

**MINUTES  
POLK STATE COLLEGE  
District Board of Trustees Meeting  
Monday, September 28, 2015 – 4:00 p.m.  
Lakeland Campus, LTB 1100**

Dr. Eileen Holden called the September 28, 2015 District Board of Trustees meeting to order at 4:09 p.m.

**Members Present:** Mr. Rick Garcia, Mr. Greg Littleton, Ms. Teresa Martinez, Ms. Linda Pilkington, Ms. Cindy Ross, and Mr. Mark Turner

**Members Absent:** Mr. Dan Dorrell

**Student Spotlight:** Jessica Seaman, Marine Biology major, Lakeland campus

**Foundation Special Recognitions: Ms. Tracy Porter**

Ms. Porter introduced Melinda Harrison, Polk State College Foundation Board Vice Chair. Ms. Harrison introduced and acknowledged a gift from Ms. Shirley Merkert, former Polk State College student, in the amount of \$15,000 to establish a Kathleen Merkert Endowed Nursing Scholarship as well as to advance French programs at the College. Ms. Merkert briefly addressed the Board, stating that the College is in tune with the students' needs and the community's needs. Ms. Merkert decided to set up a nursing endowment in the name of her sister, Kathleen, who was a nursing student at D'Youville College in Buffalo, New York when she passed away at the age of 18 from leukemia. In addition, she donated some money to help Polk State's Institute for Global Initiatives, specifically efforts to educate students in French culture. Dr. Holden recognized John Barbaret, Ph.D., Chair of the Polk State's Institute for Global Initiatives, committee and Polk State College professor of French and humanities.

**Special Recognitions: Dr. Eileen Holden**

**Adoption of Agenda:**

Mr. Turner moved, seconded by Ms. Pilkington, to approve the agenda for September 28, 2015. All members voted affirmatively.

**Consent Agenda Items: Mr. Peter Elliott**

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

Mr. Littleton moved, seconded by Ms. Ross, to approve the consent agenda items for August and September 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. Turner moved, seconded by Mr. Littleton, to approve the August 24, 2015 Board minutes. All members voted affirmatively.

#### **President's Report**

- a. Dr. Holden distributed copies of the September 2015 issue of "What's Up," which lists recent and current happenings at Polk State College.
- b. Dr. Holden distributed copies of the FCS 2016 Legislative Priorities.

#### **Attorney's Report**

Attorney Don Wilson informed the Trustees that they are beginning the process of the President's annual evaluation. They will all be getting an email with the evaluation form to complete and send in. He will compile the data from the evaluations into a report, so that it can be adopted at the November 30, 2015 Board meeting. Dr. Holden will distribute a self-evaluation at the October 26, 2015 DBOT meeting.

#### **Business Services Action Items:**

##### **Business Services Informational Items: Mr. Peter Elliott**

- a. **Investment Interest Comparison for August 2015** - Mr. Elliott briefed the Board on the College's investment interest. No Board action required.
- b. **Budget Amendment Summary for August 2015** - Mr. Elliott presented and reviewed the Budget Amendment Summary for the Board's information. No Board action required.
- c. **Financial Statements for August 2015** - Mr. Elliott presented and reviewed the Financial Report for the Board's information. No Board action required.
- d. **Project Status Report, College-Wide for September 2015** - Mr. Elliott presented and reviewed the Project Status Report for September 2015 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 September 2015.

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

##### **Academic & Student Services Informational Items:**

##### **Polk State Lakeland Collegiate High School and Polk State Lakeland Gateway to College High School Enrollment Report: Mr. Steve Hull**

- a. Mr. Hull presented and reviewed the school enrollment reports for the Polk State Lakeland

Collegiate High School and Polk State Lakeland Gateway to College High School for the 2015-16 academic year. He reported that the Polk State Lakeland Collegiate High School enrollment is 285 students and the Polk State Lakeland Gateway to College High School enrollment is 200 students. Mr. Hull also reported on demographics and placement data for both high schools.

**First Reading Items:**

- a. **Board Rule 4.02, Admissions Policy** – Mr. Reggie Webb presented as a first-read item revised DBOT Rule 4.02, Admissions Policy. He reviewed the proposed revisions made to Rule 4.02 and advised the Trustees that it will be presented for final approval at the October 26, 2015 Board meeting.

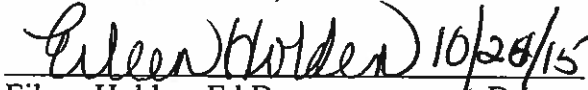
**Board Discussion:**

**Adjournment:**

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

Signed by Vice Chair  
GREG LITTLETON ON Behalf of

  
Ms. Teresa Martinez, DBOT Chair      10/26/15  
Date

  
Eileen Holden, Ed.D.      10/28/15  
President      Date