

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, October 24 2016 – 4:00 p.m.
Winter Haven Campus, WST-126

Dr. Eileen Holden called the October 24, 2016 District Board of Trustees meeting to order at 4:00 p.m.

Members Present: Mr. Dan Dorrell, Mr. Greg Littleton, Ms. Linda Pilkington, and Mr. Mark Turner

Members Absent: Mr. Rick Garcia, Ms. Teresa Martinez, and Ms. Cindy Ross

Student Spotlight: Cynteria Mosley, Liberal Arts student, Winter Haven campus

Foundation Special Recognitions – Ms. Tracy Porter

Ms. Porter introduced Brent Parrish, Polk State College Foundation Board Development Chair. Mr. Parrish acknowledged a donation from Florida Blue in the amount of \$25,000 for scholarships and programs, including funds to renovate the Lakeland campus wellness center. Mr. Parrish introduced Ms. Cat DeCecco, Regional Community Engagement Specialist. Following the introduction, Ms. DeCecco briefly addressed the Board, emphasizing Florida Blue's foundation in education and its partnership with the College. Dr. Holden thanked Florida Blue for its key sponsorship of the Joggin' for the Noggin! 5K on October 21.

Special Recognitions – Dr. Eileen Holden

Dr. Holden reported on Polk State's ELITE Educational Leadership Enhancement Program, which is part of a statewide initiative to provide professional development and leadership opportunities. She then introduced Val Baker, who leads the ELITE program. Ms. Baker identified the employees who were chosen to participate as Ambassadors in ELITE Class X:

- Stephanie Benton, Academic Advisor-Winter Haven
- Sharron Davis, Program Specialist, Educator Preparation Institute
- Dr. Suzanne Halverson, Professor of Anatomy & Physiology/Allied Health Science, Polk State Chain of Lakes Collegiate High School
- Von McGriff, Department Coordinator for College Success & First Year Seminar-Lakeland

Agenda:

Mr. Turner moved, seconded by Ms. Pilkington, to approve the agenda for October 24, 2016. All members voted affirmatively.

Consent Agenda Items: Ms. Teresa Vorous

- a. **Payroll Distribution for September 2016** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for September 2016** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for October 2016** – Approved on consent agenda. Board action is required.
- d. **Personnel Actions for September 2016** – Approved on consent agenda. Board action is required.

Ms. Pilkington moved, seconded by Mr. Dorrell, to approve the consent agenda items for September 2016. 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. Dorrell moved, seconded by Ms. Pilkington, to approve the September 26, 2016 Board minutes. All members voted affirmatively.

President's Report

- a. Dr. Holden distributed copies of the October/November 2016 issue of "What's Up," which lists recent and current happenings at Polk State College.
- b. Dr. Holden distributed her 2016 Self-Evaluation Report for the Board's review. Dr. Holden reminded the Trustees that Florida statute requires that she be evaluated prior to the end of the calendar year, and noted that the template used follows the state's guidelines for presidential evaluations. She encouraged the Trustees to let her know if they need additional information or clarification on any of the evaluation items.
- c. Dr. Holden distributed the 2017 Legislative Agenda, which highlights the College's priorities for the 2017 Legislative session. She briefed the Board on some of the information contained therein, emphasizing one demographic in particular, which is that 77% of Polk State students attend part-time. She also highlighted the College's top two needs: to complete renovations to Building 4, a critical academic facility on the Winter Haven campus, and to eliminate the \$2.5 million debt incurred to replace the chiller equipment on the Winter Haven campus.
- d. Dr. Holden shared that Dr. Ken Ross had recently attended the FUSE Launch event at the University of South Florida. Polk State College has reached an agreement with USF that will streamline coursework for students seeking bachelor's degrees in psychology and health sciences. She stressed that these agreements are more than symbolic in that the College has an obligation to make sure that students who have declared USF as their transfer institution are provided with an appropriate educational plan, so they don't have to repeat courses.
- e. Dr. Holden reminded the Board about the fall retreat on Wednesday, November 9, at Polk State Airside West in ASL 150. The retreat will begin at noon, with lunch provided, and will adjourn around 3:00 p.m. It will be followed by a tour of the new Polk State Airside East, which houses the Aviation program.

Attorney's Report

Attorney Don Wilson stated that in the next 10 days, he would electronically send the President's evaluation form to the Trustees. He asked the Trustees to complete the evaluation form and return it to him via email, fax or mail by the provided deadline. He said he will compile the data from the evaluations into a report, so that the group evaluation can be adopted at the November 28, 2016 Board meeting. The evaluation report will then be submitted to Tallahassee.

Business Services Action Items: Ms. Teresa Vorous

- a. Polk State Chain of Lakes Collegiate High School – 2016 Audited Financial Statements**
- b. Polk State Lakeland Collegiate High School – 2016 Audited Financial Statements**
- c. Polk State Lakeland Gateway to College Collegiate High School – 2016 Audited Financial Statements**

Ms. Vorous presented and recommended approval of the Collegiate High Schools – 2016 Audited Financial Statements. She then introduced Mr. Mike Brynjulfson with Brynjulfson CPA, P.A., who reviewed the Collegiate High Schools 2016 Audited Financial Statements for the Board’s information. Mr. Brynjulfson summarized that the three school audit 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.

Mr. Turner moved, seconded by Ms. Pilkington, to approve the Polk State Chain of Lakes Collegiate High School – 2016 Audited Financial Statements. All members voted affirmatively.

Mr. Dorrell moved, seconded by Ms. Pilkington, to approve the Polk State Lakeland Collegiate High School – 2016 Audited Financial Statements. All members voted affirmatively.

Ms. Pilkington moved, seconded by Mr. Dorrell, to approve the Polk State Lakeland Gateway to College Collegiate High School – 2016 Audited Financial Statements. All members voted affirmatively.

Business Services Informational Items – Ms. Teresa Vorous

- a. Investment Interest Comparison for September 2016** – Ms. Vorous presented and reviewed the Investment Interest Comparison for September 2016 for the Board’s information. No Board action required.
- b. Budget Amendment Summary for September 2016** – Ms. Vorous presented and reviewed the Budget Amendment Summary for September 2016 for the Board’s information. No Board action required.
- c. Financial Statements for September 2016** – Ms. Vorous presented and reviewed the Financial Statements for September 2016 for the Board’s information. No Board action required.
- d. Project Status Report, College-Wide for October 2016** – Ms. Vorous presented and reviewed the Project Status Report for October 2016 for the Board’s information. No Board action required.

Academic & Student Services Action Item – Dr. Kenneth Ross

None

Academic & Student Services Informational Items – Dr. Kenneth Ross

None

Collegiate High School Report – Ms. Bridget Fetter

Ms. Fetter presented and reviewed the Polk State Chain of Lakes Collegiate High School Report of Charter Goals for the 2015-16 Academic Year. The report included the COL Accountability Plan (Charter) and Performance Targets (School Years 2014-2015 through 2018-2019). In particular, Ms. Fetter noted that in every subgroup, COL's performance was above the state average. Chairman Littleton commended Ms. Fetter and her team on the great report card. No Board action required.

First Reading Board Rules (No action required):

a. DBOT Rule 4.30, Credit Course Repeat Policy – Mr. Reggie Webb

Mr. Webb presented as a first-read item revised DBOT Rule 4.30, Credit Course Repeat Policy. He reviewed the proposed revisions made to Rule 4.30 and advised the Trustees that it will be presented for final approval at the November 28, 2016 Board meeting.

Second Reading Items (Final Approval):

None


Board Discussion:

Adjournment:

Having no further business, the meeting adjourned at 4:40 p.m.



Mr. Greg Littleton, DBOT Chair Date



Eileen Holden, Ed.D. Date
President