

Copies of the agenda and all documentation are available for review in the libraries of the campuses located in Charlotte, Collier, Lee, and Hendry/Glades Counties, and are also available on the College website at www.edison.edu/district/board/meetings.php

DRAFT

Agenda

District Board of Trustees Executive Session

Edison State College – Lee Campus

Building AA, Room 166

October 25, 2011

2:30 p.m.

1. Discuss Collective Negotiations

Copies of the agenda and all documentation are available for review in the libraries of the campuses located in Charlotte, Collier, Lee and Hendry/Glades Counties, and are also available on the College website at www.edison.edu/district/board/meetings.php

DRAFT

Agenda

District Board of Trustees Meeting
Edison State College – Lee Campus
Building AA, Room 177
October 25, 2011
4:00 p.m.

Pledge to Flag

Introduction of Guests and Public Comment

Information Reports: *SACS Update*
(Presenter: Dr. Erin Harrell)

Faculty Senate Report
(Presenter: Prof. Don Ransford)

President's Report
(Presenter: Dr. Kenneth P. Walker)

Information and Discussion:

- Chris Vernon
 - Update on Communications with SACS and DOE and Commissioner Robinson relating to course substitutions and Nursing accreditation (as well as update on implementation of AACRAO recommendations)
(Backup in rear pocket)
- Ann Berlam
 - Discussion/Review of SACS Focused Report
 - Discussion/Review of AACRAO Report

Vote to Take Action On:

1. Approval of Minutes Regular Meeting September 27, 2011
(Presenter: Mrs. Mann) (Page 1)

2. Approval to Extend a Utility Easement to EMBARQ FLORIDA, INC., d/b/a CENTURY LINK on the Lee Campus (Presenter: Mr. Nice/Board Liaison: Mrs. Mann) (Page 4)
3. Approval of Personnel Action
(Presenter: Mrs. Fairfax/Board Liaison: Mrs. Berlam) (Page 11)

Consent Agenda:

4. Approval of Personnel Actions
(Presenter: Mrs. Fairfax/Board Liaison: Mrs. Berlam) (Page 70)
5. Financial Services Consent Agenda – Budget Amendments
(Presenter: Mrs. Doeble/Board Liaison: Mrs. Helphenstine) (Page 77)

Information Only:

6. Edison State College Monthly Financial Report
(Presenter: Mrs. Doeble/Board Liaison: Mrs. Helphenstine) (Page 79)

President's Comments

Board Members' Comments

Adjournment

DRAFT
Minutes
Edison State College
District Board of Trustees Meeting
Lee Campus – Classroom Building U, Room 102
September 27, 2011
4:00 p.m.

AGENDA ITEM: 1

The District Board of Trustees of Edison State College met in regular session in Lee County, Florida, on September 27, 2011 at 4:00 p.m. with the meeting called to order by Mary Lee Mann, Chair.

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

Pledge to Flag

Walk-thru Classroom Building U Construction Project

The Chair called a recess at 4:07 p.m. to allow the Board members to take a walk-thru of the Classroom Building U construction project and reconvened at 4:18 p.m.

Introduction of Guests and Public Comment

Professor Don Ransford
Professor William Coughlin

Vote to Take Action On:

Agenda Item #1. Approval of Minutes Regular Meeting August 23, 2011 (Presenter: Mrs. Mann) (Page 1)

MOTION by Mahlan Houghton, seconded by JoAnn Helphenstine, to approve the minutes of the regular meeting August 23, 2011, as presented. Approved unanimously.

Agenda Item #2. Approval to Accept the Completed Construction of the Classroom Building "U" on the Lee Campus (Presenter: Mr. Nice/Board Liaison: Mrs. Mann) (Page 5)

MOTION by Ann Berlam, seconded by Randall Parrish, to approve acceptance of the completed construction of the Classroom Building "U" on the Lee Campus as presented. Approved unanimously.

Agenda Item #3. Approval to Accept the Completed Construction of the Addition to Building "T" on the Lee Campus (Presenter: Mr. Nice/Board Liaison: Mrs. Mann) (Page 6)

MOTION by JoAnn Helphenstine, seconded by Julia Perry, to approve acceptance of the completed construction of the addition to Building "T" on the Lee Campus as presented. Approved unanimously.

Agenda Item #4. Approval of Rank Ordering of Construction Management Firms and Authorizing the Administration to Award a One-Year Contract, with an Option to Extend for Two Additional One-Year Terms, for Construction Services for Projects of \$2,000,000.00 or Less (Presenter: Mr. Nice/Board Liaison: Mrs. Mann) (Page 7)

MOTION by Randall Parrish, seconded by Washington Baquero, to approve the rank ordering of construction management firms as presented in order of preference (1) Wright Construction Group, Inc., (2) Gulfpoint Construction Company, Inc., (3) Maddox Construction Company, (4) Owen-Ames-Kimball Company, (5) GATES Butz Institutional Construction, LLC, and (6) DeAngelis Diamond Construction, Inc.; and to authorize the Administration to enter into a one-year contract(s) for such services with an option to renew for two additional one-year terms, as presented. Approved with Chris Vernon voting no.

Agenda Item #5. Approval of an Identity Theft Prevention Program and Designation of Authority for Future Handling (Presenter: Mr. Lupe) (Page 9)

MOTION by Ann Berlam, seconded by Mahlan Houghton, to approve the Edison State College Identity Theft Prevention Program, and designate the District President or the President's designee as the official responsible for the implementation, administration and oversight of the program, as presented. Approved unanimously.

Consent Agenda:

Agenda Item #6. Approval of Personnel Actions (Presenter: Mrs. Fairfax/Board Liaison: Mrs. Berlam) (Page 18)

MOTION by Ann Berlam, seconded by Randall Parrish, to approve the list of Personnel Consent Agenda actions as presented. Approved unanimously.

Agenda Item #7. Construction Project(s) Change Orders (Presenter: Mr. Nice/Board Liaison: Mrs. Mann) (Page 25)

MOTION by JoAnn Helphenstine, seconded by Mahlan Houghton, to approve the list of change orders in construction contracts as presented. Approved unanimously.

Information Only:

Agenda Item #8. Edison State College Monthly Financial Report (Presenter: Ms. Doeble/Board Liaison: Mrs. Helphenstine) (Page 29)

Ms. Doeble presented the Edison State College Monthly Financial Report for information only.

President's Comments

Board Members' Comments

Adjournment

The meeting was adjourned at 5:31 p.m.

Kenneth P. Walker, Secretary
District Board of Trustees

Mary Lee Mann, Chair
District Board of Trustees

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
October 25, 2011

AGENDA ITEM: 2

Approval to Extend a Utility Easement to EMBARQ FLORIDA, INC., d/b/a CENTURYLINK on the Lee Campus

RECOMMENDATION:

The Administration recommends District Board of Trustees approval to extend an existing utility easement to EMBARQ FLORIDA, INC., d/b/a CENTURYLINK.

STAFF ANALYSIS:

EMBARQ FLORIDA INC. d/b/a CENTURYLINK has requested an extension of a communications systems easement on the corner of Summerlin Road and Cypress Lake Drive. A copy of the easement description and drawing is attached.

DIRECT FISCAL IMPACT: N/A

Funding Source: _____ Amount: \$ _____

Attachments

REQUESTED BY: 
Vice President, Facilities and Information Technology

FUNDING VERIFIED AND APPROVED BY: 
Vice President, Financial Services

APPROVED FOR AGENDA BY: 
District President

SURVEY PLAT

OF A PARCEL LYING IN
SECTION 22, TOWNSHIP 45 SOUTH, RANGE 24 EAST,
LEE COUNTY, FLORIDA
EXHIBIT A

EASEMENT DESCRIPTION
OF A PARCEL LYING IN
SECTION 23, TOWNSHIP 45 SOUTH, RANGE 24 EAST,
LEE COUNTY, FLORIDA
(EDISON COMMUNITY COLLEGE)

A TRACT OF LAND LYING IN THE STATE OF FLORIDA, COUNTY OF LEE, IN SECTION 22, TOWNSHIP 45 SOUTH, RANGE 24 EAST, BEING PART OF OFFICIAL RECORDS BOOK 1727 PAGE 4132 OF THE PUBLIC RECORDS OF LEE COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER (E ¼) CORNER OF SAID SECTION 22; THENCE N.01°26'32"W. ALONG THE EAST LINE OF THE EAST HALF (E ½) OF THE SOUTHEAST QUARTER (SE ¼) OF THE NORTHEAST QUARTER (NE ¼) OF SAID SECTION 22, A DISTANCE OF 472.15 FEET TO THE POINT OF BEGINNING; THENCE S.88°33'28"W., A DISTANCE OF 12.00 FEET; THENCE N.01°26'32"W., A DISTANCE OF 60.00 FEET; THENCE N.88°33'28"E., A DISTANCE OF 12.00 TO AN INTERSECTION WITH THE EAST HALF (E ½) OF THE SOUTHEAST QUARTER (SE ¼) OF THE NORTHEAST QUARTER (NE ¼) OF SAID SECTION 22; THENCE S.01°26'32"E. ALONG SAID EAST LINE OF THE EAST HALF (E ½) OF THE SOUTHEAST QUARTER (SE ¼) OF THE NORTHEAST QUARTER (NE ¼) OF SAID SECTION 22, A DISTANCE OF 60.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 720 SQUARE FEET, OR 0.01 ACRES, MORE OR LESS.

NOTES:

SURVEY BASED ON OFFICIAL RECORD BOOK 1727 PAGE 1432, AS RECORDED IN THE PUBLIC RECORDS OF LEE COUNTY, FLORIDA AND FOUND MONUMENTATION.

BEARINGS ARE BASED ON THE EAST LINE OF THE EAST HALF (E 1/2) OF THE SOUTHEAST QUARTER (SE 1/4) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION 22 AS BEARING N.01°26'32"W.

PARCEL LIES IN FLOOD ZONE "AE", BASE FLOOD ELEVATION OF +7.0'. THIS INFORMATION WAS TAKEN FLOOD INSURANCE RATE PANEL 12071C0417F, WITH EFFECTIVE DATE OF 8-28-2008.

THE F.E.M.A. FLOOD ZONE INFORMATION INDICATED HEREON IS BASED ON MAPS SUPPLIED BY THE FEDERAL GOVERNMENT. THIS FLOOD INFORMATION MUST BE VERIFIED WITH ALL PERMITTING REGULATORY ENTITIES PRIOR TO COMMENCING ANY WORK OR APPLICATION DEPENDENT ON SAID FLOOD INFORMATION.

UNDERGROUND IMPROVEMENTS, UTILITIES AND/OR FOUNDATIONS WERE NOT LOCATED UNLESS OTHERWISE NOTED.

WETLANDS, IF ANY, WHERE NOT LOCATED.

THIS PLAT PREPARED AS A BOUNDARY SURVEY AND IS NOT INTENDED TO DELINEATE THE JURISDICTION OR JURISDICTIONAL AREAS OF ANY FEDERAL, STATE, REGIONAL OR LOCAL AGENCY, BOARD, COMMISSION OR OTHER ENTITY.

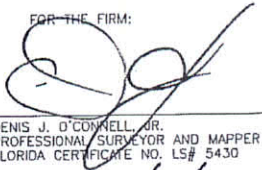
SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS-OF-WAY (RECORDED AND UNRECORDED, WRITTEN AND UNWRITTEN).

DATE OF LAST FIELD WORK: 09-16-2011.

CERTIFIED:

- EMBARQ FLORIDA, INC. D/B/A CENTURYLINK, INC.

FOR THE FIRM:

BY: 
DENIS J. O'CONNELL, JR.
PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA CERTIFICATE NO. LS# 5430

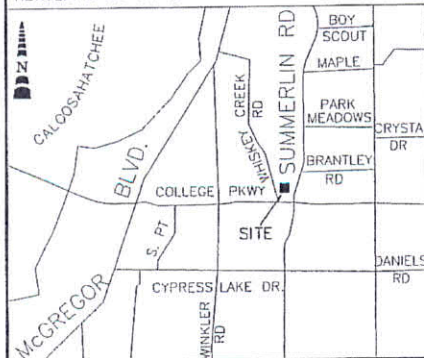
DATE SIGNED: 9/21/11


NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

THIS BOUNDARY SURVEY IS ONLY FOR THE LANDS AS DESCRIBED. IT IS NOT A CERTIFICATE OF TITLE, ZONING, EASEMENTS OR FREEDOM OF ENCUMBRANCES.

THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF AN ABSTRACT OF TITLE AND ALL MATTERS OF TITLE SHOULD BE REFERRED TO AN ATTORNEY AT LAW.

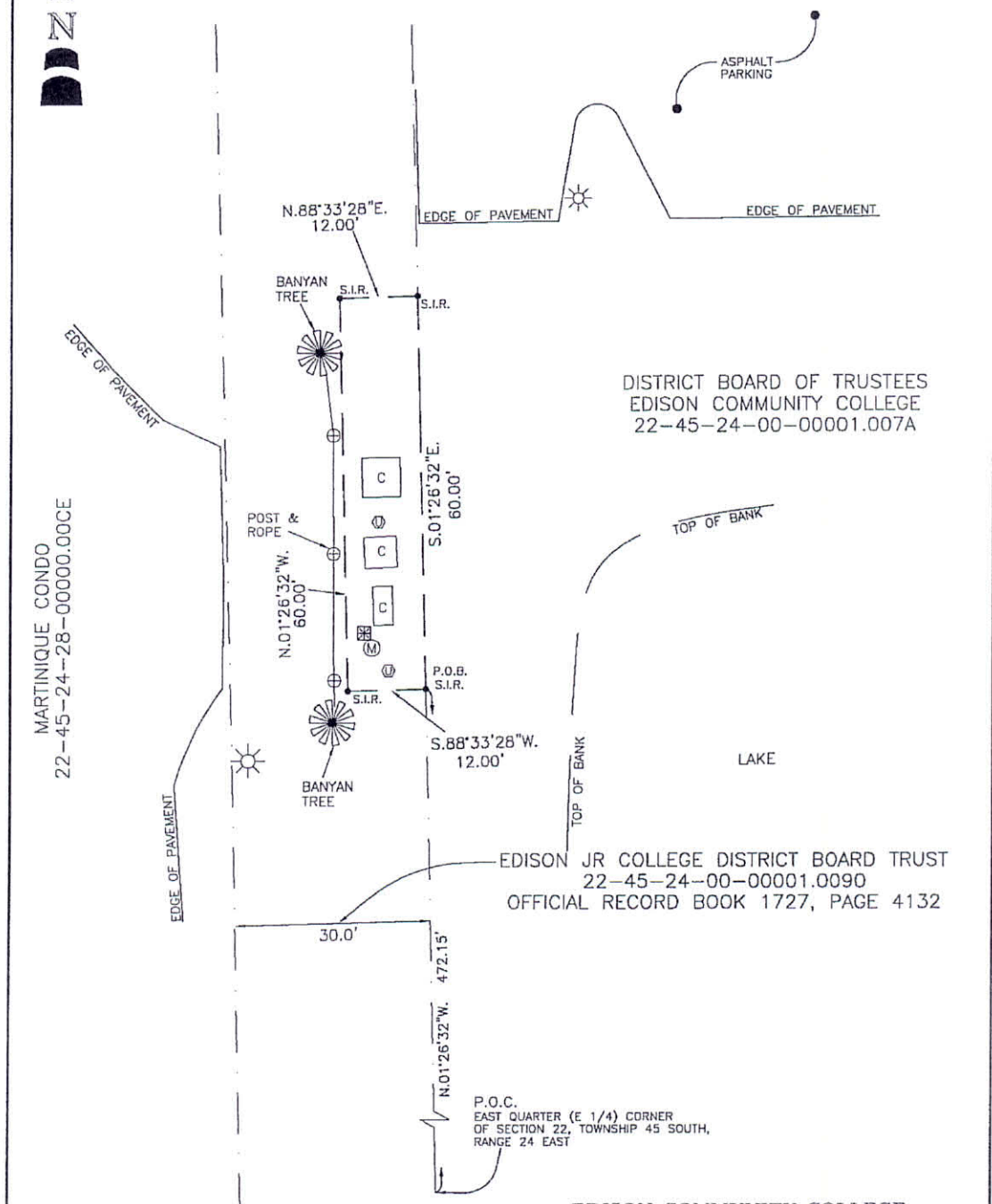
REVISED: 5-20-11 TO CORRECT SCRIVENER'S ERROR RY



EDISON COMMUNITY COLLEGE			
TITLE: SKETCH OF DESCRIPTION			
		METRON	
SURVEYING & MAPPING, LLC		10970 S. CLEVELAND AVENUE, SUITE #605 FORT MYERS, FLORIDA 33907 PHONE: (239) 275-8575 FAX: (239) 275-8457	
LAND SURVEYORS-PLANNERS LB# 7071		www.metronfl.com	
FILE NAME: 11800SR.DWG	FIELD BOOK/PAGE: 490/25	PROJECT NO.: 11800	SHEET: 1 OF 2
SURVEY DATE: 9-16-2011	DRAWN BY: DJO	SCALE: 1" = 20'	CHECKED BY: TLM
		FILE NO. (S-T-R) 22-45-24	

SURVEY PLAT

OF A PARCEL LYING IN
SECTION 22, TOWNSHIP 45 SOUTH, RANGE 24 EAST,
LEE COUNTY, FLORIDA
EXHIBIT A



LEGEND:

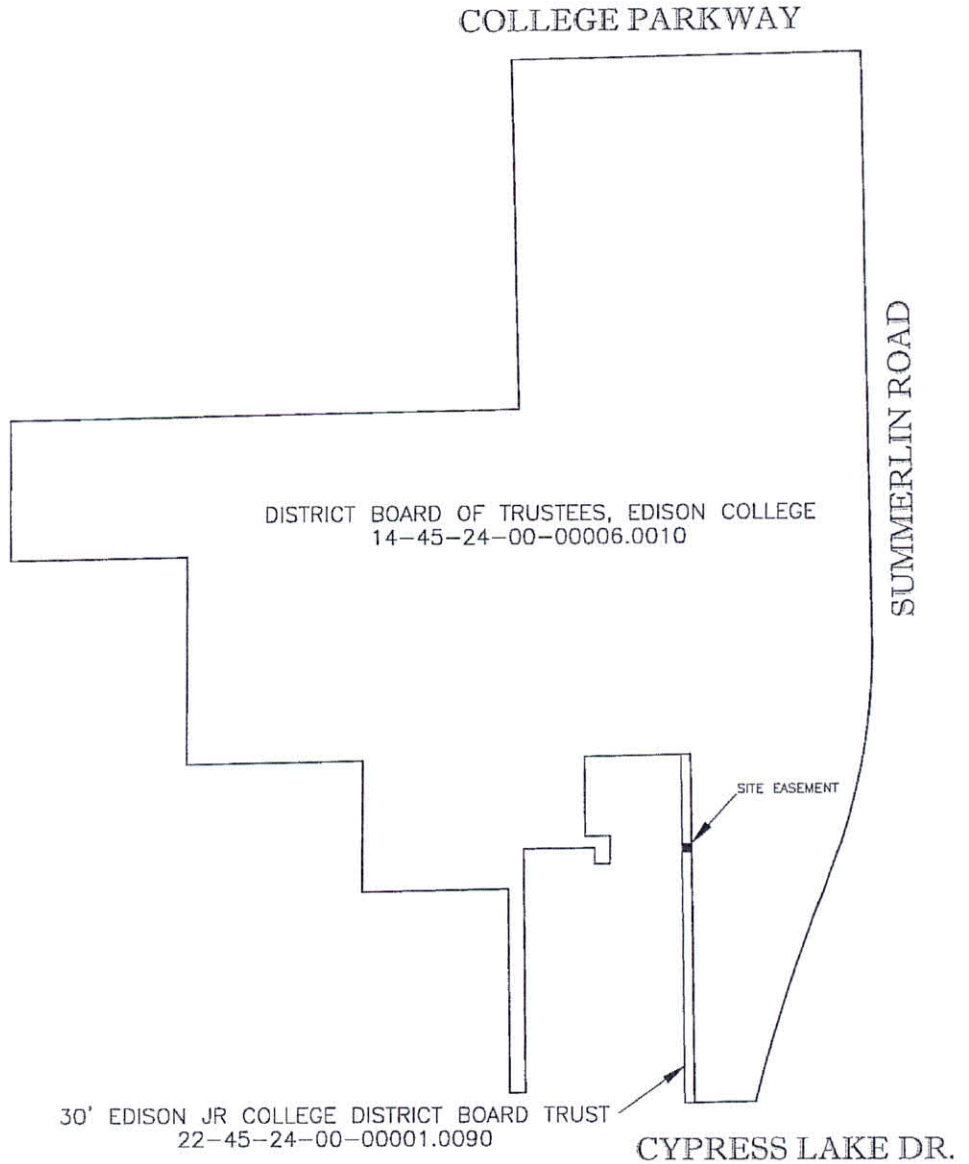
- P.O.C. = POINT OF COMMENCEMENT
- P.O.B. = POINT OF BEGINNING
- S.I.R. = SET 5/8" IRON ROD & CAP, LB 7071
- EOP = EDGE OF PAVEMENT
- = LIGHT POLE
- = TELEPHONE PEDESTAL
- = CONCRETE PAD WITH EQUIPMENT
- = ELECTRIC BOX
- = ELECTRIC METER

EDISON COMMUNITY COLLEGE			
TITLE: SKETCH OF DESCRIPTION			
 METRON SURVEYING & MAPPING, LLC		10970 S. CLEVELAND AVENUE, SUITE #605 FORT MYERS, FLORIDA 33907 PHONE: (239) 275-8575 FAX: (239) 275-8457 www.metronfl.com	
LAND SURVEYORS-PLANNERS LB# 7071			
FILE NAME:	FIELD BOOK/PAGE:	PROJECT NO.:	SHEET:
11800SR.DWG	490/25	11800	2 OF 2
SURVEY DATE:	DRAWN BY:	SCALE:	CHECKED BY:
9-16-2011	DJO	1" = 20'	TLM
		FILE NO. (S-T-R)	
		22-45-24	

6

EXHIBIT

OF A PARCEL LYING IN
SECTION 22, TOWNSHIP 45 SOUTH, RANGE 24 EAST,
LEE COUNTY, FLORIDA
EXHIBIT B



PARENT PARCEL DETAIL EDISON STATE COLLEGE

LEGEND:

- P.O.C. = POINT OF COMMENCEMENT
- P.O.B. = POINT OF BEGINNING
- S.I.R. = SET 5/8" IRON ROD & CAP, LB 7071
- EOP = EDGE OF PAVEMENT
- = LIGHT POLE
- = TELEPHONE PEDESTAL
- = CONCRETE PAD WITH EQUIPMENT
- = ELECTRIC BOX
- = ELECTRIC METER

TITLE: SKETCH OF DESCRIPTION			
	METRON		10970 S. CLEVELAND AVENUE, SUITE #605
	SURVEYING & MAPPING, LLC		FORT MYERS, FLORIDA 33907 PHONE: (239) 275-8575 FAX: (239) 275-8457
LAND SURVEYORS-PLANNERS		www.metronfl.com	
LB# 7071			
FILE NAME:	FIELD BOOK/PAGE:	PROJECT NO.:	SHEET:
11800SR.DWG	490/25	11800	1 OF 1
SURVEY DATE:	DRAWN BY:	SCALE:	CHECKED BY:
9-16-2011	JDF	1" = 20'	DJO
FILE NO. (S-T-R)			
22-45-24			

Document Prepared by:
Victoria S. Bucher
CenturyLink
425 North 3rd Street
FLLSBB0301-3009
Leesburg, FL 32748

After Recording Return Document to:
William Paul
Embarq Florida, Inc.
4195 Kings Highway
Port Charlotte, FL 33980
Stamps: \$

COMMUNICATION SYSTEM EASEMENT

This Communication System Easement and the rights contained herein are granted by **EDISON STATE COLLEGE** ("Grantor") whose address is 8099 College Parkway, Fort Myers, FL 33919.

For good and valuable consideration, the receipt and sufficiency of which are acknowledged by Grantor, Grantor, for itself, its successors and assigns, grants to **EMBARQ FLORIDA, INC., d/b/a CENTURYLINK, 100 CenturyLink Drive, Monroe, LA 71203**, its successors, assigns, lessees, licensees and agents ("Grantee"), subject to the terms stated herein, a perpetual and non-exclusive easement ("Easement") to install, construct, operate, maintain, expand, replace and remove a communication system that Grantee may from time to time require, consisting of but not limited to underground cables, wires, conduits, manholes, drains, splicing boxes, surface location markers, equipment cabinets and associated wooden or concrete pads, aerial lines or cables, towers, poles, buildings and other facilities or structures as are reasonably necessary for Grantee to exercise the rights granted to it in herein, upon, over, through, under and along a parcel of land described on Exhibit "A" ("Easement Tract"), said Easement Tract being a portion of the real property legally described on Exhibit "B" ("Property"), both exhibits being attached hereto and incorporated by reference herein.

The grant of Easement also gives to Grantee the following rights: (a) the right of ingress and egress over and across the Easement Tract and Property and any real property owned or controlled by Grantor that is adjacent to the Easement Tract or Property for the purpose of Grantee exercising the rights granted to it herein; (b) the right to clear and keep clear all trees, roots, brush and other obstructions from the surface and sub-surface of the Easement Tract that interfere with Grantee exercising the rights granted to it herein; (c) the right to permit the carry-in and attachment of the conduit, wires, cables or other such items of any other entity or person as may be required by law; and (d) at Grantee's expense, the right to bring to and to place at the Easement Tract electrical or other utility service for Grantee's use, and if required by the utility, Grantor will grant a separate easement to the utility for the purpose of utility having access to the Easement Tract.

Grantor will have the right to use and enjoy the Easement Tract so long as Grantor's use does not materially interfere with the rights granted to Grantee herein. Grantor will not erect any structure or plant trees or other vegetation within the Easement Tract.

Signed by Grantor this _____ day of _____, 2011

GRANTOR: Edison State College

By: _____

WITNESS #1


Print Name: _____

Print Address: _____

Printed Name

WITNESS #2

Printed Name

APPROVED AS TO FORM:

BY: _____
Office of General Counsel

STATE OF _____ AND COUNTY OF _____. The foregoing instrument was acknowledged before me the _____ day of _____, 20____, by _____ who is personally known to me or having produced _____ as identification, and who did (did not) take an oath.

(Type of Identification)

My Commission Expires:

Notary Public, Signature

Print Name

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
October 25, 2011

AGENDA ITEM: 3

Approval of Personnel Action.

RECOMMENDATION:

The Administration recommends District Board of Trustees approval of the termination for cause of Dr. George S. Atkins.

STAFF ANALYSIS:

The District President recommends the termination of George S. Atkins, Ph.D. as the Vice President of Academic Affairs. The basis for this recommendation is set forth in the letter attached hereto.

This action has been reviewed by General Counsel and discussed with the Board Liaison. It is recommended that this action be approved.


Attachment(s)

DIRECT FISCAL IMPACT:

Funding Source N/A Amount: \$ 0

Attachment

REQUESTED BY: 
Vice President, Human Resources

REVIEWED BY: 
General Counsel

FUNDING VERIFIED AND APPROVED BY: 
Vice President, Financial Services

APPROVED FOR AGENDA BY: 
District President



EDISON STATE
COLLEGE
PRESIDENT

October 11, 2011

Dr. George S. Atkins
Vice President, Academic Affairs
Edison State College
8099 College Parkway
Fort Myers, Florida 33919

Dear Dr. Atkins:

Over the past two months, it has become evident that you no longer wish to work under my supervision as President of Edison State College. I have observed a complete lack of collegiality in our working relationship and a number of instances of acts of insubordination. The acts of insubordination include the following:

1. You violated your obligation as stated in the Administrative Leadership Agreement that you signed on April 28, 2011 to "Keep the District President fully informed of all significant developments." *pages 15-21*
2. On July 11, 2011, you sent an e-mail to Dr. Barry Goldstein of the Southern Association of Colleges and Schools (SACS), without my knowledge and without first informing me or consulting with me about the content of the e-mail. The e-mail alleged information about the course substitution issue which has questionable validity. Dr. Goldstein sent me a copy of the email and referred to it as "unsolicited information". You did this knowing that the SACS reaffirmation process is one of my top priorities and an issue of critical concern to me. *pages 22-24*
3. You made a telephone call to Dr. Goldstein, on or about September 14, 2011, giving him additional information about the nursing program accreditation issue without informing me or consulting with me about the matter. This resulted in another letter from Dr. Goldstein to me dated September 14, 2011 in which he stated your call "raises concern about Edison State College's ongoing compliance with the Principles of Accreditation." Again, you did this without my knowledge and without first informing me or consulting with me about the telephone call. *pages 25-27*
4. You ignored my directives about meeting my deadlines for final completion of the SACS Focused Report and you also failed to discuss any problems in meeting my deadlines with me or request additional time. *pages 28-53*

8099 College Parkway
Fort Myers, Florida 33919
(239) 489-9211 • Fax (239) 489-9341

www.edison.edu

Edison State College is an equal access, equal opportunity organization



Dr. George S. Atkins
Page 2
October 11, 2011

As a result, I had to sign the document without an opportunity to read and study it before signing and shipping by the deadline. On the morning that the report was sent to SACS, you were not present in the office. I personally had to come to the office that Friday morning, September 30th, and work on making final adjustments, supervise assembling the materials to be put in the boxes, and personally deliver the boxes to FedEx.

5. On October 5, 2011, you had your assistant inform personnel in Dean Zimmerman's Baccalaureate Programs office that they would be reassigned and moved to a new location. Although you had a preliminary discussion with me and later with Dean Zimmerman about adding additional duties to her job, and making a change in the student admission process, you did not submit a recommended organization plan for my written approval. *pages 54-55*

6. When I exercised my authority as District President to change the reporting structure for the Student Services and Registrar offices, as we had previously agreed, you discussed your dissatisfaction with others, but not with me.

7. You have failed to respond to my repeated requests that you come to visit me in my office to establish a collegial working relationship and a proper professional rapport that must exist between a President and his Vice President for Academic Affairs. Neither have you spoken with me about any concerns regarding our professional relationship. It has become evident to many people in our work environment that you do not wish to work with me as President of Edison State College.

8. You failed to inform me that you received an email on August 12, 2009 advising you of three issues regarding course substitutions, one of which stated, "Granting of course substitutions in manner that does not result in degree compliance." On May 17, 2010, an email was sent from your office to various administrative staff requesting a "meeting with you to discuss course substitutions - - auditing course waivers and substitutions for graduation." These two emails clearly contradict the statement in your email of July 11, 2011 to Dr. Goldstein in which you state, "I became aware of the problem in December 2010 and implemented measures to stop the practice." *pages 56-69*

In light of these acts of insubordination, it is obvious that you can no longer serve in the position of Vice President of Academic Affairs for Edison State College and that your continuation in this position is detrimental to conducting the work of the College.



Dr. George S. Atkins
Page 3
October 11, 2011

On October 11, 2011, the details of this situation were discussed with you. You elected not to voluntarily resign. I must now regrettably inform you that I will be recommending to our Board of Trustees that you be terminated from your position as Vice President of Academic Affairs for Edison State College. Until that time, you are being placed on leave with pay.

During the time between now and the Board Meeting, I am asking that you refrain from coming on any of the Edison State College campuses without prior permission from the Human Resources Department. Please direct any questions you may have regarding your employment status to Mrs. Pamela Fairfax, Vice President of Human Resources.

Yours Truly,

A handwritten signature in black ink, appearing to read 'K. Walker', written over a horizontal line.

Kenneth P. Walker,
District President

KPW/FB

Dr. George S. (Steve) Atkins, Vice President, Academic Affairs
ADMINISTRATIVE LEADERSHIP AGREEMENT
April 28, 2011

As an executive officer of Edison State College, I understand and accept the fact that I have full responsibility to perform according to standards prescribed in this agreement.

I have the authority necessary to carry out the responsibilities stated in my position description. I accept the authority given to me and I will:

1. Follow College philosophy; Board or administrative policy; and federal, state, or local laws and regulations. I will carry out this authority to the highest standards of ethical and moral behavior.
2. Commit the College to contract obligations only when authorized in my position description. Other contract obligations may be made only after they have been coordinated with the District President, and written consent has been obtained.
3. Involve the College only in activities that fall within its written mission.
4. Stay within my approved budget.
5. Follow College policy in managing my budget.
6. Follow College policy in the employment, termination or alteration of the position or compensation of any College employee.

Responsibilities of Leadership Position

The following are general responsibilities of my position. I understand them and agree to:

1. Receive and properly exercise commensurate authority to accomplish all assigned duties and responsibilities, and accept full accountability to the District President for all results.
2. Assign responsibility and commensurate authority to the organizational level under my supervision in which the work can be carried out most efficiently.

Administrative Leadership Agreement

April 28, 2011

Page 2

3. Maintain a thorough knowledge and understanding of and operate according to all objectives, policies, plans and procedures, laws, rules and regulations related to my area of responsibility and require the same of all persons under my jurisdiction.
4. Develop necessary objectives, policy, plans and procedure statements governing operations under my control, making certain they are in harmony with the College objectives, policies and procedures.
5. Determine the organization plan and manpower requirements necessary for the attainment of the established objectives.
6. Recommend to the District President changes as warranted.
7. Plan and schedule work so that it can be carried out efficiently, effectively, and safely.
8. Provide for optimum utilization and development of employees under my jurisdiction, and ensure that positions are staffed with competent people, that proper and corrective action is taken when it is required, and that replacements are trained and developed so that qualified successors are available for key positions when needed.
9. Strive constantly toward simplification and consolidation of all activities, and to effect cost reduction by eliminating nonessential activities or expenses under my authority.
10. Keep up to date and well informed on all matters that would contribute to efficiency, improvement, and progress throughout my area of responsibility.

Relationships

I further agree to:

1. Notify the District President promptly whenever I receive an inquiry or a request on any matter from a member of the Board of Trustees.

2. Review my major activities and plans with the District President and seek the benefit of his thinking on significant policy matters.
3. Keep the District President fully informed of all significant developments.
4. Coordinate promptly with the District President all policy matters which require his action.
5. Establish the communication and coordination necessary for effective operations within my own organization, and keep other personnel with whom I have dealings informed of anything affecting them which I or my colleagues undertake.
6. Seek, receive, and utilize the advice, assistance, consultation and guidance available from other persons within the College with respect to any action or decisions as appropriate.
7. Maintain high individual and team morale among my colleagues through effective leadership, guidance, counsel, and communication; and create a work atmosphere in which associates can develop the knowledge, abilities and personal qualities necessary for the proper functioning of the College.

Evaluation

I understand and agree to be evaluated on the basis of:

1. My effectiveness in handling daily operating functions for which I am responsible.
2. My initiative, creativity, cost-effectiveness, and attitude in the performance of my job.
3. The results I obtain for the progress of the College.

Administrative Leadership Agreement


4-28-11

Page 4

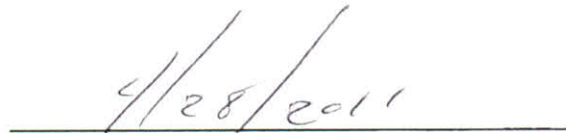
Assurances

1. All recommendations, questions, and counsel on College policy matters, regarding my area of responsibility will be coordinated with the District President and will be personally handled by me.
2. All directives issued by me will be in my name, and in no case will the District President's name be used as basis for decisions I make.
3. I will make it clear to all personnel subject to my jurisdiction that they must function within channels.
4. Appeals to the District President will be in writing with appropriate acknowledgment through channels.


_____ Title




SIGNATURE
VP, Academic Affairs



DATE



DISTRICT PRESIDENT



DATE



**CONTRACT OF EMPLOYMENT FOR
ADMINISTRATIVE PERSONNEL OF EDISON STATE COLLEGE**

STATE OF FLORIDA
COUNTY OF LEE

THIS CONTRACT is entered into between the District Board of Trustees of Edison State College, Florida, hereinafter called the Board, and Dr. George Atkins, hereinafter called the Employee. In consideration of the mutual agreements, covenants, terms, and conditions herein contained, the parties agree as follows:

1. The Board agrees to employ the Employee and the Employee agrees to accept the position of Vice President, Academic Affairs at Edison State College ("College") for the period beginning July 1, 2011, and ending June 30, 2012, and to pay the Employee for services rendered not less than \$141,100.34 annually in semi-monthly installments.

2. The Employee is required to perform those services specified in the official Job Description, which is attached hereto and incorporated herein, which Job Description is subject to amendments by the Board as it deems appropriate. The Board, the President, or the President's designee, may transfer, assign, or reassign the Employee to an alternate position within the College provided the services required are determined by the Board, the President, or the President's designee, to be in the best interests of the College, and the salary shall remain unchanged for the remainder of the contract year in which the reassignment is made.

3. The Employee agrees to perform those services required for the aforementioned position, or of an alternate position if reassignment is deemed necessary, in a location designated by the Board, the President, or the President's designee, and agrees not to be absent from duty without authorized leave or released from this contract by the Board. In the event the services have not been completed on the final day of this contract term, the Board may withhold the last month's salary until the duties have been performed to the satisfaction of the Board, the President, or the President's designee.

4. If the Employee is employed in a special project or grant, which is terminated or the funds available for the grant or special project are reduced or eliminated, this contract may, in the sole discretion of the Board, be terminated, and the employee shall not perform, or be entitled to be paid for, services rendered after the termination date.

5. The College may suspend or dismiss the Employee for cause described herein, pursuant to law, the rules of the State Board of Education, and/or College policy. In addition, the College may terminate this contract in the event of insufficient legislative funding, a reduction in force deemed necessary by the College, reorganization or reduction/ elimination of program(s), or other financial exigencies. In the event the contract is terminated for any such reason the Employee shall not perform any further services, or be entitled to receive any further compensation, after the effective termination and/or dismissal date.

6. The College may terminate this contract and the employee immediately, at any time, for cause. Cause may be deemed to include, but not necessarily be limited to:

(a) any willful and/or material failure by the employee to perform the employee's duties or responsibilities under the terms of this contract;

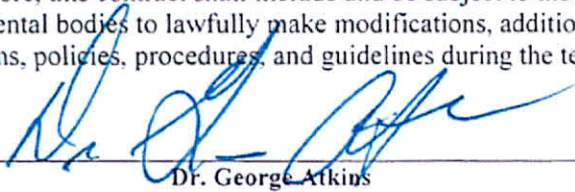
(b) the commission of any fraud, immorality, misconduct in office, act of theft, financial dishonesty, or any act which the College in its reasonable judgment determines has a material adverse effect on the College, the College's administration, the College's faculty relations, student relations, public relations or fundraising efforts;

(c) a serious and deliberate violation of a state or federal law, rule, regulation, or constitutional provision, or of a College regulation, rule or policy, which violation may in the judgment of the College adversely reflect upon and/or adversely affect the College; or

(d) prolonged chronic and/or excessive absences from duty without the College's consent or approval.

7. The parties agree that neither the Employee nor the Board or College owes any further contractual obligation to the other after the contract-ending date set forth in section 1 above except the Employee's obligation to perform uncompleted duties in accordance with paragraph 3. It is expressly understood that this contract shall not create the expectancy of employment beyond the term of the contract.

8. This contract shall include, and be subject to, all applicable laws and all applicable administrative rules, policies, and procedures, adopted or promulgated by the State Board of Education, the District Board of Trustees at Edison State College, Edison State College, and all other state or local governmental agencies having jurisdiction to take action affecting the operations of this College. Furthermore, this contract shall include and be subject to the right of the Board or College and the governmental bodies to lawfully make modifications, additions, and deletions to those laws, rules, regulations, policies, procedures, and guidelines during the term of this contract.

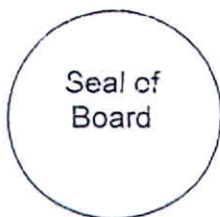


Dr. George Atkins

5/12/2011
Date

Given under our hands and seals this 26th day of April 2011, at Fort Myers, Florida.

The District Board of Trustees of EDISON STATE COLLEGE, Florida



By _____
Chairman

Attest _____
President

This contract must be signed and returned to the Human Resources office by not later than June 1, 2011.




CONTRACT ADDENDUM

In accordance with Florida Statute 1001.65 Community College President; powers and duties, the Edison State College President hereby agrees and contracts to provide the following benefits in addition to the annual salary delineated in the separate contract and to the regular benefits provided to all College employees to Dr. George Atkins as Vice President, Academic Affairs from July 1, 2011 through June 30, 2012. Compensation increases will be determined annually by the President.

1. An annual college development allowance of \$2,500.00.

This Contract Addendum approved and executed this 26th day of April 2011.



Dr. George Atkins
Vice President, Academic and Student Affairs

5/12/11
Date



Dr. Kenneth P. Walker
President

5/19/11
Date

Barry Goldstein

From: George S. Atkins <George.Atkins@edison.edu>
Sent: Monday, July 11, 2011 3:02 PM
To: Barry Goldstein
Cc: rbuczyna@edison.edu
Subject: Important -need help

Dr. Goldstein,

I'm in need of advice related to how Edison State has awarded credits for its AS degrees. Basically, the college for the past 5 – 6 years allowed students to substitute unrelated general education requirements for core program level requirements. It seems that the intent of the college was to increase enrollments in at least one of the new baccalaureate degrees. I became aware of the problem in December, 2010 and implemented measures to stop the practice.

At the time the compliance certification was sent to the off-site committee, it was my belief that the college was in compliance with all relevant standards. As you may be aware, I left Edison for a few weeks and on my return found that the college graduated additional students during spring 2011 that lacked core requirements.

Please advise on the manner in which the college needs to proceed. My thinking is that we need to fully disclose in the focused report.

I anxiously look forward to your response. If needed you can contact me on my cell phone (336-710-9122).

Sincerely,
Steve Atkins

Please note: Due to Florida's broad open records law, most written communication to or from College employees is public record, available to the public and the media upon request. Therefore, this e-mail communication may be subject to public disclosure.

[You are the Key to Information Security. Click Here to Learn More.](#)

FB-COPY



RECEIVED

AUG - 1 2011

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

EDISON STATE COLLEGE
PRESIDENT

1866 Southern Lane • Decatur, Georgia 30033-4097
Telephone 404/679-4500 Fax 404/679-4558
www.sacscoc.org

July 26, 2011

Dr. Kenneth P. Walker
District President
Edison State College
8099 College Parkway SW
Fort Myers, FL 33919

Dear Dr. Walker:

The Commission's policy, "Standing Rules, Commission on Colleges, Executive Council, and the College Delegate Assembly," (available at www.sacscoc.org) stipulates that the Commission give appropriate consideration to significant accreditation-related unsolicited information revealed about an institution between periods of scheduled review. This policy provides that an institution be afforded the opportunity to respond to concerns raised by the review of the unsolicited information.

I am writing you today because of a recent communication from Dr. Steve Adkins and articles regarding alleged inappropriate awarding of degrees at Edison State College. This raises concern about Edison State College's ongoing compliance with the Principles of Accreditation. Edison State College is in the middle of its reaffirmation process having just gone through the off-site review and currently preparing its focused report for an on-site visit in November.

In light of these circumstances, and in accordance with the Commission's policy on handling unsolicited information, I am requesting that the institution include in their focused report, narrative and documentation of its compliance with the following standards of the Principles of Accreditation:

- ① • Core Requirement 2.7.2 (Program Length)
- ② • Core Requirement 2.7.3 (Program Content)
- ③ • Comprehensive Standard 3.4.5 (Academic Policies)
- ④ • Comprehensive Standard 3.4.6 (Practices for Awarding Credit)
- ⑤ • Comprehensive Standard 3.5.3 (Undergraduate Program Requirements)
- ⑥ • Federal Requirement (4.2 (Program Curriculum)

While these were not part of the non-compliant areas identified by the off-site committee, you will need to respond to these areas both globally and specifically to the issue identified by Dr. Atkins in his email to me (see attached) and in the newspaper articles published on July 15, 2011.

As you know, your focused report is due in the SACSCOC Office and to the committee at least four weeks prior to your on-site visit but preferably six weeks prior to the visit. This would mean the materials would be in the hands of the on-site committee and in my office in or around September 27, 2011.



Dr. Kenneth P. Walker
July 26, 2011
Page Two

The institution's response will be reviewed as part of the reaffirmation process since the on-site committee has not yet visited your campus.

If you have any questions, please feel free to contact me at 404.679.4501, Ext. 4521.

Sincerely,

A handwritten signature in black ink that reads "Barry D. Goldstein".

Barry D. Goldstein, Ph.D.
Vice President

BDG:ch

Enclosure

cc: Dr. Belle S. Wheelan
Dr. Steve Atkins



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

September 14, 2011

RECEIVED

SEP 19 2011

EDISON STATE COLLEGE
PRESIDENT

Dr. Kenneth P. Walker
District President
Edison State College
8099 College Parkway SW
Fort Myers, FL 33919

Dear Dr. Walker:

The Commission's policy, "Standing Rules, Commission on Colleges, Executive Council, and the College Delegate Assembly," (available at www.sacscoc.org) stipulates that the Commission give appropriate consideration to significant accreditation-related unsolicited information revealed about an institution between periods of scheduled review. This policy provides that an institution be afforded the opportunity to respond to concerns raised by the review of the unsolicited information.

I am writing you today because of a recent communication from Dr. Steve Atkins and Fox news articles regarding alleged inappropriate publication of accreditation information as it relates to Edison State College's BSN program. This raises concern about Edison State College's ongoing compliance with the *Principles of Accreditation*. Edison State College is in the middle of its reaffirmation process having just gone through the off-site review and currently preparing its focused report for an on-site visit in November.

In light of these circumstances, and in accordance with the Commission's policy on handling unsolicited information, I am requesting that the institution include in their focused report, narrative and documentation of its compliance with the following standard of the *Principles of Accreditation*:

- Federal Requirement 4.6 (Recruitment Material)

While this was not part of the non-compliant areas identified by the off-site committee, you will need to respond to this area both globally and specifically to the issue identified by Dr. Atkins (telephone conversation) and in the Fox news articles.

As you know, your focused report is due in the SACSCOC Office and to the committee at least four weeks prior to your on-site visit but preferably six weeks prior to the visit. As we discussed today, you indicated that you would have the materials to the Commission and the Committee by **October 4, 2011**.

The institution's response will be reviewed as part of the reaffirmation process since the on-site committee has not yet visited your campus.

If you have any questions, please feel free to contact me at 404.679.4501, Ext. 4521.

Sincerely,

Barry D. Goldstein, Ph.D.
Vice President

BDG:ch

Enclosure

cc Dr. Belle S. Wheelan
Dr. Steve Atkins

Kenneth Walker

From: Barry Goldstein [bgoldstein@sacscoc.org]
Sent: Wednesday, September 14, 2011 10:19 AM
To: Kenneth Walker
Cc: George S. Atkins; belle.wheelan@sacscoc.org
Subject: follow-up to telephone conversation

Ken,

I am following up with you to confirm that you will provide the materials to the on-site committee by October 4, 2011. You do not need a formal extension from Dr. Wheelan since that time frame is still within the 4-6 week timeframe outlined in our Handbook for Reaffirmation.

Also, I want to be sure that in your focused report you also provide information on continuing compliance with FR 4.6 (Recruitment materials). I ask for this in light of the unsolicited information we have received about your nursing program. You have already been asked in a formal letter dated July 26, 2011 to respond to other unsolicited information. I will send you a formal letter for this additional information in your focused report as well.

Sincerely,

Barry

Barry D. Goldstein, Ph.D.
Vice President
SACS Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4501 ext 4521
bgoldstein@sacscoc.org
Assistant: Mrs. Cecille Hadgu (ext 4523)
chadgu@sacscoc.org

MEMO TO KPW SACS FILE

9-14-11

On Wednesday, September 14, 2011, I telephoned Dr. Belle Wheelan to seek advice on how to handle some issues regarding accurate completion of the Focused Report to SACS. I requested an extension of time until October 4, 2011 for submission of this report. Dr. Wheelan said she would approve the extension if Dr. Goldstein had no problem with the extension date.

I telephoned Dr. Goldstein the same day, and explained the situation to him and he granted the extension until October 4, 2011. He told me that he would notify Dr. Wheelan of his approval.

I discussed with Dr. Wheelan and Dr. Goldstein some issues I have discovered regarding inaccurate information and sought their advice on how to handle this situation. They told me that the requirement is that we report any non-compliance issues, that we correct those issues, and that we document how the issues have been corrected.

Drs. Wheelan and Goldstein said that a historical chronology of what happened or how it happened was not required. They said that the SACS Visiting Committee wants to know if we are in compliance at the time of their visit and if we have been factual in our Focused Report.

Drs. Wheelan and Goldstein said that it is not a question of whether we have been out of compliance - whether it be for several years or one year. The question is, are we now in compliance and is that clearly documented.

I was told that I have the right as President of the institution to change and/or rewrite any narrative that I might disagree with in the Focused Report. It was stated that I am, as the College President, the member of SACS, and that my signature is required on the report and that I have the right to be sure that this report reflects what I believe is the accurate status of the College.

Kenneth Walker

From: Pat Land
Sent: Tuesday, August 09, 2011 1:14 PM
To: Kenneth Walker
Subject: FW: RE: Focused Report Writing Group

-----Original Message-----

From: rbuczyna@edison.edu [<mailto:rbuczyna@edison.edu>]
Sent: Saturday, August 06, 2011 12:41 PM
To: Pat Land
Subject: Re: RE: Focused Report Writing Group

Hi Dr. Land: I am sorry I did not respond to your email until today. There were some urgent requests on Friday that I did not anticipate. I understand what Dr. Walker would like to see and will be working on that this weekend and early next week and will present that to Dr. Atkins and our Writing Group on Thursday. Dr. Jill White has looked at five of our first drafts and offered excellent insight and suggestions that will greatly help our progress. I will share the timeline with you also to make sure I am moving in the right direction. Thanks for your help and support. Bobbie

----- Original Message -----

From: Pat Land <pland@edison.edu>
Date: Friday, August 5, 2011 9:30 am
Subject: RE: Focused Report Writing Group
To: rbuczyna@edison.edu

> Thanks for the information! I believe Dr. Walker was looking for a
> chart that included all of these deadlines and a stepped process that
> would include internal review and his review...due dates, etc.
> so that all could easily see. Do you have that? If not, I'm working
> out of the president's office today and would be glad to talk with
> you. Thanks!

>
>

> -----Original Message-----

> **From:** rbuczyna@edison.edu [<mailto:rbuczyna@edison.edu>]
> **Sent:** Thu 8/4/2011 3:32 PM
> **To:** Amanda Pollitt; Cindy Lewis; Gina Doeble; James Daniels
> (jmdaniels); Kathy Clark (kclark); Kenneth Walker; Kevin N.
> Shriner; Lori Kremiski Bronder; Mark Savage; Martha Ambrose (mambrose);
> Mary Myers; Maureen L. McClintock; Pamela Fairfax; Pamela Mangene; Pat
> Land; rbuczyna@edison.edu; Robert Jones; dransford@edison.edu; Thomas
> Rath; Tracey Galloway; William Wilcox (bwilcox); Edith Pendleton;
> Frances Brennan
> **Cc:** George S. Atkins
> **Subject:** Focused Report Writing Group

>
> Hello Everyone: As a follow-up to my announcement yesterday that we had
> sent the first drafts of five of the sections for the Focused Report
> to Jill White who will be working with us; I am attaching the list of
> the writers of the Focused Report. Our next Writing Group meeting will
> be on August 11. We should have Dr. White's comments about the first
> drafts by that time. Bobbie Buczyna

Focused Report Writing Group Schedule

Group Members: Eileen DeLuca, Kevin Coughlin, Mary Myers, Pam Mangene, Kristen Zimmerman, Bob Beeson, Gina Doeble, Billie Silva.
 Internal Consultants: Maureen McClintock, Tom Rath. Editor: Edith Pendleton **Dr. Steve Atkins**
 External Consultant: Dr. Jill White

<u>Important Deadlines</u>	<u>Task</u>	<u>Responsible Party</u>
Thursday, August 11, 3:00PM, TLC through Wednesday August 17	First meeting with Writing Group to review timeline for focused report and review of some of the first drafts. Set deadlines and dates. Form writing teams to start/continue drafts for each section. All focused report standards have draft narratives turned in.	ALL
Thursday, August 18-Wednesday, August 24 No Meeting due to Convocation.	Review drafts and make changes. Discuss documentation. Send all drafts to Dr. White by Monday, August 22 for comments and suggestions.	ALL Bobbie
Thursday, August 25 -Wednesday, August 31	Meet to work on editing, reviewing, adding documentation, formatting, etc. continue through Wednesday, August 31. Set up link format for documentation and populate documentation list. Send all drafts during week to Dr. White for her comments and suggested changes.	ALL Bobbie Bobbie
Thursday, Sept. 1-Wednesday, Sept 7	Meet to review changes and edit, gather documentation. Continue linking documentation and populating documentation list. Work with Mark to verify web page setup.	ALL Bobbie
Thursday, Sept. 8-Wednesday, Sept. 14	Meet to make changes and edits, and link documentation. Send to Dr. Pendleton for editing. Make editing changes. Members Review Changes and Send to Dr. Walker, Dr. Atkins, Dr. Land, Dr. White, Maureen, Tom, for final editing and must be in Mark's hands by end of day September 20.	ALL Bobbie
Thursday, Sept. 15-Tuesday, September 20	Check all links and documentation, write instructions for web site access. Package QEP and Focused Report/Send emails to all concerned with instructions to access web site. (Confirm with Dr. Goldstein exact procedure—Do we have our On-Site Committee Members?	ALL
Thursday, Sept. 22, Friday, Sept. 23		Bobbie, Maureen, Mark Savage, Steve Atkins

****Please note, there will be items that might be edited up until the day of packaging.**

Kenneth Walker

From: Kenneth Walker
Sent: Wednesday, August 24, 2011 4:59 PM
To: George S. Atkins
Cc: Edith Pendleton; Gina Doeble; Mark Lupe; Matthew Holliday; Pamela Fairfax; Pat Land; Robert Jones; Steven R. Nice; Tracey Galloway; 'Ann Berlam (annberlam@gmail.com)'; 'Christopher Vernon (cvernon@vernonhealy.com)'; 'JoAnn Helphenstine (jphelphenstine@aol.com)'; 'Julia Perry (tcperry@embarqmail.com)'; 'Mahlan Houghton (mahlan@globalnetconnect.com)'; 'Mary Lee Mann (mannfarmgirl@aol.com)'; 'Randall Parrish (perryco1@aol.com)'; 'Washington Baquero (wbaquero104@gmail.com)'
Subject: SACS Focus Report

Dear Dr. Atkins,

First I want to thank you for the leadership that you are providing to have the Focus Report prepared for submission to SACS. I appreciate the efforts of our entire team to prepare a first class, accurate and top quality report.

SACS policy states that "In order to comply with these requirements for integrity and accuracy in reporting in its relationships with the Commission, the president of the institution is obligated to review and ensure the accuracy and integrity of materials submitted by the institution...."

In order for me to have time to make this review, I must have the document in my office no later than September 14, 2011 so that copies can also be given to the Cabinet members for their review at our meeting on September 15th at 9:00 A.M. As stated in our last Cabinet meeting, I want the report sent to SACS on September 20th. Although Dr. Goldstein stated in his letter of July 26, 2011 that the report needed to be in his office around September 27th, I want to send it early so that there is no chance that it could be late.

Please set appropriate deadline dates for the writers to have their narrative and supporting documents posted and in your office in time for you to approve them and submit a final copy to me and the Cabinet on the dates stated above. I realize that this may require some late evening hours and weekends to accomplish the task, but the team has done this before with the Self Study, and I am confident that they will do it again because of their dedication to the college.

I am sure that the entire team knows the importance of having a sense of urgency to complete this report and will give it the highest priority. Please let me know if there is anything that I can do to help with the process.

With thanks and appreciation,

Ken



Kenneth P. Walker Ph.D.
District President
Edison State College
8099 College Parkway
Fort Myers, FL 33919
(239) 489-9211

Kenneth Walker

From: Kenneth Walker
Sent: Thursday, August 25, 2011 6:25 PM
To: George S. Atkins
Subject: RE: SACS Focus Report

Steve,

Thanks for your assurance. Hope you are feeling better. Working at home will give you the uninterrupted time to do the necessary writing.
Don't hesitate to let me know if there is any help you need from me.

I would like to discuss section 3.2.8 with you as soon as you return to campus. Please make an appointment and schedule two hours for us to talk.

Thanks.

Kenneth P. Walker Ph.D.
District President
Edison State College
8099 College Parkway
Fort Myers, FL 33919
(239) 489-9211

-----Original Message-----

From: George S. Atkins
Sent: Thursday, August 25, 2011 3:40 PM
To: Kenneth Walker
Subject: Re: SACS Focus Report

Dr. Walker,

No problem meeting your deadline and I greatly appreciate your involvement. I'm working on the additional standards from home. I think that you will be pleased.

We need to knock this out ASAP.

Thanks

Sent from my HTC on the Now Network from Sprint!

----- Reply message -----

From: "Kenneth Walker" <Kenneth.Walker@edison.edu>
Date: Wed, Aug 24, 2011 4:59 pm
Subject: SACS Focus Report
To: "George S. Atkins" <George.Atkins@edison.edu>
Cc: "Edith Pendleton" <Edith.Pendleton@edison.edu>, "Gina Doeble" <Gina.Doeble@edison.edu>, "Mark Lupe" <Mark.Lupe@edison.edu>, "Matthew Holliday" <Matthew.Holliday@edison.edu>, "Pamela Fairfax" <Pamela.Fairfax@edison.edu>, "Pat Land" <Pat.Land@edison.edu>, "Robert Jones" <Robert.Jones@edison.edu>, "Steven R. Nice" <Steven.Nice@edison.edu>, "Tracey Galloway" <Tracey.Galloway@edison.edu>, "annberlam@gmail.com" <annberlam@gmail.com>,

"cvernon@vernonhealy.com" <cvernon@vernonhealy.com>, "jphelphenstine@aol.com" <jphelphenstine@aol.com>, "tcperry@embarqmail.com" <tcperry@embarqmail.com>, "mahlan@globalnetconnect.com" <mahlan@globalnetconnect.com>, "mannfarmgirl@aol.com" <mannfarmgirl@aol.com>, "perryco1@aol.com" <perryco1@aol.com>, "wbaquero104@gmail.com" <wbaquero104@gmail.com>

Dear Dr. Atkins,

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SACS policy states that "In order to comply with these requirements for integrity and accuracy in reporting in its relationships with the Commission, the president of the institution is obligated to review and ensure the accuracy and integrity of materials submitted by the institution..."

In order for me to have time to make this review, I must have the document in my office no later than September 14, 2011 so that copies can also be given to the Cabinet members for their review at our meeting on September 15th at 9:00 A.M. As stated in our last Cabinet meeting, I want the report sent to SACS on September 20th. Although Dr. Goldstein stated in his letter of July 26, 2011 that the report needed to be in his office around September 27th, I want to send it early so that there is no chance that it could be late.

Please set appropriate deadline dates for the writers to have their narrative and supporting documents posted and in your office in time for you to approve them and submit a final copy to me and the Cabinet on the dates stated above. I realize that this may require some late evening hours and weekends to accomplish the task, but the team has done this before with the Self Study, and I am confident that they will do it again because of their dedication to the college.

I am sure that the entire team knows the importance of having a sense of urgency to complete this report and will give it the highest priority. Please let me know if there is anything that I can do to help with the process.

With thanks and appreciation,

Ken

Kenneth P. Walker Ph.D.
District President
Edison State College
8099 College Parkway
Fort Myers, FL 33919
(239) 489-9211

Kenneth Walker

From: Kenneth Walker
Sent: Wednesday, September 14, 2011 11:09 AM
To: George S. Atkins
Subject: FW: follow-up to telephone conversation

Dr. Atkins,

This extension does not change the deadline dates that I requested for the report to be in my office by September 14th and to the Cabinet on Sept. 15th, or for the report to be ready for sending to SACS by September 20th. I requested the extension only for my own personal time to carefully read and approve the report before I sign it, just in case that I might need the time.

Everything should proceed on the current time schedule with full intent to have it ready for mailing on September 20th as I requested. I will read and study it as quickly as I can when you deliver it to me with the intent of meeting the September 27th deadline established by Dr. Goldstein. The extension will be needed only if I have any concerns about the report which may need rewriting.

Please let me know if I can provide any help with getting the report ready by the deadlines. If either I or the Editor of the Report can be of assistance with writing some narrative, please let me know. If there is a reason that you cannot meet the schedule as I requested, please advise so that we can work together to establish a revised deadline.

Thanks.

KPW



Kenneth P. Walker Ph.D.
District President
Edison State College
8099 College Parkway
Fort Myers, FL 33919
(239) 489-9211

From: Barry Goldstein [<mailto:bgoldstein@sacscoc.org>]
Sent: Wednesday, September 14, 2011 10:19 AM
To: Kenneth Walker
Cc: George S. Atkins; belle.wheelan@sacscoc.org
Subject: follow-up to telephone conversation

Ken,

I am following up with you to confirm that you will provide the materials to the on-site committee by October 4, 2011. You do not need a formal extension from Dr. Wheelan since that time frame is still within the 4-6 week timeframe outlined in our Handbook for Reaffirmation.

Also, I want to be sure that in your focused report you also provide information on continuing compliance with FR 4.6 (Recruitment materials). I ask for this in light of the unsolicited information we have received about your nursing

program. You have already been asked in a formal letter dated July 26, 2011 to respond to other unsolicited information. I will send you a formal letter for this additional information in your focused report as well.

Sincerely,

Barry

Barry D. Goldstein, Ph.D.
Vice President
SACS Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4501 ext 4521
bgoldstein@sacscoc.org
Assistant: Mrs. Cecille Hadgu (ext 4523)
chadgu@sacscoc.org

Kenneth Walker

From: George S. Atkins
Sent: Friday, September 16, 2011 11:05 AM
To: Kenneth Walker
Subject: RE: Final draft of six SACS items

Dr. Walker,

I will certainly provide the draft to your office on Monday.

From: Kenneth Walker
Sent: Friday, September 16, 2011 10:09 AM
To: George S. Atkins
Subject: Final draft of six SACS items

Dr. Atkins,

Will you please have your final draft of the response to the July 26, 2011 letter from Dr. Goldstein to my office by 4:00 p m Monday Sept. 19th, or sooner if it is ready.

Thanks.



Kenneth P. Walker Ph.D.
District President
Edison State College
8099 College Parkway
Fort Myers, FL 33919
(239) 489-9211

Kenneth Walker

From: George S. Atkins
Sent: Thursday, September 22, 2011 9:52 AM
To: Edith Pendleton; Kenneth Walker
Subject: RE: Mr. Fulp's visit

He has plenty time to read the document. He should receive the document no later than the 30th or sooner. I will contact Andy. We are completing links to the document.

From: Edith Pendleton
Sent: Wednesday, September 21, 2011 3:13 PM
To: Kenneth Walker; George S. Atkins
Subject: Mr. Fulp's visit

Hello President Walker and Dr. Atkins. May I suggest that we notify Mr. Fulp that the Focus Report will be delayed until Oct. 4? He expected to receive and read it before his visit Oct. 10, and we assured him that he could expect it on the original due date. Sincerely, Edith

Kenneth Walker

From: Kenneth Walker
Sent: Friday, September 23, 2011 9:21 AM
To: George S. Atkins
Subject: RE: sacs report

Dr. Atkins,

When we spoke about this section, I reminded you that SACS does not want detailed information naming people or positions, or what personnel actions the college has taken regarding them. They want only the facts about what was determined to be non-compliant with the standards, and what we have done to rectify the problem, supported by documentation. I spoke with Dr. Goldstein yesterday to clarify this. Have you had Jill White review this draft?

In short, if we were non-compliant, state the reasons. If we are now compliant, state the reason and document it. If you disagree with this, please advise me. It is very important that you communicate with me in person as we finalize the report. I am very concerned about the last minute efforts to finalize the SACS Report when we have known about the first ten items since June, and the last items in Dr. Goldstein's letter since July 26th.

I requested a complete draft by September 20th and you told me you would have it, but that did not occur. I told you that the extension I requested from SACS to October 4th was strictly for giving me time to read and approve the document before I sign it. The "drop dead" date internally remains September 26th for you to have the finished product on my desk with your signature certifying its accuracy and compliance. When saying "report", that includes the QEP.

Please confirm that you will meet the deadline.

Thanks.

From: George S. Atkins
Sent: Wednesday, September 21, 2011 4:23 PM
To: Kenneth Walker
Subject: sacs

Most recent draft attached.

From: Kenneth Walker
Sent: Friday, September 23, 2011 9:28 AM
To: George S. Atkins
Subject: FW: sacs report

From: Kenneth Walker
Sent: Friday, September 23, 2011 9:21 AM
To: George S. Atkins
Subject: RE: sacs report

Dr. Atkins,

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Please confirm that you will meet the deadline.

Thanks.

From: George S. Atkins
Sent: Wednesday, September 21, 2011 4:23 PM
To: Kenneth Walker
Subject: sacs

Most recent draft attached.

Kenneth Walker

From: George S. Atkins
Sent: Friday, September 23, 2011 5:33 PM
To: Kenneth Walker
Cc: Bobbie Buczyna
Subject: RE: sacs report

Dr. Walker,

I thought that my original draft for the additional standards complied with your request; however, I have made a couple of changes to the document to further exclude direct references to personnel. Preparing this response has been a daunting task. I was charged by Dr. Goldstein to "fully disclose all in the focused report and provide how we are now in compliance." In a phone conversation he further iterated to me to tell "exactly" what happened.

It is my belief that we should disclose personnel actions that have resulted as part of the college's inquiry; however, I'm not sure how to do that without referring specifically to Dennette and Bill. Bill Roshon's administrative leave and reassignment are both presented in 3.2.8. Per your request; however, I have attempted to generalize the actions without referencing either person. Please review the document and advise accordingly. The response that I've drafted is solid work. I spent weeks working on it. It required the review of faculty, staff, and other key people. I sent the draft of the six standards to Jill White for review. She stated that it was excellent overall and made a couple of minor suggestions related to an attached table.

In terms of the amount of time needed to complete the document, please consider that the six additional drafts involve program review, curriculum modification, and development of new policy. On a number of aspects of the additional and other standards, we were essentially on hold until faculty returned and our obtaining the AACROA report. The AACROA recommendations were central to our response. My office did not receive it until August 29th. As you are aware, I cannot unilaterally modify curriculum or implement related changes without appropriate vetting and could not meet with faculty to discuss curriculum issues until the beginning of fall semester. In addition, since July 26, we have discovered that the substitution problem is much greater than earlier thought. I have met with teams on a daily basis to address and resolve problems on a case-by-case basis for students. The report itself documents the inordinate number of activities and actions taken by my office during the past two months that address our problems. In addition, the project manager has been pulled from her duties to develop a number of reports related to course substitutions. In fact, she spent nearly a week preparing reports for AACROA and spent days analyzing data for the consultant.

I understand your concern for meeting the September 20th deadline. It was certainly my intent to do so. Yet, it was also my understanding based on our discussions that you would permit additional time if needed. I could have provided the final draft on the 20th but I assumed that additional refinements would be welcome.

You will receive the report today. Bobbie needs the weekend to complete links to documentation. It represents the best work that the college could possibly provide given the complexity of our problems. I respect your opinion and have worked tirelessly to meet your standards. It has been my intent from the start to provide an excellent document that will resolve issues or at least mitigate problems.

I respectfully request that you review our documents and provide other needed suggestions for improvement, and we should meet at your convenience next week to ensure that it meets your needs and satisfaction. I have worked with Bobbie closely today to complete the document. She has been a tremendous asset throughout the process and deserves credit for her time and sacrifice.

Sincerely,
Steve

Frances Brennan

From: Kevin N. Shriner
Sent: Friday, September 23, 2011 3:18 PM
To: Kenneth Walker
Cc: George S. Atkins, Frances Brennan, Maureen L. McClintock
Subject: QEP Document
Attachments: QEP FINAL.pdf

Good afternoon Dr. Walker,

I am attaching the QEP Document from the QEP Steering Committee. We are all going to review it again this weekend for minor typographical errors or other small omissions. If there are any changes on our end I will provide you with another copy. If you notice anything as well please let me know.

Thank you,

Kevin

"Foundations of Self-Reliant Learning"



Kevin N. Shriner, Ed.D.
Associate Dean
First Year Experience and Academic Success
Edison State College
8099 College Parkway
Fort Myers, FL 33919
PH: 239-433-8032
FAX: 239-489-9496

Education is the passport to the future, for tomorrow belongs to those who prepare for it today - Malcom X

Kenneth Walker

From: Kenneth Walker
Sent: Friday, September 23, 2011 6:48 PM
To: George S. Atkins
Cc: Bobbie Buczyna; Mark Lupe
Subject: RE: sacs report

Dear Dr. Atkins,

Thanks for your explanation. I agree that this has been a daunting task for all of us and I am most grateful and appreciative to all who have worked diligently to complete the report. Some of the personnel issues are very sensitive and have legal ramifications which require us to be judicious in how we make statements in the document. That is the reason for my concern about this matter.

I am sure you can understand my anxiety about getting the report in plenty of time to read it and discuss with you any concerns that I might have. I hope there are none. When my signature goes on the document, I have to be knowledgeable of the content and potential ramifications if someone should challenge any of its statements. I want to be sure that we are both together in our understanding of all this. It would have been helpful if you had just given me a call or stopped in periodically to let me know how things were going. I think it is important for us to have good rapport and I would welcome that.

I agree that we must make full disclosure about what was done that violated the standards, and what we have done to correct the problems. But,

I was advised by both Dr. Wheelan and Dr. Goldstein that we should not identify personnel or what disciplinary actions we have taken. If you have a different understanding, let's get together on Monday morning and place a call to Dr. Goldstein so we can both hear his advice.

I recognize and appreciate the tremendous time and effort you have put into dealing with this serious issue, and I respect the knowledge and experience that you bring to the task. Getting a positive review from the visiting committee and reaffirmation of our SACS accreditation is the most important job we have to do. Let's spend some time together building a mutually respectful and professional teamwork relationship.

Sincerely,

Ken

From: George S. Atkins
Sent: Friday, September 23, 2011 5:33 PM
To: Kenneth Walker
Cc: Bobbie Buczyna
Subject: RE: sacs report

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reassignment are both presented in 3.2.8. Per your request; however, I have attempted to generalize the actions without referencing either person. Please review the document and advise accordingly. The response that I've drafted is solid work. I spent weeks working on it. It required the review of faculty, staff, and other key people. I sent the draft of the six standards to Jill White for review. She stated that it was excellent overall and made a couple of minor suggestions related to an attached table.

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Sincerely,
Steve

From: Kenneth Walker
Sent: Friday, September 23, 2011 9:28 AM
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Subject: FW: sacs report

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Subject: RE: sacs report

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Please confirm that you will meet the deadline.

Thanks.

From: George S. Atkins
Sent: Wednesday, September 21, 2011 4:23 PM
To: Kenneth Walker
Subject: sacs

Most recent draft attached.

Kenneth Walker

From: Kenneth Walker
Sent: Saturday, September 24, 2011 1:50 PM
To: Bobbie Buczyna
Cc: George S. Atkins; Edith Pendleton
Subject: RE: Focused Report Links

Thanks Bobbie,

I will have some changes to the "additional compliance issues" and need to discuss with Dr. Atkins first thing Monday morning. Dr. Atkins, please come see me to discuss these at 9:00 a m Monday.
Thanks.

Ken

From: Bobbie Buczyna
Sent: Saturday, September 24, 2011 9:58 AM
To: Kenneth Walker
Cc: George S. Atkins; Edith Pendleton
Subject: Focused Report Links

Hi Dr. Walker: As information, the missing links for 4.6, 3.5.4 and 3.4.11 have been made. I have asked Dr. Pendleton to review the documents as editor for the Focused Report. I am awaiting response from Pam Fairfax regarding 3.2.8 as I do not know what links need to be made in the document. I am working on the links for the extra compliance sections and am confident all will be completed by the end of the day on Monday and ready to be posted to our Web page. Bobbie

Kenneth Walker

From: Kenneth Walker
Sent: Saturday, September 24, 2011 2:07 PM
To: Bobbie Buczyna
Subject: RE: Focused Report Links

Thanks. That will be helpful.

And thank you again for working on this over the weekend. You have always been someone that I can count on and I am pleased that you are working on this with us again.

Ken

From: Bobbie Buczyna
Sent: Saturday, September 24, 2011 2:05 PM
To: Kenneth Walker
Cc: George S. Atkins; Edith Pendleton
Subject: RE: Focused Report Links

Dr. Walker: As information, Jill White is also providing input for this section and Dr. Atkins will have her suggestions for your review on Monday morning. Bobbie

From: Kenneth Walker
Sent: Saturday, September 24, 2011 1:50 PM
To: Bobbie Buczyna
Cc: George S. Atkins; Edith Pendleton
Subject: RE: Focused Report Links

Thanks Bobbie,

I will have some changes to the "additional compliance issues" and need to discuss with Dr. Atkins first thing Monday morning. Dr. Atkins, please come see me to discuss these at 9:00 a m Monday.
Thanks.

Ken

From: Bobbie Buczyna
Sent: Saturday, September 24, 2011 9:58 AM
To: Kenneth Walker
Cc: George S. Atkins; Edith Pendleton
Subject: Focused Report Links

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Kenneth Walker

From: George S. Atkins
Sent: Tuesday, September 27, 2011 10:56 AM
To: Edith Pendleton
Cc: Kenneth Walker, Bobbie Buczyna

Edith,

I have reviewed your edits for the extra compliance issues. The narrative has been approved by Dr. Walker. It is my understanding that your role as editor is copy editing.

It appears that you have fundamentally altered the report. Please use the document on the network drive and make edits for grammar, spelling, etc. But, please do not alter the contents of our response.

Sincerely,
Steve

Kenneth Walker

From: Edith Pendleton
Sent: Tuesday, September 27, 2011 3:46 PM
To: George S. Atkins
Cc: Kenneth Walker; Bobbie Buczyna
Subject: RE: Extra Compliance Issues Copy Editing

Hello Steve. The document in question (Extra Compliance Issues) seems redundant, confusing and uneven when compared to the crisp, efficient style that characterizes the Focused Report and the QEP. As with all suggestions from an editor, my recommended changes, indicated in red for easy identification, are intended to bring clarity. Feel free to discard any suggestions you find useless, or contrary to your intent.

My only suggestions regarding copy editing of this final section are:

- Capitalize "College" in cases where the narrative refers to Edison State College
- Use Vice President, Academic Affairs throughout, when referring to this position. Vice President should not be hyphenated.
- Place the period either before the link or after the link, but not varying.
- Use the dash rather than "through" for durations such as August 5 – 10, 2011

Otherwise, I detected no significant grammar, punctuation or spelling errors.

Sincerely, Edith

From: George S. Atkins
Sent: Tuesday, September 27, 2011 10:56 AM
To: Edith Pendleton
Cc: Kenneth Walker; Bobbie Buczyna
Subject:

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It appears that you have fundamentally altered the report. Please use the document on the network drive and make edits for grammar, spelling, etc. But, please do not alter the contents of our response.

Sincerely,
Steve

Kenneth Walker

From: Kenneth Walker
Sent: Wednesday, September 28, 2011 10:06 AM
To: George S. Atkins; Edith Pendleton
Subject: RE: Editing

Dr. Atkins,

You have made the right decision to ask Dr. Pendleton to continue editing the Focused Report. Over many years and through many SACS self studies and documents she has provided excellent and reliable work. I consider her to be invaluable to this college as a dedicated, honest, reliable and committed member of the executive team.

I have not given final approval to the narrative because I have not received a revised version of the last draft that was reviewed by me with you and Bobbie for changes to be made. I remain concerned that deadlines have not been met.

Dr. Pendleton has my full confidence and support.

KPW

From: George S. Atkins
Sent: Wednesday, September 28, 2011 9:39 AM
To: Edith Pendleton
Cc: Kenneth Walker
Subject: Editing

Edith, I respect your copy editing and writing abilities. I'm sorry if you felt my response as harsh, but my concern was the deletion of intact paragraphs. I am more than happy to sit with you and work through the document. If you chose, you can continue to edit the document.

Sincerely,

Steve

Frances Brennan

From: Susan Callanan on behalf of George S. Atkins
Sent: Monday, October 10, 2011 11:23 AM
To: Frances Brennan
Subject: FW: Problem With Focus Report

From: Andrew Fulp [mailto:afulp@scad.edu]
Sent: Friday, October 07, 2011 5:33 PM
To: George S. Atkins
Subject: Problem With Focus Report

Dr. Atkins,

I noticed today that most, if not all, the links in the "Additional Compliance Issues Regarding Course Substitutions" section of the focus report are broken. The jump drive version return an error message that file are not found and the Website returns a 404-Page Not Found error.

During the conference call this afternoon I confirmed that committee members were receiving the same errors.

Please check the Website to confirm that it is or is not working and let me know. Once the system is up I will let the committee know to continue their work.

Sorry for the late Friday email.

Please let me know if you have any questions.

Thanks,
Andy

--

Andrew (Andy) Fulp
Vice President for Educational Technology
Savannah College of Art and Design
T: 912.525.5815 | Fax: 912.525.5886
afulp@scad.edu | www.scad.edu

SCAD: The University for Creative Careers

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Frances Brennan

From: Susan Callanan on behalf of George S. Atkins
Sent: Monday, October 10, 2011 11:25 AM
To: Frances Brennan
Subject: FW: Focused Report

From: Andrew Fulp [mailto:afulp@scad.edu]
Sent: Wednesday, October 05, 2011 12:31 PM
To: George S. Atkins
Cc: Bobbie Buczyna
Subject: Re: Focused Report

Will do.
Andy

--

Andrew (Andy) Fulp
Vice President for Educational Technology
Savannah College of Art and Design®
T: 912.525.5815 | Fax: 912.525.5886
afulp@scad.edu | www.scad.edu

SCAD: The University for Creative Careers®

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From: "George S. Atkins" <George.Atkins@edison.edu>
Date: Wed, 5 Oct 2011 10:12:12 -0400
To: Andy <afulp@scad.edu>
Cc: Bobbie Buczyna <Bobbie.Buczyna@edison.edu>
Subject: Focused Report

Dear Andy:

Please convey to team members the occurrence of an error on page 1 for the "Additional Compliance Issues regarding Course Substitutions." Below the second paragraph bulleted items "Core Requirement 2.7.2 and Core Requirement 2.7.3 should be 2.7.1 and 2.7.2, respectively. The narrative for each of the two standards is correct.

Thank you,

Suzy Callanan
Executive Assistant to

Dr. Steve Atkins
District Vice President, Academic Affairs
Edison State College
ph: (239) 489-9489
fx: (239) 489-9087

Please note: Due to Florida's broad open records law, most written communication to or from College employees is public record, available to the public and the media upon request. Therefore, this e-mail communication may be subject to public disclosure.

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Frances Brennan

From: Susan Callanan on behalf of George S. Atkins
Sent: Monday, October 10, 2011 11:37 AM
To: Frances Brennan
Subject: FW: Hendry/Glades Center

From: Barry Goldstein [mailto:bgoldstein@sacscoc.org]
Sent: Wednesday, September 21, 2011 10:53 AM
To: George S. Atkins
Subject: Hendry/Glades Center

Steve,

Could you tell me more about this Center? WE need to determine if we have to visit it.

Thanks,

Barry

Barry D. Goldstein, Ph.D.
Vice President
SACS Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4501 ext 4521
bgoldstein@sacscoc.org
Assistant: Mrs. Cecille Hadgu (ext 4523)
chadqu@sacscoc.org

Kenneth Walker

From: Kristen Zimmerman
Sent: Wednesday, October 05, 2011 4:36 PM
To: Kenneth Walker
Subject: FW: Baccalaureate admissions function

Importance: High

Kristen Zimmerman

Dean, Program Development and Baccalaureate Initiatives



Lee Campus

(239) 489-9295 or
(239) 985-3475 (x1975)
fax (239) 489-9250

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From: Kristen Zimmerman
Sent: Tuesday, October 04, 2011 3:52 PM
To: George S. Atkins
Subject: Baccalaureate admissions function
Importance: High

Hi Steve-

Yesterday, Pam Fairfax and I met to review potential staffing and reporting structure changes related to staff currently reporting to me. Please allow me the opportunity to discuss these plans with you.

During our discussions three weeks ago regarding my leadership role, we did not focus on specific changes within the baccalaureate admissions function. I was under the impression that I would still have a role in the leadership of this area, during the transitional time, although the staff reporting structure might shift to the Registrar's office. Based on my conversations with Pam, I am led to believe decisions are being made to dismantle the baccalaureate office and functions that were created to specifically support our growing baccalaureate areas and to reposition people to other departments.

I have concerns regarding the placement of staff and the proposed changes to their jobs. I am even more concerned that the staff has no idea that their positions may change, especially since I was just made aware through HR yesterday that there were discussions underway. Additionally, why are we dissolving their positions? They are admissions counselors for the baccalaureate programs and as we are preparing for the spring 2012 term to begin, are currently working with over 100 prospective students. Who will assume this role if their positions are changed? I just received a call from Bobbie that these changes are underway and based on our conversation, she is trying to arrange a meeting with you tomorrow.

I really believe that in order to effectively manage change in this area we need to review best practices in Enrollment Management, an area you have expressed a desire for me to lead. Will this not be part of my role? I would appreciate a conversation with you before entering a meeting with the other campus leaders. Thank you, Kristen

Kristen Zimmerman

Dean, Program Development and Baccalaureate Initiatives



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Billee Silva

From: Kevin Coughlin [kcoughlin@edison.edu]
Sent: Wednesday, August 12, 2009 9:57 AM
To: George S. Atkins; William Roshon; Billee Silva; Ray Medhurst
Cc: Andrea Johns; Brenda Maland
Subject: FW: Substitutions

Dr. Atkins, Bill Roshon, et al:

We are encountering a series of issues associated with course substitutions. These issues are having an impact on our capacity to process graduation in a timely manner. Examples of these issues include:

1. Course substitutions submitted to the Registrar at the end of the semester
2. Proliferation of course substitutions in required AS electives
3. Granting of course substitutions in manner that does not result in degree compliance

Would you be available to discuss these issues on Thursday, August at 1:30 PM? If this is possible, I would suggest that we meet in Dr. Atkins conference area.

Thank you for your attention in this matter

Kevin Coughlin
Dean of Student Services
Edison State College
8099 College Parkway
Fort Myers, FL 33919
(239) 489-9027

-----Original Message-----

From: Ray Medhurst [<mailto:rmedhurst@edison.edu>]
Sent: Wednesday, August 12, 2009 9:20 AM
Cc: Kevin Coughlin
Subject: Re: Substitutions

Kevin,

We are having some problems with this issue and it impacts graduation being done in a timely manner.

Ray

Billee Silva wrote:

- > Kevin,
- >
- > Can you set up a meeting with Bill Roshon, Dr. Atkins, yourself, Ray
- > and I to discuss the procedures for substitutions? This is definitely

- > a break in the system when it comes to processing graduation in a

- > timely manner. Not to mention, I have some concerns regarding the
- > credibility of our AS programs when we don't adhere to the curriculum
- > established in the catalog. Thanks. Billee
- >
- > CONFIDENTIALITY: This e-mail (including any attachments) may contain
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Billee Silva

From: Andrea Johns
Sent: Monday, May 17, 2010 11:55 AM
To: Robert Beeson; Kevin Coughlin; Kim Gresham; Mary Lewis; Rodney Dennison; Theo Koupelis; Billee Silva; George S. Atkins
Cc: Susan Callanan; Anna Cool; Linda Welch; Kathie DiLascio; Erika Murillo; Andrea Johns
Subject: Meeting on Core Substitutions

Hello Everyone,

Dr. Atkins has requested a meeting with you to discuss course substitutions -- auditing course waivers and substitutions for graduation. I am holding 11:00 AM to noon on Tuesday, May 25, pending availability of the group. The meeting will take place in Dr. Atkins' conference room. Please confirm at your earliest opportunity.

Thanks, Andrea

Andrea Johns
Executive Assistant to
Dr. Steve Atkins, Vice President
Academic and Student Affairs
Edison State College
PH: 239-489-9489
FAX: 239-489-9087

Barry Goldstein

From: George S. Atkins <George.Atkins@edison.edu>
Sent: Monday, July 11, 2011 3:02 PM
To: Barry Goldstein
Cc: rbuczyna@edison.edu
Subject: Important -need help

Dr. Goldstein,

I'm in need of advice related to how Edison State has awarded credits for its AS degrees. Basically, the college for the past 5 – 6 years allowed students to substitute unrelated general education requirements for core program level requirements. It seems that the intent of the college was to increase enrollments in at least one of the new baccalaureate degrees. I became aware of the problem in December, 2010 and implemented measures to stop the practice.

At the time the compliance certification was sent to the off-site committee, it was my belief that the college was in compliance with all relevant standards. As you may be aware, I left Edison for a few weeks and on my return found that the college graduated additional students during spring 2011 that lacked core requirements.

Please advise on the manner in which the college needs to proceed. My thinking is that we need to fully disclose in the focused report.

I anxiously look forward to your response. If needed you can contact me on my cell phone (336-710-9122).

Sincerely,
Steve Atkins

Please note: Due to Florida's broad open records law, most written communication to or from College employees is public record, available to the public and the media upon request. Therefore, this e-mail communication may be subject to public disclosure.

[You are the Key to Information Security. Click Here to Learn More.](#)

Billee Silva

From: Billee Silva [bsilva@edison.edu]
Sent: Tuesday, August 11, 2009 10:16 AM
To: Kevin Coughlin
Cc: Ray Medhurst
Subject: Substitutions
Attachments: bsilva.vcf

Kevin,

Can you set up a meeting with Bill Roshon, Dr. Atkins, yourself, Ray and I to discuss the procedures for substitutions? This is definitely a break in the system when it comes to processing graduation in a timely manner. Not to mention, I have some concerns regarding the credibility of our AS programs when we don't adhere to the curriculum established in the catalog. Thanks. Billee

Billee Silva

From: Billee Silva [bsilva@edison.edu]
Sent: Tuesday, August 18, 2009 1:24 PM
To: Andrea Johns
Subject: Re: Substitutions
Attachments: bsilva.vcf

It's on my calendar! Billee

Andrea Johns wrote:

> Although I'm still waiting for confirmation from one of you, we should nail down a time. Please reserve 11:00 to noon on Friday, August 21, in Dr. Atkins' conference room for this meeting. Thanks.

>

> -----Original Message-----

> From: Dennette Foy

> Sent: Monday, August 17, 2009 5:34 PM

> To: William Roshon; Andrea Johns; Kevin Coughlin; George S. Atkins; 'bsilva@edison.edu'; 'rmedhurst@edison.edu'

> Cc: Brenda Maland; Charlene Wolfe; 'mlewis@edison.edu'; Kim Gresham;

> Kristen Zimmerman

> Subject: RE: Substitutions

>

> Anytime before 1pm is fine. Just please confirm.

>

> -----Original Message-----

> From: William Roshon

> Sent: Friday, August 14, 2009 6:46 PM

> To: Andrea Johns; Kevin Coughlin; George S. Atkins; 'bsilva@edison.edu'; 'rmedhurst@edison.edu'

> Cc: Brenda Maland; Charlene Wolfe; 'mlewis@edison.edu'; Kim Gresham;

> Dennette Foy; Kristen Zimmerman

> Subject: Re: Substitutions

>

> Also, I need to check with Mary, Kim, Dennette and Kristen.

>

> ----- Original Message -----

> From: Andrea Johns

> To: Kevin Coughlin; George S. Atkins; William Roshon; 'Billee Silva'

> <bsilva@edison.edu>; 'rmedhurst@edison.edu' <rmedhurst@edison.edu>

> Cc: Brenda Maland; Charlene Wolfe

> Sent: Fri Aug 14 17:31:30 2009

> Subject: RE: Substitutions

>

> I am very sorry, but this meeting needs to be rescheduled due to a conflict on Dr. Atkins' calendar. Can we try to for the following day, Friday, August 21? Dr. Atkins is available for an hour between 9:00 am and noon. Please let me know your availability that morning.

> Thanks, Andrea

>

> -----Original Message-----

> From: Brenda Maland

> Sent: Wednesday, August 12, 2009 10:48 AM

> To: Kevin Coughlin; George S. Atkins; William Roshon; 'Billee Silva';

'rmedhurst@edison.edu'

> Cc: Andrea Johns; Brenda Maland

> Subject: RE: Substitutions
>
> FYI to All - The date requested is Thursday, August 20th at 1:30.
> Thanks,
>
> Brenda Maland
> Staff Assistant
> Student Services
>
>
>
> -----Original Message-----
> From: Kevin Coughlin
> Sent: Wednesday, August 12, 2009 9:57 AM
> To: George S. Atkins; William Roshon; Billee Silva;
> rmedhurst@edison.edu
> Cc: ajohns1@edison.edu; bmaland@edison.edu
> Subject: FW: Substitutions
>
> Dr. Atkins, Bill Roshon, et al:
>
> We are encountering a series of issues associated with course substitutions. These issues
are having an impact on our capacity to process graduation in a timely manner. Examples of
these issues include:
>
> 1. Course substitutions submitted to the Registrar at the end of the semester
> 2. Proliferation of course substitutions in required AS electives
> 3. Granting of course substitutions in manner that does not result in degree compliance
>
> Would you be available to discuss these issues on Thursday, August at 1:30 PM? If this is
possible, I would suggest that we meet in Dr. Atkins conference area.
>
> Thank you for your attention in this matter
>
> Kevin Coughlin
> Dean of Student Services
> Edison State College
> 8099 College Parkway
> Fort Myers, FL 33919
> (239) 489-9027
>
>
> -----Original Message-----
> From: Ray Medhurst [<mailto:rmedhurst@edison.edu>]
> Sent: Wednesday, August 12, 2009 9:20 AM
> Cc: Kevin Coughlin
> Subject: Re: Substitutions
>
> Kevin,
>
> We are having some problems with this issue and it impacts graduation
> being done in a timely manner.
>
> Ray
>
>
> Billee Silva wrote:

Billee Silva

From: Robert Beeson
Sent: Monday, December 07, 2009 3:59 PM
To: Ray Medhurst
Cc: Billee Silva; Theo Koupelis; Rodney Dennison; George S. Atkins
Subject: Note on Substitutions and Waivers

Dear Ray:

By this email I am acknowledging that I would like to have sign-off authority on all course substitutions and waivers for any General Education courses. The associate deans may initiate such changes, but I would like to clear any and all of them for General Education classes.

Thanks,
Bob

Edison State College
(239) 489-9295
fax (239) 489-9250

From: Robert Beeson
Sent: Monday, December 07, 2009 4:08 PM
To: Theo Koupelis; Rodney Dennison; Kristen Zimmerman; Erin Harrel; Mary Lewis; Mary Myers; Dennette Foy
Subject: FW: Note on Substitutions and Waivers

Fyi

From: Ray Medhurst
Sent: Monday, December 07, 2009 4:03 PM
To: Robert Beeson
Subject: RE: Note on Substitutions and Waivers

Gotcha!

From: Robert Beeson
Sent: Monday, December 07, 2009 4:02 PM
To: Ray Medhurst
Subject: RE: Note on Substitutions and Waivers

All and only Gen. Ed. Courses for all degrees.

Thanks,
Bob

From: Ray Medhurst
Sent: Monday, December 07, 2009 4:01 PM
To: Robert Beeson; William Roshon
Subject: RE: Note on Substitutions and Waivers

Dr Beeson,

Would this include all General Education courses for A.S. degrees as well? Also, what about core, career core and elective areas of the AS degrees? Would you or Dean Roshon be signing off on these?

From: Robert Beeson
Sent: Monday, December 07, 2009 3:59 PM
To: Ray Medhurst
Cc: Billee Silva; Theo Koupelis; Rodney Dennison; George S. Atkins
Subject: Note on Substitutions and Waivers

Dear Ray:

By this email I am acknowledging that I would like to have sign-off authority on all course substitutions and waivers for any General Education courses. The associate deans may initiate such changes, but I would like to clear any and all of them for General Education classes.

Thanks,
Bob

Billee Silva

From: Billee Silva
Sent: Wednesday, April 21, 2010 10:03 AM
To: Ray Medhurst
Subject: FW: Substitutions and waivers

fyi

From: Kristen Zimmerman
Sent: Tuesday, April 20, 2010 9:39 PM
To: Billee Silva
Subject: RE: Substitutions and waivers

Actually, Dr. Atkins asked me to locate the substitution policy for courses within a program. Since it isn't written, there seems to be inconsistency with how it is addressed. I referred him to the transfer credit policy (specifically baccalaureate transfer credits), but I think he also hopes to see something that identifies our procedures for internal subs. I'll let you know what comes out of the Dean's Council... K

From: Billee Silva
Sent: Tue 4/20/2010 5:15 PM
To: Kristen Zimmerman
Subject: RE: Substitutions and waivers

No problem. I think what SAC's is looking for is the SUBSTITUTION POLICY FOR STUDENTS WITH DISABILITIES (Edison State College District Board of Trustees Policy 6Hx6:6.03) Not the substitution policy you and Ray do, which is an internal process we don't advertise.

[http://catalog.edison.edu/content.php?catoid=1&navoid=27&returnto=search#American Disabilities Act ADA Polic](http://catalog.edison.edu/content.php?catoid=1&navoid=27&returnto=search#American_Disabilities_Act_ADA_Polic)
Y

From: Kristen Zimmerman
Sent: Tuesday, April 20, 2010 3:31 PM
To: Billee Silva
Subject: Substitutions and waivers

Billee- As an FYI, in case you see an increase in email from me, I am compiling our SACS Compliance Report. As a result, I am searching for documentation and published policies and procedures throughout many areas. I apologize, in advance, for needing your assistance!

Where in the catalog can I find substitution or waiver information? If not in the catalog, do we have a written policy and procedure for how these are awarded and who is responsible? Thanks, Kristen

Kristen Zimmerman
Associate Dean of Baccalaureate Programs
Edison State College
(239) 489-9295
fax (239) 489-9250



December 2, 2010

Dr. James W. Browder
 Vice President, Operations
 Edison State College
 8099 College Parkway
 Fort Myers, FL 33919

Dear Dr. Browder,

As you are aware, the past few weeks I have spent considerable time addressing excessive course substitutions that occur during the semester in which a student intends to graduate. At several meetings during the past weeks, I was informed by at least one Associate Dean that late substitutions resulted, primarily, from a poor system of advising. However, after reviewing course substitutions with the College Registrar, I have discovered that Advising is not the central cause for substitutions. Rather, the majority of substitutions occurring late in the semester are provided to assist students in meeting program/degree requirements for the purposes of graduation. Substitutions that I reviewed in the areas of Health Professions, Public Safety, and General Education are infrequent and seem appropriate.

Course substitutions in AS programs in the areas of Accounting, Business and Management, and Drafting are a major concern. A review of substitutions in these areas depicts clear violations of SACS/COC and Florida statutes, as well as Edison State College policies and procedures for awarding degrees. These violations are direct threats to the College's accreditation status and have the potential for disciplinary sanctions for violation of SACS Core Requirement 1.1 "The institution operates with integrity in all matters." Primarily, actions taken by Associate Dean Foy have the potential to result in the College receiving recommendations on SACS Core Standards related to integrity, faculty governance, program content, and other compliance requirements. In particular, Dean Foy has provided over 30 students substitutions that will enable students to graduate in fall and spring terms without completing, in some cases, several degree requirements as detailed in the College Catalog. The violations are blatant and egregious. In most of these situations, a student needing to complete five or more courses to complete degree requirements has received substitutions for courses that have no relationship to required program level courses. In a number of cases, students are allowed to complete courses in Theater, Mythology, Photography, rather than required courses in Banking, Accounting, and Management. In addition, Dean Foy did not obtain her supervisor's required approval for requesting the substitutions.

I have provided copies of the course substitutions, degree requirements, and the college policy for substitutions.

Sincerely,

Dr. Steve Atkins
 District Vice President Academic Affairs



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 8099 COLLEGE PARKWAY
 FORT MYERS, FL 33919
 TEL 239-689-9100

CHARLOTTE CAMPUS
 26300 AIRPORT ROAD
 PUNTA GORDA, FL 33950
 TEL 941-637-5629

COLLIER CAMPUS
 7007 LESLY CULTURAL PARKWAY
 NAPLES, FL 34113-0977
 TEL 239-732-3700

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 4850 COWBOY WAY
 LADMILE, FL 33935
 TEL 863-674-0408

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Edison State College is an equal access, equal opportunity institution.

66

Billee Silva

From: Ray Medhurst
Sent: Wednesday, July 13, 2011 2:50 PM
To: Susan Callanan
Cc: Billee Silva
Subject: FW: Updated Substitution and Waiver Form

From: William Roshon
Sent: Monday, February 15, 2010 2:56 PM
To: Robert Beeson; Ray Medhurst
Cc: George S. Atkins
Subject: RE: Updated Substitution and Waiver Form

I absolutely agree Bob; I was thinking more about why, if one of my associate deans approved a technical course substitution in their programs, would I need to sign as well.

From: Robert Beeson
Sent: Monday, February 15, 2010 2:47 PM
To: William Roshon; Ray Medhurst
Cc: George S. Atkins
Subject: RE: Updated Substitution and Waiver Form

Bill,

For general education courses/requirements, I would really urge that I, or one of the associate deans, have required signature approval.

Thanks,
Bob

From: William Roshon
Sent: Monday, February 15, 2010 12:00 PM
To: Ray Medhurst
Cc: Robert Beeson; George S. Atkins
Subject: RE: Updated Substitution and Waiver Form

Ray,
What is the rationale for needing a signature beyond the associate dean over the program?

From: Ray Medhurst
Sent: Friday, February 12, 2010 1:32 PM
To: Robert Beeson; William Roshon; Thomas Rath; Henry Linck; Billee Silva; Christine Davis; Christine L. Clemens; Christy Gilfert; Craig Aberbach; Dennette Foy; Erin Harrel; Evelyn Gierbolini; James Mayhew; Jeanette Fritz; Jeffrey Elsberry; Karen Molumby; Kim Gresham; Kristen Zimmerman; Larry Fox; Linda Welch; Loretta Fritsche; Lori Carroll; Mary Lewis; Mary Myers; Paul Deschenes; Eva Frost; Robert Castellanos; Robert Jeff Davis; Rodney Dennison; Rollie Fischer; Sandi Towers; Susan Potts; Theo Koupelis
Subject: Updated Substitution and Waiver Form

In anticipation of the upcoming SACS visit we have updated the Substitution and Waiver Form. Please use the updated attached version for all future substitutions and waivers.

Thank you,

Ray



EDISON STATE
COLLEGE
PRESIDENT

October 6, 2011

Belle S. Wheelan, Ph.D., President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-40497

Dear Belle:

Thank you for the telephone conversation today and your advice about how to report information that has been given to me about the inaccuracy of statements made by Dr. Steven Atkins in an email to Dr. Barry Goldstein dated July 11, 2011.

Based on the enclosed documentation, it is apparent that Dr. Atkins had been informed that the granting of course substitutions had been done in a manner that adversely impacted degree compliance as early as August, 2009.

It is my understanding that this information does not change anything in the content of our Focused Report.

I am consulting with legal counsel for guidance on how to deal with the employment of Dr. Atkins. Therefore, I am hereby removing Dr. Atkins as our SACS Accreditation Liaison.

Until such time as I name a replacement, please have all SACS communication come directly to me.

Sincerely yours,

Kenneth P. Walker,
District President

KPW/FB

Enclosures (letters and emails)

CC: Dr. Barry Goldstein - SACS Liaison
Mark Lupe, ESC General Counsel
Michael Mattimore - Allen, Norton & Blue, P.A.
Mrs. Mary Lee Mann, ESC Board of Trustees Chair

bcc: Comm. Gevard Robinson
bcc: BOT & Cabinet

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