

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, September 28, 2020 – 4:00 p.m.
Polk State College Lakeland Campus, LTB 1100, and Teleconference

Dr. Angela M. Garcia Falconetti called the September 28, 2020, District Board of Trustees meeting to order at 4:05 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: All in attendance

Agenda:

Mr. Turner moved, seconded by Mr. Dorrell, to approve the agenda for September 28, 2020. All members voted affirmatively.

Consent Agenda Items: Dr. Allen Bottorff

- a. **Payroll Distribution for August 2020** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for August 2020** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for August 2020** – Approved on consent agenda. Board action is required.
- d. **Personnel Actions Report for August 2020** – Approved on consent agenda. Board action is required.
- e. **Salary Schedule Changes for September 2020** – Approved on consent agenda. Board action is required.

Mr. Littleton moved, seconded by Mr. Dorrell, to approve the consent agenda items for August and September 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. **August 24, 2020, Board Minutes**

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

President's Report

a. Human Resource Matters

- **Tracy Porter Departure** – Dr. Falconetti recognized departing Vice President for Institutional Advancement and Executive Director of the Foundation Tracy Porter for her 14 years of service to the College. Each member of the Board expressed their gratitude to Ms. Porter for her transformative work and signature Foundation events. Ms. Porter briefly addressed the Board with thanks for the honor and privilege of serving the College and commended her team, co-workers, and community for the amazing work that is being done.
- **Dr. Allen Bottorff Appointment to Vice President for Business Administration & Finance** – Dr. Bottorff was appointed by the President from the interim position he has held since March 2020. Dr. Falconetti commended him on meeting and exceeding all her expectations.
- **Voluntary Retirement Incentive** – Dr. Falconetti shared that she and Dr. Bottorff had individually met with each Board member prior to today's meeting to fully brief them on the Voluntary Retirement Incentive (VRI) program. In addition, she noted that a special meeting of the College's Planning & Budget Council occurred earlier today to announce the VRI program to this group. She asked the Board if they had any additional questions, comments, or feedback regarding the VRI program, prior to it being unveiled to the greater College community tomorrow. Dr. Falconetti highlighted that this initiative was created to begin to address the 6% budget holdback issued by Governor DeSantis and that it is voluntary and will include incentives. Further discussion about the College's budget and the implications stemming from holdbacks and decreased enrollment will be addressed during the October 8 DBOT Retreat.

b. Governor's Unveiling of Phase III

- **Fall 2020 Semester: COVID-19 Response: "Be the Solution" Plan**
- **Development of metrics to gauge progress, sent weekly to employees in the form of a newsletter**
- **Approved by Florida College System Chancellor Kathy Hebda and FCS Division leadership**
- **Approved by local healthcare leadership**

c. Enrollment

- **CARES Act Funding**
- **"Florida's undergraduate enrollment down 7 percent" – *Politico* article (supplementing meeting packet)**

- d. Commencement, December 10** – Will be postponed to occur during the May 6, 2021, Commencement ceremonies. To accommodate the larger combined group and to ensure social distancing, multiple May ceremonies will occur.

- e. **The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation**
 - **Remote on-site visit: October 26-28**
 - **Quality Enhancement Plan – “Explore to Complete” (career exploration, pathways, and completion)**
 - **October 2 – College-wide Zoom session, SACSCOC is everyone’s business (preparing for the on-site visit)**

- f. **Highlight of Selected Successes and Positive News**
 - **Full scholarships available for accelerated credentialing programs at Polk State College – *Polk Newsroom* article (supplementing meeting packet)**
 - **Polk State Fall 2020 Arts Schedule (supplementing meeting packet)**
 - **Polk State College Spotlight - *AACC Community College Spotlight* (supplementing meeting packet)**
 - **Open Educational Resources (OER) Initiative**
 - Developed by the Textbook Affordability Committee and Distance Learning Committee Affordability Workgroup and led by Cody Moyer, Director of Learning Technology
 - Provided a cost savings to the College and over 13,000 students

Attorney’s Report:

a. District Board of Trustees Self-Evaluation Executive Summary

Attorney Wilson previously sent the DBOT’s revised self-evaluation instrument to the Board members on Tuesday, August 25, 2020, and asked Board members to respond to the self-evaluation within 10 days of receipt. Based upon the received survey results, Attorney Wilson then compiled and distributed a final, aggregated self-evaluation report and an executive summary, which was emailed to Board members in advance of this September 28 District Board of Trustee’s meeting, for their information and review. Formal adoption of the DBOT Self-Evaluation is not required, however, the Board members did briefly discuss the significant results of the survey. Mr. Wilson thanked the Board for participating in the self-evaluation process.

In addition, the self-evaluation instrument was reviewed and revised from last years for the purpose of continuous improvement in discussion with now Immediate Past Chair Martinez and reviewed by Attorney Wilson. As prescribed in the Principles of Accreditation by The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the College’s DBOT is the body that holds in trust the fundamental autonomy and ultimate well-being of the institution and is a critical element in the success of the institution. Good institutional governance requires that the DBOT annually participates in a self-evaluation. Polk State College DBOT’s self-evaluation addresses the requirements of the standard and provides the Board with an opportunity for a self-reflective examination of its responsibilities, organization, roles, and effectiveness.

Business Services Action Items:

None.

Business Services Informational Items: Dr. Allen Bottorff

- a. **Investment Interest Comparison for August 2020** – Dr. Bottorff presented and reviewed the College’s Investment Interest Comparison for August 2020. No Board action required.
- b. **Budget Amendment Summary for August 2020** – Dr. Bottorff presented and reviewed the Budget Amendment Summary for August 2020 for the Board’s information. No Board action required.
- c. **Financial Statements for August 2020** – Dr. Bottorff presented and reviewed the Financial Statements for August 2020 for the Board’s information. No Board action required.
- d. **Project Status Report, College-Wide for September 2020** – Dr. Bottorff presented and reviewed the Project Status Report, College-Wide for September 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 Collegiate High School Enrollment Statistics - Mr. Rick Jeffries**

Mr. Jeffries provided an update on Polk State Lakeland Collegiate High School’s enrollment statistics for September 2020 for the Board’s information.

First Reading Board Rules (No action required):

- a. **DBOT Rule, 2.12, Disrupters on Polk State College Locations – Dr. Allen Bottorff**

Dr. Bottorff presented as a first-read item revised DBOT Rule, 2.12, Disrupters on Polk State College Locations. He reviewed the proposed revisions made to Rule 2.12 and advised the Board that it will be presented for final approval at the November 30, 2020, Board meeting.

- b. **DBOT Rule, 3.16, Pay Plan for College Faculty and Staff – Dr. Allen Bottorff**

Dr. Bottorff presented as a first-read item revised DBOT Rule, 3.16, Pay Plan for College Faculty and Staff. He reviewed the proposed revisions made to Rule 3.16 and advised the Board that it will be presented for final approval at the November 30, 2020, Board meeting.

c. DBOT Rule, 3.27, Discrimination, Harassment, and Sexual Harassment – Ms. Val Baker

Ms. Baker presented as a first-read item revised DBOT Rule, 3.27, Discrimination, Harassment, and Sexual Harassment. She reviewed the proposed revisions made to Rule 3.27 and advised the Board that it will be presented for final approval at the November 30, 2020, Board meeting.

d. DBOT Rule, 4.01, Code of Conduct for Students and Student Organizations – Mr. Reggie Webb

Mr. Webb presented as a first-read item revised DBOT Rule, 4.01, Code of Conduct for Students and Student Organizations. He reviewed the proposed revisions made to Rule 4.01 and advised the Board that it will be presented for final approval at the November 30, 2020, Board meeting.

Second Reading Board Rules (Final Approval):

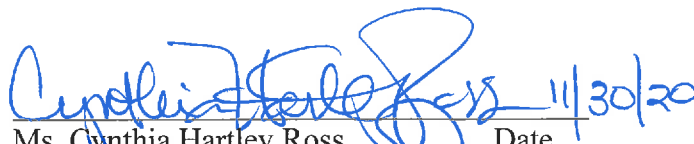
None.

Board Discussion:

Chair Ross and Trustee Martinez congratulated Dr. Allen Bottorff on his appointment and welcomed him to the team. Chair Ross reminded the Board of its upcoming Board Retreat on October 8 at 2:30 p.m. in CPS 267 at the Polk State College Center for Public Safety.

Adjournment:

Having no further business, the meeting adjourned at 4:45 p.m.


Ms. Cynthia Hartley Ross Date 11/30/20
DBOT Chair


Dr. Angela M. Garcia Falconetti Date 11/30/2020
President