

APPROVED

Minutes  
Edison State College  
District Board of Trustees  
Collier Campus – Building M, Room 201  
October 23, 2012  
2:00 p.m.

APPROVED

### Call to Order

The District Board of Trustees of Edison State College met in regular session in Collier County, Florida, on October 23, 2012 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  
Brian Chapman, Jr.  
Dr. Randall Parrish, Jr.  
Braxton Rhone  
Christopher Vernon

Absent: Julia Perry

Others: Dr. Jeffery S. Allbritten, President  
June Hollingshead, Recorder  
Danessa Stevens, Executive Assistant

### Pledge to Flag

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

### Reports to the District Board of Trustees

#### Faculty Senate Report (Presenter: Dr. Bill Wilcox)

Dr. Joan Van Glabek, President, Collier Campus Faculty Senate, introduced Bill Shuluk, Lee Campus Reference Librarian, who spoke on behalf of the faculty librarians' role and gave an overview of their operations, specifically: (1) Instruction – The libraries are a vital part of the academic mission of the College, providing over 300 lectures per year on research as well as program-specific topics, teaching an online research course, providing an instructional approach to reference desk services, and working as a team at all levels toward a common mission. (2) Assessment – A general student survey is conducted in Spring, and a faculty survey is conducted at all three campuses and the Hendry/ Glades Center. (3) Collections management – A detailed look at content is given to support curriculum with effective delivery, and is refined on an on-going basis. Issues facing this unit include CCLA support, current academic reorganization, and technological delivery of content.

SGA Report (Presenter: Dr. Russell Watjen)

Dr. Russell Watjen introduced SGA members Jacob Winge, Collier Campus SGA President, and Joe Garita, SGA Senator, FCSSGA District #1 Legislative Liaison, and Collier Campus PTK President. Their presentation included a video clip with comments from Senator Garrett Richter and Representative Kathleen Passidomo. The presentation also included fostering leadership through critical thinking, public speaking, professional development, networking, and conferences at the FCSSGA, District #1 level. SGA events include leadership conferences, Florida Model Legislature which provides hand-on experiences, leadership retreats, "Meeting and Greeting Senators and Representatives 101", and "Rally in Tally" where students meet with Senators and Representatives. The report ended with Representative Matt Hudson's video segment applauding the College and SGA.

SACS Update Report (Presenter: Dr. Jeff Stewart)

Dr. Stewart, Vice President, Institutional Research and Accountability, noted that "Town Hall" meetings were held at all four College locations last week, and shared a SACS timeline. The first draft of the monitoring report will be presented to the SACS Leadership Team November 30<sup>th</sup>. The final draft, due to SACS on February 18, 2013, will be made public via the accreditation website and sent to the printers on February 1, 2013. A SACS on-site visit is scheduled for April 8-10, 2013. A review and vote by the Commission on Colleges will be held in June, 2013.

Dr. Stewart addressed *Comprehensive Standard 3.3.1.1: Institutional Effectiveness: Educational Program*, advising that a draft narrative has been started and that all academic programs will complete Institutional Effectiveness plans by mid-November. With regard to *Comprehensive Standard 3.3.1.5: Institutional Effectiveness: Community Public Service*, work with Continuing Education and the TLC has been ongoing to ensure that IE Reports and Plans are complete and available. All areas of the institution are complying with the COP "General Regulation for Community/Public Service Events."

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

Dr. Allbritten's report to the Board featured the culmination of work since his first day in office, July 31, 2012, i.e., an evolving organizational framework that includes realignments, reallocations, and reassignments. (See Attachment #1 to the minutes). These are the priorities that were used to underpin this framework:

- Organize for efficiency and effectiveness
- Commit to a design consistent with Edison's ongoing accreditations
- Maximize budget distribution to best serve the students of Edison State College
- Continuously assess & align personnel descriptions to meet the needs of students & this region
- Create data systems that maximize data driven decisions
- Create an academic structure that is clear, focused, and meets program needs
- Focus on leadership development
- Commit to continuous diagnosis, assessment, and improvement

Dr. Allbritten shared the overall budget implications of the changes being made. The approximate \$644,000 implementation cost is achieved through projected savings on eliminated positions (\$570,000) and reallocated personnel funds (\$74,000) – no new personnel dollars. In addition, a hold has been placed on all open positions – (a total of approximately \$2 M) – while a priority review of these positions is undertaken.

Chair's Report (Presenter: Mrs. Starnes-Bilotti)

Mrs. Starnes-Bilotti shared highlights of the Florida State Board of Education's Trustee Training which she attended October 7-8 with Dr. Allbritten. Adam Hollingsworth, the Governor's Chief of Staff, emphasized the importance of Board Chairs staying in contact with each other, learning how other colleges deal with similar issues, and having regular study sessions and facilitator-led retreats. Chancellor Randy Hanna stressed the benefits of budget workshops for trustees, and also addressed presidential evaluations. Dr. Dennis Gallon, President of Palm Beach State College, differentiated policy matters and administration, the line that should be drawn between the two, and the need for trustee training in these areas. Mrs. Starnes-Bilotti also spoke about the possibility of the Board as a whole evaluating itself every 3-4 years.

**Old Business** – None

**New Business**

Agenda Item #1. Approval of Minutes Regular Meeting September 25, 2012 (Presenter: Mrs. Starnes-Bilotti) (Page 1)

MOTION by Randy Parrish, seconded by Brian Chapman, to approve the minutes of the Regular Meeting September 25, 2012, as presented. Approved unanimously.

Agenda Item #2. Approval of the GMP (Guaranteed Maximum Price) for the Remodeling and Renovations to "G" Information Technology Building on the Lee Campus (Presenter: Mr. Nice/Board Liaison: Mr. Chapman) (Page 6)

MOTION by Braxton Rhone, seconded by Chris Vernon, to approve the Guaranteed Maximum Price (GMP) for the remodeling and renovations to Building "G", the Information Technology building, on the Lee Campus in the amount of \$621,000 from PECO funds, as presented. Approved unanimously.

Agenda Item #3. Approval of Rank Ordering for Professional Services of a Construction Management Firm for the Lee Campus Addition to Taeni Hall and Authorizing the Administration to Award Contract (Presenter: Mr. Nice /Board Liaison: Mr. Chapman) (Page 9)

MOTION by Brian Chapman, seconded by Randy Parrish, to approve the rank ordering of construction management firms for the Lee Campus addition to Taeni Hall as presented in order of preference (1) Gulfpoint Construction, (2) Wright Construction, (3) Owen-Ames-Kimball, (4) Gilbane Building Company, (5) Core Construction, and (6) DeAngelis Diamond; and to authorize the Administration to enter into a contract for such services, as presented. Approved unanimously.

Agenda Item #4. Approval of Rank Ordering of Architectural Firms and Authorizing the Administration to Award a Contract(s) for Continuing Services for Architectural Services for Projects of \$1,000,000.00 or Less (Presenter: Mr. Nice /Board Liaison: Mr. Chapman) (Page 11)

MOTION by Brian Chapman, seconded by Ann Berlam, to approve the rank ordering of architectural firms as presented in order of preference: (1) BSSW Architects, Inc., (2) HADP Architecture, Inc., (3) Parker Mudgett Smith Architects, Inc., (4) Burt Hill/Pollock Kreig Architects, Inc, and (5) RG Architects; and to authorize the Administration to enter into contract for continuing services for architectural services for projects of \$1,000,000.00 or less, as presented. Approved unanimously.

Agenda Item #5. Approval of the Lee Campus Collegiate High School Audited Financial Report for Fiscal Year Ended June 30, 2012 (Presenter: Mrs. Doeble /Board Liaison: Mr. Webb) (Page 13) (Backup in Rear)

MOTION by Eddie Webb, seconded by Braxton Rhone, to approve the Lee Campus Collegiate High School Audited Financial Report for Fiscal Year Ended June 30, 2012, as presented. Approved unanimously.

Agenda Item #6. Approval of the Charlotte Campus Collegiate High School Audited Financial Report for Fiscal Year Ended June 30, 2012 (Presenter: Mrs. Doeble/ Board Liaison: Mr. Webb) (Page 14) (Backup in Rear)

MOTION by Eddie Webb, seconded by Chris Vernon, to approve the Charlotte Campus Collegiate High School Audited Financial Report for Fiscal Year Ended June 30, 2012, as presented. Approved unanimously.

**Other Business – None**

Consent Agenda

Agenda Item #7. Collegiate High Schools' Consent Agenda – Budget Amendments (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 15)

MOTION by Braxton Rhone, seconded by Ann Berlam, to approve the Collegiate High Schools' Consent Agenda – Budget Amendments, as presented. Approved unanimously.

Agenda Item #8. Financial Services Consent Agenda – Budget Amendments  
(Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 19)

MOTION by Chris Vernon, seconded by Brian Chapman, to approve the Financial Services Consent Agenda – Budget Amendments, as presented. Approved unanimously.

Agenda Item #9. Approval of Personnel Actions (Presenter: Mr. Dente/Board Liaison: Mr. Rhone) (Page 22)

MOTION by Braxton Rhone, seconded by Brian Chapman, to approve the Personnel Consent Agenda Actions, as presented. Approved unanimously.

Information Only

Agenda Item #10. Edison State College Monthly Financial Report (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 29)

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

Agenda Item #11. Edison State College Collegiate High Schools Monthly Financial Report (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 35)

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

Written Reports

Agenda Item #12. Monthly Report on Edison Collegiate High School – Lee (Page 41)

A written report was provided for information only.

Agenda Item #13. Monthly Report on Edison Collegiate High School – Charlotte (Page 43)

A written report was provided for information only.

Professional Development

Edison Collegiate High School - Lee (Presenter: Dr. Brian Botts, Principal)

Dr. Botts' presentation opened with a YouTube video of the Lee Collegiate High School and was followed by comments from student Ben Sund and his father,

Gregory Sund. Ben shared what was different about this STEM-focused learning environment. Examples included involvement in the community with a garden project, and engineering mousetrap cars which involved more creative thinking processes. Mr. Sund spoke to the creativeness of the teachers and their personalized, unique approach to each child, as well as the fact that each learning activity presented has a real life impact.

Dr. Botts presented an overview of the Lee Collegiate High School by addressing the following questions:

- Who? An open enrollment policy collegiate high school.
- What? A focus on STEM through the content demands of critical thinking and communication, process management and experimental design.
- When does it all happen? Through a different use of time which often encompasses blended class times, "Crabby Days", Curve Ball Meetings for teachers, cross-curricular planning, and field-based learning and challenges for teachers.
- Why? Because either the system exists for the students, or the students exist for the system, Dr. Botts constantly seeks to find win-win situations and to stay on the front edge of technology.
- Where does the collegiate high school fit in? In relationships with local businesses, including the Chamber of Commerce, Algenol, ECHO, SMART Companies, ChildCare of SW Florida, the Lee County Sheriff's Department, and the Edison Ford Estates (creating a robot).
- How? By beginning with the end in mind with the high school embedded in our state college; by holding students to high standards while supporting each of them.

### **President's Comments**

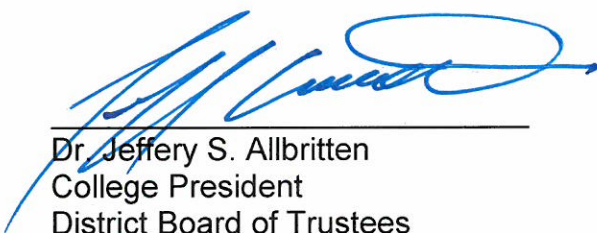
- Dr. Allbritten expressed his gratitude for being back on the Collier Campus, and thanked the SGA students for staying for the entire Board meeting.
- Dr. Allbritten will attend a Market Watch Summit later in the week attended by the Governor, and will travel to Atlanta over the coming weekend to meet with Dr. Belle Wheelan and Dr. Barry Goldstein of SACS regarding the changes being implemented at Edison State College.
- During the last week in September, Dr. Allbritten and Matt Holliday, Director of Government Relations, met with the Governor's Chief of Staff, 11 legislative committee staffers, and State Representative Maureen O'Toole regarding workforce development initiatives.
- October 7<sup>th</sup> – 9<sup>th</sup>, Dr. Allbritten attended the SBOE Trustees Training with Board Chair, Mrs. Marjorie Starnes-Bilotti.
- On October 13, Dr. Allbritten attended and performed at the Charlotte POPS, and will do the same at the Lee POPS on October 27.

- Dr. Allbritten will be attending the Council of Presidents and Association of Florida Colleges (AFC) Convention at the end of October, and is looking forward to revitalizing the College's AFC chapter.
- The review committee for the Provost's position has completed a job profile and the position should be advertised soon in the Chronicle of Higher Education. The screening committee will be announced soon. A new Provost should be in place by January 2013.
- Dr. Allbritten expressed his appreciation for the Board's support and for their approval of Dr. Henry Peel's permanent position, and he congratulated Teresa Morgenstern on her promotion to Director of Communications and Public Information Officer.

### Board Members' Comments

### Adjournment

MOTION by Braxton Rhone, seconded by Eddie Webb, to adjourn the Board meeting at 4:45 p.m. Approved unanimously.




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

Date

11/27/12



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Marjorie Starnes-Bilotti, Chair  
District Board of Trustees

Date

11/27/2012



# Organizational Framework

**Dr. Jeff S. Allbritten**  
**President**

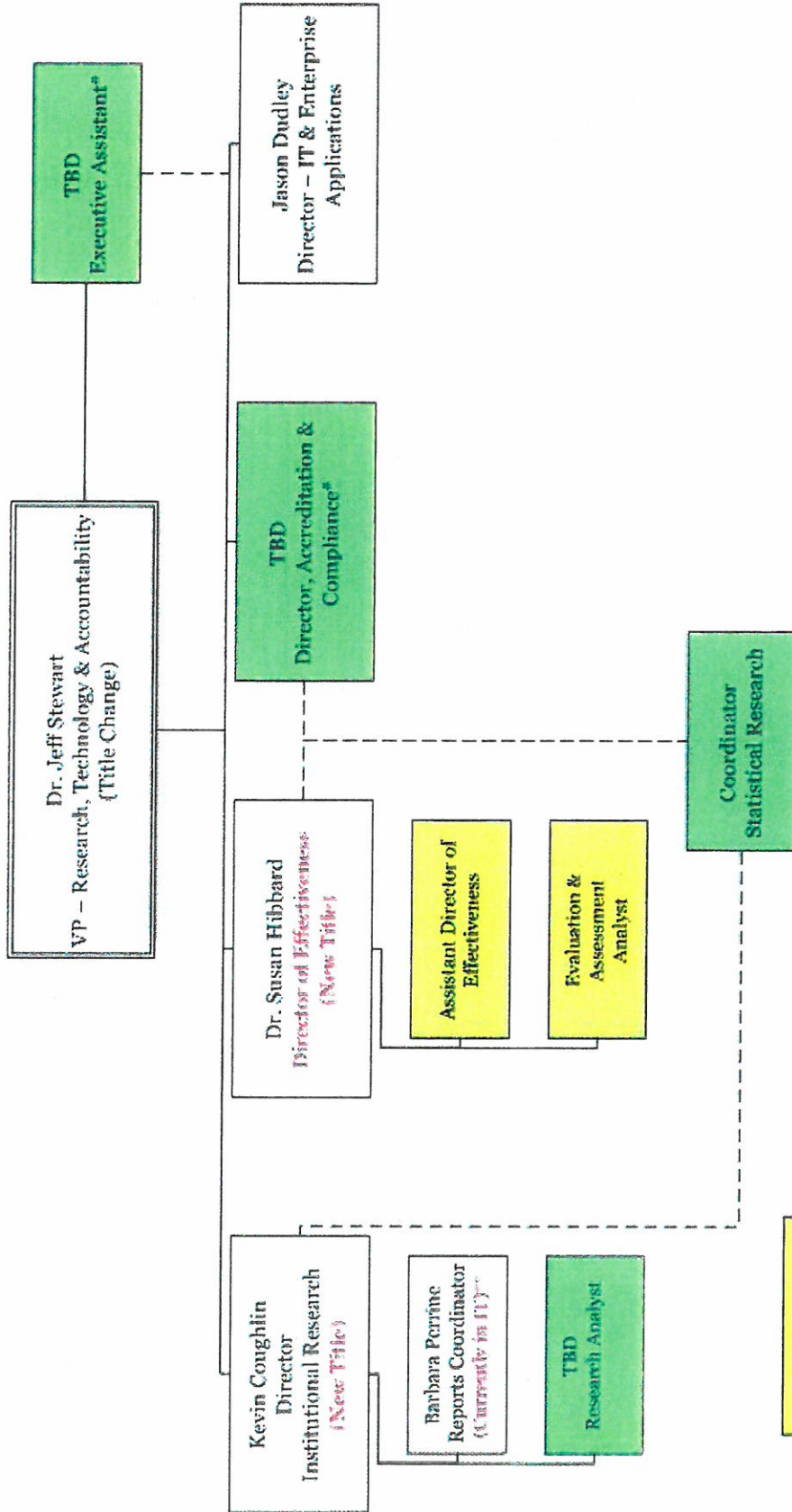
**Board of Trustee Presentation**  
**October 23, 2012**



# Division of Research, Technology & Accountability

(Title Change)

Proposed Organizational Structure – 10/11/2012



\* includes independent auditing of registrar and other areas of compliance including IPEDS & HICOA

\*\* includes State of Florida and Federal reporting functions

New Position

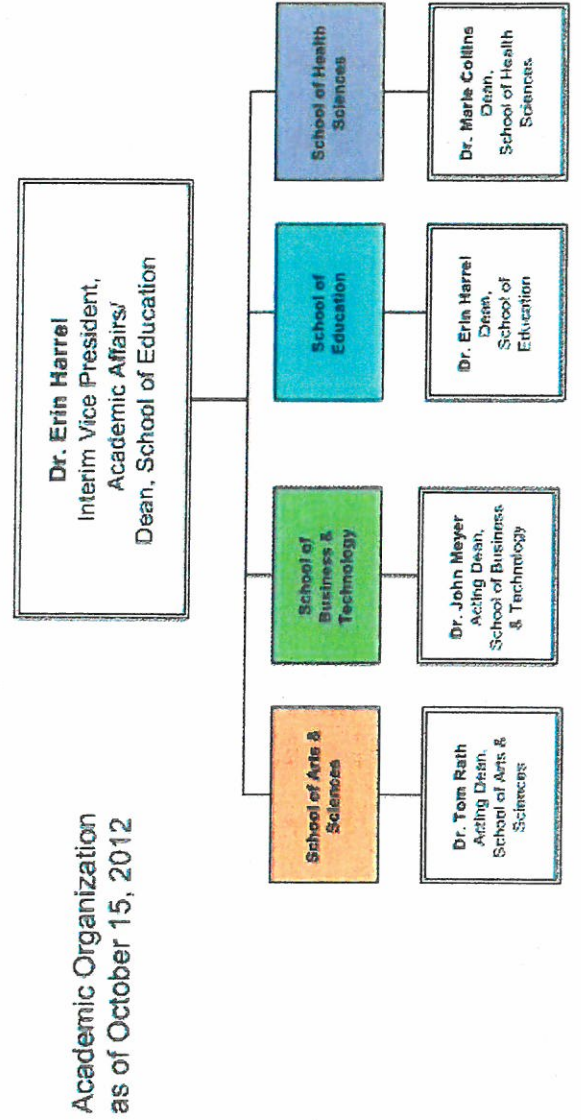
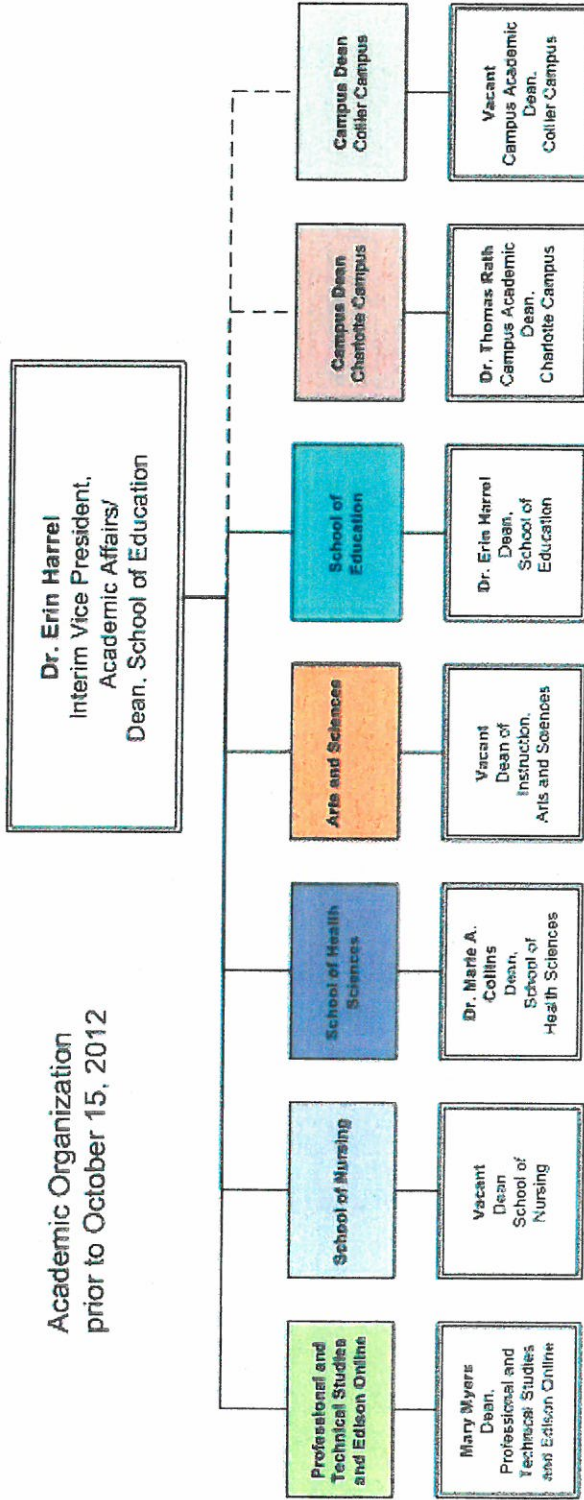
Reclassified Position



## Division of Research, Technology & Accountability

- The Division of Research and Accountability will become the **Division of Research, Technology, and Accountability**.
- Serves in a monitoring capacity for the registrar's office (addressing a major SACS finding).
- Moving IT to this division clarifies data ownership and focuses IT services in 3 areas – Administrative Services, Enterprise Services, and Academic Computing.
- Budget implications – reallocation of approximately \$135,000 for new or reclassified positions. Reallocation of \$145,000 for VP position – no new personnel dollars.

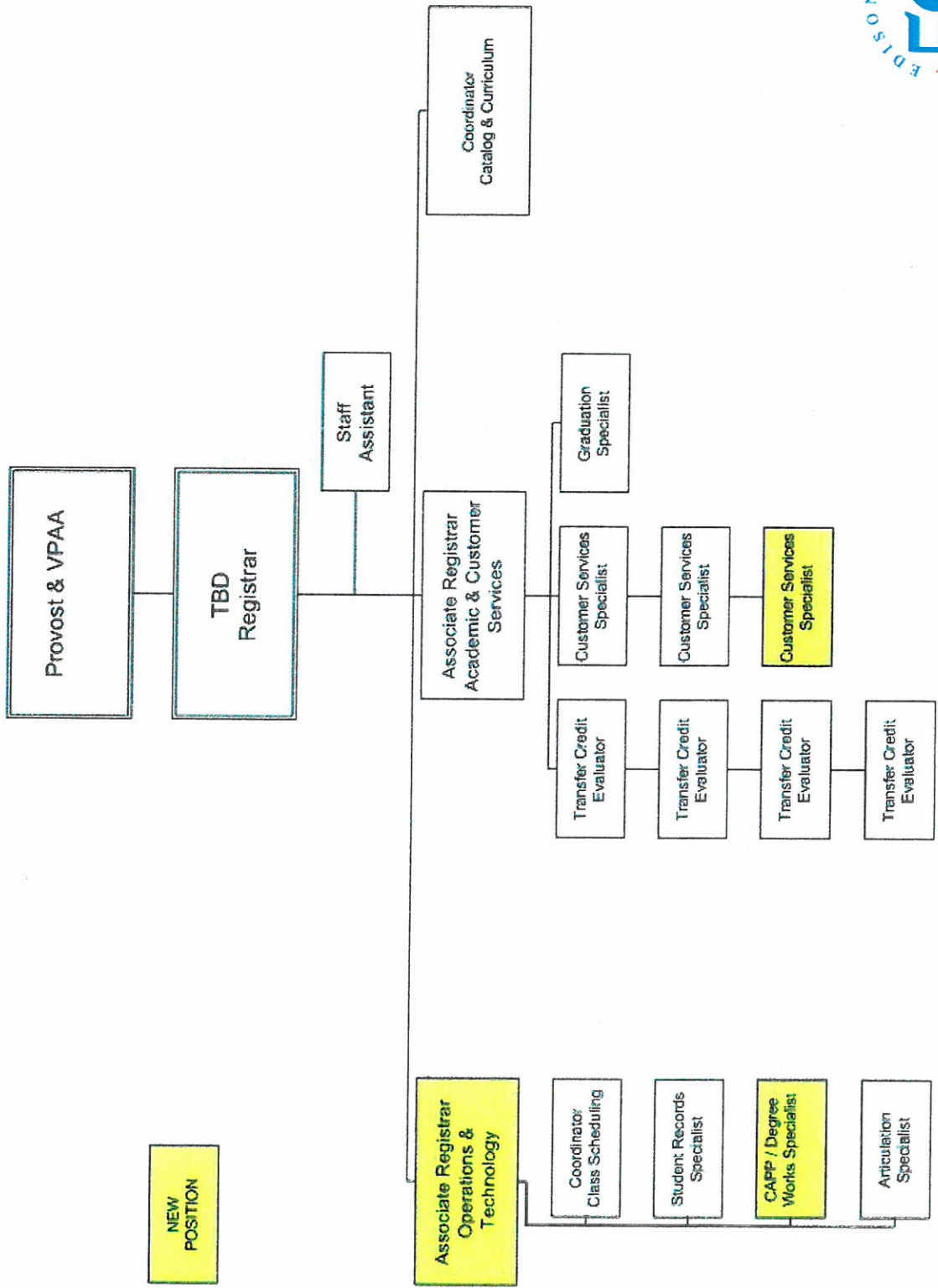
# Academic Affairs



## Division of Academic Affairs

- The **Division of Academic Affairs** includes 4 schools –
  - School of Arts and Sciences – Charlotte Campus,
  - School of Business and Technology – Collier Campus
  - Schools of Education and Health Sciences – Lee Campus
  - Director of the Hendry / Glades Center will meet regularly with these deans.
- Faculty members report to their academic schools, a practice that is typical at many colleges and universities (addressing a major SACS finding).
- Registrar moves to this division.
- Budget implications – reallocation of approximately \$115,000 for new or reclassified positions in Registrar's office with no new personnel dollars and reduction of 3 deans positions (\$300,000) and reduction of positions due to restructuring the School of Business and Technology (\$130,000) with an approximate \$430,000 in projected personnel cost savings.

Potential Organizational Structure  
Edison State College  
Office of the Registrar



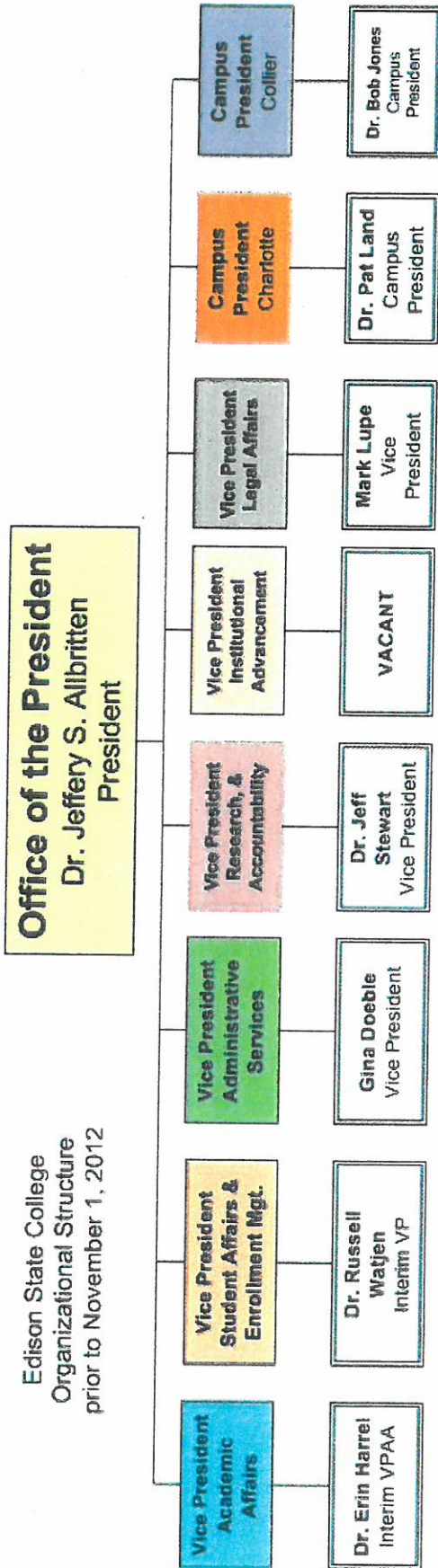
## Division of Administrative Services

- IT moves to the Division of Research, Technology, and Accountability.
- HR moves to this division, aligning personnel with payroll and budget.
- The Office of Financial Aid remains in this division for fiscal oversight and becomes a part of the enrollment management process.
- Edison State Chief of Police reports directly to VP of Administrative Services.
- Budget implications – no initial budget impact.

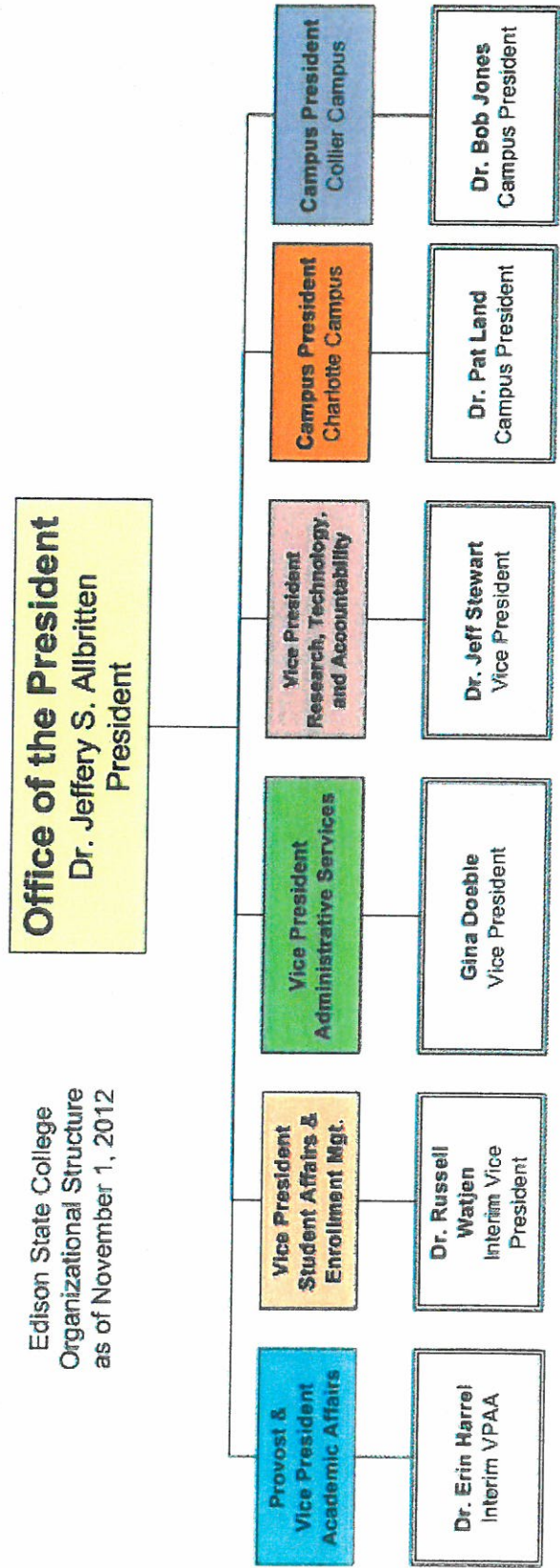
## Division of Student Affairs & Enrollment Mgt.

- The Office of Financial Aid remains in the Division of Administrative Services and becomes a part of the enrollment management team.
- Registrar moves to the Division of Academic Affairs.
- An Associate Vice President of Student Affairs and Enrollment Management position will be created.
- Budget implications – approximate \$20,000 for position reclassifications through reallocation of personnel funds – no new personnel dollars.

Edison State College  
Organizational Structure  
prior to November 1, 2012



Edison State College  
Organizational Structure  
as of November 1, 2012





# Office of the President

**Office of the President**  
Dr. Jeffery S. Allbritten  
President

Special Assistant to the  
President / Chief of Staff  
Dr. Henry Peel

Director Governmental  
Relations  
Matthew Holiday

General Counsel  
Mark Lupe

Public Information  
Officer  
Teresa Morgenstern

Executive Director  
College Foundation  
Kevin Miller



## **Office of the President**

**Reduction in the number of vice president positions (from 5 to 4).**

**Special Assistant to the President / Chief of Staff, Dr. Henry Peel.**

**The Office of General Counsel, Mark Lupe.**

- This office will no longer carry the title of Vice President.
- HR moves from this office to the Division of Administrative Services.

**Studio Edison State, Teresa Morgenstern.**

- In-house agency to handle marketing, communications, and public relations.

**The Office of Development, Kevin Miller.**

- Vice President for Institutional Advancement will not be filled.

**The Office of Legislative Affairs, Matt Holliday.**



**Overall budget implications:**

the approximate \$644,000 implementation cost is achieved through projected savings on eliminated positions (\$570,000) and reallocated personnel funds (\$74,000) – no new personnel dollars.

