

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, November 30, 2020 – 4:00 p.m.
Polk State College Center for Public Safety CPS 267, and Teleconference

Dr. Angela M. Garcia Falconetti called the November 30, 2020, District Board of Trustees meeting to order at 4:04 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. ELITE Class XIV – 2020-21

- Dr. Keith Bonney, Principal, Polk State Chain of Lakes Collegiate High School
- Shavonda Harris, Student Services Specialist Student Services, Winter Haven
- Chantelle Hrubes, Program Coordinator Child Care Institute, Airside
- Shana Kent-Smith, Program Director, Respiratory Care, Lakeland
- Kristin Soederlind, Librarian, Winter Haven

Agenda:

Ms. Barnett moved, seconded by Ms. Martinez, to approve the agenda for November 30, 2020. All members voted affirmatively.

Consent Agenda Items: Dr. Allen Bottorff

- a. Payroll Distribution for September 2020 –** Approved on consent agenda. Board action is required.
- b. Payroll Distribution for October 2020 –** Approved on consent agenda. Board action is required.
- c. Expenditure Summary for September 2020 –** Approved on consent agenda. Board action is required.
- d. Expenditure Summary for October 2020 –** Approved on consent agenda. Board action is required.
- e. Tangible Personal Property Deletions for November 2020 –** Approved on consent agenda. Board action is required.
- f. Personnel Actions Report for September and October 2020 –** Approved on consent agenda. Board action is required.
- g. Salary Schedule Changes for November 2020 –** Approved on consent agenda. Board action is required.

- h. Recommendation for Termination of Continuing Contract** – Approved on consent agenda. Board action is required.

Mr. Dorrell moved, seconded by Mr. Turner, to approve the consent agenda items for September, October, and November 2020. 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 28, 2020, Board Minutes

Mr. Littleton moved, seconded by Mr. Dorrell, to approve the September 28, 2020, Board minutes. All members voted affirmatively.

b. October 8, 2020, Board Retreat Minutes

Mr. Turner moved, seconded by Ms. Barnett, to approve the October 8, 2020, Board Retreat minutes. All members voted affirmatively.

President's Report

a. Polk State College Foundation Staff Transition

- Congratulations and thanks to Ms. Cindy Baker for being appointed Interim Executive Director/Director of Financial Affairs
- Foundation staff transition communicated to Polk State Foundation Board of Directors during its Friday, November 20, 2020 Board meeting
- Vice President for Resource Development and Executive Director of the Foundation position will be posted within the week
- Vacant Director, Development and Alumni Relations position
- Vacant Director, Development position

b. October 8, 2020 DBOT Retreat Follow-up

c. Budget/Voluntary Retirement Incentive (VRI) Update

- 16 employees took advantage of the VRI (33% participation rate)
- 6 of these positions are critical and will need to be refilled immediately

d. Commencement: The College is celebrating its fall 2020 graduates with drive-thru diploma cover pickup events on the Lakeland, Winter Haven, and Lake Wales campuses. A virtual graduation celebration will take place on December 10. All 2020 graduates are invited to commencement ceremonies in May 2021 that will take place in person and in compliance with Centers for Disease Control and Prevention guidelines including social distancing to help ensure the health and safety of the College community.

e. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation Outcome

- Formal Response to the two minor SACSCOC recommendations on Sections 6.2.b and 6.2.C due to the SACSCOC On-site Review Committee by March 29, 2021

f. Highlight of Selected Successes and Positive News (documents supplementing meeting packet)

- Central Florida Development Council article “New CFDC Chair Plans to Focus on Economic Recovery”
- Polk News article “Three Polk State Distinguished Alumni featured in Smithsonian’s Voices and Votes exhibit traveling the nation”
- The Ledger Briefs - People & Changes: “Lakeland Chamber presents 2020 Athena awards for female leadership”
- The Ledger “Report: Polk-to-Collier toll road shouldn't plow new path”
- Polk State News & Updates 11/11/20

Attorney’s Report:

None.

Business Services Action Items:

a. Polk State Chain of Lakes Collegiate High School – 2020 Audited Financial Statements – Dr. Allen Bottorff & Mike Brynjulfson, CPA

Dr. Bottorff and Mr. Brynjulfson presented and recommended approval of the Polk State Chain of Lakes Collegiate High School – 2020 Audited Financial Statements.

Two items were identified during the audit of the collegiate high schools:

- Transportation Expense: The School likely overpaid the student transportation provider by approximately \$12,350. Based upon the audit, the overpayment was the result of inadequate review of vendor invoices. Mr. Dorrell requested that the reimbursement of this overpayment be explored due to contract. Dr. Bottorff noted that he would write a letter, in conjunction with Attorney Don Wilson, to address this matter with the now out-of-business transportation vendor. Dr. Falconetti will report back to the Board with an update.
- Charter Contract Compliance Issues: A lapsed teaching certificate and two background screening clearance issues.

Ms. Martinez moved, seconded by Mr. Turner, to approve the Polk State Chain of Lakes Collegiate High School – 2020 Audited Financial Statements. All members voted affirmatively.

b. Polk State Lakeland Collegiate High School – 2020 Audited Financial Statements – Dr. Allen Bottorff & Mike Brynjulfson, CPA

Dr. Bottorff and Mr. Brynjulfson presented and recommended approval of the Polk State Lakeland Collegiate High School – 2020 Audited Financial Statements.

Mr. Dorrell moved, seconded by Ms. Barnett, to approve the Polk State Lakeland Collegiate High School – 2020 Audited Financial Statements. All members voted affirmatively.

c. Polk State Lakeland Gateway to College Collegiate High School – 2020 Audited Financial Statements – Dr. Allen Bottorff & Mike Brynjulfson, CPA

Dr. Bottorff and Mr. Brynjulfson presented and recommended approval of the Polk State Lakeland Gateway to College Collegiate High School – 2020 Audited Financial Statements.

Mr. Dorrell moved, seconded by Mr. Turner, to approve the Polk State Lakeland Gateway to College Collegiate High School – 2020 Audited Financial Statements. All members voted affirmatively.

d. 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. Of particular note, the Foundation will not be hosting its Wise & Witty Women and Many Magnificent Men event in 2021.

Ms. Martinez moved, seconded by Mr. Dorrell, to approve the Polk State College Foundation Annual Plan of Work. All members voted affirmatively.

Business Services Informational Items: Dr. Allen Bottorff

- a. **Investment Interest Comparison for September 2020** – Dr. Bottorff presented and reviewed the College’s Investment Interest Comparison for September 2020. No Board action required.
- b. **Investment Interest Comparison for October 2020** – Dr. Bottorff presented and reviewed the College’s Investment Interest Comparison for October 2020. No Board action required.
- c. **Budget Amendment Summary for September 2020** – Dr. Bottorff presented and reviewed the Budget Amendment Summary for September 2020 for the Board’s information. No Board action required.
- d. **Budget Amendment Summary for October 2020** – Dr. Bottorff presented and reviewed the Budget Amendment Summary for October 2020 for the Board’s information. No Board action required.
- e. **Financial Statements for October 2020** – Dr. Bottorff presented and reviewed the Financial Statements for October 2020 for the Board’s information. No Board action required.
- f. **Project Status Report, College-Wide for October and November 2020** – Dr. Bottorff presented and reviewed the Project Status Report, College-Wide for October and November 2020 for the Board’s information. No Board action required.

Items Removed from the Consent Agenda:

None.

Academic & Student Services Action Items:

None.

Academic & Student Services Informational Items:

None.

Collegiate High School Report:

a. Polk State Lakeland Gateway to College Collegiate High School Enrollment Statistics for the 2020-2021 Academic Year – Dr. Corey Barnes

Dr. Barnes provided an update on Polk State Lakeland Gateway to College Collegiate High School's enrollment statistics for the 2020-2021 Academic Year for the Board's information.

b. Polk State Chain of Lakes Collegiate High School Enrollment Statistics for the 2020-2021 Academic Year – Dr. Keith Bonney

Dr. Bonney provided an update on Polk State Chain of Lakes Collegiate High School's enrollment statistics for the 2020-2021 Academic Year for the Board's information

First Reading Board Rules (No action required):

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

Dr. Bottorff presented as a first-read item revised DBOT Rule 3.09, Leaves of Absence. He reviewed the proposed revisions made to Rule 3.09 and advised the Board that it will be presented for final approval at the January 25, 2021, Board meeting.

Second Reading Board Rules (Final Approval):

a. DBOT Rule 2.12, Disrupters on Polk State College Locations – Dr. Allen Bottorff

Dr. Bottorff presented for final approval, revised DBOT Rule 2.12, Disrupters on Polk State College Locations.

Mr. Dorrell moved, seconded by Mr. Turner, to approve the revised DBOT Rule 2.12, Disrupters on Polk State College Locations. All members voted affirmatively.

b. DBOT Rule 3.16, Pay Plan for College Faculty and Staff – Dr. Allen Bottorff

Dr. Bottorff presented for final approval, revised DBOT Rule 3.16, Pay Plan for College Faculty and Staff.

Ms. Barnett moved, seconded by Mr. Littleton, to approve the revised DBOT Rule 3.16, Pay Plan for College Faculty and Staff. All members voted affirmatively.

c. DBOT Rule 3.27, Discrimination, Harassment, and Sexual Harassment – Ms. Val Baker

Ms. Baker presented for final approval, revised DBOT Rule 3.27, Discrimination, Harassment, and Sexual Harassment.

Mr. Turner moved, seconded by Mr. Dorrell, to approve the revised DBOT Rule 3.27, Discrimination, Harassment, and Sexual Harassment. All members voted affirmatively.

d. DBOT Rule 4.01, Code of Conduct for Students and Student Organizations – Mr. Reggie Webb

Mr. Webb presented for final approval, revised Rule 4.01, Code of Conduct for Students and Student Organizations.

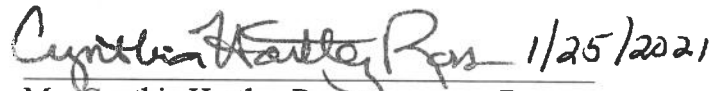
Ms. Barnett moved, seconded by Mr. Littleton, to approve the revised DBOT Rule 4.01, Code of Conduct for Students and Student Organizations. All members voted affirmatively.

Board Discussion:

Chair Ross reminded the Board that there will be no meeting in December. The next DBOT meeting will occur on January 25, 2021, at 4:00 p.m. in WST 126 on the Polk State College Winter Haven Campus. Board members congratulated Dr. Falconetti on recently being awarded the Lakeland Chamber's ATHENA Award and being appointed as Chair of the Central Florida Development Council's Board of Directors.

Adjournment:

Having no further business, the meeting adjourned at 5:22 p.m.



Ms. Cynthia Hartley Ross Date
DBOT Chair



Dr. Angela M. Garcia Falconetti Date
President