



Minutes
Edison State College District Board of Trustees Meeting
Building I, Room 223 – Lee Campus
June 25, 2013
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 June 25, 2013 at 2:00 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
Tristan Chapman
Julia Perry
Braxton Rhone

Others Present: Dr. Jeffery S. Allbritten, President
June Hollingshead, Recorder

Absent: Brian Chapman
Christopher Vernon

Pledge to Flag

Introduction of Guests and Public Comment – None

Reports to the District Board of Trustees

Legal Update Report (Presenter: Mr. Mark Lupe) (Handout in rear pocket of folder)
Mr. Lupe presented a set of proposed updates to Board Policy:

- *Policy 1.01. Duties, Powers and Responsibilities of the District Board of Trustees* – Mrs. Berlam, the Board Liaison for Board of Trustees Policies, joined Mr. Lupe in reviewing changes to this policy which was substantially rewritten, including language regarding the President's annual evaluation. Verbiage of F.S. 1001.64 concerning governance was also incorporated.
- *Policy 1.02. Duties, Powers and Responsibilities of the President of the District* – In order to align Board Policy to state law requirements for bidding, the dollar amount of contracts that the President is authorized to execute on behalf of the Board was revised from \$500,000 to \$325,000.
- *Policy 1.04. Board Agendas* – This policy adds more use of consent agendas for routine, non-controversial items pertaining to academic, financial, legal and administrative matters that require Board approval, and will result in the efficiency of meetings and allow sufficient time for strategic discussions on academic and administrative direction of the College.

- *Policy 4.13. Use of Facsimile Signatures* – In accordance with F.S. 116.34 and 1004.64, the District Board of Trustees authorizes the Chair and the Secretary of the Board (President) and/or their designees, to use facsimile signatures with the same legal effect as a manual signature. This new policy would require that Certificate of Facsimile Signature forms be filed with the Florida Department of State after July District Board of Trustees meetings where a new Chair is elected.
- *Policy 4.14. Electronic Transfer of Funds* – Based on F.S. 1010.11 and 1001.64, this new policy supports the College's responsibility to promote the safety of College funds within the environment of electronic fund transfers. It provides that the College adopt written policies prescribing the accounting and control procedures by which any funds under the College's control are allowed to be moved by electronic transaction for any purpose, including direct deposit, wire transfer, withdrawal, investment, or payment. Applicability and/or accountability, definition of terms, and procedures are also addressed.
- *Policy 6.07. Prohibition Against Hazing* – This new policy reflects F.S. 1006.63, statutory prohibition of hazing, with violators being subject to discipline.

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

- Dr. Allbritten presented a resolution to Ann Berlam thanking her for her service to the College as a Board member, and shared his appreciation for her leadership. Appointed in 2007, Mrs. Berlam's last day is June 30, 2013.
- Dr. Allbritten thanked everyone who assisted with the College's successful SACS reaccreditation.
- Dr. Allbritten urged everyone to view the newly-released, newly-redesigned Edison website which includes a dynamic interface, embedded videos, and ease of navigation. He thanked the team who worked on this project.
- Dr. Allbritten noted that he will speak before the Chancellor's Leadership Seminar in Sarasota, Florida on June 26, at Chancellor Hanna's request.

Old Business – None

New Business – None

Other Business

Vote to Take Action On

Agenda Item #1. Approval of Minutes (a) Workshop May 28, 2013 (Page 1); and (b) Regular Meeting May 28, 2013 (Page 3) (Presenter: Mrs. Starnes-Bilotti)

MOTION by Tristan Chapman, seconded by Ann Berlam, to approve the minutes of the workshop May 28, 2013 and the regular meeting May 28, 2013, as presented. Approved unanimously.

Agenda Item #2. Approval of Dates, Time, and Locations for District Board of Trustees Regular Meetings for 2013-2014 (Presenter: Dr. Allbritten) (Page 8)

MOTION by Braxton Rhone, seconded by Eddie Webb, TO TABLE THIS ITEM for discussion and vote on the number, type, and set-up of Board meetings at the District Board of Trustees Workshop and Meeting scheduled for July 23, 2013. Approved unanimously.

Agenda Item #3. Approval to Accept the Educational Plant Survey (Presenter: Mr. Nice /Board Liaison: Mr. Brian Chapman) (Page 11) (Backup provided behind agenda packet)

MOTION by Braxton Rhone, seconded by Eddie Webb, to approve the Educational Plan Survey as required in Section 1013.31 Florida Statutes and as presented. Approved unanimously.

Agenda Item #4. Approval of the 2013-2014 Edison State College Capital Improvement Program (Presenter: Mr. Nice/Board Liaison: Mr. Brian Chapman) (Page 12) (Backup provided behind agenda packet)

MOTION by Braxton Rhone, seconded by Ann Berlam, to approve the 2013-2014 Capital Improvement Program, as provided. Approved unanimously.

Agenda Item #5. Approval of the Academic Improvement Trust Fund Plan for FY 2013-2014 (Presenter: Mr. Miller/Board Liaison: Mr. Brian Chapman) (Page 13)

MOTION by Ann Berlam, seconded Eddie Webb, to approve the Academic Improvement Trust Fund Plan for FY 2013-14 in the amount of \$866,070, as presented. Approved unanimously.

Agenda Item #6. Approval of Budget and Operating Plans 2013-2014 (Presenter: Mrs. Doeble /Board Liaison: Mr. Webb) (Page 20) (Backup behind agenda packet)

MOTION by Eddie Webb, seconded by Julia Perry, to approve the Fiscal Year 2013-2014 Edison State College Budget and Operating Plans, as presented. Approved unanimously.

Agenda Item #7. Approval to Transfer Unrestricted Fund Balance (Presenter: Mrs. Doeble /Board Liaison: Mr. Webb) (Page 21)

MOTION by Eddie Webb, seconded by Tristan Chapman, to approve a transfer in the amount of \$1,050,000 from the Current Unrestricted Fund 1 to the Unexpended Plant Fund 7 in support of the College's Technology Plan and ongoing capital needs, including additional parking or parking lot improvements, as presented. Approved unanimously.

Agenda Item #8. Approval to Remove College Property from Inventory (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 23)

MOTION by Braxton Rhone, seconded by Eddie Webb, to approve the removal of College property in the amount of \$231,213.88 from the College's inventory system, as presented, and to reduce the assets as appropriate. Approved unanimously.

Agenda Item #9. Approval to Write-off Delinquent Accounts (Presenter: Mrs. Doeble/ Board Liaison: Mr. Webb) (Page 27)

MOTION by Ann Berlam, seconded Tristan Chapman, to approve the write-off of delinquent accounts deemed to be uncollectible in the amount of \$692,955, as presented. Approved unanimously.

Agenda Item #10. Approval of Naming Agreement with Presidio, Inc. to Rename Building G on the Lee Campus "The Presidio Information Technology Center" for a Period of Five Years Pursuant to the Terms of the Attached Agreement and to Authorize the Purchase of Hardware, Software, and Services for the Installation of a Voice Over Internet Protocol ("VOIP") Telephone System for the College (Presenter: Dr. Stewart /Board Liaison: Mr. Brian Chapman) (Page 30)

MOTION by Braxton Rhone, seconded by Eddie Webb, to approve the naming agreement with Presidio Networked Solutions, Inc. and to authorize the purchase of hardware, software and services for the installation of a Voice Over Internet Protocol ("VOIP") telephone system for the College, as presented. Approved unanimously.

Consent Agenda

Agenda Item #11. Approval of Personnel Actions (Presenter: Mr. Dente/Board Liaison: Mr. Rhone) (Page 57) (Bound backup provided behind agenda packet)

MOTION by Braxton Rhone, seconded by Julia Perry, to approve the list of Personnel Consent Agenda actions, as presented. Approved unanimously.

Information Only

Agenda Item #12. Construction Project(s) Change Orders (Presenter: Mr. Nice /Board Liaison: Mr. Brian Chapman) (Page 58)

Mr. Nice presented the construction project(s) change orders for information only.

Agenda Item #13. Edison State College Monthly Financial Report (Presenter: Mrs. Doeble /Board Liaison: Mr. Webb) (Page 60)

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

Agenda Item #14. Edison State College Collegiate High Schools Monthly Financial Report (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 65)

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

Agenda Item #15. Edison State College Financing Corporation 4th Quarter Financial Statements and Investment Report (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 70)

Mrs. Doeble presented the Edison State College Financing Corporation 4th Quarter Financial Statements and Investment Report for information only.

Agenda Item #16. Edison State College Foundation, Inc. Fourth Quarter Financial Statements and Investment Report (Presenter: Mr. Miller/Board Liaison: Mr. Brian Chapman) (Page 76)

Mr. Miller presented the Edison State College Foundation, Inc. Fourth Quarter Financial Statements and Investment Report for information only.

Written Reports

Agenda Item #17. Monthly Report on Edison Collegiate High School–Charlotte (P. 83)

A written report was provided for information only.

Agenda Item #18. Monthly Report on Edison Collegiate High School–Lee (P. 86)


A written report was provided for information only.

Professional Development – None

President's Comments

Board Members' Comments – See Attachment #1 – Letter read by Ann Berlam

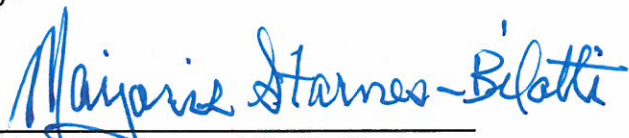
Adjournment – MOTION by Ann Berlam, seconded by Julia Perry, to adjourn the meeting at 3:40 p.m. Approved unanimously.



Dr. Jeffery S. Allbritten
College President

7/23/2013

Date



Marjorie Starnes-Bilotti, Chair
District Board of Trustees

7/23/2013

Date

ANN E. BERLAM
Naples, Florida

June 25, 2013

Dear Edison Colleagues:

It has been both an honor and a privilege to have served six years as a Trustee of Edison State College. My first association with the College began in 2002 as a member of the Foundation Board of Directors. I learned much about Edison during that time and appreciated the services the College provides to Southwest Florida.

It is difficult to find the words to appropriately thank each of you associated with Edison who have touched my life during this time. So I am writing this letter to all of you who make Edison what it is today. Thank you for what you do and for making my job as a Trustee valuable and meaningful.

Over the last six years we have seen many changes and many challenges. As a Trustee I wanted to serve to ensure that Edison was as strong an institution as it could be. I have seen the College grow with increasing number of students; with new courses and degrees offered; with expanded courses on the Internet; with two charter high schools whose students perform in the top tier of their peers; with new buildings including Lighthouse Commons and a building constructed in partnership with the University of Florida; with strong leaders among the students, faculty and administration; with a true commitment to providing access to all; with being involved in the selection of the fourth President of Edison State College; and with our most recent outstanding accomplishment to receive full re-affirmation of accreditation.

So all of you can appreciate how you have touched my life. You know what you've done. Please remember *students* to learn all you can and to challenge your teachers to inspire you to succeed. Please remember *faculty* to challenge your students and provide them with the knowledge they need to be productive citizens. Please remember *staff* that you are the face of Edison that the community interacts with every day. Please remember *administrators* that you are charged with oversight of the values, mission and strategies of Edison to ensure the smooth operation of the College and the legacy it will ensure into the future. Please remember *Trustees* that you are the glue to hold all these pieces together and provide leadership.

I would add one parting request of my fellow Trustees. Remember to ask just one more question.

Thank you.

Best wishes,

Ann

Ann E. Berlam