

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, June 27, 2016 – 4:00 p.m.
Center for Public Safety Auditorium

Dr. Eileen Holden called the June 27, 2016 District Board of Trustees meeting to order at 4:04 p.m.

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

Members Absent: Ms. Teresa Martinez and Mr. Rick Garcia

Student Spotlight: Jessica Wile, Criminal Justice, Center for Public Safety

Foundation Special Recognitions: Ms. Tracy Porter

Ms. Porter introduced Polk State College Foundation Board Vice Chair Bonnie Parker. Ms. Parker acknowledged the newly established Grady Judd Scholarship for students who want to major in law enforcement at Polk State College. She then introduced Sheriff Grady Judd. Sheriff Judd spoke about the importance of education and paying it forward, including the \$10,000 donation to the Polk State College Foundation.

Special Recognitions: Dr. Eileen Holden

- Dr. Holden briefly recognized retiring Polk State Lakeland Collegiate High School Professor Marguerite Maxwell-Terrell. Dr. Holden introduced Lakeland Provost Steve Hull to share some of his thoughts. Mr. Hull commended Professor Maxwell-Terrell on her nine years of dedicated service to the College as a reading teacher. Dr. Holden thanked Professor Maxwell-Terrell and presented her with a token of appreciation.
- Dr. Holden introduced Captain Betty Holland and Christine Ford from the Polk State Kenneth C. Thompson Institute of Public Safety. Captain Holland commended Attorney Tony Dodds on his last five years of dedicated service and volunteerism at the Institute of Public Safety. Dr. Holden thanked Mr. Dodds and presented him with a token of appreciation.
- Dr. Holden acknowledged the retirement and dedication of Mr. Rob Clancey, the Director of Polk State Corporate College. Mr. Clancey was not able to attend the DBOT meeting but will be presented with his token of appreciation.

Adoption of Agenda:

Mr. Dorrell moved, seconded by Mr. Turner, to approve the agenda for June 27, 2016. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for May 2016** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for May 2016** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for May 2016** – Approved on consent agenda. Board action is required.
- d. **Personnel Action Report for May 20116** – Approved on consent agenda. Board action is required

Ms. Ross moved, seconded by Ms. Pilkington, to approve the consent agenda items for May 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. Turner moved, seconded by Mr. Dorrell, to approve the May 23, 2016 Board meeting minutes. All members voted affirmatively.

President's Report

- Dr. Holden distributed copies of the June/July 2016 issue of "What's Up," which lists recent and current happenings at Polk State College. She invited the Trustees to attend the College's August 26 First Flight Convocation that will take place on both campuses.
- Dr. Holden spoke briefly about performance funding and the College's focus on retention and completion. Approximately 1,200 students registered last fall. College personnel will be reaching out to these students to determine if they are registering again for this fall semester. Research will also be conducted to determine how long it takes students to complete their degrees.
- Peter Elliott reminded the Trustees about the July 1 deadline to file their financial reporting notice that was sent from the Supervisor of Elections Office

Attorney's Report

Attorney Don Wilson had nothing to report.

Business Services Action Items:

- a. Polk State Chain of Lakes Collegiate High School – 2014-15 Recognition Award:** Mr. Peter Elliott presented and recommended approval of the 2014-15 Recognition Award for Polk State Chain of Lakes Collegiate High School for receiving an "A" grade. Discussion ensued.

Ms. Pilkington moved, seconded by Mr. Turner, to approve the 2014-15 Recognition Award for Polk State Chain of Lakes Collegiate High School. All members voted affirmatively.

- b. Polk State Lakeland Collegiate High School – 2014-15 Recognition Award:** Mr. Peter Elliott presented and recommended approval of the 2014-15 Recognition Award for Polk State Lakeland Collegiate High School for receiving an "A" grade.

Mr. Dorrell moved, seconded by Ms. Pilkington, to approve the 2014-15 Recognition Award for Polk State Lakeland Collegiate High School. All members voted affirmatively.

- c. Standard Fees 2016-2017:** Mr. Peter Elliott presented and recommended approval of the standard fees.

Ms. Pilkington moved, seconded by Mr. Turner, to approve the standard fees for 2016-2017. All members voted affirmatively.

- d. Operating Budget, FY 2016-2017:** Mr. Peter Elliott presented and recommended approval of the operating budget, FY 2016-2017. Discussion ensued.

Ms. Ross moved, seconded by Mr. Dorrell, to approve the operating budget, FY 2016-2017. All members voted affirmatively.

- e. Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2016-2017:** Mr. Peter Elliott presented and recommended approval of the Polk State Chain of Lakes Collegiate High School operating budget, FY 2016-2017. Discussion ensued.

Mr. Dorrell moved, seconded by Mr. Turner, to approve the Polk State Chain of Lakes Collegiate High School operating budget, FY 2016-2017. All members voted affirmatively.

- f. Polk State Lakeland Collegiate High School Operating Budget, FY 2016-2017:** Mr. Peter Elliott presented and recommended approval of the Polk State Lakeland Collegiate High School operating budget, FY 2016-2017.

Mr. Turner moved, seconded by Ms. Pilkington, to approve the Polk State Lakeland Collegiate High School operating budget, FY 2016-2017. All members voted affirmatively.

- g. Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2016-2017:** Mr. Peter Elliott presented and recommended approval of the Polk State Lakeland Gateway to College Collegiate High School operating budget, FY 2016-2017.

Ms. Pilkington moved, seconded by Mr. Dorrell, to approve the Polk State Lakeland Gateway to College Collegiate High School operating budget, FY 2016-2017. All members voted affirmatively.

- h. Polk State College Unexpended Plant Fund Budget, FY 2016-2017:** Mr. Peter Elliott presented and recommended approval of the Polk State College unexpended plant fund budget, FY 2016-2017.

Mr. Turner moved, seconded by Ms. Ross, to approve the Polk State College unexpended plant fund budget, FY 2016-2017. All members voted affirmatively.

- i. Salary Schedule Changes for June 2016:** Mr. Peter Elliott presented and recommended approval of the complete, updated salary schedule as there were no changes for June.

Mr. Dorrell moved, seconded by Ms. Pilkington, to approve the complete, updated salary schedule. All members voted affirmatively.

- j. Annual Physical Inventory Report:** Mr. Peter Elliott presented and recommended approval of the annual physical inventory report.

Ms. Pilkington moved, seconded by Mr. Turner, to approve the annual physical inventory report. All members voted affirmatively.

- k. College-Wide Comprehensive Safety Inspection, FY 2015-16:** Mr. Peter Elliott presented and recommended approval of the college-wide comprehensive safety inspection FY 2015-16. Discussion ensued.

Mr. Turner moved, seconded by Ms. Pilkington, to approve the college-wide comprehensive safety inspection, FY 2015-16. All members voted affirmatively.

- l. Accounts Receivable Delinquent Accounts:** Mr. Peter Elliott presented and recommended approval to write-off accounts receivable delinquent accounts.

Mr. Dorrell moved, seconded by Ms. Ross, to approve the write-off of accounts receivable delinquent accounts. All members voted affirmatively.

Business Services Informational Items:

- a. Investment Interest Comparison for May 2016:** Mr. Peter Elliott briefed the Board on the College's investment interest. No Board action required.
- b. Budget Amendment Summary for May 2016:** Mr. Peter Elliott presented and reviewed the budget amendment summary for May 2016 for the Board's information. No Board action required.
- c. Financial Statements for May 2016:** Mr. Peter Elliott presented and reviewed the financial statements for the Board's information. No Board action required.
- d. Project Status Report, College-Wide for June 2016:** Mr. Peter Elliott presented and reviewed the project status report for the Board's information. No Board action required.

Academic & Student Services Action Items:

- a. Course Fees:** Dr. Kenneth Ross presented and recommended approval of the course fees for June 2016.

Mr. Dorrell moved, seconded by Ms. Pilkington, to approve the course fees for June 2016. All members voted affirmatively.

- b. Education Abroad Programs:** Dr. Kenneth Ross presented and recommended approval of the education abroad programs to visit Wiltshire, England, and Merida, Mexico.

Mr. Turner moved, seconded by Ms. Pilkington, to approve the education abroad programs to visit Wiltshire, England, and Merida, Mexico. All members voted affirmatively.

Academic and Student Services Informational Items: NONE

Collegiate High School Report: NONE

First Reading Items: NONE

Second Reading Items: NONE


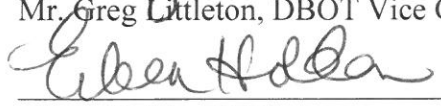
Board Discussion:

Ms. Ross mentioned that she and Dr. Holden attended Governor Scott's Degrees to Jobs Summit in Orlando and it was very interesting. She commended the advising department at Polk State College for what they do for the students.

Ms. Ross informed the Board that the Miss Florida Pageant is being held at The Lakeland Center this week, and the final is in the Youkey Theatre at 8:00 p.m. on Saturday, July 2, 2016.

Adjournment:

Having no further business, the meeting adjourned at 5:18 p.m.

	
Mr. Greg Littleton, DBOT Vice Chair	Date
	8/23/16
Eileen Holden, Ed.D.	Date
President	