

**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, December 2, 2019 – 4:00 p.m.**  
**Polk State College Center for Public Safety, CPS 267**

Dr. Angela M. Garcia Falconetti called the December 2, 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:** Mr. Wade Kirkland, Emergency Medical Services Program, Polk State College Center for Public Safety

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

Dr. Falconetti introduced Ms. Tracy Porter to speak about the special recognition. Ms. Porter introduced Polk State Foundation Board Chair Brent Parrish. Mr. Parrish acknowledged a gift from CenterState Bank in the amount of \$122,322 for scholarships and programs. Mr. Parrish introduced Mr. Ernie Pinner, Executive Chairman of the Board of Directors for CenterState Bank and its holding company. Mr. Pinner briefly addressed the Board and reflected on his past time as a District Board of Trustees member and expressed gratitude for being able to help Polk State students with achieving their educational goals.

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

- a. Dr. Falconetti recognized Dr. Annette Hutcherson, Director of Nursing, who was recently inducted as a fellow into the Organization for Associate Degree Nursing (OADN) Academy for Associate Degree Nursing (AADN) for her outstanding contributions to nursing in both education and practice. Dr. Hutcherson has served the nursing profession for 51 years.
- b. Dr. Falconetti introduced the Ambassadors of Exceptional Leaders with Innovative Talents and Excellence (ELITE) Class XIII.
  - Lenora Burnett, Assistant Director, Student Financial Services
  - Sharon Kochanowski, Adjunct Professor, First Year Experience, Early Childhood Education, and Elementary Education
  - Susan Moerschbacher, Professor of Psychology
  - KT Moran, Professor of Natural Science/Environment and OceanographyDr. Falconetti also thanked Val Baker, Director of the Office of Equity, Diversity & Inclusion, for her continued leadership of the ELITE program.

**Agenda:**

Mr. Turner moved, seconded by Mr. Littleton, to approve the agenda for December 2, 2019. All members voted affirmatively.

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

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

Mr. Dorrell moved, seconded by Ms. Barnett, to approve the consent agenda items for October and November 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. **October 28, 2019, Board Minutes**

Ms. Ross moved, seconded by Mr. Dorrell, to approve the October 28, 2019, Board minutes. All members voted affirmatively.

**President's Report**

- a. Dr. Falconetti asked Dr. Lee Thomas, Vice President of Academic Affairs, to address a previous question raised by Ms. Barnett. Dr. Thomas provided an update on the bus transportation status for students in the collegiate high schools.
- b. The College was honored with a Chancellor's Best Practice Award for the second consecutive year. This year, the First Year Experience (FYE) and Guided Pathways programs were honored. Dr. Falconetti congratulated all involved with ensuring the success of both initiatives.
- c. On November 15, the College and the Foundation received the Philanthropic Corporation of the Year Award from the Association of Fundraising Professionals Greater Polk County Chapter. Polk State student Makenna Hansel received the Youth in Philanthropy Award for her service to the United Way of Central Florida.
- d. 2020 Legislative Update:
  - On November 12, Dr. Falconetti hosted a celebratory luncheon in Lake Wales to thank community members who helped preserve the Polk State JD Alexander

Center, the College's Lake Wales Campus, during the 2019 Legislative Session. She requested their support during the 2020 Legislative Session.

- Dr. Falconetti shared an overview of the Governor's 2020-2021 budget, *A Bolder, Brighter, and Better Future*.
- e. Dr. Falconetti invited the Board to attend the Association of Florida Colleges (AFC) Trustees Commission Legislative Conference on January 15 and 16 in Tallahassee.
- f. Dr. Falconetti invited the Board to attend the Association of Community College Trustees National Legislative Summit from February 9 to February 12 in Washington, D.C.
- g. Dr. Falconetti invited the Board to attend the Polk State Commencement Ceremony at 6:30 p.m. at the RP Funding Center on Thursday, December 12. She also noted that the May 7, 2020, commencement will consist of two ceremonies: 2:00 p.m. for Associate in Arts degrees and 6:30 p.m. for Associate in Science and Baccalaureate degrees.
- h. Dr. Falconetti provided an update on the College's Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaffirmation of accreditation preparations. She noted that Dr. Mary Clark, Vice President of Institutional Effectiveness, Accreditation, and Research, is being diligently keeping the College on task with deadlines and the ongoing development of its Compliance Certification. Two drafts of the Compliance Certification have been sent to the College's contracted consulting firm, Silver & Associates, for review and feedback. A third draft will be sent to Silver & Associates by December 15. The deadline to submit the final draft of the Compliance Certification to SACSCOC is March 2, 2020.
- i. Dr. Falconetti asked Reggie Webb, Vice President for Student Services, to introduce new Athletics Director, Mr. Stanley Cromartie, to provide an overview of Athletics programs. Mr. Cromartie provided a summary: Volleyball was ranked No. 1 in the state and No. 2 in the nation this season and recently returned from participating in the national tournament in Hutchinson, Kansas; 11 sophomores on the Baseball Team recently accepted athletic scholarships to play at four-year institutions; and Basketball is ranked No. 7 in the state with a 7-2 record.
- j. Supplementing meeting packet:
  - Polk Newsroom article [Polk State District Board of Trustees Chair Teresa Martinez named Lakeland CityMaker](#)
  - November/December 2019 issue of "What's up?" which lists recent and current happenings at Polk State College
  - *The Ledger* article [Toll road that could transform Polk Advances](#)
  - Polk State press release [Enrollment opens for spring 2020 at Polk State College](#)
  - Central Florida Development Council article [Polk County: A Great Place to Live, Work, Play – and More](#)
  - *Highlands News-Sun* article [Proposed toll road discussed at Polk State College](#)
  - Polk Newsroom article [Polk State wins Chancellor's Best Practice Award for First Year Experience and Guided Pathways](#)
  - *The Ledger* article [Polk State receives Best Practice Award](#)
  - *The Ledger Editorial Board Gig's and Garland's* (regarding Chancellor's Best Practice Award)

- *The Ledger (Dr. Falconetti Guest Columnist) article Polk Perspective: This holiday, Polk State is thankful for Polk delegation's legislative support*
- Dr. Falconetti's published review of Dr. Terry O'Banion's Academic Advising in the Community College

**Attorney's Report:**

**a. Trustees' Conflict of Interest Statement – Attorney Don Wilson**

Attorney Wilson emphasized that as part of the College's reaffirmation of accreditation process, the Board will sign a conflict of interest statement annually. He noted that the statement, which declares and affirms that no conflict of interest currently exists with regard to the undersigned's service as a member of said District Board of Trustees, was previously sent electronically to the Board for its review. Attorney Wilson asked the Board if members had any questions and then asked each member to review and sign the conflict of interest statement before them.

**Business Services Action Items:**

**a. Revised College Mission and Vision Statements – Dr. Angela M. Garcia Falconetti**

Dr. Falconetti presented proposed revisions to the College's mission and vision statements for Board review and approval. She emphasized that the College annually reviews its mission and vision statements and strategic plan during its annual College-wide Strategic Planning Summit. The College's mission and vision statements were last revised and approved by the Board at its January 23, 2017 meeting. She clarified that the proposed revisions were suggested by Silver & Associates, the College's contracted consulting firm. Silver & Associates suggested changes to better align the College's mission statement with various SACSCOC standards. President's Staff then met to review and approve the suggested revisions. Three additional phrases were added to the mission statement: *servicing Polk County and beyond*; the power of education was changed to *the power of teaching and lifelong learning*; and *delivered through various modalities and innovative technologies* was added. The proposed vision statement: *Polk State College will be the first choice for higher education in Polk County*. Discussion ensued about the increased length of the revised mission statement.

Mr. Dorrell moved, seconded by Ms. Ross, to approve the Revised College Mission and Vision Statements. All members voted affirmatively.

**b. Polk State College Foundation Annual Plan of Work – Ms. Tracy Porter**

Ms. Porter presented and recommended approval of the Polk State College Foundation Annual Plan of Work.

Ms. Barnett moved, seconded by Mr. Dorrell, to approve Polk State College Foundation Annual Plan of Work. All members voted affirmatively.

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

- a. Investment Interest Comparison for October 2019 – Mr. Elliott presented and reviewed the College's Investment Interest Comparison for October 2019. No Board action required.**

- b. Budget Amendment Summary for October 2019** – Mr. Elliott presented and reviewed the Budget Amendment Summary for October 2019 for the Board’s information. No Board action required.
- c. Financial Statements for October 2019** – Mr. Elliott presented and reviewed the Financial Statements for October 2019 for the Board’s information. No Board action required.
- d. Project Status Report, College-Wide for November 2019** – Mr. Elliott presented and reviewed the Project Status Report, College-Wide for November 2019 for the Board’s information. No Board action required.

**Items Removed from the Consent Agenda:**

None.

**Academic & Student Services Action Items:**

- a. 2020-2021 Academic Calendar – Dr. Lee Thomas**

Dr. Thomas presented and recommended approval of the 2020-2021 Academic Calendar.

Mr. Littleton moved, seconded by Ms. Barnett, to approve the 2020-2021 Academic Calendar. All members voted affirmatively

- b. Summer 2020 Education Abroad Program – Dr. Lee Thomas**

Dr. Thomas presented and recommended approval of the Summer 2020 Education Abroad Program.

Ms. Ross moved, seconded by Mr. Turner, to approve the Summer 2020 Education Abroad Program. All members voted affirmatively

**Academic & Student Services Informational Items:**

None.

**Collegiate High School Report:**

- a. Polk State Lakeland Collegiate High School (CHS) Report of Charter Goals for Academic Year** – Mr. Rick Jeffries shared the results of 2017-18 (Charter) performance targets for Polk State Lakeland Collegiate High School for the Board’s information. He emphasized that CHS’s actual performance exceeded all accountability plan performance targets and the county and state averages in every category.

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

- a. DBOT Rule, 1.01, Board Membership and Organization – Dr. Mary Clark**

Dr. Clark presented as a first-read item revised DBOT Rule 1.01, Board Membership and Organization. She reminded the Board that at the October DBOT retreat, Dr. Belle Wheelan

shared that as part of the SACSCOC reaffirmation of accreditation process, the College is required to have certain policies and procedures. The only revision to Rule 1.01 is the required addition of a statement (that aligns with the Florida Statute) that addresses Board member dismissal. Dr. Clark advised the Board that Rule 1.01 will be presented for final approval at the January 27, 2020, Board meeting.

**b. DBOT Rule, 2.24, Faculty Senate Constitution – Dr. Lee Thomas**

Dr. Thomas presented as a first-read item revised DBOT Rule 2.24, Faculty Senate Constitution. He reviewed the proposed revisions made to Rule 2.24 and advised the Board that it will be presented for final approval at the January 27, 2020, Board meeting.

**c. DBOT Rule 3.05, Contracts for Administrative, Instructional, and Professional/Technical – Mr. Peter Elliott**

Mr. Elliott presented as a first-read item revised DBOT Rule 3.05, Contracts for Administrative, Instructional, and Professional/Technical. He reviewed the proposed revisions made to Rule 3.05 and advised the Board that it will be presented for final approval at the January 27, 2020, Board meeting.

**d. DBOT Rule 4.29, College Preparatory Instruction – Mr. Reggie Webb**

Mr. Webb presented as a first-read item revised DBOT Rule 4.29, College Preparatory Instruction. He reviewed the proposed revisions made to Rule 4.29 and advised the Board that it will be presented for final approval at the January 27, 2020, Board meeting.

**e. DBOT Rule 4.31, College Preparatory Alternatives for Career Certificate Applicants – Mr. Reggie Webb**

Mr. Webb presented as a first-read item revised DBOT Rule 4.31, College Preparatory Alternatives for Career Certificate Applicants. He reviewed the proposed revisions made to Rule 4.31 and advised the Board that it will be presented for final approval at the January 27, 2020, Board meeting.

**e. DBOT Rule 4.33, Hazing (formerly Rule 4.16, Hazing) – Mr. Reggie Webb**

Mr. Webb presented as a first-read item revised DBOT Rule 4.33, Hazing. He reviewed the proposed revisions made to Rule 4.33 and advised the Board that it will be presented for final approval at the January 27, 2020, Board meeting.

**f. DBOT Rule 5.04, Fundraising for Student Clubs and Polk State College Related and Community Non-Profit Organizations – Mr. Reggie Webb**

Mr. Webb presented as a first-read item revised DBOT Rule 5.04, Fundraising for Student Clubs and Polk State College Related and Community Non-Profit Organizations. He reviewed the proposed revisions made to Rule 5.04 and advised the Board that it will be presented for final approval at the January 27, 2020, Board meeting.

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

**a. DBOT Rule 1.07, Trustee Performance Standards – Mr. Peter Elliott**

Mr. Elliott presented and recommended approval of the revised DBOT Rule 1.07, Trustee Performance Standards.

Mr. Ross moved, seconded by Ms. Barnett, to approve the revised DBOT Rule 1.07, Trustee Performance Standards.

**b. DBOT Rule 3.13, Travel and Subsistence for Authorized Persons – Mr. Peter Elliott**

Mr. Elliott presented and recommended approval of the revised DBOT Rule 3.13, Travel and Subsistence for Authorized Persons.

Mr. Turner moved, seconded by Mr. Dorrell, to approve the revised DBOT Rule 3.13, Travel and Subsistence for Authorized Persons.

**c. DBOT Rule 5.10, Receipt, Deposit, and Expenditure of Funds – Mr. Peter Elliott**

Mr. Elliott presented and recommended approval of the revised DBOT Rule 5.10, Receipt, Deposit, and Expenditure of Funds.

Mr. Littleton moved, seconded by Ms. Barnett, to approve the revised DBOT Rule 5.10, Receipt, Deposit, and Expenditure of Funds.

**d. DBOT Rule 5.22, Tangible Personal Property – Mr. Peter Elliott**

Mr. Elliott presented and recommended approval of the revised DBOT 5.22, Tangible Personal Property.

Ms. Barnett moved, seconded by Mr. Littleton, to approve the revised DBOT Rule 5.22, Tangible Personal Property.

**e. DBOT Rule 2.23, HIV/AIDS Policy – Mr. Reggie Webb**

Mr. Webb presented and recommended approval of the revised DBOT 2.23, HIV/AIDS Policy.

Mr. Turner moved, seconded by Ms. Barnett, to approve the revised DBOT Rule 2.23, HIV/AIDS Policy.

**f. DBOT Rule 4.09, Student Records – Mr. Reggie Webb**

Mr. Webb presented and recommended approval of the revised DBOT Rule 4.09, Student Records.

Mr. Littleton moved, seconded by Ms. Ross, to approve the revised DBOT Rule 4.09, Student Records.

**g. DBOT Rule 4.12, Standards of Progress for Veteran Certification at Polk State College – Mr. Reggie Webb**

Mr. Webb presented and recommended approval of the revised DBOT Rule 4.12, Standards of Progress for Veteran Certification at Polk State College.

Ms. Barnett moved, seconded by Mr. Turner, to approve the revised DBOT Rule 4.12, Standards of Progress for Veteran Certification at Polk State College.

**h. DBOT Rule 4.15, International Students – Mr. Reggie Webb**

Mr. Webb presented and recommended approval of the revised DBOT Rule 4.15, International Students.

Mr. Littleton moved, seconded by Ms. Ross, to approve the revised DBOT Rule 4.15, International Students.

**i. DBOT Rule 4.23, Educational Opportunity for Students with Disabilities – Mr. Reggie Webb**

Mr. Webb presented and recommended approval of the revised DBOT Rule 4.23, Educational Opportunity for Students with Disabilities.

Ms. Barnett moved, seconded by Mr. Littleton, to approve the revised DBOT Rule 4.23, Educational Opportunity for Students with Disabilities.

**j. DBOT Rule 4.25, Recognition of Student Participation in College Decision Making – Mr. Reggie Webb**

Mr. Webb presented and recommended approval of the revised DBOT Rule 4.25, Recognition of Student Participation in College Decision Making.

Mr. Dorrell moved, seconded by Ms. Ross, to approve the revised DBOT Rule 4.25, Recognition of Student Participation in College Decision Making.

**k. DBOT Rule 4.27, Academic Standards of Progress – Mr. Reggie Webb**

Mr. Webb presented and recommended approval of the revised DBOT Rule 4.27, Academic Standards of Progress.

Mr. Turner moved, seconded by Mr. Dorrell, to approve the revised DBOT Rule 4.27, Academic Standards of Progress.

**l. DBOT Rule 5.03, Funding Student Activities and Organizations – Mr. Reggie Webb**

Mr. Webb presented and recommended approval of the revised DBOT Rule 5.03, Funding Student Activities and Organizations.

Ms. Ross moved, seconded by Ms. Barnett, to approve the revised DBOT Rule 5.03, Funding Student Activities and Organizations.

**Board Discussion:**

Chair Martinez reminded the Board that the next DBOT meeting will be on Monday, January 27, 2020 at 4:00 p.m. in WST 126 on the Winter Haven Campus.

**Adjournment:**

Having no further business, the meeting adjourned at 5:10 p.m.



  
\_\_\_\_\_  
Ms. Teresa Martinez Date  
DBOT Chair

  
\_\_\_\_\_  
Dr. Angela M. Garcia Falconetti Date 1/30/2020  
President