

**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, June 22, 2020 – 4:00 p.m.**  
**Videoconference**

Dr. Angela M. Garcia Falconetti called the June 22, 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 June 22, 2020. All members voted affirmatively.

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

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

Ms. Ross moved, seconded by Mr. Turner, to approve the consent agenda items for May 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. **May 18, 2020, Board Minutes**

Mr. Dorrell moved, seconded by Mr. Littleton, to approve the May 18, 2020, Board minutes. All members voted affirmatively.

**President's Report**

- a. **SACSCOC Off-Site Report**

1. Dr. Falconetti shared that the College received its Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) off-site report, following the completion of the May 26-29 off-site committee review. The next

step is to complete a referral report, which is a response to the off-site review, by the September 7 SACSCOC deadline.

2. The SACSCOC onsite visit and review will occur October 27-29, 2020.
3. Final Reaffirmation approval by SACSCOC will take place June 14-17, 2021.

**b. 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.
2. Dr. Falconetti clarified that Dr. Allen Bottorff, Interim Vice President of Administration and Finance, will present the FY2020-21 budget for Board review and consideration as noted per agenda item 7b. It is required that the College present a final budget to the Board for approval by July 1. Should modifications to the College budget be needed after the Governor passes the State budget, an emergency meeting of the District Board of Trustees will be scheduled to approve a revised College budget.

**c. COVID-19 Response**

1. The transition to Jenzabar One, which was previously scheduled for January 2021, has been postponed to August 2021. College leadership and Jenzabar determined that this was the most prudent approach given delays brought on by the COVID-19 public health crisis.
2. As previously shared during the May 18 District Board of Trustees meeting, Coronavirus Aid, Relief, and Economic Security (CARES) Act funding in the amount of \$6,116,050 was allocated to Polk State. Approximately \$3 million of the allocation will be distributed directly to students through emergency financial aid grants to cover expenses related to COVID-19.
  - o To date, 1,884 Polk State students have applied for the emergency financial aid grants
  - o 1,884 applications have been reviewed
  - o 1,349 student grants have been disbursed
  - o The next disbursement will be June 23 to an additional 62 students
3. CARES Act Operational Funding: 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. These funds are titled, CARES Act Higher Education Emergency Relief Fund (HEERF) Institutional Grant.
4. Additionally, the College has applied for \$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. Plans are being finalized regarding the most effective use of the two CARES Act funding mechanisms.

- c. **Reopen Lakeland Taskforce:** Dr. Falconetti provided a presentation to fellow members of the taskforce regarding the College's reopening, with specific focus on the College's three Lakeland sites.
- d. **Polk State's Return to Campus Plan:**
  - 1. Variety of national, state, and local resources were referenced while drafting the Return to Campus Plan.
  - 2. The plan was reviewed and approved by Florida College System Chancellor Kathy Hebda and staff.
  - 3. Next steps for plan: upon Board review today, Dr. Falconetti will coordinate with the County's major healthcare providers and the Department of Health to seek input on the College's Return to Campus Plan. The plan will be emailed to all employees and the plan will be placed on PIE.
  - 4. Dr. Falconetti asked Dr. Bottorff to provide a summary of the plan's three phases.
- e. **ELITE:** Dr. Falconetti briefly acknowledged Exceptional Leaders with Innovative Talents and Excellence (ELITE) Class 13 ambassadors. Assistant Director of Student Financial Services Lenora Burnett was not available to attend.

ELITE Ambassadors

Sharon Kochanowski, Coordinator, Clinical Coordinator, Early Childhood and Elementary Education; Susan Moerschbacher, Professor of Psychology; and Kathleen "KT" Moran, Professor of Earth Science

**Attorney's Report:**

Mr. Wilson verified that the President's executed annual evaluation and contract were forwarded to the Florida Department of Education. He also provided a brief update on the class action lawsuit being brought against the Florida College System.

**Business Services Action Items:**

**a. Standard Tuition and Fees, FY 2020-21 – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the Standard Tuition and Fees, FY 2020-21.

Mr. Turner moved, seconded by Mr. Littleton, to approve the Standard Tuition and Fees, FY 2020-21. All members voted affirmatively.

**b. Operating Budget, FY 2020-21 – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the Operating Budget, FY 2020-21.

Ms. Ross moved, seconded by Mr. Turner, to approve the Operating Budget, FY 2020-21. All members voted affirmatively.

**c. Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2020-21 – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2020-21.

Mr. Littleton moved, seconded by Ms. Barnett, to approve the Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2020-21. All members voted affirmatively.

**d. Polk State Lakeland Collegiate High School Operating Budget, FY 2020-21 – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the Polk State Lakeland Collegiate High School Operating Budget, FY 2020-21.

Ms. Barnett moved, seconded by Mr. Turner, to approve the Polk State Lakeland Collegiate High School Operating Budget, FY 2020-21. All members voted affirmatively.

**e. Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2020-21 – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2020-21.

Ms. Ross moved, seconded by Mr. Littleton, to approve the Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2020-21. All members voted affirmatively.

**f. Polk State College Unexpended Plant Fund Budget, FY 2020-21 – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the Polk State College Unexpended Plant Fund Budget, FY 2020-21.

Ms. Ross moved, seconded by Ms. Barnett, to approve the Polk State College Unexpended Plant Fund Budget, FY 2020-21. All members voted affirmatively.

**g. Salary Schedule Changes for June 2020 and FY 2020-21 – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the Salary Schedule Changes for June 2020 and FY 2020-21.

Mr. Turner moved, seconded by Ms. Ross, to approve the Salary Schedule Changes for June 2020 and FY 2020-21. All members voted affirmatively.

**h. Capital Improvement Program (CIP-2): FY 2021-22 through FY 2025-26 – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the Capital Improvement Program (CIP-2): FY 2021-22 through FY 2025-26.

Ms. Barnett moved, seconded by Ms. Ross, to approve the Capital Improvement Program (CIP-2): FY 2021-22 through FY 2025-26. All members voted affirmatively.

**i. College-Wide Comprehensive Safety Inspection, FY 2019-20 – Dr. Allen Bottorff**

Dr. Bottorff presented and recommended approval of the College-Wide Comprehensive Safety Inspection, FY 2019-20.

Ms. Barnett moved, seconded by Mr. Turner, to approve College-Wide Comprehensive Safety Inspection, FY 2019-20. All members voted affirmatively.

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

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

**Items Removed from the Consent Agenda:**

None.

**Academic & Student Services Action Items:**

- a. **2020-2021 College Credit and Educator Preparation Institute Lab Fees – Dr. Lee Thomas**

Dr. Thomas presented and recommended approval of the 2020-2021 College Credit and Educator Preparation Institute Lab Fees.

Ms. Ross moved, seconded by Mr. Turner, to approve 2020-2021 College Credit and Educator Preparation Institute Lab Fees.

- b. **2020-2021 Institute of Public Safety Lab Fees – Dr. Orathai Northern**

Dr. Bottorff presented and recommended approval of the 2020-2021 Institute of Public Safety Lab Fees.

Ms. Ross moved, seconded by Ms. Barnett, to approve 2020-2021 Institute of Public Safety Lab Fees.

**Academic & Student Services Informational Items:**

None.

**Collegiate High School Report:**

- a. **Polk State Lakeland Collegiate High School 2020-2021 Recruitment Results – Mr. Rick Jeffries**

Mr. Rick Jeffries shared the CHS 2020-2021 Recruitment Results for the Board’s information.

- b. **Polk State Lakeland Gateway to College Collegiate High School 2020-2021 Recruitment Results – Dr. Corey Barnes**

Dr. Barnes shared the Gateway 2020-2021 Recruitment Results for the Board’s information.

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

**a. DBOT Rule 3.04, Faculty Titles – Dr. Lee Thomas**

Dr. Thomas presented as a first-read item revised DBOT 3.04, Faculty Titles. He reviewed and proposed revisions made to Rule 3.04 and advised that it will be presented for final approval at the August 24, 2020, Board meeting.

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

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

Dr. Bottorff presented and recommended approval of the revised DBOT Rule 1.06, Code of Ethics.

Mr. Littleton moved, seconded by Ms. Ross, to approve the revised DBOT Rule 1.06, Code of Ethics.

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

Dr. Bottorff presented and recommended approval of the revised DBOT Rule 1.08, New Members.

Mr. Turner moved, seconded by Ms. Barnett, to approve the revised DBOT Rule 1.08, New Members.

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

Dr. Bottorff presented and recommended approval of the revised DBOT Rule 2.01, College Mission and Goals.

Mr. Dorrell moved, seconded by Ms. Ross, to approve the revised DBOT Rule 2.01, College Mission and Goals.

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

Dr. Bottorff presented and recommended approval of the revised DBOT Rule 2.06, President's Powers and Duties.

Ms. Barnett moved, seconded by Mr. Dorrell, to approve the revised DBOT Rule 2.06, President's Powers and Duties.

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

Dr. Bottorff presented and recommended approval of the revised DBOT Rule 2.11, Use of College Facilities, Properties, and Services by Non-College User.

Mr. Turner moved, seconded by Ms. Barnett, to approve the revised DBOT Rule 2.11, Use of College Facilities, Properties, and Services by Non-College User.

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

Dr. Bottorff presented and recommended approval of the revised DBOT Rule 2.15, Accessing Public Records.

Ms. Ross moved, seconded by Ms. Barnett, to approve the revised DBOT Rule 2.15, Accessing Public Records.

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

Dr. Bottorff presented and recommended approval of the revised DBOT Rule 5.01, Business Affairs.

Ms. Barnett moved, seconded by Mr. Turner, to approve the revised DBOT Rule 5.01, Business Affairs.

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

Dr. Bottorff presented and recommended approval of the revised DBOT Rule 5.05, Budget Amendments.

Mr. Dorrell moved, seconded by Ms. Barnett, to approve the revised DBOT Rule 5.05, Budget Amendments.

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

Dr. Bottorff presented and recommended approval of the revised DBOT Rule 5.20, Maintenance, Sanitation, and Housekeeping of College Facilities.

Mr. Littleton moved, seconded by Mr. Dorrell, to approve the revised DBOT Rule 5.20, Maintenance, Sanitation, and Housekeeping of College Facilities.

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

Dr. Bottorff presented and recommended approval of the revised DBOT Rule 5.23, Building Code Guidelines for Administration.

Ms. Barnett moved, seconded by Mr. Littleton, to approve the revised DBOT Rule 5.23, Building Code Guidelines for Administration.

**Board Discussion:**

Vice Chair Ross commended Polk State faculty and staff for their efforts and continued flexibility during the on-going public health crisis. Trustee Barnett thanked everyone for the great team effort and Dr. Falconetti for her leadership.

**Adjournment:**

Having no further business, the meeting adjourned at 5:30 p.m.



Ms. Teresa Martinez  
DBOT Chair

8/24/20  
Date

 8/24/20  
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Dr. Angela M. Garcia Falconetti      Date  
President