

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, November 30, 2015 – 4:00 p.m.
Lakeland Campus, LTB 1100

Dr. Eileen Holden called the November 30, 2015 District Board of Trustees meeting to order at 4:14 p.m.

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

Members Absent: Mr. Rick Garcia and Ms. Linda Pilkington

Student Spotlight: Emilio Luis Roman III, Liberal Arts major, graduating in 2016

Foundation Special Recognitions: Ms. Tracy Porter

Ms. Porter introduced Melinda Harrison, Polk State College Foundation Board Vice Chair. Ms. Harrison acknowledged a gift from Wells Fargo in the amount of \$51,000 for scholarships and programs and introduced Bob Harris, business banking manager, and his wife, Amy. Mr. Harris stated that they really enjoy the community-based education program at the College and the appreciation that the students have.

Special Recognitions: Dr. Eileen Holden

Dr. Holden recognized and congratulated Dean Donald Painter for successfully completing his doctoral program.

Adoption of Agenda:

Ms. Ross moved, seconded by Mr. Littleton, to approve the agenda for November 30, 2015. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for October 2015**– Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for October 2015** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for November 2015** – Approved on consent agenda. Board action is required.
- d. **Personnel Action Report for October 2015** – Approved on consent agenda. Board action is required.
- e. **Salary Schedule Changes for November 2015** – Approved on consent agenda. Board action is required.

Ms. Ross moved, seconded by Mr. Turner, to approve the consent agenda items for October and November 2015. 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. Dorrell moved, seconded by Mr. Turner, to approve the October 26, 2015 Board minutes. All members voted affirmatively.

President's Report

- a. Dr. Holden shared information from our insert in the most recent Central Florida Health News magazine.
- b. Dr. Holden distributed copies of the November/December 2015 issue of "What's Up," which lists recent and current happenings at Polk State College.

Attorney's Report

Attorney Don Wilson expressed that the Board's most important function 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 and exceeded 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. Dr. Holden's contract will be brought forward at the January DBOT meeting.

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

Business Services Informational Items: Mr. Peter Elliott

- a. **Polk State College Foundation Audit Presentation from CliftonLarsonAllen** – Ms. Porter introduced Mr. Mike Carter and Ms. Sonya Elliott from CliftonLarsonAllen. Mr. Carter then presented and reviewed the Polk State College Foundation audit, year ended December 31, 2014, for the Board's information. He then introduced Ms. Elliott to present on some of the financial highlights of the audit.
- b. **Polk State College Foundation Submission of the Tax Form 990 and IRS Response to Form 1023** – The Polk State College Foundation has made its annual tax return (form 990) available for Polk State College Board members' review.
- c. **Investment Interest Comparison for October 2015** - Mr. Elliott briefed the Board on the College's investment interest. No Board action required.
- d. **Budget Amendment Summary for October 2015** - Mr. Elliott presented and reviewed the Budget Amendment Summary for the Board's information. Discussion ensued. No Board action required.
- e. **Financial Statements for October 2015** - Mr. Elliott presented and reviewed the Financial Report for the Board's information. No Board action required.
- f. **Project Status Report, College-Wide for November 2015** - 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. **Course Fees** – Dr. Ross presented and recommended approval of the new non-credit course fees for November 2015.

Mr. Littleton moved, seconded by Ms. Ross, to approve the new non-credit course fees. All members voted affirmatively.

Polk State Lakeland Collegiate High School and Polk State Lakeland Gateway to College High School Accountability Plan Report: Mr. Corey Barnes

- a. Mr. Barnes presented and reviewed the Accountability Plan Performance Targets (School Years 2014-2015 through 2018-2019) for the Polk State Lakeland Collegiate High School and Polk State Lakeland Gateway to College High School.

First Reading Items (No Action Required):

- a. **Board Rule 2.18, Campus Parking Policy** – Mr. Elliott presented as a first-read item revised DBOT Rule 2.18, Campus Parking Policy. He reviewed the proposed revisions made to Rule 2.18 and advised the Trustees that it will be presented for final approval at the January 25, 2016 Board meeting.

Board Discussion:

Dr. Holden reminded the Trustees about the Trustees Commission Legislative Conference and the Governor's mansion reception being held on January 19, 2016. Also, the ACCT National Legislative Summit in Washington, D.C. is being held February 8-11, 2016.

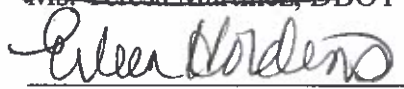
Adjournment:

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

Mr. GREG LITTLETON
DBOT VICE CHAIR



Ms. Teresa Martinez, DBOT Chair Date 1/26/15



Eileen Holden, Ed.D. Date 1/26/15
President