

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, January 23, 2017 – 4:00 p.m.
Center for Public Safety Auditorium

Dr. Eileen Holden called the January 23, 2017 District Board of Trustees meeting to order at 4:00 p.m.

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

Members Absent: Mr. Rick Garcia, Ms. Linda Pilkington, and Ms. Cindy Ross

Student Spotlight: Ainalem Bruny, Law Enforcement Academy, Polk State Center for Public Safety

Foundation Special Recognitions – Ms. Tracy Porter

Ms. Tracy Porter introduced Brent Parrish, Polk State College Foundation Development Chair. Mr. Parrish acknowledged a \$52,000 gift from the Dr. Alan and Linda Rich Fund. He noted that Dr. and Mrs. Rich had a desire to honor first responders by establishing a scholarship for Polk State through their fund with the Givewell Community Foundation. The resulting \$50,000 gift and naming of the Polk State Center for Public Safety's Emergency Medical Services (EMS) laboratories after the Rich's fund, pays tribute to emergency medical responders, technicians and paramedics. An additional \$2,000 was given through the Rich's Fund to support scholarships and program. Mr. Parrish then introduced Dr. Alan and Linda Rich, and Lori Marti, Givewell Community Foundation Chief Philanthropic Officer. Dr. Rich shared some of his own personal experiences, which were the impetus behind the decision to make this particular gift to support students within the EMS field.

Ms. Tracy Porter then acknowledged the generosity of Dr. Ken and Kim Ross. She noted that their giving began even before their arrival to Polk County in 2008, when Dr. Ross was hired as the College's Vice President of Academic & Student Services. Their first gift was for Dr. Holden's Presidential Inauguration in 2007. She then thanked the Ross' for their collective giving of \$20,000 over the last eight years.

Special Recognitions – Dr. Eileen Holden

Dr. Holden recognized retiring Vice President of Academic Affairs Dr. Ken Ross. Dr. Holden thanked Dr. Ross for following her to Polk State when she was hired as President. She expressed eternal gratitude for their long-term work relationship and his dedicated service to Polk State. Dr. Ross expressed thanks for being able to finish his 41-year career in higher education at Polk State and noted it as both rewarding and uplifting. Dr. Holden then presented Dr. Ross with a token of appreciation.

Agenda:

Mr. Turner moved, seconded by Ms. Martinez, to approve the agenda for January 23, 2017. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for November 2016** – Approved on consent agenda. Board action is required.
- b. **Payroll Distribution for December 2016** – Approved on consent agenda. Board action is required.
- c. **Expenditure Summary for November 2016** – Approved on consent agenda. Board action is required.

- d. **Expenditure Summary for December 2016** – Approved on consent agenda. Board action is required.
- e. **Tangible Personal Property Deletions for January 2017** – Approved on consent agenda. Board action is required.
- f. **Personnel Actions for November and December 2016** – Approved on consent agenda. Board action is required.
- g. **Salary Schedule Changes for December 2016 and January 2017** – Approved on consent agenda. Board action is required.

Mr. Dorrell moved, seconded by Mr. Turner, to approve the consent agenda items for November and December 2016 and January 2017. 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 November 9, 2016 Board retreat minutes. All members voted affirmatively.

Mr. Dorrell moved, seconded by Ms. Martinez, to approve the November 28, 2016 Board minutes. All members voted affirmatively.

President's Report

- a. Dr. Holden distributed copies of the December 2016/January 2017 issue of "What's Up," which lists recent and current happenings at Polk State College.
- b. Dr. Holden distributed copies of the Upcoming Events, Graduations and Pinning Ceremonies for January – June 2017, and encouraged the Trustees to let the President's office know if they would like to attend any events.
- c. Dr. Holden introduced the new director of the JD Alexander Center, Andy Oguntola, and stated that a community reception will take place on January 31 at 3:00 pm in JDA lobby.

Attorney's Report

Attorney Don Wilson stated that at this time we would normally be approving the President's new contract, but indicated that this would not be necessary due to Dr. Holden's pending retirement. He did note that pursuant to the terms of the existing contract, her salary will automatically increase by a percentage equal to what other College employees' salaries will increase (approximately 1.25%). No formal action is required.

Business Services Action Items:

- a. **Strategic Plan Refresh & Revised Mission and Vision Statements – Dr. Eileen Holden**
Dr. Holden presented and reviewed the draft 2017-2022 Strategic Plan Refresh and Revised Mission and Vision Statements to the Board for their final review and approval.

Mr. Turner moved, seconded by Mr. Dorrell, to approve the 2017-2022 Strategic Plan Refresh & Revised Mission and Vision Statements. All members voted affirmatively.

b. RFQ #16-03 Custodial Services, College-Wide – Mr. Peter Elliott

Mr. Elliott presented and reviewed RFQ #16-03 Custodial Services, College-Wide to the Board for their final review and approval.

Mr. Dorrell moved, seconded by Ms. Martinez, to approve RFQ #16-03 Custodial Services, College-Wide. All members voted affirmatively.

c. Salary Increase – Mr. Peter Elliott

Mr. Elliott presented and recommended approval of a step/step-equivalent pay increase or high school merit pay plan increase. The recommended increase equates to an increase in pay of approximately 1.25% across all employee groups, would be effective January 1, 2017 for current full-time and part-time employees in regularly established positions as of July 1, 2016, and will be implemented in the February 2017 payroll.

Mr. Turner moved, seconded by Mr. Dorrell, to approve a step/step-equivalent pay increase or high school merit pay plan increase. All members voted affirmatively.

Business Services Informational Items – Mr. Peter Elliott

- a. Investment Interest Comparison for December 2016** – Mr. Elliott presented and reviewed the Investment Interest Comparison for December 2016 for the Board's information. No Board action required.
- b. Budget Amendment Summary for November 2016** – Mr. Elliott presented and reviewed the Budget Amendment Summary for November 2016 for the Board's information. No Board action required.
- c. Budget Amendment Summary for December 2016** – Mr. Elliott presented and reviewed the Budget Amendment Summary for December 2016 for the Board's information. No Board action required.
- d. Financial Statements for December 2016** – Mr. Elliott presented and reviewed the Financial Statements for December 2016 for the Board's information. No Board action required.
- e. Project Status Report, College-Wide for January 2017** – Mr. Elliott presented and reviewed the Project Status Report for January 2017 for the Board's information. No Board action required.

Items Removed from the Consent Agenda

None

Academic & Student Services Action Item – Mr. Reggie Webb

- a. 2017-2018 College Calendar** – Mr. Webb presented and recommended approval of the 2017-2018 College Calendar.

Mr. Turner moved, seconded by Ms. Martinez, to approve the 2017-2018 College Calendar. All members voted affirmatively.

Academic & Student Services Informational Items – Dr. Eileen Holden

- a. **Lake Wales Arts Center Memorandum of Understanding** – Dr. Holden presented a Memorandum of Understanding between the Lake Wales Arts Council, Inc. (LWAC) and Polk State College for the Board’s information. No Board action required.
- b. **Non-Credit Course Fees for January 2017** – Dr. Holden presented the Non-Credit Course Fees for the Board’s information. No Board action required.

Collegiate High School Report – Ms. Bridget Fetter

Ms. Fetter presented a Polk State Chain of Lakes Collegiate High School (COL) Report for the Board’s information. She noted that February is recruitment month for COL and Polk State Lakeland Collegiate High School (CHS). They have sent invitations to all 10th grade-enrolled students at the traditional high schools to inform them of five information sessions that will take place at COL and CHS over the next few weeks. During the sessions, staff will intake applications, facilitate PERT testing and begin the process to accept students for admittance. As has been during the last few years, the number of qualified applicants continues to exceed the number of available spots, so a lottery system remains in place. Ms. Fetter noted that STEM workshops will be conducted over the duration of spring semester and they will invite elementary and middle school-aged students to come to COL on Fridays participate in the workshops. The workshops are being developed by COL STEM students and will include Lego Robotics and the integration of the Underwater Robot. Finally, she shared that each summer, COL rising seniors participate in a 20-hour work-based learning internship. Every January, the students must present on their experiences. A 100% participation rate was achieved again this year. Ms. Fetter reported some of the diverse businesses that the students interned at including NASA Headquarters, Imagination Summer Camp in Atlanta, UF Research Center, Polk County Sheriff’s Office, veterinary clinics, chambers of commerce, architectural firms, water treatment plants and 17 shadowed educators. No Board action required.

First Reading Board Rules (No Board action required):

None

Second Reading Items (Final Approval):

None

Board Discussion:

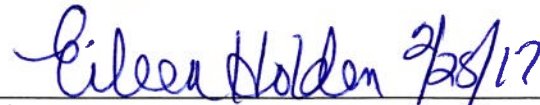
Mr. Turner, who was previously designated as the Presidential Screening Committee Chairman at a Special Board meeting, noted that he had spoken with Dr. Jeff Hockaday, the consultant selected by the Board to manage the presidential search, last week and progress is being made on the timeline.

Adjournment:

Having no further business, the meeting adjourned at 4:37 p.m.



Mr. Greg Littleton, DBOT Chair Date



Eileen Holden, Ed.D. Date
President