

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, April 27, 2015– 4:00 p.m.
Winter Haven Campus, WST 126

Mr. Dan Dorrell called the April 27, 2015 District Board of Trustees meeting to order at 4:00 p.m.

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

Members Absent:

Student Spotlight: Marc-Allen Saint Fort, Accounting/Business student, Winter Haven campus

Foundation Special Recognitions: Ms. Tracy Porter

Ms. Porter introduced Polk State Foundation Vice Chair Kevin Ashley. Mr. Ashley acknowledged a \$51,165 donation from Polk State College employees to support the emergency scholarship fund. Collectively, employees contributed more than \$50,000, exceeding the challenge that had been set to honor the College's 50th anniversary. He then introduced representatives from each of the employee groups: Yvonne Velez, career; Stephanie Campbell, professional/technical; Bill Caldecutt, faculty; Orathai Northern, faculty; Ken Ross, administration; and Marianne George, Foundation representative. Mr. Ashley thanked Ms. George for her efforts as the director of the employee giving program. He also shared that Ms. Northern participated in Class VII of Polk State's ELITE Leadership Program, choosing the employee giving program as her leadership project. Ms. Northern then expressed the importance of the employee giving program and the financial assistance it provides to our students.

Special Recognitions: Dr. Eileen Holden

- Dr. Holden briefly recognized two nursing faculty members, Marcia Scott and Bettye Grant, who will both be retiring in May. Dr. Holden introduced Director of Nursing Annette Hutcherson to share some of her thoughts. Dr. Hutcherson thanked Dr. Grant and Ms. Scott for their years of dedicated service, and acknowledged that Ms. Scott was a member of Polk Junior College's first graduating class in Nursing. Dr. Holden then presented Dr. Grant and Ms. Scott with a tokens of appreciation.
- Dr. Holden then announced that Polk State College's theatre production, *Moonchildren*, received a "Superior" adjudication in the Spring 2015 Florida College System Activities Association's juried competition. She then introduced Professor Paul Carbonell, director of the production, who also received the "Risk Award" which recognizes productions that take on themes or subjects that challenge audiences. Professor Carbonell introduced several members of the cast and crew, including Alainna Whatley, Ana Kargakos, Charlie Sigler, Cheyenne Grantham, Jared Roys, Zachiar Minnefield, Tatayana Arroyo, Alec Gomez, Brittany Davis and theatre technician James Sharp.
- Dr. Holden then introduced Mr. Osubi Craig, director of the Polk State Lake Wales Arts Center, and thanked him for his efforts with the 2nd Annual Jewel of the Ridge Jazz Festival. The Jewel of the Ridge Jazz Festival is presented by Polk State College in partnership with the Lake Wales Arts Council. Mr. Craig reported that April is nationally recognized as "Jazz History Month" and the City of Lake Wales proclaimed the month of April 2015 as "Jazz Appreciation Month." Mr. Craig then introduced Chip Thullbery, president of the Lake Wales Arts Council, and thanked him for his partnership and guidance with this event. Mr. Thullbery thanked everyone for the support and celebration of this continued partnership.

Board Chair Dan Dorrell then introduced new Trustee Cindy Ross and welcomed her back as a member of the District Board of Trustees.

Agenda:

Ms. Pilkington moved, seconded by Mr. Garcia, to approve the agenda for February 23, 2015. All members voted affirmatively.

Consent Agenda Items:

- A. Payroll Distribution for February 2015** – Approved on consent agenda. Board action is required.
- B. Payroll Distribution for March 2015** – Approved on consent agenda. Board action is required.
- C. Expenditure Summary for February 2015** – Approved on consent agenda. Board action is required.
- D. Expenditure Summary for March 2015** – Approved on consent agenda. Board action is required.
- E. Tangible Personal Property Deletions for March** – Approved on consent agenda. Board action is required.
- F. Tangible Personal Property Deletions for April** – Approved on consent agenda. Board action is required.
- G. Personnel Actions for February and March 2015** – Approved on consent agenda. Board action is required.

Mr. Garcia moved, seconded by Mr. Littleton, to approve the consent agenda items for February and March 2015. 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. Turner moved, seconded by Ms. Pilkington, to approve the February 23, 2015 regular Board meeting minutes. All members voted affirmatively.

President's Report

- Dr. Holden provided a brief Legislative update to the Board. She shared that the Legislative session would not end on May 1, so there is nothing to report yet on the budget. The planned April Budget Workshop would take place prior to our next Board meeting on May 18. Discussion ensued.
- Dr. Holden introduced Dr. Naomi Boyer, associate vice-president of strategic initiatives and interim CIO, to provide the Board a brief technology update. Dr. Boyer showed the Board a brief slideshow presentation that highlighted the integration of the technology unit to focus on student success. Her presentation also updated the Board on the status of the college-wide technology refresh that was previously approved by the Board. She also reported the unveiling of Online@PolkState which will occur on graduation day, May 7. This new website will provide assistance to our distance-learning students.
- Dr. Holden distributed copies of the March/April 2015 issue of "What's Up," which lists recent and current happenings at Polk State College.
- Dr. Holden distributed copies of an article in *RotorCraft Pro* magazine which highlighted Trustee Rick Garcia and his business successes.

Attorney's Report

Attorney Don Wilson had nothing to report.

Business Services Action Items:

- A. Faculty Employment Contract Renewals – Polk State College:** Mr. Peter Elliott presented and recommended approval of the faculty employment contract renewals for Polk State College.

Ms. Littleton moved, seconded by Mr. Turner, to approve the faculty employment contract renewals. All members voted affirmatively.

- B. Faculty Employment Contract Renewals – Polk State Chain of Lakes Collegiate High School:** Mr. Peter Elliott presented and recommended approval of the faculty employment contract renewals for Polk State Chain of Lakes Collegiate High School.

Mr. Garcia moved, seconded by Ms. Ross, to approve the faculty employment contract renewals. All members voted affirmatively.

- C. Faculty Employment Contract Renewals – Polk State Lakeland Collegiate High School:** Mr. Peter Elliott presented and recommended approval of the faculty employment contract renewals for Polk State Lakeland Collegiate High School.

Ms. Pilkington moved, seconded by Mr. Littleton, to approve the faculty employment contract renewals. All members voted affirmatively.

- D. Employment Contracts – Administrator and Professional/Technical –** Mr. Peter Elliott presented and recommended approval of the employee contracts for Administrators and Professional/Technical

Mr. Garcia moved, seconded by Ms. Pilkington, to approve the faculty employment contract renewals. All members voted affirmatively.

- E. Florida College System 2014-2015 Annual Equity Update Report –** Ms. Val Baker presented and recommended for approval of the Florida College System 2014-2015 Annual Equity Update Report.

Ms. Pilkington moved, seconded by Mr. Garcia, to approve the FCS 2014-15 Annual Equity Update Report. All members voted affirmatively.

- F. Design Collaboration Partnership Program Agreement with Jenzabar, Inc. –** Mr. Peter Elliott presented and recommended for approval to enter into a Design Collaboration Partnership Program Agreement with Jenzabar, Inc. Discussion followed.

Mr. Turner moved, seconded by Ms. Martinez, to approve to enter into a Design Collaboration Partnership Agreement with Jenzabar, Inc. All members voted affirmatively.

Business Services Informational Items:

- A. Investment Interest Comparison:** Mr. Peter Elliott briefed the Board on the College's investment interest. No Board action required.
- B. Budget Amendment Summary for February 2015:** Mr. Peter Elliott presented and reviewed the Budget Amendment Summary for the Board's information. No Board action required.
- C. Budget Amendment Summary for March 2015:** Mr. Peter Elliott presented and reviewed the Budget Amendment Summary for the Board's information. No Board action required.
- C. Financial Statements:** Mr. Peter Elliott presented and reviewed the Financial Statements for the Board's information. Discussion followed. No Board action required.
- D. Project Status Report College-Wide for April 2015:** Mr. Peter Elliott presented and reviewed the Project Status Report for the Board's information. Discussion followed. No Board action required.

Academic & Student Services Action Items:

- A. Education Abroad Program** – Dr. Ken Ross presented and recommended approval of the Education Abroad Program to visit Wiltshire, England and Barcelona, Spain.

Mr. Littleton moved, seconded by Ms. Pilkington, to approve the Education Abroad Program. All members voted affirmatively.

- B. New Course Fees for April 2015** – Dr. Ken Ross presented and recommended approval of the new course and lab fees for April 2015.

Ms. Pilkington moved, seconded by Mr. Garcia, to approve the new Course Fees for April 2015. All members voted affirmatively.

- C. Lab Fees for 2015-2016 all Active Credit Courses** – Dr. Ken Ross presented and recommended approval of Lab Fees for 2015-2016 for all Active Credit Courses.

Mr. Turner moved, seconded by Mr. Garcia, to approve Lab Fees for 2015-2016 for all Active Credit Courses. All members voted affirmatively.

Academic and Student Services Information Items:

- A. International Travel** – Dr. Ken Ross presented and reviewed the Education First College Study Tour of Paris, France for the Board's information. No Board action required.

Collegiate High School Reports:

- A. Collegiate High School – Information Only** – Ms. Bridget Fetter presented a Polk State Chain of Lakes Collegiate High School Report. She provided the Board with a brief overview of recruitment/enrollment statistics and an update on curriculum enhancements with STEM, Health Sciences and Service Learning. She shared that in March the school took 23 students to participate in the state Health Occupations Students of America (HOSA) competition and seven of these students qualified to attend the national competition in Anaheim in June. She also reported that two students have been elected to state officers of organizations. Current Junior Kailah Ruffen will be president of the Florida African American Student Association (FAASA) and Sarah Sherba is president-elect of Florida HOSA.

First Reading Items: (No action required)

- A. **Rule 2.03, Standards** – Dr. Ken Ross presented as a first-read item reviewed with no changes DBOT Rule 2.03, Standards. He advised the Trustees that it will be presented for final approval at the May 18, 2015 Board meeting.

- B. **Rule 2.26, Annual Curriculum Review** – Dr. Ken Ross presented as a first-read item reviewed with no changes DBOT Rule 2.26, Annual Curriculum Review. He advised the Trustees that it will be presented for final approval at the May 18, 2015 Board meeting.

- C. **Rule 2.28, Academic Freedom** – Dr. Ken Ross presented as a first-read item revised DBOT Rule 2.28, Academic Freedom. He reviewed the proposed revisions make to Rule 2.28 and advised the Trustees that it will be presented for final approval at the May 18, 2015 Board meeting.

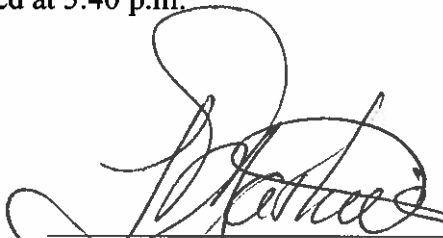
- D. **Rule 3.04, Faculty Titles** – Dr. Ken Ross presented as a first-read item reviewed with no changes DBOT Rule 3.04, Annual Curriculum Review. He advised the Trustees that it will be presented for final approval at the May 18, 2015 Board meeting.

Second Reading Items: (Final Approval)


Board Discussion

Adjournment:

Having no further business, the meeting adjourned at 5:40 p.m.



Ms. Teresa Martinez, DBOT Vice-Chair, Date 5/18/15



Eileen Holden, Ed.D. Date 5/20/15
President