

**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, October 23, 2017 – 4:00 p.m.**  
**Lakeland Campus, LTB 1100**

Dr. Angela M. Garcia Falconetti called the October 23, 2017, District Board of Trustees meeting to order at 4:00 p.m.

**Members Present:** Mr. Dan Dorrell, Mr. Greg Littleton, and Ms. Teresa Martinez

**Members Absent:** Ms. Cindy Ross and Mr. Mark Turner

**Student Spotlight:** Ms. Ciera Baldwin, Bachelor's in Business Administration, Lakeland campus

**Foundation Special Recognitions: Ms. Tracy Porter**

Ms. Porter introduced Greta Dupuy, Polk State College Foundation Board member. Ms. Dupuy acknowledged a cumulative donation of \$20,515 from CliftonLarsonAllen LLP for scholarships and programs. She acknowledged CliftonLarsonAllen's high reputation and long history in the community. In attendance was Mike Carter, Principal, CLA Lakeland office, and Sonya Elliott, Director, CLA Lakeland office. Mr. Carter briefly addressed the Board. He emphasized the valuable role that the College plays within the community and acknowledged the gratifying opportunity to help support affordable and accessible education.

**Special Recognitions: Dr. Angela M. Garcia Falconetti**

- a. Dr. Falconetti briefly recognized Exceptional Leaders with Innovative Talents and Excellence (ELITE) Class VI of 2017-18. She noted that on October 20, the President's leadership team shared leadership testimonials with the participants of the Emerging Leaders Professional Series (ELPS) Class III, and she acknowledged that she was impressed with the caliber and professionalism of the class. She then introduced Ms. Val Baker, Polk State College's Director of Equity and Diversity, to introduce the class as follows:
  - Jeannette Grullon: Coordinator, Career Development Services, Winter Haven campus
  - Dr. Gregory Johnson: Professor of Digital Media, Lakeland campus
  - Pairris Jones: Coordinator, Career Development Services, Lakeland campus
  - Dr. Rebecka Sare: Professor of English, Winter Haven campus
  - Noreen Weber: Program Specialist, Contractor Safety Institute, Corporate College Advanced Technology Center, Bartow
- b. Dr. Falconetti recognized Trustee Cindy Ross for her recent selection as the Polk State College Distinguished Alumna and expressed honor in experiencing her first Polk State College graduation ceremony with Trustee Ross as commencement speaker.
- c. Dr. Falconetti shared that Trustee Martinez served as keynote speaker at the College's September 28 Hispanic Heritage Month Celebration. She reminded the Board that Trustee Martinez represented the College during the recent national meeting for the Association of Community College Trustees (ACCT) in Las Vegas and expressed gratitude for her support, effective representation, and advocacy of the College. She then presented a letter to Trustee Martinez from Dr. Walter Bumphus, President and CEO of the American Association of Community Colleges, congratulating her for contributions during the national ACCT meeting.
- d. Dr. Falconetti briefly recognized retiring Winter Haven Provost, Dr. Martha Santiago, whose retirement is effective October 31. She invited the Trustees to attend Dr. Santiago's retirement celebration on Friday, October 27 at 3:30 p.m. in the lobby of WFA.

**Agenda:**

Mr. Littleton moved, seconded by Ms. Martinez, to approve the agenda for October 23, 2017. All members voted affirmatively.

**Consent Agenda Items: Mr. Peter Elliott**

- a. **Payroll Distribution for September 2017** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for September 2017** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for October 2017** – Approved on consent agenda. Board action is required.
- d. **Personnel Action Report for September 2017** – Approved on consent agenda. Board action is required.
- e. **Salary Schedule Changes for October 2017** – Approved on consent agenda. Board action is required.

Ms. Martinez moved, seconded by Mr. Littleton, to approve the consent agenda items for September and October 2017. 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**

Mr. Littleton moved, seconded by Ms. Martinez, to approve the September 25, 2017, Board minutes. All members voted affirmatively.

**President's Report**

- a. Dr. Falconetti distributed copies of the September/October 2017 issue of "What's up?" which lists recent and current happenings at Polk State College.
- b. Dr. Falconetti provided an update on fall enrollment and noted that as of this morning at 8 a.m., the total headcount reflects a -0.5% (compared to -3.3% on September 24); and the total full-time-equivalent enrollment as a positive of 0.1% compared to -0.6% on September 24.
- c. Dr. Falconetti briefed the Board on the Florida College System Council of Presidents (COP) Legislative Priorities. In particular, she noted that the COP has proposed a \$286 million request across the following areas: \$80 million for performance-based funding; \$14 million for industry certification; \$75 million for workforce preparation; \$67 million for student success and completion; and \$50 million for recruitment and retention. Dr. Falconetti highlighted the \$67 million for student success and completion and referenced the College's current 1:2,000 advisor-to-student ratio. She stressed that both the College and the Florida College System aim

to improve this ratio to ensure that advisors have an opportunity to have meaningful interactions with each student they serve.

- d. Dr. Falconetti commended Tracy Porter, Marianne George, Foundation staff, and the Foundation Board of Directors on the success of the October 20 Joggin' for the Noggin event, which had 550 attendees.
- e. Dr. Falconetti thanked Nancy Lozell and Dr. Donald Painter for their support of the October 20 FallFest event, which had tremendous student athlete and student government participation.
- f. Dr. Falconetti shared the October 12 editorial that she wrote regarding the campus forums that was published in *The Ledger*. She highlighted that she was touched to learn that students love the "genuine care and concern" of faculty and staff, who "bend over backwards" to help them achieve their goals. She also shared feedback that was received at the JD Alexander Center forum, which was a reminder of what we stood to lose during the 2017 legislative session. The key messages she received from transportation-disadvantaged students at the JD Alexander Center were to offer more programs leading to degree completion and more student life at the Lake Wales site.
- g. Dr. Falconetti shared her recent opportunity to work out with the Polk State women's soccer team on October 2 during one of their practices. She expressed her enjoyment of the experience and her gratitude for getting to know some of the College's talented student athletes.
- h. Dr. Falconetti reminded the Board of the upcoming DBOT retreat on Wednesday, November 15 at 12 p.m. in WMS 124.

#### **Attorney's Report**

Attorney Don Wilson had nothing to report.

#### **Business Services Action Items:**

- a. **Polk State College Foundation Submission of Tax Form 990 and IRS Response to Form 1023** – Ms. Tracy Porter presented and recommended approval of the Polk State College Foundation Submission of Tax Form 990 and IRS Response to Form 1023.

Ms. Martinez moved, seconded by Mr. Littleton, to approve the Polk State College Foundation Submission of Tax Form 990 and IRS Response to Form 1023. All members voted affirmatively.

- b. **Polk State College Foundation Audit Presentation** – Ms. Tracy Porter presented and recommended approval of the Polk State College Foundation Audit Presentation. She then introduced Mr. Mike Carter and Ms. Sonya Elliott from CliftonLarsonAllen. Mr. Carter then presented and reviewed the Polk State College Foundation Audit, year-ended December 31, 2016, for the Board's information. He then introduced Ms. Elliott to present highlights of the audit.

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

- c. **Polk State Chain of Lakes Collegiate High School – 2017 Audited Financial Statements**

**d. Polk State Lakeland Collegiate High School – 2017 Audited Financial Statements**

**e. Polk State Lakeland Gateway to College Collegiate High School – 2017 Audited Financial Statements**

Mr. Peter Elliott presented and recommended approval of the three Collegiate High Schools – 2017 Audited Financial Statements. He then introduced Mr. Mike Brynjulfson with Brynjulfson CPA, P.A., who reviewed the Collegiate High Schools – 2017 Audited Financial Statements for the Board's information. Mr. Brynjulfson summarized that the three school audits' results were a clean opinion, which is the highest level of assurance. There were no significant deficiencies, no material weaknesses, and no material non-compliance issues.

Ms. Martinez moved, seconded by Mr. Littleton, to approve the Polk State Chain of Lakes Collegiate High School – 2017 Audited Financial Statements. All members voted affirmatively.

Mr. Littleton moved, seconded by Ms. Martinez, to approve the Polk State Lakeland Collegiate High School – 2017 Audited Financial Statements. All members voted affirmatively.

Ms. Martinez moved, seconded by Mr. Littleton, to approve the Polk State Lakeland Gateway to College Collegiate High School – 2017 Audited Financial Statements. All members voted affirmatively.

**f. Lake Wales Arts Center Tangible Personal Property – Mr. Peter Elliott presented and recommended approval of the Lake Wales Arts Center Tangible Personal Property.**

Mr. Littleton moved, seconded by Ms. Martinez, to approve the Lake Wales Arts Center Tangible Personal Property. All members voted affirmatively.

**Business Services Informational Items: Mr. Peter Elliott**

- a. Investment Interest Comparison for September 2017 – Mr. Elliott presented and reviewed the College's Investment Interest Comparison for September 2017. No Board action required.**
- b. Budget Amendment Summary for September 2017 – Mr. Elliott presented and reviewed the Budget Amendment Summary for September 2017 for the Board's information. No Board action required.**
- c. Financial Statements for September 2017 – Mr. Elliott presented and reviewed the Financial Statements for September 2017 for the Board's information. No Board action required.**
- d. Project Status Report, College-Wide for September and October 2017 – Mr. Elliott presented and reviewed the Project Status Report, College-Wide for September and October 2017 for the Board's information. No Board action required.**

**Items Removed from the Consent Agenda:**

None.

**Academic & Student Services Action Items: Dr. Donald Painter, Jr.**

- a. **Deactivation of the AS in Web Design and Development** – Dr. Painter presented and recommended approval of the Deactivation of the AS in Web Design and Development.

Ms. Martinez moved, seconded by Mr. Littleton, to approve the Deactivation of the AS in Web Design and Development. All members voted affirmatively

**Academic & Student Services Informational Items: Dr. Donald Painter, Jr.**

- a. **Non-Credit Course Fees** – Dr. Painter presented and reviewed the College’s Non-Credit Course Fees for the Board’s information. No Board action required.

**Collegiate High School Report:**

- a. **Polk State Lakeland Gateway to College Collegiate High School Charter Renewal Proposal** – Mr. Corey Barnes presented and recommended approval of the Polk State Lakeland Gateway to College Collegiate High School Charter Renewal Proposal. Discussion ensued about the length of the original charter and approval timeline of the renewal proposal. Mr. Barnes indicated that the school would be notified in February 2018.

Mr. Littleton moved, seconded by Ms. Martinez, to approve the Polk State Lakeland Gateway to College Collegiate High School Charter Renewal Proposal. All members voted affirmatively.

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

None.

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

- a. **DBOT Rule 3.12, Equal Employment Opportunity – Mr. Peter Elliott**

Mr. Elliott presented recommended approval of the revised DBOT Rule 3.12, Equal Employment Opportunity.


Ms. Martinez moved, seconded by Mr. Littleton, to approve the revised DBOT Rule 3.12, Equal Employment Opportunity. All members voted affirmatively.

**Board Discussion:**

Trustee Martinez expressed honor and gratitude in representing the Board at the ACCT Leadership Congress in September.

**Adjournment:**

Having no further business, the meeting adjourned at 5:00 p.m.

  
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Mr. Mark Turner Date  
DBOT Chair

  
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Dr. Angela M. Garcia Falconetti Date 11/27/17  
President