

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, April 25, 2016 – 4:00 p.m.
Winter Haven Campus, WST 126

Dr. Eileen Holden called the April 25, 2016, District Board of Trustees meeting to order at 4:00 p.m.

Members Present: Mr. Dan Dorrell, Mr. Rick Garcia, Mr. Greg Littleton, and Mr. Mark Turner

Members Absent: Ms. Teresa Martinez, Ms. Linda Pilkington, and Ms. Cindy Ross

Student Spotlight: Sinead Fernandes, AA Degree Graduate, Winter Haven Campus

Foundation Special Recognitions: Ms. Tracy Porter

Ms. Porter introduced Brent Parish, Polk State College Foundation Board member. Mr. Parish acknowledged a gift from Ingram Financial Group in the amount of \$20,000 for scholarships and programs, and introduced Don Ingram, President, Don's wife, Christine, and son Eric. Mr. Ingram expressed gratitude to the College for all that it does for the community.

Special Recognitions: Dr. Eileen Holden

- Dr. Holden briefly recognized retiring Mathematics Professor Kaye Betz. Dr. Holden introduced Vice President for Academic Affairs Ken Ross to share some of his thoughts. Dr. Ross commended Professor Betz for her 30 years of dedicated service to the College, and acknowledged her involvement in various College committees and Faculty Senate, and her leadership of the successful Quality Enhancement Plan (QEP). Professor Betz expressed gratitude for the many opportunities that serving students has provided. Dr. Holden thanked Professor Betz and presented her with a token of appreciation.
- Dr. Holden briefly recognized Professor Alice Hollis, retiring professor of Biology. Dr. Holden introduced Winter Haven Dean of Academic Affairs April Robinson to share some of her thoughts. Dean Robinson commended Professor Hollis for her more than 35 years of dedicated service to the College, and noted the establishment of the Professor Alice Hollis Human Anatomy & Physiology Fund, which will help provide students with supplies. Professor Hollis thanked the College for establishing the fund in her name. Dr. Holden thanked Professor Hollis and presented her with a token of appreciation.
- Dr. Holden introduced Polk State Chain of Lakes Collegiate High School Principal Bridget Fetter. Ms. Fetter introduced Central Florida Air Force Association (AFA CFC) Chapter President Gary Lehmann (Retired Major, USAF). Maj. Lehmann recognized Dr. Suzy Halverson, professor of Anatomy & Physiology and Allied Health Science Coordinator at Polk State Chain of Lakes Collegiate High School, as the AFA CFC's selection for science teacher of the year. He noted that Dr. Halverson also won the state-level award and will compete for national teacher of the year recognition.

Adoption of Agenda:

Mr. Garcia moved, seconded by Mr. Dorrell, to approve the agenda for April 25, 2016. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for March 2016**– Approved on consent agenda. Board action is required.

- b. Expenditure Summary for March 2016** – Approved on consent agenda. Board action is required.
- c. Personnel Action Report for March 2016** – Approved on consent agenda. Board action is required.
- d. Salary Schedule Changes for March 2016** – Approved on consent agenda. Board action is required.

Mr. Turner moved, seconded by Mr. Garcia, to approve the consent agenda items for March 2016. All members voted affirmatively.

Those items included under the Consent section are self-explanatory and are not expected to require discussion before action. Items will be enacted by one motion. If discussion is desired by any Board member on any item, the item should be identified and removed from the Consent agenda for separate action.

Approval of Board Minutes

Mr. Dorrell moved, seconded by Mr. Garcia, to approve the March 28, 2016, Board minutes. All members voted affirmatively.

President's Report

- a.** Dr. Holden recognized Polk State Lakeland Gateway to College Collegiate High School Principal Corey Barnes for his leadership in the school's SACS accreditation visit. She also thanked Trustee Garcia for attending and speaking on behalf of the Board during the visit. Polk State Lakeland Gateway to College Collegiate High School received a full five-year accreditation.
- b.** Dr. Holden informed the Board of the location change of the June 27, 2016 DBOT meeting. The meeting will move from LTB 1100 to the Polk State Center for Public Safety auditorium.
- c.** Dr. Holden distributed copies of the April/May 2016 issue of "What's up?" which lists recent and current happenings at Polk State College. She invited the Trustees to attend the College's May 5 graduation ceremonies at The Lakeland Center.

Attorney's Report

Attorney Don Wilson had nothing to report.

Business Services Action Items:

- a. Administrator and Professional/Technical Employment Contracts – Mr. Peter Elliott** – Mr. Elliott presented and recommended approval of the Professional/Technical Employment Contract Renewals for Polk State College.

Mr. Turner moved, seconded by Mr. Dorrell, to approve the Professional/Technical Employment Contract Renewals for the Collegiate High Schools. All members voted affirmatively.

- b. Faculty Employment Contract Renewals - Mr. Peter Elliott**– Mr. Elliott presented and recommended approval of the Faculty Employment Contract Renewals for Polk State College.

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

- c. Faculty Employment Contract Renewals - Collegiate High Schools - Mr. Peter Elliott–**
Mr. Elliott presented and recommended approval of the Faculty Employment Contract Renewals for Polk State Chain of Lakes Collegiate High School, Polk State Lakeland Collegiate High School, and Polk State Lakeland Gateway to College Collegiate High School.

Mr. Garcia moved, seconded by Mr. Dorrell, to approve the Faculty Employment Contract Renewals for the Collegiate High Schools. All members voted affirmatively.

- d. Polk State Chain of Lakes Collegiate High School 2015 Audited Financial Statements – Mr. Peter Elliott**
- e. Polk State Lakeland Collegiate High School 2015 Audited Financial Statements – Mr. Peter Elliott**
- f. Polk State Lakeland Gateway to College Collegiate High School 2015 Audited Financial Statements – Mr. Peter Elliott**

Mr. Elliott presented and recommended approval of the Collegiate High Schools 2015 Audited Financial Statements. He then introduced Mr. Mike Brynjulfson with Brynjulfson CPA, P.A., who reviewed the Collegiate High Schools 2015 Audited Financial Statements for the Board's information. Discussion followed.

Mr. Turner moved, seconded by Mr. Dorrell, to approve the Collegiate High Schools 2015 Audited Financial Statements. All members voted affirmatively.

Business Services Informational Items: Mr. Peter Elliott

- a. Investment Interest Comparison for March 2016 -** Mr. Elliott briefed the Board on the College's investment interest. No Board action required.
- b. Budget Amendment Summary for March 2016 -** Mr. Elliott presented and reviewed the Budget Amendment Summary for the Board's information. Discussion ensued. No Board action required.
- c. Financial Statements for March 2016 -** Mr. Elliott presented and reviewed the Financial Report for the Board's information. No Board action required.
- d. Project Status Report, College-Wide for April 2016 -** Mr. Elliott presented and reviewed the Project Status Report for the Board's information. No Board action required.
- e. Florida College System 2015-2016 College Annual Equity Update Report – Ms. Val Baker**
– Ms. Baker presented and reviewed the Florida College System 2015-2016 College Annual Equity Update Report for the Board's information. No Board action required.

Academic & Student Services Action Items: NONE

Polk State Chain of Lakes Collegiate High School Report: Ms. Bridget Fetter – Ms. Fetter

updated the Board on Polk State Chain of Lakes Collegiate High School's open remotely operated underwater exploration vehicle (OpenROV) experience. She distributed an OpenROV brochure, which highlighted the three phases of the project. Using the robot, students conducted research, underwater explorations, and produced a student documentary. Ms. Fetter then introduced three Polk State Chain of Lakes Collegiate High School students, junior Joseph Gallo, senior Rene Respicio, and junior Kyle Weber, to share their experiences with the OpenROV project. Dr. Holden asked the participating professors to introduce themselves. They included: Professor of Earth Science & Oceanography Dr. Natalie Whitcomb, Professor of Biology Joey Maier, and Professor of Anatomy & Physiology and STEM Advisor Dr. Suzy Halverson. Dr. Holden also thanked Winter Haven Academic Dean April Robinson and Professor of Reading & Language Arts, and digital video professional Lynsay McCaulley for their contributions to the project. The student documentary will be entered into the International 2016 Blue Ocean Film Festival & Conservation Summit.

First Reading Items: NONE

Second Reading Items (Final Approval)

- a. **DBOT Rule 1.05, Goals of the Board – Ms. Val Baker** – Ms. Baker presented and recommended approval of revised Board Rule 1.05, Goals of the Board.

Mr. Garcia moved, seconded by Mr. Dorrell, to approve revised Board Rule 1.05, Goals of the Board. All members voted affirmatively.


Board Discussion:

None.

Adjournment:

Having no further business, the meeting adjourned at 5:15 pm.


Mr. Greg Littleton, DBOT Vice-Chair 5-23-16
Date


Eileen Holden, Ed.D. 5-24-16
President Date