

**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, August 24, 2020 – 4:00 p.m.**  
**Polk State College Winter Haven Campus, WST 126 and Teleconference**

Dr. Angela M. Garcia Falconetti called the August 24, 2020, District Board of Trustees meeting to order at 4:00 p.m.

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

**Members Absent:**

**Agenda:**

Ms. Barnett moved, seconded by Mr. Littleton, to approve the agenda for August 24, 2020. All members voted affirmatively.

**District Board of Trustees Reorganization: Dr. Angela M. Garcia Falconetti**

- a. **Election of Chair and Vice Chair** – At this time, Dr. Falconetti opened the floor for nominations for Chair for Fiscal Year (FY) 2020-2021. Mr. Turner moved, seconded by Ms. Barnett, to nominate Ms. Cynthia Hartley Ross as Chair. All members voted affirmatively.

At this time, Dr. Falconetti opened the floor for nominations for Vice Chair for FY 2020-2021. Mr. Littleton moved, seconded by Mr. Turner, to nominate Ms. Ashley Bell Barnett as Vice Chair. All members voted affirmatively.

Dr. Falconetti expressed gratitude to former Chair Teresa Martinez for her service and noted that she would serve as Immediate Past Chair of the Board of Trustees.

- b. **Resolution #782 – Signature Facsimile (FY 2020-2021)** – Dr. Falconetti presented and recommended approval of Board Resolution #782 – Signature Facsimile (FY 2020-2021). Mr. Littleton moved, seconded by Mr. Turner, to approve Resolution #782 – Signature Facsimile (FY 2020-2021). All members voted affirmatively.
- c. **Resolution #783 – Signature Facsimile Personnel (FY 2020-2021)** – Dr. Falconetti presented and recommended approval of Board Resolution #783 – Signature Facsimile Personnel (FY 2020-2021). Mr. Littleton moved, seconded by Ms. Barnett, to approve Resolution #783 – Signature Facsimile Personnel (FY 2020-2021). All members voted affirmatively.
- d. **Proposed 2020-2021 DBOT Meeting Schedule** – Dr. Falconetti presented and recommended approval of the 2020-2021 Meeting Dates for the District Board of Trustees. Ms. Barnett moved, seconded by Mr. Turner, to approve the 2020-2021 Meeting Dates for the District Board of Trustees. All members voted affirmatively.

**At this time, Dr. Falconetti passed the gavel over to the new Chair, Ms. Ross, to preside over the meeting.**

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

- a. **Payroll Distribution for June 2020** – Approved on consent agenda. Board action is required.
- b. **Payroll Distribution for July 2020** – Approved on consent agenda. Board action is required.
- c. **Expenditure Summary for June 2020** – Approved on consent agenda. Board action is required.
- d. **Expenditure Summary for July 2020** – Approved on consent agenda. Board action is required.
- e. **Tangible Personal Property Deletions for August 2020** – Approved on consent agenda. Board action is required.
- f. **Personnel Actions Report for June and July 2020** – Approved on consent agenda. Board action is required.

Ms. Martinez moved, seconded by Ms. Barnett, to approve the consent agenda items for June, July, and August 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. **June 22, 2020, Board Minutes**

Mr. Littleton moved, seconded by Mr. Turner, to approve the June 22, 2020, Board minutes. All members voted affirmatively.

**President's Report**

- a. Fall 2020 Semester
  - August 12, Virtual Convocation
  - August 15, *The Ledger* Guest Editorial Column – “PSC starts Fall 2020 semester strong” (supplementing meeting packet)
  - “Kicking off the new year...virtually” – *American Association of Community Colleges 21st Century Virtual Center* (supplementing meeting packet)
  - COVID-19 Response: *Be the Solution: Polk State College's Return to Campus Plan*
    - Phase II of the College's *Return to Campus Plan* began on August 17

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- Development of metrics to gauge progress, sent weekly to employees in the College-wide e-newsletter
  - Approved by Florida College System Chancellor Kathy Hebda and FCS Division leadership
  - Approved by local healthcare provider leadership
  - Enrollment
    - The College has budgeted for a 10% decline in full-time equivalent enrollment (FTE) for the fall term; at the time of the meeting, FTE was down 8.8%
    - Enrollment “Think Tank” was created to develop innovative ways to increase enrollment
    - Coronavirus Aid, Relief, and Economic Security (CARES) Act Institutional Funding – a portion will be utilized to incentivize students with one free class for the fall term
  - Foundation: Dr. Falconetti asked Ms. Tracy Porter to describe changes to the format for Foundation events.
    - Wine for Wisdom, which was scheduled for September 17, has been reimaged with 15 local restaurants offering pairings from September 17 through November 17 and several community leaders offering to host private functions in their homes as part of “Savor the Flavor of Polk County.” Ms. Porter also noted that many previous sponsors have committed to supporting the event again this year with Citizens Bank & Trust as Title Sponsor.
    - Joggin’ for the Noggin, which had been scheduled for October 16, will now include walk/jog exercise on your own during the period of October 1-31. She thanked Regal Lakeland for its Title Sponsorship.
  - Commencement, December 10
    - Dr. Falconetti will reach out to each Board member to request their input on the best way to host the December 10 Commencement; she will present three different proposals for their review and input
    - The deadline to notify the RP Funding Center for contractual purposes is September 4
- b. 2020-21 Legislative Update
- Previous 6% holdback issued by Governor DeSantis; a budget reduction report will be presented to the Board during a September/October DBOT meeting/workshop depending on the final timeline
  - Budget Memo from the Governor's Office (8.5% reduction for this fiscal year & 10% reduction for the next fiscal year) and the request to submit a plan to the Governor’s office relative to an 8.5% budget reduction by October 1 (supplementing meeting packet)
  - Dr. Falconetti was elected as Vice Chair of Association of Florida Colleges Council of Presidents and Chair of the Policy and Advocacy committee by presidential colleagues of the 27 other colleges
- c. SACSCOC reaffirmation

- Notification by the Southern Association of Colleges and Schools Commission on Colleges that the College's on-site visit will now be remote: October 26-29
- Quality Enhancement Plan – The College's QEP has been named "Explore to Complete" and will focus on career exploration, pathways, and completion.

**d. Highlight of Selected Successes and Positive News**

- *Metallica's All Within My Hands* awards Polk State College \$100,000 workforce training grant (supplementing meeting packet)
  - Polk State is one of 15 colleges across the country to receive a \$100,000 grant from All Within My Hands (a non-profit organization founded by members of the band Metallica) as part of the Metallica Scholars Initiative.
  - In partnership with the American Association of Community Colleges.
  - The grant funds will provide direct support to the College's Computer Numeric Control Machining Program, including scholarships for unemployed or underemployed students to complete the College's four-month program.
- National Science Foundation Grant
  - The proposal was submitted in collaboration with the University of South Florida's Engineering Department.
  - The grant will provide approximately \$1 million dollars in scholarships to academically promising Associate in Arts students seeking a career in an engineering-related field, including but not limited to information technology, computer science, and engineering technology.
  - The College's subaward over three years is \$1,493,100.
  - The award covers faculty mentoring, stipends for students who serve as peer mentors, student travel, as well as \$179,090 for indirect costs.
  - Vice President for Student Services Reggie Webb is the Principal Investigator and Professor Bulmuo Maakuu is the Co-PI and will direct the program.
  - Three other STEM faculty members will also work on the grant: Professors Li Zhou, Mike Malone, and Dirk Valk.
- Federal Aviation Administration Air Agency Certification
  - Polk State completed its FAA base inspection with zero findings. The FAA was exceedingly pleased with the quality of the College's records and facilities. It was also very impressed with the 94% first-time pass rate on FAA certification exams over the last academic year. The FAA will be renewing the College's Air Agency Certification for another two years.
  - Congratulations to Aerospace Program Director Eric Crump and the faculty for their dedication to the success of students.
- Respiratory Care Program
  - The Polk State Respiratory Care Program was among a small group of programs to be recognized by the Commission on Accreditation for Respiratory Care (CoARC) with the Distinguished RRT Credentialing Success Award.
  - Congratulations to Program Director Shana Kent-Smith and the faculty for their dedication to the success of students.

**Attorney's Report:**

**a. District Board of Trustees Self-Evaluation**

Attorney Wilson announced that he will send the DBOT's revised self-evaluation instrument to the Board members the day following this meeting, on Tuesday, August 25, 2020.

Attorney Wilson shared a timeline for completion and asked Board members to respond to the self-evaluation within 10 days of receipt. A final, aggregated self-evaluation report and an executive summary will be emailed to Board members in advance of the September 28 District Board of Trustee's meeting for their information and review. Final adoption of the DBOT Self-Evaluation will take place during the September 28, 2020 DBOT meeting. Mr. Wilson thanked the Board for participating in the self-evaluation process.

The self-evaluation instrument was reviewed and revised for the purpose of continuous improvement in discussion with now Immediate Past Chair Martinez and reviewed by Attorney Wilson. As prescribed in the Principles of Accreditation by The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the College's DBOT is the body that holds in trust the fundamental autonomy and ultimate well-being of the institution and is a critical element in the success of the institution. Good institutional governance requires that the DBOT annually participates in a self-evaluation. Polk State College DBOT's self-evaluation addresses the requirements of the standard and provides the Board with an opportunity for a self-reflective examination of its responsibilities, organization, roles, and effectiveness.

**Business Services Action Items:**

**a. Annual Physical Inventory Report – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the Polk State Annual Physical Inventory Report.

Ms. Martinez moved, seconded by Mr. Turner, to approve the Annual Physical Inventory Report. All members voted affirmatively.

**b. Polk State College Foundation Audit Presentation – Ms. Tracy Porter**

Ms. Porter had Ms. Sonya Elliott, Engagement Director, and Ms. Tori Lehman, CPA, Principal, CliftonLarsonAllen, CPA's present and recommend approval of the Polk State College Foundation Audit.

Ms. Barnett moved, seconded by Mr. Turner, to approve the Polk State College Foundation Audit Presentation. All members voted affirmatively.

**c. Polk State College Foundation Submission of Tax Form 990 and IRS Response to Form 1023 – Ms. Tracy Porter**

Ms. Porter had Ms. Sonya Elliott, Engagement Director, and Ms. Tori Lehman, CPA, Principal, CliftonLarsonAllen, CPA's present and recommend approval of the Polk State College Foundation Submission of Tax Form 990 and IRS Response to Form 1023.

Mr. Littleton moved, seconded by Mr. Turner, to approve the Polk State College Foundation Submission of Tax Form 990 and IRS Response to Form 1023. All members voted affirmatively.

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

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

None.

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

None.

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

- a. **DBOT Rule 3.04, Faculty Titles – Dr. Lee Thomas**

Dr. Thomas presented and recommended approval of the revised DBOT Rule 3.04, Faculty Titles.

Mr. Littleton moved, seconded by Mr. Turner, to approve the revised DBOT Rule 3.04, Faculty Titles. All members voted affirmatively.

**Board Discussion:**

Chair Ross expressed thanks to the Board for nominating her as Chair, thanked Immediate Past Chair Martinez for her leadership, and commended the Polk State team on their creativity with responding to the enrollment decline and budget cuts. Vice Chair Barnett congratulated Chair Ross on her new appointment, expressed honor for being appointed as Vice Chair, and commended the Polk State team for its diligence throughout the recent challenging times. Immediate Past Chair Martinez thanked everyone for the privilege of serving as Chair during the past academic year and commended Dr. Falconetti on her leadership. The remaining Board members echoed these sentiments.

**Adjournment:**

Having no further business, the meeting adjourned at 5:10 p.m.

 9/28/20

Ms. Cynthia Hartley Ross Date  
DBOT Chair

 9/28/20

Dr. Angela M. Garcia Falconetti Date  
President

