

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, August 26, 2019 – 4:00 p.m.
Polk State College Winter Haven Campus, WST 126

Dr. Angela M. Garcia Falconetti called the August 26, 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. Brianna Sutton, Liberal Arts Student, JD Alexander Center

Foundation Special Recognitions: Ms. Tracy Porter

Dr. Falconetti introduced Ms. Tracy Porter to speak about today's special recognition. Ms. Porter introduced Polk State Foundation Board Chair Brent Parrish. Mr. Parrish acknowledged the Jesse Stine Memorial Scholarship for Future Paramedics in the amount of \$23,587. Victoria and Matthew Bodaj accepted the recognition on behalf of their grandson, Jesse Stine. Mrs. Bodaj briefly addressed the Board and shared that Jesse would have been very pleased with this scholarship benefitting future paramedics.

Special Recognitions: Dr. Angela M. Garcia Falconetti

Dr. Falconetti briefly acknowledged Polk State alumnus Mr. Allen Nash and his service dog, Bridget. Bridget received a Certificate of Recognition for services rendered to promote and enhance the educational experience of Mr. Nash.

Agenda:

Mr. Turner moved, seconded by Ms. Ross, to approve the agenda for August 26, 2019. 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) 2019-2020. Mr. Littleton moved, seconded by Ms. Barnett, to nominate Ms. Martinez as Chair. All members voted affirmatively.

At this time, Dr. Falconetti opened the floor for nominations for Vice Chair for FY 2019-2020. Mr. Turner moved, seconded by Ms. Martinez, to nominate Ms. Ross as Vice Chair. All members voted affirmatively.

Dr. Falconetti expressed gratitude to former Chair Dan Dorrell for his service and noted that he would serve as Immediate Past Chair of the Board of Trustees.

- b. **Resolution #780 – Signature Facsimile (FY 2019-2020)** – Dr. Falconetti presented and recommended approval of Board Resolution #780 – Signature Facsimile (FY 2019-

2020). Ms. Barnett moved, seconded by Mr. Littleton, to approve Resolution #780 – Signature Facsimile (FY 2019-2020). All members voted affirmatively.

- c. **Resolution #781 – Signature Facsimile Personnel (FY 2019-2020)** – Dr. Falconetti presented and recommended approval of Board Resolution #781 – Signature Facsimile Personnel (FY 2019-2020). Mr. Turner moved, seconded by Ms. Barnett, to approve Resolution #781 – Signature Facsimile Personnel (FY 2019-2020). All members voted affirmatively.

- d. **Proposed 2019-2020 DBOT Meeting Schedule** – Dr. Falconetti presented and recommended approval of the 2019-2020 Meeting Dates for the District Board of Trustees. Ms. Ross moved, seconded by Ms. Barnett, to approve the 2019-2020 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. Martinez, to preside over the meeting.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for June 2019** – Approved on consent agenda. Board action is required.
- b. **Payroll Distribution for July 2019** – Approved on consent agenda. Board action is required.
- c. **Expenditure Summary for June 2019** – Approved on consent agenda. Board action is required.
- d. **Expenditure Summary for July 2019** – Approved on consent agenda. Board action is required.
- e. **Tangible Personal Property Deletions for August 2019** – Approved on consent agenda. Board action is required.
- f. **Personnel Actions Report for June and July 2019** – Approved on consent agenda. Board action is required.
- g. **Salary Schedule Changes for August 2019** – Approved on consent agenda. Board action is required.

Ms. Barnett moved, seconded by Mr. Dorrell, to approve the consent agenda items for June, July, and August 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. June 24, 2019, Board Minutes

Mr. Turner moved, seconded by Ms. Barnett, to approve the June 24, 2019, Board minutes. All members voted affirmatively.

President's Report

- a. Dr. Falconetti recapped the College's August 14 Convocation ceremony, in which she addressed over 500 faculty and staff members reflecting on numerous accomplishments of the 2018-19 academic year. The theme of this year's event was "Redesigning the Eagle Experience" and was attended by Florida College System Chancellor Kathy Hebda. Dr. Falconetti thanked former Chair Dorrell, Chair Martinez, and Trustee Bell Barnett for attending.
- b. Enrollment
 - Fall semester reflected a 2.4% increase in full-time equivalent students and a .4% increase in total unduplicated headcount
 - Students are enrolling now for a 12-week session that begins September 16 and an 8-week session that begins October 14
- c. Facts & Figures, 2018-2019
 - Hispanic population: 24%; need 25% to qualify as Hispanic Serving Institution (HSI)
 - Polk State Corporate College served nearly 12,000 students. This is in addition to the College's 15,647 in unduplicated headcount
- d. Southern Association of College and Schools Commission on College (SACSCOC) Class 2021 Reaffirmation Timeline
 - October 3 - Dr. Belle Wheelan, President of SACSCOC, will present to the DBOT during the fall retreat in CPS 267 to discuss its roll in the reaffirmation process
 - October 4 - Dr. Wheelan will serve as keynote presenter during the College's 2nd Annual Strategic Planning Summit in LTB 1100 to discuss using the accreditation process for institutional advancement
 - Dr. Mary Clark, VP of Institutional Effectiveness, Accreditation and Research, provided an update on the SACSCOC reaffirmation timeline for the Board's information. Dr. Clark clarified that the College is a member of the SACSCOC Reaffirmation Class 2021, which means that the compliance certification (due March 2), the off-site peer review (April 21-24), and the on-site peer review (October 24-27) will all be conducted in 2020. The reaffirmation process will conclude in June 2021 with a review by the SACSCOC Board of Trustees.

- Dr. Nuria Cuevas, SACSCOC VP, will conduct an advisory visit to the College in January to review some of its compliance certification standards in advance of submitting the final compliance certification March 2.
 - Quality Enhancement Plan (QEP) and Focused Reports due August 2020 (6 weeks in advance of the on-site visit); a QEP topic was selected: S.O.A.R (See your pathway; Obtain your degree; Achieve your goals; and Realize your dreams), which focuses on the retention and completion of students through the use of guided pathways and targeted support services.
 - Dr. Falconetti has agreed to serve on an on-site review committee for another institution in February, so that she can become even more familiar with SACSCOC's new compliance standards.
- e. Human Resources
- Vice President for Academic Affairs, Dr. Lee Thomas, begins September 9
- e. Dr. Falconetti distributed copies of the August/September 2019 issue of "What's up?" which lists recent and current happenings at Polk State College including:
- Polk State First Flight Freshman Welcome events included more than 1,150 first-time-in-college students and 750 of their parents to the Winter Haven and Lakeland campuses
 - The Parents Advocating for Student Success (PASS) program, designed to familiarize Hispanic students and parents with the college admission process, guided pathways, financial aid, and a variety of First Year Experience (FYE) resources
 - Polk State College's three charter high schools all celebrated A grades and high ratings for the 2018-2019 school year
 - Twenty-three Polk State student athletes have earned 2018-2019 FCSAA All-Academic Team awards
- f. Dr. Falconetti distributed several articles and publications for the Board's information:
- An editorial Dr. Falconetti authored regarding the outcomes of the 2019 Legislative Session in the July 7 issue of the *Winter Haven Sun*
 - Two Central Florida Development Council articles highlighting the Polk State/Florida Poly articulation agreement and the Polk State training partnership with Nucor Steel
 - An invitation for Friday, September 6, at 10:30am in WLR Library for the A.D. Morgan presentation of Associated Builders and Contractors (ABC) Florida Gulf Coast Chapter Eagle Award
 - A Polk Newsroom article published July 30 on Chancellor Hebda's July 16 College visit and tour
 - An article published August 17 in *The Ledger* on Polk State enrollment
 - Hispanic Heritage Month (Sept. 15-Oct. 15) events calendar; HHM Kick-off event flier with Congressman Darren Soto; and Visiting Writers Program event flier with Trustee Martinez
 - August issue of *Viva Polk*

- g. Dr. Falconetti provided a brief update regarding the August 23 Council of President's Steering Committee meeting in Orlando but emphasized she would provide more detail during the September 23 DBOT meeting. Items continue to be fleshed out to find additional sources of revenue for the Colleges including potential items below:
- Continued collaboration with Education Commissioner Richard Corcoran and Chancellor Hebda to develop legislative priorities to present to the State Board of Education during its September 20 meeting
 - Dual enrollment incentive funding
 - Proposed changes to the funding model
 - Public Education Capital Outlay (PECO) funding
 - Proposed increase in administrative fees (not tuition)
- h. Dr. Falconetti reminded the Board that she will be attending the first meeting of the Governor-appointed Multi-use Corridors of Regional Economic Significance (M-CORES) Program Task Force with the Florida Department of Transportation (FDOT) on Tuesday in Tampa. Dr. Falconetti will meet with the group regarding the Southwest-Central Florida Connector (connecting Naples to I-4)

Attorney's Report:

a. District Board of Trustees Self-Evaluation

Previously on August 1, Attorney Don Wilson electronically distributed a self-evaluation survey to the District Board of Trustees (DBOT) members. As prescribed in the Principles of Accreditation by The Commission on Colleges of the Southern Association of Colleges and Schools (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.

A final, aggregated self-evaluation report and an executive summary were emailed to Board members in advance of today's meeting for their information and review. Mr. Wilson thanked the Board for participating in the self-evaluation process.

Survey Instrument: Dr. Falconetti clarified that the survey instrument used was a trial instrument and, after conferring with Chairman Dorrell, it was concluded that two questions in the survey should not have been included.

1. #3, Board Organization "DBOT committees effectively assist the Board to do its work" (no committees of the Board exist)
2. #19, Board Education "DBOT periodically evaluates itself" (since this was the first evaluation conducted by the DBOT; the evaluation will be ANNUAL, not PERIODIC)

Continuous Improvement: Dr. Falconetti shared that two primary recommendations surfaced from the self-evaluation and have been highlighted in the Executive Summary:

1. Recommended to learn more about the College's bookstore and food services – an update on these will be provided during the October 3 DBOT Retreat or during a future DBOT meeting
2. Continued Board development – future Board development plans include: Dr. Wheelan presentation at October 3 DBOT retreat; Association of Community College Trustees (ACCT) conferences in October 2019 and February 2020; AFC Trustees Commission Conference in January 2020; and Budget Workshops in spring 2020

Mr. Dorrell moved, seconded by Mr. Littleton, to adopt the August 2019 District Board of Trustees Self-Evaluation. All members voted affirmatively.

Business Services Action Items:

None.

Business Services Informational Items: Mr. Peter Elliott

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

- a. **Polk State Lakeland Collegiate High School Enrollment Statistics** – Mr. Rick Jeffries shared the 2019-2020 demographic data for Polk State Lakeland Collegiate High School for the Board’s information. In particular, he noted that 505 applications were received for 160 spots, which is the highest ever. Total enrollment is at about 330 as the Polk County School Board cap is 325. Mr. Jeffries announced the school’s First Annual Day of Service on September 6, in partnership with the United Way of Central Florida, VISTE, Oscar J. Pope and Philip O’Brien Elementary. The high school’s 2020 study abroad trip to Greece and Italy is already at capacity with 40 travelers and a wait list.

First Reading Board Rules (No action required):

None.

Second Reading Board Rules (Final Approval):

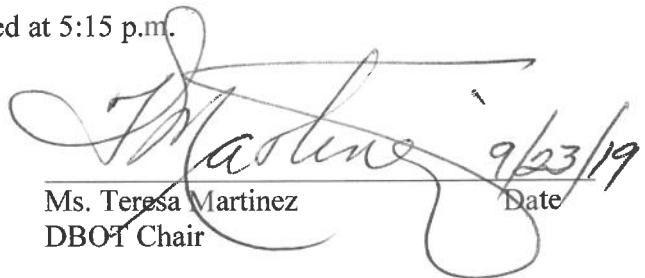
None.

Board Discussion:

Trustee Barnett commended College staff on the quick resolution of some student issues at the start of the term. She also expressed excitement for the Foundation’s upcoming Wine for Wisdom event on September 12. Several Board members congratulated Trustees Martinez and Ross on their Chair and Vice Chair appointments and thanked out-going Chair Dorrell for his service this past year.

Adjournment:

Having no further business, the meeting adjourned at 5:15 p.m.


Ms. Teresa Martinez Date 9/23/19
DBOT Chair


Dr. Angela M. Garcia Falconetti Date 9/24/19
President