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**DRAFT**

Agenda

District Board of Trustees Meeting  
Edison State College – Lee Campus  
Board Room (I-223) – Robinson Hall  
August 5, 2011  
4:00 p.m.

Pledge to Flag

Introduction of Guests and Public Comment

Administrative Reports: None

**Vote to Take Action On:**

1. Approval of Minutes Regular Meeting June 28, 2011  
(Presenter: Mrs. Mann) (Page 1)
2. A Proposal to Settle the Claim of Dr. Vivian C. Lilly  
(Presenter: Mr. Lupe)

**Information Only:**

3. Course Substitutions Update (Presenter: Dr. Walker)

President's Comments

Board Members' Comments

Adjournment

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**DRAFT** Minutes  
Edison State College  
District Board of Trustees Meeting  
Lee Campus – Board Room, Robinson Hall (I-223)  
June 28, 2011  
4:00 p.m.

Pledge to Flag

AGENDA ITEM: 1

The District Board of Trustees of Edison State College met in regular session in Lee County, Florida, on June 28, 2011 at 4:00 p.m. with the meeting called to order by Chairman, Christopher Vernon.

Present: Ann Berlam  
Washington Baquero  
JoAnn Helphenstine  
Mahlan Houghton, Jr.  
Mary Lee Mann, Vice Chair  
Randall Parrish  
Julia Perry  
Christopher Vernon, Chairman  
Kenneth P. Walker, District President  
Frances Brennan, Recorder  
June Hollingshead, Recorder

Introduction of Guests and Public Comment – Kathie DiLascio

**Vote to Take Action On:**

Agenda Item #1. Approval of Minutes (a) Regular Meeting April 26, 2011 (Page 1), (b) Workshop May 24, 2011 (Page 10), (c) Regular Meeting May 24, 2011 (Page 12), and (d) Workshop June 18, 2011 (Page 16) (Presenter: Mr. Vernon)

MOTION by Mahlan Houghton, seconded by Randall Parrish, to approve the minutes as amended and presented. Approved unanimously.

Agenda Item #2. Approval of Rank Ordering for Architects for the Design and Engineering of an Addition and Renovation to Taeni Hall (Student Services) Building, Lee Campus, and Authorizing the Administration to Award Contract (Presenter: Mr. Nice/Board Liaison: Mrs. Mann) (Page 20)

MOTION by Mary Lee Mann, seconded by JoAnn Helphenstine, to approve the rank ordering of architectural firms in order of preference (1) BSSW Architects, Inc., (2) Schenkel & Shultz, Inc., (3) Reynolds, Smith & Hills, Inc., (4) Parker Mudgett Smith Architects, Inc, (5) Fletcher Thompson, and (6) Harvard Jolly, Inc., and authorize the Administration to enter into a contract as presented. Approved unanimously.

Agenda Item #3. Approval of the Academic Improvement Trust Fund Plan for FY 2011-2012 (Presenter: Mrs. Galloway/Board Liaison: Mr. Houghton) (Page 22)

MOTION by Mahlan Houghton, seconded by Ann Berlam, to approve the Academic Improvement Trust Fund Plan for 2011-2012 as presented. Approved unanimously.

Agenda Item #4. Approval to Delete Courses Not Taught for Five Years (Presenter: Dr. Atkins/Board Liaison: Mr. Houghton) (Page 28)

MOTION by Mahlan Houghton, seconded by Randall Parrish, to approve the deletion of courses not taught for the last five years as presented. Approved unanimously.

Agenda Item #5. Approval to Write-off Delinquent Accounts (Presenter: Mrs. Doeble/Board Liaison: Mrs. Helphenstine) (Page 30)

MOTION by JoAnn Helphenstine, seconded by Ann Berlam, to approve the write-off of delinquent accounts deemed to be uncollectible as presented. Approved unanimously.

Agenda Item #6. Approval to Remove College Property from Inventory (Presenter: Mrs. Doeble/Board Liaison: Mrs. Helphenstine) (Page 33)

MOTION by JoAnn Helphenstine, seconded by Julia Perry, to approve the removal of College property from the College's inventory system as presented.

Agenda Item #7. Approval to Transfer Unrestricted Fund Balance (Presenter: Mrs. Doeble/Board Liaison: Mrs. Helphenstine) (Page 45)

MOTION by JoAnn Helphenstine, seconded by Mahlan Houghton, to approve a transfer in the amount of \$1,950,000 from the Current Unrestricted Fund 1 to the Unexpended Plant Fund 7 in support of the College's Technology Plan, supporting on-going capital needs including additional parking or parking lot improvements. Approved unanimously.

Agenda Item #8. Approval of the Fiscal Year 2011-12 Budget and Operating Plans (Presenter: Mrs. Doeble/Board Liaison: Mrs. Helphenstine) (Page 47) (Bound backup booklet in rear)

MOTION by JoAnn Helphenstine, seconded by Mahlan Houghton, to approve the Fiscal Year 2011-2012 Operating Budget, Collegiate High Schools Budget, Capital Outlay Budget, Technology Budget, Financing Corporation Budget, Student Tuition and Fees, Investment Policy, and Wage and Salary Schedule as presented. Approved unanimously.

Agenda Item #9. Authorize the College Administration to Contract with Edison State College Financing Corporation to Manage Student Housing (Presenter: Mrs. Doeble) (Page 48)

MOTION by Mahlan Houghton, seconded by Randall Parrish, for approval for the College to manage and operate student housing on behalf of the Financing Corporation as presented. Approved unanimously.

Agenda Item #10. Approval of July 1, 2011 Salary Increases (Presenter: Mrs. Fairfax /Board Liaison: Mrs. Berlam) (Page 49)

MOTION by Ann Berlam, seconded by Randall Parrish, to approve the salary increases for non-instructional employees of the College and all regular employees of the Edison Collegiate High Schools as presented. Approved unanimously.

Agenda Item #11. **PUBLIC HEARING.** Approval to Revise College Policy 6Hx6:1.02 – Duties, Powers, and Responsibilities of the President of the District (Presenter: Mrs. Fairfax) (Page 50)

The Chairman declared the meeting a Public Hearing. MOTION by Ann Berlam, seconded by Mahlan Houghton, to approve revisions to College Policy 6Hx6:1.02 – Duties, Powers, and Responsibilities of the President of the District. Approved unanimously.

Agenda Item #12. Approval to Revise College Policy 6Hx6:1.04 – Board Agendas (Presenter: Mrs. Fairfax) (Page 52)

MOTION by Mary Lee Mann, seconded by JoAnn Helphenstine, to approve revisions to College Policy 6Hx6:1.04 – Board Agendas. Approved unanimously.

**END OF PUBLIC HEARING**

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Agenda Item #13. Approval of Dates, Time, and Locations for District Board of Trustees Regular Meetings for 2011-2012 (Presenter: Dr. Walker) (Page 54)

MOTION by Randall Parrish, seconded by Julia Perry, to approved that the District Board of Trustees meet on the fourth Tuesday of the month at 4:00 p.m. at the locations and dates presented. Approved unanimously.

Agenda Item #14. Election of District Board of Trustees Officers for 2011-2012 (Presenter: Dr. Walker) (Page 56)

NOMINATION of Mary Lee Mann to serve as Chair for 2011-2012 by Washington Baquero, seconded by Mahlan Houghton. NOMINATION of Ann Berlam to serve as Vice Chair for 2011-2012 by Randall Parrish, seconded by Washington Baquero. Approved unanimously.

**Consent Agenda:**

Agenda Item #15. Approval of Personnel Actions (Presenter: Mrs. Fairfax/Board Liaison: Mrs. Berlam) (Page 58) (Bound backup booklet in rear)

MOTION by Ann Berlam, seconded by JoAnn Helphenstine, to approve the list of Personnel Consent Agenda Actions as presented. Approved unanimously.

**Information Only:**

Agenda Item #16. Edison State College Monthly Financial Report (Presenter: Mrs. Doeble/Board Liaison: Mrs. Helphenstine) (Page 59)

Mrs. Doeble presented the Monthly Financial Report for information only.

Agenda Item #17. Edison State College Collegiate High Schools Monthly Financial Report (Presenter: Mrs. Doeble/Board Liaison: Mrs. Helphenstine) (Page 63)

Mrs. Doeble presented the Collegiate High Schools Monthly Financial Report for information only.

Agenda Item #18. Edison State College's Direct Support Organizations' Investment Reports (Presenters: Mrs. Doeble and Mrs. Galloway/Board Liaison: Mr. Houghton) (Page 66)

Mrs. Doeble and Mrs. Galloway presented the Direct Support Organizations' Investment Reports for information only.

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Agenda Item #19. Edison State College Foundation, Inc. 2011-2012 Budget  
(Presenter: Mrs. Galloway/Board Liaison: Mr. Houghton) (Page 69)

Mrs. Galloway presented the 2011-2012 Foundation Budget for information only.

**Written Reports:**

Agenda Item #20. Fire Safety, Sanitation and Casualty Inspection Report (Page 75)

A written report was presented for information only.

Agenda Item #21. Monthly Report on Edison Collegiate High School – Charlotte  
(Page 90)

A written report was presented for information only.

Agenda Item #22. Monthly Report on Edison Collegiate High School – Lee  
(Page 92)

A written report was presented for information only.

Adjournment

The meeting was adjourned at 5:46 p.m.

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Kenneth P. Walker, Secretary  
District Board of Trustees

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Mary Lee Mann, Chair  
District Board of Trustees

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Christopher T. Vernon, Past Chairman  
District Board of Trustees