

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, September 22, 2014 – 4:00 p.m.
Lakeland Campus, LTB-1100

Mr. Dan Dorrell called the September 22, 2014 District Board of Trustees meeting to order at 4:05 p.m.

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

Members Absent: Mr. Rick Garcia

Student Spotlight: Jeannie Melendez, BAS Student, Lakeland Campus

Moment of Silence: Dr. Holden asked everyone to pause for a moment of silence to remember Professor Janet Golden.

Foundation Special Recognitions: Ms. Tracy Porter

Ms. Porter introduced the Treasurer of the Polk State College Foundation Board, Melinda Harrison. Ms. Harrison acknowledged a donation from the Foundation event, Clays for Courts, Kicks and Curveballs in the amount of \$30,000 to benefit our student-athletes. She then introduced former Foundation Board member John R. Alexander and event volunteer Steve Hendrix of Bartow Ford. Following the introductions, Mr. Alexander briefly addressed the Board about the need for a sporting clays event to help raise funds for scholarships. His vision led to the formation of the Foundation's annual Clays for Courts, Kicks and Curveballs event.

Special Recognitions – Dr. Eileen Holden:

Dr. Holden introduced Dean Donald Painter. Dean Painter then introduced Professor Christina Gesmundo, who joined the College last year as a speech professor and director of forensics at the Lakeland campus. Professor Gesmundo was also tasked with creating a competitive speech and debate team. She recognized student Jermaine Bradwell, who won the FCSAA Student of the Month. Jermaine shared his experiences representing the College at several FCSAA speech and debate tournaments.

Agenda:

Mr. Turner moved, seconded by Mr. Littleton, to approve the agenda for September 22, 2014. All members voted affirmatively.

Consent Agenda Items:

- A. Payroll Distribution for August 2014** – Approved on consent agenda. Board action is required.
- B. Expenditure Summary for August 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 August 2014** – Mr. Elliott presented and recommended approval of the Personnel Actions for August 2014. Board action is required.
- E. Salary Schedule Update** – Approved on consent agenda. Board action is required.

Ms. Pilkington moved, seconded by Ms. Martinez, to approve the consent agenda items for August 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. Martinez, to approve the August 25, 2014 Board minutes. All members voted affirmatively.

President's Report

Dr. Holden thanked Trustees Martinez and Dorrell for making plans to accompany her to the AFC Trustees Commission meeting later in the week in Jacksonville. At this meeting, they will discuss the statewide legislative agenda and promote the College's issues, which include the lifting of baccalaureate moratorium.

Dr. Holden reviewed the following items for the Board's information:

- The September/October 2014 issue of *The 863 Magazine*, which features Trustee Martinez and her commitment to diversity in our community and her work spearheading scholarship dollars to the College.
- "What's Up" Monthly Publication.

Dr. Holden also thanked Trustees Dorrell and Martinez for their assistance with hosting the Legislative Delegation on September 10. Rep. Wood was in attendance and legislative agendas were discussed. The highlight was getting to meet and hear from three students with very different stories about what Polk State means to them.

Attorney's Report

None

Business Services Action Items:

A. Leasing Arrangement for Computer Equipment – Mr. Elliott recommended approval for the authority to enter into negotiations for a lease agreement for computer equipment. Mr. Elliott indicated that the two proposers that responded to the Technology Refresh Program were HP and Dell, and the program includes an option to select a laptop or a desktop.

Mr. Turner moved, seconded by Ms. Pilkington, to approve the authority to enter into negotiations for a lease agreement for computer equipment. All members voted affirmatively.

Business Services Informational Items:

A. Polk State College Foundation Audit Report from Clifton Larson Allen that was included in the Board packet - Ms. Porter introduced Mr. Mike Carter and Ms. Sonya Holland from Clifton Larson Allen. Mr. Carter then presented and reviewed the Polk State College Foundation Audit for 2013 for the Board's information. He then introduced Ms. Holland to present on some of the financial highlights of the audit.

B. Ms. Porter spoke about the Polk State College Foundation Submission of Tax Form 990 and

the IRS Response to Form 1023 that was included in the Board packet. The Polk State College Foundation has made its annual tax return (form 990) available for Polk State College Board member's review.

- C. Investment Interest Comparison for August 2014** - No Board action required. Mr. Elliott briefed the Board on the College's investment interest.
- B. Budget Amendment Summary for August 2014:** Mr. Elliott presented and reviewed the Budget Amendment Summary for August 2014 for the Board's information.
- C. Financial Report as of August 2014:** Mr. Elliott presented and reviewed the Financial Report for the month of August 2014 for the Board's information.
- D. Project Status Report College-Wide for September 2014:** Mr. Elliott presented and reviewed the Project Status Report for September 2014 for the Board's information.

Academic & Student Services Action Items:

- **New Course Fees for September 2014** – Mr. Elliott presented and recommended approval of the new course and lab fees for September 2014. He then reviewed the new course and lab fees for the Board's information. The two sets of course fees included those for a new CCNA Accelerated class and a request to reduce the fees charged for some of the EPI classes.

Ms. Pilkington moved, seconded by Mr. Martinez, to approve the new Course Fees for September 2014. All members voted affirmatively.

Collegiate High School Reports:

- **Polk State Lakeland Collegiate and Polk State Gateway to College High School Enrollment Report for the 2014-2015 school year – Information Only – Ms. Sallie Brisbane**
Ms. Brisbane presented and reviewed the school enrollments for the Polk State Lakeland Collegiate and the Polk State Lakeland Gateway to College 2014-2015 academic year. She reported that the Polk State Lakeland Collegiate enrollment is at 282 students and Gateway to College has an enrollment of 120 students. Ms. Brisbane also reported on the enrollments, demographics and placement data for Polk State Gateway and Polk State Lakeland Collegiate. She also announced that the graduating class of 2015 will be the 10th graduating class of Polk State Lakeland Collegiate High School.
- **Polk State Lakeland Collegiate High School Renewal Contract – Ms. Sallie Brisbane**
Ms. Brisbane presented the renewal contract for the Polk State Lakeland Collegiate High School program and indicated that the school has received approval to apply for a seven-year contract that would end in 2021.

Ms. Pilkington moved, seconded by Mr. Littleton, to approve the Polk State Lakeland Collegiate High School Renewal Contract as presented. All members voted affirmatively.

Board Discussion

Mr. Don Wilson recognized Mr. Lynn Wilson and his election to the Polk County School Board.

Adjournment:

Having no further business, the meeting adjourned at 4:50 pm.

Mr. Dan Dorrell, DBOT Chair Date

Eileen Holden, Ed.D. Date
President