

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, June 24, 2024 – 4:00 p.m.
Polk State Winter Haven Campus, WST 126

Dr. Angela M. Garcia Falconetti called the June 24, 2024, District Board of Trustees meeting to order at approximately 4:03 p.m.

Members Present: Ms. Ashley Bell Barnett, Ms. Ann Barnhart, Mr. Greg Littleton, Ms. Teresa Martinez, and Mr. Ashley Troutman

Members Absent: Ms. Cindy Hartley Ross

Special Recognition: Dr. Angela Garcia Falconetti

- a. President Garcia Falconetti highlighted a recent visit and tour of the Polk State Clear Springs Advanced Technology Center (ATC) by Secretary of Commerce Alex Kelly on June 18. A hard copy of the full tour agenda was shared with the Board members. The impetus of the tour was to provide Secretary Kelly with an overview of ATC, to tour the facility, and to develop partnerships. While there, Secretary Kelly notified the College of its \$114,642 grant award from the Florida Commerce Digital Connectivity Technology Program. The majority of the grant funds will be used to launch Polk State's "Collab Lab" — small business education program that will be facilitated by the Office of Corporate and Leadership Development.

President Garcia Falconetti introduced Dr. Craig Collins, Associate Vice President for Corporate and Leadership Development, and thanked him and all involved with the writing and submission of the grant proposal. She then asked Dr. Collins to provide an overview of the grant process and the "Collab Lab." Dr. Collins stated "Collab Lab" will provide access to broadband internet, technology, and training to improve digital literacy, launch or grow small businesses, and promote economic development. It will target professional development and educational opportunities to nonconventional demographic groups in need. During the grant-writing process, Dr. Collins and the grant proposal team acquired letters of support from city leaders in Lakeland and Winter Haven. He emphasized that this grant was an example of a cohesive team working together for the betterment of the College. The team included Mike Dodge, Kyle Ann Ryan, Erin Martinez, Mary Ellen Schmitt, and Dr. Mary Clark.

- b. President Garcia Falconetti introduced Dr. Shana Kent-Smith, Associate Dean of Academic Affairs, Winter Haven Campus. Dr. Kent-Smith introduced two students participating in CareerSource Polk's Internships/Work-Based Learning Program. Christian Concepcion, a recent dual enrollment student who graduated from Winter Haven High School, and She'Zaria Adams, a 12th-grade student, are interning this summer in the Winter Haven Academic Affairs department. They attended today's District Board of Trustees meeting to gain insights into operations and governance.

Agenda:

Ms. Barnhart moved, seconded by Mr. Littleton, to approve the agenda for June 24, 2024. All members voted affirmatively.

Consent Agenda Items: Ms. Cindy Baker and Ms. Stacey Cary

- a. **Polk State College Personnel Actions Report for May 2024** – Approved on consent agenda. Board action is required.
- b. **Polk State College Foundation Annual Plan of Work** – Approved on consent agenda. Board action is required.

Ms. Bell Barnett moved, seconded by Ms. Barnhart, to approve the consent agenda items for May 2024. 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 20, 2024, Board Minutes**

Mr. Littleton moved, seconded by Mr. Troutman, to approve the May 20, 2024, Board minutes. All members voted affirmatively.

President's Report – Dr. Angela Garcia Falconetti

a. **Institutional Technology and Banner Update – Dr. Mary Clark**

- President Garcia Falconetti asked Dr. Clark to provide an IT and Banner update and to introduce Dr. Baz Abouelenein, on behalf of Apogee, which is a managed IT services company. Apogee has been engaged by the College to assist with the Banner implementation, to provide additional executive leadership and support to the IT department, and to prepare a proposal on taking the IT department to the next level. Dr. Clark noted that Dr. Abouelenein is a seasoned IT executive with extensive experience in enhancing educational outcomes through strategic solutions in higher education. Dr. Abouelenein briefly address the Board and expressed excitement to be working with Dr. Clark and President Garcia Falconetti to develop an IT strategy that identifies our current state, imagines our future state, and works toward achieving that.
- Dr. Clark introduced two Ellucian Banner team members joining today's meeting via Zoom: Mike Cavanagh, Director for Professional Services for the Southeast Region, and Collen Miccolis, Senior Director for Professional Services.
- Dr. Clark presented a PowerPoint presentation to the Board that provided an update on the implementation of Ellucian Banner, the College's new Enterprise Resource Planning (ERP) System.

- Important Go-Live Dates:
 - June 24 – Polk Portal for Employees
 - June 25 – Polk Portal for Priority Registration (students who completed 75% or more of their degree requirements)
 - July 1 – Polk Portal for Open Registration
- Banner Support Center
 - Support for students and employees using the Polk Portal including triaging calls and requests for support, a specific phone line, and an online help ticket system.
- Banner Polk Portal – Student
 - Dr. Clark provided a simulation of the Student Polk Portal
- Banner Polk Portal – Employee
 - Dr. Clark provided a screenshot of the Employee Port Portal

b. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Update – Dr. Mary Clark

- Dr. Clark presented a PowerPoint presentation to the Board that provided an update on the SACSCOC Fifth-Year Interim Report
 - Fifth-Year Report Dates:
 - Mid-October 2025 – Notification letter of Fifth-Year Report from SACSCOC
 - September 8, 2026 – Fifth-Year Report due to SACSCOC
 - November 2026 – Review by SACSCOC Fifth-Year Interim Review Committee
 - December 2026 – Results released at SACSCOC Annual Meeting
 - Timeline for Standards Review
 - January 2024 – Academic Affairs (underway)
 - June 2024 – Student Services has been postponed due to the June 25 Banner Go-Live Registration
 - October 2024 – OCPA and Human Resources
 - January 2025 – IEAR
 - Narratives for each Standard and QEP
 - January 2025 - January 2026 – 22 Standards narrative written
 - September 2025 - January 2026 – QEP Executive Summary
 - June 2026 – Executive Leadership Team review
 - February – May 2026 – Review and editing of standards
 - July 2026 – OCPA Final review and branding
 - August 2026 – Presidential approval
 - September 8, 2026 – Deadline for submission to SACSCOC
 - State Requirements
 - Pursuant to section(s.) 1008.47, Florida Statutes (F.S.), Florida College System institutions must begin to seek institutional accreditation from a State Board of Education-identified accreditor in the year following reaffirmation or fifth-year review by their current accrediting agencies.

- The same statute requires institutions to provide quarterly reports on the progress of seeking and obtaining accreditation from an SBOE-identified agency.
- Institutions who are not up for reaffirmation or fifth-year review but have begun the process of seeking and obtaining accreditation from an SBOE-identified agency, may voluntarily submit quarterly reports to keep the division apprised of progress.
- Higher Learning Commission (HLC) Process at a Glance
 - Send letter to the U.S. Department of Education requesting permission to change accreditors.
 - Once permission is received from the USDE and HLC agrees to accept the College's application:
 - ✓ Institution submits an application for HLC membership
 - ✓ Institution submits narrative and evidence regarding HLC's Criteria for Accreditation and other HLC requirements for Preliminary Peer Review.
 - ✓ Institution demonstrates that it meets the Criteria and other HLC requirements for the Comprehensive Evaluation for Initial Accreditation and Related Decision Making.
- Application Documentation
 - The institution is regionally accredited, in good standing with its current accreditor, and has undergone at least one reaffirmation.
 - Demonstration from Federal Financial Aid indicating the institution has demonstrated reasonable cause for changing its primary accreditor.
 - A description explaining how the institution's decision to change its primary accrediting agency is voluntary.
 - Documentation showing legal status to operate as an institution of higher learning.
 - List of all degree and certificate programs offered including enrollment by program, location, and mode of delivery.
 - Letter from DBOT confirming its intention to seek accreditation with HLC.
 - List of other current accreditation relationships, including status, and official interactions within the past five years.

c. **House Bill 1285**

- President Garcia Falconetti reminded the Board that HB 1285 contains a pilot project concept to offer the Associate in Arts degree program and relevant baccalaureate degree programs in an online format to out-of-state students for \$290 per credit hour. Polk State was selected as one of three Florida College System (FCS) colleges to participate in the pilot program. More information regarding the implementation of the bill and the curriculum is needed. The Board will be informed as the College learns more details. The change to the College's fees requires a public notice that is posted 28 days prior to being presented to the Board for approval. President Garcia

Falconetti asked Christine Lee to schedule a Special Meeting of the DBOT to occur in July, after the 28-day fee notice timeframe has lapsed.

d. Commissioner Manny Diaz Florida Department of Education Convenings

- President Garcia Falconetti and Chair Teresa Martinez attended the Commissioner's Convening with Presidents and Board Chairs from both the State University System (SUS) and the FCS | May 30 | 1 p.m. to 4 p.m. | Miami Dade Wolfson Campus
 - The purpose of the Presidents' Convening was to continue dialogue and identify collaborative strategies for improving articulation and expanding pathways to high-quality postsecondary education for all Floridians. Discussion topics included current legislation, implementation, teacher preparation, and updates on accreditation.
- President Garcia Falconetti and Provost Amy Bratten attended the Commissioner's Summit on Growing Florida's Teacher Pipeline | May 31 | 8:30 a.m. to 2:30 p.m. | Miami Dade Wolfson Campus
 - During the Summit, leaders in the SUS, FCS, and school districts engaged in work that promotes collaboration and innovation to meet Florida's teacher workforce demands.

Attorney's Report:

a. President's 2024-2025 Annual Contract

Attorney Don Wilson reminded the Board members that their positive annual evaluation of President Garcia Falconetti that was unanimously approved during the May 20, 2024, Board meeting automatically triggers the three-year renewal of the President's rolling employment contract for the period of July 1, 2024, and terminating June 30, 2027. He confirmed that copies of the President's employment contract for 2024-2025 had been provided to the Board members. He explained that the contract was substantially in the same form as the prior year's contract with a substantial modification providing for 180 days prior notice in the event of termination without cause followed by twenty weeks salary, insurance and retirement benefits after the President's employment. It was the intent of these two time periods to provide both the College and the President with a transitional period. The salary, based on the percentage increase received by full time faculty as subsequently determined, would be inserted into the contract. Other changes were primarily editorial.

Upon a motion by Mr. Littleton, seconded by Ms. Bell Barnett, the Board voted unanimously to approve the contract.

b. Board Approval of Donation to Florida Department of Transportation of Seven-Foot-Wide Right-of-Way for Sidewalk Along Highway 27

Attorney Don Wilson introduced from Boswell & Dunlap Attorney Sean Parker who has been representing the College in connection with the Florida Department of Transportation's requirement that a seven-foot-wide right-of-way for a sidewalk along Highway 27 be donated to the FDOT. Drawing and other materials were provided to the Board.

Upon a motion by Ms. Bell Barnett, seconded by Mr. Littleton, the Board voted unanimously to approve the donation of the right-of-way to the FDOT and to authorize the President and Chair to execute the deed and other required documents when they become available.

Business Services Action Items:

a. Student Tuition and Standard Fees, FY 2024-25 – Ms. Cindy Baker

Ms. Baker presented and recommended for approval the Student Tuition and Standard Fees, FY 2024-25.

Ms. Barnhart moved, seconded by Ms. Bell Barnett, to approve Student Tuition and Standard Fees, FY 2024-25. All members voted affirmatively.

b. Operating Budget, FY 2024-25 – Ms. Cindy Baker

Ms. Baker presented and recommended for approval the Operating Budget, FY 2024-25.

Mr. Littleton moved, seconded by Mr. Troutman, to approve Operating Budget, FY 2024-25. All members voted affirmatively.

Budget and Employee Compensation

The President reported that the 2024 Legislative Session resulted in the College receiving no additional recurring operational funds to address any proposed salary or wage increases for College employees. Accordingly, the existing institutional budget will be the source of funding available to address compensation. With this understanding, the President summarized her perceptions of what the Board members were in favor of during one-on-one meetings. The President perceived the Board was in favor of the below.

1. Career, Professional Technical, and Administrator Employees: The implementation of the compression adjustment plan for the impacted Career, Professional Technical, and Administrator employees, to include the elimination of the step schedule for Career employees and the implementation of salary ranges. The implementation of the compression adjustment plan would take place prior to the implementation of College-wide compensation increase and all compensation changes would be effective July 1, 2024.

Motion by Ms. Bell Barnett, seconded by Ms. Barnhart, was unanimously approved by the Board.

- Full-Time Faculty: The President summarized the following that was discussed during one-on-one meetings with Trustees:
 - Developing a methodology to ensure full-time Faculty are compensated for steps that may have been missed. The methodology would be the outcome of a collaboration between the leadership of Faculty Senate and the respective

administrators designated by the College President. The goal would be to provide a recommendation to the College President, and per the President, to the DBOT.

- Hiring a third-party consultant to review the full-time Faculty step schedule in collaboration with the Faculty Senate leadership, the faculty, and respective administrators.

A motion was made to undertake a study of the compensation of full-time Faculty and review the full-time Faculty step schedule. A third-party consultant will be retained to work with the leadership of the Faculty Senate, the faculty at-large, and administrators designated by the President as a committee to develop such a plan as soon as reasonably possible.

Motion by Mr. Littleton, seconded by Mr. Troutman, was unanimously approved by the Board.

2. Compensation Increases:

The President perceived the Board was in favor of the below as a result of the one-on-one meetings.

- a. A one step increase for full-time faculty (1.6%).
- b. A 1.6% salary/wage increase for all full-time Faculty, full-time and part-time regular Career, Professional Technical, and Administrator employees. The increases shall be effective with full-time faculty contracts, and on July 1, 2024, for all other employee classifications.
- c. Adjunct Faculty pay and full-time faculty overload pay will increase by \$1.00 per hour effective with the Fall 2024 contracts.
- * A potential step equivalent of 1.6% for Career, Professional Technical, and Administrator employees.

Motion by Ms. Barnhart to move forward with the recommendation. Request by Mr. Littleton to amend the recommendation to include the step equivalent of 1.6% for Career, Professional Technical, and Administrator employees. Ms. Barnhart accepted the amendment, and the amended motion was seconded by Ms. Bell Barnett, and was unanimously approved by the Trustees.

c. Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2024-25 – Ms. Cindy Baker

Ms. Baker presented and recommended for approval the Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2024-25.

Mr. Troutman moved, seconded by Mr. Littleton, to approve Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2024-25. All members voted affirmatively.

d. Polk State Lakeland Collegiate High School Operating Budget, FY 2024-25 – Ms. Cindy Baker

Ms. Baker presented and recommended for approval the Polk State Lakeland Collegiate High School Operating Budget, FY 2024-25.

Ms. Barnhart moved, seconded by Ms. Bell Barnett, to approve Polk State Lakeland Collegiate High School Operating Budget, FY 2024-25. All members voted affirmatively.

e. Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2024-25 – Ms. Cindy Baker

Ms. Baker presented and recommended for approval the Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2024-25.

Ms. Bell Barnett moved, seconded by Mr. Littleton, to approve Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2024-25. All members voted affirmatively.

f. Polk State College Unexpended Plant Fund Budget, FY 2024-25 – Ms. Cindy Baker

Ms. Baker presented and recommended for approval the Polk State College Unexpended Plant Fund Budget, FY 2024-25.

Ms. Barnhart moved, seconded by Mr. Troutman, to approve Polk State College Unexpended Plant Fund Budget, FY 2024-25. All members voted affirmatively.

g. Budget Amendment FY 2023-2024 – Ms. Cindy Baker

Ms. Baker presented and recommended for approval the Budget Amendment FY 2023-2024.

Ms. Bell Barnett moved, seconded by Mr. Troutman, to approve the Budget Amendment. All members voted affirmatively.

h. Polk State College Salary Schedule Changes for June 2024 – Ms. Cindy Baker and Ms. Stacey Cary

Ms. Baker and Ms. Cary presented and recommended for approval the Polk State College Salary Schedule Changes for June 2024.

Mr. Littleton moved, seconded by Ms. Barnhart, to approve Polk State College Salary Schedule Changes for June 2024. All members voted affirmatively.

i. Capital Improvement Plan (CIP), FY 2025-2026 through FY 2027-2028 – Mr. Reggie Webb

Mr. Webb presented and recommended for approval the Capital Improvement Plan (CIP), FY 2025-2026 through FY 2027-2028.

Mr. Troutman moved, seconded by Ms. Barnhart, to approve the Capital Improvement Plan (CIP), FY 2025-2026 through FY 2027-2028. All members voted affirmatively.

j. Educational Plant Survey (EPS), FY 2024-25 through FY 2028-29 – Mr. Reggie Webb

Mr. Webb presented and recommended for approval the Educational Plant Survey (EPS), FY 2024-25 through FY 2028-29.

Ms. Barnhart moved, seconded by Ms. Bell Barnett, to approve the Educational Plant Survey (EPS), FY 2024-25 through FY 2028-29. All members voted affirmatively.

Business Services Informational Items: Ms. Cindy Baker and Mr. Reggie Webb

- a. Investment Interest Comparisons through May 2024** – Ms. Baker presented and reviewed the College's Investment Interest Comparisons through May 2024 for the Board's information. No Board action required.
- b. Financial Statements for May 2024** – Ms. Baker presented and reviewed the Financial Statements for May 2024 for the Board's information. No Board action required.
- c. Capital Project Status Report for June 2024** – Mr. Webb presented and reviewed the Capital Project Status Report for June 2024 for the Board's information. No Board action required.

Items Removed from the Consent Agenda:

None.

Academic & Student Services Action Items:

a. General Education Review - Dr. Amy Bratten

Dr. Bratten presented and recommended for approval the General Education Review.

Ms. Barnhart moved, seconded by Ms. Bell Barnett, to approve the General Education Review. All members voted affirmatively.

Academic and Student Services Informational Items:

None.

Collegiate High School Report:

None.

First Reading Board Rules (No action required):

None.

Second Reading Board Rules (Final Approval):

None.

Board Discussion:

The next Regular DBOT meeting will occur on Monday, August 26, 2024, at the Polk State Winter Haven Campus in WST 126 at 4:00 p.m.

Adjournment:

Having no further business, the meeting adjourned at approximately 5:45 p.m.



Ms. Teresa Martinez
DBOT Chair



Date



Dr. Angela M. Garcia Falconetti
President



Date