

MINUTES
POLK STATE COLLEGE
District Board of Trustees Fall Retreat
Monday, October 21, 2024 – 3:00 p.m.
Polk State College Center for Public Safety, CPS 267

Dr. Angela M. Garcia Falconetti called the October 21, 2024, District Board of Trustees fall retreat to order at approximately 3:00 p.m.

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

Members Absent:

A. Welcome – Chair Cindy Ross

- Chair Cindy Ross briefly welcomed the group to the retreat and expressed the importance of the health and safety of all students, faculty, and staff in the aftermath of Hurricane Milton. She commended the Polk State facilities and safety and security teams for their efforts both during and after the storm and always. She thanked all faculty and staff for supporting students during this time.
- President Angela Garcia Falconetti provided an update on a critical College matter relating to air quality concerns in the Lakeland Technology Building (LTB) on the Lakeland Campus. She assured all in attendance that she is collaborating with each member of the District Board of Trustees regarding the matter, and the safety of all students, faculty, and staff is of the utmost importance.

B. 1. Academic Spotlight – Captain Shawn Hoobin, Director Polk State College Kenneth C. Thompson Institute for Public Safety (KCTIPS)

- President Garcia Falconetti briefly recognized two new academic deans. Dr. Yovan Reyes is the College's new Dean of Early College and Student Engagement and Dr. Belkis Capeles has been appointed as Dean of Workforce Education. Dr. Capeles has served as Polk State's Associate Dean for Academic Affairs for the Lakeland Campus.
- Chair Ross introduced Captain Shawn Hoobin, Director of the Polk State College Kenneth C. Thompson Institute for Public Safety (KCTIPS), to present an academic spotlight on the KCTIPS programs and the National Public Safety Innovation Academy (NIA).
- Polk State Public Safety Programs:
 - Corrections Academy (Dual Academy): 420 hours to complete
 - Law Enforcement Academies
 - Basic Academy: 770 hours to complete
 - Accelerated Academy: 770 hours to complete
 - Night Academy: 770 hours to complete
 - Crossover Academy: 518 hours to complete
 - Equivalency of Training (EOT)
 - Advanced and Specialized Training
 - NIA
- Academies Curriculum
 - General Topics:
 - Introduction to Law Enforcement/Corrections, Legal, Communication, Officer Wellness, Ethics, Interviewing and Report Writing, Fundamentals of Patrol/Corrections, Serving Your Community, Crimes Against Persons, Property, and Society, Crime Scene Investigations, Traffic Incidents, and Critical Incidents.
 - High Liability Topics:
 - Firearms, Defensive Tactics, Vehicle Operations, First Aid, Dart Firing Stun Gun, and Physical Fitness Training.

- Academies Resources
 - Immersive Building/Street Scene
 - Simulation Room
 - Defensive Tactics Room
 - Lakeland Police Department
 - Polk County Sheriff's Office
- Academies Statistics
 - 2023 - 2024:
 - Four Corrections academies with 77 students
 - Fourteen Law Enforcement academies with 417 students and three EOT courses with 31 students
 - 100% pass rate on the State Officer Certification Exam
 - 100% of the students in the corrections academies were sponsored by PCSO
 - 98% of the law enforcement students were sponsored by an agency
- NIA
 - The NIA is a game-changing mid-to-executive level management training program in partnership with the PCSO designed for leaders in law enforcement and corrections. NIA is one of only three command schools in the nation, offering a unique blend of hands-on experience, cutting-edge technology, and advanced leadership development. With a STEM-based curriculum, NIA blends theoretical knowledge with practical exercises, including functional fitness. Participants will engage with expert instructors from across the country.
- NIA Curriculum
 - Servant Leadership:
 - Identifies the best approach to leadership in the 21st century and discusses core pillars needed to effectively manage, lead, inspire, and succeed in today's tumultuous times
 - Legal:
 - Focuses on civil liability, use of force, and current trends for command staff.
 - Media:
 - Explores the following relevant topics:
 - How to build media relations
 - Media motivators
 - Crisis communications
- Futuristics Based Curriculum Topics
 - Drones
 - Artificial Intelligence in Policing
 - Live911
 - Digital Forensics
 - Cyber Threats from a Leadership and Organizational Perspective
 - Legal and legislative considerations affecting organizational implementation of technology-based devices and programs
- Critical Incident Case Studies
 - Students hear presentations from practitioners who experience first-hand an ultimate crisis that law enforcement agencies face.
 - Presenters conduct critical incident debriefs on events that made national headlines:
 - Pulse Night Club Shooting, Retired Lt. Scott Smith, OPD
 - San Bernardino Terrorist Attack, Retired Chief Jarod Burguan
 - Marjory Stoneman Douglas School Shooting, Lt. John Seuss
 - Mandalay Bay Shooting, Retired Commander Chris Tomino, Las Vegas PD
 - Orange County Jail Hostage Situation, Sergeant Chris Eklund
- Nationally Renowned Instructors

- Dawn Reeby – Best-selling author and international expert on transforming organizations through predictive analytics.
- Dr. Andrea Dew – International Relations expert and professor of Strategy and Policy at the U.S. Naval War College.
- Steve Gregory – National investigative correspondent for iHeart MEDIA covering stories such as riots in Ferguson, Mo., Hurricane Katrina, San Bernardino Terrorist Attack, and OJ Simpson Trial.
- Joseph LeDuc – Assistant Chief for Scottsdale Police Department. Master of Arts in Educational Leadership from Northern Arizona University.
- John Gronski – Major General (Ret.) U.S. Army of over 40 years of active duty.
- NIA Student Events
 - LEGOLAND 1.5 Mile Run
 - Raymond James/Hard Rock Casino Tour and Dinner
 - Human Trafficking Operation
 - Busch Gardens Behind-the-Scenes Tour

B 2. Academic Spotlight – Sergeant Chris Shea, Program Director Criminal Justice

- Chair Ross introduced Sergeant Chris Shea, Program Director for Criminal Justice, to present an academic spotlight on the Criminal Justice degree programs. Sgt. Shea presented slides to the group.
- Criminal Justice Programs
 - Associate in Science in Criminal Justice Technology
 - Bachelor of Science in Criminal Justice
 - Bachelor of Science in Criminal Justice with a concentration in Crime Scene Investigations
 - Advanced Technical Certificate in Public Safety Management
- Criminal Justice System (firm understanding of all three systems)
 - Law Enforcement
 - Courts
 - Corrections
- What Makes Us Different?
 - All Criminal Justice professors are practitioners who have at least a decade of experience in the field
 - Curriculum and assessments have been rewritten to address the use of artificial intelligence
 - Strong partnerships with local high schools and criminal justice agencies
 - All programs can be completed online
- House Bill 1285: XploreFLEd
 - Bachelor of Science in Criminal Justice in Crime Scene Investigations is one of three programs Polk State is offering nationwide at a reduced per-credit-hour cost for nonresidents.
 - Reduced tuition of \$290 per credit hour for out-of-state students
 - Hands-on labs from the comfort of students' homes
 - Taught by the Forensics Administrator from PCSO with decades of experience in the field

C. 2025 Legislative Session – Dr. Angela Garcia Falconetti and College Lobbyists Mr. Derek Whitis, Whitis Consulting, and Ms. Keaton Alexander, The Griffin Group College

- Chair Ross introduced President Garcia Falconetti, Mr. Whitis, and Ms. Alexander to present an update on the 2025 Legislative Session and expressed gratitude for the lobbyists joining today. President Garcia Falconetti commended Mr. Whitis and Ms. Alexander for their strong efforts over the last six legislative sessions that resulted in bringing home more than \$90 million since 2018. The majority of the funds were allocated for Public Education Capital Outlay (PECO) funding for

construction and renovation projects, while approximately \$15 million was allocated in recurring operational support. She then thanked Chief of Staff and Vice President for Communications and Public Affairs Tamara Sakagawa for her contributions at the legislative level.

- President Garcia Falconetti directed the Board members to the draft 2025 Legislative Agenda for Polk State College in their binders. She noted that essentially, the College has the same legislative priorities as last year since full funding was not received.
 - \$17.5 million in PECO funds to complete phase I of construction for the Haines City-Davenport Campus
 - \$6.1 million in PECO funds to complete renovations to LAC Building 1 on the Lakeland Campus
 - \$3 million in recurring operational support to expand the Education Program
- President Garcia Falconetti then asked Mr. Whitis and Ms. Keaton to provide their prognosis for the 2025 Legislative Session.
- Mr. Whitis expressed pride in Polk State College and its success.
 - He noted that the initial “pot” commitment for the Haines City-Davenport Campus was established when it was allocated during last year’s session, and the follow up years of funding are typically easier. He noted that now it’s time to document progress through media and to demonstrate that we are “spending down” dollars by getting bids out and beginning the construction process.
 - He shared his belief that the project is in a great position with the current leadership of the Polk County Legislative Delegation.
 - He expressed the importance of continuing to schedule meetings with members of the local delegation in advance of session and to continue the writing of guest columns in local publications, which helps the legislature focus on the project.
 - He emphasized that operational support is more difficult to obtain, because it is essentially a recurring cash hand out. However, the legislature also understands that tuition has not been raised in over 12 years. In addition, it has been difficult to adjust for very high inflation rates.
 - The revenue estimating committee met in August and predicted an approximated \$3 billion surplus going into the next fiscal year. However, there will also be increased costs associated with fixing hurricane damaged infrastructure.
 - The 2025 Legislative Session will begin on March 4, 2025. This regular March start of session will allow Polk State to begin construction on the Haines City-Davenport Campus project prior to the beginning of session. The more construction and funds being spent down will work to the College’s benefit when requesting more funds during the next session. President Garcia Falconetti noted that the upcoming November 21 Haines City-Davenport Campus groundbreaking will also serve as a cultivation opportunity.
 - Chair Ross thanked Mr. Whitis and Ms. Alexander for their time and efforts.

D. DBOT Governance Training – Attorney Don Wilson

- Chair Ross introduced Board Attorney Don Wilson to provide his annual governance training to the Board. Pursuant to Rule 6A-6.0784(b) of the Florida Administrative Code, documentation that the governing board for charter high schools has received charter school governance training is required by said Rule.
- Overview of the Background of the Florida College System (FCS)
 - The 1st junior college in Florida was St. Pete Junior College founded in 1927. It was a private institution.
 - In 1933, Palm Beach Junior College was the 1st public junior college.

- In 1957, legislation was introduced that permitted junior colleges to fall under the auspices of local school boards in Florida. This was how Polk Junior College came about in 1964 when it was located on an Air Force base in Bartow.
- In 1965, Polk Junior College became part of the state system.
- In 1983, the State Board of Community Colleges was established with each college having its own local trustees. This allowed the colleges to be very adaptable and responsive to local needs.
- In 2003, the new State Board of Education was established with a Commissioner of Education and Chancellors.
- In 1976, Attorney Wilson first began working with Polk Junior College. He described Polk State as one of the highlights of his career and his firm.
- Open Government Requirements in Florida
 - All business conducted by the Board must be done in the “sunshine” with publicly noticed meetings that are conducted in a certain fashion.
 - It is a violation for Board members to talk amongst themselves or conduct College business outside of these formal meetings.
- Public Records Act in Florida
 - A powerful statutory and constitutional right to access most records held by state and local government agencies.
 - Any piece of paper is a public record and therefore any correspondence you send is not private.

E. Haines City-Davenport Campus – President Angela M. Garcia Falconetti and Ms. Carla Harvey, CJAE Group

- President Garcia Falconetti announced that the groundbreaking for the Polk State Haines City-Davenport Campus was postponed until Thursday, November 21, at 10:00 a.m. due to the recent storms. An editorial written by President Garcia Falconetti published in *The Ledger* one week prior to the original groundbreaking date was shared for the Board’s information. The editorial was titled “Polk State Haines City-Davenport celebrates growth of Polk County.”
- Chair Ross introduced Ms. Carla Harvey, Project Manager, to present an update on the Haines City-Davenport Campus project.
- Project Update

○ Construction Documents (CD) Phase complete	August 19, 2024
○ AD Morgan / Subcontractor Bidding complete	October 7, 2024
○ AD Morgan reviewing bids and GMP development	Current
○ Indirect/Soft Project Costs Estimate	On target
- Construction Costs Budget Update

○ Schematic Design (SD) Cost Estimate	\$37,250,959 (10/17/2023)
○ Design Development (DD) Cost Estimate	\$37,548,178 (6/17/2024)
○ Construction Documents (CD)	GMP Goal \$35,000,000
- Total Project Budget Update
 - Construction Costs Goal \$35,000,000
 - Soft Costs (A/E, IT, Security, Equipment, Furniture) \$16,000,000 (includes 3% Contingency)
 - TOTAL PROJECT BUDGET \$51,000,000
- Project Schedule – Milestones
 - AD Morgan Contract
 - November 2024

- Mobilization / Construction Start December 2024
 - Construction Completion May 2026
 - Go-Live August 2026
- Project Next Steps
 - AD Morgan reviewing bids to establish final hard costs and GMP
 - Value Engineering exercise, as required
 - Finalize Contract / Mobilize to start

F. Renovation Projects – President Angela M. Garcia Falconetti; Mr. Reggie Webb, Sr. Vice President for Student Services and Campus Operations; Mr. George Urbano, Director, Facilities, Planning, Construction & Campus Operations; and Mr. Robbie Manikis, Manager, Planning & Construction

- Chair Ross introduced Mr. Reggie Webb, Sr. Vice President for Student Services and Campus Operations; Mr. George Urbano, Director, Facilities, Planning, Construction & Campus Operations; and Mr. Robbie Manikis, Manager, Planning & Construction to provide an update on several renovation projects.
- Winter Haven Fine Arts Building (WFA)
 - Architect: Rowe Architects (Tampa, FL)
 - Construction Manager: AD Morgan Corporation (Tampa, FL) and DuCon (Tampa, FL)
 - Estimated Budget: \$16.4 million
 - Sources of Funding:
 - \$16.2 million in PECO Funds (2021 Legislative Session)
 - \$172,000 Central Florida Tourism & Sports Marketing Grant
 - Construction Phase I (exterior) Completed
 - Brick replacement and roof replacement.
 - Construction Phase II (interior) Currently underway
 - Renovation of classroom, office, and performance spaces for theater, visual arts, music.
 - Updates of all building systems including ventilation, plumbing, electrical, IT, etc.
 - The music wing, design lab, and ceramics lab are completed and in use.
 - Completion Date
 - Estimated end of 2024.
 - WFA Ribbon-cutting is January 21, 2025, at 5 p.m.
 - Humanities Classroom Before and After Photos
 - Ceramics Classroom Before and After Photos
 - Band Room Before and After Photos
- Winter Haven Science Building (WSC)
 - Architect: The Lunz Group (Lakeland, FL)
 - Construction Manager: Barton Malow (Orlando, FL) and NuJak Companies (Lakeland, FL)
 - Estimated Budget: \$16.7 million
 - Sources of Funding:
 - \$16.7 million in PECO Funds (2022 Legislative Session)
 - Planning and Design underway, currently in the programming phase
 - Interior renovations will include science labs, nursing labs, classrooms, and offices.
 - Exterior renovations may include roofing repair/replacement, brick repairs, and window replacement.
 - Construction documents will be out to bid at the end of October.
 - Construction begins early 2025

- Completion date estimated end of 2025
- Building 1, Lakeland Academic Center (LAC), Lakeland Campus
 - Architect: Furr, Wegman, and Banks (Lakeland, FL)
 - Construction Manager: Creative Contractors (Clearwater, FL)
 - Estimated Budget: \$12.3 million
 - Sources of Funding:
 - \$6.1 million in PECO Funds (2023 Legislative Session)
 - Requesting \$6.2 million in PECO Funds (2025 Legislative Session)
 - Planning and Design underway, currently in the programming phase
 - Interior renovations will include all classrooms, nursing simulation lab, student center, offices, high schools, and Student Activities & Leadership Office (SALO).
 - Exterior renovations will include roofing repair/replacement, brick repairs, courtyard renovation, and entry point for the LAC building.
 - Construction begins in 2025
 - Completion date: TBD

G. Institutional Technology – Dr. Baz Abouelenein, Interim Chief Information Officer

- Chair Ross introduced Dr. Baz Abouelenein, Interim Chief Information Officer, to provide an update on Institutional Technology.
- Road Map
 - Assess
 - Deeper assessment of the current state, identification of areas for improvement and development of roadmap
 - Stabilize
 - Steadying “core” institutional systems and functions
 - Standardize
 - Eliminating redundant systems and implementing IT governance
 - Optimize
 - Streamline manual tasks, maximize resources, deliver automation, and efficiencies
 - Transform
 - Implement and leverage innovative technology to improve teaching and learning
- Update on Banner SaaS Implementation
 - Current Status: The implementation project is progressing well, with significant milestones achieved in system integration and training.
 - Key Improvements: Gained system efficiency has been noted, alongside better accessibility for both staff and students post-implementation.
 - Next Steps: Future tasks include automation and data migration and validation with an updated timeline targeting completion within this quarter.
- Challenges and Opportunities
 - Integration Difficulties: Challenges included system compatibility issues, leading to delays in data synchronization across various third-party platforms.
 - User Adoption Hurdles: Unfamiliarity with Banner, necessitating targeted engagement strategies for acceptance.
 - Future Opportunities: Banner SaaS could enhance student services through streamlined processes and advanced analytical capabilities.
- Priorities

- Cybersecurity Enhancements: Strengthening cybersecurity measures is vital to protect sensitive institutional data and mitigate potential breaches.
- Cloud Computing Optimization: Prioritizing the optimization of cloud computing will improve resource allocation and service availability across campus operations.
- Data Analytics Improvement: Enhancing data analytics capabilities will enable better institutional reporting and informed decision-making across departments.
- Alignment with Broader IT and Higher Education Trends
 - Alignment with IT and Higher Education Trends: Focus on digital transformation reflects national trends in enhancing educational technology and efficiency.
 - Positioning as Innovator: Polk State College will adopt cutting-edge tools like Banner SaaS, AI applications establishing a precedent for innovative educational practices.
 - Actionable Data Utilization: Emphasizing data-driven decisions reveals Polk's commitment to harnessing analytics for strategic improvements and student success.

H. Faculty Salary Study – Britt Gamble, Project Manager, Evergreen Solutions, LLC

- Chair Ross introduced Ms. Britt Gamble, Project Manager, Evergreen Solutions, LLC, via Zoom, to provide an update on the faculty salary study.
- President Garcia Falconetti emphasized that this presentation was not included in the retreat materials, so it will be emailed to the Board following today's meeting.
- Today's presentation will also be posted on PIE for the College community's reference.
- Who We Are
 - Nationwide Impact
 - Delivered over 1,300 compensation and/or classification studies across 48 states, enhancing the effectiveness of public institutions.
 - Specialized Knowledge
 - Our deep expertise spans Colleges and Universities, local and state governments, school districts, and non-profits, ensuring tailored solutions for each sector.
 - Comprehensive Support
 - Through a full-service human resources consulting practice, we are committed to fostering organizational growth and employee success.
- Project Status
 - Project Initiation
 - Project Kickoff & Introduction – met with some administration, the HR team, and the Faculty Research Group earlier this year
 - Introduce team members
 - Collect Appropriate Client Data to complete a quantitative analysis that is still in progress
 - Resource
 - Internal Analysis
 - Data Review
 - Assessment of Current Conditions - in progress as they secure additional data
 - Outreach Survey – completed & results pending
 - An outreach survey was completed by approximately 146 faculty members
 - Conduct Market Survey
 - Primary Market Survey - in progress
 - Possible Secondary Data - pending
 - Analysis & Market Positioning - pending
 - Solution

- Recommendations costing for adjustments - December 2024
 - This hinges upon peer institutions submitting all requested data
 - Some peer institutions have declined submission of data
 - President Garcia Falconetti requested Stacey Cary to follow up with peer institutions who have not responded to the data request
 - Reporting TBD
- Market Survey Target Peers & Methods Base instructional salaries
 - Base instructional salaries
 - Analysis will only be based on base instructional salaries
 - It will not include additives and supplements
 - Adjust for contract length
 - Will not compare a 12-month contract with a 9-month contract
 - Adjust for cost of living
 - For example, it costs more to live in Miami vs. Polk County
 - Discussion was had regarding cost-of-living adjustments based on where employees live. Ms. Gamble emphasized that cost-of living adjustments are based on the primary location of the organization, not where employees live.
 - Pay administration policies
 - Peers selected based on RFP & similar institutions within systems
 - Target peer institutions from the FCS with similar enrollment based on Full-Time Equivalent (FTE)
 - Additionally, non-FCS institutions from Texas were included in the market survey due to their similar administration policies with Polk State.
 - FTE data was provided by IPEDS. IPEDS data is one year in arrears.
 - Discussion was had regarding the FTE of all FCS institutions. President Garcia Falconetti requested Vice President for Institutional Effectiveness, Accreditation & Research Mary Clark to gather FTE data from IPEDS for all 28 FCS sister institutions, so that it can be provided to the Board.
 - Discussion ensued regarding the metropolitan statistical area (MSA). Cost of living is based on Polk County, not by city. City data is less accurate than county data, according to Ms. Gamble.

I. State Group Health Insurance Program – Ms. Stacey Cary, Vice President for Human Resources

- Chair Ross introduced Stacey Cary, Vice President for Human Resources, to provide an update on the State Group Health Insurance Program.
- Timeline
 - Plan year begins January 1, 2025
 - Information from the Florida Department of Management Services (DMS) was sent to eligible employees and retirees in September 2024
 - Open enrollment began on October 14 and will end November 1 at 6 p.m.
- Open Enrollment Information
 - Login information for open enrollment in People First was sent via U.S. mail to employees early October.
 - Employees that have misplaced or did not receive this information are being directed to Felipe Garces, Director for Human Resources, for assistance.
 - This is an active enrollment period, which means each employee must log in and select their benefits or they will not have coverage for Plan Year 2025.

- Health Plans – 2025 Premium Rates
 - The state mandates the employee/employer premium cost-share for health benefits. Participating employees will be responsible for the employee share beginning December 2024 for the plan year beginning January 1, 2025.
 - PPO/HMO Standard:
 - Single \$50 employee - \$844.82 employer
 - Family \$180 employee - \$1,834.20 employer
 - Spouse* \$30 employee - \$1801.08 employer
 - PPO/HMO High Deductible
 - Single \$15 employee - \$844.82 employer
 - Family \$64.30 employee - \$1,834.20 employer
 - Spouse* \$30 employee - \$1,685.40 employer
 - *Spouse option is only available to married couples both working for an agency that is under the State Group Health Insurance Program. See Polk State Human Resources for questions concerning this option.
- Premium Rate Comparison
 - Historically, the College has offered a 100% employer-paid single-health plan option for full-time employees and has tried to maintain this benefit. However, the SGIP mandates employee and employer premium cost-sharing for health benefits. Therefore, beginning December 2024, employees will be required to contribute to their health plan premiums for the plan year beginning January 1, 2025.
 - CURRENT PPO/HMO Standard January 1, 2024
 - Single \$0-99 employee - \$824-\$903 employer
 - Family \$956.40-\$1,071.20 - \$1,434.60-\$1,606.80 employer
 - NEW PPO/HMO Standard January 1, 2025
 - Single \$50 employee - \$844.82 employer
 - Family \$180 employee - \$1,834.20 employer
- Disadvantages
 - Reduction in life insurance coverage
 - No zero premium single health or dental coverage option for current employees
 - No domestic partner coverage
 - No dental or vision coverage for retirees
- Advantages
 - Health coverage benefits outweigh the loss of a zero-premium option for single coverage
 - Current PPO/HMO Standard January 1, 2024
 - Deductibles
Single \$600-\$4,000
Family \$1,200-\$8,000
 - Co-Pays
Primary Care \$0-50
Specialist \$65-\$70
 - New PPO/HMO Standard January 1, 2025
 - Deductibles
Single \$0-\$250
Family \$0-\$500

- Co-Pays
Primary Care \$0-\$20
Specialist \$25-\$40
 - Family premiums are drastically lower than the current plan for employees
 - Current = \$956.40 - \$1,071.20/month
 - New = \$180/month
 - Larger network for dental providers
- Open Enrollment Can't Be Missed
 - The Department of Management Services (DMS) is enforcing a strict timeline. Open enrollment ends at 6 p.m. on November 1.
 - Human Resources and DMS are available to assist with enrollment.
 - Employees who miss the deadline will have to wait until Fall 2025 or have a qualified status change event to enroll for benefits.
 - Don't Delay – All state agencies are participating in open enrollment at the same time.
 - Following benefit selection, confirmation statements are provided to the employee.
- Changes with Part-Time Employees and Adjuncts
 - The Federal Affordable Care Act (ACA) requires employers to monitor the number of hours all employees work and offer benefits to those working 30 hours or more per week (12 credit hours).
 - The transition to the State Group Health Insurance Plan will require the calculation of hours worked by part-time employees and adjunct faculty to include hours worked collectively across all state agencies.
 - Polk State College is working on a process to help HR, as well as Academic Affairs, collect data relating to part-time employees working for other state institutions. Look back period will be October 2024 – October 2025.
- Q&A
 - Under 31% of eligible employees have enrolled thus far.
 - If employees cannot find the letter sent to them from DMS with their login ID and temporary password, they are asked to contact Felipe Garces in HR.
 - If employees do not know what current benefits they are enrolled in, they should contact HR.
 - The first premium cost-share will be deducted from December 2024 paychecks.
 - A benefits selections sheet can be printed at the end of the enrollment process.
 - President Garcia Falconetti shared that the transition timeline became compressed when the start date for coverage was moved up from July 1, 2025, to January 1, 2025. This was part of a bill passed into law during the 2024 Legislative Session.
 - Discussion was had regarding the calculation of part-time hours by part-time staff (30 hours per week) and adjunct faculty (12 credit hours) as it relates to hours worked collectively across all state agencies.
 - Whichever institution puts them over the 30-hour work week will be responsible for providing healthcare. DMS is developing a database to determine which institution is responsible.

J. Polk State College Foundation – Dr. Steve Warner


- Chair Ross noted that due to time constraints, the Polk State College Foundation update would be tabled until the November 18 DBOT meeting.
- October 25, 2024, John R. Alexander Memorial Clays Classic
 - Full slate of teams; a recap of the event will be provided during the November 18 DBOT meeting.

K. Board Discussion – Chair Cindy Ross

- **2024-2025 Trustee Professional Development**
 - November 7, 2024, Association of Florida Colleges, Orlando
 - Council of Presidents & Trustees Joint Meeting, 1:30 p.m. - 5:00 p.m.
 - February 3-4, 2025, Association of Florida Colleges Legislative Fly-In with Trustees, Tallahassee

L. Adjournment – Chair Cindy Ross

Having no further business, the retreat adjourned at 5:05 p.m.



Ms. Cindy Hartley Ross
DBOT Chair

11/18/2024

Date



Dr. Angela M. Garcia Falconetti
President

11/18/24

Date