

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, October 28, 2019 – 4:00 p.m.
Polk State College Winter Haven Campus, WST 126

Dr. Angela M. Garcia Falconetti called the October 28, 2019, District Board of Trustees meeting to order at 4:00 p.m.

Members Present: Ms. Ashley Bell Barnett, Mr. Dan Dorrell, Ms. Teresa Martinez, and Ms. Cindy Ross

Members Absent: Mr. Greg Littleton and Mr. Mark Turner

Student Spotlight: Ms. Febie-Anna Joseph, Associate in Arts Student, Winter Haven Campus

Foundation Special Recognitions: Ms. Tracy Porter

Dr. Falconetti introduced Ms. Tracy Porter to speak about the special recognition. Ms. Porter introduced Polk State Foundation Board Chair Brent Parrish. Mr. Parrish acknowledged a gift from LEGOLAND Florida Resort in the amount of \$46,974 for scholarships and programs. Mr. Parrish introduced LEGOLAND Florida Resort General Manager Rex Jackson. Mr. Jackson briefly addressed the Board and stated the importance of LEGOLAND's partnership with Polk State including LEGOLAND Florida Resort's Polk State College Network, an initiative which fosters connections between Polk State College students and alumni who work at the resort. Chloe Boehm, LEGOLAND Florida Resort Public Relations Manager, was also in attendance.

Special Recognitions: Dr. Angela M. Garcia Falconetti

- a. Dr. Falconetti acknowledged the month of October, which celebrates LGBTQ History, Disability Awareness, and Domestic Violence Awareness. The College's Office of Equity, Diversity, and Inclusion supports these events in honor of all diversity. Dr. Falconetti noted that today's recognition is specifically to acknowledge 1) the good work of the Free To Be Me Club and its advisor Kim DeRonda, Testing and Tutoring Manager of the Teaching Learning Computing Center (TLCC) on the Lakeland Campus and 2) to recognize the efforts of Kim Pearsall, Director of the Office of Disability and Counseling Services, and English Professor Mackenzie Jennings for her leadership of the Domestic Violence Awareness events.
- b. Several Polk State staff and students attended the Hispanic Association of Colleges and Universities (HACU) 33rd Annual Conference – Championing Hispanic Higher Education Success: Meeting the Challenge of Prosperity and Equality, which occurred in Chicago October 5-7. Present at the meeting were Larry Pakowski, Dean of Student Services on the Winter Haven Campus; Jeannette Grullon, Coordinator of Career Development Services on the Winter Haven Campus; student Inez Abigail Cruz; and student Lorena Elizabeth Valle. The students each briefly shared their experiences during the conference.

Agenda:

Mr. Dorrell moved, seconded by Ms. Barnett, to approve the agenda for October 28, 2019. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for September 2019** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for September 2019** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for October 2019** – Approved on consent agenda. Board action is required.
- d. **Personnel Actions Report for September 2019** – Approved on consent agenda. Board action is required.

Ms. Barnett moved, seconded by Ms. Ross, to approve the consent agenda items for September and October 2019. 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 23, 2019, Board Minutes**

Mr. Dorrell moved, seconded by Ms. Barnett, to approve the September 23, 2019, Board minutes. All members voted affirmatively.

- b. **October 3, 2019, Board Retreat Minutes**

Mr. Dorrell moved, seconded by Ms. Ross, to approve the October 3, 2019, Board Retreat minutes. All members voted affirmatively.

President's Report

- a. Dr. Falconetti briefly acknowledged the Polk State Volleyball team's successful season. The team is ranked No. 1 in Florida (FCSAA/NJCAA Region 8) and No. 2 in the national poll (NJCAA D1). The team's final regular season record is 20-1 and the team finished as undefeated Mid-Florida Conference champs for the second straight year. They will play in the state/regional tournament November 1 in Jacksonville.
- b. The Polk State College 2020 Legislative Agenda was distributed to the Board for their review. Dr. Falconetti emphasized that the College's 2020 Legislative priorities reflect last year's request. She noted that a Lake Wales Community Supporter Luncheon has been scheduled on November 12. The purpose of the event is to thank the supporters and advocates of the Polk State JD Alexander Center, the College's Lake Wales Campus, and

to further awareness regarding the future funding of the Lake Wales campus. The Board members previously received an invite to attend.

- c. Dr. Falconetti distributed copies of the October/November 2019 issue of “What’s up?” which lists recent and current happenings at Polk State College.
- d. Supplementing meeting packet
 - A Polk Newsroom article regarding the October 4 Polk State Strategic Planning Summit that featured SACSCOC President ahead of the College’s reaffirmation of accreditation
 - October 9 Student Town Hall meeting with U.S. Congressman Darren Soto, the Polk State Student Government Association, and the Student Activities and Leadership Office
 - Polk State Veterans Day Events: November 5 | 12:00 p.m. – 1:00 p.m. | LAC1133 and November 7 | 12:00 p.m. – 1:00 p.m. | WFA Lobby
 - Per Trustee Dorrell’s request, the 2020 Polk State College Special Performance Series schedule was provided to the Board and all were encouraged to let the President’s office know if they would like to attend an event or events
 - Per Vice Chair Ross’ request, a copy of the President’s organizational chart, which includes all staff reporting directly to the President (President’s Staff), and a copy of commonly used Polk State College abbreviations and acronyms were provided to the Board. It was emphasized that the nomenclature can also be found embedded within each monthly electronic DBOT meeting packet, but the provided hard copies would ensure the most convenient access during the Board meetings

Attorney’s Report:

Attorney Drew Crawford represented the absent College Attorney Don Wilson at the meeting. Mr. Crawford provided an article from UE EduRisk by United Educators titled *Safeguarding Our Communities From Sexual Predators: What College Presidents And Trustees Should Ask*. He asked the Board to review the document and to direct any questions to Dr. Falconetti or the College Attorneys. He stated that the College engages in an Enterprise Risk Management (ERM) approach to assessing and addressing areas that pose risks to the College. The College is a member of the Florida College System Risk Management Consortium (FCSRMC). The College’s Property/Casualty and General Liability insurance coverage, which addresses several areas of risk including, but not limited to, athletics, automobile use, Greek-letter organizations, sexual abuse, etc. United Educators is the College’s coverage provider and the article provided guidance on educating Boards of Trustees and Presidents on actions that they can take to reduce risk exposures at their institutions resulting from increased attention on the issue of sexual abuse, resulting from recent events regarding sexual predator scandals at universities and other organizations. Next steps: The College, FCSRMC, and UE will continue to review and update DBOT Rules and College Procedures and other applicable documents to ensure that policies represent best practices and address relevant risk exposures. Throughout the process, new or revised DBOT Rules may be brought forward for DBOT approval and additional educational materials to the Board as appropriate.

Business Services Action Items:

- a. Polk State Chain of Lakes Collegiate High School – 2019 Audited Financial Statements**
- b. Polk State Lakeland Collegiate High School – 2019 Audited Financial Statements**
- c. Polk State Lakeland Gateway to College Collegiate High School – 2019 Audited Financial Statements**

Mr. Peter Elliott presented and recommended approval of the three Collegiate High Schools' – 2019 Audited Financial Statements. He then introduced Mr. Mike Brynjulfson with Brynjulfson CPA, P.A., who reviewed the Collegiate High Schools' – 2019 Audited Financial Statements. Mr. Brynjulfson summarized that the three schools' audit results were unmodified audit opinions (clean opinions), which is the highest level of assurance. There were also no significant deficiencies, no material weaknesses, and no material non-compliance issues relative to the government auditing standards report. Discussion ensued about the Charter High School fund balances. Mr. Elliott reminded the Board of recent Charter High School one-time costs: the discontinuation of the Polk County School Board-provided buses and the subsequent replacement third-party transportation contract; and Marjory Stoneman Douglas High School Public Safety Act facility upgrade requirements.

Ms. Ross moved, seconded by Mr. Dorrell, to approve the three Collegiate High Schools' 2019 Audited Financial Statements (Polk State Chain of Lakes Collegiate High School, Polk State Lakeland Collegiate High School, and Polk State Lakeland Gateway to College Collegiate High School). All members voted affirmatively.

Business Services Informational Items: Mr. Peter Elliott

- a. Investment Interest Comparison for September 2019** – Mr. Elliott presented and reviewed the College's Investment Interest Comparison for September 2019. No Board action required.
- b. Budget Amendment Summary for September 2019** – Mr. Elliott presented and reviewed the Budget Amendment Summary for September 2019 for the Board's information. No Board action required.
- c. Financial Statements for September 2019** – Mr. Elliott presented and reviewed the Financial Statements for September 2019 for the Board's information. No Board action required.
- d. Project Status Report, College-Wide for October 2019** – Mr. Elliott presented and reviewed the Project Status Report, College-Wide for October 2019 for the Board's information. No Board action required.

Items Removed from the Consent Agenda:

None.

Academic & Student Services Action Items:

- a. Deactivation of the Cardiovascular Technology Advanced Technical Certificate – Dr. Lee Thomas (Dr. Thomas represented the absent Dr. Orathai Northern)

Mr. Dorrell moved, seconded by Ms. Barnett, to approve the Deactivation of the Cardiovascular Technology Advanced Technical Certificate. All members voted affirmatively.

Academic & Student Services Informational Items:

None.

Collegiate High School Report:

- a. **Polk State Gateway to College Collegiate High School Enrollment Statistics and Accountability Plan** – Dr. Corey Barnes shared the 2019-2020 enrollment statistics and 2018-19 accountability plan (Charter) performance targets for Polk State Gateway to College Collegiate High School for the Board’s information. He emphasized that Gateway’s actual performance exceeded all accountability plan performance targets in every category. Dr. Barnes also noted that total enrollment for the 2019-2020 academic year is at 248, which is the cap. The plan is to enroll 14-15 new students in January, upon the successful completion of 14-15 sophomores who are on pace to graduate.

First Reading Board Rules (No action required):

- a. **DBOT Rule 1.07, Trustee Performance Standards – Mr. Peter Elliott**

Mr. Elliott presented as a first-read item revised DBOT Rule 1.07, Trustee Performance Standards. He reviewed the proposed revisions made to Rule 1.07 and advised the Trustees that it will be presented for final approval at the December 2, 2019, Board meeting.

- b. **DBOT Rule 3.13, Travel and Subsistence for Authorized Persons – Mr. Peter Elliott**

Mr. Elliott presented as a first-read item revised DBOT Rule 3.13, Travel and Subsistence for Authorized Persons. He reviewed the proposed revisions made to Rule 3.13 and advised the Trustees that it will be presented for final approval at the December 2, 2019, Board meeting.

- c. **DBOT Rule 5.10, Receipt, Deposit, and Expenditure of Funds – Mr. Peter Elliott**

Mr. Elliott presented as a first-read item revised DBOT Rule 5.10, Receipt, Deposit, and Expenditure of Funds. He reviewed the proposed revisions made to Rule 5.10 and advised the Trustees that it will be presented for final approval at the December 2, 2019, Board meeting.

- d. **DBOT Rule 5.22, Tangible Personal Property – Mr. Peter Elliott**

Mr. Elliott presented as a first-read item revised DBOT Rule 5.22, Tangible Personal Property. He reviewed the proposed revisions made to Rule 5.22 and advised the Trustees that it will be presented for final approval at the December 2, 2019, Board meeting.

- e. **DBOT Rule 2.23, HIV/AIDS Policy – Mr. Reggie Webb**

Mr. Webb presented as a first-read item revised DBOT Rule 2.23, HIV/AIDS Policy. He reviewed the proposed revisions made to Rule 2.23 and advised the Trustees that it will be presented for final approval at the December 2, 2019, Board meeting.

f. DBOT Rule 4.09, Student Records – Mr. Reggie Webb

Mr. Webb presented as a first-read item revised DBOT Rule 4.09, Student Records. He reviewed the proposed revisions made to Rule 4.09 and advised the Trustees that it will be presented for final approval at the December 2, 2019, Board meeting.

g. DBOT Rule 4.12, Standards of Progress for Veteran Certification at Polk State College – Mr. Reggie Webb

Mr. Webb presented as a first-read item revised DBOT Rule 4.12, Standards of Progress for Veteran Certification at Polk State College. He reviewed the proposed revisions made to Rule 4.12 and advised the Trustees that it will be presented for final approval at the December 2, 2019, Board meeting.

h. DBOT Rule 4.15, International Students – Mr. Reggie Webb

Mr. Webb presented as a first-read item revised DBOT Rule 4.15, International Students. He reviewed the proposed revisions made to Rule 4.15 and advised the Trustees that it will be presented for final approval at the December 2, 2019, Board meeting.

i. DBOT Rule 4.23, Educational Opportunity for Students with Disabilities – Mr. Reggie Webb

Mr. Webb presented as a first-read item revised DBOT Rule 4.23, Educational Opportunity for Students with Disabilities. He reviewed the proposed revisions made to Rule 4.23 and advised the Trustees that it will be presented for final approval at the December 2, 2019, Board meeting.

j. DBOT Rule 4.25, Recognition of Student Participation in College Decision Making – Mr. Reggie Webb

Mr. Webb presented as a first-read item revised DBOT Rule 4.25, Recognition of Student Participation in College Decision Making. He reviewed the proposed revisions made to Rule 4.25 and advised the Trustees that it will be presented for final approval at the December 2, 2019, Board meeting.

k. DBOT Rule 4.27, Academic Standards of Progress – Mr. Reggie Webb

Mr. Webb presented as a first-read item revised DBOT Rule 4.27, Academic Standards of Progress. He reviewed the proposed revisions made to Rule 4.27 and advised the Trustees that it will be presented for final approval at the December 2, 2019, Board meeting.

l. DBOT Rule 5.03, Funding Student Activities and Organizations – Mr. Reggie Webb

Mr. Webb presented as a first-read item revised DBOT Rule 5.03, Funding Student Activities and Organizations. He reviewed the proposed revisions made to Rule 5.03 and advised the Trustees that it will be presented for final approval at the December 2, 2019, Board meeting.

Second Reading Board Rules (Final Approval):

None.

Board Discussion: Chair Martinez reminded the Board that there would not be a DBOT meeting in November and that the next meeting will take place on December 2 at 4:00 p.m. at the Polk State College Center for Public Safety.

Adjournment:

Having no further business, the meeting adjourned at 5:25 p.m.


Ms. Teresa Martinez
DBOT Chair

12/2/19
Date


Dr. Angela M. Garcia Falconetti
President

12/3/19
Date