



Minutes  
Edison State College  
District Board of Trustees Workshop  
Lee Campus – Taeni Hall, Rooms S-106 & 107  
Saturday, June 18, 2011  
9:00 am – 4:00 pm

AGENDA ITEM: 1(d)

The District Board of Trustees of Edison State College met for a workshop in Lee County, Florida, on June 18, 2011 at 9:00 a.m. with the meeting called to order by Chairman, Chris Vernon.

Board Members Present: Ann Berlam Mary Lee Mann  
Washington Baquero Randall Parrish  
JoAnn Helphenstine Julia Perry  
Mahlan Houghton, Jr. Christopher Vernon, Chairman

District President's Executive Cabinet Present: Dr. Pat Land Dr. Robert Jones  
Dr. Steve Atkins Dr. Edith Pendleton  
Mark Lupe Steve Nice  
Gina Doeble Pam Fairfax  
Matthew Holliday Tracey Galloway

Others Present: Dr. Kenneth P. Walker, President  
June Hollingshead, Recorder  
Frances Brennan, Recorder  
Dr. Amy Teprovich  
Sydney H. McKenzie III, Esq.

Media Present: David Breitenstein, Fort Myers News-Press  
Victoria Macchi, Naples Daily News  
Tyler Gamble, NBC-2

Agenda Item #1. Statutory Roles – Board of Trustees and District President  
(Presenter: Sydney H. McKenzie III, Esq.)

Mr. McKenzie gave an overview of the statutory roles of the Board of Trustees and District President which generated discussion of roles and best practices for the operation of the College.

a. Contractual Role for Faculty Access to Board of Trustees

Mr. McKenzie referred to Article 6.11 – Faculty Appearance Before the Board of Trustees in the *Collective Negotiations Agreement between Edison State College District Board of Trustees Public Employer and Edison College Faculty Federation Union, July 2, 2010 – June 30, 2013* for contractual procedures to be followed to bring items to the District Board of Trustees.

b. College Operating Procedures for Faculty Senate Issues

Faculty concerns regarding academic matters should be addressed according to Official Procedure 03-1109 Faculty Senate, and there should be no surprises bringing matters to the District Board of Trustees. Mr. McKenzie pointed out that the Board carries out its duties through the District President of the College.

Agenda Item #2. SACS Minute (Presenter: Dr. Steve Atkins)

Dr. Atkins reported on compliance findings received from SACS in response to the Edison State College compliance document sent in March 2011.

Agenda Item #3. District President Presentation of Executive Leadership Organization Chart (Presenter: Dr. Kenneth Walker)

Dr. Walker presented an executive leadership organization chart of eleven administrators who report to him, and outlined a decentralization of functions and flattening of the administrative structure to minimize vertical reporting lines. He also referred to administrative management agreements which include authority, expectations, responsibilities and accountability.

Agenda Item #4. Organizational Structure and Communications (Presenters: Dr. Pat Land and Dr. Steve Atkins)

- a. Advisory Councils and Cabinet Liaisons  
Dr. Land's PowerPoint presented a draft proposal of a process on how to get communications input from all College constituent groups.
- b. Management Review Process  
Dr. Atkins reported on progress with the faculty senate regarding communications, faculty governance and the structure of academic organization with chairs. It was pointed out that the SACS compliance report and visiting committee as well as financial and programmatic audits by the State Auditor General constitute an effective management review process. An external consultant (Dr. Don Hunter) will work with Dr. Atkins and faculty senate representatives to further address any academic concerns.
- c. Organizational Structure  
Dr. Land presented a draft proposal for including various College constituent groups in a process to increase effective communications.

Agenda Item #5. Presentation of Draft Policies and Delegation of Authority (Presenter: Mark Lupe)

- a. 1.02 – Duties, Powers & Responsibilities of the President of the District  
It was recommended to delete references to employment contracts from this policy. The policy will be voted on at the June 28, 2011 Board meeting.
- b. 1.04 – Board Agendas  
Recommended changes were reviewed. In Item #2, "should" will be changed back to "shall." In Item #3, added verbiage shows "direct" fiscal impact "in excess of fifteen thousand dollars (\$15,000)" on agenda cover pages. The policy will be voted on at the June 28, 2011 Board meeting.
- c. 5.02 – Employment  
Item #6 regarding employment contracts was discussed, including multi-year contracts, development allowances, and compensation packages. Based on this discussion, College Counsel Mark Lupe will bring an adjusted policy to the Board at the August Board meeting.



Agenda Item #6. Report on Existing Personnel Policies and Procedures (Presenters: Mrs. Pam Fairfax and Mr. Mark Lupe)

a. Equity Officer Plans

Mrs. Fairfax gave a brief history and a review of College Policies and Procedures as well as intentions to hire an equity coordinator.

Agenda Item #7. Discussion of Edison State College Financing Corporation (Presenter: Dr. Kenneth Walker)

a. Role

Dr. Walker discussed the role of the Financing Corporation as a direct support organization of the College, and how it relates to the current student housing project. In a June 10, 2011 meeting, the Financing Corporation voted to contract with the College for the management of the Lee Campus student housing.

b. Presentation Regarding Management of Student Housing (Presenters: Mrs. Gina Doeble and Dr. Amy Teprovich)

Dr. Teprovich presented a strategic overview on the proposed College plan for managing student housing on the Lee Campus under an agreement with the Financing Corporation.

Agenda Item #8. Discuss Revising Evaluation Form for the District President, Policies for Self-Evaluation and "State of the College" Oral Report (Presenter: Mrs. Pam Fairfax)

Mrs. Fairfax led discussion regarding a new draft performance evaluation form for the District President. Mr. Vernon requested that relevant statutes be identified on the evaluation form. Mrs. Berlam suggested that the evaluation form be given to the Board at the beginning of the year. She would like to see an area for written notes following each section being evaluated. She prefers a 5-point rating scale over a 4-point scale, and believes the more comprehensive form is moving in a forward direction. Discussion also included transparency vs. confidentiality, plus pros and cons of having a public report of the President's evaluation during a Board meeting.

Agenda Item #9. Discussion of Student Accountability Plan (Presenter: Dr. Edith Pendleton)

Dr. Pendleton reviewed *Destination 2020* and student accountability measures.

Agenda Item #10. New Statutory Requirement for Board of Trustees' Charter School Responsibilities (Presenter: Mr. Matt Holliday)

Mr. Holliday reviewed Senate Bill 1546 which, effective July 1, 2011, would require the District Board of Trustees to hold two board meetings per year per charter school, and to appoint a parental liaison as the point of contact for parents whose children attend Edison State College charter schools. Following adjournment of the College board meeting, the Board will reconvene as the board of the charter school in counties where charter schools are operated, to conduct charter school business.

Agenda Item #11. Possible Acquisition of Property Adjoining the Campus (Presenter: Mr. Steve Nice)

Mr. Nice presented several possible property acquisitions to address the challenges of future growth of the College.

Agenda Item #12. Possible Bonita Springs Instructional Site (Presenter:  
Mr. Matt Holliday)

Mr. Holliday reported that preliminary discussions are underway with the City of Bonita Springs for a possible instructional site.

Agenda Item #13. Review Wage & Salary Section of the Budget Document  
(Presenter: Mrs. Pam Fairfax)


Mrs. Fairfax reviewed the 2011-2012 Wage & Salary Schedule as well as posting of employee compensation to the College website. A discussion of the philosophical basis for compensation will be discussed at a future workshop.

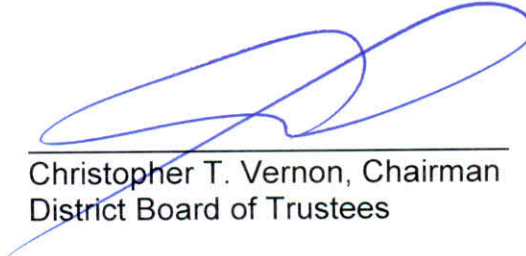
Agenda Item #14. Proposed Salary Increases (Presenters: Dr. Kenneth Walker  
and Mrs. Pam Fairfax)

- a. Non-Exempt Employees – A proposed 5% salary increase was presented.
- b. Exempt Employees – A proposed 4% salary increase was presented.
- c. Faculty (to be negotiated) – Faculty salary increases will be negotiated.

Adjournment

The meeting was adjourned at 3:15 p.m.

  
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Kenneth P. Walker, Secretary  
District Board of Trustees

  
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Christopher T. Vernon, Chairman  
District Board of Trustees