



APPROVED

Minutes
Edison State College District Board of Trustees
Policy & Legal Affairs Committee
November 26, 2013
1:15 – 2:45 p.m.
A-138, Lee Campus

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: Chris Vernon
Braxton Rhone
Sankey Webb, III

Others: Mark Lupe
Kevin Miller
Teresa Morgenstern
Valerie Miller (Recorder)

Ron Dente
Gina Doeble
Toby Discenza
Vicki Dryden (Recorder)

Introduction:

Presentation “Doing Business with Edison State College”.

Mrs. Doeble explained the overall procurement process at ESC, providing a PowerPoint 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.

Mr. 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.

Presentation on the proposed revisions to the business practices of the Edison State College Foundation, Inc.

Mr. 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.

Mrs. 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.

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

The joint meeting adjourned at 1:55.

The Policy and Legal Affairs Committee reconvened in A-138 at 2:03 p.m.

Present: Chris Vernon

Others: Mark Lupe Teresa Morgenstern
 Kevin Miller Valerie Miller (Recorder)

Public Comment: None

Approval of Minutes

The approval of the draft minutes from the October 22, 2013 committee meeting was tabled until the January 2014 meeting, as only Mr. Vernon was present.

Action Items

Updated Participation Agreement with the Florida College System Risk Management Consortium

Mr. Lupe presented the agreement from the Consortium and gave a little history of how the College became part of the consortium. There was discussion about loss history at the College and the role the Consortium plays in these claims.

Mr. Vernon will present to the Board for approval at the November 26, 2013 meeting.

Revised Agenda Sheet

The revised agenda sheet will be presented to the Board as an information only item. There was discussion on how this will present information in a clear and succinct manner.

Mr. Vernon will present to the Board for approval at the November 26, 2013 meeting.

Legal Update


Mr. Lupe gave an update on current legal issues his office is handling on the College's behalf.

Other Business

Mr. Vernon requested that "Other Business" be moved to the top of the agenda in future meetings.

Mr. Vernon asked Mr. Miller for an update on the Foundation. Mr. Miller gave a brief update on the RFP process that the Foundation recently went through and how they were able to save money by negotiating their management fees.

Adjournment – The meeting adjourned at 2:53 p.m.



Member
District Board of Trustees



Date