

**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, May 21, 2018 – 4:00 p.m.**  
**Lakeland Campus, LTB 1100**

Dr. Angela M. Garcia Falconetti called the May 21, 2018, District Board of Trustees meeting to order at 4:00 p.m.

**Members Present:** Ms. Ashley Bell Barnett, Mr. Dan Dorrell, Ms. Teresa Martinez, Ms. Cindy Ross, and Mr. Mark Turner

**Members Absent:** Mr. Greg Littleton

**Student Spotlight:** Shari-Jo Khanni, Business Administration, Lakeland Campus

**Foundation Special Recognitions: Ms. Marianne George**

Dr. Falconetti thanked Foundation Board Chair, Ms. Bonnie Parker, for her leadership and service. Ms. George introduced Ms. Parker to speak about today's special recognition. Ms. Parker acknowledged a cumulative donation of \$20,150 from Saddle Creek Logistics Services for scholarships and programs. She then introduced Mr. Cliff Otto, Chief Executive Office of Saddle Creek Logistic Services, to address the Board. Mr. Otto briefly addressed the Board and expressed the critical importance of supporting education.

**Special Recognitions: Dr. Angela M. Garcia Falconetti**

Dr. Falconetti congratulated Chairman Mark Turner and Trustee Teresa Martinez on their gubernatorial reappointments to the Polk State College District Board of Trustees for terms through May 2021. She thanked them for their long-time service on the Board, with Chair Turner serving since 2011 and Ms. Martinez serving since 2009.

Dr. Falconetti extended gratitude to Ms. Martinez for her support in creating a Spanish radio commercial for the College, which will help ensure that Polk State remains present on Spanish radio and television, and to communicate the importance and value of a Polk State College education to the greater Hispanic community.

**Agenda:**

Mr. Dorrell moved, seconded by Ms. Barnett, to approve the agenda for May 21, 2018. All members voted affirmatively.

**Consent Agenda Items: Mr. Peter Elliott**

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

- d. Personnel Actions Report for April 2018** – Approved on consent agenda. Board action is required.
- e. Salary Schedule Changes for May 2018** – Approved on consent agenda. Board action is required.

Ms. Martinez moved, seconded by Mr. Dorrell, to approve the consent agenda items for April and May 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. April 23, 2018 Board Minutes**

Mr. Dorrell moved, seconded by Ms. Barnett, to approve the April 23, 2018, Board minutes. All members voted affirmatively.

### **President's Report**

- a.** Dr. Falconetti distributed copies of the April/May 2018 issue of “What’s up?” which lists recent and current happenings at Polk State College.
- b.** Dr. Falconetti thanked the Board members for their participation in the May 3 Commencement Ceremony, in which Florida’s Commissioner of Agriculture, Adam Putnam, served as Keynote Speaker and Polk County Sheriff’s Office Chief of Staff, Steve Lester, received the Polk State College Foundation May 2018 Distinguished Alumnus Award. Dr. Falconetti noted that approximately 630 students walked in the ceremony, which broke the previous record set in May 2013 of 580.
- c.** Dr. Falconetti shared some Polk State Chain of Lakes High School graduate information including: 160 graduates; 108 graduates received a Polk State Associate in Arts degree; and 99 graduates have a high school grade-point average (GPA) of 4.0 or greater.
- d.** Dr. Falconetti shared the dates of the Collegiate High School graduations. Polk State Chain of Lakes High School on May 18 at 5:30 p.m. in the Winter Haven Health Center; Polk State Lakeland Collegiate High School on May 22 at 6:30 p.m. in the Winter Haven Health Center; and Polk State Gateway to College Collegiate High School on May 23 at 6:30 p.m. in the Winter Haven Health Center.
- e.** Dr. Falconetti expressed pride related to the various end of year celebrations she attended including: Nursing, Physical Therapist Assistant, Phi Theta Kappa, Honors, and Athletics.
- f.** Dr. Falconetti provided a brief summer enrollment update and noted a 4.1 increase in full-time-equivalent (FTE) as compared to this time last year.

- g. Dr. Falconetti shared highlights from the May 9 President's Circle Luncheon.
- h. Dr. Falconetti provided a brief update regarding safety and security, and noted that efforts will be on-going.

**Attorney's Report:**

Attorney Don Wilson distributed the President's 2018 Evaluation Summary for the Board's review. He noted that the Board unanimously agreed that Dr. Falconetti had succeeded expectations in all evaluation categories. He added that if the Board adopts the annual evaluation, the evaluation and the tool used to evaluate the President will then be submitted to Tallahassee to comply with Florida statute.

Ms. Martinez moved, seconded by Mr. Dorrell, to approve the President's 2018 Annual Evaluation. All members voted affirmatively.

**Business Services Action Items:**

- a. **Accounts Receivable Delinquent Accounts** – Mr. Peter Elliott presented and recommended approval of the Accounts Receivable Delinquent Accounts

Ms. Ross moved, seconded by Ms. Barnett, to approve the Accounts Receivable Delinquent Accounts. All members voted affirmatively.

**Business Services Informational Items: Mr. Peter Elliott**

- a. **Investment Interest Comparison for April 2018** – Mr. Elliott presented and reviewed the College's Investment Interest Comparison for April 2018. No Board action required.
- b. **Budget Amendment Summary for April 2018** – Mr. Elliott presented and reviewed the Budget Amendment Summary for April 2018 for the Board's information. No Board action required.
- c. **Financial Statements for April 2018** – Mr. Elliott presented and reviewed the Financial Statements for April 2018 for the Board's information. No Board action required.
- d. **Project Status Report, College-Wide for May 2018** – Mr. Elliott presented and reviewed the Project Status Report, College-Wide for May 2018 for the Board's information. No Board action required.

**Items Removed from the Consent Agenda:**

None.

**Academic & Student Services Action Items: Mr. Steve Hull**

- a. **2018-2019 Credit and EPI Lab Fees** – Mr. Hull presented and recommended approval of the 2018-2019 Credit and EPI Lab Fees.

Mr. Dorrell moved, seconded by Ms. Ross, to approve the 2018-2019 Credit and EPI Lab Fees. All members voted affirmatively.

- b. 2018-2019 IPS Lab Fees – Mr. Hull presented and recommended approval of the 2018-2019 IPS Lab Fees. All members voted affirmatively.

Mr. Dorrell moved, seconded by Ms. Barnett, to approve the 2018-2019 IPS Lab Fees. All members voted affirmatively

- c. Education Abroad Programs – Mr. Hull presented and recommended approval of the Education Abroad programs. Mr. Hull noted one date change for the September trip to England and Stonehenge, which was postponed to October 7-17 to align with the Stonehenge site dig approval timeframe. All members voted affirmatively.

Ms. Martinez moved, seconded by Ms. Ross, to approve the Education Abroad Programs with the Stonehenge date change. All members voted affirmatively

**Academic & Student Services Informational Items:**

None.

**Collegiate High School Report:**

- a. **Polk State Lakeland Collegiate High School Application Status Report for the Fall 2018 Term – Mr. Rick Jeffries**

Mr. Jeffries presented the Polk State Lakeland Collegiate High School Application Status Report for the Fall 2018 Term. He noted that the total applicant pool was 411 students, which is the most ever. A total of 325 students will be enrolled in the fall, which includes 137 rising seniors.

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

None.

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

- a. **Proposed Rule 4.32, Substantive Change** – Mr. Steve Hull presented and recommended approval of Proposed Rule 4.32, Substantive Change.


Ms. Ross moved, seconded by Ms. Barnett, to approve the Proposed Rule 4.32, Substantive Change. All members voted affirmatively.

**Board Discussion:**

Ms. Ross shared a recent interaction with a Polk State Nursing student who expressed the tremendous support she received from faculty and staff at the College. Ms. Ross thanked all for continuing to make a difference in the lives of students. Ms. Martinez shared excitement in her reappointment to the Board. Ms. Barnett noted what a wonderful experience it was to participate in Commencement.

**Adjournment:**

Having no further business, the meeting adjourned at 4:45 p.m.

  
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Mr. Mark Turner Date  
DBOT Chair

  
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Dr. Angela M. Garcia Falconetti Date  
President