

**AGENDA**  
**Polk State College**  
**District Board of Trustees Meeting**  
**March 27, 2017 - 4:00 PM**  
**Lakeland, LTB 1100**

**Student Spotlight**

Tahlia Dolores Medina, Polk State Lakeland Gateway to College Collegiate High School

**Pledge of Allegiance**

**Foundation Recognitions**

Ms. Tracy Porter

**Special Recognitions**

Dr. Eileen Holden

**Agenda**

- 1. Meeting Called to Order**
- 2. Adoption of Agenda**
- 3. Consent Agenda Items**
  - a. Payroll Distribution for February 2017 – Mr. Peter Elliott
  - b. Expenditure Summary for February 2017 – Mr. Peter Elliott
  - c. Tangible Personal Property Deletions for March 2017 – Mr. Peter Elliott
  - d. Personnel Actions Report for February 2017 – Mr. Peter Elliott

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.

- 4. Approval of Board Minutes**
  - a. February 27, 2017 Board Minutes
- 5. President's Report**
  - a. What's up? February/March 2017 Issue
- 6. Attorney's Report**
  - a. Presidential Search Update – Mr. Mark Turner
- 7. Business Services Action Items**
- 8. Business Services Informational Items**
  - a. Investment Interest Comparison for February 2017 – Mr. Peter Elliott

- b. Budget Amendment Summary for February 2017 – Mr. Peter Elliott
  - c. Financial Statements for February 2017 – Mr. Peter Elliott
  - d. Project Status Report, College-Wide for March 2017 – Mr. Peter Elliott
- 9. **Items Removed from the Consent Agenda**
- 10. **Academic and Student Services Action Items**
- 11. **Academic and Student Services Informational Items**
- 12. **Collegiate High School Report**
  - a. Polk State Lakeland Collegiate High School Recruitment Report – Mr. Rick Jeffries
  - b. Polk State Lakeland Gateway to College Collegiate High School Recruitment Report – Mr. Corey Barnes
- 13. **First Reading Items (No action required)**
  - a. DBOT Rule 1.12, Endowed Teaching Chair Program – Ms. Tracy Porter
- 14. **Second Reading Items (Final Approval)**
- 15. **Board Discussion**
- 16. **Adjournment**

**Public Participation (from DBOT Rule 1.02)**

At every regular meeting of the Board and at any meeting at which official action of the Board is to be taken, and prior to any official action being considered by the Board, members of the public shall be given an opportunity to address the Board regarding any issue on the Board agenda for that meeting. Presentations by any individual shall be limited to three (3) minutes. In order for meetings to proceed in an efficient and orderly process, the Board Chair may announce special rules to limit the number of speakers, shorten or lengthen time allowed to speakers, designate representatives to speak on behalf of a group, or other conditions consistent with the requirements of Section 286.0114, Florida Statutes.

At the discretion of the Chair and within limits established by the Chair, individuals requesting the opportunity to address the Board on an issue not on the agenda of the current Board meeting may be allowed to speak at the end of the meeting prior to adjournment.

Student appeals for grades or discipline issues are not heard by the District Board of Trustees. Students wishing to file an appeal are referred to Procedure 1018.



**Agenda Item:** Payroll Distribution for February 2017 – Mr. Peter Elliott

**Date:** March 27, 2017

**POLK STATE COLLEGE  
BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

**Issue:**

As prescribed by Section 1001.64, Florida Statutes, each Board of Trustees shall account for expenditures of all College funds. The presentation of the payroll distribution report provides Board members with a comparative analysis of payroll expenses. The information in this report includes salaries only. This report is for February 2017.

**Background/Analysis:**

Payroll expenses are classified by employee type.

**Fiscal Impact:**

There was an overall increase in payroll for the month of February as compared to January. This is mainly attributable to an increase in part-time instructional cost as well as more hours by part-time hourly employees.

*Peter S. Elliott, Vice President for Administration / CFO*

---

**Initiating Official**

---

**THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:**

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

---

**President's Recommendation:**

Recommend Approval

---

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Payroll Distribution Report for February 2017	Backup Material

# PAYROLL DISTRIBUTION

## FEBRUARY 2017

	FEBRUARY 2017		JANUARY 2017		FEBRUARY 2016	
	<u>%</u>	<u>Salaries</u>	<u>%</u>	<u>Salaries</u>	<u>%</u>	<u>Salaries</u>
Management	9.05%	\$ 252,018.16	10.29%	\$ 274,001.70	9.63%	\$ 269,315.25
Instructional	47.21%	1,314,164.14	47.54%	1,266,484.44	47.25%	1,320,910.78
Professional	25.61%	712,823.68	25.26%	673,026.12	26.19%	732,129.04
Technical, Clerical, Trade	17.18%	478,087.44	16.29%	433,857.79	16.21%	453,196.93
Student Employment	0.95%	26,503.50	0.62%	16,814.48	0.72%	20,296.08
TOTAL	<u>100.00%</u>	<u>\$ 2,783,596.92</u>	<u>100.00%</u>	<u>\$ 2,664,184.53</u>	<u>100.00%</u>	<u>\$ 2,795,848.08</u>



**Agenda Item:** Expenditure Summary for February 2017 – Mr. Peter Elliott

**Date:** March 27, 2017

**POLK STATE COLLEGE  
BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

**Issue:**

As prescribed by Section 1001.64, Florida Statutes, each Board of Trustees shall account for expenditures of all College funds. The presentation of the expenditure summary, also called a warrants summary, provides information regarding the payments for current expenses and capital outlay items for the month, including all payments made electronically. The itemized warrants listing will be available for review at the Board meeting.

**Background/Analysis:**

The warrants summary is broken out by payee type. The warrants list is provided by check number, date, vendor name, and amount paid to vendor.

**Fiscal Impact:**

Total expenditures for the month of February were \$8.5 million.

*Peter S. Elliott, Vice President for Administration / CFO*

---

**Initiating Official**

---

**THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:**

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

---

**President's Recommendation:**

Recommend Approval

---

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Expenditure Summary for February 2017	Cover Memo

Polk State College  
Expenditure Summary for February 2017

**CHECK PAYMENTS**

<b><u>PAYEE CATEGORY</u></b>	<b><u>AMOUNT</u></b>
Student Disbursements and Refunds	9,447.48
Employee Payroll and Reimbursements	35,575.32
Vendor Payments	1,351,198.82 *
<b>Subtotal Check Payments</b>	<b><u>\$ 1,396,221.62</u></b>

**ELECTRONIC PAYMENTS**

<b><u>PAYEE NAME</u></b>	<b><u>AMOUNT</u></b>
Santa Fe College - Employee Insurance	466,936.39
Santa Fe College - Workers Compensation Insurance	936.17
Employee Payroll	2,030,553.76
Employee Reimbursements	32,995.74
Vendor Payments	2,170,183.40
Student Disbursements and Refunds	1,397,426.19
Merchant Fees - Early Childcare	638.13
Merchant Fees - American Express/Discover/Visa/Master Card	11,214.72
Florida Department of Revenue - State Sales Tax	950.08
Tampa Electric Company	46,705.30
TIAA-CREF Retirement Savings Plan	21,290.73
Vanguard Retirement Savings Plan	7,455.66
Expertpay Withholding	3,816.54
Wageworks Reimbursement	15,834.62
VALIC Retirement Savings Plan	32,384.99
VOYA Retirement Savings Plan	700.00
State of Florida Retirement (FRS)	240,652.00
Internal Revenue Service - Payroll Taxes	649,713.49
<b>Subtotal Electronic Payments</b>	<b><u>\$ 7,130,387.91</u></b>
 <b>Grand Total - All Payments</b>	 <b><u>\$ 8,526,609.53</u></b>

\* Total includes customer subtotal located on the last page of the check register.



**Agenda Item:** Tangible Personal Property Deletions for March 2017 – Mr. Peter Elliott

**Date:** March 27, 2017

**POLK STATE COLLEGE  
BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

**Issue:**

Polk State College District Board of Trustees Rule 5.22 grants the President authority to dispose of tangible personal property in accordance with Section 274.02, Florida Statutes. A report must be submitted to the District Board of Trustees showing the items that are to be disposed of under this delegation.

**Background/Analysis:**

Submitted for your approval are tangible personal property items to be disposed of and removed from the College's property records. Ninety-three (93) items are being traded or donated.

**Fiscal Impact:**

This action reduces the number of items recorded on the College's inventory records for tangible personal property. Non-capitalized property is expensed in the year of purchase, and its removal from College records has no impact on the financial statements. Disposal of the capitalized item reduces the value of capital equipment and associated accumulated depreciation on Polk's financial statements.

*Peter S. Elliott, Vice President for Administration / CFO*

---

**Initiating Official**

---

**THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:**

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

---

**President's Recommendation:**

Recommend Approval

---

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Tangible Personal Property Deletions	Backup Material

**Polk State College**  
**Disposal of Tangible Personal Property**  
**For February 2017**

Non-Capitalized Items Less Than \$5,000					
Decal #	Description	Year Purchased	Original Cost	Current Book Value	Method of Disposal
017228	COMPUTER APPLE I MAC	9/15/2008	1,284.00		TRADED
017236	COMPUTER APPLE I MAC	9/15/2008	1,284.00		TRADED
020630	COMPUTER APPLE I MAC	10/26/2010	1,352.92		TRADED
020631	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020632	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020633	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020634	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020635	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020636	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020637	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020638	COMPUTER APPLE I MAC	10/26/2010	1,352.92		TRADED
020639	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020640	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020641	COMPUTER APPLE I MAC	10/26/2010	1,352.92		TRADED
020642	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020643	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020644	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020645	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020646	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020647	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020648	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020649	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020650	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020651	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020652	COMPUTER APPLE I MAC	10/26/2010	1,352.92		TRADED
020653	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED
020654	COMPUTER APPLE I MAC	10/26/2010	1,352.92	-	TRADED



020655	COMPUTER APPLE I MAC	10/26/2010	1,352.92		TRADED
021076	COMPUTER APPLE I-MAC 21.5	6/15/2011	1,149.00	-	TRADED
021255	COMPUTER APPLE IMAC	9/26/2011	1,899.00	-	TRADED
021256	COMPUTER APPLE IMAC	9/26/2011	1,899.00	-	TRADED
021790	COMPUTER APPLE IMAC 21.5"	8/30/2012	1,429.44		TRADED
021791	COMPUTER IMAC 21.5"	8/30/2012	1,429.44	-	TRADED
021792	COMPUTER APPLE IMAC 21.5	8/30/2012	1,429.44	-	TRADED
021793	COMPUTER APPLE IMAC 21.5"	8/30/2012	1,429.44		TRADED
021794	COMPUTER APPLE IMAC 21.5"	8/30/2012	1,429.44	-	TRADED
021795	COMPUTER APPLE IMAC 21.5"	8/30/2012	1,429.44	-	TRADED
021796	COMPUTER APPLE IMAC 21.5"	8/30/2012	1,429.44	-	TRADED
021797	COMPUTER APPLE IMAC 21.5"	8/30/2012	1,429.44	-	TRADED
021798	COMPUTER APPLE IMAC 21.5"	8/30/2012	1,429.44	-	TRADED
021799	COMPUTER APPLE IMAC 21.5"	8/30/2012	1,429.44	-	TRADED
021800	COMPUTER APPLE I MAC 21	8/30/2012	1,026.00	-	TRADED
021801	COMPUTER APPLE I MAC 21	8/30/2012	1,026.00	-	TRADED
021802	APPLE COMPUTER	8/30/2012	1,429.00	-	TRADED
021803	COMPUTER APPLE I MAC 21	8/30/2012	4,878.00	-	TRADED
021804	COMPUTER APPLE I MAC 21	8/30/2012	1,584.00		TRADED
021805	COMPUTER APPLE I MAC 21	8/30/2012	2,366.00	-	TRADED
021806	APPLE COMPUTER	8/30/2012	2,427.84	-	TRADED
021807	APPLE COMPUTER	8/30/2012	2,427.84		TRADED
021808	COMPUTER APPLE IMAC 27	8/30/2012	2,433.00	-	TRADED
022598	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022599	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022600	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52		TRADED
022601	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52		TRADED
022602	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52		TRADED
022603	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022604	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022605	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022606	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022607	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022608	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED

022609	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022610	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52		TRADED
022611	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022612	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022613	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52		TRADED
022614	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022615	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022616	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022617	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022618	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022619	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022620	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022621	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022622	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022623	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022624	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52		TRADED
022625	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022626	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022627	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52		TRADED
022628	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022629	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022630	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022631	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52		TRADED
022632	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022633	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022634	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52		TRADED
022635	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
022636	COMPUTER APPLE IMAC 27	8/28/2013	2,081.52	-	TRADED
017371	LAPTOP DELL LATITUDE D830	10/7/2008	1,126.00	-	DONATED
017401	LAPTOP DELL LATITUDE D830	10/7/2008	1,126.00	-	DONATED
017602	CART FOR LAPTOP STORAGE	2/3/2009	1,136.84	-	DONATED
021828	DELL LAPTOP	9/7/2012	1,160.00	-	DONATED
				-	
<b>93</b>	<b>\$ 162,311.12 \$ -</b>				

\_\_\_\_\_

Capitalized Items Greater Than or Equal To \$5,000					
Decal #	Description	Year Purchased	Original Cost	Current Book Value	Method of Disposal
				-	
0			\$ -	\$ -	



**Agenda Item:** Personnel Actions Report for February 2017 – Mr. Peter Elliott

**Date:** March 27, 2017

**POLK STATE COLLEGE  
BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

**Issue:**

In accordance with Polk State College DBOT Rule 3.01 and Section 1012.855, Florida Statutes, the employment of all personnel shall be upon the recommendation of the President, subject to rejection for cause by the District Board of Trustees.

**Background/Analysis:**

This is the **February 2017** report to the Board detailing recent personnel actions including new hires, terminations, and changes to current employee assignments.

**Fiscal Impact:**

Nearly all personnel actions have some impact to area/departmental personnel budgets. However, care is taken to ensure that personnel actions do not cause personnel budgets to exceed budgeted amounts.

*Peter S. Elliott, Vice President for Administration / CFO*

---

**Initiating Official**

---

**THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:**

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

---

**President's Recommendation:**

Recommend Approval

---

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Personnel Actions Report for February 2017	Backup Material

# Polk State College District Board of Trustees Personnel Actions

February 2017

---

## *Administrative*

---

### Additional Assignments

None

### New Appointments/Changes

Northern, Orathai	F/R	Interim Dir, Academic Affairs	20170201	LKPV
Painter, Donald	F/R	Interim VP, Academic Affairs	20170201	President

### Resignations/Terminations

Ross, Kenneth	F/R	VP, Academic Affairs	20170203	Retirement	President
---------------	-----	----------------------	----------	------------	-----------

---

## *Career*

---

### Additional Assignments

Hartman, Lauren	P/T	Professional Tutor	20170207	TLCC
Packard, Stephen	P/T	Special Project	20170204	SALO
Valesquez-Mejia, Hernan	P/T	OPS Worker	20170109	SADM

### New Appointments/Changes

Avalos, Javier	P/T	Professional Tutor	20170202	WLAS
Barrett, Diamond	P/T	OPS Worker	20170103	WHLR
Davidson, Briana	P/T	OPS Worker	20170102	CHSL
Davis, Dwann	P/T	OPS Worker	20170210	KAC
Dean, Alyssa	P/T	OPS Worker	20170103	SSDN
deMoya, Chelsea	P/T	OPS Worker	20170130	SSDN
Ebbert, Judith	P/T	Professional Tutor	20170106	WHLR
Ennis, Brandon	P/T	OPS Worker	20170103	WLAS
Fuller, Heather	P/T	OPS Worker	20170103	WHPV
George, Joshua	P/T	Tutor	20170201	LKLR
Giraldo, Sara	P/T	Tutor	20170213	WHLR
Gonzalez, Juan	P/T	Tutor	20170130	LKLR
Ivon, Alicia	P/T	OPS Worker	20170203	SSDN
Joubert, Carylanne	P/T	Tutor	20170103	LKLR
Merchan, Bryan	P/T	OPS Worker	20170130	WLAS
Mosley, Cynteria	P/T	OPS Worker	20170103	SSDN

# Polk State College District Board of Trustees Personnel Actions

February 2017

## New Appointments/Changes cont.

Ongaya, Kevin	P/T	Tutor	20170220	TRIO
Packard, Stephen	P/T	Special Project	20170204	SALO
Patel, Neel	P/T	OPS Worker	20170220	ITMS
Raju, David	P/T	Professional Tutor	20170103	LKLR
Rivera, Jomeiny	P/T	OPS Worker	20170103	SSDN
Scaife, Jakaila	P/T	OPS Worker	20170130	LLAS
Scott, Timothy	P/T	OPS Worker	20170106	WLAS
Shaw, Casmore	P/T	Tutor	20170105	VPSS
Smith, Charles	P/T	Professional Tutor	20170103	LKLR
Thompson, Karlee	P/T	Tutor	20170127	WLAS
Valle, Kayla	P/T	Tutor	20170103	LKLR
Webb, Deronte	P/T	OPS Worker	20170104	SALO

## Resignations/Terminations

Mayhugh, Steven	P/T	OPS Worker	20170224	Assignment Ended	AV Svcs
Moyano, Erika	P/T	OPS Worker	20170222	Resignation	SALO

---

## *Instructional*

---

## Additional Assignments

Decker, Richard	P/T	Special Project	20170130	VPAC
Goheen, Ryan	P/T	Special Project	20170209	OTA
Hoobin, Allison	P/T	PT Clinical Assistant	20170202	Nursing
Ivanova, Liumila	P/T	Special Project	20170106	WLAS
Johnson, Gregory	P/T	PT Coordinator	20170113	GHS
Martinson, Carol	P/T	Special Project	20170130	VPAC
Miller, Joan	P/T	Life Long Learning	20170103	WLAS
Murdoch, Mary Ann	P/T	Life Long Learning	20170106	WLAS
Neuman, Nathan	P/T	Life Long Learning	20170106	WLAS
Palacios, Karlos	P/T	Special Project	20170106	WLAS
Randolph, Logan	P/T	Special Project	20170130	VPAC
Rivera-Acosta, Michele	P/T	Life Long Learning	20170106	WLAS
Sabin, Kari	P/T	Life Long Learning	20170103	WLAS
Schaak, Lynda	P/T	Special Project	20170130	VPAC
Snell, Ken	P/T	Life Long Learning	20170106	WLAS
Terry, Cynthia	P/T	Substitute	20170216	GHS
Woodward, John	P/T	Special Project	20170206	WWFD

# Polk State College District Board of Trustees Personnel Actions

February 2017

## New Appointments/Changes

Clark, Jenna	P/T	PT Clinical Assistant	20170123	Nursing
Clement, Jessica	P/T	Adjunct	20170201	Nursing
Gilbert, James	P/T	Adjunct	20170206	LWFD
Jostes, Kara	P/T	Adjunct	20170206	WLAS
Mixon, Pamela	P/T	Adjunct	20170106	WLAS
Paige, Fannie	P/T	Life Long Learning	20170106	WLAS
Torres, Soldely	P/T	Life Long Learning	20170106	WLAS

## Resignations/Terminations

None

---

## *Professional Technical*

---

## Additional Assignments

Parti, Anjali	P/T	Special Project	20170207	OTA
---------------	-----	-----------------	----------	-----

## New Appointment/Changes

Kochanowski, Sharon	F/R	Coor, Clinical Education	20170213	LLAS
Schmitt, Mary Ellen	F/R	Grant Specialist	20170210	Foundation

## Resignations/Terminations

Barrios, Carolina	F/R	Coor, Outreach & Recruitment	20161130	Resignation	SSDN
-------------------	-----	------------------------------	----------	-------------	------

# Polk State College District Board of Trustees Personnel Actions

February 2017

---

## *Students*

---

### Additional Assignments

None

### New Appointments/Changes

Adams, Chelsi	P/T	Work Study	20170109	SSFA
Aguilar, Melissa	P/T	Work Study	20170112	SSFA
Alexandre, Fabienne	P/T	Work Study	20170103	SSFA
Alonso, Alberto	P/T	Work Study	20170103	SSFA
Anderson, Willie	P/T	Work Study	20170109	SSFA
Ardito, Eric	P/T	Work Study	20170109	SSFA
Arias, Carlos	P/T	Work Study	20170202	SSFA
Baker, Sheldyn	P/T	Work Study	20170103	SSFA
Bontrager, Jennifer	P/T	Work Study	20170103	SSFA
Brahmbatt, Rushi	P/T	Work Study	20170103	SSFA
Brewer, Eric	P/T	Work Study	20170103	SSFA
Broaders, Tiffany	P/T	Work Study	20170103	SSFA
Bruno, Destiny	P/T	Work Study	20170111	SSFA
Burgos Laboy, Carlos	P/T	Work Study	20170103	SSFA
Camille, Rose	P/T	Work Study	20170104	SSFA
Carmant, Ernestina	P/T	Work Study	20170103	SSFA
Charles, Danice	P/T	Work Study	20170103	SSFA
Creach, Sylvia	P/T	Work Study	20170103	SSFA
Delgado, Diego	P/T	Work Study	20170109	SSFA
Ferrer, Luis	P/T	Work Study	20170103	SSFA
Fletcher, Aubrey	P/T	Work Study	20170103	SSFA
Gaetano, Richard	P/T	Work Study	20170120	SSFA
Grant, Alexis	P/T	Work Study	20170103	SSFA
Hardee, Vera	P/T	Work Study	20170103	SSFA
Hoffstetter, Jacinda	P/T	Work Study	20170105	SSFA
Indigene, Francesca	P/T	Work Study	20170106	SSFA
Jones, Morgan	P/T	Work Study	20170109	SSFA
Killingsworth, Brittany	P/T	Work Study	20170109	SSFA
Latorre, Perla	P/T	Work Study	20170107	SSFA
Marino, Drew	P/T	Work Study	20170103	SSFA
Metcalf, Ronald	P/T	Work Study	20170103	SSFA
Mohamed, Natasha	P/T	Work Study	20170109	SSFA
Moyano, Veronica	P/T	Work Study	20170104	SSFA



# Polk State College District Board of Trustees Personnel Actions

February 2017

## New Appointments/Changes cont.

Oliver, Broderick	P/T	Work Study	20170103	SSFA
Paneto, Isaac	P/T	Work Study	20170103	SSFA
Parrish, Seerica	P/T	Work Study	20170103	SSFA
Prioleau, Jonathan	P/T	Work Study	20170103	SSFA
Reiher, Kristin	P/T	Work Study	20170111	SSFA
Richards, Devonte	P/T	Work Study	20170103	SSFA
Rivera, Christy	P/T	Work Study	20170125	SSFA
Rivera, Christy	P/T	Work Study	20170125	SSFA
Rosario, Marcus	P/T	Work Study	20170221	SSFA
Rosario, Mathew	P/T	Work Study	20170103	SSFA
Roys, Jared	P/T	Work Study	20170103	SSFA
Salazar, Alexandra	P/T	Work Study	20170103	SSFA
Spicer, Jordan	P/T	Work Study	20170103	SSFA
Torres, Jacqueline	P/T	Work Study	20170110	SSFA
Trejo-Chavez, Edgar	P/T	Work Study	20170109	SSFA
Valbrun, Louisa	P/T	Work Study	20170227	SSFA
Valentin-Roman, Benjamin	P/T	Work Study	20170103	SSFA
Walker, Dominique	P/T	Work Study	20170109	SSFA
Woodson, Zyneshia	P/T	Work Study	20170103	SSFA
Wright, Samuel	P/T	Work Study	20170103	SSFA
Zavala, Esteban	P/T	Work Study	20170109	SSFA

## Resignations/Terminations

Plummer, Jalenia	P/T	Work Study	20170203	Assignment Ended	SSFA
------------------	-----	------------	----------	------------------	------

# Polk State College District Board of Trustees Personnel Actions

February 2017

---

## *Nomenclature*

---

AV	- Audio Visual
AVP	- Associate Vice President
CC	- Corporate College
CHS	- Collegiate High School-Lakeland
CHSW	- Collegiate High School-WH-Chain of Lakes
CJ	- Criminal Justice
CMPT	- Controller
Coor.	- Coordinator
CVT	- Cardio Vascular Technology
CWS	- College Work Study
DBOT	- District Board of Trustees
DD	- District Dean
DEVP	- Development & Planning, Assoc VP
DPTS	- Data Processing/Tech Support
EMS	- Emergency Medical Services
EPI	- Educator Prep Institute
ET	- Instructional Education Technology
ETS	- Educational Talent Search
FAC	- Facilities
F/R	- Full-time Regularly-Established
F/T	- Full-time Temporary
GHS	- Gateway High School
HR	- Human Resources
Inst Assess/Dev/Plan/Coor	- Instructional Assessment/Development/Planning/Coordination
IPS/Criminal Justice	- Institute of Public Safety/Criminal Justice
IR	- Institutional Research
IT	- Information Technology
JDA	- JD Alexander Center
KAC	- Kids at College
LKLR	- Lakeland-Learning Resources
LKPV	- Lakeland Provost
LLAS	- Lakeland-Liberal Arts & Sciences
LWFD	- Lakeland-Workforce Development
NUR	- Nursing
OCPA	- Office of Communications & Public Affairs
OPS Worker	- Other Professional Services Worker
Org Assess/Devel Services	- Organizational Assessment/Development Services
OTA	- Occupational Therapy Program

# Polk State College District Board of Trustees Personnel Actions

February 2017

## **Nomenclature cont.**

P/R	- Part-time Regularly-Established
P/T	- Part-time Temporary
PRES	- President
Prof Instr Services/Cert. Training	- Professional Instructional Services/Certification Training
Prof Instr Services/Lic. Training	- Professional Instructional Services/Licensure Training
RTE	- Radiography Technology
SADM	- Student Services-Admissions
SSDN	- Student Services-Dean
SSAA	- Student Services/Activities & Athletics
SSFA	- Student Services-Financial Aid
TLCC	- Teaching & Learning Center
VPAC	- Vice President of Academics
VPBS	- Vice President of Administrative & Business Svcs
VPSS	- Vice President of Student Svcs
WHLR	- Winter Haven-Learning Resources
WHPV	- Winter Haven Provost
WLAS	- Winter Haven-Liberal Arts & Sciences
WWFD	- Winter Haven- Workforce Development



**Agenda Item:** February 27, 2017 Board Minutes

**Date:** March 27, 2017

**POLK STATE COLLEGE  
BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

**Issue:**  
Approval of the February 27, 2017 Board minutes.

*Dr. Eileen Holden, President*

---

**Initiating Official**

---

**President's Recommendation:**

Recommend Approval

---

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> February 27, 2017 Board Minutes	Cover Memo

**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 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





**Agenda Item:** What's up? February/March 2017 Issue  
**Date:** March 27, 2017

ATTACHMENTS:

Description	Type
<input type="checkbox"/> What's up? February/March 2017 Issue	Cover Memo



Just in case someone asks you: “What’s up at Polk State College?”

- The College will be closed for Spring Break, March 20-25. Classes are in session on Saturday, March 18.
- Polk State Lakeland Collegiate High School students will visit Washington, DC over Spring Break holiday, March 20-March 25.
- Polk State Jazz Society will once again share their musical talents at the Polk County Day reception in Tallahassee on March 14.
- Polk State Winter Haven’s Phi Theta Kappa chapter, Xi Pi, brought home several awards from the organization’s regional convention including— Distinguished Member (Lianna Mae Smith), College Project (for the Winter Haven campus greenhouse restoration to create a food donation program), Honors in Action project (for a community food rescue project and Earth Day event), and finished as the region’s #1 chapter out of 84 Florida chapters. The group will now compete at the international level at the annual convention in Tennessee in April.
- Polk State held the 2<sup>nd</sup> annual Relay For Life event on March 10. The event included games, music, a luminaria display, and remarks from student survivor, Denise Carmant.
- The Polk State Winter Haven Library held its official ribbon cutting on February 28. Public officials, including members of the Legislature, community leaders, faculty, staff, and students all celebrated the renovation of the completed space.
- Recruits at the Polk State College Kenneth C. Thompson Institute of Public Safety held a fundraiser to support the Dustin Ramsey Memorial Scholarship. Mr. Ramsey was a recruit when he lost his battle with melanoma in May 2012. His determination drove him to never give up his fight against cancer or his dream of becoming a law enforcement officer.
- Basketball Coach Matt Furjanic was inducted into the Florida College System Activities Association Hall of Fame for his outstanding contributions as a coach to student success.
- Students Kristin Carlisle and Madeline King presented posters at the Florida Occupational Therapy Association Conference. Kristin placed 1<sup>st</sup> in her division and Madeline placed 2<sup>nd</sup> in her division.
- The Polk State Faculty Art Show continues through March 31 at the Winter Haven Fine Arts Gallery, Monday-Thursday from 10 a.m. to 2 p.m.
- Polk State Chain of Lakes Collegiate High School National Honor Society presented gift baskets to the Winter Haven Police Department, Polk County Sheriff’s Office and Polk State Security Office to thank them for their service.
- Polk State held community forums with more than 100 participants to share their thoughts on the characteristics for the next President of Polk State.

**news.polk.edu**



**Agenda Item:** Presidential Search Update – Mr. Mark Turner

**Date:** March 27, 2017



**Agenda Item:** Investment Interest Comparison for February 2017 – Mr. Peter Elliott

**Date:** March 27, 2017

**POLK STATE COLLEGE  
BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

**Issue:**

Pursuant to Section 1001.64, Florida Statutes, and District Board of Trustees Rule 5.06, the College has the authority to invest funds not required for immediate needs. Such investments must provide first for safety of principal and sufficient liquidity.

**Background/Analysis:**

Polk State College continues to keep available funds invested in Money Market accounts in order to provide stability and liquidity.

**Fiscal Impact:**

Interest earned through February 2017 was \$10,259.

*Peter S. Elliott, Vice President for Administration / CFO*

---

**Initiating Official**

---

**THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:**

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

---

**President's Recommendation:**

For Information Only

---

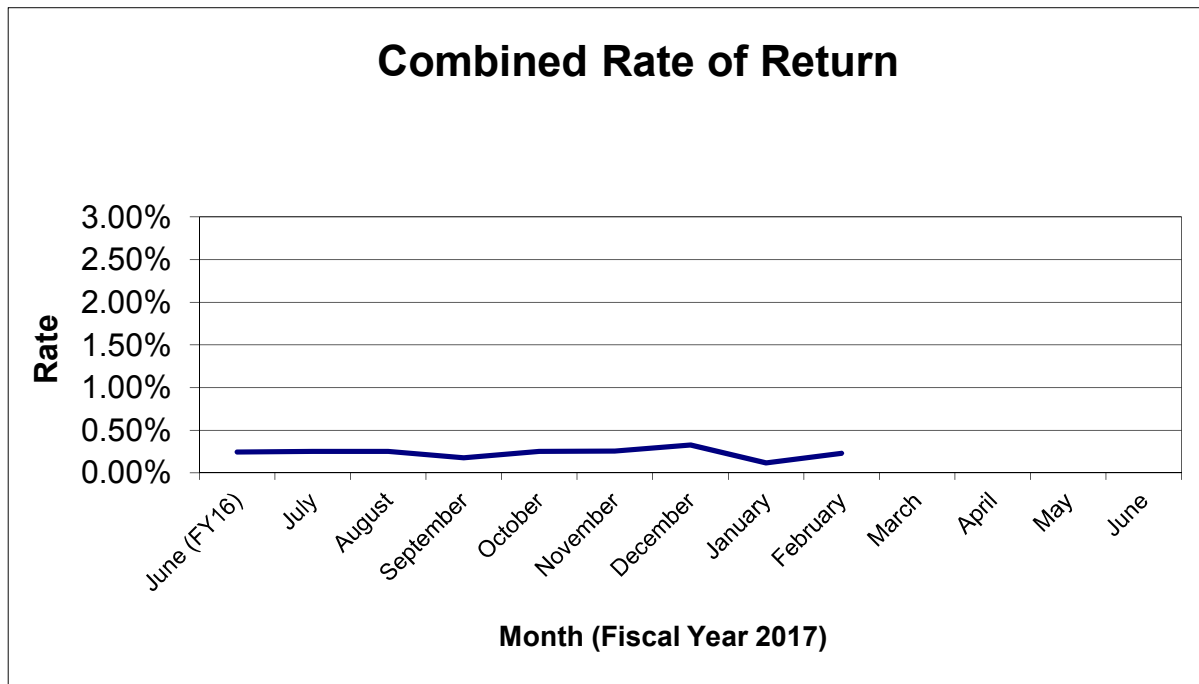
**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Investment Interest Comparison for February 2017	Backup Material

Polk State College  
Investment Interest Comparison  
Prepared for District Board of Trustees  
Fiscal Year 2017

Month	Rate of Return	Interest	Balance
	Combined	Total	Total
June (FY16)	0.25%	\$ 1,567	\$ 7,643,473
July	0.25%	\$ 1,618	\$ 7,645,091
August	0.25%	\$ 1,619	\$ 7,646,710
September	0.18%	\$ 1,123	\$ 7,647,802
October	0.25%	\$ 1,619	\$ 7,649,421
November	0.25%	\$ 1,199	\$ 5,650,605
December	0.33%	\$ 857	\$ 3,151,462
January	0.12%	\$ 756	\$ 7,652,218
February	0.23%	\$ 1,468	\$ 7,653,685
March			
April			
May			
June			

Average Annual Returns	
FY 2007	5.37%
FY 2008	3.58%
FY 2009	1.17%
FY 2010	0.56%
FY 2011	0.58%
FY 2012	0.38%
FY 2013	0.13%
FY 2014	0.13%
FY 2015	0.12%
FY 2016	1.13%





**Agenda Item:** Budget Amendment Summary for February 2017 – Mr. Peter Elliott

**Date:** March 27, 2017

**POLK STATE COLLEGE  
BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

**Issue:**

Amendments to the original budget are approved at appropriate levels within the College as prescribed by Polk State College Procedure 6004, Section 1011.84(3)(e), Florida Statutes, and State Board of Education Rule 6A-14.0716, Florida Administrative Code.

**Background/Analysis:**

Polk State College Procedure 6004 states that a monthly summary will be provided to the District Board of Trustees. This summary will allow for an overview of the amendments posted to the general ledger and provide a snapshot of the budgetary impact of these amendments.

**Fiscal Impact:**

During the month of February, there were no amendments that had an impact on Fund Balance. All amendments were reallocations necessary for College operations.

*Peter S. Elliott, Vice President for Administration / CFO*

---

**Initiating Official**

---

**THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:**

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

---

**President's Recommendation:**

For Information Only

---

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Budget Amendment Summary for February	Backup Material

Polk State College  
Summary of Budget Amendments  
All Funds  
February 2017 (Period 201702)

Journal Number/Description	Revenue		Expenses						Fund Balance	
	Increase	Decrease	Personnel Expense		Current Expense		Capital Outlay		Change	
			Increase	Decrease	Increase	Decrease	Increase	Decrease		
1 Reallocation of budget to cover keying projects at Advanced Technology Center					\$ 4,113	\$ (4,113)			\$	-
2 Reallocation of budget to cover hiring of OPS worker for technology support department			\$ 12,746	\$ (12,746)					\$	-
3 Reallocation of budget to cover SPD costs for Student Services area					\$ 10,000	\$ (10,000)			\$	-
4 Reallocation of budget to cover anticipated costs in VP of academics area					\$ 4,000	\$ (4,000)			\$	-
7 Reallocation of budget for supply needs in Corporate College programs due to enrollment changes					\$ 22,000	\$ (22,000)			\$	-
8 Reallocation of budget to cover Brainshark website and materials					\$ 10,000	\$ (10,000)			\$	-
9 Reallocation of budget for custodial services at Center for Public Safety					\$ 20,769	\$ (20,769)			\$	-
10 Reallocation of budget for custodial services for Winter Haven and Lakeland campuses					\$ 59,230	\$ (59,230)			\$	-
11 Reallocation of budget to purchase printers for arts and cultural affairs						\$ (2,100)	\$ 2,100		\$	-
12 Reallocation of budget to cover expenses for APG continuum upgrade and licenses					\$ 15,700	\$ (15,700)			\$	-
14 Reallocation of budget to cover adjunct and overload instruction			\$ 3,121,000	\$ (3,121,000)					\$	-
15 Reallocation of budget for Advanced Technology Center BCX remediation and Center for Public Safety BCX controller network port configuration					\$ 7,620	\$ (7,620)			\$	-

Polk State College  
Summary of Budget Amendments  
All Funds  
February 2017 (Period 201702)

Journal Number/Description	Revenue		Personnel Expense		Current Expense		Capital Outlay		Fund Balance	
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Change	
17										
Reallocation of budget to purchase benches, picnic tables, umbrellas and trash cans for Lake Wales TLCC					\$ 4,424	\$ (7,236)	\$ 2,812		\$	-
<b>Fund 1 Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,746</b>	<b>\$ (12,746)</b>	<b>\$ 130,112</b>	<b>\$ (130,112)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
5										
Reallocation of budget to cover book and testing expenses for Polk State Lakeland Gateway to College Collegiate High School					\$ 2,201	\$ (2,201)			\$	-
6										
Reallocation of budget to cover travel expenses for Black, Brown and College Bound Summit for Student Support Services					\$ 450	\$ (450)			\$	-
13										
Reallocation of budget to cover postage and printer expenses for Tramcon Grant					\$ 25	\$ (1,925)	\$ 1,900		\$	-
<b>Fund 2 Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,676</b>	<b>\$ (4,576)</b>	<b>\$ 1,900</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
<b>Grand Total All Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,746</b>	<b>\$ (12,746)</b>	<b>\$ 132,787</b>	<b>\$ (134,687)</b>	<b>\$ 1,900</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>





**Agenda Item:** Financial Statements for February 2017 – Mr. Peter Elliott

**Date:** March 27, 2017

**POLK STATE COLLEGE  
BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

**Issue:**

Section 1001.64, Florida Statutes, establishes the Board's responsibility for the financial health of the College. The presentation of the monthly financial statements gives the Board of Trustees a summary of the College's year-to-date financial position.

**Background/Analysis:**

The financial statements report the College's financial position as of February 28, 2017, and include comparative information from the prior fiscal year as well as summary statements for the restricted and auxiliary funds.

**Fiscal Impact:**

Total revenue recorded through February 28, 2017 was 65% of budget. Total expenditures through February 28, 2017 were 63% of budget. The College continues to monitor revenues and expenditures. Adjustments will be made to the budget if necessary.

*Peter S. Elliott, Vice President for Administration / CFO*

---

**Initiating Official**

---

**THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:**

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

---

**President's Recommendation:**

For Information Only

---

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Financial Statements	Backup Material

**POLK STATE COLLEGE  
FINANCIAL SUMMARY  
FISCAL YEAR 2016-17  
As of February 28, 2017**

	Budgeted Annual Revenue	Recorded Year To Date	% Recorded of Annual	Recorded Prior Year To Date	% Recorded Prior Year
Student Fees	\$ 21,306,680	\$ 16,605,700	78%	\$ 17,197,115	78%
State Funding	29,703,632	16,947,095	57%	16,497,374	57%
Other Revenue	1,936,682	844,307	44%	980,836	60%
Total Revenue	\$ 52,946,994	\$ 34,397,102	65%	\$ 34,675,325	66%

	Budgeted Annual Expenditures	Expenditures Year To Date	% Expended of Annual	Expenditures Prior Year To Date	% Expended Prior Year
Salaries	\$ 35,767,664	\$ 23,244,459	65%	\$ 22,531,032	64%
Current Expense	17,265,222	9,946,657	58%	9,818,636	58%
Capital Outlay	99,116	76,702	77%	61,915	58%
Total Expenditures	\$ 53,132,001	\$ 33,267,818	63%	\$ 32,411,583	62%

Polk State College Fund Balance Summary Projection 2016-2017 Fiscal Year	
Fund Balance Carryforward from Fiscal Year 2015-16	
Actual Unallocated Fund Balance	\$ 4,729,743
Reserve for Encumbrances	31,205
Reserve for Other Purposes	1,000,000
Total Actual Fund Balance Available for FY 2016-17	\$ 5,760,948
Plus	
Actual Revenue to Date	\$ 34,397,102
Projected Additional Revenue	\$ 18,549,892
Total Revenue	\$ 52,946,994
Total Projected Funds Available	\$ 58,707,942
Minus	
Actual Expenditures to Date	\$ 33,267,818
Projected Additional Expenditures	\$ 19,864,184
Total Projected Expenditures	\$ 53,132,001
Total Projected Fund Balance Available for FY 2016-17	\$ 5,575,941
Less: Encumbrances and Board Designations	
Total Projected Fund Balance Unallocated for FY 2016-17	\$ 5,575,941
Projected Unallocated Fund Balance Percentage:	9.50%

**POLK STATE COLLEGE**  
**Budget to Actual**  
**Fiscal Year 2016-17 and Fiscal Year 2015-16**  
**As of February 28, 2017**

	Budget FY 16-17	Recorded 02/28/17	% Recorded	Budget FY 15-16	Recorded 02/28/16	% Recorded
<b>Revenue:</b>						
Tuition	\$ 14,721,389	\$ 12,676,558	86%	\$ 16,396,820	\$ 13,085,230	80%
Student Fees	6,585,291	3,929,142	60%	5,579,809	4,111,885	74%
State Support - FCSFP	23,074,572	15,621,283	68%	23,032,322	15,315,276	66%
State Support - Lottery	6,629,060	1,325,812	20%	5,910,492	1,182,098	20%
Other Revenue	1,936,682	844,307	44%	1,625,374	980,836	60%
<b>Total Revenue</b>	<b>\$ 52,946,994</b>	<b>\$ 34,397,102</b>	<b>65%</b>	<b>\$ 52,544,817</b>	<b>\$ 34,675,325</b>	<b>66%</b>

	Budget FY 16-17	Expended 02/28/17	% Expend	Budget FY 15-16	Expended 02/28/16	% Expend
<b>Expenses:</b>						
<b>Personnel Expenses:</b>						
Salary Expense	\$ 28,272,595	\$ 18,070,939	64%	\$ 27,912,825	\$ 17,948,548	64%
Fringe Benefits	7,495,069	5,173,520	69%	7,346,495	4,582,484	62%
<b>Sub Total</b>	<b>\$ 35,767,664</b>	<b>\$ 23,244,459</b>	<b>65%</b>	<b>\$ 35,259,320</b>	<b>\$ 22,531,032</b>	<b>64%</b>

<b>Other Expenses:</b>						
Travel	\$ 646,496	\$ 298,942	46%	\$ 610,223	\$ 349,064	57%
Postage & Telephone	363,372	305,394	84%	456,969	303,175	66%
Printing	340,308	322,581	95%	379,192	267,314	70%
Repairs & Maintenance	842,453	303,286	36%	750,649	251,916	34%
Rental & Insurance	1,307,240	896,808	69%	1,375,789	997,194	72%
Utilities	2,455,126	1,443,072	59%	2,516,807	1,461,448	58%
Services	8,175,928	4,524,092	55%	7,727,044	4,666,530	60%
Supplies & Subscriptions	2,637,110	1,842,995	70%	2,818,797	1,514,963	54%
Other Expenses	497,189	9,487	2%	329,037	7,032	2%
<b>Sub Total:</b>	<b>\$ 17,265,222</b>	<b>\$ 9,946,657</b>	<b>58%</b>	<b>\$ 16,964,506</b>	<b>\$ 9,818,636</b>	<b>58%</b>

<b>Capital Outlay:</b>	<b>\$ 99,116</b>	<b>\$ 76,702</b>	<b>77%</b>	<b>\$ 106,599</b>	<b>\$ 61,915</b>	<b>58%</b>
<b>Total Expenses</b>	<b>\$ 53,132,001</b>	<b>\$ 33,267,818</b>	<b>63%</b>	<b>\$ 52,330,425</b>	<b>\$ 32,411,583</b>	<b>62%</b>
<b>Revenue Over (Under) Expenses</b>	<b>\$ (185,007)</b>	<b>\$ 1,129,285</b>		<b>\$ 214,392</b>	<b>\$ 2,263,741</b>	

<b>Reconciliation of Original Operating Budget to Current Budget</b>	
Encumbrance roll from 15-16 to 16-17	\$ (80,007)
Establishment of Performance Certification budget from prior yr fund balance	\$ (20,000)
Purchases from prior year Industry Certification Performance Funding	\$ (5,000)
Establishment of budget for presidential search	\$ (80,000)
	<b>\$ (185,007)</b>

**Additional Information:**

1. Tuition and fee revenues are generally collected in the following manner: 43% Fall (Aug. - Oct.), 42% Spring (Nov. - Jan.), 15% Summer (April - May).
2. State Support (CCPF) is distributed evenly over 12 months. Lottery funds are distributed equally from February to June.
3. Other Revenues vary throughout the year.
4. Salaries: Full-time regular employees are paid equally over 12 months. Part-time instructors are paid based on class load.
5. Current expenses remain constant from month-to-month.
6. Capital expenses vary throughout the year but do not have a significant impact on total expenses.

POLK STATE COLLEGE  
RESTRICTED, AUXILIARY AND PLANT FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND OTHER CHANGES  
As of February 28, 2017

	Current Fund Restricted	Auxiliary Fund	Loan Fund	Scholarships	Unexpended Plant	Debt Service
<b><u>REVENUE</u></b>						
Student Fees	\$ 1,278,433	\$ 20,358	\$ -	\$ 627,119	\$ 1,772,711	\$ -
Local Support	3,562,581					
State Support	310,280			1,090,846	6,719,340	
Federal Support	1,420,411			14,868,664		
Gifts & Contracts	22,912	550		45,731		
Sales		428,942				
Bond Proceeds						
Other Revenue	37,749	17,411		99,797		228,753
Transfers from Other Funds						
<b>TOTAL REVENUE</b>	<b>\$ 6,632,366</b>	<b>\$ 467,261</b>	<b>\$ -</b>	<b>\$ 16,732,157</b>	<b>\$ 8,492,051</b>	<b>\$ 228,753</b>
<b><u>EXPENDITURES</u></b>						
<b><u>Personnel Expenditures</u></b>						
Full Time	\$ 2,405,201	\$ 21,301	\$ -	\$ -	\$ 36,339	\$ -
Part Time	232,803	115,734			12,540	
Fringe Benefits	796,714	9,286			14,648	
<b>Subtotal</b>	<b>\$ 3,434,718</b>	<b>\$ 146,321</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63,527</b>	<b>\$ -</b>
<b><u>Other Expenses</u></b>						
Travel	\$ 261,888	\$ 2,616	\$ -	\$ -	\$ -	\$ -
Postage & Telephone	5,459	57				
Printing	22,492	3,021				
Repairs & Maintenance	4,606	8,653			10,295	
Rental & Insurance	261,642	28,992			204,266	
Utilities	734	1,922				
Services	837,559	191,516			79,767	
Materials & Supplies	700,150	46,339			17,730	
Cost of Goods Sold						
Scholarships & Waivers	337			16,750,130		
Transfers to Other Funds					228,753	
Other Expenses	246,982	115,437		98,589		228,753
<b>Subtotal</b>	<b>\$ 2,341,848</b>	<b>\$ 398,554</b>	<b>\$ -</b>	<b>\$ 16,848,719</b>	<b>\$ 540,811</b>	<b>\$ 228,753</b>
<b><u>Capital Outlay</u></b>						
Furniture & Equipment	\$ 124,602	\$ -	\$ -	\$ -	\$ 1,164,737	\$ -
Architect & Engineering Services						
Capitalized Software					39,500	
General Construction						
Renovating & Remodeling						
Land						
Structures & Improvements					4,178,519	
<b>Subtotal</b>	<b>\$ 124,602</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,382,756</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,901,168</b>	<b>\$ 544,875</b>	<b>\$ -</b>	<b>\$ 16,848,719</b>	<b>\$ 5,987,095</b>	<b>\$ 228,753</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>\$ 731,198</b>	<b>\$ (77,614)</b>	<b>\$ -</b>	<b>\$ (116,562)</b>	<b>\$ 2,504,957</b>	<b>\$ -</b>

**POLK STATE COLLEGE  
BALANCE SHEET - ALL FUNDS  
As of February 28, 2017**

	Current Fund Restricted	Auxiliary Fund	Loan Fund	Scholarships	Unexpended Plant	Debt Service	Invested in Plant	Totals
<b><u>ASSETS</u></b>								
Cash/Cash Equivalents	\$ 3,817,924	\$ 253,047	\$ 277,607	\$ 80,189	\$ 1,340,983	\$ -	\$ -	\$ 5,769,750
Accounts Receivable, Net	135,318	87,055	1,312	79,948	6,820,527			\$ 7,124,160
Investments						1,546		\$ 1,546
Capital Lease, Net							271,680	\$ 271,680
Land							6,557,602	\$ 6,557,602
Buildings, Net							81,154,917	\$ 81,154,917
Other, Structures & Improvements, Net							3899154.28	\$ 3,899,154
Furniture & Equipment, Net							1,427,315	\$ 1,427,315
Artwork							11,700	\$ 11,700
Construction in Progress							1,233,042	\$ 1,233,042
Other								\$ -
<b>TOTAL ASSETS</b>	<b>\$ 3,953,242</b>	<b>\$ 340,102</b>	<b>\$ 278,919</b>	<b>\$ 160,137</b>	<b>\$ 8,161,510</b>	<b>\$ 1,546</b>	<b>\$ 94,555,410</b>	<b>\$ 107,450,866</b>
Deferred Outflows	\$ 452,067							
<b>Total Assets and Deferred Outflows</b>	<b>\$ 4,405,309</b>	<b>\$ 340,102</b>	<b>\$ 278,919</b>	<b>\$ 160,137</b>	<b>\$ 8,161,510</b>	<b>\$ 1,546</b>	<b>\$ 94,555,410</b>	<b>\$ 107,902,933</b>
<b><u>LIABILITIES AND FUND BALANCE</u></b>								
<b><u>Liabilities</u></b>								
Accounts Payable	\$ 20,354	\$ 78,632	\$ -	\$ (15,072)	\$ 289,040	\$ -	\$ -	\$ 372,954
Compensated Leave Payable	591,730							591,730
Retainage Payable					304,286			304,286
Unearned Revenue								-
Salaries & Benefits Payable								-
Bonds Payable							59,000	59,000
Loan Payable		163,333					2,386,897	2,550,230
Net Pension Liability								-
<b>Total Liabilities</b>	<b>\$ 612,083</b>	<b>\$ 241,965</b>	<b>\$ -</b>	<b>\$ (15,072)</b>	<b>\$ 593,326</b>	<b>\$ -</b>	<b>\$ 2,445,897</b>	<b>\$ 3,878,200</b>
Deferred Inflows	\$ -	\$ -	\$ -	\$ -	\$ 1,713	\$ -	\$ -	\$ 1,713
<b>Total Liabilities and Deferred Inflows</b>	<b>\$ 612,083</b>	<b>\$ 241,965</b>	<b>\$ -</b>	<b>\$ (15,072)</b>	<b>\$ 595,039</b>	<b>\$ -</b>	<b>\$ 2,445,897</b>	<b>\$ 3,879,914</b>
<b><u>Fund Balance:</u></b>								
Fund Balance (estimated)	\$ 2,750,349	\$ 175,751	\$ 278,919	\$ 291,771	\$ 5,061,513	\$ 1,546		\$ 8,559,848
Investment in Plant							92,109,513	92,109,513
Change in Fund Balance (YTD)	731,198	(77,614)	-	(116,562)	2,504,957	-	-	3,041,979
<b>Total Fund Balance</b>	<b>\$ 3,481,547</b>	<b>\$ 98,137</b>	<b>\$ 278,919</b>	<b>\$ 175,209</b>	<b>\$ 7,566,470</b>	<b>\$ 1,546</b>	<b>\$ 92,109,513</b>	<b>\$ 103,711,341</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 4,093,630</b>	<b>\$ 340,102</b>	<b>\$ 278,919</b>	<b>\$ 160,137</b>	<b>\$ 8,159,796</b>	<b>\$ 1,546</b>	<b>\$ 94,555,410</b>	<b>\$ 107,589,541</b>



**Agenda Item:** Project Status Report, College-Wide for March 2017 – Mr. Peter Elliott

**Date:** March 27, 2017

**POLK STATE COLLEGE  
BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

**Issue:**

Section 1001.64, Florida Statutes establishes the Board's responsibility for the financial health of the College. The presentation of this Project Status Report provides an update of the current facilities projects underway and those currently scheduled.

**Background/Analysis:**

This report is updated monthly and presented to the District Board of Trustees as information regarding College-Wide construction projects.

**Fiscal Impact:**

The funding sources for the projects noted in the report are College capital outlay funds (PECO, Capital Improvement Fees, etc.) as well as funds from private and public partnerships.

*Peter S. Elliott, Vice President for Administration / CFO*

---

**Initiating Official**

---

**THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:**

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

---

**President's Recommendation:**

For Information Only

---

**ATTACHMENTS:**

Description	Type
❑ Project Status Report – March 2017	Backup Material

**Polk State College**  
**Project Status Report March 2017**

PM-Project Managers	RM-Robbie Manikis GU-George Urbano	JS-John Sheffield LB-Lyndon Belfon						
	PM	Status	Total Project Budget	Construction Budget/GMP	Resources	Start (NTP)	Estimated Finish (CO)	Notes
<b>Winter Haven Campus</b>								
WLR remodel project			\$2,999,961.56					Reflects the unencumbered balance of a multi-year allocation
3rd floor Library only	RM	Construction Complete	\$2,315,973.70	\$2,049,000	ADM RAI Staff	9/15	1/17 Library	Punch-list, library and classrooms; in-progress
3rd floor Classroom & support spaces	RM	Construction	TBD	\$2,275,674	ADM, RAI Staff	11/16	7/17	South restroom renovation; in-progress North restroom renovation; in-progress New classroom furniture; install 1st week March 2017 Computer classrooms furniture; install target spring break 2017
1st & 2nd floor classroom, offices & support spaces	RM	Planning	TBD	TBD	ADM,RAI Staff	TBD	7/17	Budget review; completed Fire sprinkler system upgrade; in-progress New carpet & paint, TLCC and testing; target spring break 2017
WLR106 Increase H/C seating	RM	Planning	embedded with WLR work	na	ADM Staff	5/17	7/17	Work effort included with WLR remodel project
WFA corridor remodel	RM	HOLD	\$245,000	TBD	TBD	TBD	TBD	Awaiting funding source
WSC science laboratories remodel	RM	HOLD	\$950,000	TBD	TBD	TBD	TBD	Awaiting funding source
WFA 117 classroom remodel	RM	HOLD	\$135,000	TBD	TBD	TBD	TBD	Awaiting funding source
Baseball field bleacher & deck canopies-remodel	RM	HOLD	\$75,000	TBD	TBD	TBD	TBD	Awaiting funding source
WFA re-roof & hi-bay brick repair	RM	HOLD	\$288,082	\$255,482	Staff	TBD	TBD	Awaiting funding source
WHC-ADD wheelchair lift	RM	Construction Complete	\$160,793	na	ADM Staff	1/16	12/16	Install chair lift; in-progress Install flooring; completed
WFA-Theatre Increase H/C seating	RM	Planning	embedded with WHC work	na	ADM Staff	1/16	7/17	Target completion July 2017
WAD-Renovation phase 2 floor covering replacement	RM	Planning	\$21,985	na	Duffy/Lee Staff	12/16	3/17	Bus Svc and Fdn offices + breakroom, 2nd floor Installation spring break 2017
WAD-Main Lobby space enhancements	RM	Planng	TBD	na	Staff	2/17	TBD	Budget development; in-progress
WAD-Advising; lobby, testing and and cube spaces space enhancements	RM	Planng	TBD	na	Staff	2/17	TBD	Budget development; in-progress
<b>Center for Public Safety</b>								
CPS building post occupancy needs	RM	Construction Complete	\$30,786,909	\$23,996,446	FW AMD	8/14	1/16 original work	Address 1-yr warranty items; in-progress
Confidence Course	RM	Planning	TBD	TBD	Staff	9/16	TBD	Concept planning; in-progress Budget development; in-progress
<b>Lake Wales-JDA</b>								
After-hours admin. space entry	GU	Construction	\$6,500	na	APG Staff	5/16	3/17	Modify door opener, add wiring + programming Target work spring break 2017
Student Center space reconfiguration	RM	Planning	TBD	na	Staff	2/17	TBD	Concept plans; in-development
Lobby space reconfiguration	RM	Planning	TBD	na	Staff	2/17	TBD	Concept plans; in-development

**Polk State College**  
**Project Status Report March 2017**

PM-Project Managers	RM-Robbie Manikis GU-George Urbano		JS-John Sheffield LB-Lyndon Belfon					
Project Task	PM	Status	Total Project Budget	Construction Budget/GMP	Resources	Start (NTP)	Estimated Finish (CO)	Notes
<b>Lake Wales-Art Center</b>								
Crews Center-2nd floor Replace AHU & condenser	RM	HOLD	\$130,243	na	SEMCO Staff	8/15	TBD	Design completed HOLD for funding FY 2017-18
Parking Lot ADD new lighting	RM	Planning	\$69,602	na	SEMCO Staff	8/15	5/17	Notice to proceed; in development based on light fixture lead time
<b>Lakeland Campus</b>								
Campus secondary electric feeder infrastructure	GU	HOLD	\$75,000	na	Staff LECO	TBD	TBD	
LAC & LLC building façade brick and concrete	GU	HOLD	TBD	TBD	Staff	2/15	TBD	
New maintenance, shipping receiving pad & bldg.	GU/JS	HOLD	\$45,000 planning	TBD	LPF Nujak	9/14	6/15 planning	
LAC1280 Renovate former FPU space	GU/JS	HOLD	TBD	na	Staff	TBD	TBD	
LAC 1286 Renovate former FPU space	GU/JS	Planning	TBD Provost acct	na	Staff	09/16	7/17	Budget update; in-progress
AHU#6 & AHU#15 replacement	GU/JS	Planning	\$27,000 Engineering	TBD	AGI EWI Staff	1/17	4/17 Drawings & spec only	PO issued Kick-off meeting; completed Analysis and design; in-progress
Charter HS spaces update spaces  LAC 1201, 1202, 1203, 1204, 1206, 1207, 1208	GU/JS	Planning	TBD  CHS acct.	na	Staff	2/17	7/17	Kick-off mtg; completed SOW development; in-progress Budget development; in-progress LAC1200 furniture estimates; in-progress
<b>Clear Springs</b>								
Integrate stand alone Bldg. Management System onto new network server	GU	Complete	\$10,000	na	APG Staff	6/16	2/17	Migrate database; completed Validation effort; completed
ADD controller+wiring for chillers and water heater interface with BMS	GU/JS	Planning	\$6,500	na	APG Staff	2/17	4/17	PO issued Installation timeline; 4-weeks Coordinate with Facilities Maint.



**Polk State College**  
**Project Status Report March 2017**

PM-Project Managers	RM-Robbie Manikis GU-George Urbano		JS-John Sheffield LB-Lyndon Belfon					
Project Task	PM	Status	Total Project Budget	Construction Budget/GMP	Resources	Start (NTP)	Estimated Finish (CO)	Notes
<b>Airside Lakeland</b>								
NONE								

**District Initiatives**

Energy Performance Contracting Feasibility	GU	HOLD	No-Cost	TBD	Siemens Staff	2/14	6/15	
District office options Winter Haven, Florida								
WH Downtown space remodel	GU	Planning	TBD	TBD	Staff			Investigating alternatives Offset by modular building rental
District Office personnel exit planning	RM	Planning	TBD	TBD	Staff	TBD	TBD	Reviewing options following WH campus space review
(7) Modular buildings exit planning	RM	Planning	TBD	TBD	Staff HCI	TBD	TBD	Concept plans; completed Budget update; in-progress,
Security Upgrade ADD thumblock-single action hardware ADD thumblock-single action to panic bar hardware	GU & Lt. Neil	Construction	\$100,000	\$100,000	Locksmith Staff	11/15	3/17	WSC; convert laboratory e-lock to thumblock hardware Material; received Installation; target end of March 2017
							WH, JDA LWAC WH JDA, LWAC	Office door hardware conversion to thumblock hardware. Assembling hardware needs list; in-progress Assembling hardware needs list; in-progress
							LAC, LLC, LTB, ASE ATC	Office door hardware conversion to thumblock hardware.
							LAC, LLC, LTB	Assembling hardware needs list; in-progress
							3/17 ATC	Convert door hardware for mtg spaces + classrooms install 3/3/17

# **Polk State College** **Project Status Report** **Definition of Abbreviations**

ADM	AD Morgan	MEP	Mechanical, electrical, plumbing trades
A/E	Architect/Engineer	MI	Moddus Inc, Engineers; Bartow
AGI	Anston-Greenlees Engineers; Tampa	MMP	MM Parrish Construction, Inc: Lakeland
APG	Specialty Electrical Contractor; Tampa	MP	Mark Parlier Architects; Lake Wales
ASAP	As Soon As Possible	N/A	Not Applicable
ASC	ASC Geosciences, Lakeland	NDC	Nujak Development and Construction; Lakeland
BGA	Tampa area engineering firm	NTP	Notice to Proceed
BLDG	Building	PECO	Public Education Capital Outlay
CD	Construction Document(s)	PO	Purchase Order (by PSC)
CHS	Collegiate High School	RFQ	Request for Qualifications
CM	Construction Manager-at-Risk	SB	Southern Business (A/V equip. supplier); Orlando
CO	Certificate of Occupancy	SD	Schematic Design document (s)
COL	Chain of Lakes High School	SE	Stafford Engineers; Ormond Beach
CR	Crossroads Construction, Inc; Lakeland	SOW	Scope of Work
CS	Clear Springs Land Development; Bartow	STA	Straughn Trout Architects;Lakeland
DBOT	District Board of Trustees	STAFF	PSC personnel, various departments
DD	Design Development Document(s)	SWFWMD	South West Fl. Water Mgt District
DWM	Driveway Maintenance; Lakeland	TBA	To Be Announced
FW	Furr-Wegman Architects; Lakeland	TBD	To Be Determined
GMP	Guaranteed Maximum Price	TEC	Tucker Engineering and Construction; Winter Haven
HCI	Henkelman Construction, Inc; Lakeland	TLCC	Teacher Learning Computer Center
IPS	Institute for Public Safety	U/G	Underground
ITAC	Instructional Technology Advisory Board	UNO	Unless Notified Otherwise
JDA	JD Alexander Center	WAD	Winter Haven Administration building
LAC	Lakeland Academic Center	WCJ	Winter Haven Criminal Justice
LC	Lane Construction	WFA	Winter Haven Fine Arts building
LECO	Lakeland Electric Company	WH	Winter Haven Campus
LkInd	Lakeland Campus	WHC	Winter Haven Health Center
LLC	Lakeland Learning Center	WLR	Winter Haven Learning Resource building
LMB	Lakeland Maintenance building	WMS	Winter Haven Multi-Service building
LPF	Lunz Prebor Fowler Architects; Lakeland	WSC	Winter Haven Science building
LSB	Lakeland Storage building	WST	Winter Haven Student Center
LTB	Lakeland Technology Building		

**Polk State College  
Project Status Report  
Definitions of Terms**

<b>PLANNING</b>	Process wherein the project team and stakeholders define and/or refine the needs and discuss alternatives. Narratives, tables, drawings or lists maybe the outcome of this phase
<b>RFQ- Request for Qualifications</b>	Process wherein scope of work is defined, solicitation document prepared and issued, qualifications from competing firms are evaluated and ranked, culminating in a recommendation to the District Board of Trustees
<b>Programming</b>	Process wherein the project team and stakeholders compare and contrast the project scope and planning document, update the documentation (drawings, tables, lists, etc) in preparation for preliminary drawings
<b>SD Schematic Design</b>	Process wherein the project architect converts and/or translates the information generated during the programming phase of work into preliminary floors plans, sketches and illustrations. During this phase the project team and stakeholders evaluate the drawings to assure the intent has been accurately conveyed by the drawings SD Drawing approval required before proceeding to the next phase
<b>DD Design Documents</b>	Drawings generated during the SD phase are revised to included greater detail and information Specifications for construction and material purchase begin development DD Drawing approval required before proceeding to the next phase
<b>CD Construction Documents</b>	Drawings approved during the SD and DD phases are refined to include all construction details All construction and material specifications are finalized. At the conclusion of this phase all documents required for construction and the construction manager are completed and signed off & stamped by the Architect and Engineer of Record
<b>Under Construction</b>	Process wherein the Guaranteed Maximum Price has been approved, CM is under contract to PSC and construction work has begun



**Agenda Item:** Polk State Lakeland Collegiate High School Recruitment Report – Mr. Rick Jeffries

**Date:** March 27, 2017

**POLK STATE COLLEGE  
BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

**Issue:**

A report to the District Board of Trustees on Polk State Lakeland Collegiate High School recruitment for the 2017-2018 academic year. The District Board of Trustees serves as the governing body for Polk State Lakeland Collegiate High School.

**Background/Analysis:**

Polk State Lakeland Collegiate High School just completed recruitment activities for the 2017-2018 academic year. A report on the status of current applications will be presented.

**Fiscal Impact:**

The Polk State Lakeland Collegiate High School operating budget is determined by student enrollment. The Polk State Lakeland Collegiate High School is approved to enroll 285 students.

*Steve Hull, Provost, Lakeland Campus*

---

**Initiating Official**

---

**THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:**

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

---

**President's Recommendation:**

For Information Only

---

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> 2017-2018 Applicant Demographic Data	Backup Material

**2017-2018 Applicant Demographic Data  
Lakeland Collegiate High School**

<b>GENDER</b>	<b>STATS</b>
Male	142 (41%)
Female	208 (59%)
<b>ETHNICITY/RACE</b>	
White	202 (57%)
Black	50 (15%)
Hispanic	75 (21%)
Other (Multiracial, Asian, Indian)	23 (7%)
<b>PERT SCORES*</b>	
PERT 3/3	169
PERT 2/3	104
PERT 1/3	47
PERT 0/3	30
<b>TOTAL Applicants</b>	<b>350</b>

\*The PERT test is the college placement test used for admissions/placement purposes and includes 3 parts, Reading, Writing, and Math.

**Polk County Demographic Comparison**

Source: Polk State College Office of Institutional Research

<b>GENDER</b>	<b>STATS</b>
Male	49.2%
Female	50.8%
<b>ETHNICITY/RACE</b>	
White	61.3%
Black	15.7%
Hispanic	20.5%
Other (Multiracial, Asian, Indian)	2.5%



**Agenda Item:** Polk State Lakeland Gateway to College Collegiate High School  
Recruitment Report – Mr. Corey Barnes

**Date:** March 27, 2017

**POLK STATE COLLEGE  
BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

**Issue:**

A report to the District Board of Trustees on the Polk State Lakeland Gateway to College Collegiate High School recruitment/enrollment plan for the 2017-2018 academic year. The District Board of Trustees serves as the governing body for Polk State Lakeland Gateway to College Collegiate High School.

**Background/Analysis:**

Polk State Lakeland Gateway to College Collegiate High will initiate recruitment activities. An overview of the timeline will be presented.

**Fiscal Impact:**

The Polk State Lakeland Gateway to College Collegiate High School operating budget is determined by student enrollment.

*Steve Hull, Provost, Lakeland Campus*

---

**Initiating Official**

---

**THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:**

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

---

**President's Recommendation:**

For Information Only

---

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Polk State Lakeland Gateway to College Collegiate High School 2017 Recruitment/Enrollment Timeline	Backup Material

## Polk State Lakeland Gateway to College Collegiate High School 2017 Recruitment/Enrollment Timeline

### MARCH-APRIL



- Polk State Lakeland Gateway to College Collegiate High School (GtC) will hold recruitment nights March 28 and April 11, 2017. The purpose of the information sessions is to inform potential students and their parents about GtC and its program goals.
- Students and parents will be given direction on how to access the online application forms.
- GtC has seats for approximately 125 students for entrance in August 2017. Recruitment will target eligible applicants who have earned at least 10 credits required for high school graduation, and are between the ages of 16 to 21 years.

### APRIL-MAY



- All applications that meet the April 28, 2017 deadline will be assigned lottery numbers. If there are more qualified applicants than there are available seats, students will be accepted in numerical order, moving from number 1 upward.
- Students who meet one of the six following criteria, will be given priority consideration:
  1. Has been out of school for a minimum of three months as indicated by school enrollment records.
  2. Is a custodial parent or a parent participating in financial support of a child as indicated by birth, court, or financial records.
  3. Can demonstrate that he or she is the primary caretaker for family members during traditional school hours.
  4. Is considered to be over age as verified by birth certificate or student records.
  5. Is homeless as verified by a state-approved organization.
  6. Can provide any other documentation acceptable to GtC administration to show that he or she has significant difficulty participating in a traditional daytime high school schedule and will benefit from enrollment at GtC's program.
- Acceptance letters will be sent to up to 125 students who meet all application requirements.
- Students who do not meet the qualifications will be sent a letter stating that they do not meet the minimum requirements.

### MAY-JUNE



- Applicants receiving letters of acceptance must return their enrollment forms by mid-May in order to hold their seats for the 2017-2018 class.
- If there are more qualified students than available seats, lottery numbers will be used to determine the order in which students will be accepted.
- The recruitment process will continue using a variety of strategies and public relations opportunities.
- All students offered seats will be given two weeks to return their enrollment forms.

### JULY-AUGUST



- Any applications received after April 28, 2017 will be filed. Starting July 6, 2017 those applications will be reviewed and considered based on applicant's admission criteria and the seats available.
- If seats are available or as seats become available qualified applicants will be accepted on a first-come, first-served basis.



**Agenda Item:** DBOT Rule 1.12, Endowed Teaching Chair Program – Ms. Tracy Porter

**Date:** March 27, 2017

**POLK STATE COLLEGE  
BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

**Issue:**

Changes to DBOT Rule 1.12.

**Background/Analysis:**

Rule has been updated to reflect some verbiage changes as well as to align the Rule with changes in faculty contracts.

**Fiscal Impact:**

None

*Tracy Porter, Vice President for Institutional Advancement*

---

**Initiating Official**

---

**THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:**

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

---

**President's Recommendation:**

First Reading

---

**ATTACHMENTS:**

Description	Type
□ DBOT Rule 1.12	Backup Material



# Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
1.12	Endowed <del>Faculty-Teaching</del> Chair Program	FS 1001.64			<del>12/22</del> 10/20 160

Polk State College seeks to recognize and ~~to~~-reward faculty who through their individual initiative and efforts have gone beyond that which would typically be expected of an employee and who have demonstrated, in their roles as faculty members, exceptional performance to both the College and the community.

To this end, and in cooperation with the Polk State College Foundation, the District Board of Trustees establishes the Polk State College Faculty Endowed Teaching Chair Program.

Selection for an ~~an Faculty~~-Endowed Teaching Chair will include a monetary award. The Polk State College Foundation will award -Endowed Teaching Chairs ~~will be awarded by the Polk State College Foundation~~ upon ~~the~~-recommendation of the Endowed Teaching Chairs Committee.

~~I. I.~~ — Endowed Teaching Chairs will be awarded ~~for one year~~annually.

~~II. II.~~ — An Endowed Teaching Chairs Committee, appointed according to College procedure, will evaluate \_\_\_\_\_ and select the recipients of ~~the~~ Endowed Teaching Chairs awards according to established guidelines.

~~III. III.~~ — To be eligible for an Endowed Teaching Chair, a faculty member must meet the following \_\_\_\_\_ conditions:

— A. Attainment of continuing contract ~~Completion of three years of continuous full-time faculty~~ status at Polk State College, and

— B. Documented evidence of excellent performance as a faculty member for ~~three~~ five years \_\_\_\_\_ preceding application for the award.

~~IV. IV.~~ — Eligible faculty may be self nominated or encouraged by ~~their~~one's peers and/or by ~~academic administrators~~supervisor.

V. — A performance portfolio must be submitted for each candidate.

VI. — Supplemental details for implementation of this policy are in Polk State College Procedure 1017.

~~VII. VII.~~—The award will be made directly by the Foundation in accordance with the ~~guidelines established for the use of Academic Improvement Trust Fund proceeds~~mission of Polk State College, the mission of the Polk State College Foundation and consistent with enhancing the  
-educational experience for Polk State College students.

---

**History:** ~~-Adopted: -July 07/24, 19/95;~~  
Revised: -February 22, 2010; January 9, 2017

**Distribution:** ~~All Holders of DBOT Rules Manual~~  
~~All Faculty Members~~