

WORKSHOP AGENDA

District Board of Trustees
Edison State College – Collier Campus
Student Services Building, Community Room (M-201)
Tuesday, January 24, 2012
2:00 p.m. – 3:45 p.m.

1. Presidential Search Discussion
*Board discussion of skills, experiences and attributes desired for next
District President of Edison State College*
2. Tour of Collier Campus

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
Collier Campus – Building M, Room 201
January 24, 2012
4:00 p.m.

Pledge to Flag

Introduction of Guests and Public Comment

Information Reports: *Collier Campus President's Report*
(Presenter: Dr. Robert R. Jones)

SACS Report
(Presenter: Dr. Erin Harrel)

Information and Discussion (Items Requested by Board): None Submitted

Vote to Take Action On:

1. Approval of Minutes (Presenter: Mrs. Berlam)
 - (1) Special Meeting December 16, 2011 (Page 1)
 - (2) Special Meeting January 14, 2011 (Page 32)
 - (3) Workshop January 14, 2011 (Page 41)
2. Presidential Search Firm Selection (Presenter: Mrs. Fairfax/ Board Liaison: Mrs. Starnes-Bilotti) (Page 43)
3. Report and Recommendation from Law Firm of Fowler White Boggs Regarding Employment of Dr. Kenneth P. Walker (Presenter: Cathy Beveridge) (Page 44)
4. Approval to Accept the Completed Construction of the Weiss Health Sciences Hall, Building "N" on the Collier Campus (Presenter: Mr. Nice/Board Liaison: Mr. Chapman) (Page 45)

5. Approval to Accept the Completed Construction of the Student Services Building "M" on the Collier Campus (Presenter: Mr. Nice/ Board Liaison: Mr. Chapman) (Page 48)
6. Approval to Relocate the College Server Room and Remodel and Renovate Building "G" on the Lee Campus to Provide for Disaster Recovery Capabilities (Presenter: Steve Nice/Board Liaison: Mr. Chapman) (Page 51)
7. Approval for Certification of Compliance of Edison State College Financing Corporation (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 52)
- 7(a). Approval of the Collective Negotiations Agreement (Presenter: Mrs. Fairfax/ Board Liaison: Mrs. Starnes-Bilotti) (Page 54a)
- 7(b). Approval of Adjunct Faculty Rate Increase (Presenter: Mrs. Fairfax/Board Liaison: Mrs. Starnes-Bilotti) (Page 54g)

Consent Agenda:

8. Approval of Financial Services Consent Agenda – Budget Amendments (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 55)
9. Approval of Personnel Actions (Presenter: Mrs. Fairfax/Board Liaison: Mrs. Starnes-Bilotti) (Page 58) (*Backup in rear*)

New Business:

Information Only:

10. Edison State College Monthly Financial Report (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 59)
11. Edison State College Collegiate High Schools Monthly Financial Report (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 64)

Written Reports:

12. Monthly Report on Edison Collegiate High School – Charlotte (Page 68)
13. Monthly Report on Edison Collegiate High School – Lee (Page 71)

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Professional Development:

Media Relations Report (Presenter: Teresa Morgenstern, Coordinator, Marketing & College Relations – Collier Campus and District Spokesperson) (Page 73)

President's Comments

Board Members' Comments

Adjournment

DRAFT
Minutes
Edison State College
District Board of Trustees Special Meeting
Lee Campus – Building AA, Room 177
December 16, 2011
10:00 a.m.

Agenda Item #1

The District Board of Trustees of Edison State College met in special session in Lee County, Florida, on December 16, 2011 at 10:00 a.m. with the meeting called to order by Ann Berlam, Chair.

Present: Ann Berlam, Chair
Marjorie Starnes-Bilotti, Vice Chair
Brian Chapman, Jr.
Dr. Randall Parrish, Jr.
Julia Perry
Pamella Seay
Christopher Vernon
Sankey E. "Eddie" Webb, III
Dr. Pat Land, Acting District President
June Hollingshead, Recorder

Pledge to Flag

Introduction of Guests and Public Comment:

CHARLOTTE CAMPUS – None
COLLIER CAMPUS – None
HENDRY/GLADES CAMPUS – None
LEE CAMPUS
1. Sue Buntic
2. Tom Buckingham
3. Joyce Rollins

Information Reports:

1. *Remarks by Acting President* – (Dr. Pat Land)

Dr. Land thanked the Board for the confidence placed in her as Acting District President. She noted that Dr. Washington Baquero resigned from the Board District December 13, 2011, and gave thanks for his valuable contributions to the College. She recognized Tracey Galloway who is leaving as the Vice President of Development of the Edison State College Foundation, Inc., and thanked Tracey for her years of service.

Dr. Land presided over Fall Commencement of 1,800 students with Trustees Pamela Seay and Marjorie Starnes-Bilotti. She advised of an upcoming January 14th workshop and orientation for all Board members, plus the possibility of extra Board meetings. Mark Lupe discussed recent media remarks regarding a memo about Dr. Walker's compensation. He referenced a June 30, 2011 memo from Dr. Walker to Gina Doeble, Vice President, Financial Services and stated that its effect was the implementation of Dr. Walker's salary reduction by \$179,000 per year.

2. *Chancellor's Report* – Mr. Randy Hanna

Mrs. Berlam welcomed Mr. Randy Hanna, the new Chancellor of the Florida College System, who acknowledged Edison State College's unique situation as a huge, complex district comprised of 5 different population areas and economies, and pledged the entire State Board of Education's commitment to helping the College during the transition period to a new District President. He contacted Governor Rick Scott to expedite the replacement of Dr. Baquero in order to have a full Board for the Presidential search.

Chancellor Hanna shared a PowerPoint presentation, "One System... One Mission", an overview of the College System and Edison State College, reiterating that his goal as Chancellor is to maintain local control by institutions while the SBOE provides broad rules and guidelines. (See Attachment #1) He urged use of a search firm for hiring a new President, and answered Board questions regarding the search process. Marjorie Starnes-Bilotti has been working with Human Resources to develop a list of possible search firms and a Request for Information letter.

3. *SACS Report* – Dr. Erin Harrel

Dr. Harrel presented a SACS timeline through April 2012. She met with a possible consultant and will be talking with others. It was recommended that the College as a whole take ownership of SACS and include faculty, staff, students, Board members, and the community in the process. Dr. Harrel is overseeing the use of blogs, discussion boards, and technology to bring various constituencies together, and has extended invitations to team leaders. Throughout January the College will be responding to the 14 Search Committee findings, as well as matching College Operating Procedures to Board Policies. In February, external readers and consultants will review these responses. In March, feedback will be received for a final reading. In April, the final response will be sent to SACS.

4. *Update on the Five Points: 11/29/11 Motion* – Mrs. Ann Berlam

Item I – to place Dr. Kenneth Walker on paid administrative leave. This was accomplished at the last meeting. Mr. Vernon was named Board Liaison for this item to coordinate the securing of the administrative offices.

Item II – to hire a law firm to investigate terminating Dr. Walker for cause and subsequently representing the College in any adversarial proceedings with Dr. Walker. (Mr. Vernon is Board Liaison for this item). Mr. Lupe provided the following picture of events from the November 29th Board meeting through the December 16th Board meeting. He also addressed the responsibility of the Board members from a legal standpoint on how to answer questions on this matter.

- Immediately following the November 29th Board meeting, Dr. Walker's office was secured and locks were changed. Contents were photographed and inventoried. All of Dr. Walker's personal possessions were secured and packed by professional movers. All College files were checked and the file room was reopened for a more normal office function in the Presidential suite.
- Mr. Lupe worked with Mr. Vernon on the selection of attorneys, preferably those within the College's five-county service area, and with resources and substantial experience in labor and employment law. Mr. Lupe talked to representatives of the following three firms: (1) Russell and Andress (2) Bryant, Miller & Olive, and (3) Fowler White Boggs, and looked at others as well. Considering all factors, Mr. Lupe recommended to Mr. Vernon that the College contract with Fowler White Boggs. Mr. Lupe prepared a contract not to exceed \$20,000 which Dr. Land signed as Acting District President.
- Mr. Lupe introduced Joe Coleman, President of Fowler White Boggs, and Cathy Beveridge, the firm's leading expert in labor and employment law, who spoke briefly about their respective backgrounds.
- **RECOMMENDATION to the Board by Mr. Mark Lupe, College Counsel – Mr. Lupe advised if Board members receive questions from the public or media regarding the investigation, that the issue be treated as any other personnel matter, by declining comment until the investigation is complete and a recommendation is prepared to present to the Board.**

Item III – Name an Acting President. On the evening of the November 29th Board meeting, Mrs. Berlam contacted Dr. Pat Land, who accepted the Board's request to serve as Acting District President until an interim president is hired by the Board.

Item IV – Designate a Board Liaison to contact the new Chancellor, Randy Hanna, to assist the College with finding a quality Interim President to propose at the next Board meeting with the goal of having an interim in place within the next 60 days. (Mrs. Berlam designated liaison for this item.) Mrs. Berlam contacted Chancellor Hanna, who gave the following names: J. Dudley Goodlette, Mike Kaliszkeski, and Kathie Sigler. Within the guidelines of the Sunshine Law, she gathered information about these individuals and prepared a summary for the Board of telephone interviews with the three individuals. Mr. Kaliszkeski later withdrew his name from consideration. Mrs. Berlam gave an overview of both remaining candidates and then opened the floor for comments and discussion by the Board. Board consensus was given to invite Mr. Goodlette and Dr. Sigler to attend the January 14, 2012 special meeting and workshop, at which time the Board will take action and choose an Interim District President.

Item V – Designate a Board Liaison to develop a proposal for beginning search for new President to lead us into the future (goal is to begin search within 60 days and to have new President in place in advance of Fall Semester 2012). (Board member Marjorie Starnes-Bilotti appointed as Board liaison).

Mrs. Starnes-Bilotti prepared a handout which included a Request for Information letter to Executive Search Firms and a Presidential Search Timeline with two options. The two deadlines for submission by the firms are January 5, 2012 and January 11, 2012. Mrs. Starnes-Bilotti recommended a search firm committee comprised of at least 3 or 4 Board members, 2 faculty members chosen by the Faculty Senate, staff, students, and community leaders. She recommended Option #1 whereby the search firms would attend the January 14th meeting and workshop. Mrs. Starnes-Bilotti will meet after the January 5th submission deadline with a committee of Board members to narrow down the number of search firms to eventually present to the Board. Pamella Seay and Julia Perry volunteered to serve on this committee. The Board agreed on Option #1 and Pam Fairfax confirmed that the letters would be mailed December 16, 2011. There was further discussion about the need for a Presidential profile and a collective vision by the Board members.

5. *ESC Financing Corporation Presentation* – Mr. Mark Lupe and Mrs. Gina Doeble

Mr. Lupe and Mrs. Doeble presented a PowerPoint overview of the Edison State College Financing Corporation including its status as a direct-support organization, history and profile, bylaws, Board of Directors composition, current directors, revenue and expenses, and sources and uses of funds. Their handout included the Financing Corporation's current bylaws, Articles of Incorporation, Articles of Amendment to the Articles of Incorporation, a Memorandum of Understanding between the District Board of Trustees of the College and the Financing Corporation, and various budget data since inception. The Board will continue to review the Financing Corporation at future meetings.

6. *Legislative Update* – Mr. Matthew Holliday

Mr. Holliday noted that in his budget recommendation, Governor Scott's has reduced total state spending by approximately \$3 billion while adding \$1 billion to K-12. The Florida College System was held at level funding. Four Board of Trustees members – Ann Berlam, Marjorie Starnes-Bilotti, Pamella Seay, and Chris Vernon – will attend the AFC Trustees conference January 31 – February 2, 2012, in Tallahassee. Mr. Holliday will arrange legislative visits for them during this time. A resolution has been filed in the Florida Senate in honor of Edison State College's 50th anniversary, and one is expected to be filed in the House as well.

Information and Discussion:

Chris Vernon

- Identify and Appoint Board Liaison to Review Board Policies

The responsibility for Board Policies and legal noticing of any changes lies with Mr. Lupe, the College Counsel.

- Discussion of Revisions of Board Policies (*Backup in rear*)
 - (1) 6Hx6:1.04 – Board Agenda
Mr. Vernon requested clarification of a “New Business” section on Board agendas.
 - (2) 6Hx6:1.05 – Edison State College Financing Corporation
 - (3) 6Hx6:1.07 – Auxiliary Enterprise Funds
Mr. Vernon noted that the President has the authority to transfer auxiliary funds to the Financing Corporation without Board of Trustees approval, and would like to see changes made to this authority.
- Mr. Vernon asked that the Board become more involved in the selection of vendors, i.e., lawyers, consultants, etc., and questioned if the policy on multi-year contracts had been brought back to the Board.

Mrs. Berlam will work with Dr. Land to have all Board policies addressed at a workshop.

Vote to Take Action On:

Agenda Item #1. Approval of Minutes Regular Meeting November 29, 2011 (Page 1) (Presenter: Mrs. Berlam)

MOTION by Pamella Seay, seconded by Eddie Webb, III, to approve the minutes of the regular meeting November 29, 2011, as amended:

(1) Spelling correction to Lee Campus Public Comment Speaker Professor Myra Walters (not Walkers), and

(2) Addition of Attorney Michael Mattimore’s November 22, 2011 letter as *Attachment #3* to the minutes for *Agenda Item #7. Approval of Personnel Action* regarding the approval of termination for cause of Dr. Robert J. Beeson.

Approved unanimously.

Board of Trustees/Minutes
December 16, 2011
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Agenda Item #2. Approval of Revisions to the Dates, Time and Locations for District Board of Trustees Meetings for 2011-2012 (Presenter: Dr. Land (Page 9))

MOTION by Pamela Seay, seconded by Chris Vernon, to approve the revisions to the dates, time and locations for District Board of Trustees meetings for 2011-2012, as follows: (1) the January 24th meeting location changed from the Charlotte Campus to the Collier Campus (2) the February 28th meeting location changed from the Lee Campus to the Charlotte Campus (3) the addition of a March 27th meeting on the Lee Campus, and (4) the addition of a July 24th meeting on the Collier Campus. Approved unanimously.

Consent Agenda: No Items Requested

Information Only: No Items Requested

Acting President's Comments – None

Board Members' Comments

Adjournment – The meeting was adjourned at 12:40 p.m.

Ann Berlam, Chair
District Board of Trustees

Marjorie Starnes-Bilotti, Vice Chair
District Board of Trustees

Date

Date



One System... One Mission

Edison State College

Randy Hanna

Chancellor

Florida College System

- Relationship Between Florida College System and Board of Trustees of Edison

The Florida College System ONE System - ONE Mission...

Access, Outreach, Responsiveness, Quality, Affordability

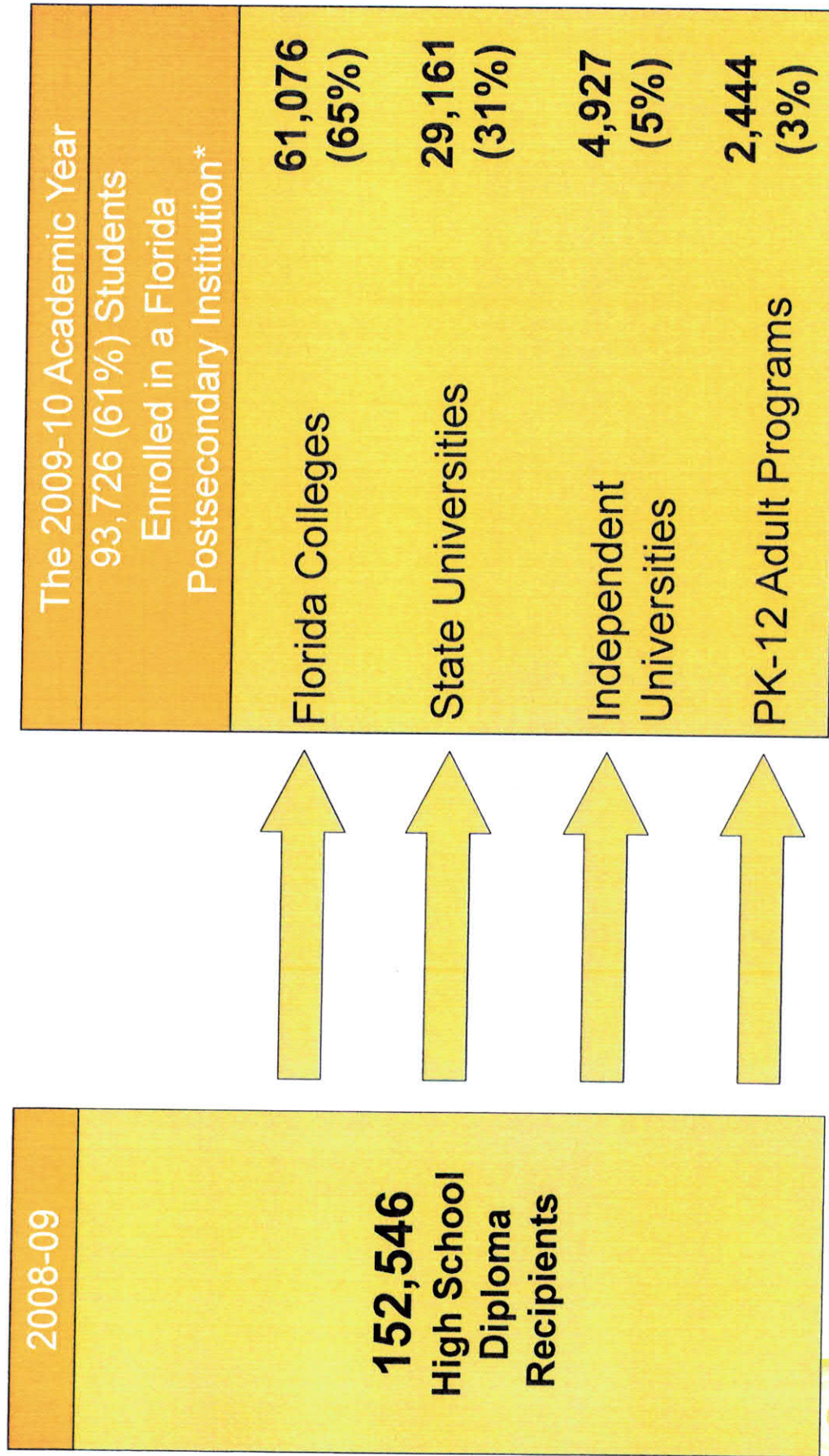
- 8 “community” colleges
- 8 “colleges”
- 12 “state” colleges

*Meeting Florida’s Academic,
Economic and Workforce Needs*

Over 886,000 students enrolled in 2010-11

- 351,938 in Associate in Arts
- 113,019 in Associate in Science/Applied Science
- 51,879 in Vocational and College Credit Certificate 2010-11
- 176,286 in College and Vocational Prep
- 52,192 in Adult and Secondary
- 151,948 in Continuing Workforce Education
- 3,492 in Educator Preparation Institutes
- 19,366 in Bachelor of Science/Applied Science

What Happens After They Graduate?



Source: PK-20 Education Data Warehouse.

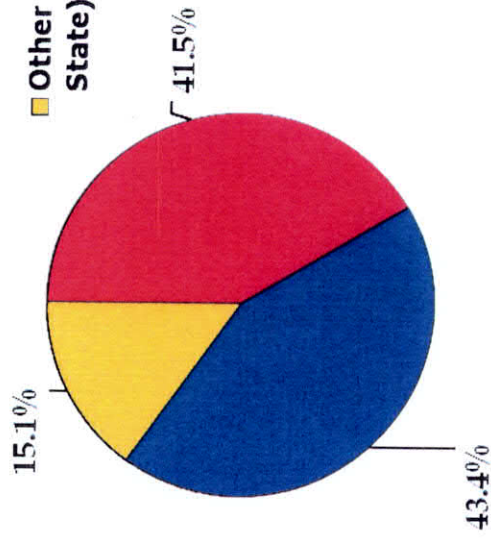
* Does not include students who enrolled in postsecondary education out of state, historically 4-5% of high school graduates.

Note: percentages use the 93,726 as the denominator and will add up to more than 100% because students may enroll in more than one sector.

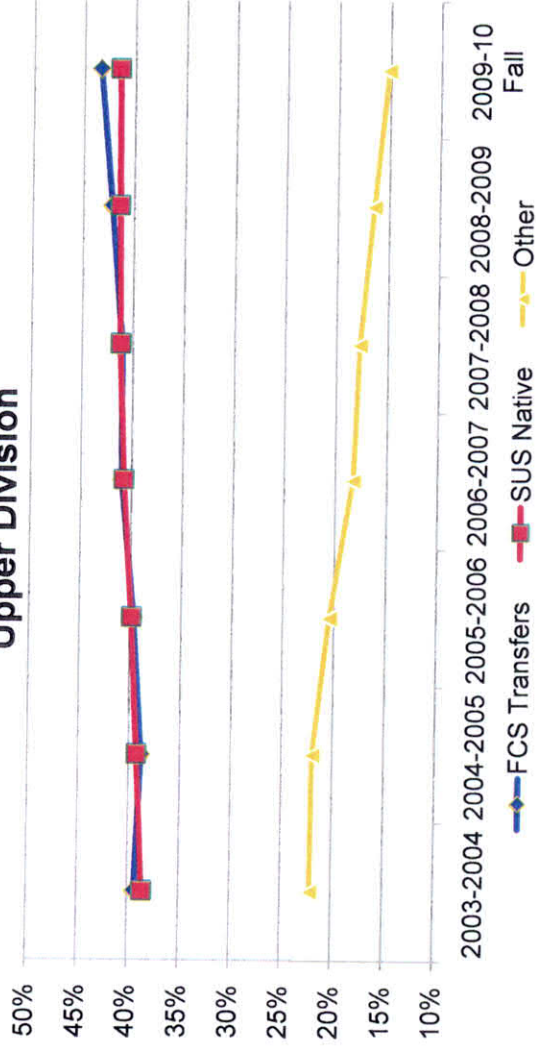
Florida College Transfers & SUS Enrollment

Percentage of Enrollment in SUS Upper Division

- FTICs (Native)
- FCS Transfers
- Other Transfers (SUS, Private, Out-of-State)



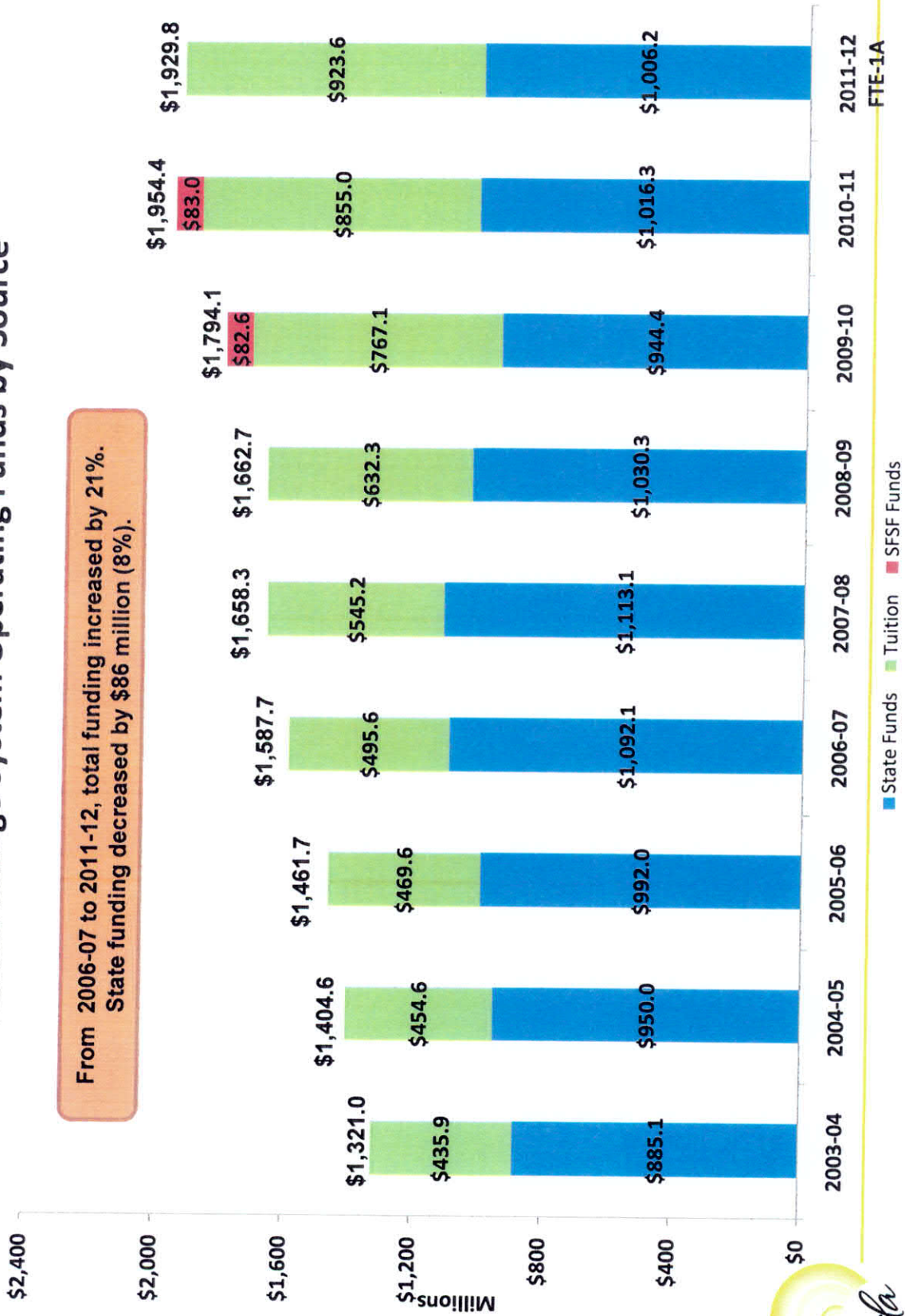
Trends in Percentage of Enrollment in SUS Upper Division



Total Operating Funds Have Increased Over Time

Florida College System Operating Funds by Source

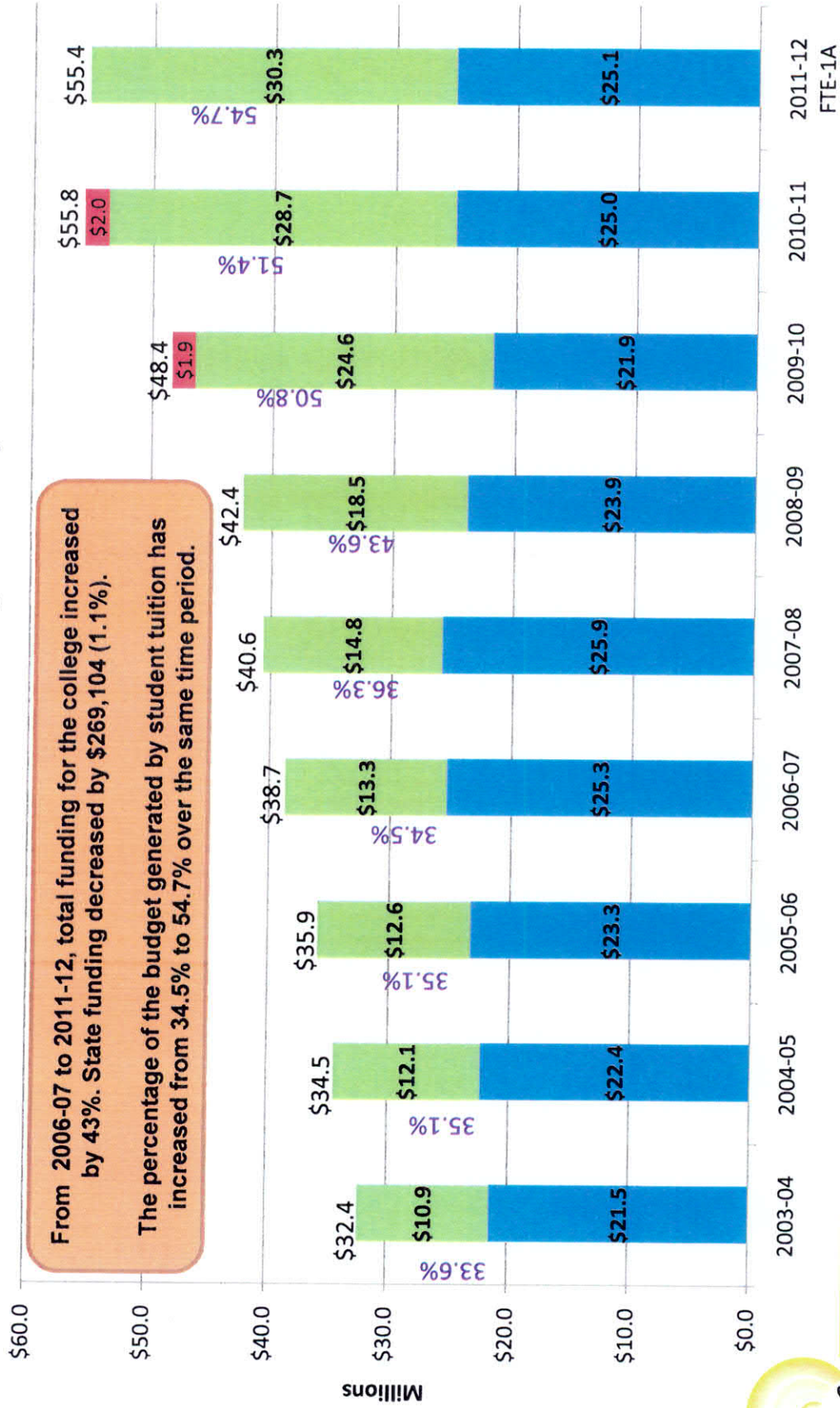
From 2006-07 to 2011-12, total funding increased by 21%.
State funding decreased by \$86 million (8%).



State funds include GR and EETF. Tuition includes tuition, out-of-state fees and technology fees.

Edison's Total Operating Funds Have Increased - Students are Paying a Greater Share of Costs

Edison State College Operating Funds by Source



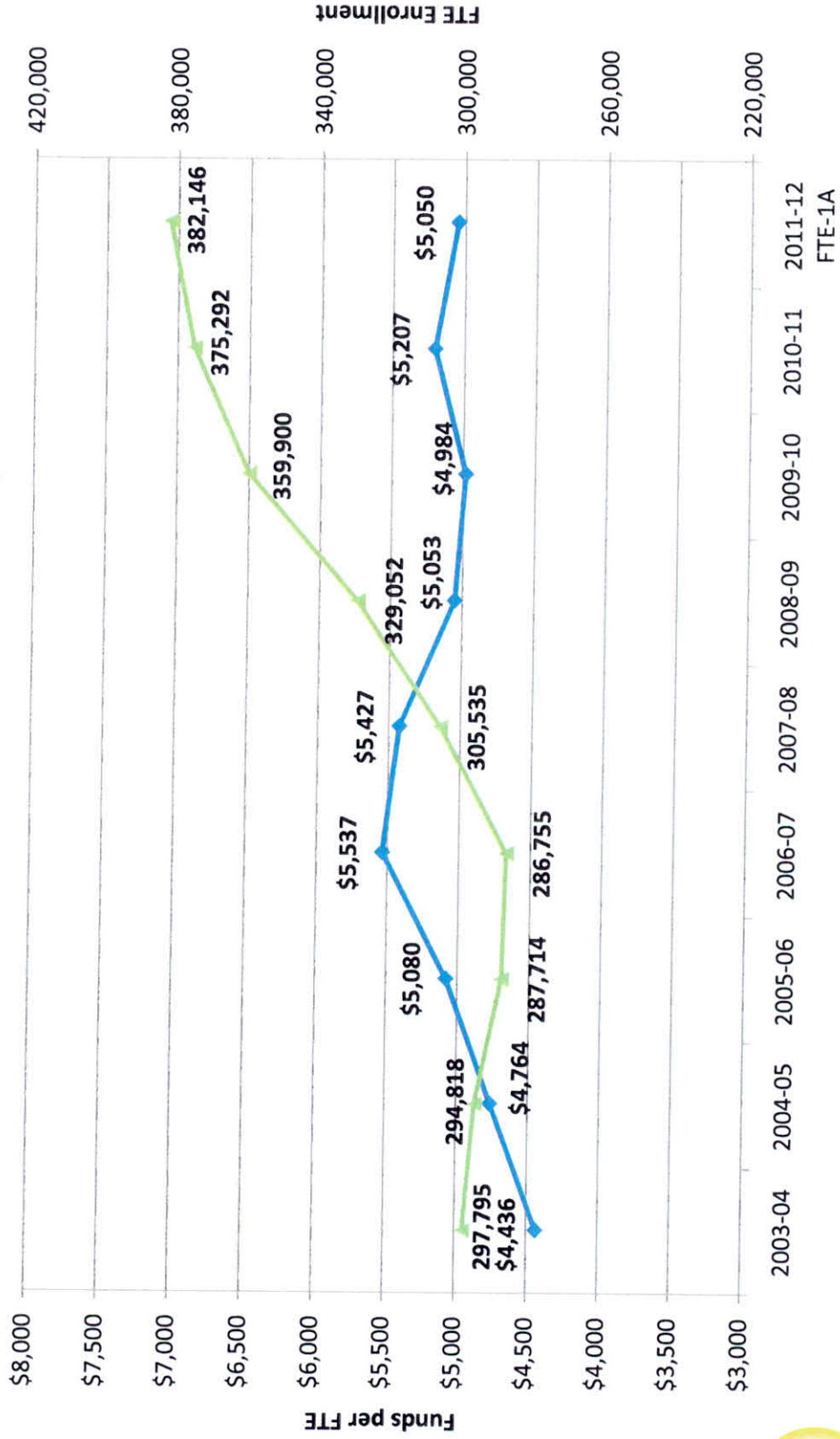
State funds include GR and EETF. Tuition includes tuition, out-of-state fees and technology fees.

■ State Funds ■ Tuition ■ SFSF Funds

% paid by students

Total Funds per FTE Have Declined at the Same Time Enrollment Has Spiked

Florida College System
Comparison of FTE to Total Funds per FTE

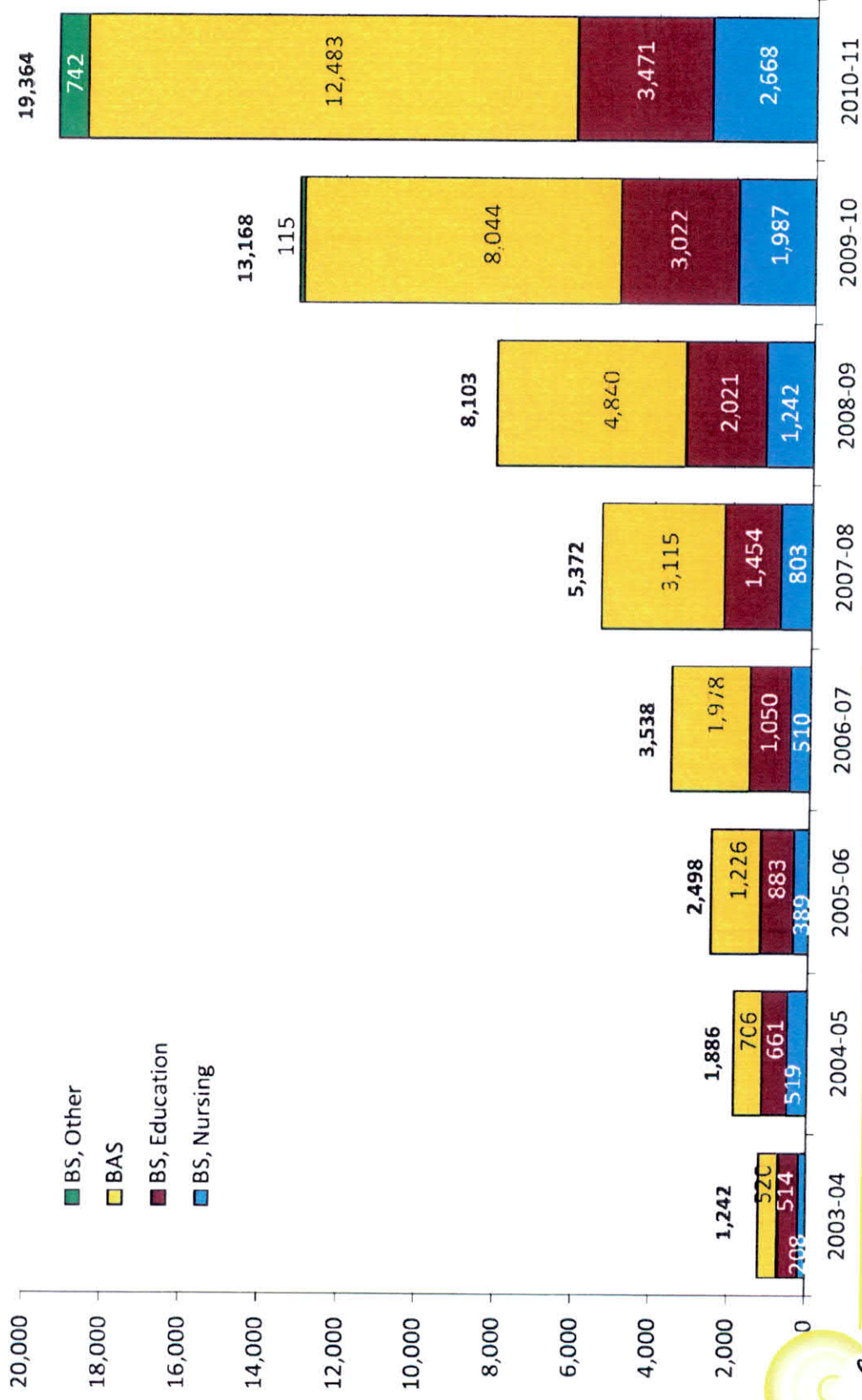


Edison's FTE Enrollment Increased 70% from 2006-07 to 2011-12 while Funds per FTE Declined 16%

**Edison State College
Comparison of FTE to Total Funds per FTE**



FC S Baccalaureate Programs are Targeted “Go-to-Work” Degrees

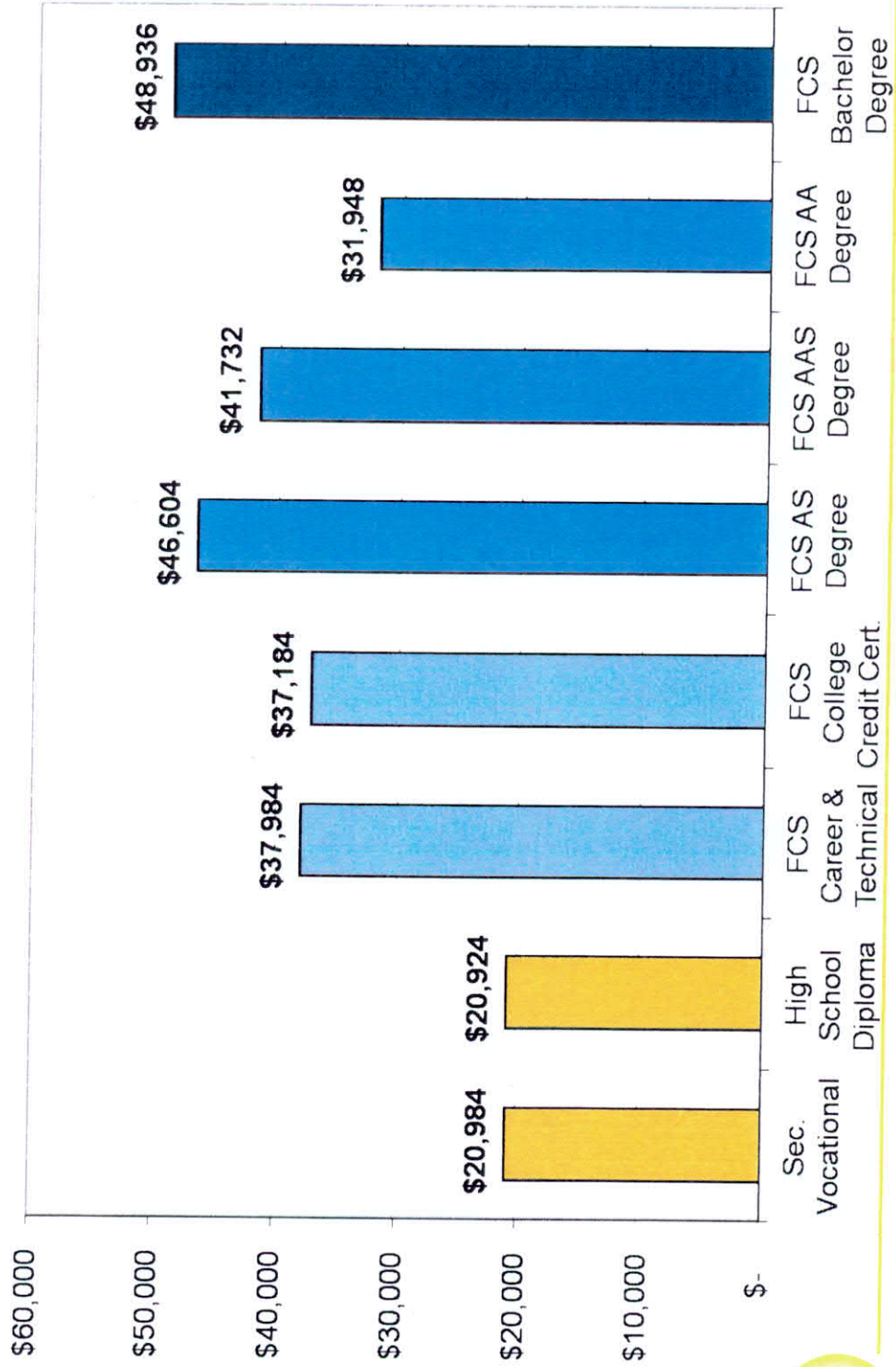


Source: Division of Florida Colleges

Note: The counts of students reflect only those who have been enrolled into a program. Student admitted to the upper division but not a program are excluded.

Targeted Degrees Pay!

Annualized Earnings for 2009-10
Florida Graduates and Completers



Source: FETPIP Initial Quarterly Earnings, Fall 2010 Data



Edison State College Credit Program Enrollments (2010-11)

- Total Unduplicated Enrollment: 26,018
- 13,207 in Associate in Arts
- 5,011 in Associate in Science/Applied Science
- 874 in Vocational & College Credit Certificate
- 5,496 in College & Vocational Prep
- 1,325 in Continuing Workforce Education
- 1,283 Bachelor of Science

Staff Resources

Florida College System (Fall 2011)

- All Employees: 47,486
 - Faculty: 24,941
 - Full-Time: 19,959
 - Part-Time: 27,527

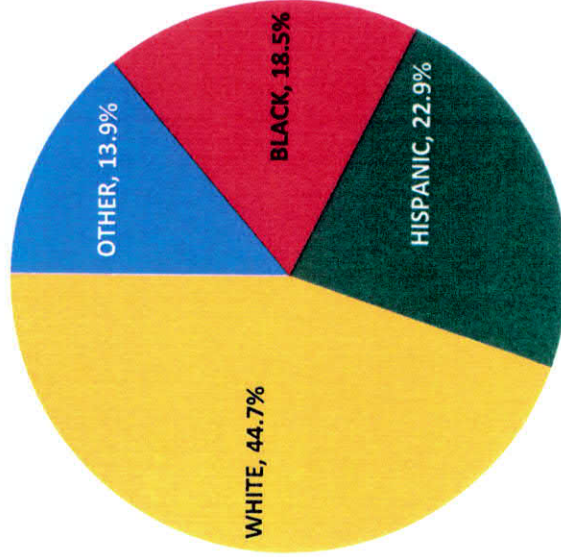
Edison State College (Fall 2011)

- All Employees: 1,525
 - Faculty: 870
 - Full-Time: 539
 - Part-Time: 986

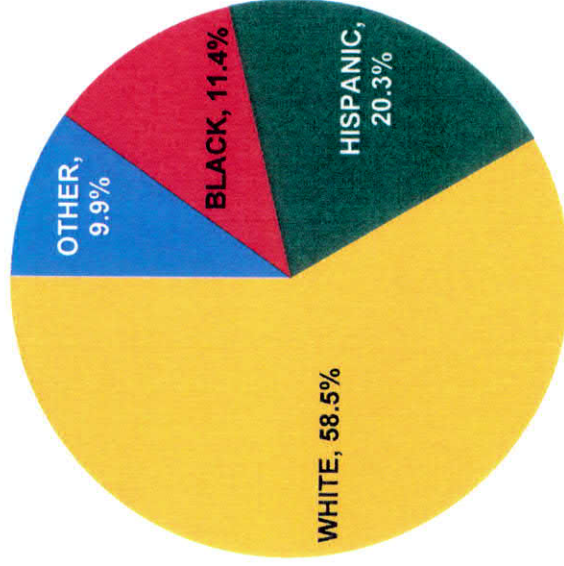
Enrollments by Race & Ethnicity*

2010-11

Florida College System



Edison State College



*Represents students enrolled in courses.

Accreditation Process

- Edison State College is accredited by the Commission on Colleges (Commission) of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees
- The Commission evaluates institutions and makes accreditation decisions based on:
 - Compliance with the *Principles of Accreditation*, defined as integrity and commitment to quality enhancement
 - Compliance with the Core Requirements
 - Compliance with the Comprehensive Standards
 - Compliance with additional Federal Requirements

Duties of Trustees

- Section 1001.64, Florida Statutes, sets forth powers and duties of Florida College System institution boards of trustees (Boards). Boards are responsible for:
 - Cost effective policy decisions appropriate to the college's mission
 - Implementation of high quality programs within the law and rules of the State Board of Education
 - Measurement of performance
 - Reporting of information
 - Provision of input regarding state policy, budgeting, and standards
 - Appointment, suspension, or removal of the college president

Duties of Trustees Cont.

- Florida College System institution boards of trustees have authority for policies related to:
 - Institutional governance
 - Personnel
 - Budget and financial management
 - Administration
 - Programs
 - Curriculum and instruction
 - Buildings and grounds
 - Physical plan management
 - Travel and purchasing
 - Technology
 - Students
 - Contracts and grants, and college property

Trustees and the Sunshine Law

- Per Chapter 286, Florida Statutes, the Board conducts open meetings in accordance with Florida's Government-in-the-Sunshine Law, which stipulates:
 - Meetings must be open to the public
 - Reasonable notice of such meetings must be given
 - Minutes of the meetings must be taken
 - Section 286.0113, Florida Statutes, contains limited exceptions to this rule
- All discussions or deliberations, whether formal or informal, between two or more members of the Board constitute a meeting
- Violations of the Sunshine Law are criminal misdemeanors of the second degree and punishable by law

Presidential Selection

■ Per section 1001.64(19), Florida Statutes:

Each board of trustees shall appoint, suspend, or remove the president of the Florida College System institution. The board of trustees may appoint a search committee. The board of trustees shall conduct annual evaluations of the president in accordance with rules of the State Board of Education and submit such evaluations to the State Board of Education for review. The evaluation must address the achievement of the performance goals established by the accountability process implemented pursuant to s. 1008.45 and the performance of the president in achieving the annual and long-term goals and objectives established in the Florida College System institution's employment accountability program implemented pursuant to s. 1012.86.

Presidential Selection

- Most Boards will undertake an analysis of institutional needs, out of which should flow criteria for selecting a president
- The Board should receive input from the campus community and the community at large during the needs assessment
- The final criteria should be incorporated into a presidential profile that is relevant to current and future conditions of the college
- The Board can elect to utilize a presidential search committee

Utilizing a Search Committee

- If the Board chooses to appoint a search committee, the following are items that might be included in a formal committee charge:
 - Development of institutional needs and consequent criteria for selecting the new president, or statement of criteria to be followed if the board has already developed a needs statement
 - Membership on the committee including any instructions regarding the methods of selection and the choice of the chair
 - Timetable providing dates by which the board expects recommendations from the committee
 - Breadth of search – some boards have instructed their committees on where to look; others leave this to the committee
 - Necessity of complying with equal opportunity/affirmative action requirements
 - Availability of funds for committee expenses
 - Desirability of using outside professional consultants
 - Number of candidates to be recommended to the Board for final decision and whether these candidates are to be ranked or not
 - Clear statement on the Board's intention to make the final choice and appointment

Press

Issues to Be Considered

1. You will be Dating
2. Transparency
3. Shared Governance
4. Involvement from all Constituencies
5. Consistent with goals of Board
6. Timing for both Board and Candidates
7. The reputation and success of the College

Timing

Timing

■ Questions

Contact Information

- 850-245-9449
- Randy.Hanna@fldoe.org

DRAFT
Minutes
Edison State College
District Board of Trustees Special Meeting
Lee Campus – Building U, Room 102
January 14, 2012
8:45 a.m.

Agenda Item #1

The District Board of Trustees of Edison State College met in special session in Lee County, Florida, on January 14, 2012 at 8:45 a.m. with the meeting called to order by Ann Berlam, Chair.

Present: Ann Berlam, Chair
Marjorie Starnes-Bilotti, Vice Chair
Brian Chapman, Jr.
Dr. Randall Parrish, Jr.
Pamella Seay
Christopher Vernon
Sankey E. "Eddie" Webb, III
Dr. Pat Land, Acting District President
June Hollingshead, Recorder
Frances Brennan, Recorder

Absent: Julia Perry

Others: J. Dudley Goodlette, J.D.
Dr. Kathie S. Sigler

Pledge to Flag

Agenda Item #2. Introduction and Remarks (Presenter: Ann Berlam)

Mrs. Berlam gave a review of Board activities which looked back at the last 46 calendar days (29 days the College was open) since November 29, 2011, including the appointment of four new Board members (November 2), the Five Point Plan to remove and replace Dr. Kenneth Walker as District President, Chancellor Randy Hanna's visit, identifying interim presidential candidates, RFI's sent to Presidential search firms, winter break, and two meetings of the Board of Trustees Presidential search firm sub-committee.

Upcoming items will include a January 24, 2012 workshop to discuss qualities desired in the next District President. The Board will hear from Presidential search firms at the regular Board Meeting immediately following this workshop. Faculty, staff, students and the community were encouraged to share input with Dr. Land.

Mrs. Berlam appointed liaisons from each county to work with the search firm committee to include Marjorie Starnes-Bilotti, Chris Vernon, Eddie Webb, Julia Perry, and Randy Parrish. Mrs. Starnes-Bilotti will be the lead contact.

Agenda Item #3. Interim President Candidates (J. Dudley Goodlette, J.D. and Dr. Kathie Sigler) and Board Deliberation (Presenter: Ann Berlam)

Mrs. Berlam posed a broad question to each candidate asking them to tell something about themselves, to address their wish to serve as Edison's Interim President, to discuss their skills and attributes, and to share their views regarding the direction in which they see the College headed. Following each candidate's answers, Board members were given the opportunity to question the candidates. Lastly, the candidates were asked to share closing comments. Mr. Goodlette was interviewed first, followed by Dr. Sigler, with each interview lasting 30 minutes.

After the two interviews, Mrs. Berlam asked for input and discussion by Board members and requested that the Board take action to select an Interim President.

There was discussion on a suggestion by Chris Vernon to hire both candidates as interim employees – Mr. Goodlette as Interim President, and Dr. Sigler in an operational/academic/Provost-type capacity. Mrs. Berlam reminded the Board that the Board's responsibility is to select an Interim President.

MOTION by Eddie Webb, seconded by Pamela Seay, to hire J. Dudley Goodlette as Interim President for a base salary of \$200,000 annualized with up to \$25,000 in benefits including car and developmental allowances, and for Mr. Lupe to negotiate a contract this day. Approved unanimously.

The Board agreed that Mr. Goodlette should be given the opportunity to hear about the prior discussion of possibly hiring Dr. Sigler as well. The Board's responsibility is to hire the President.

The Chair declared a break from 10:30 – 10:45 a.m. during which time Mr. Lupe and Mrs. Fairfax spoke with Mr. Goodlette. Mr. Lupe indicated that he would prepare a contract for Mr. Goodlette after Agenda Item #4 was concluded.

Agenda Item #4. Legal Update (Presenter: Mr. Lupe and Joe Coleman, Attorney, Fowler White Boggs)

The law firm of Fowler White Boggs has conducted interviews and reviewed documentation regarding the investigation into firing Dr. Kenneth Walker for cause. A report should be issued by late next week. The report when it is released would not be considered confidential and would be available to the public.

Mr. Lupe reported on Union negotiations. Both parties met with a Special Master and will submit written reports to the Special Master who will prepare a report by the end of February. If either party takes exception to this report, that party will file an exception and the matter will then revert to the District Board of Trustees.

Mr. Lupe welcomed Ron Denty as Assistant General Counsel and Equity Officer.

Agenda Item #5. Report and Recommendation on Selection of Presidential Search Firms – Board of Trustees District President Search Subcommittee (Presenters: Marjorie Starnes-Bilotti and Pam Fairfax)

Mrs. Starnes-Bilotti, chair of the subcommittee which included Mrs. Perry and Ms. Seay, reiterated the goal of having a new District President in place by Fall 2012. She reported that 15 Requests for Information were sent to 15 firms, with 9 responding. The subcommittee met January 6th and January 10th to narrow the selection of firms. Mr. Chapman was added to the subcommittee to sit in for Mrs. Perry who was unable to attend the meeting on January 10th due to health reasons. The selection of the following 3 firms to be interviewed by the Board are: Academic Search, Inc., R. William Funk & Associates, and Pauly Group. Comparison criteria included the firms' success in presidential searches, quality, reputation, placements in Florida schools, recruiting philosophy, advertising methods, and consultant history.

Mrs. Starnes-Bilotti confirmed that the first step of the Presidential Search would be to develop attributes, skill sets, philosophy, and a job description for the District President that the Board wishes to hire, with the assistance of the firm selected by the Board. Listening session meetings will be held to garner input from faculty, staff, students, and community members, and a committee of 13 – 15 will be formed. A Board retreat with a facilitator from the search firm is also a possibility.

Mrs. Starnes-Bilotti estimated that costs for the search firm will be around \$100,000. She urged Board members to call the three search firms with any questions they may have. The three firms have been invited to attend the January 24, 2012 Board meeting with an option to connect by video. The Board members were asked to submit any questions for the firms to Mrs. Fairfax.

Ms. Seay reaffirmed the need of the Board to consider its philosophy and what it wants to see in a new President, to discuss the College's future, vision, and next step in education. Mrs. Berlam noted that this aspect would begin at a workshop to be held on January 24th immediately prior to the regular Board meeting. She charged each Board member to be prepared to discuss what they want in a President, and indicated that Interim President Goodlette would provide input as well.

With the amount of time needed to complete the tasks associated with the presidential search, Mrs. Berlam noted that the length and number of Board meetings may increase. She expressed her thanks to the subcommittee members for their work.

MOVE FOR ADOPTION by Pamela Seay, seconded by Chris Vernon, of a RESOLUTION of the District Board of Trustees expressing its sincere appreciation and profound gratitude for the exceptional service and leadership of Dr. Patricia Land as the Acting President of Edison State College. Adopted unanimously and included in these minutes at the request of the Chair. (See Attachment #1)

Mr. Lupe presented copies Mr. Goodlette's contract to Board members.
(See Attachment #2)

BREAK FOR LUNCH

Mr. Lupe gave highlights of Mr. Goodlette's contract effective January 14, 2012 through August 1, 2012, at an annualized salary of \$199,999 and normal College benefits. An \$800 per month vehicle allowance is included in lieu of mileage reimbursement, along with 5 floating leave days. Service after August 1, 2012 will be on a month-to-month basis.

MOTION by Pamela Seay, seconded by Brian Chapman, to approve the contract between the District Board of Trustees and J. Dudley Goodlette as Interim President, with payment to be made from Board designated reserves. Approved unanimously.

MOTION by Marjorie Starnes-Bilotti, seconded by Randy Parrish, to adjourn the meeting. Approved unanimously.

The meeting was adjourned at 12:45 p.m.

Ann Berlam, Chair
District Board of Trustees

Marjorie Starnes-Bilotti, Vice Chair
District Board of Trustees

Date

Date

RESOLUTION

A RESOLUTION OF THE DISTRICT BOARD OF TRUSTEES OF EDISON STATE COLLEGE EXPRESSING ITS SINCERE APPRECIATION AND PROFOUND GRATITUDE FOR THE EXCEPTIONAL SERVICE AND LEADERSHIP OF DR. PATRICIA LAND AS THE ACTING DISTRICT PRESIDENT OF EDISON STATE COLLEGE;

WHEREAS, on November 29, 2011 the District Board of Trustees of Edison State College asked Dr. Patricia Land to serve as Acting District President; and

WHEREAS, Dr. Patricia Land has worked faithfully for Edison State College since 2002 and as a proven leader has earned the respect of students, faculty, staff and administration ; and

WHEREAS, Dr. Patricia Land has tirelessly served the College as its Acting District President since November 30, 2011 and guided the College through a challenging transition leading the College towards a new era as we prepare to celebrate the 50th anniversary of Edison State College;

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF TRUSTEES OF EDISON STATE COLLEGE AS FOLLOWS:

On behalf of the students, faculty, staff and administration of Edison State College the District Board of Trustees of Edison State College does hereby express its sincere appreciation and profound gratitude for the exceptional service and leadership of Dr. Patricia Land as Acting District President.

EFFECTIVE DATE. *This Resolution shall become effective immediately upon its adoption.*

ADOPTED this 14th day of January, 2012.



**THE DISTRICT BOARD OF TRUSTEES OF
EDISON STATE COLLEGE**

By: _____
Ann Berlam
Chair

INTERIM PRESIDENT CONTRACT
Between
Board of Trustees of Edison State College
And J. Dudley Goodlette

This Contract is made on the date last shown between The Board of Trustees of Edison State College, hereinafter ESC or "college", and J. Dudley Goodlette, hereinafter Goodlette:

1. EMPLOYMENT:

ESC employs Goodlette, and Goodlette hereby accepts such employment, on the terms described hereafter.

2. TERM:

The term of this contract shall be from January 14, 2012 through August 1, 2012. Either ESC or Goodlette, EACH WITH OR WITHOUT CAUSE, may earlier terminate this contract by giving the other party 30 days written notice of intent to terminate this contract by hand delivery or by placing said notice, postage prepaid, in the United State mail, and once it is given, said notice may not be cancelled or retracted without the written consent of the other party and the notice shall be effective on the thirtieth day.

The parties may jointly elect, in writing signed by each party, to continue the term of this contract on a month to month basis after August 1, 2012, and each shall give the other notice of their desire to do so before August 1, 2012.

3. COMPENSATION AND BENEFITS:

Goodlette shall be an employee of ESC and shall receive a salary of \$16,666.66 per month, prorated on a daily basis for any partial month during the contract, and he shall be entitled to all standard benefits allowed to other employees of ESC. In addition, he shall receive a vehicle allowance of \$800.00 per month for each month prior to the termination of this contract. The vehicle allowance is paid in lieu of any millage allowance for in district or out of district travel. Salary and benefits are payable monthly on the regular payroll schedule of ESC.

Goodlette shall be entitled to five "floating" leave days during the initial term of this contract. He shall accrue sick leave and annual leave at the same rate as other college employees. He will not be paid for unused sick, vacation or floating leave upon expiration or termination of this contract.

4. DUTIES:

Goodlette shall act as the president of ESC and perform all duties and assume all responsibilities as president as may be prescribed by the laws of the State of Florida, the rules and regulation of the State Department of Education, and the policies and directives of the Board of Trustees of the Board of Trustees of Edison State College. Goodlette shall, among other duties and not in limitation thereof, oversee, manage and coordinate all day to day activities of ESC; retain qualified faculty and administrative and

staff, and take appropriate action to discipline or dismiss same if necessary; promote admissions; maintain the college physical plant; promote the expansion of the college's direct support organization; oversee and be responsible for the development of the budget for the college; ensure that all accreditation requirements are complied with, and accurately and timely transmit same to the appropriate accreditation agencies; ensure adherence to the controls and procedures designed to maintain the accuracy of the college's financial statements and fiscal health and integrity; ensure adherence to the Florida Open Government and Public Records laws, and maintain appropriate communications in accordance with Florida law and Board of Trustee policies, with the Board Chairperson and Board Members, and carry out the policies of the Board of Trustees; attend all meetings of the Board of Trustees and the Board Committees, unless excused by the Chairman, and provide staff to ensure the adequacy of facilities and equipment for the conduct of such meetings; maintain communications with, and request legal advice from, the attorney or attorneys hired by the Board of Trustees; faithfully, diligently, exclusively and competently devote his full time and attention and energy to the business of the college. He may, and is encouraged to, devote a reasonable amount of time, to civic and educational activities that promote the interests of the college, provided same does not interfere with his duties to the college.

Goodlette shall not have any interest, financial or otherwise, direct or indirect, in any activity which is, or raises the appearance of, a conflict or impropriety in the discharge of his duties. Further, Goodlette shall not engage in any act of immorality, misconduct in office, incompetency, gross insubordination, willful neglect of duty, or drunkenness, nor be convicted of a crime involving moral turpitude.

Goodlette shall return all equipment owned by the college to the college upon termination of this contract, without deletion of any material, e mail, text or other communication which may be deemed a public record under Florida law.

5. EVALUATION OF GOODLETTE:

The Board of Trustees may, but are not required to, perform an evaluation of Goodlette's performance and service to the college, and Goodlette shall cooperate with the conduct of that evaluation, and Goodlette shall endeavor to meet goals that may be developed by the Board of Trustees, in accordance with the terms of this contract.

6. COOPERATION WITH INCOMING PRESIDENT:

Provided the next incoming "permanent" president of the college requests same, Goodlette shall cooperate in providing the incoming president with information, schedules, and status reports for ongoing activities of the college, pending or incomplete activities, and all other information needed for the incoming president to be made fully aware of the status of all activities and issues concerning the college. Although Goodlette shall continue to be paid at a daily rate under this contract for services provided under this paragraph, Goodlette may not at that time be the interim president, having been replaced by the hiring of an incoming president.

Goodlette's responsibilities under this paragraph shall not extend longer than 30 days after the hiring of the incoming president.

7. DISABILITY OR DEATH:

This contract shall terminate immediately upon the death of Goodlette with no further rights or responsibilities remaining, except that Goodlette's heirs, personal representative or executor shall immediately return all college communication equipment, public records, and other college documents to ESC, without deletion of any message, e mail, text or other communication whatsoever. Deletion may occur only after a determination in writing by ESC that the matter to be deleted is not a public record under Florida law.

At the option and discretion of ESC, this contract shall terminate, with no further rights or responsibilities remaining, upon the illness, injury or disability of Goodlette that prevents him from performing his duties under this contract for a period of seven business days or longer, and the 30 day notice of termination described elsewhere in this contract, shall not apply. Goodlette shall ensure that his personal representative and all other persons in possession of same immediately return all college communication equipment, public records, and other college documents to ESC, without deletion of any message, e mail, text or other communication whatsoever. Deletion may occur only after a determination in writing by ESC that the matter to be deleted is not a public record under Florida law.

8. RESTRICTION ON FURTHER EMPLOYMENT WITH ESC:

Goodlette shall not apply for nor seek appointment as the incoming "permanent" president of the college. Goodlette acknowledges that ESC has begun the process of hiring a new "permanent" president. Goodlette acknowledges that neither this contract, nor any representation made, shall establish, warrant or indicate any expectation of continued employment with ESC beyond the terms of this contract.

9. MISCELLANEOUS:

This contract is binding on the parties, and their heirs, successors, personal representatives and assigns. This contract may not be assigned by Goodlette and is a contract for his personal services. This contract shall be governed by the laws of the State of Florida. This contract constitutes the entire agreement of the parties, and supersedes all prior oral or written agreements, promises or representations between the parties. Any amendments to this agreement must be in writing signed by the parties. If any portion of this contract shall be declared invalid or unenforceable, said determination shall not affect the remainder of this contract.

This contract shall be executed in duplicate originals, with each party receiving one of the originals.

Notices required under this contract shall be effective if mailed by regular United States mail to:

Edison State College
Chair of the Board of Trustees
8099 College Parkway
Fort Myers, Florida 33919-5566

and

J. Dudley Goodlette
4751 Gulfshore Boulevard North, PH-5
Naples, Florida 34103

IN WITNESS WHEREOF, the parties have executed this Contract as of the date last shown below:

**BOARD OF TRUSTEES OF
EDISON STATE COLLEGE**

By: Ann E. Berlam, Chair

J. Dudley Goodlette

Dated: _____

Dated: _____

DRAFT
Minutes
Edison State College
District Board of Trustees Workshop
Lee Campus – Building U, Room 102
January 14, 2012
12:45 p.m.

Agenda Item #1

The District Board of Trustees of Edison State College met in a workshop in Lee County, Florida, on January 14, 2012 at 12:45 p.m. with the meeting called to order by Ann Berlam, Chair.

Present: Ann Berlam, Chair
Marjorie Starnes-Bilotti, Vice Chair
Brian Chapman, Jr.
Dr. Randall Parrish, Jr.
Pamella Seay
Christopher Vernon
Sankey E. "Eddie" Webb, III
J. Dudley Goodlette, J.D., Interim District President
June Hollingshead, Recorder
Frances Brennan, Recorder

Absent: Julia Perry

Others: Dr. Pat Land
Dr. Edith Pendleton
Dr. Erin Harrel
Dr. Robert Jones
Mark Lupe
Steve Nice
Gina Doeble
Pam Fairfax
Matthew Holliday

ORIENTATION WORKSHOP:

Remarks (Dr. Land)

Dr. Land shared that this is the first time that the Cabinet as a whole has been involved in orientation for the District Board of Trustees. She emphasized that the materials for the workshop would be useful as a resource manual for the future. Each College area is connected to a Cabinet member with a goal of sharing information.

Remarks (Mrs. Berlam)

Mrs. Berlam suggested that as a matter of professional development and continuing education as ongoing processes that the Board may wish to consider a standing "Professional Development" agenda item to this effect. Mrs. Starnes-Bilotti requested that the Board hear from Teresa Morgenstern regarding media relations under this agenda item at the January 24, 2012 Board meeting.

Agenda Item #2. Edison State College Board of Trustees Orientation
(Presenters: President's Cabinet Members)

The Cabinet members presented verbal overviews of areas of the College noted below, with printed materials distributed in an orientation notebook.

1. Mark Lupe, Legal Services & General Counsel (*see separate binder*)
2. Dr. Edith Pendleton, Vice President – Strategic Initiatives
3. Dr. Erin Harrel, Interim Vice President – Academic Affairs, School of Education & Charter Schools
4. Dr. Pat Land, President – Charlotte Campus, ESC Foundation, Student Services, Marketing & College Relations
5. Dr. Robert Jones, Interim President – Collier Campus & Hendry/Glades Center
6. Steve Nice, Vice President – Facilities & Information Technology (*see separate binder and flash drive*)
7. Pamela Fairfax, Vice President – Human Resources
8. Matt Holliday, Director – Governmental Relations
9. Gina Doeble, Vice President – Administrative Services

The meeting was adjourned at 3:05 p.m.

Ann Berlam, Chair
District Board of Trustees

Marjorie Starnes-Bilotti, Vice Chair
District Board of Trustees

Date

Date

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
January 24, 2012

AGENDA ITEM: 2

Presidential Search Firm Selection

RECOMMENDATION:

The Administration recommends District Board of Trustees selection of an executive search firm to assist in the Presidential Search.

STAFF ANALYSIS:

At the December 16, 2011 meeting, the District Board of Trustees appointed a sub-committee to identify potential executive search firms for the Presidential Search. Seventeen (17) firms were identified from various sources and nine (9) firms responded to the Request for Information.

Subsequently, the sub-committee reviewed and discussed the firms, narrowing the list to three (3) which the sub-committee presented to the Board at the January 14, 2012 meeting: Academic Search, Washington, D.C.; R. William Funk and Associates, Dallas, Texas; Pauly Group, Inc., Springfield, Illinois

The administration recommends the selection of one (1) of the firms listed above as submitted by the sub-committee and requests authorization for the administration to negotiate a contract not to exceed \$100,000.

FISCAL IMPACT X Yes No N/A

Funding Source: Board Reserves Amount: \$ 100,000
Will this action result in a Budget Amendment? X Yes No
If yes, indicate the dollar amount: \$ 100,000

REQUESTED BY: 
Vice President, Human Resources

FUNDING VERIFIED AND APPROVED BY: 
Vice President, Administrative Services

APPROVED FOR AGENDA BY: 
Acting District President

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
January 24, 2012

AGENDA ITEM: 3

**Report and Recommendation from Law Firm of Fowler White
Boggs Regarding Employment of Dr. Kenneth P. Walker (Presenter: Cathy
Beveridge)**

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
January 24, 2012

AGENDA ITEM: 4

Approval to Accept the Completed Construction of the Weiss Health Sciences Hall, Building "N" on the Collier Campus

RECOMMENDATION:

The Administration recommends District Board of Trustees approval of acceptance of the Weiss Health Sciences Hall, Building "N" on the Collier Campus.

STAFF ANALYSIS:

The building is complete and ready for final acceptance. A Certificate of Occupancy has been issued. HKS is the architect of record and Gates Butz Institutional Construction 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.

FISCAL IMPACT _____ Yes _____ No X N/A

Funding Source: _____ Amount: \$ _____
Will this action result in a Budget Amendment? _____ Yes _____ No
If yes, indicate the dollar amount: \$ _____

Attachment

REQUESTED BY: 
Vice President, Facilities and Information Technology

FUNDING VERIFIED AND APPROVED BY: 
Vice President, Administrative Services

APPROVED FOR AGENDA BY: 
Interim District President

Return completed form as needed to:
 Office of Educational Facilities
 325 West Gaines Street, Room 1054
 Tallahassee, Florida 32399-0400
 (850) 245-0494
 Fax (850) 245-9236 or (850) 245-9304

FLORIDA DEPARTMENT OF EDUCATION
 Office of Educational Facilities
CERTIFICATE OF OCCUPANCY

DEF USE ONLY

INSTRUCTIONS: Submit one copy of the completed form for each project over \$300,000. Reproduce this form in sufficient quantity for your use.

RE: Edison State College
7007 Lely Cultural Parkway, Building N
Naples, Florida 34113
New Collier - Allied Health Sciences and Classroom Building

School District Community College)
 School Name Campus)
 Description of Project
 EFIS Number (if applicable)

In accordance with Section 1013.37(2)(c), Florida Statutes, and upon recommendation of the project architect/engineer and the certified inspector, as stated below, the subject project is ready for occupancy.

Signature: [Signature] Date: 1-9-12
 Superintendent President Designee

Intended Occupancy Date: January 9, 2012

PROJECT ARCHITECT/ENGINEER AND CERTIFIED INSPECTOR I have inspected the subject project and, to the best of my knowledge and ability, I have determined that the safety systems* are working satisfactorily; the facility is in compliance with statutes, rules and codes affecting the health and safety of its occupants; and that no asbestos-containing materials were specified for use in this building, nor to the best of my knowledge were asbestos containing materials used in the construction of this project.

Architect or Engineer of Record:

LEED
 High Performance Green Building Standard Used (S. 255.2575(2), F.S.)
HKS ARCHITECTS, INC FL AA-F000119
 Name (Type or Print) License #
 Signature: [Signature]
 Architect Engineer

CERTIFIED
 Rating Achieved
2/13/2013
 Expiration Date

Building Official:
JACK D. McSTRANIC BK 1722
 Name (Type or Print) License #
 Signature: [Signature]

11/30/2013
 Expiration Date

Contractor:
Grates Birtz International Construction LLC CC7C047214
 Name (Type or Print) License #

8/31/2012
 Expiration Date

Threshold Inspector (if applicable):

Name (Type or Print) License # Expiration Date

Project Information

Code/Edition FBC 2007 Occupancy Type(s) B-MIXED Construction Type(s) II-B Occupant Load 993
 Automatic Sprinkler System Required X Y N District/Community College Permit Number _____

Special Permit Stipulations

*Safety systems include, but are not limited to: exiting, safety, rescue, fire rating, fire protection, means of egress, master valves, eye wash and dousing shower in science labs; emergency disconnects in shops; fume and dust collection systems; heat and smoke detectors, stage protection including curtain operation, smoke vent, sprinklers, etc.; kitchen hood; fire sprinklers; smoke venting; illumination of means of egress; emergency lighting; emergency power; exit lights; fire alarm systems with required incidental functions; fire extinguishers; fuel fired heaters; electrical illumination; electrical system required ventilation; toilet facilities; kitchen hot water supply; water supply; and sewage disposal as they apply to this project.



ARCHITECT'S CERTIFICATE OF SUBSTANTIAL COMPLETION

Project: Edison State College Allied Health Building
7007 Lely Cultural Parkway
Naples, Florida 34113

Architect: HKS Inc.
Issuance Date: January 7, 2012
Architect's Project No.: 12512.000
Contractor: Gates, Inc.
Contract For: \$7,587,900.00
Contract Date: December 10, 2010

To: Mr. Jim Osterling LEED AP, CGC
Construction Manager
Facilities Planning and Management
Edison State College

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

The date of the Project or portion thereof designated above hereby established as the DATE OF SUBSTANTIAL COMPLETION is: January 7, 2012 which is also the date of applicable warranties required by the Contract Documents, except as stated below.

The Definition of the Date of Substantial Completion is the stage in the progress of Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents, so the Owner can occupy or utilize the Work for its intended use.

A list of items to be completed or corrected, prepared by the Contractor and reviewed and amended by the Architect, is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The list of items attached hereto is based upon information supplied by the Contractor and reviewed and amended by the Architect under the conditions of the Owner/Contractor Agreement. It is not represented to be a complete list of all items remaining for completion or correction.

HKS Inc.
Architect

[Handwritten signature]

January 7, 2012
Date

The Contractor will complete or correct the Work on the list of items attached hereto within 30 days of the above Date of Substantial Completion.

[Handwritten signature]

Gates Butz Institutional
By

1/7/12
Date

The Owner accepts the Work or designated portion thereof as substantially complete as determined by the Architect and will assume full possession thereof at (time) on (date).

Edison State College
Owner

[Handwritten signature]

1/7/12
Date

(Note - Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage, Contractor shall secure consent of surety company, if any)

The Owner accepts full responsibility for security, maintenance, all utility costs, all damage to Work, and insurance coverage's necessary for the complete protection of all risks associated with the Project and its occupancy, except as noted below:

\\Or-fs-01\projects\12512512.000_EC_Allied_Health\JobFiles\ConstructData\SubstantialCompletion\Architects Certificate of Substantial Completion.doc\HKS 704A-1998

HKS ARCHITECTS, INC. FL #AA-F000119 225 E ROBINSON ST SUITE 405 ORLANDO, FL 32801 407.648.9956

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
January 24, 2012

AGENDA ITEM: 5

Approval to Accept the Completed Construction of the Student Services Building "M" on the Collier Campus

RECOMMENDATION:

The Administration recommends District Board of Trustees approval of acceptance of the Student Services Building "M" on the Collier Campus.

STAFF ANALYSIS:

The building is complete and ready for final acceptance. A Certificate of Occupancy has been issued. RS&H is the architect of record and Gates Butz Institutional Construction 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.

FISCAL IMPACT _____ Yes _____ No X N/A

Funding Source: _____ Amount: \$ _____
Will this action result in a Budget Amendment? _____ Yes _____ No
If yes, indicate the dollar amount: \$ _____

Attachment

REQUESTED BY: Stanley
Vice President, Facilities and Information Technology

FUNDING VERIFIED AND APPROVED BY: Debra
Vice President, Administrative Services

APPROVED FOR AGENDA BY: [Signature]
Interim District President

Return completed forms as needed to:
 Office of Educational Facilities
 325 West Gaines Street, Room 1054
 Tallahassee, Florida 32399-0400
 (850) 245-0494, SUNCOM 205-0494
 Fax (850) 245-9236 or (850) 245-9304

FLORIDA DEPARTMENT OF EDUCATION
 Office of Educational Facilities
CERTIFICATE OF OCCUPANCY

DEF USE ONLY

INSTRUCTIONS: Submit one copy of the completed form for each project over \$200,000. Reproduce this form in sufficient quantity for your use.

RE: EDISON STATE COLLEGE School District Community College)
7007 LELY CULTURAL PKWY, NAPLES, FL School Name Campus)
NEW STUDENT SERVICES BUILDING Description of Project
 EFIS Number (if applicable)

In accordance with Section 4013.37(2)(c), Florida Statutes, and upon recommendation of the project architect/engineer and the certified inspector, as stated below, the subject project is ready for occupancy.

Signature: [Signature] Date: 11/16/11
 Superintendent President Designee

Intended Occupancy Date: 11/14/11

PROJECT ARCHITECT/ENGINEER AND CERTIFIED INSPECTOR

I have inspected the subject project and, to the best of my knowledge and ability, I have determined that the safety systems* are working satisfactorily; the facility is in compliance with statutes, rules and codes affecting the health and safety of its occupants; and that no asbestos-containing materials were specified for use in this building, nor to the best of my knowledge were asbestos containing materials used in the construction of this project.

Architect or Engineer of Record:
CHARLES GUTKUNST AP 10052 8-30-13
 Name (Type or Print) License # Expiration Date

Signature: [Signature]
 Architect Engineer

Certified Inspector:
JYOTI NAIK BU 1473 11/30/13
 Name (Type or Print) License # Expiration Date

Signature: _____

Contractor:
GATES BUTZ CGC 047214 8/31/2012
 Name (Type or Print) License # Expiration Date

Threshold Inspector (if applicable):
NA _____
 Name (Type or Print) License # Expiration Date

Building Official (if applicable):
JYOTI NAIK BU 1473 11/30/13
 Name (Type or Print) License # Expiration Date

Signature: Jyoti Naik

*Safety systems include, but are not limited to: exiting, safety, rescue, fire rating, fire protection, means of egress, master valves, eye wash and dousing shower in science labs; emergency disconnects in shops; fume and dust collection systems; heat and smoke detectors, working stage protection including curtain operation, smoke vent, sprinklers, etc.; kitchen hood; fire sprinklers; smoke lighting; illumination of means of egress; emergency lighting; emergency power; exit lights; fire alarm systems with required incidental functions; fire extinguishers; fuel fired heaters; electrical illumination; electrical system; required ventilation; toilet facilities; kitchen hot water supply; water supply; and sewage disposal as they apply to this project.

 **AIA** Document G704™ – 2000

Certificate of Substantial Completion

PROJECT:
(Name and address)
Edison State College
Student Services Bldg. "M"
7007 Lely Cultural Parkway
Naples, FL 34113-8977

PROJECT NUMBER: G050901000/
CONTRACT FOR: Student Services Bldg. "M"
CONTRACT DATE: 01 November 2010

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO OWNER:
(Name and address)
Jyoti Naik, Building Official
Edison State College
7007 Lely Cultural Parkway
Naples, FL 34113

TO CONTRACTOR:
(Name and address)
Gates Batz Institutional Construction, LLC
27599 Riverview Center Blvd., Suite 205
Bonita Springs, FL 34134

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

Please see attached Pinch List.

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty
N/A

Date of Commencement
14 December 2011

Reynolds, Smith and Hills, Inc.
ARCHITECT

BY 

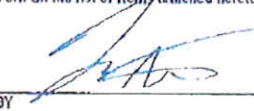
14 November 2011
DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$0.00

The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

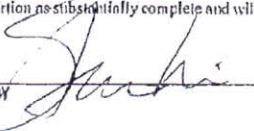
Gates Batz Institutional
Construction, LLC
CONTRACTOR

BY 

11/14/11
DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 6:00 a.m. (time) on 14 December 2011 (date).

Edison State College
OWNER

BY 

11/14/11
DATE

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Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
January 24, 2012

AGENDA ITEM: 6

**Approval to Relocate the College Server Room and Remodel
and Renovate Building "G" on the Lee Campus to Provide for
Disaster Recovery Capabilities**

RECOMMENDATION:

The Administration recommends District Board of Trustees
approval to proceed on the server room project with a not to
exceed construction budget of \$1M.

STAFF ANALYSIS:


Disaster Recovery Capabilities for the college IT system is critical to ongoing operations. This project will relocate the college network and provide for the survivability of these systems. An architect will be selected under an approved continuing contract to develop construction documents. A Construction Manager will also be assigned to provide an estimate of costs. The costs will be reviewed with the Board for final approval to complete the project.

FISCAL IMPACT Yes No N/A

Funding Source: PECO Amount: 1,000,000
Will this action result in a Budget Amendment? Yes No
If yes, indicate the dollar amount: \$ 1,000,000

REQUESTED BY: 
Vice President, Facilities and Information Technology

FUNDING VERIFIED AND APPROVED BY: 
Vice President, Administrative Services

APPROVED FOR AGENDA BY: 
Interim District President

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
January 24, 2012

AGENDA ITEM: 7

**Approval for Certification of Compliance of Edison State
College Financing Corporation**

RECOMMENDATION:

The Administration recommends that the District Board of Trustees certify that the Edison State College Financing Corporation is in compliance with requirements set for its operation.

STAFF ANALYSIS:

College Board Policy 1.05 sets forth policies for operation of the Edison State College Financing Corporation. Section 1004.70, Florida Statutes, provides that in order to qualify as a college direct support organization the District Board of Trustees must, after review, certify that the corporation is being operated in a manner consistent with the goals of the Florida College System institution and in the best interest of the state. Any organization that is denied certification by the board of trustees may not use the name of the College.

The Edison State College Financing Corporation is in full compliance with the requirements of College Board Policy 1.05.

FISCAL IMPACT _____ Yes _____ No X N/A

Funding Source: _____ Amount: \$ _____
Will this action result in a Budget Amendment? _____ Yes _____ No
If yes, indicate the dollar amount: \$ _____

Attachment

REQUESTED BY: 
Vice President, Administrative Services

VERIFIED AND APPROVED BY: 
Vice President, Administrative Services

APPROVED FOR AGENDA BY: 
Interim District President

TITLE: EDISON STATE COLLEGE FINANCING CORPORATION

AUTHORITY:

Florida Statute 1001.64; 1004.70

POLICY:

Pursuant to Section 1004.70, Florida Statutes, the Edison State College District Board of Trustees has certified Edison State College Financing Corporation ("Financing Corporation"), as a community college direct support organization, whose purposes are to (i) provide housing opportunities for the students of the College; (ii) to finance capital projects to meet current and future needs of the College, such as student housing, parking facilities, and/or other improvements; (iii) manage and invest funds held by it; (iv) operate or administer contracts for auxiliary enterprises and (v) any other proper activity of Edison State College.

The District President of the College is authorized to implement the Board's procedures and guidelines to allow the Financing Corporation the use of property, facilities and personal services pursuant to the provisions of Section 1004.70, Florida Statutes, as may be amended. In order to use such property, facilities and personal services, the Financing Corporation shall:

1. Maintain exemption from Federal income tax as an organization described in section 501(c) (3) of the Internal Revenue Code.
2. Maintain bylaws which provide that (i) the College District President or his or her designee and (ii) a designee of the Chairman of the District Board of Trustees, will serve as members of the board of Directors and the Executive Committee of the Financing Corporation.
3. Employ an independent auditing firm, and submit (i) annual audited financial statements and management letters, (ii) a copy of the Financing corporation's Form 1023 Application for Recognition of Exemption filed with the IRS and (iii) annual Form 990's as filed with the IRS, to the District Board of Trustees and the District President of the College.
4. Submit an annual budget to the District Board of Trustees.
5. Provide in its By-Laws that the President of the Financing Corporation shall be appointed by, and shall be responsible to, the District President of Edison State College.
6. Adopt and maintain an investment policy as approved by the District Board of Trustees.

TITLE: EDISON STATE COLLEGE FINANCING CORPORATION

POLICY:

7. Operate in accordance with Florida Statute 286.011 (The Sunshine Law) as required by the Attorney General's opinion, dated June 27, 1990, and the opinion of the General Council of the Florida Department of Education, dated October 19, 1990.

Effective Date: 11/27/07; Edit 02/18/09

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
January 24, 2012

AGENDA ITEM: 7 (a)

Approval of the Collective Negotiations Agreement

RECOMMENDATION:

The Administration recommends District Board of Trustees approval of the Collective Negotiations Agreement between the Edison State College District Board of Trustees, Public Employer, and Edison College Faculty Federation Union.

STAFF ANALYSIS:

In accordance with the Collective Negotiations Agreement between the Edison State College District Board of Trustees (the "College") and the Edison College Faculty Federation Union (the "Union"), negotiations can be re-opened each year on Article 10.3 – Salary.

Negotiations began on August 2, 2011 with subsequent sessions on August 30th and September 28th. With no agreement reached on September 28th, the Union declared impasse. Negotiations continued after impasse through email by the chief negotiators on October 28th. At the request of the College, an additional negotiation session was held on December 8th which did not result in an agreement. A hearing with the Special Magistrate was held on January 12, 2012.

On January 20, 2012, the College and Union met in session for the purpose of considering a last and final proposal by the College. This session resulted in a tentative agreement which was subsequently ratified by the Union on January 23, 2012.

It is recommended that Edison State College District Board of Trustees approve the Collective Negotiations Agreement as stipulated below and included on the attached faculty salary schedule:

- Faculty employed for the 2011-12 academic year, shall receive a 3% recurring increase on current base salary effective August 16, 2011. Supplemental and overload pay as defined in Appendix B, Section E and G, shall receive a 3% recurring increase on current based effective August 16, 2011.
- Faculty employed for the 2011-12 academic year shall also receive a 1% non-recurring increase on current base salary for work performed during the 2012 Spring Semester effective January 1, 2012 and terminating on

54 a.

May 8, 2012. The 1% non-recurring increase will be calculated after the 3% increase to base salary is applied.

This action has been reviewed by appropriate College administrators and discussed with the Board Liaison. It is recommended that these actions be approved.

Attachment(s)

FISCAL IMPACT Yes No N/A

Funding Source: ^{board reserves &} ~~position contingency~~ Amount: \$ 428,011
Will this action result in a Budget Amendment? Yes No
If yes, indicate the dollar amount: \$ 160,733

Attachment

REQUESTED BY: 
Vice President, Human Resources

FUNDING VERIFIED AND APPROVED BY: 
Vice President, Administrative Services

APPROVED FOR AGENDA BY: 
Interim District President

Form DP-01 Rev 10-2011; 12/2011

Full-Time Instructional Faculty

A. NEW FACULTY NINE-MONTH CONTRACT SALARY FOR SEMESTERS FALL AND SPRING (For those faculty whose full-time contracts began on or after August 16, 2011):

SCHEDULE I:

Bachelor's Degree (Occupational areas only)..... New Base of \$45,853.00
..... Old Base of \$44,517.48

SCHEDULE II:

Master's Degree New Base of \$47,813.15
..... Old Base of \$46,420.53

SCHEDULE III:

Master's Degree plus 30 approved Semester Hours beyond
Master's or 45 approved Quarter Hours*..... New Base of \$49,771.53
..... Old Base of \$48,321.87

SCHEDULE IV:

Master's Degree plus 60 approved Semester Hours beyond
Master's or 90 approved Quarter Hours*..... New Base of \$53,690.93
..... Old Base of \$52,127.12

SCHEDULE V:

Doctorate..... New Base of \$54,866.91
..... Old Base of \$53,268.84

The following steps are to be followed in computing a new faculty member's salary:

1. The faculty member is placed on one of the five schedules above according to academic degree earned. The degree must be in the subject area to be taught.
2. \$200 is allowed an incoming faculty member for each year of verifiable teaching experience (10 years maximum), and this total is added to the base on the appropriate schedule.

B. RETURNING INSTRUCTIONAL FACULTY NINE-MONTH CONTRACT FOR SEMESTER FALL AND SPRING (for those faculty whose full-time contracts began prior to August 16, 2011):

For 2011-2012, returning faculty member's 2010-2011 contracted salary for nine (9) months (exclusive of any supplemental, substitute, overload, or unique or special contracts for instructional support services above and beyond the faculty member's usual contracted services to the College) will be increased by 3.0% on current salary.

NOTE: No returning faculty member will earn less than the beginning salary for new faculty described in Section A., above.

*These hours must be approved by the Executive Vice President as appropriate. Verification of these hours must be accomplished prior to September 15. Verification shall be on the basis of official transcripts. The placement on a different schedule will be effective retroactively to the beginning of the contract year (the beginning of the Fall Semester for teaching faculty as listed in Section A of the Full-Time Faculty Salary Schedule.) Placement verified after the September 15 date will not be effective until the beginning of the next contract year. Once a faculty member is qualified in his or her subject area, any additional graduate hours may be counted for placement on Schedule III (Master's degree plus 30 graduate semester hours) and Schedule IV (Master's degree plus 60 graduate semester hours).

C. RETURNING LEARNING RESOURCES FACULTY AND COUNSELORS ASSIGNED TO A BASIC CONTRACT OF 193 DUTY DAYS (for those faculty whose full-time contracts began prior to June 30, 2011):

For 2011-2012, the returning Learning Resources Faculty member or Counselor's 2009-2010 contracted salary for one hundred ninety-three (193) duty days (exclusive of any supplemental, substitute, overload, unique or special contracts for instructional support services above and beyond the faculty member's usual contracted services to the College) will be increased by 3% on current salary.

D. NEW LEARNING RESOURCES FACULTY AND COUNSELORS ASSIGNED A BASIC CONTRACT OF 193 DAYS (For those faculty whose contract began on or after July 1, 2011):

Salary Amount = 9-month salary as described in Section A divided by the number of duty days in a 9-month contract (166 duty days) x the total number of duty days to be worked (193 duty days).

1. \$200 is allowed to an incoming Learning Resources Faculty member and Counselor for each year of verifiable teaching or related academic experience (10 years maximum), and this total is added to the base on the appropriate schedule.

E. SUPPLEMENTAL DAYS CONTRACT SALARY (DAYS CONTRACTED BEYOND THE PROFESSOR'S NORMAL CONTRACT PERIOD BUT LESS THAN A FULL SEMESTER (Effective 08/16/2011):

Salary Amount = 9-month salary divided by the number of duty days (166) in the 9-month contract x the total number of supplemental days to be worked.

F. SALARIES FOR FULL-TIME PROFESSORS USED AS SUBSTITUTES AND FOR SUPPLEMENTAL INSTRUCTIONAL HOURS (effective 08/16/11), per contact hour:

		<u>New</u>	<u>Current</u>
Bachelor's	=	\$32.24	\$31.30
Master's	=	\$34.09	\$33.10
Master's +30	=	\$35.93	\$34.88
Master's +60	=	\$37.86	\$36.76
Doctorate	=	\$39.73	\$38.57

G. OVERLOAD PAY (effective 08/16/2011):

Full-time professors are paid for additional teaching beyond their normal contractual commitments during a regular semester, and for all Summer A, Summer B or a Summer A and B combination full-semester teaching on a per-instructional hour basis. The amount of pay is determined by (a) the degree held by the professor, and (b) the number of instructional hours of the additional teaching, as determined in Article 6.2 of this Agreement, per instructional hour*.

		<u>New</u>	<u>Current</u>
Bachelor's	=	\$687.48	\$687.48
Master's	=	\$768.06	\$768.06
Master's + 30	=	\$800.70	\$800.70
Master's + 60	=	\$813.96	\$813.96
Doctorate	=	\$847.62	\$847.62

*Compensation for portions of an instructional hour shall be computed by multiplying the rate for one instructional hour by the appropriate fraction to be paid of the instructional hour.

<u>Faculty</u>	Current	With 3%
Bachelor's	\$44,517.48	\$45,853.00
Master's	\$46,420.53	\$47,813.15
Master's + 30	\$48,321.87	\$49,771.53
Master's + 60	\$52,127.12	\$53,690.93
Doctorate	\$53,268.84	\$54,866.91

Substitutes

Bachelor's	\$31.30	\$32.24
Master's	\$33.10	\$34.09
Master's + 30	\$34.88	\$35.93
Master's + 60	\$36.76	\$37.86
Doctorate	\$38.57	\$39.73

Overloads

Bachelor's	\$687.48	\$708.10
Master's	\$768.06	\$791.10
Master's + 30	\$800.70	\$824.72
Master's + 60	\$813.96	\$838.38
Doctorate	\$847.62	\$873.05

<u>Adjuncts</u>	Per Assigned Load Hour		Total = 3 Hour Course	
	Current	With 2%	Current	With 2%
Doctorate	\$847.62	\$864.57	\$2,542.86	\$2,593.72
Master's	\$768.06	\$783.42	\$2,304.18	\$2,350.26
Bachelor's	\$687.48	\$701.23	\$2,062.44	\$2,103.69

Hourly

Doctorate	\$52.98	\$54.04
Master's	\$48.00	\$48.96
Bachelor's	\$42.97	\$43.83

Substitutes

Doctorate	\$36.95	\$37.69
Master's	\$33.25	\$33.92
Bachelor's	\$31.37	\$32.00

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
January 24, 2012

AGENDA ITEM: 7 (b)

Approval of Adjunct Faculty Rate Increase

RECOMMENDATION:

The Administration recommends District Board of Trustees approval of the adjunct faculty rate increase of 2%.

STAFF ANALYSIS:

The administration recommends the approval of a 2% recurring increase on current adjunct rates effective January 9, 2012 pursuant to the attached adjunct salary schedule.

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

Attachment(s)

FISCAL IMPACT Yes No N/A

Funding Source: existing oper. budget Amount: \$ 203,084
Will this action result in a Budget Amendment? Yes No
If yes, indicate the dollar amount: \$ _____

Attachment

REQUESTED BY: 
Vice President, Human Resources

FUNDING VERIFIED AND APPROVED BY: 
Vice President, Administrative Services

APPROVED FOR AGENDA BY: 
Interim District President

Part-Time Instructional Faculty

A. SALARIES FOR PART-TIME CREDIT INSTRUCTORS (New rates effective Spring 2012)

- Part-time instructors are paid on a per-course basis. The amount of pay per course is determined by (a) the degree held by the instructor, and (b) the number of contact hours normally expected per course. For part-time instructors load hours per course refers to the total number of hours per term the instructor is normally expected to meet each class. Normally, 16 contact hours equal one load hour.

<u>Per Assigned Load Hour</u>		<u>Total Salary for 3-Hour Course</u>			
	<u>New</u>	<u>Current</u>			
Doctorate =	\$864.57	\$847.62	Doctorate = \$2,593.72	\$2,542.86	
Master's =	\$783.42	\$768.06	Master's =	\$2,350.26	\$2,304.18
Bachelor's =	\$701.23	\$687.48	Bachelor's =	\$2,103.69	\$2,062.44

Faculty with less than a Bachelor's degree will be paid at the Bachelor's degree level.

- The College may also wish to contract with part-time instructors for periods of time shorter than a full term. Such contracts will be based on (a) the degree held by the instructor, and (b) the actual number of contact hours to be worked. Per Contact Hour:

	<u>New</u>	<u>Current</u>
Doctorate =	\$54.04	\$52.98
Master's =	\$48.96	\$48.00
Bachelor's =	\$43.83	\$42.97

B. SALARIES FOR SUBSTITUTE INSTRUCTORS (New rates effective Spring 2012)

Per Contact Hour:

	<u>New</u>	<u>Current</u>
Doctorate =	\$37.69	\$36.95
Master's =	\$33.92	\$33.25
Bachelor's =	\$32.00	\$31.37

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
January 24, 2012

AGENDA ITEM: 8

Financial Services Consent Agenda – Budget Amendments

RECOMMENDATION:

The Administration recommends District Board of Trustees approval of the Financial Services Consent Agenda – Budget Amendments.

STAFF ANALYSIS:

Financial Services Consent Agenda actions are consistent with Florida Statute 1001.65(2), Florida Department of Education, Administrative Rule 6A-14.0716(3), Board Policy 6Hx6:1.02, and approved practices of the district and are deemed routine in nature.

Budget Amendments – Table #1

The attached report shows the Original Approved Budget and compares the Amended Annual Budget through September 30, 2011 to the Amended Annual Budget through December 31, 2011. The budget amendments include a reallocation of current funds to support the ongoing operations of the College. These amendments result in a balanced budget.

The amendments have been reviewed by appropriate supervisors, approved by designated College administrators, and discussed with the Board liaison. It is recommended that these amendments be approved.

FISCAL IMPACT Yes No N/A

Funding Source: see attached Amount: \$ 13,731

Will this action result in a Budget Amendment? Yes No

If yes, indicate the dollar amount: \$ 13,731

Attachment

**MONTHLY FINANCIAL REPORTS
FINANCIAL SERVICES CONSENT AGENDA
BUDGET AMENDMENTS**

Table #1

EDISON STATE COLLEGE CURRENT AND AMENDED OPERATING BUDGET BY FUNCTIONAL CATEGORY FOR THE FISCAL YEAR ENDING JUNE 30, 2012
--

SOURCES OF FUNDS	Original Budget
Student Fees	\$ 36,686,623
Support from State Govt.	25,076,290
Support from Fed. Govt.	68,261
Gifts, Contributions, Grants & Contracts	0
Sales & Services	327,297
Transfers (from other funds)	492,334
Other Sources	251,919
Fund Balance Transfers	233,897
TOTAL SOURCES OF FUNDS	\$ 63,136,621

Amended Budget as of 9/30/2011	Amended Budget as of 12/31/2011	Budget Changes From Amended Budget	
		Amount	%
\$ 36,707,788	\$ 36,707,788	\$ -	0.00%
25,076,290	25,076,290	-	0.00%
68,261	68,261	-	0.00%
0	4,400	4,400	100.00%
327,297	327,297	-	0.00%
541,494	541,494	-	0.00%
259,919	265,609	5,690	2.19%
2,180,488	2,184,129	3,641	0.17%
\$ 65,161,537	\$ 65,175,268	\$ 13,731	0.02%

USES OF FUNDS Functional Category	Original Budget
Instructional	\$ 29,166,607
Academic Support	7,743,021
Student Support	4,667,568
Institutional Support	12,887,210
Physical Plant	7,467,775
Transfers (to other funds)	-
Budget Holdback Contingency	714,440
Budget Contingency	490,000
TOTAL USES OF FUNDS	\$ 63,136,621

Amended Budget as of 9/30/2011	Amended Budget as of 12/31/2011	Budget Changes From Amended Budget	
		Amount	%
\$ 30,932,573	\$ 30,688,657	\$ (243,916)	-0.79%
7,760,871	7,887,934	127,063	1.64%
4,842,220	4,847,209	4,989	0.10%
13,037,321	13,161,928	124,607	0.96%
7,486,240	7,533,767	47,527	0.63%
2,189	5,830	3,641	166.32%
714,440	714,440	-	0.00%
385,683	335,503	(50,180)	-13.01%
\$ 65,161,537	\$ 65,175,268	\$ 13,731	0.02%

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
January 24, 2012

AGENDA ITEM: 9

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 57 appointments, 35 compensation/status changes, 20 special contracts, 28 employee departures/retirements and 1,218 part-time adjunct contracts.

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.

FISCAL IMPACT X Yes No N/A

Funding Source: Contingency Amount: \$ 23,779
Will this action result in a Budget Amendment? X Yes No
If yes, indicate the dollar amount: \$ 11,494

Attachment

REQUESTED BY: Pamela Kaufman
Vice President, Human Resources

FUNDING VERIFIED AND APPROVED BY: Chiodo
Vice President, Administrative Services

APPROVED FOR AGENDA BY: [Signature]
Interim District President

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
January 24, 2012

AGENDA ITEM: 10

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.

FISCAL IMPACT _____ Yes _____ No X N/A


Funding Source: _____ Amount: \$ _____

Will this action result in a Budget Amendment? _____ Yes _____ No

If yes, indicate the dollar amount: \$ _____

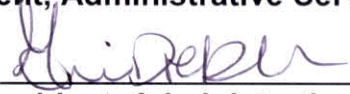
Attachment

REQUESTED BY:



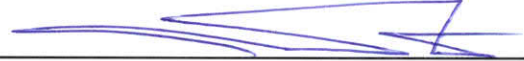
Vice President, Administrative Services

FUNDING VERIFIED AND APPROVED BY:



Vice President, Administrative Services

APPROVED FOR AGENDA BY:



Interim District President

**MONTHLY FINANCIAL REPORTS
INFORMATION AGENDA
FINANCIAL REPORT**

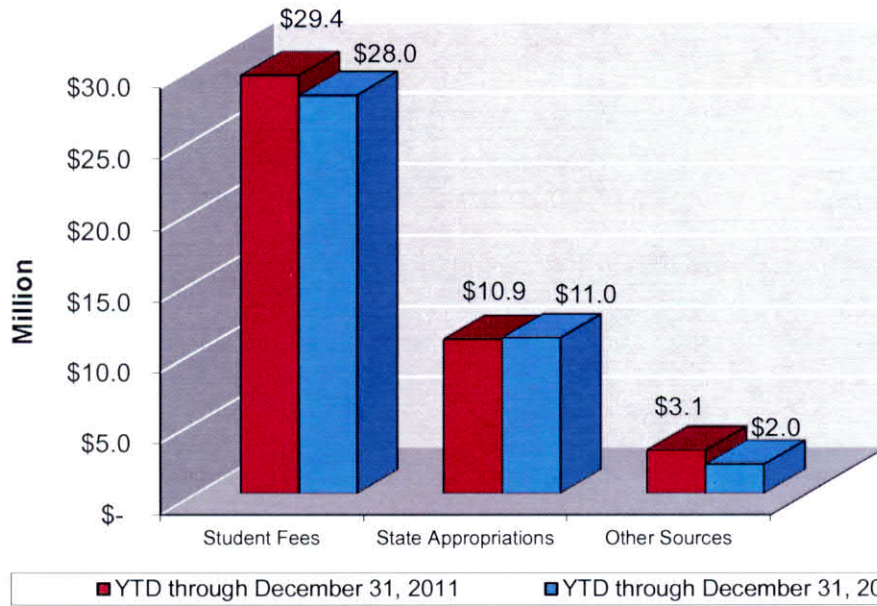
EDISON STATE COLLEGE OPERATING BUDGET BY REVENUE AND EXPENSE CATEGORY COMPARISON OF CURRENT YEAR TO PRIOR YEAR for Fiscal Year Ending June 30, 2012
--

Table #1

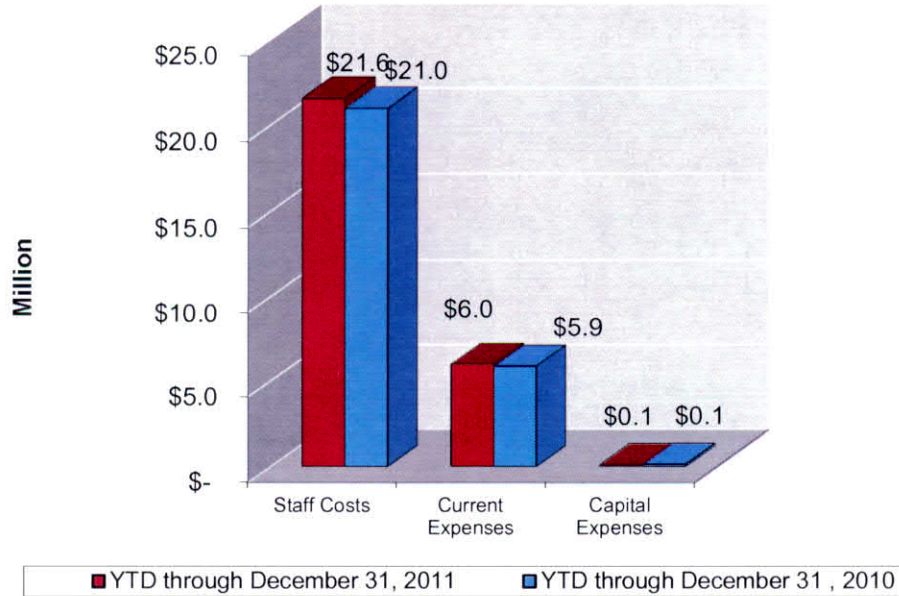
SOURCES OF FUNDS	Month Ending		Increase / (Decrease)	
	December 31, 2011	December 31, 2010	from Prior Year	
	Actual (Year To Date)	Actual (Year To Date)	Amount	%
Student Fees	\$ 29,356,361	\$ 27,968,640	\$ 1,387,721	5.0%
Support from State Govt.	10,900,171	10,997,735	(97,564)	-0.9%
Support from Fed. Govt.	28,719	37,881	(9,162)	-24.2%
Gifts, Contributions, Grants & Contracts	4,400	7,500	(3,100)	-41.3%
Sales & Services	216,396	51,851	164,545	317.3%
Transfers (from other funds)	541,494	275,799	265,695	96.3%
Other Sources	92,904	93,110	(206)	-0.2%
Fund Balance Transfers	2,184,129	1,581,344	602,785	38.1%
TOTAL FUNDS AVAILABLE	\$ 43,324,574	\$ 41,013,860	\$ 2,310,713	5.6%
USES OF FUNDS				
Staff Costs				
Executive & Mgt. Staff	\$ 2,012,813	\$ 2,196,335	\$ (183,522)	-8.4%
Instructional Staff	6,223,539	5,686,029	537,510	9.5%
Other Professional Staff	3,186,065	2,841,222	344,844	12.1%
Tech., Clerical & Trade Staff	2,193,997	2,096,121	97,876	4.7%
Instructional & Other Temp. Professionals [Adjuncts]	4,191,269	3,806,577	384,692	10.1%
Student Employment	210,694	175,217	35,477	20.2%
Benefits	3,556,102	4,170,791	(614,689)	-14.7%
Total Staff Costs	\$ 21,574,480	\$ 20,972,292	\$ 602,188	2.9%
Current Expenses				
Travel	\$ 198,773	\$ 209,901	\$ (11,128)	-5.3%
Operating Expenses	2,166,654	2,034,018	132,636	6.5%
Rental - Facilities & Equipment	218,425	300,717	(82,292)	-27.4%
Insurance	493,088	499,053	(5,965)	-1.2%
Utilities	799,651	761,496	38,156	5.0%
Contract Services	2,103,336	2,071,639	31,697	1.5%
Transfers (to other funds)	5,830	15,000	(9,170)	-61.1%
Other Expenses	20,766	(3,062)	23,828	-778.2%
Budget Contingency	-	-	-	0.0%
Total Current Expenses	\$ 6,006,523	\$ 5,888,762	\$ 117,761	2.0%
Capital Expenditures				
Capital Expenditures	\$ 93,627	\$ 117,145	\$ (23,518)	-20.1%
Total Capital Expenditures	\$ 93,627	\$ 117,145	\$ (23,518)	-20.1%
TOTAL EXPENDITURES & TRANSFERS	\$ 27,674,629	\$ 26,978,198	\$ 696,431	2.6%

Cel.

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

	Month Ending December 31, 2011		Variance Amount	% of Revised Budget
	Revised Budget	Actual		
	(Total Year)	(Year To Date)		
SOURCES OF FUNDS				
Student Fees	\$ 36,707,788	\$ 29,356,361	\$ 7,351,427	80.0%
Support from State Govt.	25,076,290	10,900,171	14,176,119	43.5%
Support from Fed. Govt.	68,261	28,719	39,542	42.1%
Gifts, Contributions, Grants & Contracts	4,400	4,400	-	100.0%
Sales & Services	327,297	216,396	110,901	66.1%
Transfers (from other funds)	541,494	541,494	-	100.0%
Other Sources	265,609	92,904	172,705	35.0%
Fund Balance Transfers	2,184,129	2,184,129	-	100.0%
TOTAL FUNDS AVAILABLE	\$ 65,175,268	\$ 43,324,574	\$ 21,850,694	66.5%
USES OF FUNDS				
Staff Costs				
Executive & Mgt. Staff	\$ 4,596,208	\$ 2,012,813	\$ 2,583,395	43.8%
Instructional Staff	13,618,392	6,223,539	7,394,853	45.7%
Other Professional Staff	6,807,055	3,186,065	3,620,989	46.8%
Tech., Clerical & Trade Staff	4,681,435	2,193,997	2,487,438	46.9%
Instructional & Other Temp. Professionals	8,249,022	4,191,269	4,057,753	50.8%
Student Employment	397,830	210,694	187,136	53.0%
Benefits	9,193,201	3,556,102	5,637,099	38.7%
Total Staff Costs	\$ 47,543,142	\$ 21,574,480	\$ 25,968,663	45.4%
Current Expenses				
Travel	\$ 598,844	\$ 198,773	\$ 400,071	33.2%
Operating Expenses	6,943,214	2,166,654	4,776,560	31.2%
Rental - Facilities & Equipment	681,168	218,425	462,742	32.1%
Insurance	791,351	493,088	298,263	62.3%
Utilities	2,310,698	799,651	1,511,047	34.6%
Contract Services	4,917,258	2,103,336	2,813,922	42.8%
Transfers (to other funds)	5,830	5,830	-	100.0%
Other Expenses	80,798	20,766	60,032	25.7%
Budget Holdback Contingency	714,440	-	714,440	0.0%
Budget Contingency	335,503	-	335,503	0.0%
Total Current Expenses	\$ 17,379,104	\$ 6,006,523	\$ 11,372,580	34.6%
Capital Expenditures				
Capital Expenditures	\$ 253,023	\$ 93,627	\$ 159,396	37.0%
Total Capital Expenditures	\$ 253,023	\$ 93,627	\$ 159,396	37.0%
TOTAL EXPENDITURES & TRANSFERS	\$ 65,175,268	\$ 27,674,629	\$ 37,500,640	42.5%

Meeting of the
EDISON STATE COLLEGE CHARTER SCHOOLS GOVERNING BOARD
January 24, 2012

AGENDA ITEM: 11

**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.

FISCAL IMPACT _____ Yes _____ No X N/A

Funding Source: _____ Amount: \$ _____

Will this action result in a Budget Amendment? _____ Yes _____ No

If yes, indicate the dollar amount: \$ _____

Attachment

REQUESTED BY: *Quijck*
Vice President, Administrative Services

FUNDING VERIFIED AND APPROVED BY: *Quijck*
Vice President, Administrative Services

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

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

Table 1
 CHARLOTTE CAMPUS

SOURCES OF FUNDS	Month Ending December 31, 2011		Variance Amount	% of Revised Budget
	Revised Budget	Actual		
	(Total Year)	(Year To Date)		
State Funding	\$ 1,455,233	\$ 737,366	\$ 717,867	50.7%
Support from Federal Gov't	59,571	17,219	42,352	28.9%
Capital Funding	152,816	49,635	103,181	32.5%
Sales & Services	44,200	32,235	11,965	72.9%
Other Sources	-	37	(37)	0.0%
Transfers In	7,425	7,425	-	100.0%
TOTAL FUNDS AVAILABLE	\$ 1,719,245	\$ 843,917	\$ 875,328	49.1%

USES OF FUNDS

Staff Costs				
Instruction	\$ 502,723	\$ 241,486	\$ 261,237	48.0%
Instructional Support	64,080	28,899	35,181	45.1%
Administration	232,675	115,249	117,426	49.5%
Benefits	267,396	82,596	184,800	30.9%
Total Staff Costs	\$ 1,066,874	\$ 468,230	\$ 598,644	43.9%

Current Expenses

Travel	\$ 81,380	\$ 30,602	\$ 50,778	37.6%
Operating Expenses	175,350	141,786	33,564	80.9%
Rental - Facilities & Eq	152,816	-	152,816	0.0%
Utilities	80,000	11,220	68,780	14.0%
Contract Services	64,000	14,663	49,337	22.9%
Transfers Out	92,425	7,425	85,000	8.0%
Total Current Expenses	\$ 645,971	\$ 205,696	\$ 440,275	31.8%

Capital Expenditures

Capital Expenditures	\$ 6,400	\$ 2,853	\$ 3,547	44.6%
Total Capital Expenditures	\$ 6,400	\$ 2,853	\$ 3,547	44.6%

TOTAL EXPENDITURES & TRANSFERS	\$ 1,719,245	\$ 676,779	\$ 1,042,466	39.4%
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6/6/12

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

Table 2
 LEE CAMPUS

SOURCES OF FUNDS	Month Ending December 31, 2011		Variance Amount	% of Revised Budget
	Revised Budget	Actual		
	(Total Year)	(Year To Date)		
State Funding	\$ 1,161,505	\$ 537,654	\$ 623,851	46.3%
Support from Federal Gov't	122,425	112,931	9,494	92.2%
Capital Funding	172,264	25,323	146,941	14.7%
Sales & Services	43,000	29,587	13,413	68.8%
Transfers In	7,425	7,425	-	100.0%
TOTAL FUNDS AVAILABLE	\$ 1,506,619	\$ 712,920	\$ 793,699	47.3%

USES OF FUNDS				
Staff Costs				
Instruction	\$ 423,174	\$ 211,403	\$ 211,771	50.0%
Instructional Support	52,000	26,668	25,332	51.3%
Administration	159,473	81,952	77,521	51.4%
Benefits	204,744	71,215	133,529	34.8%
Total Staff Costs	\$ 839,391	\$ 391,238	\$ 448,153	46.6%

Current Expenses				
Travel	\$ 179,630	\$ 34,191	\$ 145,439	19.0%
Operating Expenses	190,910	87,032	103,878	45.6%
Rental - Facilities & Eq.	172,264	-	172,264	0.0%
Insurance	11,200	9,471	1,729	84.6%
Utilities	49,832	5,210	44,622	10.5%
Contract Services	43,967	17,234	26,733	39.2%
Transfers Out	7,425	7,425	-	100.0%
Other Expenses	10,000	-	10,000	0.0%
Contingency	2,000	-	2,000	0.0%
Total Current Expenses	\$ 667,228	\$ 160,563	\$ 506,665	24.1%

Capital Expenditures				
Capital Expenditures	\$ -	\$ -	\$ -	0.0%
Total Capital Expenditures	\$ -	\$ -	\$ -	0.0%

TOTAL EXPENDITURES & TRANSFERS	\$ 1,506,619	\$ 551,801	\$ 954,818	36.6%
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This statistical report provides information about the academic achievements of our students in the first semester of the 2011 – 2012 school year:

Dual Enrollment Statistics for Class of 2013

69 ECHS juniors began dual enrollment in August 2011.

1 student withdrew in September 2011 to attend North Port High.

68 students finished the first semester.

7 students did not maintain a 3.0 overall GPA at the end of first semester.

5 returned to the high school for second semester; 2 withdrew to attend Charlotte High.

8 ECHS juniors qualified for dual enrollment at the end of first semester.

69 ECHS juniors will be in dual enrollment classes for the 2012 spring semester.

Dual Enrollment Grade Statistics for Class of 2013

ECHS juniors took a total of 349 courses in the first semester.

The grade distribution was as follows:

A	160	45.8%
B	120	34.4%
C	54	15.5%
D	5	1.4%
F	10	2.9%

Edison State College counts course success rate as achieving A, B, or C in a course. According to that standard, ECHS students achieved a 95.7% course success rate.

8 students received all A grades in their college courses.

Dual Enrollment Statistics for Class of 2014

33 students qualified to take a dual enrollment course with a 3.5 grade point average. All students were enrolled in Spanish I. With the exception of the one student who received an F, all students are enrolled in Spanish II for the second semester. Upon successful completion, these students will receive credit for two years of high school Spanish.

Dual Enrollment Statistics for Class of 2014

A	14	42.4%
B	12	36.4%
C	6	18.2%
F	1	3.0%

Course success rate: 96.7%

First Semester Honor Rolls.

Straight A Grades.

Class of 2013	7
Class of 2014	7
Class of 2015	15

All A and B Grades.

Class of 2013	36
Class of 2014	32
Class of 2015	21

Academic Competitions.

Mu Alpha Theta. Sponsors Dawn Nolan and Kristina Winters

10 students competed in the FGCU Invitational Mathematics competition in December.

The 4 geometry students placed 6th out of 26 teams with freshman Robert Corso coming in 15th out of 147 students in individual competition.

The 6 Algebra II students placed 13th out of 27 teams.

Envirothon. Sponsor Blake Schmidt

Competing against 20 other teams, the ECHS "Team Alpha" placed fourth overall and achieved the highest score in the forestry category. Team members are five dual-enrolled juniors: Marissa Butcosk, Tony Malagasi, Bethany Peacock, Jordan Russell, and Elizabeth Toth.

Model United Nations. Sponsor Blake Schmidt

6 students, 2 juniors, 3 sophomores, and 1 freshman, attended the third annual SAMMUN (Sarasota And Manatee Model United Nations) conference at PineView High School. Dual-enrolled junior, James Lanza was awarded Outstanding Delegate for his work and contributions to the General Assembly One Committee.

Meeting of the
EDISON STATE COLLEGE CHARTER SCHOOLS GOVERNING BOARD
January 24, 2012

AGENDA ITEM: 13

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

FISCAL IMPACT _____ Yes _____ No X N/A

Funding Source: _____ Amount: \$ _____

Will this action result in a Budget Amendment? _____ Yes _____ No

If yes, indicate the dollar amount: \$ _____

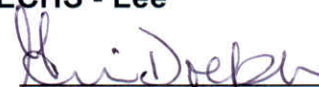
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REQUESTED BY: _____



Principal, ECHS - Lee

FUNDING VERIFIED AND APPROVED BY: _____



Vice President, Administrative Services

APPROVED FOR AGENDA BY: _____



Acting District President



January represents a fresh academic start for both the college's and the high school's new semester. Like proud parents, we sent 33 students off to their first dual enrollment college class on time (which we all know means a little early) on January 9, 2012. What an amazing feeling to see this large number of students stroll confidently across campus to sit in a college class and really take their first tangible grasp of transitioning to their adult lives. As the rest of students continue their studies here in the building, the staff has identified another high yield strategy in our quest to maximize every educational opportunity. The introduction of a "0 period" one day a week will provide some interesting dynamics and a chance to gain traction in the student experience. During the "0 period", students will have the opportunity to take teacher created and content rich assessments while staff have the chance to plan collaboratively. This accomplishes several things at once; students have their assessment load streamlined into one or two discrete times each week, assessments can and will be cross curricular to gather data about behind the scenes standards compliance, and teachers have a chance to work together during contract time to further refine the overall experience. All of this happens inside the normal school and contract day and was the result of teacher driven focus group.

ECHS – Lee continues to impact and enjoy a rich interaction with the local business and community sector. In partnership with Dunbar High School's Technology Academy, Mariner High School's STEM academy, The Foundation of Edison State College, The Edison Festival of Lights, Algenol, and GCM Contracting, Inc., we have finalized plans for the upcoming January 28th Edison Tech Challenge. Students of middle school age and up will compete by fabricating a vehicle capable of accurately surviving a 3 meter fall, passing a speed test, and then the same vehicle will have to tow a payload on a sled created from a given group of supplies. ECHS – Lee has also entered two teams in a local robotics competition and been invited to serve with the local STEM Team of S.W. Florida. A local manufacturer, the SMART Corporation has offered our students a \$500 cash prize for a fresh design of their proprietary solar array. All of these avenues help position ECHS – Lee as a leader in STEM education and serve to train our students in a skill set that will allow them to remain competitive in any environment they undertake.

It's that time of year when families are selecting schools for next year's incoming freshmen. ECHS – Lee has already hosted two open houses with a combined attendance of nearly 200 people and we have yet to formally advertise the school or open the lottery process. Two additional events are planned in anticipation of a large response. With tremendous support from the Banner Team, ECHS – Lee will accept lottery registrations this year through a custom on-line system this year to help efficiently process the high number of inquiries for the 100 freshmen seats. The lottery is scheduled to run in March and of course will be open to the public.

PROFESSIONAL DEVELOPMENT – Media Relations Report

Teresa Morgenstern
Coordinator,
Marketing & College Relations–Collier Campus
and District Spokesperson

(239) 732-3901 (office)
(239) 821-3978 (cell)
tmorgenstern@edison.edu

Why a Spokesperson? In good and challenging times, a single, consistent message is critical. Contradictory responses do not reflect well on an individual or the institution he/she represents. With the advent of technology and the speed in which information is disseminated, a consistent message is more important than ever.

The designated spokesperson's job is to:

1. Get the reporter's name and publication he/she represents
2. Ask for specific questions and how this information is to be used (basically, what the story is about)
3. Ask what the reporter's deadline is. This becomes the spokesperson's deadline!
4. Assure the reporter their questions will be addressed
5. Answer questions without using technical/industry jargon, keeping in mind that the audience is "Joe Public".

What are reporters looking for in a story?

Reporters are out to answer the six basic questions:

1. **Who**
2. **What**
3. **Where**
4. **When**
5. **Why**
6. **How**

Reporters are people like yourselves. They're out doing their job, which is to gather information to inform their readers/viewers/listeners. Reporters are usually under tight deadlines – they must gather stories in a matter of a few hours, or less.

1. They're looking for colorful people, controversy – things that get a positive or negative reaction from their viewers/readers.
2. Reporters rely on readers/viewers and other sources for information. **YOU'RE ONE OF THOSE SOURCES.**

Guidelines for establishing good media relationships:

1. REALLY know Edison State College! Know the background of the company, its philosophy, what it does.
2. Make a reporter's job as easy as possible. When you answer their questions, do so in a sincere, pleasant tone.
3. Answer ONLY the reporter's questions

*****Remember....**

Reporters always use multiple sources in a story, and they are highly unlikely to let you in on their other sources of information!

The Six Rules of Good Media Relations

1. Integrity – Do not stray from the truth, or exaggerate
2. Immediacy – Come clean quick
3. Accessibility – Do not build walls
4. Deadlines – Do not procrastinate
5. Familiarity – Do your homework
6. Honesty – It's okay to say, "I don't know" and offer to get answers for the reporter

WHEN A PUBLICATION ATTACKS...

There are five things you can do when a publication airs or prints a story that has inaccurate or false information:

1. Nothing
2. Write a letter to the reporter
3. Write a letter to the editor, but not for publication
4. Write a letter to the editor for publication
5. Issue a reply to that publication/station, and distribute that reply to other media too.

The best thing you can do is NOTHING. Unless there is absolutely gross misinformation, the best option is to let a story die. If it is an ongoing issue, consider the other choices you have.

A NOTE: When composing your letter, be careful not to insult the integrity of the publication/reporter. Back up what you're saying with facts, statistics, etc. State your case in a business-like manner.

EXAMPLES:

1. A contractor is seriously injured on the jobsite. He later dies at the hospital.

What to do:

Protect the identity of the victim. His family should not learn of his misfortune on the news. Traditionally, the Sheriff's Department has the authority on the scene of an accident and will secure the site. His PIO (Public Information Officer) will handle the interviews. Your company, if asked about the incident, should issue a statement to the media, expressing your regrets over the tragedy and that your thoughts are with the family. If the questions are about liability, CONSULT YOUR ATTORNEY. You do not want to establish liability or speculate on the cause by your statements to the media. Such scenes are subject to investigation, so it's best not to speculate on any aspect of it to the media!

2. A few local residents convince the media to do a story about the inconvenience and safety concerns of a road construction project.

What to do:

Should a reporter call, go through the steps in the section "When a Reporter Calls." In your response, be sure to point out the positive things your company does for the utmost safety. Bring up the company's track record of excellence and safety to all involved. If it is an on-camera interview, have the above responses as your answers. If a TV crew shows up onsite, go through the steps in the section "When a TV Crew Shows Up on a Jobsite."

FYI: How does the media find out about accidents, etc.?

Media listen to radio scanners in the newsroom. The public agencies use those frequencies to respond to calls and communicate. Such frequencies are accessible by the public. That's how they learn about accidents, fires, etc.!