



Florida SouthWestern State College District Board of Trustees  
Business Affairs & Facilities Committee  
December 7, 2017  
1:30 – 2:45 p.m.  
Charlotte Campus, Room O-117  
*Minutes*

The Business Affairs & Facilities Committee met in Charlotte County, Florida, on December 7, 2017 at 1:30 p.m. in O-117.

Present: Bruce Laishley  
Braxtone Rhone  
Danny Nix, Jr.  
Dr. Gina Doeble

Others Present: Toby Discenza  
Susan Bronstein  
Kathleen Porter  
Ron Copass  
Yvonne Pacheco  
Justine Lewis, Recorder

Guest: Andrew Laflin, CPA, CliftonLarsonAllen LLP

**Public Comment:** None

**Reports to the Business Affairs & Facilities Committee:** None

**Current Agenda Items:**

1. Approval of Minutes for Business Affairs & Facilities Committee, April 18, 2017.  
Motion by Braxtone Rhone, seconded by Bruce Laishley to approve the minutes of April 18, 2017. Approved unanimously.
2. Approval of the Florida SouthWestern Lee Collegiate High School Audited Financial Statements for the Fiscal Year ended June 30, 2017.  
Mr. Andrew Laflin of Clifton, Larson, Allen, LLP presented this item providing highlights of the financial analysis and described the impact of GASB 68 and the Florida retirement system on the Lee High School financial statements.  
Discussion was held. Braxtone Rhone will present this item at the December 7, 2017 Board of Trustees meeting.

3. Approval of the Florida SouthWestern Charlotte Collegiate High School Audited Financial Statements for the Fiscal Year ended June 30, 2017.  
Mr. Andrew Laflin of Clifton, Larson, Allen, LLP presented this item providing highlights of the financial analysis and described the impact of GASB 68 and the Florida retirement system on the Charlotte High School financial statements. Discussion was held. Braxtone Rhone will present this item at the December 7, 2017 Board of Trustees meeting.
4. Approval of Collegiate High Schools Consent Agenda Budget Amendments.  
Toby Discenza presented the FSW Collegiate Consent Budget Amendments for both Charlotte and Lee Collegiate High Schools. Braxtone Rhone will present this item at the December 7, 2017 Board of Trustees meeting.
5. Collegiate High Schools Monthly Financial Report.  
Toby Discenza presented the Collegiate High Schools Monthly Financial Report which 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.
6. Approval to award of Pre-Qualified General Contractors for a one-year period.  
Dr. Gina Doeble presented this item for review to award status of "pre-qualified" general contractor for a one-year period with the intent to present this item for approval at the December 7, 2017 Board of Trustees meeting. Bruce Laishley will present this item at the December 7, 2017 Board of Trustees meeting.
7. Approval of rank ordering of engineering firms and authorizing the administration to award a contract(s) for Continuing Services for projects less than (total project) \$2,000,000.00.  
Gina Doeble presented the approval for continuing services for projects less than (total project) \$2,000,000.00. Bruce Laishley will present this item at the December 7, 2017 Board of Trustees meeting.
8. Approval to Remove College Property from Inventory.  
Dr. Gina Doeble presented this item indicating that the college identifies property to remove from inventory two times a year in November and June. Braxtone Rhone will present this item at the December 7, 2017 Board of Trustees meeting.
9. Financial Services Consent – Budget Amendments.  
Toby Discenza presented the Financial Services Consent – Budget Amendment item. Braxtone Rhone will present this item at the December 7, 2017 Board of Trustees meeting.

10. Florida SouthWestern State College 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.
11. Approval of Personnel Actions.  
Susan Bronstein presented the Personnel *Consent* Agenda Actions indicating that there was nothing unusual. Braxtone Rhone will present this item at the December 7, 2017 Board of Trustees meeting.
12. Approval of Florida SouthWestern State College Foundation, Inc. Audit Review Checklist  
Kathleen Porter presented the Foundation Audit Review Checklist as required by Florida Statute. Braxtone Rhone will present this item at the December 7, 2017 Board of Trustees meeting.
13. Approval of Certificate of Compliance of Florida SouthWestern State College Foundation, Inc.  
Kathleen Porter presented the Foundation, Inc. Certificate of Compliance as required by Florida Statute. Braxtone Rhone will present this item at the December 7, 2017 Board of Trustees meeting.
14. Approval of Audited Financial Report of Florida SouthWestern State College Foundation Inc. for fiscal year ended March 31, 2017  
Kathleen Porter presented the Audited Financial Report of Florida SouthWestern State College Foundation, Inc. for fiscal year ended March 31, 2017. Braxtone Rhone will present this item at the December 7, 2017 Board of Trustees meeting.
15. Florida SouthWestern State College Foundation Inc. Exemption Form 1023 & Federal IRS Return of Organization Exemption from Income Tax Form 990  
Kathleen Porter presented the review of the Foundation Submission of Federal IRS Application for Recognition of Exemption Form 1023 & Federal IRS Income Tax Form 990.
16. Florida SouthWestern State College Foundation, Inc. Financial Statements as of June 30, 2017  
Kathleen Porter presented the Financial Statements of Florida SouthWestern State College Foundation for fiscal year ended June 30, 2017.



17. Florida SouthWestern State College Foundation, Inc. Financial Statements as of September 30, 2017  
Kathleen Porter presented the Financial Statements of Florida SouthWestern State College Foundation for fiscal year ended September 30, 2017.
18. Approval of Florida SouthWestern State College Financing Corporation Audit Review Checklist  
Kathleen Porter presented the Financing Corp. Audit Review Checklist as required by Florida Statute. Braxtone Rhone will present this item at the December 7, 2017 Board of Trustees meeting.
19. Approval of Certificate of Completion Florida SouthWestern State College Financing Corporation.  
Kathleen Porter presented the Financing Corp. Certificate of Compliance as required by Florida Statute. Braxtone Rhone will present this item at the December 7, 2017 Board of Trustees meeting.
20. Approval of Audited Financial Report of Florida SouthWestern State College Financing Corporation for fiscal year ended March 31, 2017  
Kathleen Porter presented the FSW Financing Corp. Audited Financial Report for fiscal year ended March 31, 2017 which was previously approved by the Financing Corporation Board. Braxtone Rhone will present this item at the December 7, 2017 Board of Trustees meeting.
21. Florida SouthWestern State College Financing Corporation Exemption Form 1023 & Federal IRS Return of Organization Exemption from Income Tax Form 990  
Kathleen Porter presented the review of the Financing Corp. Submission of Federal IRS Application for Recognition of Exemption Form 1023 & Federal IRS Income Tax Form 990.
22. Florida SouthWestern State College Financing Corporation, Inc. Financial Statements as of June 30, 2017  
Kathleen Porter presented the FSW Financing Corp. Audited Financial Report for fiscal year ended June 30, 2017 which was previously approved by the Financing Corporation Board.
23. Florida SouthWestern State College Financing Corporation, Inc. Financial Statements as of September 30, 2017  
Kathleen Porter presented the FSW Financing Corp. Audited Financial Report for fiscal year ended September 30, 2017 which was previously approved by the Financing Corporation Board.

24. Authorizing Administration to contract with Wright Construction for parking and road improvements on the Thomas Edison Campus. The President is authorized to approve the form of the final contract and to execute a contract within the approved project budget.

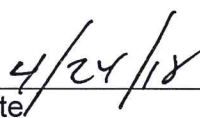
Dr. Gina Doeble presented the parking and road improvements on the Thomas Edison Campus. The President, is authorized to approve the form of the final contract and to execute a contract within the approved project budget.

Braxtone Rhone will present this item at the December 7, 2017 Board of Trustees meeting.

Discussion was held.

The meeting was adjourned at 2:50 p.m.

  
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Member  
District Board of Trustees

  
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Date