

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, January 25, 2016 – 4:00 p.m.
ATC Bartow Campus, Mosaic Auditorium

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

Members Present: Mr. Dan Dorrell, Mr. Greg Littleton, Ms. Linda Pilkington, and Mr. Mark Turner

Members Absent: Mr. Rick Garcia, Ms. Teresa Martinez, and Ms. Cindy Ross

Student Spotlight: Tammy Johnson, Engineering Technology major, ATC campus

Foundation Special Recognitions: Ms. Tracy Porter

Ms. Porter introduced Susan Copeland, Polk State College alumni president. Ms. Copeland acknowledged a gift from Cutrale Citrus Juices USA, Inc. in the amount of \$19,000 for scholarships, technology and programs, and introduced Yesse Olivas, human resources manager. Ms. Olivas stated that Cutrale values education and the workforce advancement programs that the College provides.

Special Recognitions: Dr. Eileen Holden

Dr. Holden recognized and congratulated Corporate College Director Rob Clancey on the recent award the College received from the Manufacturing Skill Standards Council (MSSC). The MSSC Assessment Center (MAC) Award is given to schools and centers around the country that are leaders in assessing individuals for MSSC industry-recognized nationally portable certifications and providing exemplary service in creating a better workforce pipeline for their students and residents. Mr. Clancey credited recent Polk State College retiree Ernie Helms with being the grandfather of Advanced Manufacturing at the College.

Dr. Holden also recognized Trustee Linda Pilkington on her Haines City Citizen of the Year honor, which she received at the recent Haines City Area Chamber of Commerce Annual Banquet. The College was also honored at the banquet for its involvement in a design competition for the new Chamber logo design. Polk State student Julie Ward was the winner of the competition and her logo design was unveiled at the banquet.

Dr. Holden also acknowledged longtime counsel for Polk State, Attorney Don Wilson, for his Bartow Citizen of the Year honor.

Adoption of Agenda:

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

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for November 2015**– Approved on consent agenda. Board action is required.
- b. **Payroll Distribution for December 2015**– Approved on consent agenda. Board action is required.
- c. **Expenditure Summary for November 2015** – Approved on consent agenda. Board action is required.

- d. **Expenditure Summary for December 2015** – Approved on consent agenda. Board action is required.
- e. **Tangible Personal Property Deletions for January 2016** – Approved on consent agenda. Board action is required.
- f. **Personnel Action Report for November and December 2015** – Approved on consent agenda. Board action is required.
- g. **Salary Schedule Changes for December 2015 and January 2016** – Approved on consent agenda. Board action is required.

Mr. Turner moved, seconded by Ms. Pilkington, to approve the consent agenda items for November and December 2015 and January 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

Ms. Pilkington moved, seconded by Mr. Dorrell, to approve the minutes for the November 18, 2015 Fall Board Retreat and November 30, 2015 Board meeting. All members voted affirmatively.

President's Report

- a. Dr. Holden distributed copies of the January/February 2016 issue of "What's Up," which lists recent and current happenings at Polk State College.
- b. Dr. Holden distributed the Arts Schedule Spring 2016 brochure and encouraged the Trustees to attend the events.
- c. Dr. Holden distributed calendars containing all of the spring 2016 graduations, pinning ceremonies and upcoming events at the College.
- d. Dr. Holden distributed the new *2015 Report to the Community* and expressed how this issue's theme, "In the Words of Those We Serve," really resonates with our mission. She thanked Director of Communications Rachel Pleasant for her contributions and recognized her writing talents.

Dr. Holden briefed the Trustees on the recent trip she made to Tallahassee with Associate VP of Communications & Public Affairs Tamara Sakagawa. They attended the Trustees Commission Legislative Summit, participated in Polk County Day events, and visited with all members of the Polk County Legislative Delegation and with others in positions of leadership. She reported that they focused on the College's \$6M PECO request to complete the Winter Haven Learning Resources Building renovations and an additional \$1M in recurring operating funds.

Attorney's Report

Attorney Don Wilson reminded the Trustees that their very positive annual evaluation of Dr. Holden in December automatically triggered the one-year renewal of the President's employment contract. He reported that there were two changes made to the President's contract: the date was changed to 2016

and the salary was increased by approximately 1.25% to be consistent with what other Florida College System Presidents receive.

Mr. Turner moved, seconded by Ms. Pilkington, to approve Dr. Eileen Holden's employment contract as presented. All members voted affirmatively.

Business Services Action Items: Mr. Peter Elliott

- a. **Salary Increase** – Mr. Elliott presented and recommended approval of a step/step-equivalent pay increase or high school merit pay plan increase. The recommended increase equates to an increase in pay of approximately 1.25% across all employee groups.

Ms. Pilkington moved, seconded by Mr. Dorrell, to approve a step/step-equivalent pay increase or high school merit pay plan increase. All members voted affirmatively.

Business Services Informational Items: Mr. Peter Elliott

- a. **Investment Interest Comparison for December 2015** - Mr. Elliott briefed the Board on the College's investment interest. No Board action required.
- b. **Budget Amendment Summary for November 2015** - Mr. Elliott presented and reviewed the Budget Amendment Summary for the Board's information. Discussion ensued. No Board action required.
- c. **Budget Amendment Summary for December 2015** - Mr. Elliott presented and reviewed the Budget Amendment Summary for the Board's information. Discussion ensued. No Board action required.
- d. **Financial Statements for December 2015** - Mr. Elliott presented and reviewed the Financial Report for the Board's information. No Board action required.
- e. **Project Status Report, College-Wide for January 2016** - Mr. Elliott presented and reviewed the Project Status Report for the Board's information. No Board action required.

Academic & Student Services Action Items: Dr. Kenneth Ross

- a. **2016-2017 College Calendar** – Dr. Ross presented and recommended approval of the 2016-2017 College Calendar.

Mr. Turner moved, seconded by Ms. Pilkington, to approve the 2016-2017 College Calendar. All members voted affirmatively.

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

Ms. Pilkington moved, seconded by Mr. Dorrell, to approve the removal of the non-credit course fee. All members voted affirmatively.

Polk State Lakeland Collegiate High School Winter/Spring 2016 Recruitment/Enrollment Timeline: Mr. Corey Barnes

- a. Mr. Barnes presented and reviewed the Polk State Lakeland Collegiate High School Winter/Spring 2016 Recruitment/Enrollment Timeline for the for the Board's information.

First Reading Items: NONE

Second Reading Items (Final Approval): Mr. Peter Elliott

- a. **Board Rule 2.18, Campus Parking Policy** – Mr. Elliott presented and recommended approval of revised DBOT Rule 2.18, Campus Parking Policy.

Mr. Turner moved, seconded by Ms. Pilkington, to approve revised DBOT Rule 2.18, Campus Parking Policy. All members voted affirmatively.

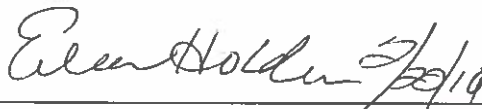
Board Discussion: NONE

Adjournment:

Having no further business, the meeting adjourned at 4:40 pm.



Mr. Greg Littleton, DBOT Vice Chair Date



Eileen Holden, Ed.D.
President

Date