

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, June 26, 2017 – 4:00 p.m.
WST 126, Winter Haven Campus

Dr. Eileen Holden called the June 26, 2017 District Board of Trustees meeting to order at 4:10 p.m.

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

Members Absent: Mr. Dan Dorrell

Student Spotlight: Edgar Trejo-Chavez, AA student, Winter Haven campus

Foundation Special Recognitions – Ms. Tracy Porter

In honor of Dr. Holden's eleven and a half years of service to the College and with more than 100 community leaders, staff, faculty, and students in attendance, the Trustees and Polk State College Foundation presented Dr. Holden with a check representing community contributions made to the *Dr. Eileen Holden Emergency Endowed Scholarship Fund*. Foundation Chair-Elect Bonnie Parker presented Dr. Holden with a check in the amount of \$130,493.

Parker noted that the best way to honor Dr. Holden was in support of students. The contribution signifies what she has meant to the greater Polk County community and to faculty, staff and students of Polk State College. Dr. Holden addressed the large group and stated, "It has been the greatest honor of my life to serve as president of Polk State College. There are no words to express my deepest gratitude to the Trustees, faculty, staff, and students, for providing me with the opportunity to lead this amazing institution."

Following the check presentation, DBOT Chairman, Greg Littleton called the meeting to order and read a resolution. The resolution conferred the honorary title of Polk State College President Emerita to Dr. Holden in recognition of "the dedication, tireless efforts, and outstanding leadership provided to Polk State College during her tenure as President." Mr. Garcia moved, seconded by Ms. Martinez, to approve the resolution. With a unanimous vote, the resolution was formally adopted by the DBOT.

Special Recognitions – Dr. Eileen Holden
NONE

Agenda:

Ms. Ross moved, seconded by Mr. Garcia, to approve the agenda for June 26, 2017. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

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

- e. **Salary Schedule Changes for June 2017** – Approved on consent agenda. Board action is required.

Mr. Turner moved, seconded by Ms. Martinez, to approve the consent agenda items for May and June 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. **May 22, 2017 Board Minutes**

Ms. Ross moved, seconded by Mr. Garcia, to approve the May 22, 2017 Board minutes. All members voted affirmatively.

- b. **May 26, 2017 Special DBOT Minutes**

Mr. Garcia moved, seconded by Mr. Turner, to approve the May 26, 2017 Special DBOT minutes. All members voted affirmatively.

President's Report

- a. Dr. Holden distributed copies of the May/June 2017 issue of "What's Up," which lists recent and current happenings at Polk State College.
- b. Dr. Holden noted that it would be a busy summer preparing for the arrival of incoming president, Dr. Angela M. Garcia Falconetti. She stated that staff was working diligently to schedule meetings to get Dr. Falconetti acclimated to the College and community over the summer, in preparation of the start of the fall term in August.
- c. Dr. Holden thanked everyone for their hard work, support and loyalty over the years. She thanked the Trustees for their unwavering support and Trustees Ross and Garcia for being on the Board that hired her eleven and a half years ago.

Attorney's Report

Attorney Don Wilson noted that his agenda item, the resolution to confer the honorary title of Polk State College President Emerita to Dr. Holden, was completed earlier in the meeting during the Foundation Recognition.

Business Services Action Items – Mr. Peter Elliott

- a. **Standard Tuition and Fees, FY 2017-2018** – Mr. Peter Elliott presented and recommended approval of the Standard Tuition and Fees, FY 2017-2018. Discussion ensued.

Mr. Turner moved, seconded by Ms. Ross, to approve the Standard Tuition and Fees, 2017-2018. All members voted affirmatively.

- b. **Operating Budget, FY 2017-2018** – Mr. Peter Elliott presented and recommended approval of the Operating Budget, FY 2017-2018. Discussion ensued.

Ms. Ross moved, seconded by Ms. Martinez, to approve the Operating Budget, FY 2017-2018. All members voted affirmatively.

- c. **Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2017-2018** – Mr. Peter Elliott presented and recommended approval of the Polk State Chain of Lakes Collegiate High School operating budget, FY 2017-2018. Discussion ensued.

Mr. Garcia moved, seconded by Mr. Turner, to approve the Polk State Chain of Lakes Collegiate High School operating budget, FY 2017-2018. All members voted affirmatively.

- d. **Polk State Lakeland Collegiate High School Operating Budget, FY 2017-2018** – Mr. Peter Elliott presented and recommended approval of the Polk State Lakeland Collegiate High School operating budget, FY 2017-2018.

Mr. Garcia moved, seconded by Ms. Martinez, to approve the Polk State Lakeland Collegiate High School operating budget, FY 2017-2018. All members voted affirmatively.

- e. **Polk State Lakeland Gateway to College Collegiate High School Operating Budget, FY 2017-2018** – Mr. Peter Elliott presented and recommended approval of the Polk State Lakeland Gateway to College Collegiate High School operating budget, FY 2017-2018.

Mr. Turner moved, seconded by Mr. Garcia, to approve the Polk State Lakeland Gateway to College Collegiate High School operating budget, FY 2017-2018. All members voted affirmatively.

- f. **Polk State College Unexpended Plant Fund Budget, FY 2017-2018** – Mr. Peter Elliott presented and recommended approval of the Polk State College unexpended plant fund budget, FY 2017-2018.

Ms. Ross moved, seconded by Ms. Martinez, to approve the Polk State College unexpended plant fund budget, FY 2017-2018. All members voted affirmatively.

- g. **Educational Plant Survey (EPS), FY 2017-18 through FY 2022-2023** – Mr. Peter Elliott presented and recommended approval of the educational plant survey (EPS), FY 2017-18 through 2022-23.

Ms. Ross moved, seconded by Mr. Garcia, to approve the educational plant survey (EPS), FY 2017-18 through FY 2022-23. All members voted affirmatively.

- h. **Approval of the Capital Improvement Plan (CIP), FY 2018-19 through FY 2022-23** – Mr. Peter Elliott presented and recommended approval of the capital improvement plan (CIP).

Mr. Turner moved, seconded by Ms. Martinez, to approve the capital improvement plan (CIP) FY 2018-19 through FY 2022-23. All members voted affirmatively.

- i. **Annual Physical Inventory Report** – Mr. Peter Elliott presented and recommended approval of the annual physical inventory report.

Mr. Garcia moved, seconded by Ms. Ross, to approve the annual physical inventory report. All members voted affirmatively.

- j. **College-Wide Comprehensive Safety Inspection, FY 2016-2017** – Mr. Peter Elliott presented and recommended approval of the college-wide comprehensive safety inspection FY 2016-17. Discussion ensued.

Ms. Ross moved, seconded by Mr. Turner, to approve the college-wide comprehensive safety inspection, FY 2016-17. All members voted affirmatively.

- k. **Accounts Receivable Delinquent Accounts** – Mr. Peter Elliott presented and recommended approval to write-off accounts receivable delinquent accounts.

Mr. Garcia moved, seconded by Ms. Martinez, to approve the write-off of accounts receivable delinquent accounts. All members voted affirmatively.

- l. **ITB #17-01 Lawn Maintenance Services, College-Wide** – Mr. Peter Elliott presented and recommended approval of the ITB#17-01 lawn maintenance services, college-wide.

Mr. Garcia moved, seconded by Ms. Martinez, to approve the ITB #17-01 lawn maintenance services, college-wide. All members voted affirmatively.

Business Services Informational Items – Mr. Peter Elliott

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

Items Removed from the Consent Agenda

None

Academic & Student Services Action Item

- a. **Fall 2017 Education Abroad Requests** – Dr. Donald Painter presented and reviewed the fall 2017 education abroad requests to the Board for their final review and approval.

Ms. Ross moved, seconded by Mr. Turner, to approve the fall 2017 education abroad requests. All members voted affirmatively.

Academic & Student Services Informational Items

None

Collegiate High School Report

None

First Reading Board Rules (No Board action required):

None

Second Reading Items (Final Approval):

None

Board Discussion:

Trustee Turner thanked Trustee Garcia for his service at this, his last Board meeting, and acknowledged all that Dr. Holden has accomplished during her tenure at the College. Trustee Littleton expressed gratitude to Dr. Holden, in particular, for her tremendous leadership and determination during the last several weeks. Trustee Garcia noted that his Board service coincided with Dr. Holden's years at the College and he thanked her for all that she has done. Dr. Holden thanked Trustee Garcia for his instrumental role in the College's Airside center expansion and the development of the Aerospace program. Attorney Wilson shared that he has represented all four of Polk State College's presidents, and that Dr. Holden was special.

Adjournment:

Having no further business, the meeting adjourned at 5:00 p.m.


Mr. Mark Turner, DBOT Chair 8/28/17 Date


Dr. Angela M. Falconetti 8/29/17 Date
President