

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, June 27, 2022 – 4:00 p.m.
Polk State Winter Haven Campus, WST 126

Dr. Angela M. Garcia Falconetti called the June 27, 2022, District Board of Trustees meeting to order at 4:00 p.m.

Members Present: Mr. Dan Dorrell, Mr. Greg Littleton, Ms. Teresa Martinez, and Ms. Cindy Hartley Ross

Members Absent: Ms. Ashley Bell Barnett

Special Recognition: Dr. Angela Garcia Falconetti

Dr. Falconetti briefly recognized Shana Kent-Smith, Respiratory Care Program Director, for the program's recognition by the Commission on Accreditation for Respiratory Care (CoARC) and its receipt of the Distinguished RRT Credentialing Success Award.

Dr. Falconetti briefly recognized Dr. Gregory Johnson, Digital Media Technology Program Director, for being honored by Congressman Darren Soto for Caribbean Heritage Month today at a reception at Valencia College alongside other Central Florida leaders. His biography will be read into the congressional record by Rep. Soto.

Agenda:

Mr. Dorrell moved, seconded by Ms. Martinez, to approve the agenda for June 27, 2022. All members voted affirmatively.

Consent Agenda Items: Ms. Erin Montgomery

- a. **Payroll Distribution for May 2022** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for May 2022** – Approved on consent agenda. Board action is required.
- c. **Personnel Actions Report for May 2022** – Approved on consent agenda. Board action is required.
- d. **Tangible Personal Property Deletions for June 2022** – Approved on consent agenda. Board action is required.

Ms. Martinez moved, seconded by Ms. Ross, to approve the consent agenda items for May and June 2022. 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. May 23, 2022, Board Minutes

Mr. Dorrell moved, seconded by Ms. Ross, to approve the May 23, 2022, Board minutes. All members voted affirmatively.

President's Report – Dr. Angela Garcia Falconetti

a. Florida College System (FCS) Council of Presidents (COP):

- June 1 meeting with Commissioner Manny Diaz and COP
 - This meeting was co-hosted by FCS and Polk State
- June 16 Association of Florida Colleges (AFC) Legislative Committee Annual Retreat at Valencia College
 - Dr. Falconetti presented during the retreat
- June 16 Funding Model meeting hosted at Valencia College
- June 16-17 COP Policy & Advocacy/Business meetings hosted at The Gaylord Palms
 - COP Legislative Reception at 5:30 p.m. on June 16
 - COP Breakfast & Passing of the Gavel at 8 a.m. on June 17
 - Dr. Falconetti led the COP Policy & Advocacy/Business meeting at 9 a.m. on June 17

b. Legislative Update:

- Dr. Falconetti provided a verbal summary of Polk State College's appropriations as a result of the 2022 Legislative Session.
- **Deferred Building Maintenance Program memo and allocation**
 - George Urbano, District Director of Facilities, provided a project breakdown of the \$10.1 million in capital outlay appropriated to the College for deferred building maintenance.
- **WFA Renovations Project Schedule**
 - Mr. Urbano also provided a projected timeline for the WFA building renovations project, with phase 1 of construction estimated to begin in December 2022.
- **Federal Student Aid Final Audit for FY Ended June 30, 2020**
 - Ms. Erin Montgomery provided an overview of the Federal Student Aid Final Audit for FY Ended June 30, 2020.
 - She also reviewed the College's Corrective Action Plan as its response to any audit findings.

c. Polk State College

- **Physical Therapist Assistant (PTA) Test Preparation Resources**
 - Dr. Andy Oguntola, District Dean, Workforce Education & Economic Development, and Dr. Mary Clark, Vice President for Institutional

Effectiveness, Accreditation, and Research, provided an overview of all PTA competency test preparation resources being offered by the College. These resources are available to both current PTA students who have yet to take the exam and former PTA students who were not previously successful in passing the exam.

- **Convocation 2022**
 - August 10, 2022
 - College-wide Convocation Planning meeting was held on May 24 from 12 p.m. to 1:30 p.m. on the Lakeland Campus in LTB 1100
 - Over 130 faculty and staff attended in person

Attorney's Report:

a. Lake Elbert Trail Deed

Mr. Wilson distributed the Lake Elbert Trail Deed for the Board's review and approval. The indenture is between the District Board of Trustees of Polk State College, Winter Haven, Florida, and the City of Winter Haven, Florida to allow for the construction of the Lake Elbert Trail on the property across the road from the campus. The deed strictly limits what can be constructed on the property and provides that if the property is not used as intended, it will revert back to the College.

Ms. Ross moved, seconded by Ms. Martinez, to approve the Lake Elbert Trail Deed. All members voted affirmatively.

b. President's 2022 Annual Contract

Attorney Don Wilson reminded the Board members that their very positive annual evaluation of Dr. Falconetti that was unanimously approved during the May 23, 2022, Board meeting, automatically triggered the three-year renewal of the President's rolling employment contract for the period of July 1, 2022, and terminating June 30, 2025. Mr. Wilson reported that there were two primary date changes made to the President's contract as follows:

- The contract period start date was changed from July 1, 2021, to July 1, 2022.
- The contract termination date was changed from June 30, 2024, to June 30, 2025.

Mr. Wilson distributed a redlined draft of the President's proposed 2022 Annual Contract for the Board's review and adoption. He noted the Board unanimously agreed that Dr. Falconetti had met expectations in all evaluation categories. The substantive changes to the contract are as follows:

- A 3.2% increase in salary that mirrors the 3.2% anticipated increase for College professional/technical employees and administrators, also being approved during today's meeting. In the future, the President's salary will automatically increase in a percentage equal to that received by full-time faculty.
- An increase from \$1,500 to \$2,500 monthly to assist with automobile and local mileage travel expenses.
- Long-term disability coverage covering 80% of the President's base salary (following a 90-day eligibility/elimination period has been added).

- If not covered by the College's health insurance, the College shall pay for or reimburse the President for the cost of an annual comprehensive, executive-level, complete medical examination.
- The College shall pay into a second qualified tax-advantaged employee retirement savings plan, being a Section 403(b) and a Section 457(b) for the benefit of the President, in the maximum allowable amount for each plan. This is estimated to be \$20,500.

Although absent from today's meeting, Chair Bell Barnett sent a letter to the Board sent by Attorney Wilson on Sunday, June 26, 2022, proposing an additional increase to the base salary (i.e., in addition to the 3.2% for all employees). Attorney Wilson noted that the Chair reviewed select contracts and salaries of other Presidents at similar institutions within the Florida College System. Vice Chair Littleton commended Chair Bell Barnett on her research and proposed that the President's 2022 Annual Contract be revisited at the next Board meeting, which is scheduled for August 22, 2022, during which Chair Barnett will be present for her to accurately convey the research conducted and for her, as Chair, to communicate her recommendation to the Board in person. Mr. Wilson emphasized that the contract can be amended at any time.

Ms. Ross moved, seconded by Mr. Dorrell, to approve and adopt the President's 2022 Annual Contract as it is written today. All members voted affirmatively.

Business Services Action Items:

a. Student Tuition and Standard Fees 2022-23 – Ms. Erin Montgomery

Ms. Montgomery presented and recommended approval of the Student Tuition and Standard Fees 2022-23.

Ms. Martinez moved, seconded by Mr. Dorrell, to approve the Student Tuition and Standard Fees 2022-23.

b. Operating Budget, FY 2022-23 – Ms. Erin Montgomery

Ms. Montgomery presented and recommended approval of the Operating Budget, FY 2022-23.

Ms. Ross moved, seconded by Ms. Martinez, to approve the Operating Budget, FY 2022-23.

c. Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2022-23 – Ms. Erin Montgomery

Ms. Montgomery presented and recommended approval of the Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2022-23.

Mr. Dorrell moved, seconded by Ms. Martinez, to approve the Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2022-23.

d. Polk State Lakeland Collegiate High School Operating Budget, FY 2022-23 – Ms. Erin Montgomery

Ms. Montgomery presented and recommended approval of the Polk State Lakeland Collegiate High School Operating Budget, FY 2022-23.

Mr. Dorrell moved, seconded by Ms. Ross, to approve the Polk State Lakeland Collegiate High School Operating Budget, FY 2022-23 – Ms. Erin Montgomery.

e. Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2022-23 - Ms. Erin Montgomery

Ms. Montgomery presented and recommended approval of the Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2022-23.

Mr. Dorrell moved, seconded by Ms. Ross, to approve the Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2022-23.

f. Polk State College Unexpended Plant Fund Budget, FY 2022-23 – Ms. Erin Montgomery

Ms. Montgomery presented and recommended approval of the Polk State College Unexpended Plant Fund Budget, FY 2022-23.

Mr. Dorrell moved, seconded by Ms. Martinez, to approve the Polk State College Unexpended Plant Fund Budget, FY 2022-23.

g. Salary Schedule Changes for June 2022 and FY 2022-23 Salary Schedule – Ms. Erin Montgomery

Ms. Montgomery presented and recommended approval of the Salary Schedule Changes for June 2022 and FY 2022-23 Salary Schedule.

Mr. Dorrell moved, seconded by Ms. Ross, to approve the Salary Schedule Changes for June 2022 and FY 2022-23 Salary Schedule.

h. Capital Improvement Program (CIP-2): FY 2023-24 through FY 2027-28 – Ms. Erin Montgomery

Ms. Montgomery presented and recommended approval of the Capital Improvement Program (CIP-2): FY 2023-24 through FY 2027-28.

Ms. Ross moved, seconded by Ms. Martinez, to approve the Capital Improvement Program (CIP-2): FY 2023-24 through FY 2027-28.

i. Accounts Receivable Delinquent Accounts – Ms. Erin Montgomery

Ms. Montgomery presented and recommended approval of the Accounts Receivable Delinquent Accounts.

Mr. Dorrell moved, seconded by Ms. Ross, to approve Accounts Receivable Delinquent Accounts.

- j. RFQ #22-03 A/E Services Northeast Ridge (NER) - Ms. Erin Montgomery**
Ms. Montgomery presented and recommended approval of the RFQ #22-03 A/E Services Northeast Ridge (NER).

Ms. Ross moved, seconded by Ms. Martinez, to approve RFQ #22-03 A/E Services Northeast Ridge (NER).

Business Services Informational Items: Ms. Erin Montgomery

- a. Investment Interest Comparison for May 2022** – Ms. Montgomery presented and reviewed the College’s Investment Interest Comparison for May 2022. No Board action required.
- b. Budget Amendment Summary for May 2022** – Ms. Montgomery presented and reviewed the Budget Amendment Summary for May 2022 for the Board’s information. No Board action required.
- c. Financial Statements for May 2022** – Ms. Montgomery presented and reviewed the Financial Statements for May 2022 for the Board’s information. No Board action required.
- d. Capital Project Status Report for June 2022** – Ms. Montgomery presented and reviewed the Capital Project Status Report for June 2022 for the Board’s information. No Board action required.

Items Removed from the Consent Agenda:

None.

Academic & Student Services Action Items:

- a. Proposed AS in Surgical Technology Program – Dr. Orathai Northern**
Dr. Northern presented and recommended approval of the Proposed AS in Surgical Technology Program.

Ms. Martinez moved, seconded by Mr. Dorrell, to approve the Proposed AS in Surgical Technology Program.

Academic and Student Services Informational Items:

- a. Corporate College Update – Mr. Howard Drake**

Mr. Drake, Director of the Polk State Corporate College, provided an update on the Corporate College for the Board’s information. In addition, the business process review of the Corporate College conducted by Warren Averett, LLC, was distributed to the Board. The Corporate College has experienced fluctuations in revenue for the past several years and the intent of the review was to provide information to determine whether internal operations warranted improvement. In alignment with the College’s strategic planning efforts, the Corporate College is undergoing a strategic planning exercise to establish goals, strategies, and targets for the next five years.

Collegiate High School Report

None.

First Reading Board Rules (No action required):

None.

Second Reading Board Rules (Final Approval):

None.

Board Discussion:

The Board members congratulated Dr. Falconetti on another successful year as President and for her advocacy resulting in very positive outcomes for Polk State College during the 2022 Legislative Session.

Adjournment:

Having no further business, the meeting adjourned at 5:35 p.m.



Mr. Greg Littleton
DBOT Vice Chair

8/22/2022
Date



Dr. Angela M. Garcia Falconetti
President

8/22/2022
Date