

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](http://www.edison.edu/district/board/meetings.php)

**DRAFT**

Agenda

District Board of Trustees Executive Session  
Edison State College – Lee Campus  
Classroom Building U, Room 202B  
September 27, 2011  
2:30 p.m.

1. Discussion of Collective Negotiations with Faculty Union

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](http://www.edison.edu/district/board/meetings.php)

**DRAFT**

Agenda

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

Pledge to Flag

Introduction of Guests and Public Comment

Information Reports:                *SACS Update*  
(Presenter: Dr. Kenneth Walker)

*Faculty Report*

1. *QEP Update*  
(Presenter: Prof. Kathy Clark)

2. *Ocean Commotion Project*  
(Presenter: Dr. Rozalind Jester)

Information and Discussion – None Requested

**Vote to Take Action On:**

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

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

**Consent Agenda:**

6. Approval of Personnel Actions (Presenter: Mrs. Fairfax/Board Liaison: Mrs. Berlam) (Page 18)
7. Construction Project(s) Change Orders (Presenter: Mr. Nice/Board Liaison: Mrs. Mann) (Page 25)

**Information Only:**

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

President's Comments

Board Members' Comments

Adjournment

**Reconvene:**

The Edison State College District Board of Trustees reconvenes as the Edison State College Charter Schools Governing Board

Agenda  
Edison State College Charter Schools Governing Board  
Classroom Building U, Room 102  
September 27, 2011

Introduction of Guests and Public Comment

**Vote to Take Action On:**

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

**Information Only:**

2. Edison State College Collegiate High Schools Monthly Financial Report  
(Presenter: Ms. Doeble) (Page 3)

**Written Reports:**

3. Monthly Report on Edison Collegiate High School – Charlotte (Page 6)
4. Monthly Report on Edison Collegiate High School – Lee (Page 9)

Board Members' Comments

Adjournment

**DRAFT**  
Minutes  
Edison State College  
District Board of Trustees Meeting  
Lee Campus – Board Room (I-223) – Robinson Hall  
August 23, 2011  
4:00 p.m.

Pledge to Flag

AGENDA ITEM: 1

The District Board of Trustees of Edison State College met in regular session in Lee County, Florida, on August 23, 2011 at 4:00 p.m. with the meeting called to order by Mary Lee Mann, Chair.

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

Absent: Dr. Randall Parrish, Jr., – Out-of-state  
Washington Baquero – Conflict with medical practice

Introduction of Guests and Public Comment – None

**Vote to Take Action On:**

Agenda Item #1. Approval of Minutes Special Meeting August 5, 2011  
(Presenter: Mrs. Mann) (Page 1)

MOTION by Mahlan Houghton, seconded by JoAnn Helphenstine, to approve the minutes of the Special Meeting August 5, 2011, as presented. Approved unanimously.

Agenda Item #2. Approval to Extend a Utility Easement to Florida Power and Light Company on the Lee Campus (Presenter: Mr. Nice/Board Liaison: Mrs. Mann) (Page 3)

MOTION by Ann Berlam, seconded by Mahlan Houghton, to approve extension of a utility easement to Florida Power and Light Company for electrical services needed for student housing on the Lee Campus. Approved unanimously.

Agenda Item #3. Approval of Memorandum of Understanding Between the Edison State College Foundation, Inc. and the District Board of Trustees Edison State College, Florida (Presenter: Mrs. Galloway) (Page 5)

MOTION by Ann Berlam, seconded by JoAnn Helphenstine, to approve the Memorandum of Understanding between the Edison State College Foundation, Inc. and the District Board of Trustees of Edison State College as presented. Approved unanimously.

Agenda Item #4. Approval to Accept the Audited Financial Report of Edison State College Foundation, Inc. for Fiscal Year Ended March 31, 2011 (Presenter: Mrs. Galloway) (Page 9) (*Bound backup booklet in rear*)

MOTION by Chris Vernon seconded by JoAnn Helphenstine, to approve the Edison State College Foundation, Inc. audited financial report for the fiscal year ended March 31, 2011 as presented. Approved unanimously.

Agenda Item #5. Approval of the Edison State College Foundation, Inc. Audit Review Checklist (Presenter: Mrs. Galloway) (Page 10)

MOTION by Mahlan Houghton, seconded by Chris Vernon, to approve the Edison State College Foundation, Inc. compliance with requirements set forth for the Audit Review Checklist as presented. Approved unanimously.

Agenda Item #6. Approval for Certification of Compliance of Edison State College Foundation, Inc. (Presenter: Mrs. Galloway) (Page 12)

MOTION by Ann Berlam, seconded by JoAnn Helphenstine, to certify compliance of the Edison State College Foundation, Inc. with requirements set for its operation in College Board Rule 6Hx6:1.03 as presented. Approved unanimously.

Agenda Item #7. Approval of Memorandum of Understanding Between the Edison State College Financing Corporation and the District Board of Trustees Edison State College, Florida (Presenter: Ms. Doeble) (Page 14)

MOTION by Ann Berlam, seconded by Mahlan Houghton, to approve the Memorandum of Understanding between the Edison State College Financing Corporation and the District Board of Trustees of Edison State College as presented. Approved with Chris Vernon voting "no" in order to read the document.

Agenda Item #8. Approval of the Edison State College Financing Corporation Audit Review Checklist (Presenter: Ms. Doeble) (Page 18)

MOTION by JoAnn Helphenstine, seconded by Mahlan Houghton, to approve the Edison State College Financing Corporation compliance with requirements set forth for the Audit Review Checklist as presented. Approved unanimously.

District Board of Trustees/Minutes  
August 23, 2011  
Page three

Agenda Item #9. Approval to Accept the Edison State College Financing Corporation's Audited Financial Report for Fiscal Year Ended March 31, 2011 (Presenter: Ms. Doeble) (Page 20) (Bound backup booklet in rear)

MOTION by Mahlan Houghton, seconded by Ann Berlam, to approve the Edison State College Financing Corporations audited financial report for the fiscal year ended March 31, 2011 as presented. Approved unanimously.

**Consent Agenda:**

Agenda Item #10. Approval of Personnel Actions (Presenter: Mrs. Fairfax/Board Liaison: Mrs. Berlam) (Page 21) (Bound backup booklet in rear)

MOTION by Ann Berlam, seconded by Julia Perry, to approve Personnel Consent Agenda Actions, as presented. Following discussion, AMENDMENT to the MOTION by Ann Berlam to pull the line item "Contract Adjustment, Dr. Edith Pendleton, Vice President, Strategic Initiatives, Correction to renew original three (3) year contract" from the Personnel items, and to approve all remaining items. AMENDMENT seconded by Chris Vernon. Approved, with Mahlan Houghton and Mary Lee Mann voting no. AMENDED MOTION to approve the balance of the personnel actions. Approved unanimously.

**Information Only:**

Agenda Item #11. Edison State College Monthly Financial Report (Presenter: Ms. Doeble/Board Liaison: Mrs. Helphenstine) (Page 22)

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

Agenda Item #12. Edison State College Financing Corporation – Submission of Federal IRS Application for Recognition of Exemption Form 1023 and Federal IRS Return of Organization Exempt from Income Tax Form 990 (Presenter: Ms. Doeble) (Page 26) (Bound backup booklet in rear)

Ms. Doeble presented the Edison State College Direct Support Organizations – Submission of Federal IRS Application for Recognition of Exemption Form 1023 and Federal IRS Return of Organization Exempt from Income Tax Form 990 for information only.

Agenda Item #13. Edison State College Foundation, Inc. – Submission of Federal IRS Application for Recognition of Exemption Form 1023 and Federal IRS Return of Organization Exempt from Income Tax Form 990 (Presenter: Mrs. Galloway) (Page 30) (Bound backup booklet in rear)

Mrs. Galloway presented the Edison State College Direct Support Organizations – Submission of Federal IRS Application for Recognition of Exemption Form 1023 and Federal IRS Return of Organization Exempt from Income Tax Form 990 for information only.

District Board of Trustees/Minutes  
August 23, 2011  
Page four

Adjournment

The meeting was adjourned at 6:25 p.m.

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Kenneth P. Walker, Secretary  
District Board of Trustees

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Mary Lee Mann, Chair  
District Board of Trustees



Meeting of the  
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES  
September 27, 2011

AGENDA ITEM: 2

**Approval to Accept the Completed Construction of the Classroom Building "U" on the Lee Campus**

**RECOMMENDATION:**

**The Administration recommends District Board of Trustees approval of acceptance of the Classroom Building "U" on the Lee Campus.**

**STAFF ANALYSIS:**

The building is complete and ready for final acceptance. A Certificate of Occupancy has been issued. Harvard Jolly is the architect of record and Wright Construction is the Construction Manager. LEED's Certification has been applied for and is expected at a later date. The Administration has inspected and approved the project as complete.

**DIRECT FISCAL IMPACT:** N/A

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**REQUESTED BY:**   
Vice President, Facilities and Information Technology

**FUNDING VERIFIED AND APPROVED BY:**   
Vice President, Financial Services

**APPROVED FOR AGENDA BY:**   
District President

Meeting of the  
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES  
September 27, 2011

AGENDA ITEM: 3

**Approval to Accept the Completed Construction of the  
Addition to Building "T" on the Lee Campus**

RECOMMENDATION:

The Administration recommends District Board of Trustees  
approval of acceptance of the Addition to Building "T" on the  
Lee Campus.

STAFF ANALYSIS:


The building is complete and ready for final acceptance. A Certificate of Occupancy has been issued. BSSW is the architect of record and Deangelis Diamond is the Contractor. LEED's Certification has been applied for and is expected at a later date. The Administration has inspected and approved the project as complete.

DIRECT FISCAL IMPACT: N/A

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

REQUESTED BY:   
Vice President, Facilities and Information Technology

FUNDING VERIFIED AND APPROVED BY:   
Vice President, Financial Services

APPROVED FOR AGENDA BY:   
District President

Meeting of the  
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES  
September 27, 2011

**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**

**RECOMMENDATION:**

The Administration recommends District Board of Trustees approval of the rank ordering of construction management firms in order of preference and authorizes the Administration to enter into a one-year contract(s) for such services.

**STAFF ANALYSIS:**

In accordance with Florida Statute 287.055, the Edison State College Evaluation Committee met on August 4, 2011 to review responses to the Request for Qualifications for Construction Management Services on a Continuing Basis for Projects of \$2,000,000.00 or less (RFQ #11-01). The Committee reviewed responses from sixteen firms (16) firms.

On August 12, 2011 the Committee interviewed each of the six (6) short listed firms. The attached document lists the six (6) firms ranked in order of preference.

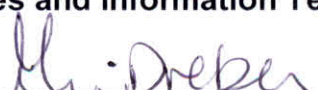
It is recommended that the Administration be authorized to enter into a contract with each of the Committee's six (6) ranked firms. The contract(s) will be for a one-year period with the option to renew for two additional one year terms.

**DIRECT FISCAL IMPACT:** N/A

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Attachment

**REQUESTED BY:**   
Vice President, Facilities and Information Technology

**FUNDING VERIFIED AND APPROVED BY:**   
Vice President, Financial Services

**APPROVED FOR AGENDA BY:**   
District President

**Request for Qualifications #11-01**  
**Construction Management At-Risk Services**  
**for Construction Projects on a Continuing Basis**

<b><i>Rank order of Construction Management Firms Recommended for Award of Continuing Services Contract</i></b>	
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
6.	DeAngelis Diamond Construction, Inc.

Meeting of the  
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES  
September 27, 2011

AGENDA ITEM: 5

Approval of an Identity Theft Prevention Program and designation of authority for future handling.

RECOMMENDATION:

The Administration recommends District Board of Trustees approval of the Edison State College Identity Theft Prevention Program.

STAFF ANALYSIS:

The Federal Trade Commission ("FTC") has issued a regulation known as the "Red Flags Rule," 16 CFR Part 681 (the "Rule"), intended to reduce the risk of identity theft. The Rule requires "financial institutions" and "creditors" to develop and implement an identity theft prevention program for new and existing accounts. The Rule also states that "where non-profit and governmental entities defer payment for goods or services, they, too are to be considered creditors." The regulations apply to the College based on its actions as a "creditor". In response Staff has developed the attached identity theft prevention program as a College Operating Procedure.

The "Rule" requires that the initial Identity Theft Prevention Program be approved by the appropriate board. It is recommended that the District Board of Trustees approve the initial 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.

DIRECT FISCAL IMPACT: N/A

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Attachment

REQUESTED BY: \_\_\_\_\_

  
General Counsel

FUNDING VERIFIED AND APPROVED BY: \_\_\_\_\_

  
Vice President, Financial Services

APPROVED FOR AGENDA BY: \_\_\_\_\_

  
District President



## College Operating Procedures (COP)

**Procedure Title:** Identity Theft Program  
**Procedure Number:** 02-0302  
**Originating Department:** Office of General Counsel

**Specific Authority:**  
Board Policy 6Hx6:2.10  
Florida Statute 1001.64  
Federal Trade Commission 16 CFR Part 681

**Procedure Actions:** Adopted: 09/27/11

**Approved:**

\_\_\_\_\_  
Signature, General Counsel

\_\_\_\_\_  
Date

**Purpose Statement:** The purpose of this Identity Theft Program Procedure is to identify “red flags” that will alert College employees when there is an indication that an activity is occurring that may involve identity theft.

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### **Guidelines:**

This Identity Theft Program implements 16 CFR Part 681, commonly referred to as the “Identity Theft Red Flags Rule”. The purpose of this Program is to identify “red flags” that will alert College employees when there is an indication that an activity is occurring that may involve identity theft.

### **Procedures:**

#### 1. Definitions

- A. Identity Theft – A fraud committed or attempted, using the identifying information of another person without authority.
- B. Red Flag – A pattern, practice, or specific activity that indicates the possible existence of identity theft.
- C. Covered Account – An account used mostly for personal, family or household purposes, and that involves multiple payments or transactions. A covered account is also an account for which there is a foreseeable risk of identity theft.
- D. Program Administrator – The individual designated with primary responsibility for oversight of the program.

- E. Identifying Information – Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address, or routing code.

## 2. Identification of Red Flags

In order to identify relevant Red Flags, the College considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. The following items are illustrative examples of Red Flags:

### A. Notifications and Warnings from Background or Credit Reporting Agencies Red Flags

1. Receipt of a notice of address discrepancy in response to a credit report request.
2. Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity.

### B. Suspicious Documents Red Flags

1. Identification document or card that appears to be forged, altered or inauthentic.
2. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document.
3. Other document with information that is not consistent with existing student information.
4. Application for service that appears to have been altered or forged.

### C. Suspicious Personal Identifying Information Red Flags

1. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates).
2. Identify information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application).
3. Identify information presented that is the same as information shown on other applications that were found to be fraudulent.

4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address).
5. Social security number presented that is the same as one given by another student.
6. An address or phone number presented that is the same as that of another person.
7. A person fails to provide complete personal identifying information on an application when reminded to do so.
8. A person's identifying information is not consistent with the information that is on file for the student.

D. Suspicious Covered Account Activity or Unusual Use of Account Red Flags

1. Change of address for an account followed by a request to change the student's name.
2. Payments stop on an otherwise consistently up-to-date account.
3. Account used in a way that is not consistent with prior use.
4. Mail sent to the student is repeatedly returned as undeliverable.
5. Notice to the College that a student is not receiving mail sent by the College.
6. Notice to the College that an account has unauthorized activity.
7. Breach in the College's computer system security.
8. Unauthorized access to or use of student account information.

E. Alerts from Others Red Flags

1. Notice to the College from a student, Identity Theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in identity theft.

3. Detection of Red Flags

A. Student Enrollment



In order to detect any of the Red Flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:

1. Require certain identifying information such as name, date of birth, academic records, home address or other identification.
2. Verify the student's identity at time of issuance of student identification card (review of driver's license or other government-issued photo identification).

#### B. Existing Accounts

In order to detect any of the Red Flags identified above for an existing Covered Account, College personnel will take the following steps to monitor transactions on an account:

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email).
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes.
3. Verify changes in banking information given for billing and payment purposes.

#### C. Background and Consumer ("Credit") Report Requests

In order to detect any of the Red Flags identified above for an employment or volunteer position for which a credit or background report is sought, College personnel will take the following steps to assist in identifying address discrepancies:

1. Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the background or credit report is made.
2. In the event that notice of an address discrepancy is received, verify that the background or credit report pertains to the applicant for whom the requested report was made and report to the consumer reporting agency an address for the applicant that the College has reasonably confirmed is accurate.

#### 6. Preventing and Mitigating Theft

In the event College personnel detect any Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

- Continue to monitor a Covered Account for evidence of Identity Theft.
- Contact the student or applicant.

- Change any passwords or other security devices that permit access to Covered Accounts.
- Not open a new Covered Account.
- Provide the student with a new student identification number if applicable.
- Notify the Program Administrator for determination of the appropriate step(s) to take.
- Program Administrator will notify College Campus Police if appropriate.
- Program Administrator will file or assist in filing a College Campus Police Report.
- Program Administrator will determine that no response is warranted under the particular circumstances.

7. Protecting Student Identification Information

In order to further prevent the likelihood of identity theft occurring with respect to Covered Accounts, the College will take the following steps with respect to its internal operating procedures to protect student identifying information:

- Ensure that its website is secure or provide clear notice that the website is not secure.
- Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information.
- Ensure that office computers with access to Covered Account information are password protected.
- Avoid use of social security numbers.
- Ensure computer virus protection is up to date.
- Require and keep only the kinds of student information that are necessary for College purposes.

8. Response to Attempted/Suspected Fraudulent Use of Identity

A. Internal Notification

Any College employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers identity must notify their supervisor who will then notify the Director of Public Safety.

B. External Notification

*Affected Individual* – The College will notify the affected individual(s), if possible, of any actual identity theft. The following information will be included in the notice:

- General information about the incident;
- The type of identifying information involved;
- The College telephone number that the affected individual can call for further information and assistance;
- The local Law Enforcement Agency with proper jurisdiction;
- The Federal Trade Commission (FTC) Telephone Number: 877-438-4338 and the FTC ID Theft website: <http://www.consumer.gov/idtheft> ;
- Advise affected individual to place fraud alerts on their credit reports by contacting the Credit Reporting Agencies:
  - Equifax: (800) 525-6285 or <http://www.equifax.com>
  - Experian: (800) 397-3742 or <http://www.experian.com>
  - TransUnion: (800) 916-8800 or <http://www.transunion.com>

*Method of Contact:*

- Written notice: certified mail to last known “good address” if identity theft involves alteration of correct address of record.
- Telephone: provided the contact is made directly with the verified, affected person and appropriately documented.

*Local Law Enforcement:*

In all cases, the College will notify Campus Public Safety and/or Local Law Enforcement having proper jurisdiction of any attempted or actual identity theft.

The FDLE has developed a program to assist with identity theft claims and those individuals who are concerned that their personal identifiers may have been used in an arrest record contained within the Florida Computerized Criminal History (CCH) files. Individuals can review their criminal history files by using the following link:

<http://www.fdle.state.fl.us/Content/getdoc/cc3f291a-3137-4e6f-9b1a-8e822594942f/Compromised-Identity-Services.aspx>

#### 9. Employee Training

The College will implement periodic training by the Program Administrator to emphasize the importance of meaningful data security practices and to create a “culture of security.” The College acknowledges that a well-trained workforce is the best defense against identity theft and data breaches.

- Annually, explain the Program rules to relevant staff, and train them to spot security vulnerabilities, and update them about new risks and vulnerabilities.
- Inform employees of College regarding the Identity Theft Program and how to safeguard confidential information.
- Inform employees of College’s Fraud Policy – 6Hx6:2.10
- Inform employees of FERPA Guidelines.
- Advise employees that violation of the College’s security policies is grounds for discipline, up to, and including, dismissal.

#### 10. Identity Theft Prevention Program Review and Approval

The Program Administrator will review the program at least annually, or after each and every attempt at identity theft. A report will be prepared annually by the program administrator and submitted to the Vice President Financial Services to include matters related to the program, the effectiveness of the policies and procedures, the oversight and effectiveness of any third party billing and account establishment entities, a summary of any identify theft incidents and the response to the incident, and recommendations for substantial changes to the program, if any.

#### 4. Program Administration

##### A. Oversight

Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee (“Committee”) for the College. The Committee is headed by a Program Administrator who may be the President of the College or his or her appointee/designee. Two or more other individuals appointed by the President of the College or the Program Administrator comprise the remainder of the committee membership. The Program Administrator will be responsible for ensuring appropriate training of College staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

##### B. Staff Training and Reports

College staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. College staff shall be trained, as necessary, to effectively implement the Program. College employees are expected to notify the Program Administrator once they become aware of an incident of identity theft or of the College’s

failure to comply with this Program. At least annually or as otherwise requested by the Program Administrator, College staff responsible for development, implementation, and administration of the Program shall report to the Program Administrator on compliance with this Program. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of Covered Accounts, service provider arrangements, significant incidents involving identity theft and management's response, and recommendations for changes to the Program.

C. Service Provider Arrangements

In the event the College engages a service provider to perform an activity in connection with one or more Covered Accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft.

1. Require, by contract, that service providers have such policies and procedures in place.
2. Require, by contract, that service providers review the College's Program and report any Red Flags to the Program Administrator or the College employee with primary oversight of the service provider relationship.

D. Non-disclosure of Specific Practices

For the effectiveness of this Identity Theft Prevention Program, knowledge about specific Red Flag identification, detection, mitigation and prevention practices may need to be limited to the Committee who developed this Program and to those employees who need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered "confidential" and should not be shared with other College employees or the public. The Program Administrator shall inform the Committee and those employees who need to know the information of those documents or specific practices which should be maintained in a confidential manner.

E. Program Updates

The Committee will periodically review and update this Program to reflect changes in risks to students and the soundness of the College from identity theft. In doing so, the Committee will consider the College's experiences with identity theft situations, changes in identity theft methods, changes in identity theft detection and prevention methods, and changes in the College's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Committee will update the Program.

Meeting of the  
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES  
September 27, 2011

AGENDA ITEM: 6

**Approval of Personnel Actions**

**RECOMMENDATION:**

The Administration recommends District Board of Trustees approval of the attached list of Personnel Consent Agenda actions.

**STAFF ANALYSIS:**

Personnel Consent Agenda actions are consistent with Florida Statute 1001.65(3), Florida Department of Education, Administrative Rule 6A-14.0261, Board Policy 6Hx6: 5.02, and approved practices of the district and are deemed routine in nature. It is recommended that the attached list of Personnel Consent Agenda actions be approved.

During the time period since the last Board meeting, personnel changes have occurred. The attached list reflects 208 appointments/status changes, 71 special contracts, 1 military leave and 15 employee departures/retirements.

These actions have been reviewed by appropriate supervisors, approved by designated College administrators, and discussed with the Board Liaison. It is recommended that these actions be approved.

**DIRECT FISCAL IMPACT:**

Funding Source Operating Amount: \$ 238,846.88

Attachment

REQUESTED BY:   
Vice President, Human Resources

FUNDING VERIFIED AND APPROVED BY:   
Vice President, Financial Services

APPROVED FOR AGENDA BY:   
District President

**APPOINTMENTS**

<u>Regular Full Time - Salaried</u>			<u>Base Pay</u>	<u>Fringe Benefits</u>	<u>Total Salary + Fringe</u>	<u>Additional Allowances</u>
Arcidiacono	Patricia	Professor, Nursing	\$46,420.53	\$ 14,509.06	\$ 60,929.59	
Baker	Cynthia	Professor, College Prep Math	\$46,420.53	\$ 14,509.06	\$ 60,929.59	
Batcher	Doris	Professor, Chemistry	\$53,268.84	\$ 15,610.96	\$ 68,879.80	
Buck	Kelly	Classroom Teacher, Biology	\$41,074.00	\$ 13,648.81	\$ 54,722.81	
Buonocore	Karen	Professor, College Prep Math	\$48,420.53	\$ 14,830.86	\$ 63,251.39	
Cass	Bertrand	Classroom Teacher, Social Studies	\$39,558.00	\$ 13,404.88	\$ 52,962.88	
Chausse	Cynthia	Professor, Psychology	\$55,068.84	\$ 15,900.58	\$ 70,969.42	
Collazo	Myrtha	Senior Staff Assistant	\$27,956.64	\$ 11,538.22	\$ 39,494.86	
Doheny	Cathleen	Professor, Education	\$53,268.84	\$ 15,610.96	\$ 68,879.80	
Dome	Ashley	Financial Aid Services Specialist	\$27,956.64	\$ 11,538.22	\$ 39,494.86	
Findley	Monique	Professor, Nursing	\$52,127.12	\$ 15,427.25	\$ 67,554.37	
Frye	Joshua	Classroom Teacher, Math	\$41,336.00	\$ 13,690.96	\$ 55,026.96	
Hermann	Henry	Professor, Biology	\$53,268.84	\$ 15,610.96	\$ 68,879.80	
Hummel	Jill	Professor, English	\$46,420.53	\$ 14,509.06	\$ 60,929.59	
Jamison	Dale	Classroom Teacher, Social Studies	\$41,336.00	\$ 13,690.96	\$ 55,026.96	
Jenner	Martha	Professor, Nursing	\$52,327.12	\$ 15,459.43	\$ 67,786.55	
Johnson	Rhonda	Professor, Nursing	\$46,420.53	\$ 14,509.06	\$ 60,929.59	
Klink	Marian	Transfer Transcript Evaluator	\$27,956.64	\$ 11,538.22	\$ 39,494.86	
Lane	Krisztina	Human Resources Representative, Benefits	\$32,000.00	\$ 12,188.80	\$ 44,188.80	
Lanigan	Kathleen	Professor, Nursing	\$55,268.84	\$ 15,932.76	\$ 71,201.60	
Lublink	Sarah	Professor, Philosophy	\$53,268.84	\$ 15,610.96	\$ 68,879.80	
Magomo	Douglas	Professor, Mathematics	\$54,068.84	\$ 15,739.68	\$ 69,808.52	
Mangene	Pamela	Professor, English	\$46,420.53	\$ 14,509.06	\$ 60,929.59	
Martinez	Danielle	Office Assistant	\$22,000.00	\$ 10,579.80	\$ 32,579.80	
McCartney King	Stephanie	Professor, Accounting	\$53,590.66	\$ 15,662.74	\$ 69,253.40	
McCown	James	Coordinator, Plant Operations	\$44,000.00	\$ 14,119.60	\$ 58,119.60	
McDevit	Daniel	Professor, Biology	\$53,268.84	\$ 15,610.96	\$ 68,879.80	
Miller	Valerie	Administrative Assistant <sup>1,2</sup>	\$29,354.48	\$ 11,763.14	\$ 41,117.62	
Moreira	Rodolfo	Human Resources Representative, Staffing	\$32,000.00	\$ 12,188.80	\$ 44,188.80	
Liu	Qin	Professor, Chemistry	\$53,268.84	\$ 15,610.96	\$ 68,879.80	
Parfitt	Shannon	Academic Advisor	\$29,354.48	\$ 11,763.14	\$ 41,117.62	
Peterson	Kody	Online Website Technician	\$29,000.00	\$ 11,706.10	\$ 40,706.10	
Porter	Amy	Classroom Teacher, Art	\$38,939.60	\$ 13,305.38	\$ 52,244.98	
Rahaman	Mohammad	Network Security Administrator	\$68,000.00	\$ 17,981.20	\$ 85,981.20	
Roles	Joseph	Professor, College Prep Math	\$48,420.53	\$ 14,830.86	\$ 63,251.39	
Rollins	Ashley	Financial Aid Services Specialist	\$27,956.64	\$ 11,538.22	\$ 39,494.86	
Santiago	Margarita	Student Services Specialist	\$25,800.00	\$ 11,191.22	\$ 36,991.22	
Spadoni	Kathleen	Classroom Teacher, English	\$38,192.00	\$ 13,185.09	\$ 51,377.09	
Storrie	Andrea	Professor, Nursing	\$46,420.53	\$ 14,509.06	\$ 60,929.59	
Strasser	Julie	Professor, Nursing	\$46,420.53	\$ 14,509.06	\$ 60,929.59	
Trevino	Marcela	Professor, Biology <sup>2</sup>	\$53,868.84	\$ 15,707.50	\$ 69,576.34	
Vache	Catherine	Professor, College Prep Math	\$48,420.53	\$ 14,830.86	\$ 63,251.39	
Van Boven	Harold	Professor, Economics	\$48,321.87	\$ 14,814.99	\$ 63,136.86	
Winters	Kristina	Classroom Teacher, Math	\$37,440.00	\$ 13,064.10	\$ 50,504.10	
Wiseley	Phillip	Professor, Sociology	\$54,068.84	\$ 15,739.68	\$ 69,808.52	
Witty	Michael	Professor, Microbiology	\$54,068.84	\$ 15,739.68	\$ 69,808.52	
Zebrook	Patricia	Professor, Nursing <sup>2</sup>	\$46,420.53	\$ 14,509.06	\$ 60,929.59	

**Regular Part Time - Salaried and Hourly**

Deluca	Lenice	Instructional Assistant	\$14.16	\$ 1.79	\$ 15.95	
Dollinger	Kory	Classroom Teacher, PE	\$22,500.00	\$2,846.25	\$ 25,346.25	
Gomez	Marisol	Academic Support Preceptor	\$13.25	\$1.68	\$ 14.93	
Gordon	D'Cody	Instructional Assistant	\$14.16	\$ 1.79	\$ 15.95	
Hantzeas	Sophy	Classroom Teacher, Foreign Language	\$22,500.00	\$2,846.25	\$ 25,346.25	
Schollard	Paul	Instructional Assistant	\$14.16	\$ 1.79	\$ 15.95	

**Temporary Full and Part Time - Salaried (Limited Term)**

Acton	Traci	Clinical Associate	\$1,000.00	\$14.50	\$ 1,014.50	
Allen	Bobby	Clinical Associate	\$1,875.00	\$27.19	\$ 1,902.19	
Babu	Ligy	Clinical Associate	\$6,342.30	\$91.96	\$ 6,434.26	
Baroni	Theresa	Clinical Associate	\$6,723.00	\$97.48	\$ 6,820.48	
Bautista	Betsy	Clinical Associate	\$11,340.00	\$164.43	\$ 11,504.43	
Bennett	Monica	Clinical Associate	\$4,509.00	\$65.38	\$ 4,574.38	
Bertulli	Robert	Clinical Associate	\$625.00	\$9.06	\$ 634.06	
Campbell	John	Clinical Associate	\$1,034.00	\$14.99	\$ 1,048.99	

1-Multiple Actions  
2-Included in Fiscal Impact

<u>APPOINTMENTS continued</u>			<u>Base Pay</u>	<u>Fringe Benefits</u>	<u>Total Salary + Fringe</u>	<u>Additional Allowances</u>
Carranza	Christina	Clinical Associate	\$3,699.00	\$53.64	\$3,752.64	
Clark	Katherine	Clinical Associate	\$945.00	\$13.70	\$958.70	
Clark-Levers	Novlene	Clinical Associate	\$3,025.00	\$43.86	\$3,068.86	
Collazo	Monica	Clinical Associate	\$3,344.00	\$48.49	\$3,392.49	
Coyle	Marcia	Clinical Associate	\$2,538.00	\$36.80	\$2,574.80	
Crandall	Lynn	Clinical Associate	\$7,236.00	\$104.92	\$7,340.92	
Dawson	Phyllis	Clinical Associate <sup>1</sup>	\$5,616.00	\$81.43	\$5,697.43	
DeVito	Joseph	Clinical Associate	\$962.50	\$13.96	\$976.46	
Dixon	Chaplin	Clinical Associate	\$2,464.00	\$35.73	\$2,499.73	
Earl	Gary	Clinical Associate	\$2,552.00	\$37.00	\$2,589.00	
Eggerman	Karen	Clinical Associate	\$1,755.00	\$25.45	\$1,780.45	
Esposito	Antonio	Clinical Associate	\$1,375.00	\$19.94	\$1,394.94	
Favazzo	Nicholas	Clinical Associate	\$1,303.90	\$18.91	\$1,322.81	
Findley	Monique	Clinical Associate	\$432.00	\$6.26	\$438.26	
Garcia-Miller	Kristin	Clinical Associate	\$3,996.00	\$57.94	\$4,053.94	
Gastineau	Bruce	Clinical Associate	\$875.00	\$12.69	\$887.69	
Gomez	Julie	Clinical Associate <sup>1</sup>	\$6,480.00	\$93.96	\$6,573.96	
Gonzalez	Alejandro	Clinical Associate	\$2,250.00	\$32.63	\$2,282.63	
Gorksi	Regina	Clinical Associate <sup>1</sup>	\$5,670.00	\$82.22	\$5,752.22	
Greene	Barbara	Clinical Associate <sup>1</sup>	\$9,787.50	\$141.92	\$9,929.42	
Haugh	Jeffrey	Clinical Associate	\$1,250.00	\$18.13	\$1,268.13	
Haynes	Kathryne	Clinical Associate <sup>1</sup>	\$16,308.00	\$236.47	\$16,544.47	
Holbrook	Angela	Clinical Associate	\$12,912.50	\$187.23	\$13,099.73	
Jimenez	Michael	Fire Academy Coordinator	\$6,375.00	\$92.44	\$6,467.44	
Krout	Mary	Clinical Associate	\$511.50	\$7.42	\$518.92	
Lambert	Jenneine	Clinical Associate	\$4,914.00	\$71.25	\$4,985.25	
Lebedev	Yuliy	Professor, Philosophy/Humanities	\$48,321.87	\$14,814.99	\$63,136.86	
Lenius	Raymond	Clinical Associate	\$4,950.00	\$71.78	\$5,021.78	
Mangie	Evelyn	Professor, History	\$53,268.84	\$15,610.96	\$68,879.80	
Mann	Dominique	Clinical Associate	\$6,298.84	\$91.33	\$6,390.17	
Manson	Nancy	Clinical Associate	\$2,700.00	\$39.15	\$2,739.15	
McDowell	Martin	Clinical Associate	\$500.00	\$7.25	\$507.25	
McSheehy	Michael	Clinical Associate	\$1,125.00	\$16.31	\$1,141.31	
Melendez-Leon	Ivan	Professor, Mathematics	\$23,288.00	\$1,781.53	\$25,069.53	
Mikell	Christopher	Professor, EMS	\$44,517.48	\$14,202.86	\$58,720.34	
Millot	Francis	Clinical Associate	\$1,875.00	\$27.19	\$1,902.19	
Mottram	Ashely	Clinical Associate	\$1,034.00	\$14.99	\$1,048.99	
Nagle	Sherry	Clinical Associate	\$6,520.50	\$94.55	\$6,615.05	
Newberry	Jean	Clinical Associate	\$1,320.00	\$19.14	\$1,339.14	
Paleno	Adriane	Clinical Associate	\$16,089.00	\$233.29	\$16,322.29	
Palumbo	Jessica	Clinical Associate	\$3,699.00	\$53.64	\$3,752.64	
Parritt	Jerilyn	Clinical Associate	\$5,521.50	\$80.06	\$5,601.56	
Prater	Christopher	Clinical Associate <sup>1</sup>	\$12,609.00	\$182.83	\$12,791.83	
Rennie	Susan	Clinical Associate	\$1,175.00	\$17.04	\$1,192.04	
Robertson	William	Clinical Associate <sup>1</sup>	\$2,825.00	\$40.96	\$2,865.96	
Roche	Gary	Clinical Associate	\$1,296.00	\$18.79	\$1,314.79	
Rodriguez	Felicia	Clinical Associate	\$1,250.00	\$18.13	\$1,268.13	
Roland	Julissa	Clinical Associate	\$3,591.00	\$52.07	\$3,643.07	
Rosene	Candace	Professor, College Prep	\$46,420.53	\$14,509.06	\$60,929.59	
Rothwell	Charles	Clinical Associate	\$2,800.00	\$40.60	\$2,840.60	
Schwing	Brenda	Clinical Associate	\$744.00	\$10.79	\$754.79	
Seward	Heather	Clinical Associate	\$3,520.00	\$51.04	\$3,571.04	
Shannon	Colleen	Clinical Associate	\$2,552.00	\$37.00	\$2,589.00	
Sobkowiak	Jessica	Professor, College Prep	\$46,420.53	\$14,509.06	\$60,929.59	
Steiner	Shawn	Clinical Associate	\$3,456.00	\$50.11	\$3,506.11	
Stevens	Rima	Clinical Associate <sup>1</sup>	\$10,945.80	\$158.71	\$11,104.51	
Stillwagon	Lorrie	Clinical Associate <sup>1</sup>	\$12,590.10	\$182.56	\$12,772.66	
Sutton	Christopher	Clinical Associate	\$1,250.00	\$18.13	\$1,268.13	
Sweeney	Judith	Clinical Associate	\$7,236.00	\$104.92	\$7,340.92	
Symer	Judith	Clinical Associate	\$2,552.00	\$37.00	\$2,589.00	
Thompson	Adam	Clinical Associate <sup>1</sup>	\$2,375.00	\$34.44	\$2,409.44	
VanGlabek	William	Professor, Accounting	\$46,420.53	\$14,509.06	\$60,929.59	
Vaughan	Mary	Professor, English	\$46,420.53	\$14,509.06	\$60,929.59	
Vila	Matthew	Clinical Associate	\$875.00	\$12.69	\$887.69	
Williams	Leslie	Clinical Associate	\$1,755.00	\$25.45	\$1,780.45	
Willis	Suzie	Clinical Associate	\$4,360.50	\$63.23	\$4,423.73	
Windland	William	Clinical Associate	\$1,936.00	\$28.07	\$1,964.07	
Yaniga	Leslie	Clinical Associate	\$5,104.00	\$74.01	\$5,178.01	

1-Multiple Actions  
2-Included in Fiscal Impact



<u>APPOINTMENTS continued</u>			<u>Base Pay</u>	<u>Fringe Benefits</u>	<u>Total Salary + Fringe</u>	<u>Additional Allowances</u>
<u>Temporary Part Time - Hourly</u>						
Aberle	Rosina	Peak Partner	\$10.00	\$0.77	\$10.77	
Aguilar	Jacqueline	Student Assistant	\$7.75		\$7.75	
Akin	Donna	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Alvarado	Brian	Student Assistant	\$7.75		\$7.75	
Anderson	Terrance	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Aristhyl	Michelson	Student Assistant	\$7.75		\$7.75	
Arnold	Jennifer	Student Assistant, Work Study	\$7.75		\$7.75	
Beckler	Tiffany	Student Assistant	\$7.75		\$7.75	
Bennett	David	Student Assistant	\$7.75		\$7.75	
Boucher	George	Student Assistant	\$7.75		\$7.75	
Brown	David	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Bunting	Brandon	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Burley	Nathaniel	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Chilcoat	Korina	Student Assistant <sup>1</sup>	\$7.75		\$7.75	
China	Domingo	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Coltellino	Keri	Student Assistant	\$7.75		\$7.75	
Dearmond	Paul	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Debrowski	Renee	Substitute Classroom Teacher <sup>1</sup>	\$12.50	\$0.96	\$13.46	
Delaney	Michelle	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Devan	Paul	Fire Academy Instructor <sup>1</sup>	\$25.00	\$0.36	\$25.36	
Duffy	Kenneth	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Dufort	Stevenlyne	Student Assistant	\$7.75		\$7.75	
Fairfax	Jessica	Peak Partner	\$10.00	\$0.77	\$10.77	
Garcia	Miguel	Student Assistant, Work Study	\$7.75		\$7.75	
George	Carolyn	Edison Online Testing Proctor	\$12.50	\$0.96	\$13.46	
Glick	Courtney	Student Assistant	\$7.75		\$7.75	
Gutierrez	Jose	Student Assistant	\$7.75		\$7.75	
Heisler	Patricia	Peak Partner	\$10.00	\$0.77	\$10.77	
House	Tracy	Peak Partner	\$10.00	\$0.77	\$10.77	
Jaffie	Rachel	Student Assistant	\$7.75		\$7.75	
James	David	Student Assistant	\$7.75		\$7.75	
Jamin	Mark Mateo	Student Assistant	\$7.75		\$7.75	
Kerr	Dennis	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Kilcullen	Linda	Peak Partner	\$10.00	\$0.77	\$10.77	
Kofsky	Steven	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Lloyd	Courtney	Student Assistant	\$7.75		\$7.75	
Loewel	Robert	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Lucien	Edyne	Student Assistant	\$7.75		\$7.75	
Lunkuse	Jackieline	Student Assistant	\$7.75		\$7.75	
Lynch	Katy	Peak Partner	\$10.00	\$0.77	\$10.77	
Maksymiak	Amber	Student Assistant	\$7.75		\$7.75	
Maldonado	Lucero	Student Assistant	\$7.75		\$7.75	
Massad	Mario	Student Assistant	\$7.75		\$7.75	
Masse	Shane	Student Assistant	\$7.75		\$7.75	
Matecki	Mary	Peak Partner	\$10.00	\$0.77	\$10.77	
Miller	Samantha	Student Assistant	\$7.75		\$7.75	
Myers	Michael	Peak Partner <sup>1</sup>	\$10.00	\$0.77	\$10.77	
Nelmes	Kevin	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Oliviera	Ana	Student Assistant, Work Study	\$7.75		\$7.75	
Orama	Jose	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Palmateer	Scott	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Palmer	Jordan	Student Assistant	\$7.75		\$7.75	
Pelitera	Kevin	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Perez	Crystal	Student Assistant	\$7.75		\$7.75	
Pinero	Elisa	Student Assistant	\$7.75		\$7.75	
Plocinski	Frederick	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Portillo	Anaidis	Student Assistant	\$7.75		\$7.75	
Rademaker	Angela	Student Assistant	\$7.75		\$7.75	
Reilly	John	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Ricardo	Eloy	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Rosales	Kelly	Student Assistant, Work Study	\$7.75		\$7.75	
Spencer	Christopher	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
St.Fort	Nahum	Student Assistant, Work Grant	\$7.75		\$7.75	
Swanson	Michael	Fire Academy Instructor <sup>1</sup>	\$25.00	\$0.36	\$25.36	
Whann	Nancy	Staff Assistant	\$14.16	\$1.08	\$15.24	

1-Multiple Actions  
2-Included in Fiscal Impact

<u>STATUS CHANGES</u>				<u>Base Pay</u>	<u>Fringe Benefits</u>	<u>Total Salary + Fringe</u>	<u>Additional Allowances</u>
<u>Reassignment</u>							
Roshon	William	Interim Dean, Hendry/Glades Center		\$125,906.18	\$27,298.30	\$153,204.48	

Salary/Compensation

The following current employees received salary or compensation changes due to position reclassification, budgeted salary increase, increased work hours, duty days, duties or a degree level change.

Promotion

Chupak	Mary	Academic Advisor		\$34,842.96	\$12,646.23	\$47,489.19
O'Leary	Andre'	Campus Director, Administrative Services		\$47,815.35	\$14,733.49	\$62,548.84

Salary Adjustment - Increased Hours or Duty Days

DeBona	Michelle	Student Admissions Specialist, Nursing		\$7,178.31	\$908.06	\$8,086.37
Laskowski	Beth	Classroom Teacher, English		\$5,941.59	\$956.00	\$6,897.59
Miller	Faneromeni	Classroom Teacher, Speech		\$38,192.00	\$13,185.09	\$51,377.09
Mitchell	Michael	Classroom Teacher, Biology		\$6,886.90	\$1,108.10	\$7,995.00

Additional Compensation - Increased Duties

Compensation added to base salary.

				<u>Additional Pay</u>	<u>Fringe Benefits</u>	<u>Total Salary + Fringe</u>	<u>Current Salary</u>
Harrel	Erin	Dean, School of Education and Charter Schools <sup>2</sup>		\$15,600.00	\$2,510.04	\$18,110.04	\$122,720.00
Myers	Mary	Dean, Professional and Technical Studies and Edison Online <sup>2</sup>		\$35,000.00	\$5,631.50	\$40,631.50	\$135,880.00

Additional Compensation

Compensation for temporary additional duties not added to base salary.

Hawthorne	Margaret	Public Information Specialist		\$550.00	\$69.58	\$619.58
McNulty	Denise	Associate Director, Nursing <sup>2</sup>		\$7,500.00	\$981.75	\$8,481.75
Schmidt	Blake	Classroom Teacher, Chemistry		\$925.00	\$121.08	\$1,046.08
Souter	Jessica	Classroom Teacher, English		\$5,167.47	\$676.42	\$5,843.89

SPECIAL CONTRACTS

Course/Curriculum Development

Development includes activities such as designing online or baccalaureate course, conducting program assessments, revising current curriculum, writing of the competency matrices for Middle School Language Arts, development of textbook changes, and developing adjunct support programs and curriculum plans.

				<u>Contract Amount</u>	<u>Fringe Benefits</u>	<u>Total with Fringe</u>
Allen	Constance	Special Contract		\$500.00	\$80.45	\$580.45
Ambrose	Martha	Special Contract		\$2,000.00	\$321.80	\$2,321.80
Callan	Patrick	Special Contract		\$2,000.00	\$321.80	\$2,321.80
Detscher	Marsa	Special Contract		\$2,000.00	\$321.80	\$2,321.80
Elowsky	Shandya	Special Contract		\$500.00	\$80.45	\$580.45
Esmond	Patricia	Special Contract		\$500.00	\$80.45	\$580.45
Fanslau	Michelle	Special Contract		\$500.00	\$80.45	\$580.45
Faris	Paral	Special Contract		\$2,000.00	\$321.80	\$2,321.80
Geronimo	Jeff	Special Contract		\$650.00	\$104.59	\$754.59
Greggs	Michelle	Special Contract		\$500.00	\$80.45	\$580.45
Hoffman	David	Special Contract		\$500.00	\$80.45	\$580.45
Maetzke	Sabine	Special Contract		\$500.00	\$80.45	\$580.45
Mangene	Pamela	Special Contract		\$1,200.00	\$193.08	\$1,393.08
Milliken-Setsar	Robyn	Special Contract		\$2,000.00	\$321.80	\$2,321.80
Rivera	Jesus	Special Contract		\$500.00	\$80.45	\$580.45
Sanders	Stefanie	Special Contract		\$5,700.00	\$917.13	\$6,617.13
Schaeffer	Elaine	Special Contract		\$2,600.00	\$418.34	\$3,018.34

Professional Development Facilitator

Served as the developer, presenter and facilitator of a professional development workshop at Adjunct Institute, August 6, 2011.

Gubitti	Rebecca	Special Contract		\$250.00	\$40.23	\$290.23
Politt	Amanda	Special Contract		\$250.00	\$40.23	\$290.23

1-Multiple Actions  
2-Included in Fiscal Impact

**SPECIAL CONTRACTS continued**

**I. Discipline Chair**

<u>Contract Amount</u>	<u>Fringe Benefits</u>	<u>Total with Fringe</u>	<u>Release Time</u>
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The Discipline Chair is responsible for providing academic direction and support for discipline-related issues district-wide, fostering interdisciplinary collaboration, and facilitating communication of College initiatives as they relate to the academic discipline.

**A. Summer 2011**

Faculty are not on regular teaching contract during the summer therefore no release time is required.

Nay	Douglas	Chair, Management and Supervision	\$4,000.00	\$643.60	\$4,643.60	
Worch	Richard	Chair, Criminal Justice	\$4,000.00	\$643.60	\$4,643.60	

**B. Fall 2011**

Faculty receive release time and a stipend to serve as discipline chair.

Axelrod	Rona	Chair, e-Learning	\$3,000.00	\$482.70	\$3,482.70	6
Bunting	Eleanor	Chair, English	\$3,000.00	\$482.70	\$3,482.70	6
Clark	Kathy	Chair, Social Sciences	\$3,000.00	\$482.70	\$3,482.70	6
Lewin	Jo Ann	Chair, Mathematics	\$3,000.00	\$482.70	\$3,482.70	6
Nay	Douglas	Chair, Management and Supervision	\$3,000.00	\$482.70	\$3,482.70	6
Rollins	Joyce	Chair, School of Education	\$3,000.00	\$482.70	\$3,482.70	6
Romeo	Peggy	Chair, Natural Sciences	\$3,000.00	\$482.70	\$3,482.70	6
Seefchak	Caroline	Chair, College Preparatory and Developmental	\$3,000.00	\$482.70	\$3,482.70	6
Swanson	Russell	Chair, Humanities and Fine Arts	\$3,000.00	\$482.70	\$3,482.70	6
Walters	Myra	Chair, Speech and Foreign Language	\$3,000.00	\$482.70	\$3,482.70	6
Worch	Richard	Chair, Criminal Justice	\$3,000.00	\$482.70	\$3,482.70	6

**II. Committee Chair**

<u>Contract Amount</u>	<u>Fringe Benefits</u>	<u>Total with Fringe</u>	<u>Release Time</u>
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Committee chairs are leading specific academic-related committees under the direction of the Vice President, Academic Affairs during the fall 2011 semester. Committee chairs may receive additional compensation, release time or combination of compensation and release time.

Ambrose	Martha	Chair, Assessment Committee	\$3,000.00	\$482.70	\$3,482.70	6
Clark	Kathy	Co-Chair, Quality Enhancement Plan				6
Grove	Jennifer	Chair, Curriculum Committee				3
Mangene	Pamela	Chair, Professional Development Committee				3
Smith	Ron	Chair, Academic Standards Committee				3
Trogan	Amy	Chair, Student Assessment Committee				3

**III. Release Time**

<u>Release Time</u>
---------------------

Release time is granted to faculty for additional assignments that do not include Discipline or Committee Chair responsibilities. These fall 2011 semester assignments are under the direction of the Dean or Vice President, Academic Affairs.

Doheny	Cathleen	Reading Education Coordinator, School of Education				3
Mikell	Christopher	Coordinating Services for the Emergency Services Program, Charlotte Campus				6
Miller	Regina	English for Speakers of Other Languages (ESOL) Coordinator, School of Education				3
Ransford	Donald	District President, Faculty Senate				3
Schaeffer	Elaine	Early Childhood Symposium; Curriculum Support, School of Education				3
Walters	Myra	Lead Faculty, Quality Enhancement Plan				3

**Independent Study**

An independent study option is available to students on a limited basis if a regularly scheduled class has been cancelled or not offered due to low enrollment, a student is unable to complete a scheduled course due to a medical issue or learning disability, or the student is in his/her last semester and a course required for graduation is not being offered. Instructors are compensated \$200.00 per student.

Chase	Wendy	Special Contract	\$200.00	\$32.18	\$232.18	
Kellams	Daniele	Special Contract	\$800.00	\$128.72	\$928.72	
Mangene	Pamela	Special Contract <sup>1</sup> (\$1,200 each Summer and Fall)	\$2,400.00	\$386.16	\$2,786.16	
Oliver	David	Special Contract	\$400.00	\$64.36	\$464.36	
Shuluk	William	Special Contract	\$600.00	\$96.54	\$696.54	

**SPECIAL CONTRACTS continued**

			<b>Contract</b>	<b>Fringe</b>	<b>Total with</b>	<b>Release</b>
			<b>Amount</b>	<b>Benefits</b>	<b>Fringe</b>	<b>Time</b>
<b><u>Mentoring</u></b>						
Provided mentoring to new faculty in their first semester of online teaching.						
Allen	Constance	Special Contract	\$200.00	\$32.18	\$232.18	
Baumgartel	Wanda	Special Contract	\$200.00	\$32.18	\$232.18	
Forsythe	Pamela	Special Contract	\$200.00	\$32.18	\$232.18	
Miller	Samantha	Special Contract	\$200.00	\$32.18	\$232.18	
Myers	Carol	Special Contract	\$200.00	\$32.18	\$232.18	
VanSelow	Scott	Special Contract	\$200.00	\$32.18	\$232.18	
Ziomek	Jeffrey	Special Contract	\$200.00	\$32.18	\$232.18	

**Participant in Training in Associate of Science, Nursing (ASN) Program**

New faculty member attended Simulation Training, hospital orientation and computer training as mandatory time required in preparation to teach the course.

Johnson	Rhonda	Special Contract	\$778.80	\$125.31	\$904.11	
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**National Institute for Staff and Organizational Development (NISOD) Award Winner**

These professors have been nominated as the 2010-2011 NISOD winners. Along with attending the NISOD Conference this summer and receiving their certificates and medals, Edison State College is awarding them each a check in the amount of \$1,000.00 for their excellent service to Edison State College and the community.

Politt	Amanda	Special Contract	\$1,000.00	\$160.90	\$1,160.90	
Rollins	Joyce	Special Contract	\$1,000.00	\$160.90	\$1,160.90	

**National Science Foundation (NSF) Grant**

Implementation of the National Science Foundation Grant.

Dambrose	Albert	Special Contract	\$2,304.24	\$370.75	\$2,674.99	
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**FAMILY MEDICAL LEAVE**

Riley	Terri	Executive Assistant				
Wilson	Elaine	Accounts Payable/Receivable Clerk				
Wingerd	Bruce	Professor, Anatomy and Physiology				

**MILITARY LEAVE**

McDonald	James	Desktop Support Technician				
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**DEPARTURES**

Aguilar	Jacqueline	Work Study Student - Lee Campus				
Angulo	Nicole	Student Assistant				
Gallo	Jamie	Academic Advisor				
Glick	Courtney	Student Assistant				
Harner	Anne	Clinical Supervisor				
Harrel	Gregory	Clinical Associate				
Hawthorne	Margaret	Public Information Specialist				
Johnson	Brianna	Student Assistant				
Koeppen	Amy	Testing Specialist				
Lopez	Philip	Student Assistant				
Mitchell	Sylvia	Financial Aid Services Specialist				
Nichols	Norian	Peer Advisor				
Pierre	Paule	Staff Assistant				
Simpson	Debra	Learning Resources Aide				

**RETIREMENT**

Lewis	Rosemary	Professor of Nursing				
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**SENIOR MANAGEMENT RETIREMENT**

It is the intent of the Board to implement F.S.121.055. Senior Management Service Class for the position of Vice President, Facilities and Information Technology.

Meeting of the  
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES  
September 27, 2011

AGENDA ITEM: 7

**Construction Project(s) Change Orders**

**RECOMMENDATION:**

The Administration recommends District Board of Trustees approval of the attached list of Change Orders in Construction Contracts.

**STAFF ANALYSIS:**

Florida Statute 1013.48 requires that Change Orders in Construction Contracts, after the Award of Contract has been approved by the District Board of Trustees, should be reported to the Board and entered into the official minutes. This includes any Direct Purchase of Materials by the College. The College is not required to pay sales taxes on the Direct Purchase of Materials thereby reducing the contract amounts by the tax savings through Change Orders.

The Administration will provide periodic reports to the District Board of Trustees as Change Orders are issued.

**DIRECT FISCAL IMPACT:**

Funding Source: PECO-State Funds Amount: \$ 1,006,899  
Capital Impr. Fee - Bond

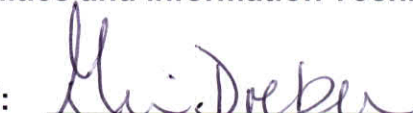
Attachment

REQUESTED BY:



Vice President, Facilities and Information Technology

FUNDING VERIFIED AND APPROVED BY:



Vice President, Financial Services

APPROVED FOR AGENDA BY:



District President

## Collier Campus

### Allied Health Science Building

Hard Bid Agreement, Funded from PECO FY09, FY10, FY11

<b>Gates Butz Institutional Construction (bid award October 26, 2010)</b>	<b>\$ 7,587,900.00</b>
2/2/2011 Change order 1 - DPOs	\$ -
2/2/2011 Change order 2 - DPOs	\$ -
2/1/2011 Change order 3 - Construct temp. lay-down area and underground pipe across	\$ 33,377.59
2/10/2011 Change order 4 - Install underground water valve; Relocate FPL transformer	\$ 45,397.00
3/17/2011 Change order 5 - DPOs	\$ -
Change order 6 - Fire permit review drawings; Modify existing chiller water valve	
3/23/2011 box; Revise roofing specification.	\$ 10,148.83
3/23/2011 Change order 7 - Add related site costs from Student Services project	\$ 483,450.00
4/6/2011 Change order 8 - Structural steel changes/additions	\$ 4,837.80
5/4/2011 Change order 9 - May 5, 2011 Structural changes	\$ 6,280.15
5/5/2011 Change order 10 - May 5, 2011 Solids Separator	\$ 35,298.00
6/1/2011 Change order 11 - Nursing Lab Changes	\$ 328,864.00
Change order 12 - Changes to column location, plumbing fixtures, additional steel	
6/21/2011 for elevator shaft, relocate south sidewalk.	\$ 14,743.72
<b>Current Contract Amount</b>	<b>\$ 8,550,297.09</b>

**Fiscal Impact, Allied Health Sciences Building**

Net Change Orders	962,397.09
Net Tax Savings from Direct Purchase Orders	(57,609.52)
<b>Total</b>	<b>904,787.57</b>

### Allied Health Science Building - Parking Lot

Hard Bid Agreement, Funded from PECO FY09, FY10, FY11

<b>Gates Butz Institutional Construction (bid award February 18, 2011)</b>	<b>\$ 367,900.00</b>
7/6/2011 Change order #1 - Move existing light poles from proposed entry way.	\$ 3,013.65
8/11/2011 Change order #2 - Extend contract completion date due to rain delays.	\$ -
<b>Current Contract Amount</b>	<b>\$ 370,913.65</b>

**Fiscal Impact, Allied Health Sciences Building - Parking Lot**

Net Change Orders	3,013.65
Net Tax Savings from Direct Purchase Orders	-
<b>Total</b>	<b>3,013.65</b>

## Collier Campus

### Student Services Building

**Hard Bid Agreement, Funded from Capital Improvement Fees**

<b>Gates Butz Institutional Construction (bid award November 8, 2010)</b>	<b>\$ 3,936,130.00</b>
1/13/2011 Change order 1 - DPOs	\$ -
Change order 2 - Remove existing 1*" RCP that is conflict with existing structure M-2; Remove hard pan limerock in conflict with storm piping & structure; Install	
1/13/2011 concrete side walk	\$ 20,520.72
Change order 3 - Change elevator pit to cast in place concrete walls; Add	
2/22/2011 underground fire line as a result of fire review	\$ 6,236.73
3/17/2011 Change order 4 - Raise communication box lid and install new concrete lid	\$ 5,961.76
3/23/2011 Change order 5 - Deduct related site costs and add to Allied Health project	\$ (483,450.00)
5/9/2011 Change order 6 - Add structural steel	\$ 24,235.20
5/9/2011 Change order 7 - Fire Review Plan/Review; Deiet (19) SLH fixtures; IT changes;	\$ 26,405.92
6/27/2011 Change order 8 - Bookstore addition	\$ 198,380.24
7/11/2011 Change order 9 - Add steel tub to support store front, install remote chiller in	\$ 9,332.93
8/3/2011 Change order 10 - Apply waterproofing to ext. planters, credit (1) light fixtures,	\$ 22,892.50
<b>Current Contract Amount</b>	<b><u>\$ 3,766,646.00</u></b>
<b>Fiscal Impact, Student Services Building</b>	
Net Change Orders	(169,484.00)
Net Tax Savings from Direct Purchase Orders	(13,900.50)
<b>Total</b>	<b><u>(183,384.50)</u></b>

Current Project Change Order Status as of 8/31/2011

## Lee Campus

### Building T - Classroom Addition (HS)

Hard Bid Agreement, Funded from Capital Improvement Fee Bond

<b>DeAngelis Diamond (bid award November 11, 2010)</b>	<b>\$</b>	<b>2,539,145.00</b>
1/10/2011 Change Order 1 - Road drainage; Utility Changes	\$	33,792.00
1/11/2011 Change Order 2 - DPOs	\$	-
1/11/2011 Change order 3 - DPOs	\$	-
2/2/2011 Change Order 4 - Wet Lab Changes	\$	242,660.00
2/17/2011 Change Order 5 - DPOs	\$	-
3/24/2011 Change order 6 - DPOs	\$	-
6/6/2011 Change Order 7 - Delete fire lane, Additional electrical, Cable infrastructure, Previous Pavers, Demo credit, Washer/dryer, Multi-purpose room screen	\$	5,789.00
6/21/2011 Change order 8 - Waxing VCT, add stucco overhangs & round columns, add brick column score lines, new plumbing fixtures teacher's lounge, exhaust shroud, DPO adjustment	\$	24,489.31
<b>Current Contract Amount</b>	<b>\$</b>	<b>2,845,875.31</b>
<b>Fiscal Impact, Building T</b>		
Net Change Orders		306,730.31
Net Tax Savings from Direct Purchase Orders		(24,247.69)
<b>Total</b>		<b>282,482.62</b>



Meeting of the  
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES  
September 27, 2011

AGENDA ITEM: 8

**Edison State College Monthly Financial Report**

**RECOMMENDATION:**

**INFORMATION ONLY**

**STAFF ANALYSIS:**

Table #1

This report is for informational purposes only and requires no action by the Board. It compares the actual sources and uses of operating funds for the current fiscal period to the same period from the prior year. It is provided to give the reader an indication of how the College's financial position is growing on an incremental basis from year to year.

Table #2

This report is for informational purposes only and requires no action by the Board. It compares the actual sources and uses of operating funds for the current fiscal period to the budgeted sources and uses of operating funds for the current fiscal period. It is provided to give the reader an indication of how the College is performing in relation to its current operating budget.

These reports summarize the College's performance, or capacity, in raising, handling and using public funds. These reports allow managers to effectively allocate and use resources and additionally allow others to evaluate the financial operations of the College.

Attachment

**DIRECT FISCAL IMPACT:** N/A

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**REQUESTED BY:** M. Doebl  
Vice President, Financial Services

**FUNDING VERIFIED AND APPROVED BY:** M. Doebl  
Vice President, Financial Services

**APPROVED FOR AGENDA BY:** [Signature]  
District President

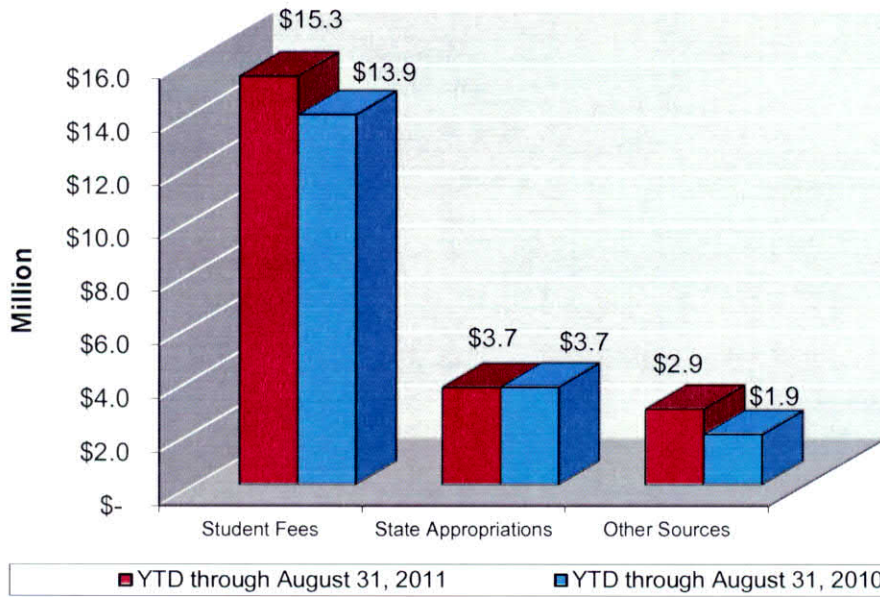
**MONTHLY FINANCIAL REPORTS  
INFORMATION AGENDA  
FINANCIAL REPORT**

<b>EDISON STATE COLLEGE OPERATING BUDGET BY REVENUE AND EXPENSE CATEGORY COMPARISON OF CURRENT YEAR TO PRIOR YEAR for Fiscal Year Ending June 30, 2012</b>
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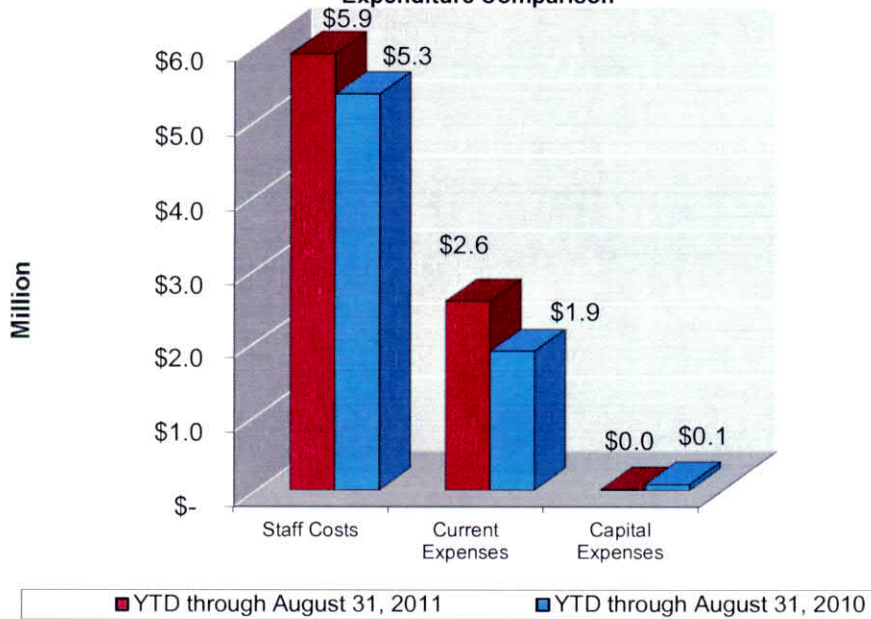
Table #1

SOURCES OF FUNDS	Month Ending		Increase / (Decrease)	
	August 31, 2011	August 31, 2010	from Prior Year	
	Actual (Year To Date)	Actual (Year To Date)	Amount	%
Student Fees	\$ 15,288,568	\$ 13,870,510	\$ 1,418,058	10.2%
Support from State Govt.	3,655,334	3,669,550	(14,216)	-0.4%
Support from Fed. Govt.	13,679	13,864	(185)	-1.3%
Sales & Services	95,578	13,810	81,768	592.1%
Transfers (from other funds)	541,494	275,799	265,695	96.3%
Other Sources	26,985	23,301	3,684	15.8%
Fund Balance Transfers	2,180,488	1,581,344	599,144	37.9%
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 21,802,126</b>	<b>\$ 19,448,177</b>	<b>\$ 2,353,949</b>	<b>12.1%</b>
<b>USES OF FUNDS</b>				
<b>Staff Costs</b>				
Executive & Mgt. Staff	\$ 657,541	\$ 676,008	\$ (18,468)	-2.7%
Instructional Staff	1,159,695	986,581	173,114	17.5%
Other Professional Staff	1,049,865	891,950	157,915	17.7%
Tech., Clerical & Trade Staff	704,910	622,401	82,509	13.3%
Instructional & Other Temp. Professionals [Adjuncts]	1,184,247	874,770	309,477	35.4%
Student Employment	53,940	43,348	10,592	24.4%
Benefits	1,069,085	1,243,248	(174,162)	-14.0%
<b>Total Staff Costs</b>	<b>\$ 5,879,282</b>	<b>\$ 5,338,306</b>	<b>\$ 540,976</b>	<b>10.1%</b>
<b>Current Expenses</b>				
Travel	\$ 64,046	\$ 64,367	\$ (321)	-0.5%
Operating Expenses	884,619	559,723	324,896	58.0%
Rental - Facilities & Equipment	118,544	187,354	(68,810)	-36.7%
Insurance	484,749	474,218	10,531	2.2%
Utilities	143,103	145,455	(2,353)	-1.6%
Contract Services	842,558	425,914	416,645	97.8%
Transfers (to other funds)	2,189	15,000	(12,811)	-85.4%
Other Expenses	20,143	(2,634)	22,776	-864.8%
Budget Contingency	-	-	-	0.0%
<b>Total Current Expenses</b>	<b>\$ 2,559,951</b>	<b>\$ 1,869,397</b>	<b>\$ 690,554</b>	<b>36.9%</b>
<b>Capital Expenditures</b>				
Capital Expenditures	\$ 10,606	\$ 81,372	\$ (70,766)	-87.0%
<b>Total Capital Expenditures</b>	<b>\$ 10,606</b>	<b>\$ 81,372</b>	<b>\$ (70,766)</b>	<b>-87.0%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$ 8,449,840</b>	<b>\$ 7,289,076</b>	<b>\$ 1,160,764</b>	<b>15.9%</b>

**EDISON STATE COLLEGE**  
Revenue Comparison by Source of Funds



**EDISON STATE COLLEGE**  
Expenditure Comparison



**MONTHLY FINANCIAL REPORT  
INFORMATION AGENDA  
FINANCIAL REPORT**

**EDISON STATE COLLEGE  
OPERATING BUDGET BY REVENUE AND EXPENSE CATEGORY  
COMPARISON OF CURRENT YEAR ACTUAL TO CURRENT YEAR REVISED BUDGET  
for Fiscal Year Ending June 30, 2012**

Table #2

SOURCES OF FUNDS	Month Ending August 31, 2011		Variance Amount	% of Revised Budget
	Revised Budget	Actual		
	(Total Year)	(Year To Date)		
Student Fees	\$ 36,700,788	\$ 15,288,568	\$ 21,412,220	41.7%
Support from State Govt.	25,076,290	3,655,334	21,420,956	14.6%
Support from Fed. Govt.	68,261	13,679	54,582	20.0%
Gifts, Contributions, Grants & Contracts	267,029	-	267,029	0.0%
Sales & Services	327,297	95,578	231,719	29.2%
Transfers (from other funds)	541,494	541,494	-	100.0%
Other Sources	256,919	26,985	229,934	10.5%
Fund Balance Transfers	2,180,488	2,180,488	-	100.0%
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 65,418,566</b>	<b>\$ 21,802,126</b>	<b>\$ 43,616,440</b>	<b>33.3%</b>
<b>USES OF FUNDS</b>				
<b>Staff Costs</b>				
Executive & Mgt. Staff	\$4,464,697	\$ 657,541	\$ 3,807,156	14.7%
Instructional Staff	13,789,300	1,159,695	12,629,606	8.4%
Other Professional Staff	6,792,978	1,049,865	5,743,113	15.5%
Tech., Clerical & Trade Staff	4,647,863	704,910	3,942,953	15.2%
Instructional & Other Temp. Professionals [Adjuncts]	8,024,238	1,184,247	6,839,991	14.8%
Student Employment	388,166	53,940	334,226	13.9%
Benefits	9,393,380	1,069,085	8,324,295	11.4%
<b>Total Staff Costs</b>	<b>\$ 47,500,622</b>	<b>\$ 5,879,282</b>	<b>\$ 41,621,339</b>	<b>12.4%</b>
<b>Current Expenses</b>				
Travel	\$ 570,639	\$ 64,046	\$ 506,593	11.2%
Operating Expenses	6,986,694	884,619	6,102,075	12.7%
Rental - Facilities & Equipment	651,034	118,544	532,490	18.2%
Insurance	805,001	484,749	320,252	60.2%
Utilities	2,358,180	143,103	2,215,078	6.1%
Contract Services	4,966,197	842,558	4,123,639	17.0%
Transfers (to other funds)	2,189	2,189	-	100.0%
Other Expenses	80,198	20,143	60,055	25.1%
Budget Holdback Contingency	714,440	-	714,440	0.0%
Budget Contingency	529,673	-	529,673	0.0%
<b>Total Current Expenses</b>	<b>\$ 17,664,246</b>	<b>\$ 2,559,951</b>	<b>\$ 15,104,295</b>	<b>14.5%</b>
<b>Capital Expenditures</b>				
Capital Expenditures	\$ 253,698	\$ 10,606	\$ 243,092	4.2%
<b>Total Capital Expenditures</b>	<b>\$ 253,698</b>	<b>\$ 10,606</b>	<b>\$ 243,092</b>	<b>4.2%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$ 65,418,566</b>	<b>\$ 8,449,840</b>	<b>\$ 56,968,726</b>	<b>12.9%</b>

**Reconvene as:**

**Governing Board of  
Charter Schools**

**DRAFT**  
Minutes

Edison State College  
Charter Schools' Governing Board  
Lee Campus – Board Room (I-223) – Robinson Hall  
August 23, 2011  
6:25 p.m.

**AGENDA ITEM: 1**

Following the Edison State College District Board of Trustees Meeting, the Board reconvened as the Edison State College Charter Schools' Governing Board at 6:25 p.m. with the meeting called to order by Mary Lee Mann, Chair.

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

Absent: Dr. Randall Parrish, Jr., – Out-of-state  
Washington Baquero – Conflict with medical practice

Introduction of Guests and Public Comment – None

**Vote to Take Action On:**

Agenda Item #1. Approval to Appoint the Principal or the Assistant Principal of each Edison State College Charter High School as the Governing Board's Representative (Presenter: Dr. Harrel) (Page 1)

MOTION by Mahlan Houghton, seconded by Ann Berlam, to appoint Dr. Pat Land, Campus President – Charlotte Campus, Edison State College, as the Charlotte Charter High School's Governing Board representative and to appoint Brian Botts, Principal, Edison State College Charter High School – Lee Campus, as the Lee Charter High School's Governing Board representative, as presented.

**Information Only:**

Agenda Item #2. Edison State College Collegiate High Schools' Monthly Financial Report (Presenter: Ms. Doeble) (Page 5)

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

**Written Reports:**

Agenda Item #3. Monthly Report on Edison Collegiate High School – Charlotte  
(Page 8)

A written report was presented for information only.

Agenda Item #4. Monthly Report on Edison Collegiate High School – Lee  
(Page 11)

A written report was presented for information only.

Adjournment

The meeting was adjourned at 6:29 p.m.

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Kenneth P. Walker, Secretary  
District Board of Trustees

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Mary Lee Mann, Chair  
District Board of Trustees

Meeting of the  
EDISON STATE COLLEGE CHARTER SCHOOLS GOVERNING BOARD  
September 27, 2011

**AGENDA ITEM:** 2

**Edison State College Collegiate High Schools Monthly  
Financial Report**

**RECOMMENDATION:**

**INFORMATION ONLY**

**STAFF ANALYSIS:**

This report is for informational purposes only and requires no action by the Board. It compares the actual sources and uses of funds for the current fiscal period to the budgeted sources and uses of funds for the current fiscal period. It is provided to give the reader an indication of how the Collegiate High Schools are performing in relation to their current budget.

- Table 1 represents the activity for the Collegiate High School - Charlotte Campus.
- Table 2 represents the activity for the Collegiate High School – Lee Campus

These reports summarize the Collegiate High Schools performance, or capacity, in raising, handling and using public funds. These reports allow managers to effectively allocate and use resources and additionally allow others to evaluate the financial operations of the Collegiate Schools.

Attachment

**DIRECT FISCAL IMPACT:** N/A

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**REQUESTED BY:**   
Vice President, Financial Services

**FUNDING VERIFIED AND APPROVED BY:**   
Vice President, Financial Services

**APPROVED FOR AGENDA BY:**   
District President



EDISON STATE COLLEGE COLLEGIATE HIGH SCHOOL  
 CURRENT BUDGET  
 FOR THE FISCAL YEAR ENDING JUNE 30, 2012  
 as of August 31, 2011

Table 1  
 CHARLOTTE CAMPUS

SOURCES OF FUNDS	Month Ending August 31, 2011		Variance Amount	% of Revised Budget
	Revised Budget	Actual		
	(Total Year)	(Year To Date)		
State Funding	\$ 1,455,233	\$ 253,359	\$ 1,201,874	17.4%
Support from Federal Gov't	59,571	-	59,571	0.0%
Capital Funding	152,816	9,949	142,867	6.5%
Sales & Services	44,200	-	44,200	0.0%
Other Sources	-	27	(27)	0.0%
Transfers In	7,425	7,425	-	100.0%
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,719,245</b>	<b>\$ 270,760</b>	<b>\$ 1,448,485</b>	<b>15.7%</b>

**USES OF FUNDS**

**Staff Costs**

Instruction	\$ 509,678	\$ 40,180	\$ 469,498	7.9%
Instructional Support	63,040	9,013	54,027	14.3%
Administration	226,760	37,691	189,069	16.6%
Benefits	267,396	19,205	248,191	7.2%
<b>Total Staff Costs</b>	<b>\$ 1,066,874</b>	<b>\$ 106,089</b>	<b>\$ 960,785</b>	<b>9.9%</b>

**Current Expenses**

Travel	\$ 26,499	\$ 530	\$ 25,969	2.0%
Operating Expenses	167,951	31,604	136,347	18.8%
Rental - Facilities & Eq.	152,816	-	152,816	0.0%
Utilities	80,000	-	80,000	0.0%
Contract Services	63,800	3,569	60,231	5.6%
Transfers Out	92,425	7,425	85,000	8.0%
Other Expenses	58,880	-	58,880	0.0%
<b>Total Current Expenses</b>	<b>\$ 642,371</b>	<b>\$ 43,128</b>	<b>\$ 599,243</b>	<b>6.7%</b>

**Capital Expenditures**

Capital Expenditures	\$ 10,000	\$ 1,584	\$ 8,416	15.8%
<b>Total Capital Expenditures</b>	<b>\$ 10,000</b>	<b>\$ 1,584</b>	<b>\$ 8,416</b>	<b>15.8%</b>

<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$ 1,719,245</b>	<b>\$ 150,801</b>	<b>\$ 1,568,444</b>	<b>8.8%</b>
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EDISON STATE COLLEGE COLLEGIATE HIGH SCHOOL  
 CURRENT BUDGET  
 FOR THE FISCAL YEAR ENDING JUNE 30, 2012  
 as of August 31, 2011

Table 2  
 LEE CAMPUS

SOURCES OF FUNDS	Month Ending August 31, 2011		Variance Amount	% of Revised Budget
	Revised Budget	Actual		
	(Total Year)	(Year To Date)		
State Funding	\$ 1,161,505	\$ 176,412	\$ 985,093	15.2%
Support from Federal Gov't	122,425	1,896	120,529	1.5%
Capital Funding	172,264	5,076	167,188	2.9%
Sales & Services	30,000	-	30,000	0.0%
Transfers In	7,425	7,425	-	100.0%
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,493,619</b>	<b>\$ 190,809</b>	<b>\$ 1,302,810</b>	<b>12.8%</b>

USES OF FUNDS				
Staff Costs				
Instruction	\$ 425,260	\$ 39,039	\$ 386,221	9.2%
Instructional Support	51,000	9,146	41,854	17.9%
Administration	158,387	25,907	132,480	16.4%
Benefits	220,744	15,121	205,623	6.9%
<b>Total Staff Costs</b>	<b>\$ 855,391</b>	<b>\$ 89,213</b>	<b>\$ 766,178</b>	<b>10.4%</b>

Current Expenses				
Travel	\$ 178,500	\$ 1,756	\$ 176,744	1.0%
Operating Expenses	168,500	8,553	159,947	5.1%
Rental - Facilities & Eq.	172,264	-	172,264	0.0%
Insurance	8,000	-	8,000	0.0%
Utilities	51,532	-	51,532	0.0%
Contract Services	40,007	100	39,907	0.2%
Transfers Out	7,425	7,425	-	100.0%
Other Expenses	10,000	-	10,000	0.0%
Contingency	2,000	-	2,000	0.0%
<b>Total Current Expenses</b>	<b>\$ 638,228</b>	<b>\$ 17,834</b>	<b>\$ 620,394</b>	<b>2.8%</b>

Capital Expenditures				
Capital Expenditures	\$ -	\$ -	\$ -	0.0%
<b>Total Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$ 1,493,619</b>	<b>\$ 107,047</b>	<b>\$ 1,386,572</b>	<b>7.2%</b>
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Meeting of the  
EDISON STATE COLLEGE CHARTER SCHOOLS GOVERNING BOARD  
September 27, 2011

**AGENDA ITEM:** 3

**Monthly Report on Edison Collegiate High School -- Charlotte**

**RECOMMENDATION:**

**INFORMATION ONLY**

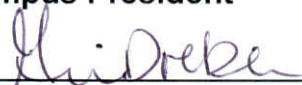
**STAFF ANALYSIS:**

This written report is for informational purposes only and requires no action by the Board. It provides an update on parents' night, academics and extra-curricular projects.

**DIRECT FISCAL IMPACT:** N/A

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**REQUESTED BY:**  \_\_\_\_\_  
Charlotte Campus President

**FUNDING VERIFIED AND APPROVED BY:**  \_\_\_\_\_  
Vice President, Financial Services

**APPROVED FOR AGENDA BY:**  \_\_\_\_\_  
District President

Board of Trustees Report  
September 27, 2011

On September 15, ECHS – Charlotte hosted its first Parent Go-to-School Night in which parents followed their students' daily schedules. For the abbreviated classes, teachers constructed mini-lessons so that the parents could get a glimpse of their teaching styles and have hands-on learning experiences.

Approximately 25% of ECHS - Charlotte freshmen and sophomores participated in the first of three Florida Assessment in Reading tests (FAIR) designed to provide diagnostic information to help teachers and parents guide reading activities. Jessica Souter will use the FAIR results to inform her instruction for the Level One and Level Two students, who, by state mandate, are assigned to an Intensive Reading class. The parents of the Level Three students who were tested received directions about how to use student lexile scores to generate a personalized reading list for their child. By choosing books at or below a student's lexile score, parents can encourage reluctant readers. By choosing books above a student's lexile score, students can increase their reading vocabulary and comprehension.

For their many classroom projects, students are finding creative ways to use technology. Jessica Souter's Honors English I students designed movie trailers for an Edgar Allan Poe story of their choice. The eerie music, the blood-red images, and the careful choice of descriptive language definitely tempted students to read more of Poe's works. Recognizing that Facebook seems to be the communication tool of the moment (check out the ECHS – Charlotte Facebook page at [www.facebook.com/ECHSCharlotte](http://www.facebook.com/ECHSCharlotte)), Honors World History teacher Bert Cass encouraged his students to create Facebook pages for major figures of the Renaissance movement.

Betsy Laskowski's Creative Photo II students caught both color and movement in their "water week" photos. Amy Porter's Art Club members have experimented with folding techniques to create some terrific tie-dye tee shirt designs. When the Board of Trustees assembles at the high school for at least one of the two Charlotte meetings next year, we will have samples of these curricular and extra-curricular projects and many more ready for viewing.

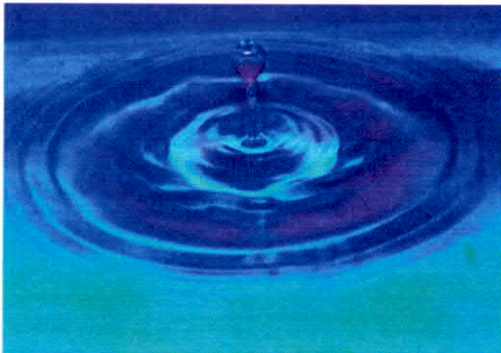


Photo by Sophomore Christian Leach



Freshman Joy Wright working on her photosynthesis project in Research class.

Mathematics teacher Dawn Nolan is featured in the September issue of Gulfshore magazine in their 40 Under Forty series, a salute to Southwest Florida's accomplished young leaders. Of her involvement with ECHS students Nolan says, "You just need to show them they can be successful. I try to give them confidence and let them know they can do more than they think they can." It is that attitude that has helped our mathematics students rank in the top 2% of the state.

Meeting of the  
EDISON STATE COLLEGE CHARTER SCHOOLS GOVERNING BOARD  
September 27, 2011

**AGENDA ITEM:** 4

**Monthly Report on Edison Collegiate High School - Lee**

**RECOMMENDATION:**

**INFORMATION ONLY**

**STAFF ANALYSIS:**

This written report is for informational purposes only and requires no action by the Board. It provides an update on the daily operations of ECHS-Lee

**DIRECT FISCAL IMPACT:** *N/A*

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

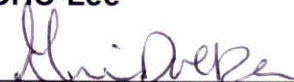
Attachment

**REQUESTED BY:** \_\_\_\_\_



Principal, ECHS-Lee

**FUNDING VERIFIED AND APPROVED BY:** \_\_\_\_\_



Vice President, Financial Services

**APPROVED FOR AGENDA BY:** \_\_\_\_\_



District President



In response to our increasing presence in local STEM activities, a group of local businesses (Southwest Regional Manufacturing Association) will be hosting a September 21<sup>st</sup> meeting and tour of our school for about 25 local technical companies. The collaborative intent is to set up active internships for students, corporate sponsorships for tools and materials, and extend real world technical expertise into the school. To help make sure we stay current and fresh in our approach and content, teachers have settled into a regular routine that includes reflection, deliberate focus on academic skills and content, and collaborative lesson planning. Teachers meet in grade level teams twice a week to discuss curriculum, strategic activities, analyze data and to develop “off the bell schedule” activities for students. Both the activities described below were created and refined through this cycle.

To kind of finish up and integrate the freshmen unit of time, our young Spartans had their first ever “Quest.” For students this day, there were no bells or traditional classes, just a series of challenges and activities that required skills they have developed during the first month of school. Students were divided into teams who spend most of their morning traveling from room to room earning resource tokens by demonstrating mastery of dimensional analysis problems, literary analysis, review of geography terms and concepts, and even a few physical challenges involving balance and strength. Each activity reinforced an academic or group building skill and generated a token that could be used with other task specific tokens to purchase supplies like paper, pencils, and measuring tapes for the next phase of the experience. Students who eventually purchased enough supplies were released to the courtyard where a mock equator and prime meridian were laid out on the ground. Using these as reference points, students had to create a scaled map of hidden clues and ultimately use these clues in a creative writing assignment. The net result is that students were pushed far beyond a traditional day’s academic work and had a practical chance to see how the different subjects interact in application.

After completing the Greek classic *Odysseys* and finishing the comparable time period in world history, the sophomore class had a two day capstone project that involved building a boat and attempting to “sail” it across a small swimming pool. Significant math was involved in calculating the trajectory and speed of the boat and then converting that to simulating *Odysseys’* journey home from Sparta. Students incorporated time period authentic artistic techniques and a writing analysis to summarize the projects. This boat building project was the third project completed through the engineering class. The first project involved students supporting a marshmallow as high as possible using only spaghetti and string and a second project involving the construction of water towers from Popsicle sticks and glue. One structure held 389 pounds and could have held more but students couldn’t find a safe way to add more weight. We will continue to demand that students not only think, but that they can do things with their ideas.