

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, January 26, 2015– 4:00 p.m.
Lakeland Campus, LTB 1100

Mr. Dan Dorrell called the January 26, 2015 District Board of Trustees meeting to order at 4:05 p.m.

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

Members Absent: Ms. Linda Pilkington

Student Spotlight: Kellee Brown, Liberal Arts major, student-athlete

Foundation Special Recognitions: Ms. Tracy Porter

Ms. Porter introduced Polk State Foundation Board Treasurer and COO at Watson Clinic LLP, Melinda Harrison. Ms. Harrison expressed pride in the education and training that has been provided by the Polk State College Advanced Technology Center (ATC) and that this facility was the first in the Florida College System to be built through 100% philanthropic and local support. She acknowledged a \$10,000 donation from Madrid Engineering Group, Inc. to the Polk State College Foundation for the enhancement of technologies at ATC. She then introduced Larry Madrid, the president of Madrid Engineering. Mr. Madrid expressed pleasure with Madrid Engineering's partnership with Polk State College and its mission to provide opportunities for STEM and workforce education in Polk County.

Special Recognitions: Dr. Eileen Holden

Dr. Holden briefly recognized Linda Young, who will be retiring at the end of January from her librarian position with Polk State College. Dr. Holden expressed personal gratitude for Ms. Young's assistance with her research needs. Dr. Holden introduced Ms. Young's co-worker, Chris Fullerton, director of the TLCC & Learning Resources in Winter Haven, to share some of her thoughts. Dr. Holden then presented Ms. Young with a token of appreciation in recognition of her years of dedicated service.

Dr. Holden reported on Polk State's ELITE Educational Leadership Enhancement Program, which is part of a statewide initiative to provide professional development and leadership opportunities. She then introduced Val Baker, who leads the ELITE program. Ms. Baker identified the employees who were chosen to participate as Ambassadors in ELITE Class VIII:

- Allison Walker, Coordinator of Student Activities and Leadership on the Winter Haven campus
- Jennifer Schneider, Coordinator of Career Development Services
- Kimberly Pearsall, Academic Success Counselor
- Marguerite Coke-Maxwell, Professor of Reading for both Polk State College Lakeland Collegiate and Gateway to College High Schools
- Tania Ortega, College and Career Advisor for both Polk State College Lakeland Collegiate and Gateway to College High Schools
- Osubi Craig, Director of the Lake Wales Arts Center

Dr. Holden introduced Major Bill Mann, former director of Polk State College's Kenneth C. Thompson Institute of Public Safety (IPS), who has assumed a new position in New York. Major Mann was instrumental in the ground-floor planning of the Polk State Center for Public Safety, which is scheduled to open in January 2016. Major Mann thanked Dr. Holden, the Trustees and other College staff for their guidance and making his tenure here at Polk State College some of the best years in his career in law enforcement. Major Mann then introduced Capt. Betty Holland, his successor as director

of IPS. Major Mann also introduced Major Lloyd Stewart, who will replace Major Mann as commander of the Polk County Sheriff's Office Division of Safe Schools.

Agenda:

Mr. Littleton moved, seconded by Mr. Turner, to approve the agenda for January 26, 2015. All members voted affirmatively.

Consent Agenda Items:

- A. Payroll Distribution for November and December 2014** – Approved on consent agenda. Board action is required.
- B. Expenditure Summary for November and December 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 November and December 2014** – Approved on consent agenda. Board action is required.

Mr. Turner moved, seconded by Mr. Garcia, to approve the consent agenda items for November and December 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

- Ms. Martinez moved, seconded by Mr. Garcia, to approve the November 24, 2014 regular Board meeting minutes. All members voted affirmatively.

President's Report

- Dr. Holden thanked Trustees Dan Dorrell and Mark Turner for making plans to attend the Trustees Commission Legislative Summit with her next week in Tallahassee. She then provided the Trustees with a hand-out, which contained the College's 2015 Legislative Session priorities and summarized the information contained within.
- Dr. Holden distributed copies of the December 2014/January 2015 issue of "What's Up," which lists recent and current happenings at Polk State College.
- Dr. Holden then introduced VP of Student Services Reggie Webb, to provide the Trustees with an update on the College's spring enrollment numbers. Mr. Webb reported that there continues to be a slight decline in enrollment for the spring term. He acknowledged that we still have an opportunity to increase enrollment through the upcoming FASTRACK 2 and 12-Week sessions. The continued pattern of opting-out of Developmental Education courses has contributed to the overall decline in enrollment.

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 three changes made to the President's contract: the date was changed to 2015, the salary was increased to reflect an across-the-board 1.25% raise for all full-time and part-time regularly established positions at the College; and the State's accrued paid vacation limit of 60 days was clarified.

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

Business Services Action Items:

A. Salary Schedule Changes – Mr. Peter Elliott – Mr. Elliott presented and recommended approval of changes to the supplemental salary schedule. The State of Florida has increased its minimum wage from \$7.93 to \$8.05 effective 1/1/2015. The wage for supplemental OPS positions will increase from \$8.00 to \$8.05. Discussion followed.

Mr. Littleton moved, seconded by Mr. Garcia, to approve the salary schedule changes. All members voted affirmatively.

B. Identity Theft Protection and Awareness Red Flags Program – Mr. Peter Elliott – Mr. Elliott presented and recommended approval of the IDTTF Red Flags Program. The IDTTF committee manages compliance with the Red Flags rule and oversees employee training to ensure that the College is taking precautions to protect personal information.

Mr. Turner moved, seconded by Mr. Garcia, to approve an initial written Identity Theft Prevention Program. All members voted affirmatively.

Business Services Informational Items:

A. Investment Interest Comparison: Mr. Peter Elliott briefed the Board on the College's investment interest. Discussion followed. No Board action required.

B. Budget Amendment Summary for November and December 2014: Mr. Peter Elliott presented and reviewed the Budget Amendment Summary for the Board's information. Discussion followed. 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 January 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:

- **New Course Fees for January 2015** – Dr. Ken Ross presented and recommended approval of the new course and lab fees for January 2015. He then reviewed the new course and lab fees for the Board's information.

Mr. Turner moved, seconded by Ms. Martinez, to approve the new Course Fees for January 2015.

All members voted affirmatively.

Collegiate High School Reports:

• **Collegiate High School – Information Only – Ms. Sallie Brisbane**

Ms. Sallie Brisbane presented and reviewed the Polk State Lakeland Collegiate High School 2015 Recruitment/Enrollment Timeline. Discussion followed about the notification process for unaccepted student applications.

First Reading Items: (No action required)


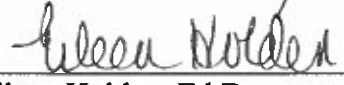
Second Reading Items: (No action required)

Board Discussion

Mr. Littleton shared his enthusiasm for the renewal of Dr. Holden's contract and commended Val Baker on the very successful MLK luncheon that the Office of Equity & Diversity hosted on January 14.

Adjournment:

Having no further business, the meeting adjourned at 4:45 pm.

	2/23/15
Mr. Dan Dorrell, DBOT Chair	Date
	2/24/15
Eileen Holden, Ed.D.	Date
President	