

APPROVED



Florida SouthWestern State College District Board of Trustees  
Business Affairs & Facilities Committee  
August 26, 2014  
1:15 – 2:45 p.m.  
Collier Campus, Room M-210  
*Minutes*

The Business Affairs & Facilities Committee met in Collier County, Florida, on August 26, 2014 at 1:15 p.m. in M-210.

Present: Sankey "Eddie" Webb, III  
Tristan "Tris" Chapman  
Byron Donalds  
Gina Doeble

Others Present: Toby Discenza  
Steve Nice  
Lisa Tudor  
Debra Kivel  
Scott Stitcher, PFM Asset Management, LLC  
Vicki Dryden, Recorder

**Public Comment:** None

**Reports to the Business Affairs & Facilities Committee:**

Investment Policy Report.

As a follow up to the Investment Policy review by the committee at the October 22, 2013 meeting, Scott Stitcher, PFM Asset Management, LLC presented the proposed revisions to the FSW State College Investment Policy. Review of the investment policy and enhancements to be made to the policy were discussed. It is anticipated that we will bring this item to the next Board meeting for approval.

**Current Agenda Items:**

1. Approval of Minutes April 22, 2014.  
Motion by Byron Donalds, seconded by Eddie Webb to approve the minutes of April 22, 2014. Approved unanimously.

2. RFQ 14-03 – Continuing Contract for Construction Management Firms.  
Lisa Tudor presented this item indicating that 16 firms submitted qualifications and that 9 firms were interviewed. The college evaluation team will recommend to the Board of Trustees that all 9 firms be selected to enter into an agreement(s) for construction management services for projects on a continuing basis in which the estimated construction is < \$2 Million for each individual project.
3. RFQ 14-04 – Continuing Contract for Architectural/Engineer Services.  
Lisa Tudor presented this item indicating that over 50 architects/engineers indicated a desire to receive notifications of upcoming A/E projects. The college evaluation team will recommend to the Board of Trustees one or more firms to enter into an agreement(s) for architectural services for projects on a continuing basis in which the estimated construction cost of < \$2 Million for each individual project.
4. RFQ 14-05 Architectural/Engineering Services for Design Development of the Ren/Rem of Building “H”, Leonhardt Hall, Lee Campus.  
Lisa Tudor presented this item indicating that 7 architectural firms submitted qualifications and that 5 firms will be interviewed. The college evaluation team will recommend to the Board of Trustees the top ranked firm for the complete renovation/remodeling of Building “H”, Leonhardt Hall at the Lee Campus, a 47-year old two story 35,000 square foot building that houses classrooms and science laboratories.
5. Amended 2012/2013 – 2017/18 Facilities Master Plan.  
Steve Nice presented the amendments to the 2012/13 – 2017/18 Facilities Master Plan for the addition of a new proposed Student Recreation & Athletic Center and a proposed Student Activities Center on the Lee Campus. Byron Donalds will present this item at the August 26, 2014 Board of Trustees meeting.
6. Foundation Audited Financial Report for FY ended March 31, 2013.  
Dr. Gina Doeble presented the Foundation Audited Financial Report for FY ended March 31, 2013. Eddie Webb will present this item at the August 26, 2014 Board of Trustees meeting.
7. Foundation Audit Review Checklist.  
Dr. Gina Doeble presented the Foundation Audit Review Checklist as required by Florida Statute. Eddie Webb will present this item at the August 26, 2014 Board of Trustees meeting.
8. Foundation, Inc. Certificate of Compliance.  
Dr. Gina Doeble presented the Foundation, Inc. Certificate of Compliance as required by Florida Statute. Eddie Webb will present this item at the August 26, 2014 Board of Trustees meeting.

9. Financing Corp. Audited Financial Report for FY ended March 31, 2014.  
Dr. Gina Doeble presented the Financing Corp. Audited Financial Report for FY ended March 31, 2014. Eddie Webb will present this item at the August 26, 2014 Board of Trustees meeting.
10. Financing Corp. Audit Review Checklist.  
Dr. Gina Doeble presented the Financing Corp. Audit Review Checklist as required by Florida Statute. Eddie Webb will present this item at the August 26, 2014 Board of Trustees meeting.
11. Financing Corp. Certificate of Compliance.  
Dr. Gina Doeble presented the Financing Corp. Certificate of Compliance as required by Florida Statute. Eddie Webb will present this item at the August 26, 2014 Board of Trustees meeting.
12. Personnel Consent Agenda Actions.  
Dr. Gina Doeble presented the Personnel Consent Agenda Actions. Byron Donalds will present this item at the August 26, 2014 Board of Trustees meeting.
13. Foundation Submission of Federal IRS Application for Recognition of Exemption Form 1023 & Federal IRS Return of Organization Exemption from Income Tax Form 990 – information item.  
Dr. Gina Doeble presented the review of the Foundation Submission of Federal IRS Application for Recognition of Exemption Form 1023 & Federal IRS Income Tax Form 990.
14. Foundation 1<sup>st</sup> Qtr. Financial Statements & Investment Report – information item.  
Dr. Gina Doeble presented the review of the Foundation 1<sup>st</sup> Qtr. Financial Statements & Investment Report.
15. Financing Corp. Submission of Federal IRS Application for Recognition of Exemption Form 1023 & Federal IRS Return of Organization Exemption from Income Tax Form 990 – information item.  
Dr. Gina Doeble presented the review of the Financing Corp. Submission of Federal IRS Application for Recognition of Exemption Form 1023 & Federal IRS Income Tax Form 990.
16. Financing Corp. 1<sup>st</sup> Qtr. Financial Statements & Investment Report – information item.  
Dr. Gina Doeble presented the review of the Financing Corp. 1<sup>st</sup> Qtr. Financial Statements & Investment Report.

17. Review FSW Monthly Financial Report.

Toby Discenza explained this report, which shows a two-year comparison between the actual sources and uses of operating funds. He indicated that the funds from the State Government will be down for the first couple of months due to a change in funding of the general revenue and lottery indicating that the lottery funds will come in later in the year. He also explained the five-year comparison for review and discussion.

18. Review Collegiate High Schools Monthly Financial Report.

Toby Discenza indicated that the high schools' financial reporting remains steady – consistent with last year. The financial report compares the actual sources and uses of funds for the current fiscal period to the budgeted sources and uses of the funds for the current fiscal period. Questions were addressed and discussion was held.

The meeting was adjourned at 2:30 p.m.



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Member  
District Board of Trustees

9/23/14

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Date