

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, February 27, 2017 – 4:00 p.m.
Advanced Technology Center Mosaic Auditorium

Dr. Eileen Holden called the February 27, 2017 District Board of Trustees meeting to order at 4:03 p.m.

Members Present: Mr. Dan Dorrell, Mr. Greg Littleton, Ms. Teresa Martinez, Ms. Cindy Ross, and Mr. Mark Turner

Members Absent: Mr. Rick Garcia

Student Spotlight: Scott Duffy, Biomedical Engineering major, Lakeland campus

Foundation Special Recognitions – Ms. Tracy Porter

Ms. Tracy Porter introduced Melinda Harrison, Polk State College Foundation Chair. Ms. Harrison acknowledged a \$22,700 gift to benefit Educator Preparation Institute (EPI) scholarships. EPI is a competency-based certification program that offers a state-approved pathway to a five-year Florida Professional Teaching Certificate. Applicants must hold a bachelor's degree in any discipline from a regionally-accredited college or university. Ms. Harrison thanked EPI Director Beverly Woolery and EPI Program Specialist Sherri Davis for their efforts to bring various renowned speakers, within the field of education, to present local workshops designed to benefit and inspire Polk County educators. Any profits generated from the workshops were then designated for EPI scholarships. Ms. Woolery addressed the Board and emphasized the tremendous need for a program such as EPI, as it is helping to alleviate the teacher shortage in Polk County. In addition, she acknowledged that the scholarships assist aspiring teachers, who have financial need to obtain Florida Professional Teaching Certificates. Beverly shared that EPI students can no longer receive the Pell Grant, since Polk State began offering bachelor's degrees in elementary education. Ms. Woolery thanked the Foundation for all of their support with this initiative and encouraged others to support the EPI Scholarship Fund.

Special Recognitions – Dr. Eileen Holden

NONE

Agenda:

Ms. Ross moved, seconded by Mr. Turner, to approve the agenda for February 27, 2017. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

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

Mr. Dorrell moved, seconded by Ms. Martinez, to approve the consent agenda items for January and February 2017. All members voted affirmatively.

The 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. Turner moved, seconded by Mr. Dorrell, to approve the January 23, 2017 Board minutes. All members voted affirmatively.

President's Report

- a. Dr. Holden distributed copies of the January/February 2017 issue of "What's Up," which lists recent and current happenings at Polk State College. In particular, Dr. Holden encouraged all to attend the Faculty Art Show February 20-March 31, which will be hosted in the Polk State Winter Haven Fine Arts Gallery. The show will feature works by Polk State faculty.
- b. Dr. Holden distributed an invitation for a VIP Reception and Tour of the FIRST LEGO League Central Florida Regional Championship and FIRST LEGO League Jr. Expo. The VIP Reception will take place in WHC from 1:30 p.m. – 2:30 p.m. on Saturday, March 4.

Attorney's Report

Attorney Don Wilson stated that he had nothing to report at this time. He then prompted Mark Turner to speak on the status of the presidential search.

The Presidential Screening Committee is being chaired by Mark Turner, Vice-Chair of the DBOT. Trustee Turner provided the Board with an update on the presidential search efforts. A report was distributed, which outlined several components of the presidential search including the timeline, screening committee composition, content of the search advertisement, presidential profile, comments from the two public forums, and finally results from the president skills survey. In particular, Trustee Turner noted that pursuant to DBOT Rule 1.10, the Screening Committee must consist of a minimum of: two (2) faculty members, one (1) member from the career staff, one (1) member from the Professional/Technical staff, one (1) administrator, one (1) member from the community-at-large (not connected with education) and one or more Trustees. In addition, he acknowledged that the two recent community forums were very well attended and provided useful feedback relative to the characteristics desired in a president.

Trustee Turner indicated that the Screening Committee plans to open the search with the posting of the presidential search advertisement on March 1 and will close the search on March 29. He directed the Board to the search advertisement and highlighted the various higher-education publications in which the ad would be placed. He then elaborated on the timeline and stated that the search committee will review and discuss applications, select leading candidates (semi-finalists), review and discuss video presentations submitted by the semi-finalists, and then recommend finalists by submitting a final list of applicants to the District Board of Trustees for their consideration and approval. The finalists undergo additional in-person interviews. Discussion ensued about the minimum and maximum number of finalists.

Dr. Holden stated that each candidate must submit a letter of application, current resume or curriculum vitae, list of references, and an unofficial transcript verifying an earned doctorate from a regionally

accredited college or university by the March 29 deadline, in order to be considered a candidate in the pool. She verified that all applications will be loaded into a web portal, which will be accessed by the screening committee and the Trustees for application review. As March comes to a close, Peter Elliott will communicate with the Trustees to provide instructions on accessing the portal. Dr. Holden invited Dr. Jeff Hockaday, the consultant selected by the Board to manage the presidential search, to share his process and talk about what he gleaned from the community forums.

Dr. Hockaday addressed the Board on the specifics of selecting the official pool of candidates. He stressed that he, Committee Chairman Turner, and any member chosen by the Chair, will review the total number of applications and will then select approximately 18-22 candidates, or wherever this preliminary screening process naturally lands. This group of candidate applications will then be presented to the screening committee for a very thorough review. After individual review, the search committee will meet with Dr. Hockaday to discuss each committee member's top 10 candidates. These lists will be compared to determine overlap and final selection. This list will comprise the semi-finalists, who will be notified and asked to provide videos for screening committee review. The committee will meet again to compare each of their top five (approximate) lists to determine overlap and final selection. This list will comprise the finalists. Dr. Hockaday recommended that each finalist have two full days to visit and tour the College. This time allotment should be considered when determining the final number of candidates to bring to campus.

He emphasized that the minimum number of finalists could be three and that time should be considered with the maximum number. He suggested no more than five, as each candidate will be on campus two full days to meet the search committee, Board, faculty, staff and various community members. He further stressed the critical importance of full participation by each of the screening committee members to ensure the best result. Finally, the Board will receive feedback from each of the groups relative to their thoughts on each candidate. Each candidate will be fully vetted and highly-qualified, but only one will be the best fit for the College and Polk County. Trustee Ross asked if the Board would be able to have a potential candidate, who had been cut from pool, returned to the pool. Discussion ensued and it was clarified by Dr. Hockaday that should this scenario arise, it would be acceptable for the Board to make this recommendation. Finally, Board Chair Littleton thanked Dr. Hockaday for his time and insights.

Business Services Action Items:

None

Business Services Informational Items – Mr. Peter Elliott

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

action required.

Items Removed from the Consent Agenda

None

Academic & Student Services Action Item – Dr. Donald Painter

- a. **Education Abroad Requests** – Dr. Painter presented and recommended approval of the Summer 2017 Education Abroad Requests.

Mr. Turner moved, seconded by Mr. Dorrell, to approve the Summer 2017 Education Abroad Requests. All members voted affirmatively.

Academic & Student Services Informational Items

None

Collegiate High School Report

No report this month.

First Reading Board Rules (No Board action required):

None


Second Reading Items (Final Approval):

None

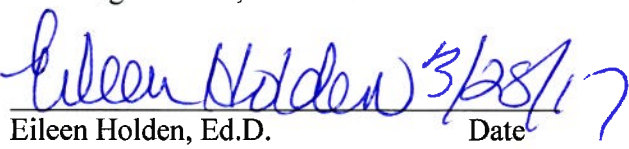
Board Discussion:

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