

**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, May 24, 2021 – 4:00 p.m.**  
**Polk State Lakeland Campus LTB 1100 and Teleconference**

Dr. Angela M. Garcia Falconetti called the May 24, 2021, District Board of Trustees meeting to order at 4:03 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:** All in attendance

**Special Recognition: Dr. Angela Garcia Falconetti**  
None.

**Agenda:**

Mr. Dorrell moved, seconded by Mr. Littleton, to approve the agenda for May 24, 2021. All members voted affirmatively.

**Consent Agenda Items: Dr. Allen Bottorff**

- a. **Payroll Distribution for March 2021** – Approved on consent agenda. Board action is required.
- b. **Payroll Distribution for April 2021** – Approved on consent agenda. Board action is required.
- c. **Expenditure Summary for March 2021** – Approved on consent agenda. Board action is required.
- d. **Expenditure Summary for April 2021** – Approved on consent agenda. Board action is required.
- e. **Personnel Actions Report for March 2021** – Approved on consent agenda. Board action is required.
- f. **Personnel Actions Report for April 2021** – Approved on consent agenda. Board action is required.

Ms. Barnett moved, seconded by Mr. Turner, to approve the consent agenda items for March and April 2021. 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. March 29, 2021, Board Minutes**

Mr. Littleton moved, seconded by Mr. Dorrell, to approve the March 29, 2021, Board minutes. All members voted affirmatively.

**b. April 26, 2021, Board Minutes**

Mr. Turner moved, seconded by Ms. Martinez, to approve the April 26, 2021, Board minutes. All members voted affirmatively.

**President's Report – Dr. Angela Garcia Falconetti**

**a. Legislative Update:**

- Dr. Falconetti previously reviewed the fiscal impact of the Legislative Session during the Budget Workshop.
- Dr. Falconetti briefly shared 10 bills impacting the Florida College System.
- Dr. Falconetti briefly described the primary elements of HB 1507: Workforce Related Programs and Services that will receive much attention across the state. She noted that components of the Workforce Related Programs and Services and Dual Enrollment bills will be a major discussion during the upcoming President's Staff Retreat. Dr. Falconetti will share more about these impactful bills with the Board as information unfolds.

**b. COVID-19 Walk-up Vaccine Clinic:**

- Dr. Falconetti distributed a College press release outlining details about the May 26 COVID-19 Walk-up Vaccine Clinic.
- Polk State College, in partnership with the Florida Department of Health in Polk County (DOH-Polk), will host its second vaccination event on Wednesday, May 26, 2021, in the Winter Haven Campus Health Center (WHC) at 999 Ave. H N.E.
- The walk-up event will be open to the public from 8 a.m. to 12 p.m. for individuals 12 years of age or older.
- The Moderna and Johnson & Johnson vaccines will be available for all individuals 18 years of age or older.
- The Pfizer vaccine will be available for all individuals 12 years of age or older.
- Individuals will be able to choose which vaccine they would like to receive.
- Minors must be accompanied by an adult.

**c. Graduation Ceremonies May 6 & 7**

- Dr. Falconetti thanked the Board members for participating in the three commencement ceremonies that took place on May 6 & 7. She congratulated Mr. Dorrell on being selected as the May 2021 Distinguished Alumnus and commended him on the speech he provided during the two May 6 ceremonies.
- Dr. Falconetti provided a verbal breakdown of graduations for the College and the collegiate high schools:  
Polk State College

- Total of 960 degrees were conferred for the spring term
- Total of 658 graduates participated in the three ceremonies

Collegiate High Schools

- Polk State Chain of Lakes Collegiate High School – 177 graduates
- Polk State Lakeland Collegiate High School – 171 graduates
- Polk State Lakeland Gateway to College Collegiate High School – 137 graduates

**d. Highlight of Selected Successes and Positive News (documents supplementing meeting packet)**

- *Polk Newsroom* article “Polk State dual enrollment student is heading to Harvard”

**Attorney’s Report:**

**a. President’s 2021 Annual Evaluation Summary and Annual Contract**

Attorney Don Wilson distributed the President’s 2021 Evaluation Summary for the Board’s review and adoption. He noted 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’s Division of Florida Colleges to comply with Florida statute.

Ms. Barnett moved, seconded by Mr. Turner, to approve and adopt the President’s 2021 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 rolling employment contract for the period of July 1, 2021, and terminating June 30, 2024. He reported that there was only one change made to the President’s contract: the contract period start date was changed from July 1, 2020, to July 1, 2021, and the contract termination date was changed from June 30, 2023, to June 30, 2024. Discussion ensued about the possibility of reviewing the President’s compensation. Attorney Wilson stressed that the contract, as it is written today, must be approved at today’s meeting. However, a compensation review can take place outside of today’s meeting and the contract can be amended later at any time. It was agreed that the contract as written today would be approved.

Mr. Dorrell moved, seconded by Mr. Littleton, to approve and adopt the President’s 2021 Annual Contract as it is written today. All members voted affirmatively.

Ms. Barnett moved, seconded by Mr. Turner, to appoint Mr. Littleton to conduct a review of the President’s compensation.

**Business Services Action Items:**

**a. 2021-2022 Faculty Employment Contract Renewals – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the 2021-2022 Faculty Employment Contract Renewals.

Mr. Littleton moved, seconded by Mr. Dorrell, to approve the 2021-2022 Faculty Employment Contract Renewals.

**b. 2021-2022 Faculty Employment Contract Renewals – Collegiate High Schools – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the 2021-2022 Faculty Employment Contract Renewals – Collegiate High Schools.

Mr. Dorrell moved, seconded by Mr. Turner, to approve the 2021-2022 Faculty Employment Contract Renewals – Collegiate High Schools.

**c. 2021-2022 Employment Contracts – Administrator and Professional Technical Employees – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the 2021-2022 Employment Contracts – Administrator and Professional Technical Employees.

Mr. Littleton moved, seconded by Mr. Dorrell, to approve the 2021-2022 Employment Contracts – Administrator and Professional Technical Employees.

**d. College-Wide Comprehensive Safety Inspection, FY 2020-21 – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the College-Wide Comprehensive Safety Inspection, FY 2020-21.

Mr. Turner moved, seconded by Ms. Martinez, to approve the College-Wide Comprehensive Safety Inspection, FY 2020-21.

**Business Services Informational Items: Dr. Allen Bottorff**

- a. Investment Interest Comparison for April 2021** – Dr. Bottorff presented and reviewed the College's Investment Interest Comparison for April 2021. No Board action required.
- b. Budget Amendment Summary for April 2021** – Dr. Bottorff presented and reviewed the Budget Amendment Summary for April 2021 for the Board's information. No Board action required.
- c. Financial Statements for April 2021** – Dr. Bottorff presented and reviewed the Financial Statements for April 2021 for the Board's information. No Board action required.

- d. **Capital Project Status Report for April 2021** – Dr. Bottorff presented and reviewed the Capital Project Status Report for April 2021 for the Board’s information. No Board action required.

**Items Removed from the Consent Agenda:**

None.

**Academic & Student Services Action Items:**

- a. **2021-22 College Credit and Educator Preparation Institute Lab Fees – Dr. Lee Thomas & Dr. Orathai Northern**

Dr. Lee Thomas and Dr. Orathai Northern presented and recommended approval of the a. 2021-22 College Credit and Educator Preparation Institute Lab Fees.

Ms. Barnett moved, seconded by Mr. Turner, to approve the 2021-22 College Credit and Educator Preparation Institute Lab Fees.

- b. **Deactivation of Computed Tomography Advanced Technical Certificate – Dr. Orathai Northern**

Dr. Orathai Northern presented and recommended approval of the Deactivation of Computed Tomography Advanced Technical Certificate.

Ms. Martinez moved, seconded by Ms. Barnett, to approve the Deactivation of Computed Tomography Advanced Technical Certificate.

**Academic & Student Services Informational Items:**

None.

**Collegiate High School Report:**

- a. **Polk State Chain of Lakes Collegiate High School 2021 Recruitment/Enrollment Timeline – Dr. Keith Bonney**

Dr. Bonney provided an update on Polk State Chain of Lakes Collegiate High School’s 2021 Recruitment/Enrollment Timeline for the Board’s information.

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

None.

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

None.

**Board Discussion:**

The next DBOT meeting will occur on Monday, June 28, 2021, at 4:00 p.m. on the Polk State Winter Haven Campus in WST 126.

**Adjournment:**

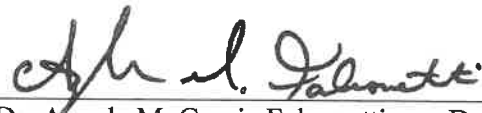
Having no further business, the meeting adjourned at 5:05 p.m.



6/28/21

Ms. Cynthia Hartley Ross  
DBOT Chair

Date



6/28/21

Dr. Angela M. Garcia Falconetti  
President

Date