

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, May 18, 2020 – 4:00 p.m.
Videoconference

Dr. Angela M. Garcia Falconetti called the May 18, 2020, 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 Hartley Ross, and Mr. Mark Turner

Members Absent:

Agenda:

Mr. Littleton moved, seconded by Ms. Barnett, to approve the agenda for May 18, 2020. All members voted affirmatively.

Special Recognitions

- a. The Ledger's Silver Garland Awards are given annually to high school seniors who display exemplary community service in 11 categories. The program, in its 44th year, isn't a talent search or an academic competition, but a nod to students who show leadership in contributing to the community. Three Polk State Lakeland Collegiate High School (CHS) students won Silver Garland awards, which is a first in CHS history. There is one winner chosen in each of 11 categories, so CHS students won three out of the 11 categories competing with all schools in Polk County – public and private.

The three CHS student winners are:

Carina Torre - Communications

Ashfaq Reza Arian - Science

Chloe Elise Prewitt - Performing Arts

Consent Agenda Items: Dr. Allen Bottorff

- a. **Payroll Distribution for April 2020** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for April 2020** – Approved on consent agenda. Board action is required.
- c. **Personnel Actions Report for April 2020** – Approved on consent agenda. Board action is required.

Ms. Ross moved, seconded by Mr. Turner, to approve the consent agenda items for April 2020. 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 27, 2020, Board Minutes

Mr. Littleton moved, seconded by Ms. Barnett, to approve the April 27, 2020, Board minutes. All members voted affirmatively.

President's Report

a. COVID-19 Response

1. Dr. Falconetti hosted Zoom faculty meetings across all academic disciplines and with faculty and staff of Polk State's Institute of Public Safety and Corporate College.
2. Dr. Falconetti thanked Health Sciences Airside West faculty, program directors, and clinical coordinators for developing a "return to in-person instruction" protocol that will be used as a framework for a return to in-person instruction and potentially a return-to-work protocol for all faculty and staff.
 - The protocol was reviewed by the remaining Health Sciences Program faculty
 - The protocol was reviewed by Attorney Don Wilson and Attorney Mark Levitt
 - The following Health Science programs will provide in-class clinical instruction during the following dates:
 - May 21: Radiography
 - May 25: Diagnostic Medical Sonography
 - June 1: Cardiovascular Technology
 - Dr. Falconetti and Dr. Orathai Northern are collaborating with the program directors of the Physical Therapist Assistant (PTA) and Occupational Therapy Assistant (OTA) programs to determine an effective date and time to provide the clinical in-class experience to these students to ensure they graduate during the Summer 2020 Semester.
3. Selected members of President's Staff are meeting for two-hour intervals this week to discuss the protocol and action that must be taken for a phased-in return to campuses and centers.

b. CARES Act Funding

1. Coronavirus Aid, Relief, and Economic Security (CARES) Act: \$6,116,050 was allocated to Polk State under the CARES Act. Approximately \$3 million of the allocation will be distributed directly to students through emergency financial aid grants to cover expenses related to COVID-19.
 - To date, 1,455 Polk State students have applied for the emergency financial aid grants
 - The application and more information are available online at www.polk.edu/cares

- To be eligible for CARES Act Emergency Financial Aid Grants, a student must:
 - Be enrolled in (or accepted for enrollment in) a degree or certificate program as of the Spring 2020 Term.
 - Have been enrolled in at least one course in the Spring 2020 Term.
 - Have completed a 2019-2020 Free Application for Federal Student Aid (FAFSA) to verify the following general eligibility requirements.
 - The student must:
 - i. Have a valid Social Security number.
 - ii. Be a U.S. citizen or have qualifying non-citizenship status.
 - iii. Have earned a high school diploma or GED.
 - iv. Have registered for selective service (if the individual is male and under 26 years of age).
 - Fulfill the Satisfactory Academic Progress (SAP) standards of Polk State College at the beginning of the Spring 2020 Term.
 - Have a certified need of funding for eligible expenses incurred as a result of disruption to College operations and related to the coronavirus, such as food, housing, course materials, technology, healthcare, and childcare.
- 2. The College received the remaining \$3,058,025 allocation designated for “Recipients Institutional Costs” to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus.
- 3. Additionally, the College has received \$299,556 in U.S. Department of Education Title III Strengthening Institutions Program funding through the CARES Act. These funds can be used to defray College expenses incurred on or after March 13, 2020 as a result of the COVID-19 public health emergency.
 - Dr. Allen Bottorff and Mr. Bob Stack are co-chairing a team to identify the use of these funds. The co-chairs are collaborating with President’s Staff to submit a College-wide survey to gauge the areas in which faculty and staff suggest highest areas of need.

c. Commencement

- 1. May 7 College-wide Virtual Commencement
 - 16,000+ views on Facebook
 - 960+ on Instagram
 - 320+ on Twitter
 - 200+ on Polk.edu
- 2. Three Collegiate High School Virtual Graduations on May 12, May 13, and May 15
 - 7,000+ views on YouTube

d. 2020 Legislative Update

1. The Governor still does not have the general appropriations bill and therefore, the College is awaiting results from Tallahassee regarding the state's budget and the respective impact on Polk State.

- e. **Summer Enrollment Update:** Summer 2020 Full-Time Enrollment Equivalent (FTE) is up 2.2% and Headcount is down -1.1%. Student Services staff and faculty are conducting telephone outreach to students.

Attorney's Report:

- a. **President's 2020 Annual Evaluation Summary and Annual Contract**

Attorney Don Wilson distributed the President's 2020 Evaluation Summary for the Board's review and adoption. He noted that the Board unanimously agreed that Dr. Falconetti had met 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 the Florida Department of Education to comply with Florida statute.

Ms. Ross moved, seconded by Mr. Dorrell, to approve and adopt the President's 2020 Annual Evaluation. All members voted affirmatively.

Attorney Don Wilson reminded the Board members that their very positive annual evaluation of Dr. Falconetti automatically triggers the three-year renewal of the President's employment contract through June 30, 2023. He reported that there was only one change made to the President's contract: the date was changed from 2019 to 2020.

Mr. Dorrell moved, seconded by Ms. Barnett, to approve and adopt the President's 2020 Annual Contract. All members voted affirmatively.

Business Services Action Items:

- a. **Accounts Receivable Delinquent Accounts – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the Accounts Receivable Delinquent Accounts.

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

Business Services Informational Items: Dr. Allen Bottorff

- a. **Investment Interest Comparison for April 2020 – Dr. Bottorff** presented and reviewed the College's Investment Interest Comparison for April 2020. No Board action required.
 - b. **Budget Amendment Summary for April 2020 – Dr. Bottorff** presented and reviewed the Budget Amendment Summary for April 2020 for the Board's information. No Board action required.

- c. **Financial Statements for April 2020** – Dr. Bottorff presented and reviewed the Financial Statements for April 2020 for the Board’s information. No Board action required.
- d. **Project Status Report, College-Wide for May 2020** – Dr. Bottorff presented and reviewed the Project Status Report, College-Wide for May 2020 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: Dr. Orathai Northern

- a. **Non-Credit Course Fees** – Dr. Northern presented and reviewed the Non-Credit Course Fees for the Board’s information. No Board action required.

Collegiate High School Report:

- a. **Polk State Chain of Lakes Collegiate High School (COL) 2020-2021 Recruitment Results – Dr. Keith Bonney**

Dr. Bonney shared the COL 2020-2021 Recruitment Results for the Board’s information.

First Reading Board Rules (No action required):

- a. **DBOT Rule 1.06, Code of Ethics – Dr. Allen Bottorff**

Dr. Bottorff presented as a first-read item revised DBOT 1.06, Code of Ethics. He reviewed and proposed revisions made to Rule 1.06 and advised that it will be presented for final approval at the June 22, 2020, Board meeting.

- b. **DBOT Rule 1.08, New Members – Dr. Allen Bottorff**

Dr. Bottorff presented as a first-read item revised DBOT 1.08, New Members. He reviewed and proposed revisions made to Rule 1.08 and advised that it will be presented for final approval at the June 22, 2020, Board meeting.

- c. **DBOT Rule 2.01, College Mission and Goals – Dr. Allen Bottorff**

Dr. Bottorff presented as a first-read item revised DBOT 2.01, College Mission and Goals. He reviewed and proposed revisions made to Rule 2.01 and advised that it will be presented for final approval at the June 22, 2020, Board meeting.

- d. **DBOT Rule 2.06, President’s Powers and Duties – Dr. Allen Bottorff**

Dr. Bottorff presented as a first-read item revised DBOT Rule 2.06, President’s Powers and Duties. He reviewed and proposed revisions made to Rule 2.06 and advised that it will be presented for final approval at the June 22, 2020, Board meeting.

- e. **DBOT Rule 2.11, Use of College Facilities, Properties, and Services by Non-College User – Dr. Allen Bottorff**

Dr. Bottorff presented as a first-read item revised DBOT 2.11, Use of College Facilities, Properties, and Services by Non-College User. He reviewed and proposed revisions made to Rule 2.11 and advised that it will be presented for final approval at the June 22, 2020, Board meeting.

f. DBOT Rule 2.15, Accessing Public Records – Dr. Allen Bottorff

Dr. Bottorff presented as a first-read item revised DBOT 2.15, Accessing Public Records. He reviewed and proposed revisions made to Rule 2.15 and advised that it will be presented for final approval at the June 22, 2020, Board meeting.

g. DBOT Rule 5.01, Business Affairs – Dr. Allen Bottorff

Dr. Bottorff presented as a first-read item revised DBOT 5.01, Business Affairs. He reviewed and proposed revisions made to Rule 5.01 and advised that it will be presented for final approval at the June 22, 2020, Board meeting.

h. DBOT Rule 5.05, Budget Amendments – Dr. Allen Bottorff

Dr. Bottorff presented as a first-read item revised DBOT 5.05, Budget Amendments. He reviewed and proposed revisions made to Rule 5.05 and advised that it will be presented for final approval at the June 22, 2020, Board meeting.

i. DBOT Rule 5.20, Maintenance, Sanitation, and Housekeeping of College Facilities – Dr. Allen Bottorff

Dr. Thomas presented as a first-read item revised DBOT Rule 5.20, Maintenance, Sanitation, and Housekeeping of College Facilities. He reviewed and proposed revisions made to Rule 5.20 and advised that it will be presented for final approval at the June 22, 2020, Board meeting.

j. DBOT 5.23, Building Code Guidelines for Administration – Dr. Allen Bottorff

Dr. Bottorff presented as a first-read item revised DBOT 5.23, Building Code Guidelines for Administration. He reviewed and proposed revisions made to Rule 5.23 and advised that it will be presented for final approval at the June 22, 2020, Board meeting.

Second Reading Board Rules (Final Approval):

a. DBOT Rule, 2.03, Standards – Dr. Lee Thomas

Dr. Thomas presented and recommended approval of the revised DBOT Rule 2.03, Standards.

Mr. Littleton moved, seconded by Mr. Turner, to approve the revised DBOT Rule 2.03, Standards.

b. DBOT Rule, 2.26, Annual Curriculum Review – Dr. Lee Thomas

Dr. Thomas presented and recommended approval of the revised DBOT Rule 2.26, Annual Curriculum Review.

Mr. Dorrell moved, seconded by Ms. Barnett, to approve the revised DBOT Rule 2.26, Annual Curriculum Review.

c. DBOT Rule, 2.28, Academic Freedom – Dr. Lee Thomas

Dr. Thomas presented and recommended approval of the revised DBOT Rule 2.28, Academic Freedom.

Ms. Ross moved, seconded by Mr. Turner, to approve the revised DBOT Rule 2.28, Academic Freedom.

Board Discussion:

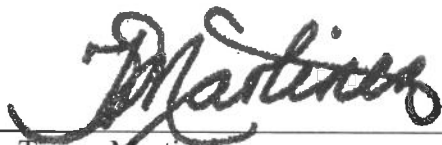
Vice Chair Ross thanked Mr. Wilson for compiling the feedback for the President's annual evaluation. Trustee Barnett thanked faculty and staff for the excellent work done to hold the various virtual graduations. Trustee Turner commended faculty and staff on all efforts associated with the COVID-19 response.

Chair Martinez reminded the Board that the next District Board of Trustees meeting will be on Monday, June 22, 2020, at 4:00 p.m. In addition, the Budget Workshop will occur on June 22, 2020 (the same day as the Board meeting) at 3:00 p.m.

For the Board members who would like to meet in person, the meeting will be held on the Lakeland Campus in LTB 1100 to begin the workshop at 3:00 p.m. Please note that it is not necessary for the Board to be present in person. A conference call option will also be provided.

Adjournment:

Having no further business, the meeting adjourned at 4:50 p.m.



Ms. Teresa Martinez
DBOT Chair

6/22/20

Date



Dr. Angela M. Garcia Falconetti
President

6/22/20

Date

