

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, February 25, 2019 – 4:00 p.m.
Winter Haven Campus, WST 126

Dr. Angela M. Garcia Falconetti called the February 25, 2019, 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:

Student Spotlight: Ms. Aliah Patten, Winter Haven Campus

Foundation Special Recognitions: Ms. Tracy Porter

Dr. Falconetti recognized and thanked Foundation Board Vice Chair, Mr. Brent Parrish, for his service. Ms. Porter introduced Mr. Parrish to speak about today's special recognition. Mr. Parrish acknowledged a \$11,665 gift from Ann and Jack Barnhart for an endowed scholarship. Mr. Barnhart briefly addressed the Board and expressed that he is thankful that they are able to help financially with scholarships, stating that "education is the future."

Special Recognitions: Dr. Angela M. Garcia Falconetti

1. Dr. Falconetti announced that Professor of Mathematics and Phi Theta Kappa Beta Upsilon Upsilon Chapter Advisor Penny Morris recently received two awards: the Florida Two-Year College Mathematics Association (FTYCMA) Outstanding Service Award and an Excellence in Teaching Award from the Mathematical Association of America (MAA). In addition, Professor Morris recently facilitated a joint MAA/FTYCMA Conference on the Lakeland Campus February 15-16. Professor Morris briefly addressed the Board and thanked them for their support.
2. Dr. Falconetti acknowledged that Polk State received a national award by the Bellwether College Consortium at the 2019 Community College Futures Assembly. She explained that through the Community College Futures Assembly, the Consortium recognizes best practices occurring at community colleges by reviewing more than 1,000 programs and selecting 10 programs in each of the three areas to compete for a Bellwether Award.
 - a. The first award received was the Bellwether Award in the category of instructional programs and services presented by Dr. Mori Toosi, Engineering Technology Program Director, and Dr. Naomi Boyer, Vice President of Special Projects, Strategic Priorities and Growth. Their presentation was titled "Transforming Advanced Technical Education Through Innovative New Models: Engineering Technology – Advanced Manufacturing Associate in Science Program in a Rolling Enrollment Open-Entry Early-Exit (O3E) Model."
 - b. Polk State Chain of Lakes Collegiate High School's Growing the STEM: Implementing a Collegiate STEM Program, was one of 10 finalists for the Assembly's Legacy Award. Presenters included: Dean of Academic Affairs April Robinson, Polk State Chain of Lakes Collegiate High School Principal Bridget

Fetter, and Professor of Anatomy & Physiology Suzanne Halverson. The STEM Enhancement Program increases access to authentic STEM research, active-learning projects, and mentoring opportunities for dual-enrolled collegiate high school students.

Agenda:

Mr. Turner moved, seconded by Ms. Martinez, to approve the agenda for February 25, 2019. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

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

Mr. Littleton moved, seconded by Ms. Barnett, to approve the consent agenda items for January and February 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. **January 28, 2019, Board Minutes**

Ms. Barnett moved, seconded by Mr. Turner to approve the January 28, 2019, Board minutes. All members voted affirmatively.

President's Report

1. Dr. Falconetti distributed copies of the February/March 2019 issue of "What's up?" which lists recent and current happenings at Polk State College.
2. Legislative Session:
 - a. Dr. Falconetti shared that Chancellor Kathryn Hebda contacted select Florida College System institutions, including Polk State, to notify them that Rep. Randy Fine, Chair of the Appropriations Subcommittee on Higher Education, has requested to review all previously funded Public Education Capital Outlay (PECO) projects that have yet to begin construction. Polk State is one of 15

colleges and nine universities that have projects for review. Reviews will be conducted over two committee meetings early in the session. Polk State's PECO projects are slated to be reviewed during the March 7 committee meeting. Dr. Falconetti noted that she will provide an update after the meeting.

- b. Dr. Falconetti shared that on February 6-7, she traveled to Tallahassee with several members of the College's Student Government Association (SGA) and staff members from the Student Activities and Leadership Office (SALO) to attend the Florida College System Student Government Association (FCSSGA) State Leadership Conference and Legislative Days. While in Tallahassee, they met with several members of the Polk County Legislative Delegation, including Sen. Tom Lee and Representatives Melony Bell, Colleen Burton, Sam Killebrew, and Josie Tomkow to advocate for the College's legislative priorities
 - c. February 10-13, Dr. Falconetti, Board Chair Dorrell, Vice Chair Martinez, and Trustees Ross and Barnett traveled to Washington, D.C. to attend the Association of Community College Trustees (ACCT) Annual Legislative Summit. While there, they met with U.S. Rep. Darren Soto and U.S. Rep. Ross Spano to advocate on the national level for grant-funding opportunities. Dr. Falconetti provided the ACCT 2019 Federal Legislative Priorities for the Board's review.
 - d. March 13-14, Dr. Falconetti, Board Chair Dorrell, Vice Chair Martinez, and Trustees Ross, Littleton, and Barnett are scheduled to attend the Association of Florida Colleges (AFC) Trustees Commission Legislative Conference in Tallahassee. Dr. Falconetti distributed a draft agenda for the conference with the Board.
 - e. Dr. Falconetti shared the College's 2018 Report to Community, which was recently distributed to 20,000 of College constituents. She stressed that the publication is a great advocacy piece that can be used to promote the College's legislative priorities.
2. Spring enrollment update: Dr. Falconetti noted that the College's full-time equivalent (FTE) enrollment is up 1.6% as compared to this time last year.
 3. Dr. Falconetti highlighted a February 22 article in *The Ledger* titled Ropes course paves way for national academy at Polk State. The ropes course is located at the Polk State Center for Public Safety and is a two-story, 16-obstacle course that will be used as a component of the future national command school for law enforcement and corrections professionals. The collaboration between the Polk County Sheriff's Office and Polk State College is being led by Dr. Orathai Northern, District Dean of Workforce Education & Economic Development.
 4. Dr. Falconetti shared a recent press release from the American Association of Community Colleges (AACC) announcing Polk State Distinguished Alumnus and Walt Disney World Resort President George Kalogridis' receipt of the AACC National Outstanding Community College Award. Mr. Kalogridis will receive the award at the

AACC's Annual Convention April 13-16 in Orlando. Dr. Falconetti invited the Board to attend the April 16 Outstanding Alumni Brunch to support honoree Mr. Kalogridis.

5. SACSOC Reaffirmation of Accreditation Timeline – Reaffirmation Class of 2021:
 - a. Dr. Falconetti reminded the Board that the College is busy with its reaffirmation process with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). She announced that Dr. Belle Wheelan, President of SACSCOC, will be visiting Polk State in the fall to speak at both the October 3 DBOT Fall Retreat and the October 4 College-wide Strategic Planning Summit.
 - b. Provost and VP for Academic Affairs Steve Hull provided an update on the SACSCOC Reaffirmation of Accreditation Timeline and noted the following highlights:
 - Compliance Certification (CT) - The College must demonstrate a preponderance of evidence to support that it meets the standards determined by SACSCOC; in March 2019, the College will conclude its internal audit of the CT; the first (internal) draft of the CT is due July 2019; the second (internal) draft of the CT is due October 2019; CT will be presented to the Board at its October 3 Fall Retreat; final draft of CT is due December 2019; Final CT due to SACSCOC on March 2, 2020.
 - Quality Enhancement Plan (QEP) - The College must develop and implement a Quality Enhancement Plan that is a College-wide initiative that identifies and solves a problem or exploits an opportunity; the College has identified a couple of potential QEP topics; Pathways Development is one of the potential topics, which aims to increase student success and improve completion and placement rates; final QEP topics will be presented to President's Staff in May for their consideration and input; first internal draft of the QEP is due December 2019; and the final QEP is due to SACSCOC August 3, 2020.
 - Off-site Peer Review April 2020 – During this time, the Off-site Peer Review Committee will review the College's QEP and provide feedback; the College will make final revisions to the QEP June 2020.
 - On-site Peer Review October 27-29, 2020 – The SACSCOC On-site Peer Review Committee will visit the College, which will provide an opportunity to present “what we do and how well we do it”; the Board will also play a vital role in this process - during the October 3 DBOT Retreat, Dr. Belle Wheelan will focus on the Board's role in the reaffirmation process.
6. Partnership between Polk State and the City of Winter Haven – Dr. Falconetti shared that in August 2018, Winter Haven City Manager Mike Herr expressed an interest in providing professional development for City of Winter Haven employees. Dr. Falconetti offered assistance from Polk State Corporate College in providing the training to foster a

comprehensive training curriculum that could be used as both a recruitment tool and to strengthen the abilities and skills of incumbent workers. Dr. Falconetti and City Manager Herr will announce the partnership at this evening's Winter Haven City Commission meeting.

Attorney's Report:

None.

Business Services Action Items:

None.

Business Services Informational Items: Mr. Peter Elliott

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

Items Removed from the Consent Agenda:

None.

Academic & Student Services Action Items:

- a. **Education Abroad Programs – Mr. Steve Hull**

Mr. Turner moved, seconded by Ms. Ross, to approve the Education Abroad Programs. All members voted affirmatively.

Academic & Student Services Informational Items:

None.

Collegiate High School Report:

- a. **National Gateway to College Network Report – Dr. Corey Barnes**

Dr. Barnes provided a summary of Polk State Lakeland Gateway to College Collegiate High School (GHS) 2017-2018 Performance as Tied to National Gateway to College Measures and Benchmarks. The National Gateway to College report shows the degree to which each of its 30 programs across the country is performing in relation to the network's measures and

benchmarks. GHS showed a performance on each of the five measures that was higher than the network average, exceeded all benchmarks, and demonstrated improvement when 2017-2018 performance is compared to past years. The five measures were as follows: first-term GPA, passed all first-term courses, one-year persistence, two-year persistence, and three-year graduation. Dr. Barnes shared that the National Gateway to College Network staff visited GHS last fall to take a closer look at how and why GHS has been so successful. Their takeaway from the visit was that GHS receives tremendous support from the College and its Board.

First Reading Board Rules (No action required):

a. DBOT Rule 5.13, Delinquent Student Accounts – Mr. Peter Elliott

Mr. Elliott presented as a first-read item revised DBOT Rule 5.13, Delinquent Student Accounts. He reviewed the proposed revisions made to Rule 5.13 and advised the Trustees that it will be presented for final approval at the March 18, 2019, Board meeting.

Second Reading Board Rules (Final Approval):

a. DBOT Rule 2.25, Drug-Free Workplace – Mr. Peter Elliott

Mr. Elliott presented and recommended approval of the revised DBOT Rule 2.25, Drug-Free Workplace.

Mr. Littleton moved, seconded by Ms. Martinez, to approve the revised DBOT Rule 2.25, Drug-Free Workplace.

b. DBOT Rule 2.27, Animals on College Property – Mr. Peter Elliott

Mr. Elliott presented and recommended approval of the revised DBOT Rule 2.27, Animals on College Property.

Mr. Turner moved, seconded by Ms. Barnett, to approve the revised DBOT 2.27, Animals on College Property.

c. DBOT Rule 5.24, Identity Theft Prevention Program – Mr. Peter Elliott

Mr. Elliott presented and recommended approval of the revised DBOT Rule 5.24, Identity Theft Prevention Program.

Mr. Littleton moved, seconded by Ms. Ross, to approve the revised DBOT Rule 5.24, Identity Theft Prevention Program.

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

Ms. Baker presented and recommended approval of the revised DBOT Rule 3.27, Harassment and Sexual Harassment.

Ms. Ross moved, seconded by Mr. Turner, to approve the revised DBOT Rule 3.27, Harassment and Sexual Harassment.

e. DBOT Rule 4.24, Policy Regarding Religious Observances by Students – Ms. Val Baker

Ms. Baker presented and recommended approval of the revised DBOT Rule 4.24, Policy Regarding Religious Observances by Students.

Mr. Littleton moved, seconded by Ms. Barnett, to approve the revised DBOT Rule 4.24, Policy Regarding Religious Observances by Students.

f. DBOT Rule 4.26, Student Appeal Complaint Policy – Ms. Val Baker

Ms. Baker presented and recommended approval of the revised DBOT Rule 4.26, Student Appeal Complaint Policy.


Mr. Turner moved, seconded by Ms. Ross, to approve the revised DBOT Rule 4.26, Student Appeal Complaint Policy.

Board Discussion:

Ms. Ross reiterated the successful outcome of the recent trip to Washington, D.C., and expressed excitement with the prospect of potential visits to the College by members of Congress to conduct their local staff retreats. Ms. Barnett congratulated Dr. Falconetti on her receipt of two Phi Theta Kappa (PTK) awards: Florida Regional Distinguished Service Award and the International Paragon President Award, and expressed gratitude for being able to participate in the ACCT New Trustee Academy while attending the National Legislative Summit in Washington, D.C.

Adjournment:

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


Mr. Dan Dorrell Date
DBOT Chair


Dr. Angela M. Garcia Falconetti Date 3/19/19
President