

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, September 24, 2018 – 4:00 p.m.
Winter Haven Campus, WST 126

Dr. Angela M. Garcia Falconetti called the September 24, 2018, 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: Whetchina Jean, AA Student, Winter Haven Campus

Foundation Special Recognitions: Ms. Tracy Porter

Dr. Falconetti recognized and thanked new Foundation Board Chair, Mr. Gary Boyer, for his service. She acknowledged Mr. Boyer's role in developing the "Falconetti Feather," a pin designed as a recognition opportunity for Polk State staff, volunteers, and donors who go "above and beyond." Dr. Falconetti presented each of the Trustees with a "Falconetti Feather" as a token of her appreciation for their service and support. Ms. Porter introduced Mr. Boyer to speak about today's special recognition. Mr. Boyer acknowledged a \$16,950 gift from ASAP Prints for scholarships and programs. He then recognized Nikki and Ed Smith, who briefly addressed the Board and expressed the critical importance of supporting education and making it affordable and accessible.

Special Recognitions: Dr. Angela M. Garcia Falconetti

- a. Dr. Falconetti expressed gratitude to Chairman Dorrell and Mr. Littleton for their continued service to the College. On September 7, the Governor reappointed both Chairman Dorrell and Mr. Littleton to the Polk State District Board of Trustees.

- b. Chairman Dorrell congratulated Mr. Littleton on the recent community recognition he received. Mr. Littleton was honored as the Greater Winter Haven Chamber of Commerce Banker's Cup 2018 Man of the Year, which is considered Winter Haven's highest honor.

Agenda:

Ms. Martinez moved, seconded by Mr. Turner, to approve the agenda for September 24, 2018. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for August 2018** – Approved on consent agenda. Board action is required.

- b. **Expenditure Summary for August 2018** – Approved on consent agenda. Board action is required.

- c. **Personnel Action Report for August 2018** – Approved on consent agenda. Board action is required.

Mr. Littleton moved, seconded by Ms. Ross, to approve the consent agenda items for August 2018. 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 27, 2018, Board Minutes

Ms. Ross moved, seconded by Ms. Barnett, to approve the August 27, 2018, Board minutes. All members voted affirmatively.

President's Report

- a. Dr. Falconetti provided each of the Trustees with their own copy of the updated Florida College System Trustee Manual.
- b. Dr. Falconetti distributed copies of the August/September 2018 issue of "What's up?" which lists recent and current happenings at Polk State College.
- c. Fall Enrollment Report – Enrollment for the fall semester reflected a 3.3% increase in full-time equivalent (FTE) enrollment. Unduplicated headcount reflected a 1.6% increase. Dr. Falconetti noted that fall enrollment data will not be final until December.
- d. Dr. Falconetti recognized Ms. Martinez and Consultant Dr. Martha Santiago for their roles in guiding the movement of the College to achieving Hispanic Serving Institution (HSI) designation. She emphasized that the College is currently considered an "emerging Hispanic Serving Institution," with a 22% Hispanic student population. To be categorized as an HSI, an institution must have a 25% Hispanic student population. Dr. Falconetti gave a special thanks to Ms. Martinez for ensuring ongoing Hispanic marketing exposure for the College in publications such as *El Trompetista* and on Hispanic radio. Dr. Falconetti shared that she, Ms. Martinez, and Dr. Santiago traveled to Washington, D.C., on September 7 and met with the co-founder of Excelencia in Education to most efficiently maximize the resources Excelencia offers. While in D.C., they also met with the president and CEO of the American Association of Community Colleges to further the College's mission.
- e. Dr. Falconetti distributed the Fall 2018 Arts Schedule and the 2019 Season Special Performance Series schedule for Board review. She encouraged Board members to attend any and all performances.
- f. Dr. Falconetti shared a couple of upcoming event reminders with the Board:
 - October 10: DBOT Retreat from 12:00 p.m. - 3:00 p.m. in WMS 124 on the Winter Haven Campus.
 - October 12: College-wide Strategic Planning Summit from 8:30 a.m. - 12:00 p.m. in LTB 1100 on the Lakeland Campus.

- h. Hispanic Heritage Month – The College celebrated its kick-off for Hispanic Heritage Month on September 12 under the leadership of the Office of Equity and Diversity.

Attorney’s Report:

None.

Business Services Action Items:

- a. **Polk State College Foundation Submission of the Tax Form 990 and IRS Response to Form 1023 (for Information only) – Ms. Tracy Porter**

The Polk State College Foundation Submission of the Tax Form 990 and IRS Response to Form 1023 does not require approval. Ms. Porter noted that Tax Form 990 and IRS Response to Form 1023 have been submitted properly and timely to the Auditor General. Copies of the forms were shared with the Board for its review and information.

- b. **Polk State College Foundation Audit Presentation – Ms. Tracy Porter**

Ms. Porter introduced auditor Mike Carter from CliftonLarsonAllen LLP to present the Polk State College Foundation Audit. Mr. Carter was happy to note that the Foundation received a positive audit. In particular: financial statements audit opinions were unmodified, an unmodified opinion on the examination report, and that there were no findings to report.

Mr. Littleton moved, seconded by Ms. Ross, to approve the Polk State College Foundation Audit Presentation. All members voted affirmatively.

Business Services Informational Items: Mr. Peter Elliott

- a. **Investment Interest Comparison for August 2018** – Mr. Elliott presented and reviewed the College’s Investment Interest Comparison for August 2018. No Board action required.
- b. **Budget Amendment Summary for August 2018** – Mr. Elliott presented and reviewed the Budget Amendment Summary for August 2018 for the Board’s information. No Board action required.
- c. **Financial Statements for August 2018** – Mr. Elliott presented and reviewed the Financial Statements for August 2018 for the Board’s information. No Board action required.
- d. **Project Status Report, College-Wide for September 2018** – Mr. Elliott presented and reviewed the Project Status Report, College-Wide for September 2018 for the Board’s information. No Board action required.

Items Removed from the Consent Agenda:

None.

Academic & Student Services Action Items:

a. Textbook Affordability Report – Mr. Steve Hull

Ms. Barnett requested an average textbook cost by discipline and Dr. Falconetti noted that this information would be provided to the Board no later than Monday, October 1.

Mr. Turner moved, seconded by Ms. Barnett, to approve the Textbook Affordability Report. All members voted affirmatively.

b. Summer 2019 Education Abroad Programs – Mr. Steve Hull

Ms. Ross moved, seconded by Ms. Martinez, to approve the Summer 2019 Education Abroad Programs. All members voted affirmatively.

Academic & Student Services Informational Items:

None.

Collegiate High School Report:

- a. Polk State Chain of Lakes Collegiate High School – Ms. Bridget Fetter shared the 2018-2019 demographic data for Chain of Lakes Collegiate High School (COL) for the Board's information. She noted that the 314 enrollment data reflects the largest student body ever. Ms. Fetter shared that the school began a concerted effort three years ago to improve demographic diversity. Ms. Fetter congratulated COL faculty member Dr. Suzie Halverson on receiving a Polk Emerging Leaders Award, which recognizes young professionals across Polk County for making significant contributions and commitment to the community. She also noted that another COL staff member, Laura Abercrombie, was recently announced as the Kiwanis International Winter Haven student advisor of the year.

First Reading Board Rules (No action required):

None.

Second Reading Board Rules (Final Approval):

None.

Board Discussion:

Mr. Littleton congratulated the Foundation on the positive financial audit and the successful Wine for Wisdom event. The entire Board concurred.

Adjournment:

Having no further business, the meeting adjourned at 4:50 p.m.



10/22/18

Mr. Dan Dorrell
DBOT Chair

Date



10/22/18

Dr. Angela M. Garcia Falconetti
President

Date