

APPROVED

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Minutes  
Edison State College  
District Board of Trustees  
Lee Campus – Board Room, I-223  
September 25, 2012  
2:00 p.m.

**Call to Order**

The District Board of Trustees of Edison State College met in regular session in Lee County, Florida, on September 25, 2012 at 2:05 p.m. with the meeting called to order by Marjorie Starnes-Bilotti, Chair.

Present: Marjorie Starnes-Bilotti, Chair  
Sankey E. "Eddie" Webb, III, Vice Chair  
Ann Berlam  
Brian Chapman, Jr.  
Dr. Randall Parrish, Jr.  
Julia Perry  
Christopher Vernon

Absent: Braxton Rhone – Out-of-State

Others: Dr. Jeffery S. Allbritten, District President  
June Hollingshead, Recorder  
Jeff Tuscan, Tuscan & Company, P.A.

**Pledge to Flag**

**Introduction of Guests and Public Comment – None**

- ~~Lee Campus – Mr. Charles A. Hidalgo~~ Cancelled at Mr. Hidalgo's request

**Reports to the District Board of Trustees**

Faculty Senate Report (Presenter: Dr. Bill Wilcox)

Dr. Wilcox introduced Professors Tina Ottman and Wendy Chase who presented a PowerPoint regarding STEAM (Science, Technology, Engineering, Arts and Mathematics). The focus of this presentation was the addition of Arts to the STEM curriculum and the connections between arts and science.

SGA Report

Student Government officers Ivan Guerrero, President, Stephania Romulus, Executive VP, Mario Lozano, Legislative VP, and Angelica Gonzales, Secretary, presented a PowerPoint overview of the Student Government Association, including on-campus and off-campus events, fundraisers, SGA traditions, the

Campus Activities Board, marketing events, leadership development, civic engagement, and faculty/student collaboration.

Legal Update Report (Presenter: Mr. Mark Lupe) – No report.

SACS Update Report (Presenter: Dr. Erin Harrel)

Dr. Harrel reported on the continuation of meetings with faculty, staff and administrators. A Canvas course has been created for entering and submitting monitoring reports. Weekly meetings are held regarding each area of non-compliance. Dr. Harrel expressed appreciation to Dr. Jeff Stewart, the new Vice President of Institutional Research and Accountability, for the progress made in institutional effectiveness with academic programs since his arrival at Edison. She said that one of the most significant changes is Dr. Allbritten's unveiling of the organizational framework in the academic units which will significantly help the College with 2.8 – Full-time Faculty, as well as 3.28 which addresses qualified academic administration in each of these areas. Nineteen new faculty members have been hired, and open faculty positions are filled. Department chairs are working on ways to demonstrate that they ensure the integrity of the academic programs, including adjuncts and common assessments. This is built into the Canvas course where the SACS information is hosted, as well as a timeline and all documentation. The monitoring report will be submitted to SACS in early February 2013.

President's Comments (Presenter: Dr. Jeff Allbritten)

Dr. Allbritten presented Ann Berlam with a 5-year employment recognition pin and gift from Human Resources.

**Old Business – None**

**New Business**

Agenda Item #1. Approval of Minutes Regular Meeting August 14, 2012 (Presenter: Mrs. Starnes-Bilotti) (Page 1)

MOTION by Marjorie Starnes-Bilotti, seconded by Ann Berlam, to approve the minutes of the regular meeting August 14, 2012, as presented. Approved unanimously.

Agenda Item #2. Approval to Change the Name of the Information Technology Administration Certificate Program to the Information Technology Support Specialist Certificate Program (Presenter: Dr. Harrel) (Page 6)

MOTION by Eddie Webb, seconded by Randy Parrish, to approve the Certificate Program name change, as presented. Approved unanimously.

Agenda Item #3. Approval of the Academic Improvement Trust Fund Plan for FY 2012-2013 (Presenter: Mr. Miller/Board Liaison: Mr. Chapman) (Page 8)

MOTION by Ann Berlam, seconded by Brian Chapman, to approve the Academic Improvement Trust Fund Plan for FY 2012-2012, as presented. Approved unanimously.

Agenda Item #4. Approval to Accept the Audited Financial Report of Edison State College Foundation, Inc. for Fiscal Year Ended March 31, 2012 (Presenter: Mr. Miller /Board Liaison: Mr. Chapman) (Page 16) (Bound booklet in rear)

MOTION by Brian Chapman, seconded by Julia Perry, to accept the Audited Financial Report of Edison State College Foundation, Inc. for Fiscal Year Ended March 31, 2012, as presented. Approved unanimously.

Agenda Item #5. Approval to Certification of Compliance of Edison State College Foundation, Inc. (Presenter: Mr. Miller/Board Liaison: Mr. Chapman) (Page 17)

MOTION by Brian Chapman, seconded by Randy Parrish, to certify that the Edison State College Foundation, Inc. is in compliance with the requirements set for its operation, as presented. Approved unanimously.

Agenda Item #6. Approval of Edison State College Foundation, Inc. Audit Review Checklist (Presenter: Mr. Miller/Board Liaison: Mr. Chapman) (Page 19)

MOTION by Brian Chapman, seconded by Eddie Webb, to approve the Edison State College Foundation, Inc. Audit Review Checklist, as presented. Approved unanimously.

**Other Business** – None

Consent Agenda

Agenda Item #7. Approval of Personnel Actions (Presenter: Mr. Dente/Board Liaison: Mr. Rhone) (Page 21)

MOTION by Ann Berlam, seconded by Randy Parrish, to approve the Personnel Consent Agenda Actions, as presented. Approved unanimously.

Information Only

Agenda Item #8. Edison State College Foundation, Inc. – Submission of Federal IRS Application for Recognition of Exemption Form 1023 and Federal IRS Return of Organization Exemption from Income Tax Form 990 (Presenter: Mr. Miller /Board Liaison: Mr. Chapman) (Page 28) (Bound booklet in rear)

Mr. Miller presented this item for information only.

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Agenda Item #9. Edison State College Monthly Financial Report (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 30)

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

Agenda Item #10. Edison State College Collegiate High Schools Monthly Financial Report (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 36)

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

#### Written Reports

Agenda Item #11. Monthly Report on Edison Collegiate High School – Lee (Page 42)

A written report was provided for information only.

Agenda Item #12. Monthly Report on Edison Collegiate High School – Charlotte (Page 44)

A written report was provided for information only.

#### Professional Development

Quality Enhancement Plan (QEP) (Presenter: Dr. Harrel, Interim VP, Academic Affairs/Dean, School of Education & Charter Schools)

Dr. Tom Rath, Academic Dean, Charlotte Campus, QEP Co-chair, Professor Kathy Clark, Professor of Economics, Collier Campus, QEP Co-chair, and Dr. Eileen DeLuca, Dean, College and Career Readiness, QEP Director, presented a PowerPoint update of QEP. It included the history, development and future of QEP, goals and program outcomes, an implementation timeline, measures of achievement, and student testimonials. Students Rachel Gorski, Cynthia Gringas, and Kevin Vicens shared their QEP experiences. The website for QEP information is [www.edison.edu/cornerstone](http://www.edison.edu/cornerstone).

#### **President's Comments**


- Dr. Allbritten marked his 8<sup>th</sup> week as President. During that time, events have included Convocation, the opening of a 1962 time capsule, opening day for student housing, Edison closing for a hurricane, a Civil Rights review, attending the Council of Presidents meeting in Tampa, communications with the Trustees and campus through "From the Desk of the President", and numerous calls and visits.

- In August, Dr. Allbritten welcomed Dr. Henry Peel, Special Assistant to the President.
- In September, Dr. Allbritten completed visits to all of the campuses in the form of town hall meetings, a practice he will continue. At the first general faculty meeting, he rolled out a new academic framework, effective October 15, comprised of four schools – the School of Arts and Sciences, the School of Education, the School of Health Sciences, and the School of Business and Technology. A premise for this framework is that we are one college, with four sites spanning five counties, serving Southwest Florida, the State of Florida and beyond.
- Dr. Allbritten welcomed Dr. Jeff Stewart, the new Vice President for Institutional Research and Accountability, and noted that searches for a Provost/Vice President of Academic Affairs and Dean, School of Arts and Sciences are underway with these positions expected to be filled by January 1, 2013.
- In October, Dr. Allbritten will be meeting with all divisions, and actively listening to all constituencies. The Financial Aid process will be under review, with assessments and decision-making forthcoming.
- Dr. Allbritten noted that there are now 301 contracts with student housing.


#### Board Members' Comments

#### Adjournment

MOTION by Chris Vernon, seconded by Ann Berlam, to adjourn the Board meeting at 4:05 p.m. Approved unanimously.

  
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Dr. Jeffery S. Allbritten  
College President  
District Board of Trustees

10/23/12  
Date

  
\_\_\_\_\_  
Marjorie Starnes-Bilotti, Chair  
District Board of Trustees

10/23/12  
Date