dr. Downing-Townsend provided an update on Polk State Lakeland Gateway to College Collegiate High School's Report of Charter Goals for the Academic Year 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 5:05 p.m.

  
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Mr. Greg Littleton  
DBOT Chair

1-28-23  
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Date

  
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Dr. Angela M. Garcia Falconetti  
President

1/28/23  
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Date