

**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, January 22, 2018 – 4:00 p.m.**  
**Lakeland Campus, LTB 1100**

Dr. Angela M. Garcia Falconetti called the January 22, 2018, District Board of Trustees meeting to order at 4:00 p.m.

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

**Members Absent:**

**Student Spotlight:** Corey Rose, Nursing Major, Winter Haven Campus

**Foundation Special Recognitions: Ms. Tracy Porter**

Dr. Falconetti thanked Foundation Board Member Ms. Greta Dupuy for her continued support of the College. Ms. Tracy Porter introduced Ms. Dupuy. Ms. Dupuy acknowledged that today's \$56,560 check represented the generosity of Polk State's employees during the 2017 Employee Giving Campaign. She noted that Polk State employees support the Foundation in all of its initiatives. She expressed honor to have representatives from each of the four employee groups in attendance at the meeting: James Sharp represented the Career staff; Terrance Hays represented the Professional/Technical staff; Bill Caldecutt represented the Faculty; and Beverly Woolery represented the Administrator staff

Ms. Dupuy thanked Marianne George, the Foundation's Director of Development who has directed the employee giving program throughout its history. She then introduced Ms. Beverly Woolery to say a few words on behalf of Polk State College employees. Ms. Woolery noted that the faculty and staff get to personally witness the challenges and struggles faced by students and therefore giving to the Foundation is especially meaningful.

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

- a. Dr. Falconetti expressed pleasure in recognizing two students who attended the October 2017 annual meeting of the Hispanic Association of Colleges and Universities (HACU) in San Diego: Hispanic student club Únete members Elizabeth Hernandez, an Associate in Arts major who plans to pursue a career as a pediatrician, and Stefanie Correa, an Associate in Arts major who plans to pursue a career as an optometrist. Dr. Falconetti thanked Dean of Student Services on the Winter Haven campus, Larry Pakowski, and Career Development Coordinator on the Winter Haven campus, Jeannette Grullon, who supported the students at the conference and provided a national presentation on a Polk State College initiative called "Community Connections." Dr. Falconetti asked each of the students to share their experiences from the HACU annual meeting. Ms. Elizabeth Hernandez shared that she had the opportunity to network with business leaders, learn about financial literacy, internships, and many other opportunities. She also had the

opportunity to share her experience with other members of Únete. Ms. Stephanie Correa shared that she had the opportunity to meet amazing students from dozens of schools from all over the country and to meet President of HACU, Dr. Antonio Flores. She expressed gratitude for being selected to participate in the conference.

**Agenda:**

Ms. Ross moved, seconded by Mr. Littleton, to approve the agenda for January 22, 2018. All members voted affirmatively.

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

- a. **Payroll Distribution for November 2017** – Approved on consent agenda. Board action is required.
- b. **Payroll Distribution for December 2017** – Approved on consent agenda. Board action is required.
- c. **Expenditure Summary for November 2017** – Approved on consent agenda. Board action is required.
- d. **Expenditure Summary for December 2017** – Approved on consent agenda. Board action is required.
- e. **Personnel Action Report for November and December 2017** – Approved on consent agenda. Board action is required.
- f. **Salary Schedule Changes for December 2017 and January 2018** – Approved on consent agenda. Board action is required.

Ms. Martinez moved, seconded by Mr. Dorrell, to approve the consent agenda items for November and December 2017. 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. **November 15, 2017 Board Retreat Minutes**

Mr. Dorrell moved, seconded by Ms. Martinez, to approve the November 15, 2017, Board Retreat minutes. All members voted affirmatively.

- b. **November 27, 2017 Board Minutes**

Mr. Littleton moved, seconded by Mr. Dorrell, to approve the November 27, 2017, Board minutes. All members voted affirmatively.

### **President's Report**

- a. Dr. Falconetti reported that the deed transferring the Lake Wales Arts Center to the Lake Wales Arts Council was recorded by Attorney Don Wilson's office today.
- b. Dr. Falconetti shared that the results of the 2016-17 Federal Financial Aid Audit were provided on Friday, January 19, 2018. The College received two recommendations for which corrections were made to an enrollment report for student status change; and internal controls respective to Title IV calculations. The College will submit a response to the US Department of Education with the corrective action plan within 30 days and the report will be released on March 1, 2018. She thanked Trustees Littleton and Dorrell for their participation in the Entry and Exit Financial Aid Audit interviews.
- c. Dr. Falconetti distributed copies of the December 2017/January 2018 issue of "What's up?" which lists recent and current happenings at Polk State College. In particular, she referenced two items:

The success of the 117th Commencement hosted on December 13, 2017. She highlighted the following graduate statistics: 1,157 Summer and Fall of 2017 graduates; 632 Associate of Arts degrees; 270 baccalaureate program degrees; 254 Associate of Science degrees; 1 Associate of Applied Science (Electrical Distribution Technology) degree; and 360 students participated in the December graduation ceremony.

Dr. Falconetti noted an update to Item #2 in the "What's Up" report. Eleven students who left Puerto Rico as a result of Hurricane Maria enrolled in Polk State this spring semester. Governor Rick Scott asked Florida state colleges and universities to provide these displaced students with in-state tuition. At Polk State, five received (No Cost) Presidential Waivers, two received Homeless Exemptions provided to homeless students via state statute, and four received in-state tuition. Dr. Falconetti thanked Kathy Bucklew, Director of Student Enrollment Services and Registrar, for counseling over 60 students via phone and email.

- d. Dr. Falconetti provided an update on spring enrollment. Full-time-equivalent student enrollment reflected a positive 0.5%, while total headcount represented a slight decrease of 0.6%. A main focus that is projected to yield a positive increase in total headcount is a strong recruitment effort for prospective students to enroll in 12-week classes on February 5; and for current students to register now for 12-week and/or FastTrack 2 classes beginning on March 5. She stated that she will provide an enrollment update during the February and March meetings, during which a more accurate picture of Spring 2018 enrollment will be detailed.
- e. Dr. Falconetti thanked Chairman Turner, Vice Chairman Dorrell, and Trustee Martinez for participating in the January 10-11 Annual Trustees Commission meeting hosted by the Association of Florida Colleges in Tallahassee and for meeting with members of the

Polk County Legislative Delegation including: Commissioner of Agriculture Adam Putnam; Senator Kelli Stargel; Senator Denise Grimsley; House Representative Colleen Burton; and House Representative Sam Killebrew. The Trustees were also debriefed by Mr. Derek Whitis, Whitis Consulting, regarding the College's position respective to legislative requests and the anticipated impact of SB 540 and HB 831. Dr. Falconetti added that she recently met with the Publisher of The Ledger, Brian Burns, to discuss the potential impact of the bills on Polk State College.

**Attorney's Report:**

None.

**Business Services Action Items:**

None.

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

- a. **Investment Interest Comparison for December 2017** – Mr. Elliott presented and reviewed the College's Investment Interest Comparison for December 2017. No Board action required.
- b. **Budget Amendment Summary for November 2017** – Mr. Elliott presented and reviewed the Budget Amendment Summary for November 2017 for the Board's information. No Board action required.
- c. **Budget Amendment Summary for December 2017** – Mr. Elliott presented and reviewed the Budget Amendment Summary for December 2017 for the Board's information. No Board action required.
- d. **Financial Statements for December 2017** – Mr. Elliott presented and reviewed the Financial Statements for December 2017 for the Board's information. No Board action required.
- e. **Project Status Report, College-Wide for December 2017 and January 2018** – Mr. Elliott presented and reviewed the Project Status Report, College-Wide for December 2017 and January 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.**

- a. **Lab Fee** – Dr. Painter presented and recommended approval of a lab fee for the Institute of Public Safety course. This fee is being added for students sponsored by the Polk Correctional Institution to cover the cost of required gym shirts and shorts as well as other required materials. This fee was added at the request of the Polk Correctional Institution.

Ms. Ross moved, seconded by Ms. Martinez, to approve the lab fee for the Institute of Public

Safety Course. All members voted affirmatively.

- b. 2018-2019 College Calendar** – Dr. Painter presented and recommended approval of the 2018-2019 College Academic Calendar.

Mr. Littleton moved, seconded by Mr. Dorrell, to approve the 2018-2019 College Academic Calendar. All members voted affirmatively.

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

None.

**Collegiate High School Report:**

- a. Polk State Lakeland Collegiate High School and Polk State Lakeland Gateway to College Collegiate High School Recruitment/Enrollment Plans – Mr. Rick Jeffries and Mr. Corey Barnes**

Mr. Rick Jeffries presented the Polk State Lakeland Collegiate High School (CHS) Recruitment/Enrollment Plan for the Board's information. He shared that CHS will hold information sessions in LTB 1100 at 6:30 p.m. on January 30, February 7, and February 15. All applications meeting the March 2<sup>nd</sup> deadline will be reviewed for eligibility (passing 2/3 parts of the PERT and minimum GPA) and if there are more qualified applicants than there are available seats, students will be assigned lottery numbers. Mr. Jeffries added that applicants receiving letters of acceptance must return their enrollment forms by mid-May in order to hold their seats for the 2018-19 class and that 155 students is the projected Fall 2018 acceptance. Projected total enrollment (11<sup>th</sup> & 12<sup>th</sup> grades) for Fall 2018 is 315.

Mr. Corey Barnes presented the Polk State Gateway to College Collegiate High School (Gateway) Recruitment/Enrollment Plan for the Board's information. He shared that Gateway will hold recruitment nights on April 3 and April 17. All applications meeting the April 27 deadline will be reviewed for possible admission into the program and if there are more qualified applicants than there are available seats, students will be assigned lottery numbers. Mr. Barnes added that acceptance letters will be sent to up to 125 students who meet all application requirements and applicants receiving letters of acceptance must return their enrollment forms by mid-May in order to hold their seats for the 2018-19 class.

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

- a. DBOT Rule 2.10, Facsimile Signatures** – Mr. Peter Elliott  
Mr. Elliott presented as a first-read item revised DBOT Rule 2.10, Facsimile Signatures. He reviewed the proposed revisions made to Rule 2.10 and advised the Trustees that it will be presented for final approval at the February 26, 2018 Board meeting.
- b. DBOT Rule 4.26, Student Appeal/Complaint Process** – Mr. Reggie Webb  
Mr. Webb presented as a first-read item revised DBOT Rule 4.26, Student Appeal/Complaint Process. He reviewed the proposed revisions made to Rule 4.26 and

advised the Trustees that it will be presented for final approval at the February 26, 2018 Board meeting.

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

None.

**Board Discussion:**

**Adjournment:**

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

  
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Mr. Mark Turner     *Dan Dorrell*     Date

*Vice* DBOT Chair

  
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Dr. Angela M. Garcia Falconetti     Date *2/27/18*  
President