

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, April 23, 2018 – 4:00 p.m.
Winter Haven Campus, WST 126

Dr. Angela M. Garcia Falconetti called the April 23, 2018, 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:

Student Spotlight: Milz Tatum, Psychology Major, Winter Haven Campus

Foundation Special Recognitions: Ms. Tracy Porter

Dr. Falconetti thanked Foundation Board Chair, Ms. Bonnie Parker, for her service. Ms. Tracy Porter introduced Ms. Parker to speak about today's special recognition. Ms. Parker acknowledged a cumulative donation of \$21,500 from CEMEX for scholarships and programs, and also noted CEMEX's vital role in Polk State's beach volleyball court becoming a reality. She then introduced Ms. Jenna Emerson, Legislative & Public Affairs Manager at CEMEX, to address the Board. Ms. Emerson briefly addressed the Board and expressed the critical importance of supporting education. In particular, she thanked the Foundation for sharing how impactful scholarships are to Polk State's deserving students.

Special Recognitions: Dr. Angela M. Garcia Falconetti

Dr. Falconetti introduced Polk State College Winter Haven Student Government Association President, Mr. Gonzalo Gutierrez. She expressed honor and congratulations to Mr. Gutierrez for being selected by the Florida College System Student Government Association (FCSSGA) as *President of the Year*. Mr. Gutierrez addressed the Board and thanked the members and several Polk State staff members who helped mentor and guide him during his journey as a student at both Polk State Chain of Lakes Collegiate High School and Polk State College. He noted how important it is for him to mentor other students, because he wants them to know they have someone who cares about their future, just as he did.

Agenda:

Mr. Littleton moved, seconded by Mr. Dorrell, to approve the agenda for April 23, 2018. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for March 2018** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for March 2018** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for April 2018** – Approved on consent agenda. Board action is required.

- d. Personnel Actions Report for March 2018** – Approved on consent agenda. Board action is required.

Mr. Dorrell moved, seconded by Ms. Ross, to approve the consent agenda items for March and April 2018. 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. March 19, 2018 Board Minutes**

Mr. Dorrell moved, seconded by Ms. Ross, to approve the March 19, 2018, Board minutes. All members voted affirmatively.

President's Report

- a. Jenzabar Transition Presentation by Dr. Naomi Boyer** – Dr. Falconetti introduced Dr. Naomi Boyer, Vice President for Strategic Initiatives & Innovation/CIO, and asked her to brief the Board regarding the College's Enterprise System (ERP) transition timeline from Genesis to Jenzabar. Dr. Boyer shared that the College is about halfway through its transition, and she defined an enterprise system as the "backbone of an organization." For an academic institution such as Polk State, the ERP modules include: Student Enrollment Management, Financial Aid, Business functions, and Human Resources functions. Dr. Boyer clarified that the current ERP system is at "end of life" and will no longer be supported. She reminded the Board that at its April 2015 meeting, the selection of Jenzabar as the new ERP system was approved. To date, the following modules have been implemented: Higher Reach, Retention, Financial Aid, and Student Enrollment (which encompasses the application and registration processes). She distributed a timeline handout which detailed what is coming next in the transition, including a kick-off for the student, financial, and Human Resources modules, which make up the core of the institution. The next steps include data transfer from the old system to the new one, and extensive training and testing, which will culminate with all modules "going live" in July 2019. Dr. Falconetti asked Dr. Boyer to share some of the potential challenges relative to the ERP transition. Dr. Boyer broke down the challenges into three primary categories: technical difficulties, human difficulties with learning a new system, and all of the unknown things. Ms. Ross asked if student input will be considered in the process. Dr. Boyer assured her that student focus groups will be utilized to give input on design and application of the end-user interface.
- b. 2018 Legislative Session Presentation by Mr. Derek Whitis and Ms. Keaton Alexander** – Dr. Falconetti introduced College lobbyists Derek Whitis and Keaton Alexander to provide the Board with an overview of 2018 Legislative Session outcomes. Ms. Alexander provided a breakdown on the appropriations received during the 2018 session and some other victories including: \$500,000 in recurring funds earmarked for bolstering student services, and in particular, for improving the College's advisor-to-student ratio,

which is currently 1:2000. Ms. Alexander also noted the successful name change of the line item previously titled *Polk State College Expansion of the Arts Program* to *Polk State College Access to Academic and Workforce Program*. The name change which will help to ensure the safety of the \$2.5 million budget item for the Polk State JD Alexander Center in future sessions. She asked the Board to begin thinking about the College's funding priorities for 2019, which should include operational funding, PECO support, and something that the College has a critical need or (i.e., safety and security). Mr. Whitis addressed the Board and acknowledged the defeat of Senate Bill 540, which would have placed a cap on baccalaureate degrees and add another layer of governing board, among other things. He then provided an update on several local and state elections. He encouraged all to thank members of the Polk County Legislative Delegation for their advocacy efforts during the past session.

- c. Dr. Falconetti distributed copies of the March/April 2018 issue of "What's up?" which lists recent and current happenings at Polk State College. Dr. Falconetti extended congratulations to the Nursing programs for receiving reaccreditation from the Accreditation Commission for Education in Nursing (ACEN).
- d. Dr. Falconetti provided an overview of the various organizational changes that will be implemented at the College no later than May 1, 2018. She highlighted that she spent much of her time since assuming the President position on July 17, 2017, soliciting input from faculty, staff, students, and community members during one-on-one and group meetings, as well as publicized College-wide forums. In addition, Dr. Falconetti commissioned an external organizational and administrative review which corroborated and yielded four areas that need to be strengthened and improved: speed of operations, collaboration between campuses and centers, learning (enhancing professional development opportunities), and efficiency and effectiveness of some administrative units. She stressed that the addition of three new positions and one merged position (College-wide Provost/ Vice President of Academic Affairs) will be implemented to address areas needing improvement. Dr. Falconetti noted that she met with Faculty Senate and each impacted department to further discuss how the organizational changes will positively support the College. She informed the Board that the organizational changes will be presented at the May District Board of Trustees meeting for approval.
- e. Dr. Falconetti provided the Board with her self-evaluation report for review and consideration. She noted that the self-evaluation spans the dates of July 17, 2017, through today, and it includes: a letter to the Board, a list of major accomplishments, key changes, objectives for 2018-19 academic year, and examples of results in each tabbed section.

Attorney's Report:

Attorney Don Wilson stated that he had no business requiring Board action at this time. However, he did ask the Board to review Dr. Falconetti's self-evaluation report in preparation of receiving an evaluation form from him next week. The form will include instructions for completion and must be returned directly to him by the provided deadline. Attorney Wilson will then compile the evaluations into a report, which will be presented for approval at the May District Board of Trustees meeting.

Business Services Action Items:

- a. **Florida College System 2017-2018 Annual Equity Update Report** – Ms. Val Baker presented and recommended approval of the Florida College System 2017-18 Annual Equity Update Report.

Ms. Ross moved, seconded by Mr. Dorrell, to approve the 2017-2018 Florida College System Annual Equity Update Report. All members voted affirmatively.

- b. **Faculty Employment Contract Renewals** – Mr. Peter Elliott presented and recommended approval of the 2018-2019 Faculty Employment Contract Renewals.

Mr. Littleton moved, seconded by Ms. Martinez, to approve the 2018-2019 Faculty Employment Contract Renewals. All members voted affirmatively.

- c. **Faculty Employment Contract Renewals – Collegiate High Schools** – Mr. Peter Elliott presented and recommended approval of the 2018-2019 Faculty Employment Contract Renewals – Collegiate High Schools.

Mr. Dorrell moved, seconded by Ms. Bell-Barnett, to approve the 2018-2019 Faculty Employment Contract Renewals – Collegiate High Schools. All members voted affirmatively.

- d. **Employment Contracts – Administrator and Professional/Technical Employees** – Mr. Peter Elliott presented and recommended approval of the 2018-2019 Employment Contracts – Administrator and Professional/Technical Employees.

Mr. Littleton moved, seconded by Mr. Dorrell, to approve the 2018-2019 Employment Contracts – Administrator and Professional/Technical Employees. All members voted affirmatively.

- e. **College-Wide Comprehensive Safety Inspection FY 17-18** – Mr. Peter Elliott presented and recommended approval of the College-Wide Comprehensive Safety Inspection FY 17-18.

Ms. Martinez moved, seconded by Ms. Ross, to approve the College-Wide Comprehensive Safety Inspection FY 17-18. All members voted affirmatively.

- f. **RFP #18-01 Banking Services** – Mr. Elliott presented and reviewed RFP #18-01 Banking Services for the Board's information. No Board action required.

Business Services Informational Items: Mr. Peter Elliott

- a. **Investment Interest Comparison for March 2018** – Mr. Elliott presented and reviewed the College's Investment Interest Comparison for March 2018. No Board action required.

- b. **Budget Amendment Summary for March 2018** – Mr. Elliott presented and reviewed the Budget Amendment Summary for March 2018 for the Board's information. No Board action required.

- c. **Financial Statements for March 2018** – Mr. Elliott presented and reviewed the Financial Statements for March 2018 for the Board’s information. No Board action required.
- d. **Project Status Report, College-Wide for April 2018** – Mr. Elliott presented and reviewed the Project Status Report, College-Wide for April 2018 for the Board’s information. No Board action required.

Items Removed from the Consent Agenda:

None.

Academic & Student Services Action Items: Dr. Donald Painter, Jr.

None.

Academic & Student Services Informational Items: Dr. Donald Painter, Jr.

- a. **Non-Credit Course Fees** – Dr. Painter presented and reviewed the College’s Non-Credit Course Fees for January - March 2018. No Board action required.

Collegiate High School Report:

- a. **Polk State Chain of Lakes Collegiate High School Report – Ms. Bridget Fetter**
Ms. Fetter presented the Polk State Chain of Lakes Collegiate High School Report for the month of April. She shared for the Board’s information an update on the status of enrollment for the 2018-19 school year. She highlighted that Chain of Lakes Collegiate had 364 applicants and has sent acceptance letters to 204 students (at capacity), who are in the process of notifying Chain of Lakes Collegiate whether or not they will attend next year. Accepted students and their families are currently meeting with Guidance Counselor Peter Preston to lay out their two-year academic plans to ensure that they earn as many College credits for free as possible. Ms. Fetter shared that members of the Key Club recently attended the District Education and Leadership Conference with three Chain of Lakes Collegiate students earning Distinguished State Member awards. In addition, nine Chain of Lakes Collegiate students recently participated in rigorous competitive events amongst 3,200 HOSA-Future Health Professionals members from all over the state. Chain of Lakes Collegiate’s HOSA chapter was named Outstanding Chapter and received a fourth-place finish in the medical spelling category.

First Reading Board Rules (No action required):

- a. **Proposed DBOT Rule 4.32, Substantive Change** – Dr. Donald Painter, Jr.
Dr. Painter presented as a first-read item proposed DBOT Rule 4.32, Substantive Change. He reviewed proposed Rule 4.32 and advised the Trustees that it will be presented for final approval at the May 21, 2018 Board meeting.

Second Reading Board Rules (Final Approval):

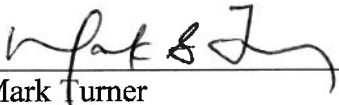
None.

Board Discussion:

Ms. Ross updated the Board that she was nominated by Gov. Rick Scott and recently approved by the Florida Senate to serve on the Polk State District Board of Trustees until May 2021.

Adjournment:

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



Mr. Mark Turner Date
DBOT Chair

 5/21/18

Dr. Angela M. Garcia Falconetti Date
President