



Florida SouthWestern State College
Board of Trustees
Combined
Institutional Advancement & Policy Committee & Academic and Student Affairs Committee
Tuesday, April, 18, 2017
1:30 – 2:45
Room I– 228, Thomas Edison (Lee) Campus
Minutes

Institutional Advancement & Policy Committee & Academic and Student Affairs Committee met in Lee County, Florida, on April 18, 2017 at 1:37 p.m.

Present: Tristan Chapman
Brian Chapman
Marjorie Starnes-Bilotti
Mark Lupe
Dr. Lou Traina
Dr. Bob Jones
Dr. Denis Wright
Dr. Jeff Stewart
Dr. Christine Davis

Other: Valerie Miller (Recorder)
Susan Marcy
Teresa Araque
Thyrie Bland
Dr. Mark Bukowski

Absent: Julia Perry
Braxton Rhone

Introduction:

Mr. Lupe welcomed all to the committee meeting.

Public Comment:

None

Approval of Minutes:

Mr. T. Chapman moved to accept the minutes of the February 28, 2017 Institutional Advancement & Policy, Committee, seconded by Mr. B. Chapman. Passed unanimously.

Mrs. Starnes-Bilotti moved to accept the minutes of the February 29, 2017 Academic and Student Affairs Committee. Passed unanimously.

Action Items

Item # 9 Faculty Sabbaticals Presenter: Dr. Stewart

Dr. Stewart presented the proposed request for sabbaticals from Jill Hummel and Sara Lublink and briefly presented the Committee on what each intended to do if their sabbaticals were approved.

Mrs. Starnes-Bilotti will present the sabbaticals of Jill Hummel and Sara Lublink for approval at the April 18, 2017 board meeting.

Item # 5 BOT 6Hx5.03 Employee Code of Ethics and Professional Responsibilities. Presenter: Mark Lupe

Mr. Lupe presented an updated policy and reviewed the process of how the changes were made. The policy will now not only align with the Florida ethics laws but will contain other norms of conduct for all College employees.

Mr. T. Chapman will present the Employee Code of Ethics and professional Responsibilities for approval at the April 18, 2017 meeting.

Item # 6 BOT 6Hx5.04 Sick Leave Presenter: Mark Lupe

Mr. Lupe discussed the Florida Statue that requires the College to adopt a board policy on sick leave. The proposed Policy incorporates the existing College Operating Procedure and includes updates and simplifications which were developed by a multi-disciplinary work group. The College new policy also creates a legal basis at the College for the development of a sick leave pool for employees on a voluntary basis. The sick leave pool procedures will be developed within a separate College Operating Procedure which is authorized by the proposed Policy.

Mr. T. Chapman has requested that once the operational procedure has been completed, that it be brought back to the Committee and/or Board of Trustees.

Mr. T. Chapman will present the Sick Leave Policy for approval at the April 18, 2017 meeting.

Item 7 BOT 6Hx6.01 Student Code of Conduct Presenter: Mark Lupe

Mr. Lupe discussed the process of the multi-discipline work group that met over the last twelve weeks to review and update the College's existing Student Code of Conduct. The updated Student Code of Conduct was incorporated into the new Policy. Mr. Bukowski reviewed with the Committee the updated Student Code of Conduct as incorporated into the proposed policy.

Mr. B. Chapman will present to Student Code of Conduct with a minor change to Section IV, item P, first sentence to add Federal to the current wording, for approval at the April 18, 2017 board meeting.

Item # 8 Mediated Settlement with Dr. Laura Weir

Mr. Lupe shared the content of early discussion that occurred with the College's insurance carrier, United Educator and outside counsel to mediate an employment dispute with Dr. Weir. The mediation had been held and resulted in a proposed resolution. Mr. Lupe presented an outline of charges and terms of the settlement.

Mrs. Starnes-Bilotti will present the Mediated Settlement with Dr. Laura Weir for approval at the April 18, 2017 board meeting.

Information Only:

Dr. Stewart presented the placement rates of students who graduate within one year of graduating at the College.

Dr. Davis gave an update on the strategies her department uses to start recruitment in local middle schools in the area.

Dr. Davis presented follow-up information on the inquiry from a board member about the bus passes for students through LeeTran in Lee County. The Committee has asked if Dr. Davis can move forward and speak with LeeTran about transportation options for FSW students. Dr. Davis to report back her findings.

Dr. Traina gave an update on what the Foundation and some of their new campaigns.

Adjournment

Meeting adjourned at 2:47 p.m.

Member

District Board of Trustees

Date

Florida SouthWestern State College District Board of Trustees
Combined Committee
Tuesday, September 26, 2017
1:30 – 2:45 p.m.
Lee Campus, Room I-225
Minutes

The Business Affairs & Facilities, and The Institutional Advancement & Policy
Committees met in Lee County, Florida, on September 26, 2017 1:30 p.m. in I-225.

Present: Eric Loche
Bruce Laishley
Tristan Chapman
Marjorie Starnes-Bilotti
Brian G. Chapman, Jr.
Braxton C. Rhone

Others Present: Dr. Jeffrey Allbritten
Dr. Gina Doeble
Dr. Jeff Stewart
Dr. Robert Jones
Dr. Denis Wright
Dr. Lou Traina
Mark Lupe
Sherolyn Crawford, Recorder
Justine Lewis, Recorder

Absent: Julia G. Perry
Christopher T. Vernon
Dr. Christine Davis

Public Comment: None

Reports to the Business Affairs & Facilities Committee: None

Current Agenda Items:

1. Discuss Textbook Affordability Report.

Presenter: Dr. Stewart

Dr. Stewart thanked Judy Pultro for her assistance with the 2016-2017 Textbook Affordability Report and shared key highlights of report. He related that the Textbook Affordability Committee worked diligently to ensure that textbook costs were made more affordable to FSW students. The report is due to the FCS Chancellor by

September 30 of each year. Trustee Marjorie Starnes-Bilotti will present this item to the Board members at the September 26, 2017 BOT meeting for approval.

2. Discuss SACSCOC 5th Report

Presenter: Dr. Stewart

Dr. Stewart shared that as part of the process for SACSCOC ongoing accreditation which occurs every ten years, there is a report that is due to SACSCOC during the fifth year. He indicated that the final report was finished and submitted on September 25, 2017 and included information on the colleges Quality Enhancement Plan. The report will go before the SACSCOC BOT for approval in December 2017, and Dr. Stewart will keep us informed of the outcome.

3. Approval to Award Contract for Custodial and Grounds Maintenance Services

Presenter: Dr. Doeble

Dr. Doeble presented the 5 Year Contract as renewal of the continuous contract with nothing unusual. The College has added the Suncoast Credit Union Arena, Lighthouse Commons and The City of Palms Park to the contract. This item will be presented at the September 26, 2017 Board of Trustees meeting.

4. Approval of Rank of Architectural Firms and Authorizing Administration to Award Contracts

Presenter: Dr. Doeble

Dr. Doeble recommends the District Board of Trustees approval of Architectural firms and authorizing the administration to award contracts that would commence on November 1, 2017 for 2 years with an option to renew for (2) additional 1 year periods. This item will be presented at the September 26, 2017 Board of Trustees meeting.

5. Approval of Personnel Actions

Presenter: Dr. Doeble

Dr. Doeble recommends the District Board of Trustees approval of 38 appointments, 13 Independent Study Contracts and 300 Adjunct Contracts. This item will be presented at the September 26, 2017 Board of Trustees meeting.

6. Approval of an Amendment to Board Rule 6Hx6.2.06 - Duty Day Calendar

Presenter: Mark Lupe

Mark Lupe recommends to the District Board of Trustees approval of 6Hx6:2.06, (Duty Day Calendar). The proposed amendment removes Good Friday and Christmas Eve as non-duty days and adds Veterans Day as a non-duty day. This item will be presented at the September 26, 2017 Board of Trustees meeting.

7. Approval of Adoption of Board Rule 6Hx6:6.2.14 - College Name, Marks, and Seal

Presenter: Mark Lupe

Mark Lupe presented to the District Board of Trustees Approval of Adoption of Board Rule 6Hx6:6.2.14 - College Name, Marks, and Seal. This item will be presented at the September 26, 2017 Board of Trustees meeting.

8. Approval of Refinancing of the Residence Hall

Presenter: Dr. Allbritten, Dr. Gina Doeble and Mark Lupe

Recommendations to approve the refinancing by the Florida SouthWestern State College Finance Corporation of the residence hall revenue bonds and which also includes approval of the Support Agreement, Lockbox Agreement and provided an effective date.

Ken Artin and Craig Dunlap were included in the discussion by phone to respond to any questions or concerns.

Discussion was held.

The meeting was adjourned at 2:48 p.m.

Member
District Board of Trustees

Date