

**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, January 25, 2021 – 4:00 p.m.**  
**Polk State Winter Haven Campus WST 126 and Teleconference**

Dr. Angela M. Garcia Falconetti called the January 25, 2021, District Board of Trustees meeting to order at 4:00 p.m.

**Members Present:** Ms. Ashley Bell Barnett, Mr. Dan Dorrell, Mr. Greg Littleton, Ms. Teresa Martinez, Ms. Cindy Ross, and Mr. Mark Turner

**Members Absent:** All in attendance

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

**a. Exceptional Leaders with Innovative Talents and Excellence (ELITE) Program Ambassadors, 2020-2021 Class**

A requirement of the College's **Exceptional Leaders with Innovative Talents and Excellence** or **ELITE** program is for each of the participants to attend four District Board of Trustees meetings.

The ELITE ambassador here with us in person today is:

- Dr. Keith Bonney, Principal of Polk State Chain of Lakes Collegiate High School

Attending via telephone are:

- Shavonda Harris, Student Services Specialist for the Winter Haven Campus
- Chantelle Hrubes, Program Coordinator of the Child Care Institute at the Airside Center
- Shana Kent-Smith, Program Director for Respiratory Care on the Lakeland Campus
- Kristin Soederlind, Librarian on the Winter Haven Campus

**b. Florida Atlantic University Higher Education Leadership master's and doctoral students**

Dr. Falconetti noted that she has the honor of serving as associate faculty at Florida Atlantic University for master's and doctoral students studying higher education leadership and educational leadership, as does Vice President for Business Administration and Finance, Dr. Bottorff.

On January 9, 2021, Dr. Falconetti served as guest lecturer for the master's and doctoral students completing a course in Organization and Administration and addressed the topic of *Governance in U.S. higher education*. Four members of the class were selected to evaluate today's DBOT meeting as part of their assignment. These four students are:

- Tiara Miles-Clarke
- Kimberly Stanley
- Reina Jones
- John Masi

**c. Dr. Falconetti briefly recognized David O. Sutton, Interim Dean of Academic Affairs, Lakeland Campus**

**Agenda:**

Ms. Barnett moved, seconded by Mr. Dorrell, to approve the agenda for January 25, 2021. All members voted affirmatively.

**Consent Agenda Items: Dr. Allen Bottorff**

- a. **Payroll Distribution for November 2020** – Approved on consent agenda. Board action is required.
- b. **Payroll Distribution for December 2020** – Approved on consent agenda. Board action is required.
- c. **Expenditure Summary for November 2020** – Approved on consent agenda. Board action is required.
- d. **Expenditure Summary for December 2020** – Approved on consent agenda. Board action is required.
- e. **Personnel Actions Report for November and December 2020** – Approved on consent agenda. Board action is required.
- f. **Salary Schedule Changes for January 2021** – Approved on consent agenda. Board action is required.

Mr. Dorrell moved, seconded by Mr. Turner, to approve the consent agenda items for November and December 2020 and January 2021. 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 30, 2020, Board Minutes**

Ms. Barnett moved, seconded by Mr. Dorrell, to approve the November 30, 2020, Board minutes. All members voted affirmatively.

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

**a. Polk State Foundation Transition**

- Collaboration with Chairman Eric Johnson and Vice Chair Greta Dupuy
- Goal: for the Foundation Board to strongly support and be involved in hiring the next Vice President and Executive Director
- Executive Committee of the Foundation Board will interview the candidates
- **January 14, 2021, Executive Committee Meeting:** Dr. Falconetti and Interim Executive Director for the Foundation Cindy Baker presented the timeline for the search of the Vice President for Resource Development and Executive Director of the Foundation, which closes on January 29, 2021.

**b. William N. Ryan Memorial Golf Classic**

- Hosted on January 21 at Lone Palm Golf Club
- Bo Boyte, Foundation Board member who is also the Vice President of Commercial Services for Bank of Central Florida, served as event chair
- Dr. Falconetti thanked Foundation staff

**c. Legislative Update**

- Dr. Falconetti shared the Polk State 2021 Legislative Agenda brochure
- Meetings with members of the Local Delegation are underway
- Dr. Falconetti presented the College's Legislative Priorities to the Polk County Legislative Delegation at its January 19 annual meeting
- Dr. Falconetti presented the College's Legislative Priorities to the Winter Haven City Commission during its January 11 meeting
- Meetings are being scheduled with members of the local delegation to meet with Polk State Student Government Association (SGA) members during the February 9-10 Florida College System SGA Legislative meeting, which is to be held virtually
- The 2021 Legislative Session Update #1 was emailed to all Polk State faculty and staff on January 24

**d. COVID-19 Response and Supplemental Relief**

- The U.S. Department of Education (otherwise referred to as ED) recently announced the availability of an additional \$21.1 billion in higher education emergency relief funding for colleges and students.
- This funding referred to as Higher Education Emergency Relief Fund (HEERF) II, authorized by the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA or Carissa), was signed into law on December 27, 2020.
- Restrictions have not been communicated to date (restrictions appear to be looser than the CARES funding previously received).
- \$13.292 million has been allocated for Polk State (comparatively \$100 million for Miami Dade College and \$40 million for Palm Beach State College); the ED requires that at least \$3.058 million of this allocation be used for student aid.
- The funding is non-recurring.

**e. Dr. Falconetti's Role as Chair of Policy and Advocacy Committee and Vice Chair, Florida College System Council of Presidents (COP)**

- Dr. Falconetti shared the Florida College System Council of Presidents Legislative Priorities document.
- Meetings with various members of the Florida House and Senate are underway.
- Weekly planning meetings are being held with Polk State College lobbyists, Florida College System Chancellor Kathy Hebda, and the Southern Group's Seth McKeel.

- On February 19, Florida Education Commissioner Richard Corcoran will attend COP's Professional Development and public meeting.
- Dr. Falconetti will present the COP's legislative priorities to the State Board of Education during its March 17 meeting in Tallahassee.

**f. Polk State May Commencement Update**

- May Commencement ceremonies will be hosted at the RP Funding Center.
- Centers for Disease Control and Prevention (CDC) guidelines will be followed.
- The goal is to host two ceremonies on May 6. However, May 5 is also reserved in the case more than two ceremonies are needed.
  - Approximately 400 students social distanced
  - 10:00 a.m.: Bachelor's, Associate in Science, Associate in Applied Science, and Certificate graduates
  - 6:30 p.m.: Associate in Arts graduates
- The graduation application for current students who will graduate on May 6 of this year opened on January 13 and closes on April 2.
- Students who graduated in 2020 are also invited to participate in a May commencement ceremony; the deadline for 2020 graduates to complete a survey that will allow staff to plan for estimated attendance is February 26.

**Polk State Collegiate High School Graduation Update**

- All three collegiate high schools will host high school specific ceremonies on the Winter Haven Campus in the Wellness Center/Gym.
- CDC guidelines will be followed.
- Graduation ceremony dates:
  - Polk State Gateway to College Collegiate High School – Wednesday, May 12, at 6:30 p.m.
  - Polk State Lakeland Collegiate High School – Thursday, May 13, at 6:30 p.m.
  - Polk State Chain of Lakes Collegiate High School – Friday, May 14, at 5:30 p.m.

**g. SACSCOC Reaffirmation Update**

- Monica Lammert has been hired as full-time Supply Chain Management faculty.
- Laura Springer has been hired as full-time Medical Coding Specialist faculty.
- Susan Whatley will serve as full-time Program Director for spring and Springer will assume program oversight after Whatley transitions from the College.
- March 29 is the deadline for response report submission to Reaffirmation Committee.

**h. COVID-19 Mobile Vaccination Site**

- Polk State memorandum of understanding (MOU) with Polk County Department of Health (DOH) was signed on December 18, 2020.
- MOU specifies:
  - DOH must provide Polk State at least a 24-hour notice.

- Polk State’s site will be used from 7:30 a.m. to 4:30 p.m. (estimated times).
  - The site will be cleared of all remnants of the mobile vaccination site.
  - The Polk County Sheriff’s Office will assist with security and traffic control.
  - All drivers and passengers entering the mobile vaccination site will be directed to remain in their vehicles.
  - Two mobile vaccination events occurred January 12 and 21.
  - Dr. Falconetti thanked Polk State Facilities, Risk Management, the Office of Communications & Public Affairs, and the Polk County Sheriff’s Office.
- i. Highlight of Selected Successes and Positive News (documents supplementing meeting packet)**
- Polk State 2020 Report to Community
  - *Fox 13 News* article “Metalheads graduate Polk State machinist program with scholarship help from Metallica”
  - *Winter Haven Sun* article “Polk State’s first Metallica Scholars graduate”
  - Dr. Martin Luther King, Jr. Virtual Celebration occurred on January 17th
  - Polk County Legislative Delegation Meeting agenda – hosted at Polk State Center for Public Safety on January 19
  - Florida Chamber of Commerce Weekly COVID-19 Update January 14, 2021 included under the Free Enterprise in Action During COVID-19 section: Polk State Working with their County to Support Economic Development (with a link to *The Ledger* Guest Column below)
  - *The Ledger* Guest Column “Polk State looks forward to year full of success for Polk County”
  - Faces of the Florida College System digital campaign
- j. The Association of Community College Trustees (ACCT) 2021 Virtual Community College National Legislative Summit (NLS) Draft agenda February 8-10, 2021**
- Dr. Falconetti invited all Board members to participate in the ACCT NLS and to notify the President’s Office to register them for the event.

**Attorney’s Report:**

None.

**Business Services Action Items:**

None.

**Business Services Informational Items: Dr. Allen Bottorff**

- a. Investment Interest Comparison for November 2020** – Dr. Bottorff presented and reviewed the College’s Investment Interest Comparison for November 2020. No Board action required.
- b. Investment Interest Comparison for December 2020** – Dr. Bottorff presented and reviewed the College’s Investment Interest Comparison for December 2020. No Board action required.

- c. **Budget Amendment Summary for November 2020** – Dr. Bottorff presented and reviewed the Budget Amendment Summary for November 2020 for the Board’s information. No Board action required.
- d. **Budget Amendment Summary for December 2020** – Dr. Bottorff presented and reviewed the Budget Amendment Summary for December 2020 for the Board’s information. No Board action required.
- e. **Financial Statements for December 2020** – Dr. Bottorff presented and reviewed the Financial Statements for December 2020 for the Board’s information. No Board action required.
- f. **Capital Project Status Report for December 2020** – Dr. Bottorff presented and reviewed the Capital Project Status Report for December 2020 for the Board’s information. No Board action required.

**Items Removed from the Consent Agenda:**

None.

**Academic & Student Services Action Items:**

- a. **2021-2022 College Calendar – Dr. Lee Thomas**

On behalf of Dr. Lee Thomas, Dr. Orathai Northern presented and recommended approval of the 2021-2022 College Calendar. She emphasized that the calendar had previously been reviewed and approved by Faculty Senate, the District Campus Group, and President’s Staff.

Mr. Turner moved, seconded by Ms. Martinez, to approve the 2021-2022 College Calendar. All members voted affirmatively.

**Academic & Student Services Informational Items:**

None.

**Collegiate High School Report:**

- a. **Polk State Chain of Lakes Collegiate High School Report of Charter Goals for the Academic Year– Dr. Keith Bonney**

Dr. Bonney provided an update on Polk State Chain of Lakes Collegiate High School’s Report of Charter Goals for the Academic Year for the Board’s information

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

Mr. Jeffries provided an update on Polk State Lakeland Collegiate High School’s Charter Goals for the Academic Year for the Board’s information.

- c. **Polk State Lakeland Gateway to College Collegiate High School Charter Goals for the Academic Year – Dr. Corey Barnes**

Dr. Barnes provided an update on Polk State Lakeland Gateway to College Collegiate High School's Charter Goals for the Academic Year for the Board's information.

**First Reading Board Rules (No action required):**

**a. DBOT Rule 3.32, Conflict of Interest, Code of Ethics, and Fraud Reporting – Dr. Allen Bottorff**

Dr. Bottorff presented as a first-read item revised DBOT Rule 3.32, Conflict of Interest, Code of Ethics, and Fraud Reporting. He reviewed the proposed revisions made to Rule 3.32 and advised the Board that it will be presented for final approval at the February 22, 2021, Board meeting.

**b. DBOT Rule 5.06, Investment Funds – Dr. Allen Bottorff**

Dr. Bottorff presented as a first-read item revised DBOT Rule 5.06, Investment Funds. He reviewed the proposed revisions made to Rule 5.06 and advised the Board that it will be presented for final approval at the February 22, 2021, Board meeting.

**c. DBOT Rule 5.07, Auxiliary Enterprises – Dr. Allen Bottorff**

Dr. Bottorff presented as a first-read item revised DBOT Rule 5.07, Auxiliary Enterprises. He reviewed the proposed revisions made to Rule 5.07 and advised the Board that it will be presented for final approval at the February 22, 2021, Board meeting.

**Second Reading Board Rules (Final Approval):**

**a. DBOT Rule 3.09, Leaves of Absence– Dr. Allen Bottorff**

Dr. Bottorff presented for final approval, revised DBOT Rule 3.09, Leaves of Absence.


Ms. Barnett moved, seconded by Mr. Turner, to approve the revised DBOT Rule 3.09, Leaves of Absence. All members voted affirmatively.

**Board Discussion:**

Chair Ross reminded the Board that the next DBOT meeting will occur on February 22, 2021, at 4:00 p.m. in LTB 1100 on the Polk State College Lakeland Campus.

**Adjournment:**

Having no further business, the meeting adjourned at 5:00 p.m.

  
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Ms. Cynthia Hartley Ross                      Date  
DBOT Chair

  
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Dr. Angela M. Garcia Falconetti              Date  
President