

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, November 28, 2016 – 4:00 p.m.
Lakeland Campus, LTB 1100

Dr. Eileen Holden called the November 28, 2016 District Board of Trustees meeting to order at 4:00 p.m.

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

Members Absent: Mr. Rick Garcia

Student Spotlight: Emmalee Phillips, Pursuing an AA degree, Lakeland campus

Foundation Special Recognitions – Ms. Tracy Porter

Ms. Porter introduced Melinda Harrison, Polk State College Foundation Board Chair. Ms. Harrison acknowledged a cumulative gift from Furr & Wegman Architects, P.A. in the amount of \$26,000 for events, scholarships, and programs. She noted Furr & Wegman's specialty in educational projects and its mission to support environmental stewardship in the communities in which they live and work. Ms. Harrison then introduced Mr. Philip Wegman and Mr. Michael Furr. Following the introduction, Mr. Wegman briefly addressed the Board, emphasizing Furr & Wegman's foundation in education and its partnership with the College. He also commended Dr. Holden for the impact she has had on the community and noted Mr. Furr's long-time relationship with the College, dating back to the original design of the Winter Haven campus.

Special Recognitions – Dr. Eileen Holden

Dr. Holden briefly recognized retiring Instructional Technologist Ms. Virginia Richard. Dr. Holden introduced Polk State Lakeland Collegiate High School Principal Rick Jeffries to share some of his thoughts. Mr. Jeffries commended Ms. Richard on her dedicated service to the College and acknowledged her assistance with helping the charter high schools reach their SACS accreditation goals. Ms. Richard expressed gratitude and acknowledged how valuable the College is to Polk County, her home county. Dr. Holden thanked Ms. Richard and presented her with a token of appreciation.

Agenda:

Mr. Turner moved, seconded by Ms. Ross, to approve the agenda for November 28, 2016. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for October 2016** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for October 2016** – Approved on consent agenda. Board action is required.
- c. **Personnel Actions for October 2016** – Approved on consent agenda. Board action is required.
- d. **Salary Schedule Changes for November 2016** – Approved on consent agenda. Board action is required.

Ms. Pilkington moved, seconded by Mr. Dorrell, to approve the consent agenda items for October 2016. 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 Ms. Martinez, to approve the October 24, 2016 Board minutes. All members voted affirmatively.

President's Report

- a. Dr. Holden distributed copies of the November/December 2016 issue of "What's Up," which lists recent and current happenings at Polk State College.
- b. Dr. Holden read and distributed her letter of resignation for Trustee review and approval. She noted that it was her hope that a national search will result in a new president taking office in July 2017. She expressed gratitude and thanks for the opportunity to serve the College for the last 10 years. Dr. Holden referred to some of the criteria contained in DBOT Rule 1.10, Selection and Appointment of a President of the College. It was agreed to schedule a special meeting on December 15 or 16 to begin this process, before the College winter break closure at 5pm on Friday, December 16. Much discussion ensued about Dr. Holden's numerous contributions to the College, her tireless energy, and her unwavering support for students and their success.

Mr. Dorrell moved, seconded by Ms. Martinez, to accept and approve Dr. Holden's letter of resignation. All members voted affirmatively.

Attorney's Report

Attorney Don Wilson distributed the President's 2016 Evaluation Summary for the Board's review. He noted that the Trustees unanimously agreed that Dr. Holden had succeeded expectations in all evaluation categories. He added that if the Trustees adopt the annual evaluation, the evaluation and the tool used to evaluate the president will then be submitted to Tallahassee to comply with Florida statute.

Ms. Pilkington moved, seconded by Mr. Turner, to approve the President's 2016 Annual Evaluation. All members voted affirmatively.

Business Services Action Items: Mr. Peter Elliott None

Business Services Informational Items – Mr. Peter Elliott

- a. **Investment Interest Comparison for October 2016** – Mr. Elliott presented and reviewed the Investment Interest Comparison for October 2016 for the Board's information. No Board action required.
- b. **Budget Amendment Summary for October 2016** – Mr. Elliott presented and reviewed the Budget Amendment Summary for October 2016 for the Board's information. No Board action required.
- c. **Financial Statements for October 2016** – Mr. Elliott presented and reviewed the Financial Statements for October 2016 for the Board's information. No Board action required.

- d. **Project Status Report, College-Wide for November 2016** – Mr. Elliott presented and reviewed the Project Status Report for November 2016 for the Board’s information. No Board action required.

Items Removed from the Consent Agenda

None

Academic & Student Services Action Item – Dr. Kenneth Ross

- a. **Elimination of the Medical Transcription ATD (Program: B8060)** – Dr. Ross presented and recommended approval of the Elimination of the Medical Transcription ATC (Program: B8060).

Mr. Dorrell moved, seconded by Ms. Pilkington, to approve the elimination of the Medical Transcription ATD (Program: B8060). All members voted affirmatively.

Academic & Student Services Informational Items – Dr. Kenneth Ross

None

Collegiate High School Report – Mr. Corey Barnes and Mr. Rick Jeffries

Mr. Jeffries presented the Polk State Lakeland Collegiate High School Charter Accountability Plan Performance Targets for the 2015-2016 Academic Year for the Board’s information. He also shared two articles, which highlighted CHS’ efforts to enhance curriculum, civic engagement, and improving the lives of its students. No Board action required.

Mr. Barnes presented the Polk State Lakeland Gateway to College Collegiate High School Charter Accountability Plan Performance Targets for the 2015-2016 Academic Year for the Board’s information. He noted that GHS’ performance targets are based on a model of obtaining a high school diploma in two years or less and getting students college-ready. No Board action required.

First Reading Board Rules (No action required):

None

Second Reading Items (Final Approval):

- a. **DBOT Rule 4.30, Credit Course Repeat Policy – Mr. Reggie Webb**

Mr. Webb presented and recommended approval of revised DBOT Rule 4.30, Credit Course Repeat Policy.

Mr. Turner moved, seconded by Ms. Pilkington, to approve revised Board Rule 4.30, Credit Course Repeat Policy. All members voted affirmatively.

Board Discussion:

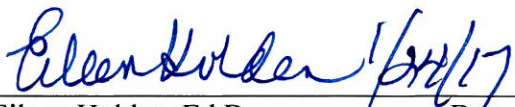
Board Chair Littleton commended Dr. Holden on her 10 years of service to the College and acknowledged that her era would be remembered as one of the very best at the College. Board Vice-Chair Turner thanked Dr. Holden for her passion, commitment and incredible leadership. Attorney Wilson noted that he has had the opportunity to work with all four of the College’s previous presidents and stressed that her time at the institution has been very special.

Adjournment:

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



Mr. Greg Littleton, DBOT Chair Date



Eileen Holden, Ed.D. Date
President