

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, November 29, 2021 – 4:00 p.m.
Polk State Center for Public Safety CPS 267 and Teleconference

Dr. Angela M. Garcia Falconetti called the November 29, 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 Hartley Ross, and Mr. Mark Turner

Members Absent:

Special Recognition: Dr. Angela Garcia Falconetti

Agenda:

Mr. Littleton moved, seconded by Mr. Turner, to approve the agenda for November 29, 2021. All members voted affirmatively.

Consent Agenda Items: Dr. Allen Bottorff

- a. **Payroll Distribution for October 2021** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for October 2021** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for November 2021** – Approved on consent agenda. Board action is required.
- d. **Personnel Actions Report for October 2021** – Approved on consent agenda. Board action is required.
- e. **Salary Schedule Changes for November 2021** – Approved on consent agenda. Board action is required.

Mr. Dorrell moved, seconded by Ms. Martinez, to approve the consent agenda items for October and November 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 1, 2021, Board Minutes**

Mr. Turner moved, seconded by Ms. Ross, to approve the November 1, 2021, Board minutes. All members voted affirmatively.

President's Report – Dr. Angela Garcia Falconetti

a. Legislative Update:

Council of Presidents (COP)

- November 10, 2021, Chancellor Division of Career, Technical, and Adult Education Henry Mack's Visit and Tour of Polk State College
- November 12, 2021, Council of Presidents (COP) Professional Development meeting
- November 12, 2021, Education Commissioner Richard Corcoran meeting in Orlando
- December 18, 2021, COP Professional Development and Policy & Advocacy/Business meetings
- January 18-19, 2022, Association of Florida Colleges (AFC) Trustees Commission Legislative Conference
 - January 18, 2022, at 1:00 p.m. press conference to announce/launch Florida College System (FCS) COP Accelerate Florida
- January 26, 2022, Polk County Day in Tallahassee
- February 6-9, 2022, Association of Community College Trustees (ACCT) National Legislative Summit in Washington, D.C.

b. Polk State College:

- December 10, 2021, at 6:30 p.m., Polk State Commencement at RP Funding Center
- January 10, 2022, at 10:00 a.m., 18th Annual Dr. Martin Luther King, Jr. Virtual Celebration

c. Renovation of Winter Haven Campus Building 4, WFA:

- Dr. Falconetti provided an update on the renovation status of Building 4.
 - An Evaluation Team comprised of 7 administrators, faculty, and staff with expertise in facilities, engineering, instruction, student services, and the arts was selected.
 - The Evaluation Team met today in a public meeting to rank the 6 interested Architect-Engineering firms who submitted applications as a result of a Request for Quotation (RFQ).

- The College's Procurement Services Office will review the rankings presented from this morning's Evaluation Team meeting and the Architect-Engineering firms selected for interviews and oral presentations will be finalized.
- On January 4, 2022, oral presentations by the selected or shortlisted Architect-Engineering firms will occur.
- The final rankings accompanied by a recommendation will be presented to the Board during its January 24, 2022, DBOT meeting as a request for the College to engage in contract negotiations with the firm that maintains the highest score.

d. Classification and Compensation Study:

- Dr. Falconetti announced that the College will engage in a Classification and Compensation Study with Gallagher.
 - Phase 1 – Study Initiation and Information Gathering began in late October and will continue through December. This largely consists of the review and understanding of current job descriptions, wages, and pay structure.
 - Phase 2 – Classification and Job Evaluation begins in January and will continue through April. This focuses on analyzing the existing classifications, aligning actual duties to job descriptions, and making recommendations to update classifications and titling conventions.
 - Phase 3 – Compensation Study begins in January and will continue through April. This focuses on the labor market for faculty and staff to establish competitive pay tables accounting for district, regional, and state factors.
 - Phase 4 – Project Finalization begins in May and will continue through June. This concludes the project work by incorporating the data and information shared in the earlier phases as well as the input from the constituent groups.

e. Workforce Programs Spotlight

- **Commission on Accreditation for Respiratory Care (CoARC)**
 - The College's Respiratory Care program was reaffirmed by its accrediting body, CoARC.

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

- *The Ledger* opinion column "Season of thanks: Polk State College grateful for community's support"
- *Polk State College Newsroom* press release "Florida Department of Education's Division of Career & Adult Education Chancellor visits Polk State"

- *Florida Trend* article “Angela Garcia Falconetti: Providing opportunities through education”

Attorney’s Report:

a. Utility Easement on the Polk State Lakeland Campus – Attorney Don Wilson

Mr. Wilson presented and recommended approval of the proposed Utility Easement on the Polk State Lakeland Campus.

Mr. Dorrell moved, seconded by Ms. Ross, to approve the proposed Utility Easement on the Polk State Lakeland Campus. Mr. Littleton abstained from the vote.

Business Services Action Items:

a. Polk State College Foundation 2022 Annual Plan of Work – Mr. Jeff Baldwin

Mr. Baldwin presented and recommended approval of the Polk State College Foundation 2022 Annual Plan of Work.

Mr. Turner moved, seconded by Mr. Littleton, to approve the Polk State College Foundation 2022 Annual Plan of Work.

Business Services Informational Items: Dr. Allen Bottorff

- Investment Interest Comparison for October 2021** – Dr. Bottorff presented and reviewed the College’s Investment Interest Comparison for October 2021. No Board action required.
- Budget Amendment Summary for October 2021** – Dr. Bottorff presented and reviewed the Budget Amendment Summary for October 2021 for the Board’s information. No Board action required.
- Financial Statements for October 2021** – Dr. Bottorff presented and reviewed the Financial Statements for October 2021 for the Board’s information. No Board action required.
- Capital Project Status Report for November 2021** – Dr. Bottorff presented and reviewed the Capital Project Status Report for November 2021 for the Board’s information. No Board action required.

Items Removed from the Consent Agenda:

None.

Academic and Student Services Informational Items

None.

Academic & Student Services Informational Items:

None.

**a. Polk State Lakeland Collegiate High School Accountability Plan (Charter)
Performance Targets for 2020-2021 Academic Year – Mr. Rick Jeffries**

Mr. Jeffries provided an update on Polk State Lakeland College Collegiate High School's Accountability Plan (Charter) Performance Targets for 2020-2021 Academic Year for the Board's information.

First Reading Board Rules (No action required):

None.

Second Reading Board Rules (Final Approval):


None.

Board Discussion:

The next Regular DBOT meeting will occur on Monday, January 24, 2022, at 4:00 p.m. on the Winter Haven Campus in WST 126.


Adjournment:

Having no further business, the meeting adjourned at 4:35 p.m.

 1/24/2022

Ms. Ashley Bell Barnett
DBOT Chair

Date

 1/24/2022

Dr. Angela M. Garcia Falconetti
President

Date