

**MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, August 24, 2015 – 4:00 p.m.
Winter Haven Campus, WST-126**

Dr. Eileen Holden called the August 24, 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, and Mr. Mark Turner

Members Absent: Ms. Cindy Ross

Student Spotlight: Natasha Mohamed, Business Administration/Management major, Winter Haven campus

Foundation Special Recognitions: Ms. Tracy Porter

Ms. Porter introduced Bonnie Parker, Polk State College Foundation Board Treasurer. Ms. Parker acknowledged a donation from AT&T Aspire in the amount of \$25,000 for Polk State Lakeland Gateway to College High School. Ms. Parker recognized Mr. Matt Mucci, Regional Director – External Affairs at AT&T. Following the introduction, Mr. Mucci briefly addressed the Board, emphasizing the valuable role that the College plays within the community. He explained that it was the people and programs that made him decide to suggest the College receive the donation.

Special Recognitions: Dr. Eileen Holden

Dr. Holden presented a token of appreciation to Mr. Dan Dorrell, outgoing Board Chair FY 2014-15.

Agenda:

Mr. Garcia moved, seconded by Mr. Turner, to approve the agenda for August 24, 2015. 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 for FY 2015-2016. Ms. Pilkington moved, seconded by Mr. Garcia, to nominate Ms. Teresa Martinez as Chair. All members voted affirmatively.

Dr. Holden then requested nominations for the Vice Chair for FY 2015-2016. Ms. Martinez moved, seconded by Ms. Pilkington, to nominate Mr. Greg Littleton as Vice Chair. All members voted affirmatively.

- b. **Resolution #771 – Signature Facsimile (FY 2015-2016)** – Dr. Holden presented and recommended approval of Board Resolution #771 – Signature Facsimile (FY 2015-2016). Mr. Littleton moved, seconded by Mr. Turner, to approve Resolution #771 – Signature Facsimile (FY 2015-2016). All members voted affirmatively.
- c. **Resolution #772 – Signature Facsimile Personnel (FY 2015-2016)** – Dr. Holden presented and recommended approval of Board Resolution #772 – Signature Facsimile (FY 2015-2016). Mr. Turner moved, seconded by Ms. Pilkington, to approve Resolution #772 – Signature Facsimile Personnel (FY 2015-2016). All members voted affirmatively.
- d. **2015-2016 Meeting Dates** – Dr. Holden presented and recommended approval of the 2015-2016 Meeting Dates for the District Board of Trustees. Ms. Pilkington moved, seconded by Mr. Turner, to approve the 2015-2016 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, Ms. Teresa Martinez, to preside over the meeting.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for June 2015** – Approved on consent agenda. Board action is required.
- b. **Payroll Distribution for July 2015** – Approved on consent agenda. Board action is required.
- c. **Expenditure Summary for June 2015** – Approved on consent agenda. Board action is required.
- d. **Expenditure Summary for July 2015** – 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 2015** – Approved on consent agenda. Board action is required.
- g. **Salary Schedule Changes** – Approved on consent agenda. Board action is required.

Mr. Littleton moved, seconded by Ms. Pilkington, to approve the consent agenda items for June and July 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. Garcia moved, seconded by Mr. Turner, to approve the June 22, 2015 Board minutes. All members voted affirmatively.

President's Report

- a. Dr. Holden distributed copies of the June/July/August 2015 issue of "What's Up," which lists recent and current happenings at Polk State College.
- b. Dr. Holden distributed copies of the Upcoming Events September – December 2015, and highlighted the December 17, 2015 graduation date. Graduation will take place at 6:30 p.m. at The Lakeland Center.
- c. Dr. Holden distributed copies of the Cultural Events brochure, which focuses on the special performance series at the Winter Haven campus and other visual and performing art events throughout the county.
- d. Dr. Holden distributed copies of the Office of Equity & Diversity brochure which highlights events on all of the campuses.
- e. Dr. Holden distributed copies of the Polk State College is Polk County's College brochure, which shows the College reflects this community.

- f. Dr. Holden provided a summer enrollment update because today was the first day of fall classes. She also introduced Dr. Kevin Jones who replaced Peter Usinger.

Attorney's Report

Attorney Don Wilson had nothing to report.

Business Services Action Items:

- a. **Approval of the Capital Improvement Program (CIP-2); FY 2016-2017 through FY 2020-2021** - Mr. Elliott presented and recommended approval of the Capital Improvement Program (CIP-2); FY 2016-2017 through FY 2020-2021.

Mr. Dorrell moved, seconded by Ms. Pilkington, to approve the Capital Improvement Program (CIP-2); FY 2016-2017 through FY 2020-2021. All members voted affirmatively.

- b. **RFQ #15-03 - Architectural and Engineering Services - WLR 3rd Floor Remodel and Renovation** - Mr. Elliott presented and recommended approval of RFQ #15-03 - Architectural and Engineering Services - WLR 3rd Floor Remodel and Renovation.

Mr. Garcia moved, seconded by Ms. Pilkington, to approve RFQ #15-03 - Architectural and Engineering Services - WLR 3rd Floor Remodel and Renovation. All members voted affirmatively.

- c. **RFQ #15-04 - Construction Management at Risk Services - WLR 3rd Floor Remodel and Renovation** - Mr. Elliott presented and recommended approval of RFQ #15-04 - Construction Management at Risk Services - WLR 3rd Floor Remodel and Renovation.

Mr. Turner moved, seconded by Mr. Garcia, to approve RFQ #15-04 - Construction Management at Risk Services - WLR 3rd Floor Remodel and Renovation. All members voted affirmatively.

- d. **Lease Agreement for Rental of Facility for Aerospace Program** - Mr. Elliott presented and recommended approval of the Lease Agreement for Rental of Facility for Aerospace Program. Discussion followed.

Mr. Dorrell moved, and seconded by Mr. Garcia, to approve the Lease Agreement for Rental of Facility for Aerospace Program. All members voted affirmatively.

Business Services Informational Items: Mr. Peter Elliott

- a. **Investment Interest Comparison for June 2015** - Mr. Elliott briefed the Board on the College's investment interest. No Board action required.
- b. **Investment Interest Comparison for July 2015** - Mr. Elliott briefed the Board on the College's investment interest. No Board action required.
- c. **Budget Amendment Summary for June 2015:** 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 2015:** 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 July 2015:** Mr. Elliott presented and reviewed the Financial Report for July 2015 for the Board's information. No Board action required.
- f. **Project Status Report, College-Wide for August 2015:** Mr. Elliott presented and reviewed the Project Status Report for August 2015 for the Board's information. No Board action required.

Academic & Student Services Action Items: Dr. Kenneth Ross

- a. **Course Fees** – Dr. Ross presented and recommended approval of the new non-credit course fees for August 2015.

Mr. Garcia moved, seconded by Mr. Littleton, to approve the new non-credit course fees. All members voted affirmatively.

- b. **Education Abroad Program Fees** – Dr. Ross presented and recommended approval of the spring and summer Education Abroad Program to visit Mexico, Panama, France, Ireland and the Bahamas during the 2016 calendar year.

Ms. Pilkington moved, seconded by Mr. Turner, to approve the spring and summer Education Abroad Program to visit Mexico, Panama, France, Ireland and the Bahamas during the 2016 calendar year. All members voted affirmatively.

Academic & Student Services Informational Items: Dr. Kenneth Ross

- a. **Level II Vocational Report** - Dr. Ross provided a review of the program report for the Florida College System of Polk State's AS and certificate programs. He stated that each year the Florida College System requires each college to submit a program review on their AS and certificate programs.
- b. **Informational Education Abroad Requests** – Dr. Ross presented and reviewed the Education Abroad request with EFT Tours and Worldstrides to visit Costa Rica, Dominican Republic, Greece/Italy, Morocco and Spain during the spring and summer 2016 for the Board's information. The student pays the company (EFT) directly and the faculty goes along.

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

- a. Ms. Fetter reported on the Polk State Chain of Lakes Collegiate High School enrollment statistics for the 2015-16 academic year. She reported that at the National Health Occupations Students of America (HOSA) conference in June 2015, the Polk State Chain of Lakes Collegiate High School HOSA chapter received the Outstanding HOSA Chapter Award. She stated that the high school plans to start a Future Educators of Florida Association this year.

Second Reading Board Rules:

- a. **Rule 2.11, Use of College Facilities, Properties and Services by Non-College Users** – Mr. Elliott presented and recommended approval of revised Board Rule 2.11, Use of College Facilities, Properties and Services by Non-College Users.

Ms. Pilkington moved, seconded by Mr. Littleton, to approve Board Rule 2.11, Use of College Facilities, Properties and Services by Non-College Users. All members voted affirmatively.

- b. **Rule 2.15, Accessing Public Records** – Mr. Elliott presented and recommended approval of revised Board Rule 2.15, Accessing Public Records.

Mr. Turner moved, seconded by Mr. Garcia, to approve revised Board Rule 2.15, Accessing Public Records. All members voted affirmatively.

- c. **Rule 5.01, Business Affairs** – Mr. Elliott presented and recommended approval of revised Board Rule 5.01, Business Affairs.

Mr. Littleton moved, seconded by Mr. Turner, to approve revised Board Rule 5.01, Business Affairs. All members voted affirmatively.

- d. **Rule 5.05, Budget Amendments** – Mr. Elliott presented and recommended approval of revised Board Rule 5.05, Budget Amendments.

Ms. Pilkington moved, seconded by Mr. Turner, to approve revised Board Rule 5.05, Budget Amendments. All members voted affirmatively.

- e. **Rule 5.20, Maintenance, Sanitation, and Housekeeping of College Facilities** – Mr. Elliott presented and recommended approval of revised Board Rule 5.20, Maintenance, Sanitation, and Housekeeping of College Facilities.

Mr. Garcia moved, seconded by Mr. Turner, to approve revised Board Rule 5.20, Maintenance, Sanitation, and Housekeeping of College Facilities. All members voted affirmatively.

- f. **Rule 5.23, Building Code Guidelines for Administration** – Mr. Elliott presented and recommended approval of revised Board Rule 5.23, Building Code Guidelines for Administration.


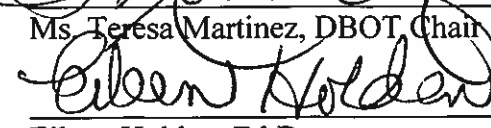
Mr. Turner moved, seconded by Ms. Pilkington, to approve revised Board Rule 5.23, Building Code Guidelines for Administration. All members voted affirmatively.

Board Discussion:

Ms. Pilkington stated that she wanted to commend the digital media students who created the commercial that was shown at Convocation. She thought it was very well done and looked professional. The commercial will be shown at the September Board meeting. She also commented on the enthusiasm and dedication of the faculty and staff at Convocation in making sure that this year is going to be great for all of the students.

Adjournment:

Having no further business, the meeting adjourned at 5:11 pm.


Ms. Teresa Martinez, DBOT Chair Date 9/25/14

Eileen Holden, Ed.D. Date 9/29/15
President