

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, May 22, 2017 – 4:05 p.m.
LTB 1100, Lakeland Campus

Dr. Eileen Holden called the May 22, 2017 District Board of Trustees meeting to order at 4:00 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

Student Spotlight: Brooklyn Blanford, AA student, Lakeland campus

Foundation Special Recognitions – Ms. Tracy Porter

Ms. Tracy Porter introduced Ms. Melinda Harrison, Polk State College Foundation Chair. Ms. Harrison acknowledged a \$19,000 gift from BB&T for scholarships and programs. In particular, she noted BB&T's long history in Polk County and its strong support of Polk State and its students. Ms. Harrison introduced Mr. Garrett Miller, President and Nicole Irby, Vice President, Commercial Relationship Manager. Mr. Miller noted the institutional importance of community involvement and in particular its strong relationship with Polk State College.

Special Recognitions – Dr. Eileen Holden
None

Agenda:

Mr. Dorrell moved, seconded by Ms. Ross, to approve the agenda for May 22, 2017. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for April 2017** – Approved on consent agenda. Board action is required.
- b. **Expenditure Summary for April 2017** – Approved on consent agenda. Board action is required.
- c. **Tangible Personal Property Deletions for May 2017** – Approved on consent agenda. Board action is required.
- d. **Personnel Actions Report for April 2017** – Approved on consent agenda. Board action is required.
- e. **Salary Schedule Changes for May 2017** – Approved on consent agenda. Board action is required.

Mr. Turner moved, seconded by Ms. Martinez, to approve the consent agenda items for April and May 2017. All members voted affirmatively.

The 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

- a. **April 24, 2017 Board Minutes**
- b. **February 13, 2017 Special DBOT Minutes**

Mr. Turner moved, seconded by Mr. Dorrell, to approve the April 24, 2017 Board minutes and the February 13, 2017 Special DBOT minutes. All members voted affirmatively.

President's Report

- a. Dr. Holden distributed copies of the April/May 2017 issue of "What's Up," which lists recent and current happenings at Polk State College. In particular, Dr. Holden noted the Polk State Respiratory Care Program's receipt of the Distinguished RRT Credentialing Success Award from the Commission on Accreditation for Respiratory Care.
- b. Dr. Holden shared the three Charter High School graduation dates and locations and encouraged the Trustees to attend any of the graduations if their calendars permit.
- c. Dr. Holden provided a summary of the upcoming Special Board meeting on Friday, May 26 at 1:30 p.m. in the CPS auditorium. She noted that there will be one single action item on the agenda, which will be voted on by the five Trustees present at the meeting.
- d. Dr. Holden provided a brief update on the Legislative session. In particular, she noted that even though the proposed budget has been made public, the Senate has not yet sent the official budget to the Governor. In the meantime, Polk State is planning its budget similar to how it's done every year and preparing for different scenarios dependent upon the final budget outcomes. She stated that she will keep the Board apprised of any actions taken by the Legislature.

Attorney's Report

Attorney Don Wilson had no items requiring Board action.

- a. **Compensation for Incoming President** – Chair Littleton clarified that the Board will select a new president at the May 26 Special Board meeting and he will then make an offer via telephone to the selected candidate. In preparation of the Special Board meeting, the proposed compensation package for the new president must be approved. He noted that these proposed parameters would eventually become a contract and are very much in line with comparable-sized colleges in the area. Chair Littleton presented and recommended approval of the proposed compensation and terms for the incoming president. The term would be July 1, 2017 to June 30, 2020 (start date is negotiable).

Mr. Dorrell moved, seconded by Ms. Martinez, to approve the Compensation Package for the Incoming President. All members voted affirmatively.

Business Services Action Items – Mr. Peter Elliott **None**

Business Services Informational Items – Mr. Peter Elliott

- a. **Investment Interest Comparison for April 2017** – Mr. Elliott presented and reviewed the Investment Interest Comparison for April 2017 for the Board's information. No Board action required.
- b. **Budget Amendment Summary for April 2017** – Mr. Elliott presented and reviewed the Budget Amendment Summary for April 2017 for the Board's information. No Board action required.
- c. **Financial Statements for April 2017** – Mr. Elliott presented and reviewed the Financial Statements for April 2017 for the Board's information. No Board action required.

- d. Project Status Report, College-Wide for May 2017** – Mr. Elliott presented and reviewed the Project Status Report for May 2017 for the Board’s information. No Board action required.

Items Removed from the Consent Agenda
None

Academic & Student Services Action Item

- a. Lab Fees for 2017-2018** – Dr. Donald Painter presented the 2017-2018 Lab Fees for the Institute of Public Safety courses for final Board review and approval.

Ms. Ross moved, seconded by Mr. Dorrell, to approve the 2017-2018 Lab Fees for the Institute of Public Safety courses. All members voted affirmatively.

Academic & Student Services Informational Items
None

Collegiate High School Report

- a. Polk State Lakeland Gateway to College Collegiate High School (GHS) – Mr. Corey Barnes**
Mr. Corey Barnes provided a brief report on the GHS 2017-2018 Applicant Demographic Information. He reported that approximately 145 students have applied and 120 have been offered a seat, leaving about 25 students on a wait list. Discussion ensued about the priority criteria used in the admittance process. Mr. Barnes provided a highlight of the upcoming graduating class: 63 out of 82 (77%) are on track to graduate, 15 of the graduates also earned their AA at Polk State’s graduation on May 4, and nine were inducted into the National Honor Society.
- b. Polk State Lakeland Collegiate High School (CHS) – Mr. Rick Jeffries**
Mr. Rick Jeffries provided a brief report on the CHS 2017-2018 Applicant Demographic Information. He reported that CHS had a very robust recruiting season resulting in a significant waiting list for admittance. He stated that the incoming class is quite strong as evident by passing PERT scores. Mr. Jeffries shared some highlights: 149 are on track to graduate (100% graduation rate), 90+ also earned their AA degree, 10 nominees for the Ledger’s Silver Garland Award, about 70 CHS and GHS students attended Grad Bash at Universal Studios Orlando, and Junior/Senior prom was recently hosted at the Disney’s BoardWalk Inn.

First Reading Board Rules (No Board action required):
None

Second Reading Items (Final Approval):

- a. DBOT Rule 3.27, Harassment/Sexual Harassment – Ms. Valparisa Baker**
Ms. Baker presented and recommended approval of revised DBOT Rule 3.27, Harassment/Sexual Harassment.

Mr. Turner moved, seconded by Ms. Ross, to approve the revised Rule 3.27, Harassment/Sexual Harassment. All members voted affirmatively.

- b. DBOT Rule 2.16, Admission to College Activities and Events – Mr. Reggie Webb**
Mr. Webb presented as a first-read item revised DBOT Rule 2.16, Admission to College Activities and Events. He reviewed the proposed revisions made to Rule 2.16 and advised the Trustees that it will be presented for final approval at the May 22, 2017 Board meeting.

Mr. Dorrell moved, seconded by Ms. Martinez, to approve the revised Rule 2.16, Admission to College Activities and Events. All members voted affirmatively.

c. DBOT Rule 4.24, Policy Regarding Religious Observance by Students – Mr. Reggie Webb

Mr. Webb presented and recommended approval of revised DBOT Rule 4.24, Policy Regarding Religious Observance by Students.

Ms. Ross moved, seconded by Mr. Dorrell to approve the revised Rule 4.24, Policy Regarding Religious Observance by Students. All members voted affirmatively.

d. DBOT Rule 4.26, Student Appeal/Complaint Policy – Mr. Reggie Webb

Mr. Webb presented and recommended approval of revised DBOT Rule 4.26, Student Appeal/Complaint Policy.

Mr. Turner moved, seconded by Ms. Ross, to approve the revised 4.26, Student Appeal/Complaint Policy. All members voted affirmatively.

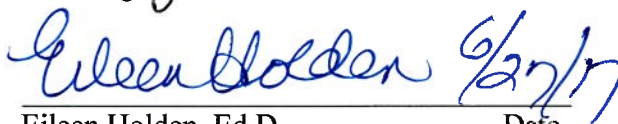
Board Discussion:

Trustee Ross thanked Trustee Turner for his leadership during the presidential search. Trustee Turner expressed his thanks to search consultant Dr. Jeff Hockaday and all Polk State staff, including Melissa LaRock and Tamara Sakagawa for their assistance through the process.

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