

Florida SouthWestern State College District Board of Trustees
Business Affairs & Facilities Committee
November 18, 2014
1:15 – 2:45 p.m.
Charlotte Campus Room O-117
Minutes

The Business Affairs & Facilities Committee met in Charlotte County, Florida, on November 18, 2014 at 1:15 p.m. in O-117.

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

Others Present: Toby Discenza
Bonnie Etheridge
Debra Kivel
Steve Nice
Lisa Tudor
Vicki Dryden, Recorder

Absent: Byron Donalds

Public Comment: None

Reports to the Business Affairs & Facilities Committee: None

Current Agenda Items:

1. Approval of Minutes September 23, 2014.
Motion by Eddie Webb, seconded by Tris Chapman to approve the minutes of September 23, 2014. Approved unanimously.
2. Learning Management System Contract.
Dr. Jeff Stewart presented this item for review/discussion with the Business Affairs & Facilities Committee recommending approval of a three year contract extension with Instructure for institution wide use of the Canvas Learning Management System (LMS) based on FTE per license agreement. Agenda Item 2 to be presented to the Board of Trustees by the Academic Affairs & Student Services Committee for approval.

3. Approval of Rank Ordering for Professional Services of a Construction Management Firm (RFQ 14-06) for the renovation of Leonhardt Hall on the Lee Campus and Authorizing the Administration to negotiate and enter into a contract on the budget/project as approved by the BOT on 6/24/14.
Dr. Gina Doeble presented this item indicating that based on the rank ordering that we will begin to negotiate with Wright Construction to enter into a contract for the renovation of Leonhardt Hall on the Lee Campus. An RFQ was posted to solicit Construction Management firms for the project. Sixteen firms (16) submitted to the RFQ. Six (6) firms were interviewed by the Evaluation Team. Tris Chapman will present this item at the November 18, 2014 Board of Trustees meeting.
4. Approval of rank ordering of MEP engineering firms & authorizing the administration to award a contract(s) for continuing services for projects less than (total project) \$2,000,000.00.
Dr. Gina Doeble presented this item indicating that six (6) MEP firms responded to the RFQ for engineering services for minor projects on a continuing basis. Three (3) firms were interviewed on 10/24/14 and those firms are recommended for contract(s). Tris Chapman will present this item at the November 18, 2014 Board of Trustees meeting.
5. Approval to award status of "Pre-Qualified" General Contractor for a one year period.
Dr. Gina Doeble presented this item indicating that thirty-three (33) contractors submitted to RFQ 14-08 and thirty-two (32) contractors met all the qualifications required. There were thirty-six (36) pre-qualified contractors in 2014 and twenty-four (24) are returning for 2015 (eight (8) new contractors submitted and will be included for 2015) for the total of thirty-two (32). Tris Chapman will present this item at the November 18, 2014 Board of Trustees meeting.
6. Approval of rank ordering of architectural firms for the design/development of the Student Recreation and Athletic Facility and authorizing Administration to enter into a contract within the existing Board delegations with the top ranked Firm to develop a conceptual design and estimate of project cost. If negotiations should fail, Administration can enter into negotiations with the next ranked Firm and so on until a contract is reached that is fair, competitive and reasonable.

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Dr. Gina Doeble presented this item indicating that a total of 11 firms submitted qualifications on 10/22/14 to develop a conceptual design, phase one, of the Student Recreation and Athletic Facility. The evaluation team short-listed and interviewed five (5) firms on 11/6/14. Based on the interviews held, the evaluation team ranked the Firms in final rank order. Tris Chapman will present this item at the November 18, 2014 Board of Trustees meeting.

7. Approval of Construction Manager Contract with Gulfpoint Construction Co. & Guaranteed Maximum Price amendment thereto for Chiller #1 Replacement in the amount not to exceed \$372,349.03 on the Lee Campus and authorizing and directing the President to execute the contract on behalf of the District Board of Trustees of Florida SouthWestern State College, Florida.

Dr. Gina Doeble presented this item indicating that the Lee Campus #1 Chiller and Cooling Tower (along with associated pumps/motors/pipes/controls) is 23 years old and has far exceeded the life expectancy of the equipment. The Administration recommends the CM contract with Gulfpoint Construction not to exceed \$372,349.03 and the GMP as proposed for a total project budget approved at \$800,000.00. Tris Chapman will present this item at the November 18, 2014 Board of Trustees meeting.

8. Approval of EPS (Educational Plant Survey) Spot Survey to remove Building B on the Hendry Glades Campus.

Dr. Gina Doeble presented this item for the Educational Plant Survey Spot Survey to remove Building B which is a modular structure over 20 years old on the Hendry Glades Campus. Removal of this structure requires a Spot Survey to adjust the Educational Plant Survey and thus removing the building from the facility inventory. Funding at \$55,000 will be provided from the FSW Foundation, Inc. Curtis funds. Tris Chapman will present this item at the November 18, 2014 Board of Trustees meeting.

9. Approval to Remove College Property from Inventory.

Toby Discenza presented this item indicating that the Administration recommends the District Board of Trustees approval for the removal of College property from the College inventory system that is no longer useable due to age, condition or technology equipment. Tris Chapman will present this item at the November 18, 2014 Board of Trustees meeting.

10. Financial Services Consent Agenda – Budget Amendment.
Toby Discenza explained the budget changes/transfers that have occurred since the beginning of the year in the fund balance that requires Board approval. Eddie Webb will present this item at the November 18, 2014 Board of Trustees meeting.
11. Collegiate High Schools' Consent Agenda – Budget Amendment.
Toby Discenza discussed the budget changes that have occurred since the beginning of the year in the fund balance for the Collegiate High Schools that require Board approval. Eddie Webb will present this item at the November 18, 2014 Board of Trustees meeting.
12. Approve Personnel Actions.
Dr. Gina Doeble presented the Personnel Consent Agenda Actions. Tris Chapman will present this item at the November 18, 2014 Board of Trustees meeting.
13. Financing Corporation 2nd Quarter Financial Statements & Investment Report - information item.
Dr. Gina Doeble presented the review of the Financing Corporation 2nd Qtr. Financial Statements & Investment Report for information only.
14. FSW Foundation, Inc. 2nd Quarter Financial Statements & Investment Report - information item.
Dr. Gina Doeble presented the review of the FSW Foundation 2nd Qtr. Financial Statements and Investment Report for information only.
15. College Monthly Financial Report – information item.
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 for information purposes.
16. Collegiate High Schools Monthly Financial Report – information item.
Toby Discenza indicated that the high schools' financial reporting remains on track – 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.

Open Discussion

There were no items for open discussion.

The meeting was adjourned at 2:05 p.m.

Member
District Board of Trustees

Date

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