

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, November 24, 2014 – 4:00 p.m.
Lakeland Campus, LTB 1100

Mr. Dan Dorrell called the November 24, 2014 District Board of Trustees meeting to order at 4:10 p.m.

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

Student Spotlight: Stephanie Benton, Students Services Assistant, BAS in Supervision and Management, Lakeland Campus

Foundation Special Recognitions: Ms. Tracy Porter

Ms. Porter introduced Polk State Foundation Chair and President of Exponent Anu Saxena. Mr. Saxena acknowledged a \$10,000 donation from VITAS Innovative Hospice Care to the Polk State College Foundation for nursing scholarships. He then introduced Rhonda Brooks, general manager for VITAS program operations in Lakeland. Ms. Brooks acknowledged the opening of the Lakeland program in July 2014 to assist with the growing demand for hospice care in Polk County. She expressed pride in the donation that will help educate the future leaders in the health sciences.

Special Recognitions: Dr. Eileen Holden

Dr. Holden briefly recognized one of Polk State's global initiatives, a photo contest called "Capturing Cultures." She then introduced Dr. Naomi Boyer, Associate Vice President of Strategic Initiatives. Dr. Boyer shared the success of Polk State's International Education Week activities, which included the "Capturing Cultures" photo contest. The contest was organized by Polk State College Adjunct Professor Anne Moore and Polk State JD Alexander Center-based Academic Services Specialist Kathy Jessie. Dr. Boyer encouraged everyone one to view the exhibit, which is currently on display through December 15 at the Polk State Lake Wales Arts Center.

Dr. Holden then recognized the Polk State Office of Communications and Public Affairs for receiving several 2014 Association of Florida Colleges Communications and Marketing Commission Awards of Excellence. She introduced Director of Communications Rachel Pleasant and Senior Designer Leah Bartholomay and thanked the entire OCPA team for their hard work. Polk State College was presented with the following awards: 1st place (advertising-print); 1st place (brochure); 2nd place (annual reporting-college); 2nd place (brochure); 2nd place (athletic media guide); 3rd place (viewbook-recruitment piece) and 3rd place (poster). Dr. Holden acknowledged our first-class marketing presence out in the community and said that it is being recognized by marketing and communication specialists.

Dr. Holden shared that Chancellor Randy Hanna had reached out to all the Florida College System presidents and encouraged them to produce a student highlight video. The Polk State College video was the only one shown at the State Board of Education meeting last week. She then distributed a thumb drive to each of the Trustees so they could view the video, which showcased the testimonies of four very different Polk State College students.

Agenda:

Mr. Turner moved, seconded by Mr. Garcia, to approve the agenda for November 24, 2014. All members voted affirmatively.

Consent Agenda Items:

A. Payroll Distribution for October 2014 – Approved on consent agenda. Board action is required.

B. Expenditure Summary for October 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 October 2014 – Approved on consent agenda. Board action is required.

Mr. Garcia moved, seconded by Ms. Pilkington, to approve the consent agenda items for October 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. Pilkington moved, seconded by Mr. Littleton, to approve the October 27, 2014 regular Board meeting minutes. All members voted affirmatively.
- Mr. Turner moved, seconded by Ms. Martinez, to approve the November 5, 2014 Board retreat minutes. All members voted affirmatively.

President's Report

Dr. Holden advised the Trustees that at the January meeting, the College will provide updates on where tuition is going, spring enrollment and developmental education.

Attorney's Report

Attorney Don Wilson expressed that the Board's most important job is the evaluation of the College President and part of that job involves an annual evaluation. Mr. Wilson distributed a summary of Dr. Holden's finalized evaluation to each of the Trustees for Board approval. As indicated on the evaluation, Dr. Holden achieved expectations in every category by each of the Trustees. He advised the Trustees that if approved by them at this meeting, the President's evaluation form would be sent to the Department of Education in Tallahassee. Mr. Wilson asked for Board approval to adopt this report as their annual evaluation of Dr. Holden.

Mr. Garcia moved, seconded by Ms. Martinez, to approve Dr. Eileen Holden's evaluation as presented. All members voted affirmatively.

Business Services Action Items:

A. Salary Increase – Mr. Peter Elliott – Mr. Elliott presented the Planning and Budget Council's recommendation for a step pay increase for faculty and career employees and a step-equivalent pay increase to professional/technical and administrative staff. The recommended increase equates to approximately 1.25% across all salary schedules and would be implemented January 1, 2015. Discussion followed.

Ms. Pilkington moved, seconded by Mr. Littleton, to approve the step pay increase. All members voted affirmatively.

B. Leasing Arrangement for Computer Equipment – Mr. Peter Elliott – Mr. Elliott presented and recommended approval to enter into a 3-year lease with Hewlett Packard (HP) for refresh of desktop and laptop computer equipment. By entering into a 3-year lease agreement to refresh 100% of the computer equipment, the College can provide current technology to the entire College community. Discussion followed.

Mr. Turner moved, seconded by Ms. Martinez, to approve entering into a 3-year lease with HP. All members voted affirmatively.

Business Services Informational Items:

A. Investment Interest Comparison for October 2014: Mr. Peter Elliott briefed the Board on the College's investment interest. Discussion followed. No Board action required.

B. Budget Amendment Summary for October 2014: Mr. Peter Elliott presented and reviewed the Budget Amendment Summary for the Board's information. Discussion followed. No Board action required.

C. Financial Report for October 2014: Mr. Peter Elliott presented and reviewed the Financial Report for the Board's information. Discussion followed. No Board action required.

D. Project Status Report College-Wide for November 2014: 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 November 2014** – Dr. Dodie Cowan presented and recommended approval of the new course and lab fees for November 2014. She then reviewed the new course and lab fees for the Board's information.

Mr. Littleton moved, seconded by Ms. Pilkington, to approve the new Course Fees for November 2014. 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 and Polk State Lakeland Gateway to College Accountability and School Improvement Plan for 2014-2015 through 2018-2019.

Second Reading Items:

A. Board Rule 2.12 Disrupters on Polk State College – Mr. Peter Elliott presented and recommended approval of revised DBOT Rule 2.12 Disrupters on Polk State College.

Ms. Pilkington moved, seconded by Mr. Turner, to approve revised Rule 2.12 Disrupters on Polk State College. All members voted affirmatively.

B. Board Rule 5.22 Tangible Personal Property – Mr. Peter Elliott presented and recommended approval of revised DBOT Rule 5.22 Tangible Personal Property.


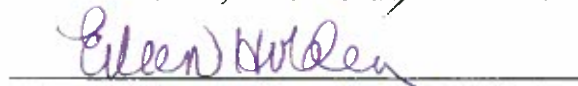
Mr. Turner moved, seconded by Mr. Garcia, to approve revised Rule 5.22 Tangible Personal Property.

All members voted affirmatively.

Board Discussion

Adjournment:

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

	
Mr. Dan Dorrell, DBOT Chair	Date
	
Eileen Holden, Ed.D. President	Date