

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, October 27, 2014 – 4:00 p.m.
Winter Haven Campus, WST 126

Mr. Dan Dorrell called the October 27, 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: Nigel Grant, Liberal Arts Major, Student-Athlete, Winter Haven Campus

Foundation Special Recognitions: Ms. Tracy Porter

Ms. Porter introduced Polk State Foundation Development Chair and Winter Haven Rotary Club member Bonnie Parker. Ms. Parker acknowledged an \$18,000 donation from the Winter Haven Rotary Club to the Polk State College Foundation. This donation will serve as seed money to establish a \$50,000 endowed scholarship to commemorate the College's 50-year anniversary. This endowment, named the Dr. Fred Lenfestey Scholarship, was created in remembrance of the College's founding president. Ms. Parker then introduced WHRC President Eddie Allen. Mr. Allen shared many personal stories of his experiences with Dr. Lenfestey and introduced Eve Lenfestey, special guest and daughter of Dr. Lenfestey.

Special Recognitions: Dr. Eileen Holden

Dr. Holden introduced and recognized Professor Anthony Cornett, biology instructor and advisor of Xi Pi, Polk State Winter Haven's chapter of the Phi Theta Kappa International Honor Society. Professor Cornett was presented with his 5-year pin for dedicated service as a PTK advisor. Dr. Holden acknowledged the many hours of service that Professor Cornett has contributed to PTK's Honors in Action and numerous community service projects. Dr. Holden then announced that Polk State College's latest theatre production, *Moon Over Buffalo*, received an "Excellent" in the Fall 2014 Florida College System Activities Association's juried competition. She then introduced Professor Mark Hartfield, director of the production, Professor Paul Carbonell, producer, and several members of the cast and crew, including Stephen Packard, Alainna Whatley, Jared Roys, Ana Kargakos, and Alejandro Valdez.

Agenda:

Mr. Littleton moved, seconded by Ms. Pilkington, to approve the agenda for October 27, 2014. All members voted affirmatively.

Consent Agenda Items:

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

E. Salary Schedule Update – Approved on consent agenda. Board action is required.

Ms. Pilkington moved, seconded by Mr. Turner, to approve the consent agenda items for September 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 September 22, 2014 Board minutes. All members voted affirmatively.

President's Report

Dr. Holden advised the Trustees that the black folder in front of them contained her self-evaluation for their review. She reminded them that they are required to evaluate the President prior to the end of the calendar year, and since the Board doesn't meet during the month of December, she submitted her self-evaluation in October. She said that Attorney Don Wilson would mail the evaluation forms and that they need to be returned prior to the November 24, 2014 Board meeting.

Attorney's Report

Mr. Wilson stated that in the next 10 days, he would send the evaluation forms to the Trustees. He said he will compile the data from the evaluations into a report, so that it can be adopted at the November 24, 2014 Board meeting. The evaluation report will then be submitted to Tallahassee.

Business Services Action Items:

A. RFQ #14-15 Construction Management at Risk Services Central Utility Plant Remodel – Mr. Peter Elliott – Mr. Elliott presented and recommended approval of the ranking of firms and to authorize the President's designee to enter into contract negotiations with AD Morgan Corporation, the highest-ranked firm for the contracted service. Discussion followed.

Ms. Pilkington moved, seconded by Ms. Martinez, to approve the ranking of firms and to enter into contract negotiations. All members voted affirmatively.

B. RFQ #14-16 Engineering and Design Services – Central Utility Plant Remodel – Mr. Peter Elliott – Mr. Elliott presented and recommended approval of the ranking of firms and to authorize the President's designee to enter into contract negotiations with Carastro & Associates, Inc., the highest-ranked firm for the contracted service. Discussion followed.

Mr. Turner moved, seconded by Ms. Pilkington, to approve the ranking of firms and to enter into contract negotiations. All members voted affirmatively.

C. Polk State Chain of Lakes Collegiate High School – 2014 Audited Financial Statements.

D. Polk State Lakeland Collegiate High School – 2014 Audited Financial Statements.

E. Polk State Lakeland Gateway to College Collegiate High School – 2014 Audited Financial Statements.

Mr. Elliott presented and recommended approval of the Collegiate High Schools – 2014 Audited Financial Statements. He then introduced Mr. Mike Brynjulfson with Brynjulfson CPA, P.A. who reviewed the Collegiate High Schools 2014 Audited Financial Statements for the Board's information. Discussion followed.

Mr. Turner moved, seconded by Ms. Martinez, to approve the Collegiate High Schools – 2014 Audited Financial Statements. All members voted affirmatively.

Business Services Informational Items:

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

Academic & Student Services Action Items:

- **Education Abroad Program** – Dr. Dodie Cowan presented and recommended approval of the Education Abroad Program fees. The College is planning to visit Germany, France, China, Ireland, England, and the Bahamas during the 2015 calendar year.

Ms. Pilkington moved, seconded by Mr. Littleton, to approve the Study Abroad Program fees. All members voted affirmatively.

- **New Course Fees for October 2014** – Dr. Dodie Cowan presented and recommended approval of the new course and lab fees for October 2014. She 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 October 2014. All members voted affirmatively.

Collegiate High School Reports:

- **Polk State Chain of Lakes Collegiate High School – Information Only – Ms. Bridget Fetter**
Ms. Bridget Fetter presented and reviewed the Polk State Chain of Lakes Collegiate High School Charter Goals for the 2014-2015 academic school year. The goals included the targets for the school's Accountability Plan Performance and School Improvement Plan.

First Reading Items:

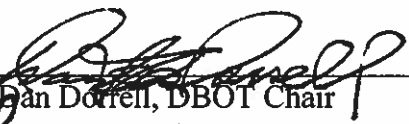

- **Board Rule 2.12 Disrupters on Polk State College** – Mr. Peter Elliott presented as a first-read item revised DBOT Rule 2.12 Disrupters on Polk State College. He reviewed the proposed revisions made to Rule 2.12 and advised the Trustees that it will be presented for final approval at the November 24, 2014 Board meeting.

- **Board Rule 5.22 Tangible Personal Property** – Mr. Peter Elliott presented as a first-read item revised DBOT Rule 5.22 Tangible Personal Property. He reviewed the proposed revisions made to Rule 5.22 and advised the Trustees that it will be presented for final approval at the November 24, 2014 Board meeting.

Board Discussion

Adjournment:

Having no further business, the meeting adjourned at 5:10 pm.

	11/24/14
Mr. Dan Dorrell, DBOT Chair	Date
	11-24-14
Eileen Holden, Ed.D.	Date
President	