

**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, April 24, 2017 – 4:00 p.m.**  
**WST 126, Winter Haven Campus**

Dr. Eileen Holden called the April 24, 2017 District Board of Trustees meeting to order at 4:10 p.m.

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

**Members Absent:** Mr. Rick Garcia and Mr. Greg Littleton

**Student Spotlight:** Mikka Mendoza, AA and Polk State Chain of Lakes Collegiate High School

**Foundation Special Recognitions – Ms. Tracy Porter**

Ms. Tracy Porter introduced Mr. Kevin Ashley, Polk State College Foundation Immediate Past Chair. Mr. Ashley acknowledged a \$21,000 gift from Pobjecky & Pobjecky, LLP for scholarships and programs.

In particular, he noted Pobjecky & Pobjecky's long history in Polk County and their strong support of Polk State and its students. Mr. Ashley then introduced Renee Pobjecky, Attorney and Counselor at Large, Verity Crawley, Paralegal and Pearl Reyes, Legal Assistant. Ms. Pobjecky noted how much she enjoyed the Foundation's recent Clays for Courts event and referred to Polk State as her adoptive alma mater.

**Special Recognitions – Dr. Eileen Holden**

Dr. Holden introduced Dr. Gerene Thompson, Associate Dean of Academic Affairs on the Lakeland campus. Dr. Thompson was invited to present Polk State Student and Winter Haven campus SGA President Gonzalo Gutierrez with a certificate to recognize his recent selection as a 2017 Campus Compact Newman Civic Fellow. This year's Newman Civic Fellows represent 273 Campus Compact member colleges and universities from 39 states and Washington, DC. The Newman Civic Fellowship is a national program that recognizes and supports community-committed students who demonstrate a passion for finding solutions to problems within their communities. Fellows are nominated by college and university presidents and chancellors to acknowledge public-service potential. The one-year fellowship provides access to educational opportunities, networking, and mentorship. The fellowship supports students in their personal, professional, and civic growth as the next generation of public problem solvers. Dr. Thompson introduced Polk State student and Newman Civic Fellow Gonzalo Gutierrez, and with Dr. Holden, presented Mr. Gutierrez with a certificate recognizing his accomplishments.

Dr. Holden shared the Outstanding Sponsor Award received by Polk State College for its sponsorship of the 2016-2017 Central Florida Regional *FIRST*® LEGO® League Championship Tournament. She commended Dr. Naomi Boyer, Chief Information Officer & VP of Strategic Initiatives & Innovation for her leadership with this initiative. The regional tournament was hosted at the College on March 4 and featured the 4<sup>th</sup> grade – 8<sup>th</sup> grade level regional competition and a LEGO® League Jr. (5-8 year olds) exhibition.

**Agenda:**

Mr. Dorrell moved, seconded by Ms. Martinez, to approve the agenda for April 24, 2017. All members voted affirmatively.

**Consent Agenda Items: Mr. Peter Elliott**

- a. **Payroll Distribution for March 2017** – Approved on consent agenda. Board action is required.

- b. **Expenditure Summary for March 2017** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for April 2017** – Approved on consent agenda. Board action is required.
- d. **Personnel Actions Report for March 2017** – Approved on consent agenda. Board action is required.

Ms. Ross moved, seconded by Mr. Dorrell, to approve the consent agenda items for March and April 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. Dorrell moved, seconded by Ms. Martinez, to approve the March 27, 2017 Board minutes. All members voted affirmatively.

#### **President's Report**

- a. Dr. Holden distributed copies of the March/April 2017 issue of "What's Up," which lists recent and current happenings at Polk State College. In particular, Dr. Holden noted that summer registration is underway and classes will begin on May 8.
- b. Dr. Holden provided a brief update on the Legislative session. In particular, she noted that the budget has not been finalized, so the planned Budget Workshop has been postponed until either the May 22 or June 26 Board meeting. She briefed the Board on the two policy issues that are significant to the College— developmental education funding and Foundation operations. She explained that any cuts in developmental education funding will be opposed. As well, the other critical policy issue is the recent review of all college foundations' use of Fund 1 money to pay staff salaries. The proposed policy would reduce college operating budgets and have foundations' fundraise their salaries.

#### **Attorney's Report**

Attorney Don Wilson indicated no business requiring board action. He asked Trustee and Presidential Screening Committee Chairman Mark Turner to provide a status update of the presidential search. Presidential Search Consultant Dr. Jeff Hockaday joined the meeting via telephone. Trustee Turner noted that the College is in the committee review phase of the search. The advertisement for the position closed at 8:00 a.m., March 29. The College received 61 applications and all applications were reviewed by Dr. Hockaday and the Screening Committee chairman. An agreed list of 23 of the most qualified applicants were recommended to the Screening Committee for special consideration – noting that all applications were available for review and selection. The Screening Committee met on Monday, April 17 to share each of their respective top 10 candidate lists. The committee then further reduced the list to 9 semi-finalists. The semi-finalists have been asked to submit videos for review by the committee. Videos are due by 4:00 p.m. on April 24 and should be uploaded to the portal by April 25. Based on a review of these videos, on May 1, the Screening Committee will recommend a list of approximately 4-6 finalists for the Board's consideration. Dr. Hockaday, who joined the meeting by

telephone, indicated that Trustee Turner had provided all relevant details. Finalists will be invited to Polk County to participate in a day and a half of interactions with students, staff, faculty, and community members. They will also meet with the Trustees for in-person interviews. A draft on-site interview schedule for the finalists was shared with the Board. Discussion ensued about the draft interview schedule. It was agreed that Melissa LaRock would gather all Trustees availability during the period of May 8 – May 23. Based on the responses, the draft interview schedule will be adjusted to ensure 100% participation by the Board.

**Business Services Action Items – Mr. Peter Elliott**

- a. **Faculty Employment Contract Renewals** – Mr. Elliott presented and reviewed the Faculty Employment Contract Renewals to the Board for their final review and approval.

Mr. Dorrell moved, seconded by Ms. Martinez, to approve the Faculty Employment Contract Renewals. All members voted affirmatively.

- b. **Faculty Employment Contract Renewals – Collegiate High Schools** – Mr. Elliott presented and reviewed the Faculty Employment Contract Renewals – Collegiate High Schools to the Board for their final review and approval.

Ms. Ross moved, seconded by Ms. Martinez, to approve the Faculty Employment Contract Renewals – Collegiate High Schools. All members voted affirmatively.

- c. **Employment Contracts – Administrator and Professional/Technical Employees** – Mr. Elliott presented and reviewed the Employment Contracts – Administrator and Professional/Technical Employees to the Board for their final review and approval.

Mr. Dorrell moved, seconded by Ms. Martinez, to approve the Employment Contracts – Administrator and Professional/Technical Employees. All members voted affirmatively.

- d. **Florida College System 2016-2017 Annual Equity Update Report** – Ms. Val Baker presented and reviewed the Florida College System 2016-2017 Annual Equity Update Report to the Board for their final review and approval. Discussion ensued about the pool of degree-qualified candidates in Polk County. Mr. Webb shared some of the strategies in place that will continue to move the needle in the student enrollment equity arena.

Ms. Martinez moved, seconded by Mr. Dorrell, to approve the Florida College System 2016-2017 Annual Equity Update Report. All members voted affirmatively.

**Business Services Informational Items – Mr. Peter Elliott**

- a. **Investment Interest Comparison for March 2017** – Mr. Elliott presented and reviewed the Investment Interest Comparison for March 2017 for the Board's information. No Board action required.
- b. **Budget Amendment Summary for March 2017** – Mr. Elliott presented and reviewed the Budget Amendment Summary for March 2017 for the Board's information. No Board action required.
- c. **Financial Statements for March 2017** – Mr. Elliott presented and reviewed the Financial Statements for March 2017 for the Board's information. No Board action required.

- d. **Project Status Report, College-Wide for April 2017** – Mr. Elliott presented and reviewed the Project Status Report for April 2017 for the Board’s information. No Board action required.

**Items Removed from the Consent Agenda**

None

**Academic & Student Services Action Item**

- a. **Lab Fees for 2017-2018 for all Active Credit Courses** – Dr. Donald Painter presented and reviewed the Lab Fees for 2017-2018 for all Active Credit Courses to the Board for their final review and approval.

Mr. Dorrell moved, seconded by Ms. Ross, to approve the Lab Fees for 2017-2018 for all Active Credit Courses. All members voted affirmatively.

**Academic & Student Services Informational Items**

- a. **Non-Credit Course Fees** – Dr. Donald Painter presented and reviewed the Non-Credit Course Fees for the Board’s information. No Board action required.

**Collegiate High School Report**

- a. **Polk State Chain of Lakes Collegiate High School (COL) 2017-2018 Applicant Demographic Information Report** – Ms. Bridget Fetter provided a brief report on the COL 2017-2018 Applicant Demographic Information. The report further compared the COL applicant demographic information to Polk County-wide demographic data. She noted that COL has also introduced strategies to widen the net to bring in a more diverse student population. Ms. Fetter indicated that she would provide the Board with the final enrollment demographic data, once the application and acceptance process is complete. Ms. Fetter shared some recent highlights at the school, including qualifying three students to participate in the Health Occupations Students of America (HOSA) International Leadership Conference in June and hosting the very successful Amber Shaw Memorial Scholarship Cake Auction on April 13.

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

- a. **DBOT Rule 2.16, Admission to College Activities and Events – Mr. Reggie Webb**  
Mr. Webb presented as a first-read item revised DBOT Rule 2.16, Admission to College Activities and Events. He reviewed the proposed revisions made to Rule 2.16 and advised the Trustees that it will be presented for final approval at the May 22, 2017 Board meeting.
- b. **DBOT Rule 4.24, Policy Regarding Religious Observance by Students – Mr. Reggie Webb**  
Mr. Webb presented as a first-read item revised DBOT Rule 4.24, Policy Regarding Religious Observance by Students. He reviewed the proposed revisions made to Rule 4.24 and advised the Trustees that it will be presented for final approval at the May 22, 2017 Board meeting.
- c. **DBOT Rule 4.26, Student Appeal/Complaint Policy – Mr. Reggie Webb**  
Mr. Webb presented as a first-read item revised DBOT Rule 4.26, Student Appeal/Complaint Policy. He reviewed the proposed revisions made to Rule 4.26 and advised the Trustees that it will be presented for final approval at the May 22, 2017 Board meeting.
- d. **DBOT Rule 3.27, Harassment/Sexual Harassment – Ms. Valparisa Baker**  
Ms. Baker presented as a first-read item revised DBOT Rule 3.27, Harassment/Sexual

Harassment. She reviewed the proposed revisions made to Rule 3.27 and advised the Trustees that it will be presented for final approval at the May 22, 2017 Board meeting.

**Second Reading Items (Final Approval):**

- a. **Rule 1.12, Endowed Teaching Chair Program** – Ms. Tracy Porter presented and recommended approval of revised Board Rule 1.12, Endowed Teaching Chair Program.


Ms. Ross moved, seconded by Mr. Dorrell, to approve the revised Rule 1.12, Endowed Teaching Chair Program. All members voted affirmatively.

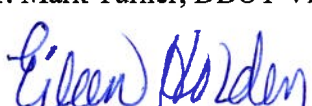
**Board Discussion:**

None

**Adjournment:**

Having no further business, the meeting adjourned at 5:30 p.m.

  
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Mr. Mark Turner, DBOT Vice-Chair      Date

 5/22/17  
\_\_\_\_\_  
Eileen Holden, Ed.D.      Date  
President