

APPROVED



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Minutes  
Edison State College District Board of Trustees  
Business Affairs & Facilities Committee  
November 26, 2013  
1:15 – 2:45 p.m.  
Lee Campus, Room A-137

The Business Affairs & Facilities Committee and the Policy & Legal Affairs Committee met in joint session in Lee County, Florida, on November 26, 2013 at 1:15 p.m. in AA-177.

Present: Braxton C. Rhone  
Sankey "Eddie" Webb, III  
Christopher T. Vernon  
Gina Doeble  
Mark Lupe

Others Present: Kevin Miller  
Lisa Tudor  
Toby Discenza  
Ron Dente  
Teresa Morgenstern  
Valerie Miller  
Vicki Dryden, Recorder

1. Presentation "Doing Business with Edison State College".  
Gina Doeble explained the overall procurement process at ESC providing a power point presentation and handouts. She stated that Edison State follows the governing laws, rules and policies of the State of Florida. Discussion was held and questions were addressed.

Trustee Chris Vernon recommended that the Board be provided with an annual written report showing the total payments to each prequalified general contractor from highest dollar amount to lowest to show the College's due diligence of distribution of work projects.

2. Presentation on the proposed revisions to the business practices of the Edison State College Foundation, Inc.  
Kevin Miller provided a handout and explained the basis for revisions to current procedures and policies to control and strengthen the expenditure approval process, to maintain an internal audit function, to provide financial transparency and maintain the highest standards that reflect the integrity of our President and the College.

Gina Doeble mentioned in follow up that a trial process is underway to consolidate the accounting functions of the direct support organizations (DSO) for the ESC Foundation, Inc. and the ESC Financing Corporation under her direction. Discussion was held and questions were addressed.

Trustee Chris Vernon recommended that the College look into implementing similar types of control procedures in writing for the ESC Financing Corporation in the future.

Meeting was adjourned at 1:55 p.m.

The Business Affairs & Facilities Committee met in Lee County, Florida, on November 26, 2013 at 2:00 p.m. in A-137.

Present: Braxton C. Rhone  
Sankey "Eddie" Webb, III  
Gina Doeble

Others Present: Toby Discenza  
Ron Dente  
Vicki Dryden, Recorder

**Public Comment:** None

**Current Agenda Items:**

1. Approval of Minutes October 22, 2013.  
Motion by Braxton Rhone, seconded by Eddie Webb to approve the minutes of October 22, 2013. Approved unanimously.
2. Personnel Consent Agenda Actions.  
Gina Doeble presented the personnel changes for this period that were being provided in accordance with Florida statute. It was agreed that Eddie Webb and Braxton Rhone will contact Ron Dente directly prior to the committee meetings if they had any inquiries regarding the agenda item in lieu of him having to attend all the committee meetings. Braxton Rhone will present this item at the November 26, 2013 Board of Trustees meeting.
3. Remove College Property from Inventory.  
Toby Discenza explained the process of removal of College property from inventory and discussion was held. Eddie Webb will present this item at the November 26, 2013 Board of Trustees meeting.
4. ESC Finance Corporation 2<sup>nd</sup> Quarter Financial Report & Investment Summary.  
Gina Doeble explained this report which compares the actual sources and uses of operating and housing funds to the budgeted sources and uses of funds for the current fiscal period. The investment report summarizes the

performance of investments. Discussion was held. Eddie Webb will present this item at the November 26, 2013 Board of Trustees meeting.

5. ESC Foundation, Inc. Second Quarter Financial Statements and Investment Report.

Gina Doeble explained this report which reflects the actual sources and uses of funds for the current fiscal period compared to the prior year. The investment report summarizes the performance of investments. Discussion was held. Eddie Webb will present this item at the November 26, 2013 Board of Trustees meeting.

6. Review ESC Monthly Financial Report.

Toby Discenza explained this report, which shows a two-year comparison between the actual sources and uses of operating funds. He also explained the five-year comparison for review and discussion that was requested by Braxton Rhone at the September 24, 2013 committee meeting. Eddie Webb will present this report at the November 26, 2013 Board of Trustees meeting.

7. Review 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. Discussion was held. Eddie Webb will present this report at the November 26, 2013 Board of Trustees meeting.

8. Other Business.

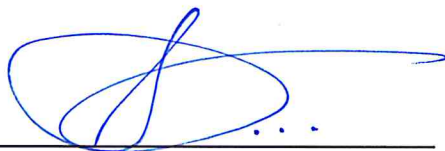
- Award Pre-Qualified General Contractors.

Gina Doeble reviewed item and discussion was held. Braxton Rhone will present this item at the November 26, 2013 Board meeting.

- January Committee Meeting.

Gina Doeble informed the committee members that she will be unable to attend the January committee meeting due to conflicts in her scheduling. Eddie Webb and Braxton Rhone agreed to cancel the January committee meeting in lieu of a telephone conference meeting to review the agenda items.

The meeting was adjourned at 2:45 p.m.



Member  
District Board of Trustees

Date 2/25/2014