

**MINUTES**  
**POLK STATE COLLEGE**  
**District Board of Trustees Meeting**  
**Monday, August 22, 2016 – 4:00 p.m.**  
**Winter Haven Campus, WST-126**

Dr. Eileen Holden called the August 22, 2016 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, and Mr. Mark Turner

**Members Absent:** Ms. Cindy Ross

**Student Spotlight:** Jacqueline Torres, Nursing, Winter Haven campus

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

Ms. Porter introduced Kevin Ashley, Polk State College Foundation Board Immediate Past Chair. Mr. Ashley acknowledged a donation from Clark Nikdel Powell (CNP) in the amount of \$50,000 for scholarships and programs. Mr. Ashley recognized CNP partners Ms. Anne Powell, Mr. Alex Nikdel, and Ms. Chris Nikdel. Following the introduction, Mr. Nikdel briefly addressed the Board, emphasizing the valuable role that the College plays within the community and acknowledging the gratifying working relationship that CNP has with the College's Foundation and Office of Communications and Public Affairs.

**Special Recognitions: Dr. Eileen Holden**

Dr. Holden presented a token of appreciation to Ms. Teresa Martinez, outgoing Board Chair FY 2015-16.

**Agenda:**

Mr. Dorrell moved, seconded by Ms. Pilkington, to approve the agenda for August 22, 2016. All members voted affirmatively.

**District Board of Trustees Reorganization:**

- a. **Election of Chair and Vice Chair** – At this time, Dr. Holden opened the floor for nominations for the Chair and Vice Chair for FY 2016-2017. Ms. Pilkington moved, seconded by Mr. Garcia, to nominate Mr. Littleton as Chair and Mr. Turner as Vice Chair. All members voted affirmatively.
- b. **Resolution #773 – Signature Facsimile (FY 2016-2017)** – Dr. Holden presented and recommended approval of Board Resolution #773 – Signature Facsimile (FY 2016-2017). Ms. Pilkington moved, seconded by Mr. Turner, to approve Resolution #773 – Signature Facsimile (FY 2016-2017). All members voted affirmatively.
- c. **Resolution #774 – Signature Facsimile Personnel (FY 2016-2017)** – Dr. Holden presented and recommended approval of Board Resolution #773 – Signature Facsimile (FY 2016-2017). Mr. Garcia moved, seconded by Ms. Pilkington, to approve Resolution #773 – Signature Facsimile Personnel (FY 2016-2017). All members voted affirmatively.
- d. **2016-2017 Meeting Dates** – Dr. Holden presented and recommended approval of the 2016-2017 Meeting Dates for the District Board of Trustees. Mr. Turner moved, seconded by Mr. Garcia, to approve the 2016-2017 Meeting Dates for the District Board of Trustees. All members voted affirmatively.

**At this time, Dr. Holden passed the gavel over to the new Chair, Mr. Littleton, to preside over**

**the meeting. Mr. Littleton thanked the Board for the opportunity to serve as Chair.**

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

- a. **Payroll Distribution for June 2016** – Approved on consent agenda. Board action is required.
- b. **Payroll Distribution for July 2016** – Approved on consent agenda. Board action is required.
- c. **Expenditure Summary for June 2016** – Approved on consent agenda. Board action is required.
- d. **Expenditure Summary for July 2016** – Approved on consent agenda. Board action is required.
- e. **Tangible Personal Property Deletions** – Approved on consent agenda. Board action is required.
- f. **Personnel Actions for June and July 2016** – Approved on consent agenda. Board action is required.
- g. **Salary Schedule Changes for July and August 2016** – Approved on consent agenda. Board action is required.

Mr. Garcia moved, seconded by Ms. Pilkington, to approve the consent agenda items for June and July 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 Ms. Pilkington, to approve the June 27, 2016 Board minutes. All members voted affirmatively.

**President's Report**

- a. Dr. Holden distributed the new Polk State College infographic on whom the College serves and noted that the theme for this year's brochure is *Our Students. Our Success*. She shared some of the statistics contained therein and encouraged the Trustees to use the brochure as talking points with our Legislators.
- b. Dr. Holden provided a brief update on fall enrollment and First Time in College (FTIC) initiatives.
- c. Dr. Holden distributed copies of the July/August 2016 issue of "What's Up," which lists recent and current happenings at Polk State College.
- d. Dr. Holden distributed copies of the Upcoming Events, Graduations and Pinning Ceremonies for September – December 2016, and highlighted the December 14, 2016 graduation date. Graduation will take place at 6:30 p.m. at The Lakeland Center.
- e. Dr. Holden distributed the Fall 2016 Arts Schedule, which highlights all the Polk State College event venues and fine arts events scheduled for fall 2016.

**Attorney's Report**

Attorney Don Wilson had nothing to report.

**Business Services Action Items:**

- a. **Approval of the Capital Improvement Program (CIP-2), FY 2017-2018 through FY 2021-2022** - Mr. Elliott presented and recommended approval of the Capital Improvement Program (CIP-2), FY 2017-2018 through FY 2021-2022. Discussion ensued about the matching program statute.

Mr. Turner moved, seconded by Ms. Martinez, to approve the Capital Improvement Program (CIP-2), FY 2017-2018 through FY 2021-2022. All members voted affirmatively.

- b. **RFQ #16-01 – Architect and Engineering for Continuing Services, College-Wide** – Mr. Elliott presented and recommended approval of RFQ #16-01 – Architect and Engineering for Continuing Services. Discussion ensued about the 5-firm priority list rotation and term. It was clarified that there is a three-year term, with (2) one-year renewals and no contractual obligation to use any of the firms. Additional language will be added to RFQ that reserves the right to terminate an agreement due to substantive changes to a particular firm.

Mr. Garcia moved, seconded by Ms. Pilkington, to approve RFQ #16-01 – Architect and Engineering for Continuing Services. All members voted affirmatively.

- c. **RFQ #16-02 – Construction Management at Risk Continuing Services, College-Wide** – Mr. Elliott presented and recommended approval of RFQ #16-02 – Construction Management at Risk Continuing Services.

Mr. Turner moved, seconded by Mr. Garcia, to approve RFQ #16-02 – Construction Management at Risk Continuing Services. All members voted affirmatively.

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

- a. **Investment Interest Comparison for June 2016** – Mr. Elliott briefed the Board on the College's investment interest. No Board action required.
- b. **Investment Interest Comparison for July 2016** – Mr. Elliott briefed the Board on the College's investment interest. No Board action required.
- c. **Budget Amendment Summary for June 2016** – Mr. Elliott presented and reviewed the Budget Amendment Summary for June 2015 for the Board's information. No Board action required.
- d. **Budget Amendment Summary for July 2016** – Mr. Elliott presented and reviewed the Budget Amendment Summary for July 2015 for the Board's information. No Board action required.
- e. **Financial Statements for June 2016** – Mr. Elliott presented and reviewed the Financial Report for June 2016 for the Board's information. No Board action required.
- f. **Financial Statements for July 2016** – Mr. Elliott presented and reviewed the Financial Report for July 2016 for the Board's information. No Board action required.

- g. Project Status Report, College-Wide for August 2016** – Mr. Elliott presented and reviewed the Project Status Report for August 2016 for the Board’s information. No Board action required.

**Academic & Student Services Action Items: Dr. Kenneth Ross**

None

**Academic & Student Services Informational Items: Dr. Kenneth Ross**

None

**Polk State Chain of Lakes Collegiate High School Enrollment Statistics: Ms. Bridget Fetter**

None

**Collegiate High School Report: Ms. Bridget Fetter**

Ms. Fetter provided a verbal update on the Polk State Chain of Lakes Collegiate High School fall enrollment statistics and demographics. She stated that enrollment is the highest ever at 302 students, and noted that there are 93 students who qualify for dual enrollment on our waiting list.

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


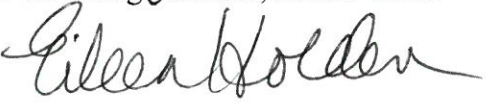
- a. Rule 4.01, Code of Conduct for Students and Student Organizations** – Mr. Reggie Webb presented and recommended approval of revised Board Rule 4.01, Code of Conduct for Students and Student Organizations. He reviewed the proposed revisions made to Rule 4.01 and advised the Trustees that it will be presented for final approval at the September 26, 2016 Board meeting.
  
- b. Rule 4.06, Student Fees and Refunds** – Dr. Ken Ross presented and recommended approval of revised Board Rule 4.06, Student Fees and Refunds. He reviewed the proposed revisions made to Rule 4.06 and advised the Trustees that it will be presented for final approval at the September 26, 2016 Board meeting.

**Board Discussion:**

Ms. Martinez thanked the Board for the opportunity to serve as Chair this past year.

**Adjournment:**

Having no further business, the meeting adjourned at 5:00 pm.

	09/26/16
Mr. Greg Littleton, DBOT Chair	Date
	9/26/18
Eileen Holden, Ed.D.	Date
President	