I. CALL TO ORDER
Mrs. Haas called the meeting to order at 2:01 p.m.

II. ROLL CALL
All trustees were present.

III. PUBLIC PARTICIPATION
Mrs. Haas inquired if there were any members from the public that requested time to appear before the Board. No requests had been received.

Dr. Eaton introduced Dr. Amy Locklear, Vice President for Academic Affairs, and shared Dr. Locklear’s background.

IV. CONSENT AGENDA
A. Approval of 11/8/13 Board Workshop Minutes
B. Approval of 11/21/13 Regular Board Meeting Minutes
C. Approval of Affiliation Agreements
D. Approval of Agreements
E. Approval of Budget Amendments
F. Approval of Grant Application
G. Approval of Human Resource Recommendations
H. Approval of Out of Country Travel Request – Connor
I. Approval of Out of Country Travel Request – Wygant
J. Approval of Out of Country Travel Request – Gromoll
K. Approval of Out of District/State Field Trip Requests

Mrs. Haas asked if there were any items trustees would like pulled from the Consent Agenda. Mr. Giles asked to pull Items IV. F, H, I and J for additional information.

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

Item IV. F: Approval of Grant Application - Mr. Giles asked about the ratio of matching funds and if this was a requirement of the grant. Dr. Nancy Morgan, Associate Vice President for Institutional Effectiveness, explained this grant requires a 1 to 1 match and should the award decrease the College’s share would also. Mr. Giles asked about bi-annual updates for the Board on grants and felt this grant could provide an opportunity for students to learn about museum collections. Dr. Eaton shared grant updates are presented to the Board twice a year.

Item IV. H, I, J - Mr. Giles inquired about travel abroad and the safety of students and staff. Dr. Eaton explained Trustee Freckleton assisted the College with his expertise in this area and faculty/students are now required to check into the U.S. Embassy upon arrival in another country.

MOTION:  (Giles/Holness) The District Board of Trustees approve Items IV. F, H, I and J. Motion carried unanimously.

V. TIME RESERVED/PRESIDENT

A. President’s Update

Dr. Eaton highlighted her meeting activities since the last part of November which included attending the Core to College Cadre Meeting, National Philanthropy Day Awards Luncheon, Daytona Regional Chamber Breakfast with Florida Education Commissioner Pam Stewart, SACS Annual Meeting in Atlanta, individual meetings with Representatives Travis Hutson and David Santiago, and attended the Daytona Regional Chamber’s Eggs & Issues with Congressman Ron DeSantis. She shared of the Collaboration Council meeting which is a meeting with the two area school superintendents and executive staff. She and Trustee Haas met with the state auditors and was proud to say there were no findings in the Financial audit, only two minor issues in the Financial Aid audit and no findings in the Bright Futures audit. She thanked the Finance and Financial Aid staff for all of their hard work. Dr. Eaton shared she had the opportunity to meet with site location consultants for businesses who are considering relocating and indicated the College was well represented at other meetings with this group.
Dr. Eaton explained on the agenda is the Advanced Technology Center agreement for the use of the land and thanked Mr. Jon Kaney, Board Counsel, and Mr. Brian Babb, College Counsel, for the work they have put into this agreement. She shared Dr. LoBasso will give a report on Developmental Education and Mr. James will discuss dual enrollment as part of the enrollment report. She thanked Ms. Laurie White, Director of Marketing, and her staff for the great job they do on press releases and keeping everyone up to date. Recently there was a newspaper article on the continuing contract issue for faculty and she explained the College has a policy in place and a faculty group has been working since October to update the policy language. The differences in language from the new State Board rule focuses on the length of time the faculty member must complete before they can go on continuing contract, types of items that must be satisfied to receive continuing contract, and a list of criteria for post continuing contract review. The revised policy is making its way through Cabinet, which is the College’s internal governance process, and will be brought forward to the Board for first reading in February.

Dr. Eaton has asked a group of community leaders to be part of a Facilities Planning Advisory Council and explained that the College has advisory councils for many of its academic programs. This is a great opportunity to have experts from the community who can give the College advice on the master plan as the College moves forward. She shared Mr. Jim Dinneen will co-chair the group and other leaders invited were Mr. Wayne Clark, Mr. Clay Ervin, Mr. Jacob Nagib, Mr. Dick Smith and Mr. Jack White. Dr. LoBasso, Mr. Steve Eckman, and Mr. Brett Nielsen will join as staff for this group.

Dr. Eaton thanked trustees who will be joining her in Tallahassee next week for the Associate of Florida Colleges Trustees Commission Legislative Days and asked Ms. Sharon Crow, Senior Vice President for Governmental Relations, to review key talking points on requests for operating and capital dollars so all trustees are prepared when meeting with members of the legislative delegation. She shared the College supports the Governor on workforce initiatives, maintaining focus on student needs and student success. Distributed Daytona State College Talking Points for Operating Funding and Pumping up the Pipeline: Education to Workforce booklet. Made an official part of the minutes as Supplemental B: 1/30/14.

Ms. Crow reviewed the talking points for operational funding and shared the Governor has proposed $80 million for the state colleges in the area of performance based budgeting which would be additional dollars that could be earned. She stated community colleges have always been measured on performance but the focus had been on access. Dr. Eaton discussed
funding formula variables and the importance of locally driven variables. Ms. Crow stated the importance of institutions measuring improvements against themselves and how each institution is unique. Dr. Eaton felt it was important to remember the Florida College System is recognized as one of the best in the country and the presidents do not want the image that there are winners and losers for this funding.

Dr. Eaton reviewed capital funding requests and explained the Flagler/Palm Coast Campus building is coming along nicely. The priority again this year is funding for the Classroom/Student Center/Workforce Transition building. The booklet “Pumping up the Pipeline” was prepared in response to a request from the Chancellor who has included this project on the capital list submitted to the State Board of Education. She shared the request is for $26 million but only $8 million was included on the Chancellor’s list, which is a great start. She hopes with strong community support there may be the opportunity to increase this number. She shared PECO dollars are very limited and how there may be non-recurring general revenue dollars that could be available. Total funding needed for this building is about $32 million of which the College has already received $2.4 million for planning. The amount needed for construction is $26 million and a final request would then be submitted for furniture and equipment. Ms. Crow reviewed how the design of the building would provide support for students transitioning into the workforce and would offer high tech classrooms as well as student success and career services.

**B. Approval of Land Purchases**

Dr. Eaton explained, per the Board’s direction, the College continues to purchase land that becomes available adjacent to the campus and presented for approval.

**MOTION:** (Hosseini/Recascino) The District Board of Trustees approve the purchase of property located at 217 N. Seneca Street, Daytona Beach, Florida, for thirty-seven thousand dollars ($37,000.00), and the property located at 332 N. Seneca Street, Daytona Beach, Florida, for twenty-seven thousand five hundred dollars ($27,500.00), and authorize the College to execute any and all documents for closing. Motion carried unanimously.

**C. Approval of Strategic Plan 2014-2017**

Dr. Eaton introduced Dr. Nancy Morgan, who explained the strategic plan will assist the College over the next three-years in carrying out its mission. She reviewed the process in developing the strategic plan which began in the spring with an analysis of the College’s strengths, weaknesses, opportunities and threats that were provided through surveys of
employees and members of the community; conducted focus groups for each of the constituent groups on each campus; and conducted an environmental scan to determine key areas impacting the College’s future. In the fall, the information was formulated and prioritized into strategic initiatives for inclusion in the Strategic Plan. She thanked the Board for their direction and participation in the process then reviewed the four strategic priorities: Ensure Academic Excellence, Enhance Student Success, Build Community Partnerships and Emphasize Institutional Effectiveness, and their initiatives. The Strategic Plan is utilized as a guide by departments during the unit planning process which will begin next month. Mr. Freckleton asked if this was a working document and Dr. Morgan explained it was and adjustments can be made to unit plans as priorities change. Mrs. Holness inquired about a progress report and Dr. Morgan explained staff are developing a report of the accomplishments for the last three years and will then do each year after that and can share this with the Board. Mrs. Hosseini felt that in the future, items that cannot be evaluated should not be included and a plan should provide direction if funding becomes available. She also believed the development of the Strategic Plan should begin with the Board.

MOTION: (Holness/Recascino) The District Board of Trustees approve the Strategic Plan, Soaring to Success, July 2014 - June 2017, as presented. Motion carried unanimously.

VI. COLLEGE COUNSEL
   A. Approval of Advanced Technology Center (ATC) Declaration of Easements, Covenants and Restrictions Contract

Mr. Brian Babb, College Counsel, explained in the spring the parties voted to dissolve the ATC and in August the Board approved the dissolution agreement. A declaration of easements is required as part of the dissolution agreement which will help with the future development of the undeveloped property, outline the duties for maintenance, utilities, etc., and the prohibited uses of the property. He stated other exhibits will still need to be completed, as well as closing documents, and will then file the articles of dissolution.

MOTION: (Recascino/Hosseini) The District Board of Trustees approve the Declaration of Easements, Covenants and Restrictions, as presented. Motion carried unanimously.

VII. FINANCE
   A. Executive and Financial Summaries

Ms. Isalene Montgomery, Vice President for Finance, reviewed the executive financial summary of revenues and expenses as of December 31, 2013 and year to date expenses are $45,108,385 (51%) of the Annual Budget of $87,980,840; financial summary of the College’s Operating
Fund (Fund 1) which included student tuition and fees, state and federal revenues, other revenue, salaries, current expense and capital outlay, and a fund balance summary projection. She reviewed a comparison of budgeted revenues and expenses; monitoring report for student tuition and fees collected monthly and cumulatively; monitoring report showing monthly and cumulative expenditures for Operating Fund (Fund 1); statement of revenues, expenditures and other changes showing the flow of resources in and out of restricted, auxiliary and other funds. She reviewed the financial summary of Fund 7 construction projects with revenue sources and identified non-committed construction funds. She explained $2 million has been moved for the start-up phase of the ERP which will be a three-year project costing $7 million. She reviewed the summary of construction projects at/above $100,000 currently underway and the summary of major construction projects that have been completed. Dr. Eaton shared the construction of the Thermal Energy Storage unit has begun on the Daytona Campus and is quite impressive.

B. **ACH/Wire Transfers/Checks Issued Greater Than/Equal to $50,000 – November 2013**
Ms. Montgomery presented as information.

C. **ACH/Wire Transfers/Checks Issued Greater Than/Equal to $50,000 – December 2013**
Ms. Montgomery presented as information.

D. **Direct Support Organization Audit Report - ATC**
Ms. Montgomery explained this will be the last audit for the ATC and explained there were no deficiencies or instances of noncompliance. Presented as information.

E. **Direct Support Organization Audit Report - WDSC-TV**
Ms. Montgomery explained there were no deficiencies or instances of noncompliance. Presented as information.

VIII. **CHIEF OPERATING OFFICER/PROVOST**
A. **Approval of Developmental Education Implementation Plan**
Dr. Tom LoBasso, Chief Executive Officer/Provost, explained Senate Bill 1720 dramatically effects how colleges work with students who are academically underprepared and how an identified group are no longer required to take a placement exam or developmental courses. The College was required to develop options for these students and explained a committee was established and began meeting in July to look at the statute and how best to meet the requirements while still offering students the opportunity to be successful. He stated how advising is going to be a key component of this process and reviewed the advising plan developed for mathematics which shows various options, but are not requirements.
Mr. Marc Campbell, Chairman of the Mathematics Department, shared additional information on how their department works closely with advisors and evaluates students on an individual basis. The advising plan scoring criteria is from the state level and was not created by the College. Discussed PERT (Postsecondary Education Readiness Test) scores, testing, and free resources available at the College to improve scores.

**MOTION:** (Hosseini/Freckleton) The District Board of Trustees approve the Developmental Education Implementation Plan, as presented. Motion carried unanimously.

B. **Approval of New Program**
Dr. LoBasso explained hospitals are looking for Nursing Assistant credentials in lieu of the current Patience Care Assisting program, which will be brought forward next month for sunsetting.

**MOTION:** (Holness/Recascino) The District Board of Trustees approve the Nursing Assistant program, effective Fall 2014. Motion carried unanimously.

C. **Approval of New Courses**
Dr. LoBasso indicated two of the courses being presented for approval are part of the developmental education plan.

**MOTION:** (Recascino/Freckleton) The District Board of Trustees approve the following new courses, CIS 4510 IT Project Programming, COP 2660 Programming for Mobile Devices: Android, ENC 0055L Writing 1 Lab, REA 0055L Reading 1 Lab, TPP 2250 Musical Theatre Performance, effective Fall 2014. Motion carried unanimously.

D. **Approval of Major Program and Course Revisions**
Dr. LoBasso presented for approval.

**MOTION:** (Hosseini/Holness) The District Board of Trustees approve the Human Services major program and course revisions, effective Fall 2014. Motion carried unanimously.

Dr. Eaton explained next month Dr. Locklear will present the academic agenda items and thanked Dr. LoBasso for stepping in and making this a smooth transition. She also thanked the staff of Academic Affairs and Institutional Effectiveness for their work and support during the transition.
E. Approval of Flagler/Palm Coast Campus Electrical Utility Florida Power & Light (FPL) Contracts and Easements
Dr. LoBasso presented for approval.

MOTION: (Hosseini/Freckleton) The District Board of Trustees approve the contracts and easements for the FP&L electrical service for the Flagler/Palm Coast Building 3 and Central Energy Plant. Motion carried with Mr. Giles* recusing himself.

*Mr. Giles’ recusal is based on his previous statement at the August 2013 Board meeting.

F. Approval of Mechanical Contractor Thermal Energy Storage Plant Upgrades – ITB#14-006
Dr. LoBasso presented for approval.

MOTION: (Holness/Recascino) The District Board of Trustees accept the lowest qualified bid from Ellis Mechanical Corporation and direct the President or her designee to enter into a contract in the amount of $445,443 pursuant to the provisions of Florida Statute 287.057. Motion carried unanimously.

G. Approval of HVAC Controls for Thermal Energy Storage Plant Upgrades
Dr. LoBasso presented for approval. Mr. Giles asked if the Collier County piggyback contract expires, can the College still utilize this contract. Mr. Babb received word that the contract was extended and this was being utilized based on the purchasing statute and not the actual terms of the contract.

MOTION: (Hosseini/Holness) The District Board of Trustees approve the HVAC controls upgrade to Johnson Controls Inc. for $144,500 in accordance with the Collier County contract. Motion carried unanimously.

IX. STUDENT DEVELOPMENT
A. Enrollment Report
Mr. Buck James, Vice President for Enrollment and Student Development, reviewed the enrollment data for the Spring 2014 compared to last year which included total headcount, FTE, dual enrollment and apprentice. Mrs. Hosseini inquired about the reduction in apprentice and Dr. LoBasso explained the Plumbing Apprenticeship program was sunset last year reducing this number. Dr. Eaton added that with the economy picking back up people are working instead. Mr. Giles shared during the downturn of the economy many people have left trades, as well as the
area. Mr. James has been in discussion with Mr. Giles and is looking at ways to build up this enrollment. Mr. James reviewed Spring headcount enrollment by program and campus; new student applications and enrollment as compared to the previous year. Mrs. Holness asked about having a copy of the enrollment report as part of the agenda packet and it was determined because the enrollment numbers would not be as current, a copy of the presentation will be provided to the Board at the meeting.

B. **Overview: Veterans Center**
Mr. James reviewed enrollment numbers of veterans and how the College has put in place a special orientation that can address issues veterans face. He shared about the involvement of veterans on campus and in community activities. To better recognize veterans during commencement they now have red, white and blue tassels, and are identified in the program and during the ceremony. He shared about a proposal to fly the POW-MIA flag on campus which was approved and is now in place. Veterans participate in fundraising activities during races and the money is placed in an emergency fund to assist students. Mr. Freckleton asked if there were centers on each of the campuses and Mr. James indicated there were not but there are representatives on each of the campuses to assist the veterans. Mr. Freckleton recognized Mr. Kent Ryan for the Veterans Day celebration at the Flagler/Palm Coast Campus and Mr. James encouraged everyone to attend one of the campus events.

*Dr. Recascino departed the meeting at this point.*

X. **INFORMATION TECHNOLOGY**

A. **Monthly Update: ERP**
Mr. Roberto Lombardo, Senior Vice President for Information Technology and Center for Interactive Media, presented an update on the ongoing ERP (Enterprise Resource Planning) project which is also called a Student Information System (SIS). He explained the software system is at the core of an institution and the College’s current ERP is CARS, which was installed in 1996 and was developed in the late 80’s to early 90’s. Jenzabar owns the CARS system and is building a new system (Jenzabar JX) which would change the database structure, applications, and in-house work would no longer function. He explained the current software was written over 25 years ago with added patchworks to the software. There are two options for the College – upgrade to Jenzabar JX or research all ERP offerings. The College chose to research all ERP offerings to find the best solution to serve its students. He reviewed the strategic needs of the new system and the project timeline that will result in a recommendation being submitted in May 2014. The implementation of a new system is a two to three year process and there will be changes to processes, extra work, disruption, and technical challenges but everyone will work together as an institution to get through this. Mr.
Freckleton discussed redundancy and campus security and Mr. Lombardo indicated campus safety is very important and will keep this in mind when looking at new systems. Dr. Eaton shared of the meeting she had with the ERP consultants, CampusWorks, and how they shared the employees were the best prepared, highly motivated, and had a great attitude of any campus they have ever been at. She felt the College is in good hands with an independent consultant who will help the College make the right choice and spend its money wisely.

XI. MONTHLY STATUS REPORTS
A. Foundation Update
Ms. Kay Burniston, Executive Director, gave an update on the Foundation’s Spring scholarship application process and how they received over 1,100 applications and were able to award over 300 student scholarships totaling $300,000. The Foundation will also be receiving additional state dollars through state matching funds that will be awarded to additional students. She shared all of the BSN students received scholarship assistance through Foundation funds and Halifax Health employees were awarded scholarships from funding provided by Halifax Health. She and Dr. Eaton attended the Bert Fish Foundation annual dinner and explained the foundation is very supportive of the College’s BSN program and how Dr. Schildecker is a strong proponent of the program and presented a check that evening for $75,000 to the College that will help continue to support the BSN students. She shared the Foundation has issued a Request for Proposal (RFP) for a feasibility and capital campaign for the new building on the Flagler/Palm Coast Campus and expects to have a good group to interview with the Foundation Executive Committee and the Foundation Board.

XII. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mrs. Haas explained in reviewing the board agenda packet the College has accomplished so much since the last meeting and pointed to the land acquisitions, ATC, Strategic Plan, Developmental Education Implementation Plan, updating and improving courses and programs to meet community needs and gave kudos to everyone. She was honored to serve on the Board.

B. Board Professional Development Opportunities
Mrs. Haas presented for the Board’s information.

XIII. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Dr. Ron Eaglin, Administrative Council President; Ms. Gail Freiwald, Career Employees Association President; Mr. Bill Harrison, Professional Council President; Mr. Rich Vollaro, Faculty Senate President; and Mr. Joel Padilla, Student Government Association President.
XIV. TIME RESERVED/BOARD MEMBERS
Mrs. Holness felt the meeting was great and informative and appreciates the informative emails sent to the Board from Marketing.

Mr. Giles spoke on the difficulties recruiting people into skilled trades and referenced a newspaper article where a builder mentioned opening a construction academy because they could not get enough workers and asked staff to reach out to them to get their perspective. He shared how a skilled trade is now considered a profession and some may be interested in a complimentary degree alongside an apprenticeship program.

Mr. Freckleton shared everyone’s prayers have been working because all is well with his recent breast exam.

Mrs. Haas reminded the Board of the next regular meeting which is scheduled for February 27, 2014.

XV. ADJOURN
Mrs. Haas adjourned the meeting at 4:51 p.m.

Date of next regular meeting: February 27, 2014.