MINUTES: January 17, 2013

MEETING: Daytona State College
District Board of Trustees

PLACE: Daytona State College
Daytona Beach Campus
Building 100, Room 402L
1200 W. International Speedway Blvd.
Daytona Beach, Florida

PRESENT: Dr. Carol Eaton, Corporate Secretary/President
Mr. Dwight Lewis, Chair
Mrs. Mary Ann Haas, Vice Chair
Mr. Bob Davis
Mr. Lloyd Freckleton
Dr. Christina Frederick-Recascino
Mrs. Betty Holness
Mrs. Forough Hosseini
Mr. John Tanner

Board Workshop began 1:02 p.m.
Dr. Eaton explained Mrs. Sharon Crow, Senior Vice President for Governmental Relations, was joining the meeting telephonically. Dr. Eaton reviewed information on the palm card which included capital outlay project requests, operational funds request and support for legislation to increase student success and progress. Mr. Lewis appreciated the workshop prior to Board members going to Tallahassee, and how this will provide an opportunity for them to be on the same page and get answers to any questions they may have. Discussed the request for the Flagler/Palm Coast Campus on the palm card and how it was not clear that these funds were for equipment and furniture. The palm card will be revised and bullet points will be added to clarify the request. Discussed how operational dollars compared to the previous year and how dollars are calculated. Discussed the request for construction of the classroom/student services building and various ways funding could be requested. Mrs. Crow reviewed Public Education Capital Outlay (PECO) funding, which is generated from a 2.5 percent levy on the gross receipts of electric, gas, and telecommunications. She indicated many people no longer have land lines and therefore there is less revenue coming in. She also explained how the Governor is concerned about the state’s bond rate and is hesitant to go beyond what he feels is reasonable. Mr. Davis also shared the impact of foreclosures has affected PECO revenue.

Mrs. Kay Burniston, Executive Director, Daytona State College Foundation, presented an overview of the naming of buildings, areas and programs. She shared how she and Mr. Kent Ryan, Director of Planned Giving, have researched the practices and policies of other state colleges. She shared how naming provides an opportunity to acknowledge someone or recognize someone who has made significant contributions in
the community or to the College. She stated there are a number of things that need to be looked at and a committee has been developed to assist in this process. The Facilities and Program Naming Committee (FPNC) includes Dr. Vitale, Ms. Montgomery, Mrs. Burniston and a few others named by the Foundation Board of Directors. The Committee will review the nominees for naming, discuss their background, contributions, position in the community, and how they can enhance the College with this contribution. The Committee will come up with a rationale and recommendation that will be presented to the President's Executive Staff. The Executive Staff will review and discuss the recommendation and if they agree with the recommendation, it will then be presented to the District Board of Trustees for consideration. Once the Board approves the recommendation, an agreement will be created which will have a built in clause to address unusual issues or circumstances should they arise and would provide the College reconsideration of the naming.

Mrs. Burniston explained the policy addresses the contribution levels for naming a building which is 25% cost of construction or $750,000, whichever is greater. These levels were developed keeping in mind what the community could do and an average of what was researched. The new building on the Flagler/Palm Coast campus is an $8 million construction project and to name this building would require a $2 million gift.

She reviewed facilities on each of the College’s sites that are currently named and shared costs that were developed for naming opportunities of various rooms or an academic program. Requests that would normally fall under $25,000, such as pavers, benches, trees, etc. would be something that would not require Board approval. She believed the procedure encompasses the items donors would like to use to acknowledge various individuals.

Mr. Freckleton commended Mrs. Burniston and Mr. Ryan for developing this procedure which will be helpful in showing potential donors the naming opportunities that are available to them and for how much. Mr. Lewis suggested consistency with signage and plaques. Dr. Eaton explained this procedure is a good starting point and would adhere to this from this point forward for consistency. Mr. Lewis stated Mrs. Burniston has done a great job in developing this procedure and thanked her.

Dr. Tom LoBasso, Senior Vice President of Student Development and Institutional Effectiveness, explained the recruitment video was created in-house and is primarily used by the Admission's Office for recruitment events and activities. The video can also be used by anyone who is out in the community on a speaking engagement. He shared the five minute video gives a nice overview of the College and showcases a variety of academic programs and extra-curricular activities. The video was shown to the Board.

Mr. Freckleton suggested placing the video on You Tube. He believed photos of the other campuses would be good to include next time. Dr. LoBasso shared they are working on individual videos for each campus location that will highlight that specific campus.
I. CALL TO ORDER
Mr. Lewis called the meeting to order at 2:02 p.m.

Mr. Lewis recognized the College as being ranked second in the nation for online bachelor’s programs by U.S. News & World Report.

II. ROLL CALL
All trustees were present.

III. PUBLIC PARTICIPATION
Mr. Lewis indicated there were two public participation requests and reminded speakers of the three minute time limit.

Requests to appear before Daytona State College District Board of Trustees forms. Made an official part of the minutes as Supplemental E: 11/29/12.

Ms. Susan Gaines, spoke with regards to the diving boards on the inventory deletion report. She asked the Board to consider keeping the one meter board for use by the Volusia County high school diving program, or to donate or sell at a greatly reduced rate to their program or a non-profit organization such as the DeLand YMCA.

Ms. Anne Grams, spoke on the swimming program and was not supportive of the College’s decision to eliminate this program and shared reasons why she felt this way.

IV. CONSENT AGENDA
A. Approval of 11/29/12 Regular Board Meeting Minutes
B. Approval of Affiliation Agreements
C. Approval of Agreements
D. Approval of Budget Amendments – November 2012
E. Approval of Budget Amendments – December 2012
F. Approval of Grants Applications
G. Approval of Human Resource Recommendations
H. Approval of Inventory Deletions
I. Approval of Out of Country Travel - Study Abroad - Italy
J. Approval of Out of District Travel
K. Approval of RFP #13-013 Interpreter Services
Mr. Lewis asked if there were any items trustees would like pulled from the Consent Agenda. Mr. Davis asked that Item IV. C. Approval of Agreements be pulled because he serves on the same boards as Ms. Evelyn Fine, Mid-Florida Marketing and Research, and works with her organization.

**MOTION:** (Freckleton/Haas) The District Board of Trustees approve the remainder of the Consent Agenda. Motion carried unanimously.

**MOTION:** (Haas/Recascino) The District Board of Trustees approve Item IV. C. Approval of Agreements. Motion carried with Mr. Davis recusing himself.

Mr. Lewis commented on how the faculty and staff preparing the grant applications do a wonderful job and will present information at an upcoming meeting on how many grants are applied for and awarded funding.

**V. TIME RESERVED/PRESIDENT**

**A. President’s Update**

Dr. Eaton explained the U.S. News & World Report began ranking bachelor’s and master’s online programs last year. Daytona State submitted its program information and was ranked second in the nation for best online bachelor’s programs and what a great recognition this was. There were only three Florida institutions that made the top 50. She explained how important and vital everyone’s role is at the College, but it was the faculty and those that help with the instructional support that create this wonderful learning environment.

Dr. Eaton shared the College had a good opening week for the Spring semester and thanked everyone because it takes an entire institution to help students be successful. She explained the first week of classes Campus Safety sends out daily reports on parking and any issues that arise. Parking at the Daytona Beach Campus has eased up and believed this may be attributed to the relocation of the School of Emergency Services to the Advanced Technology College. The Flagler-Palm Coast Campus continues to be the site with the most use of their overflow parking area.

Dr. Eaton attended a recent meeting with faculty and staff at the Flagler-Palm Coast Campus to discuss the design of the new building with the architectural firm. They talked about the 21st century classroom and programming for the building. She explained there will be a 3D model of
the building and will share it with the Board when it becomes available and will continue to keep the Board updated as work progresses.

Dr. Eaton shared she was in Tallahassee last week attending the Council of Presidents meetings and the legislative issues at the forefront for the presidents are developmental education, dual enrollment, performance funding, and general education legislation. She shared of significant changes to legislation last year on general education and upon input from faculty will require additional revisions during this year’s session. She shared of a conference call with the Chancellor’s office on the $10,000 baccalaureate degree challenge and how governmental relations staff and the Chancellor’s office will be developing legislative language for the implementation of this challenge. She stated Dr. Michael Vitale, Senior Vice President for Academic Affairs, has been appointed to the Council of Presidents subcommittee for on-line education.

Dr. Eaton explained at the Associate of Florida Colleges (AFC) conference last fall there was discussion about the Governance Institutes for Student Success (GISS). The GISS is a grant funded project developed by the Association of Community College Trustees and the Community College Leadership Program at the University of Texas at Austin, which will assist trustees in improving an institution’s student success and outcomes. Trustees will be hearing more about this project at the AFC annual meeting in October.

Dr. Eaton explained Dr. Vitale will be presenting two new programs for the Board’s approval and added Mr. Roberto Lombardo, Senior Vice President for Information Technology and Center for Interactive Media, to the agenda to provide an update on information technology at the College.

VIII. FINANCE

A. Executive Financial Summaries as of December 31, 2012
Ms. Isalene Montgomery, Interim Vice President for Finance, reviewed the executive financial summary which included revenues and expenses to date; operating revenues for Fund 1 which includes student fees, state and federal revenues, and other revenue; operating expenses for Fund 1 which includes salary and fringe benefits, current expenses and capital outlay; cash basis analysis of revenue and expenses for all funds 1-7; monthly student fee revenue collected; Board designated and local reserve funds; Board reserve spending activity and proposed use through 2014-2015 for Funds 1,3, and 7; and maintenance construction projects that are currently underway.

B. Wire Transfers/Checks Issued Greater Than/Equal to $50,000 – November 2012
Ms. Montgomery presented as information.
C. Wire Transfers/Checks Issued Greater Than/Equal to $50,000 – December 2012
Ms. Montgomery presented as information.

VII. STUDENT DEVELOPMENT / FACILITIES PLANNING
A. Student Development
1. Enrollment Report
   Dr. Tom LoBasso, Senior Vice President for Student Development and Institutional Effectiveness, reviewed data for the Spring 2013 semester which included the college credit fee paying summary report and indicated fee paying students are only down 9.9 percent as opposed to earlier budget projections that estimated a reduction of 16 percent. He reviewed headcount by program, headcount by campus and discussed reduced enrollment at the New Smyrna campus and would be investigating this further to see what this could be attributed to. Dr. LoBasso introduced Mr. Clarence McCloud, Director of Campus Services for the New Smyrna Beach/Edgewater campus, and shared of his activities in that community. He also stated there is an admission advisor assigned to that campus and its community. Discussed recruitment of students by other institutions Dr. LoBasso reviewed enrollment data and how new student applications are up overall by 5.5 percent and new student enrollment is up overall by 2.4 percent.

2. Approval of Academic Calendar 2013-2014
   Dr. LoBasso presented for approval.

   MOTION: (Hosseini/Davis) The District Board of Trustees approve the 2013-2014 Academic Calendar, as presented. Motion carried unanimously.

B. Facilities Planning
1. Approval of Final Completion and Final Payment – New Smyrna Chiller Installation
   Dr. LoBasso presented for approval.

   MOTION: (Holness/Recascino) The District Board of Trustees approve final completion of the New Smyrna Chiller Installation project and final payment of $40,316 be made to Johnson Controls, Inc. Motion carried unanimously.

VIII. ACADEMIC AFFAIRS
A. Approval of New Courses
   Dr. Michael Vitale, Senior Vice President for Academic Affairs, presented for approval.
MOTION: (Davis/Hosseini) The District Board of Trustees approve the following new courses, as presented, effective Fall 2013. Motion carried unanimously.

EGN 3311 Statics
EGN 3613 Engineering Economic Analysis
TPP 2120/2120L Creative Improvisation: Innovation for Theatre and the Real World and Lab
SLS 2281 Diversity, Cultural and Communication
SLS 2300 Academic and Occupational Research
SLS 2301 Career Development
SLS 2303 Job Search and Employability Skills
SLS 2304 Career Exploration and Decision Making

Mr. Lewis commented how rewarding it is to see new courses being implemented that reflect the needs of the community. Dr. Vitale shared this is a direct reflection of faculty analyzing their curricula and determining if it needs to be revised or updated. He shared many of the Associate of Science degree programs gain input from advisory committees and members of the business community.

B. Approval of New Program – Associate of Science Degree in Interactive Media Production
Dr. Vitale explained this program takes several courses the College already offers, adding in some new courses, and creating a different skill set for its graduates. Mrs. Haas commented how this is a wonderful use of the current television facilities for the betterment of its students. Dr. Vitale shared this is an example of faculty coming together from different areas to develop this program and shared there may be an interest in offering a Bachelor's degree in this area.

MOTION: (Haas/Hosseini) The District Board of Trustees approve the Associate of Science Degree in Interactive Media Production program, as presented, effective Fall 2013. Motion carried unanimously.

C. Approval of Bachelor of Science in Nursing
Dr. Vitale recognized Dr. Linda Miles, Chair of the School of Nursing, for her tireless work on the development of this program.

Mr. Freckleton shared after reading the survey data and previous discussions on this program he felt the timing was right to move forward with this program.
Dr. Vitale explained the College was asked to validate its data and introduced Ms. Evelyn Fine, President of Mid-Florida Marketing and Research, Inc. whose company did an analysis of the data. Ms. Fine explained it is not uncommon to validate research by contacting about ten percent of the people who responded to a survey. She stated they contacted more than ten percent and how uncommon it is to find such a strong approval rating. She indicated it was unequivocal that the nurses, students and employers would like to see this program implemented.

Mrs. Hosseini appreciated the validation of the data and how the studies show nurses would like to acquire a bachelor’s degree in a face to face environment. She stated the Board has been very cognizant of not offering what other institutions are doing and is hopeful there will be community support in offering financial support for this program and its students. She shared how meetings have been held with area institutions and the Board has been very careful in moving in this direction and supported this proposal.

Mr. Lewis stated due diligence has been done on this program and the facts to substantiate the need. He thanked Mrs. Hosseini for making sure this was done before moving forward.

Mrs. Haas commented on the amount of students turned away from other institutions because of capacity issues and how the community has shown a need for this program. She shared of the anticipated shortage in nurses and how a bachelor degree is more sought after by employers. She felt this was now a win/win decision.

Mr. Davis commented on Ms. Fine and her companies’ workmanship and how it has the highest level of integrity.

Mr. Tanner shared of the work done by Mrs. Hosseini and Dr. Eaton in meeting with other institution presidents and explained the need was thoroughly vetted. He believed this smoothed the path to move forward and opened the door in an honorable and professional fashion which is exceptionally commendable.

**MOTION:** (Davis/Holness) The District Board of Trustees approve the implementation of the Bachelor of Science in Nursing program, effective Spring 2014. Motion carried unanimously.

Mr. Lewis explained the two-year program will also need to be looked at because the College turns away a portion of these applicants and how this will be a feeder program for the baccalaureate degree.
Dr. Vitale explained of the baccalaureate submission process which begins with a letter of intent to the Chancellor of the Division of Florida Colleges. Dr. Eaton thanked the Board for their approval and support.

D. **Swimming Program Update**

Dr. Vitale explained this was a notification and not an item that required Board action. He shared in the Fall he and the athletic director were reviewing the budget for the athletic programs and looking for ways to reduce costs in anticipation of enrollment declines. He stated how athletics is supported by student activity fees which are dependent upon enrollment and paid tuition. He shared how they looked at overall reductions to all athletic areas but this would not be sufficient. They then looked at the elimination of a program and took into account the savings that would be realized if a program was discontinued. They came to the conclusion that the men’s and women’s swimming would be the sport that would be discontinued. He said they took into account the program level of competition and how there are currently only 22 community colleges out of 1200 in the nation that offer swimming and how this year’s host institution will be discontinuing their program at the end of the season. He explained it was not an easy decision, but given the circumstances, he recommended this program be discontinued, effective the end of this season.

Mr. Lewis explained this was not a Board decision or something that was up for debate. He explained this was a decision of the administration to effectively and efficiently operate the College.

Dr. Recascino asked if the College could look into the request regarding the donation of the diving board that came up earlier. Mr. Brian Babb, College Council, explained because the value exceeds $5,000 this restricts the Board from donating an item. Ms. Janet Parish, Director of Business Services, explained the state regulations the College is required to follow with regard to the sale of property. Mrs. Hosseini asked if the diving board request could be looked at further, but still adhering to the regulations. Dr. Eaton appreciated the Board’s comments and explained state statutes on inventory deletions are very clear but would have staff take another look at this.

IX. **INFORMATION TECHNOLOGY/CENTER FOR INTERACTIVE MEDIA**

A. **Update: Network Upgrades and ERP Process**

Mr. Roberto Lombardo, Senior Vice President for Information Technology and Center for Interactive Media, reviewed the Enterprise Resource Planning (ERP) and how the College’s current system was installed in 1996. He explained the traditional functions of an ERP and how the current system is being redesigned and would require changes to database structure and applications, and therefore began to look at other options for the College. He shared of the process to select another ERP
and what considerations are important such a scalable growth, enhanced student interaction, less dependent on third party applications, stronger integration with third party applications and to being able to take advantage of new technologies. He reviewed the ERP search phases which were broken down into four categories: document, research, RFP and selection. He shared how they will visit similar institutions that are using different ERP’s and would hire a consulting firm using the Request for Quote (RFQ) process to help accelerate the process, define the needs and requirements, review the current progress, and help manage the ERP search process.

Mr. Lombardo reviewed the network refresh status that consists of the main and intermediate distribution frames, and data center. He explained the current network switches and routers are over ten years old and the College will be updating these which should be completed by the summer.

X. MONTHLY STATUS REPORTS
A. Foundation Update – Trustee Haas / Kay Burniston
Mrs. Kay Burniston, Executive Director of the Daytona State College Foundation, explained the Foundation wanted to connect its student scholarship recipients to their donors and worked with the Center for Interactive Media to create a videotape of students thanking their donors. The video was sent out in an electronic holiday card to the donors. The video was played for the Board. Mrs. Burniston shared of a recent gift of $200,000 was made to the Foundation because of the wonderful care the donor received from nurses who were graduates of Daytona State College. She then shared details of the upcoming Taste of 24 event.

Mrs. Haas gave an update on the Foundation Board of Directors retreat and how this helped the board understand how important participation was. A professional fundraiser gave a presentation to the board and she found it extremely informative. She stated the board came up with different levels of action and how to get to those levels. They want to improve the visibility of the Foundation in the community, what the Foundation is about, and its role in assisting students. The board will be establishing some committees so there is a better structure and thanked Mrs. Burniston and Dr. Eaton for spearheading this structural change in the Foundation.

XI. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mr. Lewis shared of Mrs. Haas’ work with the Foundation Board and thanked her for her commitment to that board.
B. Approval of Revised Board Meeting Schedule
Mr. Lewis presented for approval.

MOTION: (Hosseini/Haas) The District Board of Trustees approve the revised Daytona State College District Board of Trustees meeting schedule for 2012/2013, as presented. Motion carried unanimously.

C. Board Professional Development Opportunities
Mr. Lewis spoke of the upcoming Associate of Florida College’s Trustees Annual Legislative Conference being held in Tallahassee and how this is an opportunity to meet with the legislative representatives and hoped trustees could attend if their schedules permit.

XII. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Dr. Rob Saum, Administrators Council President; Mr. Mitch Pietras, Faculty Senate President; and Mr. Bill Harrison, Professional Council President.

Mrs. Hosseini departed the meeting at this point.

XIII. TIME RESERVED/BOARD MEMBERS
Mrs. Haas was pleased with the outcome of the BSN proposal and the thoroughness of the Board during this process. She thanked Dr. Eaton and Dr. Miles for their perseverance on this program. She thanked Mrs. Hosseini and Mr. Lewis for their help on this issue and how they paved the way and provided a degree of comfort in maintaining friendly relations in the community.

Mr. Davis commented on what a great job Dr. Eaton has done in bringing the community together and how much has been achieved at the College since her arrival. He shared how she has achieved this slowly, surely, and with integrity and honesty. He stated how the College got one of the best presidents, when it selected Dr. Eaton.

Mr. Freckleton commented it was good to be back and recognized the Campus Safety personnel and the wonderful job they do for the institution and all of its campuses by being proactive and not reactive.

Dr. Recascino recognized Dr. Nancy Morgan, Associate Vice President for Institutional Effectiveness, on her incredible efforts she is putting into the Southern Association of Colleges and Schools (SACS) reaffirmation process and stated what a tremendous amount of work it is to respond to each of the SACS criteria.

Mr. Tanner commented on the great news about the College being ranked second in the nation for online bachelors programs and agreed that faculty are
the heart and soul of that. He stated an important part of online instruction is the technology support and wanted to recognize that area. He agreed with Mr. Davis about Dr. Eaton being a great leader and how wondrous things are going on under her leadership. He asked Dr. Eaton to begin a quiet but thorough inquiry on campus security and what other institutions are doing with regards to protecting their students and employees from those who may come on campus with the intention of doing them harm. He felt this was something that needed to be addressed by educational institutions, the state and as a nation.

Mr. Lewis felt they accomplished a lot at today’s meeting and thanked the Board for their dedication to the College.

XIV. ADJOURN
Mr. Lewis adjourned the meeting at 4:30 p.m.

Date of next regular meeting: February 14, 2013.