

**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, November 18, 2024 – 4:00 p.m.**  
**Polk State Winter Haven Campus, WST 126**

Dr. Angela M. Garcia Falconetti called the November 18, 2024, District Board of Trustees meeting to order at approximately 4:00 p.m.

**Members Present:** Ms. Ann Barnhart, Mr. Greg Littleton, Ms. Cindy Hartley Ross, and Mr. Ashley Troutman

**Members Absent:** Ms. Ashley Bell Barnett and Ms. Teresa Martinez

**Special Recognition: Dr. Angela Garcia Falconetti**

**a. Jordan Emro, Program Director, Respiratory Care**

- President Garcia Falconetti introduced Program Director for Respiratory Care Jordan Emro and Clinical Coordinators Tina Skains and Jeff Coiro. She thanked Program Director Emro and previous Director Shana Kent-Smith for their tremendous efforts.
- The Commission on Accreditation for Respiratory Care (CoARC) noted that per the 2024 Annual Report, the Polk State College Respiratory Program met or exceeded all currently set “thresholds” for success on each of the required outcome measures.

**b. Dr. Megan Cavanah, Director, Enrollment and Curriculum Management, Academic Affairs**

- Dr. Cavanah represented the General Education Review Committee. President Garcia Falconetti commended the committee members for their relentless efforts in ensuring the success of the review of the College’s general education curriculum.

**Agenda:**

Mr. Littleton moved, seconded by Ms. Barnhart, to approve the agenda for November 18, 2024. All members voted affirmatively.

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

- a. Tangible Personal Property Deletions for November 2024** – Approved on consent agenda. Board action is required.
- b. Polk State College Personnel Actions Report for September and October 2024** – Approved on consent agenda. Board action is required.
- c. Polk State College Collegiate High Schools Personnel Actions Report for September and October 2024** – Approved on consent agenda. Board action is required.
- d. Polk State College Salary Schedule Changes for November 2024** – Approved on consent agenda. Board action is required.

Ms. Barnhart moved, seconded by Mr. Troutman, to approve the consent agenda items for September, October, and November 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. September 23, 2024, Regular Board Minutes**

Ms. Barnhart moved, seconded by Mr. Littleton, to approve the September 23, 2024, Regular Board minutes. All members voted affirmatively.

**b. October 21, 2024, Board Retreat Minutes**

Mr. Littleton moved, seconded by Mr. Troutman, to approve the October 21, 2024, Board Retreat minutes. All members voted affirmatively.

**President's Report – Dr. Angela Garcia Falconetti**

- a. President Garcia Falconetti highlighted select items from the Positively Polk State report:
- a. Plans for air quality testing
  - b. Polk Newsroom Press Release “Access Florida’s First-Class, Affordable Education System from Anywhere at Polk State College Through XploreFLEd, a Florida Department of Education Initiative”
  - c. *The Ledger* article “New Polk State program offers online courses for out-of-state students”
  - d. *Florida Trend* spotlight “Florida 500”
  - e. *Florida Trend* spotlight “Women in Leadership”
  - f. *Viva Polk* cover story “Polk State Celebrates 60 Years and the Construction of the New Haines City-Davenport Campus”
  - g. News Service of Florida “The 2024 Above & Beyond Awards”

**Attorney's Report:**

None.

**Business Services Action Items:**

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

- a. **Investment Interest Comparisons through October 2024** – Ms. Baker presented and reviewed the College’s Investment Interest Comparisons through October 2024 for the Board’s information. No Board action required.

- b. **Financial Statements for October 2024** – Ms. Baker presented and reviewed the Financial Statements for October 2024 for the Board’s information. No Board action required.
- c. **Capital Project Status Report for November 2024** – Mr. Webb presented and reviewed the Capital Project Status Report for November 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 After FLDOE Feedback – Dr. Amy Bratten**

Ms. Barnhart moved, seconded by Mr. Troutman, to approve the General Education Review After FLDOE Feedback. All members voted affirmatively.

**Academic and Student Services Informational Items:**

None.

**Collegiate High School Report:**

- a. **Polk State Lakeland Gateway to College Collegiate High School Enrollment/Demographic Information for AY 2024-2025 – Dr. Meesha Downing Townsend**

Dr. Meesha Downing-Townsend presented and reviewed the Polk State Lakeland Gateway to College Collegiate High School Enrollment/Demographic Information for AY 2024-2025 for the Board’s information. No Board action required.

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

None.

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

None.

**Board Discussion:**

The next District Board of Trustees meeting will occur on Monday, January 27, 2025, on the Polk State Winter Haven Campus in WST 126 at 4:00 p.m.

**Adjournment:**

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

  
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Ms. Cindy Hartley Ross      1/27/2025  
DBOT Chair      Date

  
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Dr. Angela M. Garcia Falconetti      1/27/2025  
President      Date