

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, April 27, 2020 – 4:00 p.m.
Teleconference

Dr. Angela M. Garcia Falconetti called the April 27, 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 Mr. Dorrell, to approve the agenda for April 27, 2020. All members voted affirmatively.

Special Recognitions

- a. Dr. Joan Connors, Polk State Professor of Nursing, and Kori A. Stolzman, graduate of the Polk State Bachelor of Science in Nursing Program, coauthored an article published in Dimensions of Critical Care Nursing that was based upon Ms. Stolzman's capstone project titled "Implementing a Comfort Care Cart: A Quality Improvement Nurse-Driven Initiative in the Intensive Care Unit."
- b. Dr. Falconetti thanked Dr. Lee Thomas, Vice President for Academic Affairs; Dr. Annette Hutcherson, Director of Nursing; Mr. Logan Randolph, Science Department Coordinator, Winter Haven Campus; and Ms. Cynthia Freitag, Science Department Coordinator, Lakeland Campus, for allocating approximately 300 masks that were distributed to Polk County's Emergency Operations Center.
- c. Dr. Falconetti acknowledged Respiratory Care Program Director Ms. Shana Kent-Smith for collaborating with BayCare to loan two of the College's respirators to BayCare's Winter Haven Hospital and Bartow Regional Medical Center, if needed, per a memorandum of understanding.
- d. Dr. Falconetti introduced interim Vice President for Business Administration & Finance, Dr. Allen Bottorff.

Consent Agenda Items: Dr. Allen Bottorff

- a. **Payroll Distribution for February 2020** – Approved on consent agenda. Board action is required.
- b. **Payroll Distribution for March 20** – Approved on consent agenda. Board action is required.
- c. **Expenditure Summary for February 2020** – Approved on consent agenda. Board action is required.

- d. **Expenditure Summary for March 2020** – Approved on consent agenda. Board action is required.
- e. **Tangible Personal Property Deletions for April 2020** – Approved on consent agenda. Board action is required.
- f. **Personnel Actions Report for February 2020** – Approved on consent agenda. Board action is required.
- g. **Personnel Actions Report for March 2020** – Approved on consent agenda. Board action is required.
- h. **Salary Schedule Changes for April 2020** – Approved on consent agenda. Board action is required.

Ms. Ross moved, seconded by Ms. Barnett, to approve the consent agenda items for February, March, and 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. February 24, 2020, Board Minutes

Mr. Turner moved, seconded by Ms. Barnett, to approve the February 24, 2020, Board minutes. All members voted affirmatively.

b. March 19, 2020, Special Board Minutes

Ms. Ross moved, seconded by Mr. Turner, to approve the March 19, 2020, Special Board minutes. All members voted affirmatively.

President's Report

a. **Self-Evaluation to the Board:** in anticipation of the Board's annual evaluation of the President in May, Dr. Falconetti provided an electronic copy of her Self-Evaluation to the Board for review and consideration.

b. COVID-19 Response

1. Dr. Falconetti met virtually with numerous students, faculty, and staff through Zoom. These included a virtual student town hall with U.S. Congressman Darren Soto on April 13. Also, she thanked Vice Chair Ross for participating in a Zoom session with Melvin Thompson, Director of the Student Activities and Leadership Office (SALO), and students from the Student Government Associations and

Student Activities Boards on April 15. Feedback from this session included a request for the College and BayCare to provide a mental health Zoom session with students. As a result of this request, Director of Disability and Counseling Services Kim Pearsall collaborated with Mr. Thompson and BayCare to conduct weekly sessions every Monday for the rest of the semester and then twice a month during the summer. These sessions will be part of SALO's Mental Health Mondays. The first session occurred today at 2:00 p.m. with the topic: Cabin Fever/Isolation – “What does this mean for you and how to overcome it?”

2. Collaborated with 407 faculty and staff to transition 1,572 in-person courses to online for approximately 10,000 students, all within a two-week period. Dr. Falconetti thanked Vice President for Academic Affairs Dr. Lee Thomas, Vice President for Workforce Education & Economic Development Dr. Orathai Northern, and Director of Learning Technology Cody Moyer for their tremendous support in this effort.
3. Established a Polk State College COVID-19 Task Force with approximately 35 employees including administrators, faculty, and staff. The Task Force met daily for approximately one month and then moved to a three- and then two-days-a-week in April. Task Force subcommittees were established to oversee progress on a more granular level: Facilities & Security; Finance & Budget; Foundation & Community Events; Human Resources; Instructional Team; Institutional Technology & Online Instructional Support; Student Services; and Workforce Education.
4. Collaborated with Superintendent Jackie Byrd and Polk County Public Schools colleagues to provide the Post-Secondary Education Readiness Test (PERT) to 700-plus prospective dual-enrollment students using Honorlock test proctoring.
5. Collaborated with Director of Nursing Dr. Annette Hutcherson, Academic Affairs, and the testing centers on both the Winter Haven and Lakeland campuses to safely offer the Test of Essential Academic Skills (TEAS) Test (an entry exam for nursing majors) to 20 students registered for the test prior to the College's closure. This action was critical for continuing the pipeline of essential health care workers.
6. Continued training in small cohorts in compliance with Centers for Disease Control and Prevention safety and security protocols for the College's Institute for Public Safety to support the critical pipeline of law enforcement graduates.
7. Coordinated with Student Services to transition all services (admissions, advising, registration, financial aid, etc.) to a remote environment.
8. Dr. Falconetti asked Chief Information Officer Bob Stack to provide a detailed IT update.
 - Mr. Stack stated that with less than two weeks' notice, IT and Learning Technology assisted faculty with moving course content to the Canvas learning environment.
 - Institutional Effectiveness quantified student technological needs and feedback identified 135 students needing either a computer device or internet connectivity. 200 Chromebooks and 150 web cameras were ordered. 40 Chromebooks and five web cameras were deployed to students requesting assistance. Students were required to sign a form acknowledging these devices were a loan and due at the end of the semester.

- Wireless opportunities in the various municipalities throughout Polk County were created. The City of Winter Haven, with assistance from the Polk State IT department, activated wireless specifically for Polk State students on the bottom floor of the downtown Winter Haven parking garage and in the Winter Haven Library parking lot. Haines City partnered with the Polk State IT department to add wireless capacity to their facilities.
 - A new telephone service was enabled so students could call Monday through Friday to request both technology services and human services. Employees manning this service directed students to the appropriate support functions or scheduled technology pickup on the Winter Haven Campus.
 - Learning Technology secured a one-year Honorlock remote test proctoring software solution. This software solution eliminated the need for staff or students to come to campus in violation of the Centers for Disease Control and Prevention’s social distancing guidelines.
 - A survey identified 43 employees in need of technology at their home. Without a supply of laptops to offer, a unique repurposing of newly arrived leased desktop computers were deployed to those employees needing assistance.
 - To provide vendor continuity and to those calling the College, the telephone system was modified to forward a call to an employee’s cell phone while masking the telephone number during call back.
 - Human Resources and the Office of Communications & Public Affairs developed a technology resource page posted to the employee PIE SharePoint page that provides information on technology self-help and resources.
9. 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. The College’s CARES Committee continues to work on the parameters and process for addressing the most critical needs of students and fulfilling the requirements of the CARES Act. On April 21, the U.S. Department of Education released the application and guidelines regarding the remaining approximate \$3 million allocation designated for “Recipients Institutional Costs” to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus.
10. Dr. Falconetti participated in a “think tank” session with Florida College System Chancellor Kathy Hebda on April 17, as a member of the Council of President’s Steering Committee, to provide Florida Commissioner of Education Richard Corcoran with Polk State’s needs to fill the workforce pipeline as a recommendation of the use of the federal funds received by the state from the Governor’s COVID-19 relief fund.

c. 2020 Legislative Update:

1. The 2020 Florida Legislative Session ended on March 18, 2020 and included the Legislature’s approval of the \$93.2 billion state budget for the fiscal year beginning July 1. Governor DeSantis has not yet received the budget bill. The

College continues to monitor the situation and is working with the College's lobbyists to strongly advocate for Polk State and its students.

- d. **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Update:** SACSCOC is currently reviewing the College's compliance certification but has been given more time to do so due to COVID-19. The off-site review committee's response to the compliance certification should be received by early June. The College is still working on its Quality Enhancement Plan (QEP) and SACSCOC still plans to conduct the College's on-site review in October.
- e. **Summer Enrollment Update:** Summer 2020 Full-Time Enrollment (FTE) is down - 4.8%; Student Services staff and faculty are conducting telephone outreach to students.

Attorney's Report:

Mr. Wilson stated that he had no business requiring Board action at this time. However, he did ask the Board to review Dr. Falconetti's self-evaluation report in preparation of receiving an electronic evaluation form from him tomorrow via email. The evaluation form will include instructions for completion and must be returned directly to Mr. Wilson by the provided deadline. Mr. Wilson will then compile the evaluations into a report, which will be presented at the next Board meeting on May 18, 2020. Once adopted by the Board, the President's 2020 Evaluation Summary will be submitted to the Florida Department of Education to comply with Florida Statute.

Business Services Action Items:

a. Florida College System 2019-2020 Annual Equity Report – Ms. Val Baker

Ms. Baker presented and recommended approval of the Florida College System 2019-2020 Annual Equity Report.

Ms. Ross moved, seconded by Mr. Dorrell, to approve the Florida College System 2019-2020 Annual Equity Report. All members voted affirmatively.

b. Faculty Employment Contract Renewals – Dr. Allen Bottorff

Dr. Bottorff presented and recommended approval of the Faculty Employment Contract Renewals.

Mr. Littleton moved, seconded by Ms. Barnett, to approve the Faculty Employment Contract Renewals. All members voted affirmatively.

c. Faculty Employment Contract Renewals – Collegiate High Schools – Dr. Allen Bottorff

Dr. Bottorff presented and recommended approval of the Faculty Employment Contract Renewals – Collegiate High Schools.

Mr. Turner moved, seconded by Ms. Ross, to approve the Faculty Employment Contract Renewals – Collegiate High Schools. All members voted affirmatively.

d. Employment Contracts – Administrator and Professional Technical Employees – Dr. Allen Bottorff

Dr. Bottorff presented and recommended approval of the Employment Contracts – Administrator and Professional Technical Employees.

Mr. Dorrell moved, seconded by Ms. Barnett, to approve the Employment Contracts – Administrator and Professional Technical Employees. All members voted affirmatively.

Business Services Informational Items: Dr. Allen Bottorff

- a. **Investment Interest Comparison for March 2020** – Dr. Bottorff presented and reviewed the College’s Investment Interest Comparison for March 2020. No Board action required.
- b. **Budget Amendment Summary for February 2020** – Dr. Bottorff presented and reviewed the Budget Amendment Summary for February 2020 for the Board’s information. No Board action required.
- c. **Budget Amendment Summary for March 2020** – Dr. Bottorff presented and reviewed the Budget Amendment Summary for March 2020 for the Board’s information. No Board action required.
- d. **Financial Statements for February 2020** – Dr. Bottorff presented and reviewed the Financial Statements for February 2020 for the Board’s information. No Board action required.
- e. **Financial Statements for March 2020** – Dr. Bottorff presented and reviewed the Financial Statements for March 2020 for the Board’s information. No Board action required.
- f. **Project Status Report, College-Wide for March and April 2020** – Dr. Bottorff presented and reviewed the Project Status Report, College-Wide for March and April 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:

None.

Collegiate High School Report:

- a. **Polk State Lakeland Gateway to College Collegiate High School (GHS) 2020 Recruitment Plan – Dr. Corey Barnes**

Dr. Barnes shared the GHS 2020 Recruitment Plan for the Board's information. He noted that due to COVID-19, GHS was unable to have an in-person recruit night, but a virtual recruit event was held. Dr. Barnes shared that the 2020-2021 Academic Year application deadline is May 8 and if necessary, the application deadline may be extended.

b. Polk State Lakeland Collegiate High School (CHS) 2020 Recruitment/Enrollment Timeline – Mr. Rick Jeffries

Mr. Jeffries shared the CHS 2020 Recruitment/Enrollment Timeline for the Board's information. He noted that the application goal was 160-180 and 170 applications have been received thus far for the 2020-2021 Academic Year.

First Reading Board Rules (No action required):

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

Dr. Thomas presented as a first-read item revised DBOT Rule, 2.03, Standards. He reviewed and proposed revisions made to Rule 2.03 and advised that it will be presented for final approval at the May 18, 2020, Board meeting.

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

Dr. Thomas presented as a first-read item revised DBOT Rule, 2.26, Annual Curriculum Review. He reviewed and proposed revisions made to Rule 2.26 and advised that it will be presented for final approval at the May 18, 2020, Board meeting.

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

Dr. Thomas presented as a first-read item revised DBOT Rule, 2.28, Academic Freedom. He reviewed and proposed revisions made to Rule 2.28 and advised that it will be presented for final approval at the May 18, 2020, Board meeting.

Second Reading Board Rules (Final Approval):

a. DBOT Rule, 2.07, Campus Advertising – Ms. Tamara Sakagawa

Ms. Sakagawa presented and recommended approval of the revised DBOT Rule 2.07, Campus Advertising.

Mr. Littleton moved, seconded by Ms. Ross, to approve the revised DBOT Rule 2.07, Campus Advertising.

b. DBOT Rule, 2.09, College Publications – Ms. Tamara Sakagawa

Ms. Sakagawa presented and recommended approval of the revised DBOT Rule 2.09, College Publications.

Mr. Littleton moved, seconded by Ms. Ross, to approve the revised DBOT Rule 2.09, College Publications.

Board Discussion:

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Vice Chair Ross thanked all Polk State faculty and staff for their innovative ideas, for being able to meet changing student needs, and for adapting to these unprecedented times. The entire Board echoed Vice Chair Ross' sentiments. Chair Martinez reminded the Board that the next DBOT meeting will be on Monday, March 18, 2020, and will be held via video conference.


Adjournment:

Having no further business, the meeting adjourned at 5:25 p.m.

 5/18/20

Ms. Teresa Martinez
DBOT Chair

Date

 5/18/20

Dr. Angela M. Garcia Falconetti
President

Date