

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, August 25, 2014 – 4:00 p.m.
Winter Haven Campus, WST-126

Dr. Eileen Holden called the August 25, 2014 District Board of Trustees meeting to order at 4:05 p.m.

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

Members Absent: Mr. Greg Littleton

Student Spotlight: Sarah Sherba, Senior at Polk State Chain of Lakes Collegiate High School, Winter Haven

Moment of Silence: Dr. Holden asked everyone to pause for a moment of silence.

Foundation Special Recognitions: Ms. Tracy Porter

Ms. Porter introduced Bonnie Parker, Polk State College Foundation Board Development Chair. Ms. Parker acknowledged a donation from the Florida College System in the amount of \$186,000 for scholarships. Ms. Parker recognized, Ms. Violeta Salud from the Florida College System Foundation Board. Following the introduction, Ms. Salud briefly addressed the Board emphasizing the valuable role that the College plays within the community.

Special Recognitions – Dr. Eileen Holden:

Dr. Holden recognized Bridget Fetter, the Principal of Polk State Chain of Lakes Collegiate High School, who introduced Sydney Webber and Sarah Sherba for their top ten awards at the National HOSA (Health Occupations Student Association) Leadership Conference held in June at Disney World. Sarah won the clinical specialty event & Sydney finished 7th in the medical reading event. They are both seniors at Polk State Chain of Lakes Collegiate High School.

Dr. Holden introduced Cate Igo, Academic Success Counselor on the Winter Haven campus and the First Flight Student Mentors. Dr. Holden acknowledged Ms. Igo's project to help First Time in College (FTIC) students. It was Ms. Igo's vision to accomplish this with our first-ever Student Convocation. Ms. Igo mentioned that each of the 99+ mentors were assigned 10 FTIC students each for an entire year. The First Flight Student Convocation was attended by approximately 800 students and 200 faculty and staff volunteers.

Dr. Holden presented a token of appreciation to Ms. Linda Pilkington, outgoing Board Chair for FY 2013-2014.

Agenda:

Mr. Garcia moved, seconded by Ms. Pilkington, to approve the agenda for August 25, 2014. All members voted affirmatively.

District Board of Trustees Reorganization:

- **Election of Chair and Vice Chair** – At this time, Dr. Holden opened the floor for nominations for the Chair and Vice Chair for FY 2014-2015. Ms. Pilkington moved, seconded by Mr. Garcia to nominate Mr. Dan Dorrell as Chair. Mr. Garcia moved, seconded by Ms. Pilkington to nominate Ms. Teresa Martinez as Vice Chair. All members voted affirmatively.

At this time, Dr. Holden passed the gavel over to the new Chair, Mr. Dan Dorrell, to preside over the meeting.

- **Resolution #767 – Signature Facsimile (FY 2014-2015)** – Mr. Dorrell presented and recommended approval of Board Resolution #767 – Signature Facsimile (FY 2014-2015). Ms. Pilkington moved, seconded by Mr. Turner, to approve Resolution #767 – Signature Facsimile (FY 2014-2015). All members voted affirmatively.
- **Resolution #768 – Signature Facsimile Personnel (FY 2014-2015)** – Mr. Dorrell presented and recommended approval of Board Resolution #768 – Signature Facsimile (FY 2014-2015). Mr. Turner moved, seconded by Mr. Garcia, to approve Resolution #768 – Signature Facsimile Personnel (FY 2014-2015). All members voted affirmatively.
- **2014-2015 Meeting Dates** – Mr. Dorrell presented and recommended approval of the 2014-2015 Meeting Dates for the District Board of Trustees. Ms. Pilkington moved, seconded by Mr. Turner, to approve the 2014-2015 Meeting Dates for the District Board of Trustees. All members voted affirmatively.

Consent Agenda Items:

- A. Payroll Distribution for June and July 2014** – Approved on consent agenda. Board action is required.
- B. Expenditure Summary for June and July 2014** – Approved on consent agenda. Board action is required.
- C. Tangible Personal Property Deletions** – Approved on consent agenda. Board action is required.
- D. Personnel Actions for June and July 2014** – Mr. Elliott presented and recommended approval of the Personnel Actions for June 1, 2014 – July 31, 2014. Board action is required.

Mr. Garcia moved, seconded by Mr. Turner, to approve the consent agenda items for June and July, 2014. 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 June 23, 2014 Board minutes. All members voted affirmatively.

President's Report

Dr. Holden presented and reviewed the following items for the Board's information. She distributed copies of the Polk State Vision infographic, which she described as a snapshot of who we are, who we serve and what some of our success benchmarks are.

Dr. Holden said that she would have an Enrollment Update for the next meeting, however she did indicate that enrollment is stabilizing. Dr. Holden thanked the Trustees who attended the Center for

Public Safety groundbreaking and Mr. Dorrell and Ms. Pilkington for speaking on behalf of the DBOT. She reminded them to look at the two hand-outs in their packets that contained a summary of recent happenings at the College and upcoming events.

Attorney's Report

None

Business Services Action Items:

A. Mr. Elliott presented and recommended approval for Resolution No. 769 regarding monitoring of compliance with Section 148 of the Internal Revenue Code.

Mr. Turner moved, seconded by Ms. Pilkington, to approve Resolution No. 769 regarding monitoring of compliance with Section 148 of the Internal Revenue Code. All members voted affirmatively.

B. Mr. Elliott presented and recommended approval for Resolution No. 770 regarding authorizing a loan in a principal amount not exceeding \$3,000,000 to finance chillers and related equipment.

Ms. Pilkington moved, seconded by Ms. Martinez, to approve Resolution No. 770 regarding authorizing a loan in a principal amount not exceeding \$3,000,000 to finance chillers and related equipment. All members voted affirmatively.

Business Services Informational Items:

A. Investment Interest Comparison for June and July 2014 - No Board action required. Mr. Elliott briefed the Board on the College's investment interest.

B. Budget Amendment Summary for June and July 2014: Mr. Elliott presented and reviewed the Budget Amendment Summary for June and July 2014 for the Board's information.

C. Financial Report as of June and July 2014: Mr. Elliott presented and reviewed the Financial Report for the months of June and July 2014 for the Board's information.

D. Project Status Report College-Wide for August 2014: Mr. Elliott presented and reviewed the Project Status Report for August 2014 for the Board's information.

E. District Office Building Update: Mr. Elliott said that Polk State is currently negotiating with developer six/ten LLC. They have presented some concept drawings but it is still very early in the process.

Academic & Student Services Action Items:

- **Network Systems Engineering Lab Fees** – Dr. Cowan presented and recommended approval to reduce student costs; the industry certification exam fee is being removed from the lab fees for the three Network Systems Engineering courses (CTS 2391C, CTS 2392C, CTS 2393C).

Mr. Turner moved, seconded by Ms. Pilkington, to approve the reduction of student costs regarding the lab fees for the three Network Systems Engineering courses. All members voted affirmatively.

- **Level II Vocational Report:**

Dr. Cowan provided a review of the program report for the Florida College System of Polk State's AS and certificate program. She stated that each year the Florida College System requires each

college to submit a program review on their AS and certificate programs. No concerns were identified with any of the College's AS or certificate programs.

Ms. Pilkington moved, seconded by Mr. Garcia, to approve the submission of the Level II Vocational Report. All members voted affirmatively.

Polk State Chain of Lakes Collegiate High School Report:

Ms. Fetter reported on the Polk State Chain of Lakes High School enrollment statistics for 2014-15 academic year. She indicated that they would spend the fall preparing for a reaccreditation site visit. Ms. Fetter also discussed the work-based learning summer internships that the rising 11th graders had participated in.

Second Reading Board Rules:

- a. Rule 2.24 Faculty Senate Constitution – Dr. Cowan presented and recommended approval of Board Rule 2.24 Faculty Senate Constitution.

Mr. Garcia moved, seconded by Mr. Turner to approve revised Rule 2.24 Faculty Senate Constitution. All members voted affirmatively.

- b. Rule 5.10 Receipt, Deposit and Expenditure of Funds – Mr. Elliott presented and recommended approval of Board Rule 5.10 Receipt, Deposit and Expenditure of Funds.

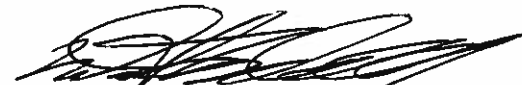
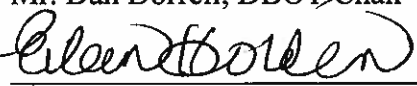
Ms. Pilkington moved, seconded by Mr. Garcia to approve Rule 5.10 Receipt, Deposit and Expenditure of Funds. All members voted affirmatively.

Board Discussion:

Dr. Holden recognized retiree Brenda Edwards, Executive Assistant to the President, for her twenty-one years of service to Polk State. Dr. Holden then presented a token of appreciation to Brenda for her years of dedicated service to the College.

Adjournment:

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

	9-22-14
Mr. Dan Dorrell, DBOT Chair	Date
	9/23/14
Eileen Holden, Ed.D.	Date
President	