MINUTES: February 14, 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 (telephonically)
Mrs. Betty Holness
Mrs. Forough Hosseini
Mr. John Tanner

Board Meeting began 2:03 p.m.

I. CALL TO ORDER
Mr. Lewis called the meeting to order at 2:03 p.m.

II. ROLL CALL
Dr. Recascino was absent during roll call but joined the meeting telephonically.

Mr. Lewis recognized and congratulated Mr. Kent Ryan, Flagler/Palm Coast Campus Dean and Foundation Planned Giving Director, who recently received the President’s Call to Service Award by the President’s Council on Service and Civic Participation. The award was established in 2003 and is the highest national honor bestowed upon Americans in recognition of their volunteer service.

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

IV. CONSENT AGENDA
A. Approval of 1/17/13 Regular Board Meeting Minutes
B. Approval of Affiliation Agreements
C. Approval of Agreements
D. Approval of Budget Amendments
E. Approval of Grants Application
F. Approval of Human Resource Recommendations
G. Approval of Out of District Travel Requests

Mr. Lewis asked if there were any items trustees would like pulled from the Consent Agenda. No requests were made.

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

V. TIME RESERVED/PRESIDENT
A. President’s Update

Dr. Eaton thanked all of the trustees for their continuing support and work on behalf of the College. She thanked Trustees Lewis, Davis, Freckleton, Haas, and Holness who recently traveled to Tallahassee to attend the Association of Florida Colleges Trustees Annual Legislative Conference and meet with members of the legislative delegation. She explained how trustees advocate on behalf of the students and employees of the College and how fortunate the College is to have their support.

Dr. Eaton continues to represent Daytona State in the community and attended the Dr. Martin Luther King Banquet, Bert Fish Foundation Board meeting, Community Foundation of Volusia & Flagler/United Way event honoring Dr. John Johnson and the Taste of 24 event. She met with new members of the legislative delegation. She also met with representatives of the Daytona Regional Chamber of Commerce to discuss the College’s partnership with the chamber. She stated how wonderful the Entrepreneurial Speaker Series event was with Mr. Mike Curb and thanked the trustees for attending. She appreciated the faculty who encouraged their students to attend and how there was a great turnout. She explained these events are successful because it is a team effort.

Dr. Eaton extended an invitation to the trustees to attend the Employee Service Awards and the Falcon Victory Flag ceremonies. The Employee Services Awards is an annual opportunity to recognize employees for their years of service to the College and the Falcon Victory Flag program is a new initiative that honors groups or departments for college-wide excellence.

Dr. Eaton explained in the Board agenda the College is presenting successful and clean audits for the ATC and the Foundation; the amended strategic plan and annual institutional plan; and budget adjustments and amendments that will take care of changes that have occurred since July 1st.

Mrs. Haas shared how proud she was in Tallahassee as it was evident legislators and other college presidents knew and respected Dr. Eaton.
VI. ACADEMIC AFFAIRS
A. Overview of College of Arts and Sciences
Dr. Michael Vitale, Senior Vice President for Academic Affairs, presented an overview of the College of Arts and Sciences area. He explained the main goal of this area is the Associate of Arts degree which articulates to any of the State University System institutions. This area is also responsible for the general education core classes and explained how every degree has a general education component. He shared that there are nine schools in the College of Arts and Sciences: the School of Behavioral and Social Sciences, School of Humanities and Communications, School of Modern Languages, School of Mathematics, School of Health and Wellness, School of Student Life Skills, Mike Curb College of Music, Entertainment and Art, School of Photography, and the School of Biological and Physical Sciences. He described the types of courses offered through each of the schools.

Dr. Vitale shared details of a recent STEM (Science, Technology Engineering and Mathematics) Expo that was funded through the STEP (STEM Talent Expansion Program) grant. The goal of the STEP grants is to recruit more students, especially non-traditional students, into STEM fields or majors. The Expo featured a motivational speaker who is a rocket scientist, breakout sessions with STEM faculty, and displays from STEM industries and employers. Students from Daytona State and Volusia County Schools attended the Expo. Dr. Vitale recognized Marc Campbell, Lakisha Holmes, Joseph Mercier, and Christian Rivera for their time and effort in coordinating this event and showed a short promotional video that was used for the Expo.

Dr. Recascino joined the meeting telephonically.

VII. FINANCE
A. Executive and Financial Summaries January 2013
Ms. Isalene Montgomery, 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 revenues 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. Discussed funding for capital construction projects and how the College is reimbursed for funds that have been expended.
B. Wire Transfers/Checks Issued Greater Than/Equal to $50,000
Ms. Montgomery presented as information.

C. Approval of Fiscal Year 2012-2013 Budget Amendments
Ms. Montgomery reviewed the analysis of budget adjustments and explained an increase in enrollment provided additional revenue of $900,000 while a budget savings of $2.3 million was achieved through reductions to various line items. The additional revenue and budget savings will offset the instructional shortfall and cover others items of expenses in the amount of $3.2 million. These budget adjustments represent only 3.3% of the College’s total budget and are considered standard business practices in maintaining a balanced budget.

MOTION: (Holness/Davis) The District Board of Trustees approve the budget amendments, as presented, for Fiscal Year 2012-2013 budget, so the adjustments being presented can be executed to the budget module and general ledger. Motion carried unanimously.

D. Direct Support Organization Audit Report - WDSC-TV
Ms. Montgomery explained there were no deficiencies or instances of noncompliance and this is considered an unqualified audit. Presented as information.

E. Direct Support Organization Audit Report - ATC
Ms. Montgomery explained the ATC audit had no deficiencies or instances of noncompliance and this is considered an unqualified audit. Presented as information.

VIII. 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 fee paying summary report which showed fee paying students are down 9.5 percent. He reviewed headcount by program and headcount by campus. New student applications are up overall for the Fall by 32.9 percent. He shared the accomplishments for December through January of the Call Center, Academic Advising, Financial Aid and the Assessment Centers.

Dr. LoBasso reviewed data on what can be attributed to the enrollment decline at the New Smyrna Beach/Edgewater Campus and stated there were less sections offered in the spring, decreased enrollment of area students, downturn in the economy,
and a 36.6% housing vacancy rate for this area as opposed to 22% county wide. He also shared a decision was made to suspend offering a student success course that had 82 students last spring. Factoring this in, the enrollment decline would have been down 12%, which is much closer to what other campuses are experiencing. He explained there are initiatives under way to increase enrollment on this campus and will be reviewing data, course offerings, surveying students, and additional targeted recruitment and advertising for this area. He stated they will also be looking at a new Barbering program for this campus. Mr. Davis suggested looking into the SpaceX program as something that might help this area.

2. **Resource Development Update**
Dr. LoBasso explained the Office of Resource Development submitted 31 grant proposals between July 1, 2012 and December 31, 2012. Twenty of these grants were funded for a total of $4.5 million.

3. **Approval of Amended Strategic Plan 2010-2014**
Dr. LoBasso explained the College is aligning the planning process with the budgeting process and requires an adjustment to the current strategic plan by one year. This extension will allow time for the development of the College’s next Strategic Plan.

   **MOTION:** (Freckleton/Haas) The District Board of Trustees approve the amended Strategic Plan, *Building a Stronger Future*, as presented. Motion carried unanimously.

4. **Approval of Annual Institutional Plan 2013-2014**
Dr. LoBasso presented the Annual Institution Plan for 2013-2014 for approval.

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

Mr. Lewis explained he would like to place the smoke free campus item on the next meeting agenda and asked for consensus to do so. He explained the students and staff are supportive of a smoke free campus and did not feel he voted correctly the last time this came before the Board. There was consensus by all Board members to place this on the next agenda.

*Mrs. Haas departed the meeting at this point.*
B. FACILITIES PLANNING

1. Approval of Final Completion and Final Payment – DeLand Chiller Installation
   Dr. LoBasso presented for approval.

   MOTION: (Hosseini/Holness) The District Board of Trustees approve final completion of the DeLand Chiller Installation project and final payment of $83,134 be made to Johnson Controls, Inc. Motion carried unanimously.

2. Approval of Professional Design Services – Thermal Energy Storage Project
   Dr. LoBasso presented for approval.

   MOTION: (Freckleton/Holness) That the District Board of Trustees approve the below ranking and direct the President or her designee to negotiate the fee and contract, pursuant to the provisions of Florida Statute s.287.055, and subsequently submit the contract, including the negotiated fee, to the Board for approval at a future meeting. Motion carried unanimously.

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<td>Pond &amp; Company</td>
<td>1</td>
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<td>Sims Wilkerson Cartier Engineering, Inc.</td>
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<tr>
<td>Matern Professional Engineering</td>
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X. MONTHLY STATUS REPORTS

A. Foundation Update
   Mrs. Kay Burniston, Executive Director of the Daytona State College Foundation, reviewed the Taste of 24 event which was sold out with over 1,300 tickets sold. She explained out of the 24 restaurants, there were 12 new ones for 2013. The event grossed $103,000 and the net revenue is estimated to be $50,000 which will be split between the Daytona State and NASCAR foundations. She shared the results of the restaurant contest for best overall, best entrée, best appetizer and best dessert. She explained the event received a lot of media coverage and utilized other forms of media to advertise this event.

X. TIME RESERVED/BOARD CHAIR

A. Board Chair’s Update
   Mr. Lewis did not have any additional comments.

B. Board Professional Development Opportunities
   Mr. Lewis supported the Board’s attendance at events held at the state and national levels.
XI. **TIME RESERVED/CONSTITUENT HEADS**
Reports were presented by Dr. Rob Saum, Administrators Council President; Ms. Valerie Lee, Career Employees Association President; Mr. Mitch Pietras, Faculty Senate President; and Mr. Bill Harrison, Professional Council President.

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

XII. **TIME RESERVED/BOARD MEMBERS**
Mr. Tanner suggested sending letters to graduates of the College’s Associate Degree in Nursing program advising them of the proposal to implement a Bachelor of Applied Science in Nursing, ensuring there are enough seats available based on interest. He also discussed campus security and would like to focus on being proactive in protecting the College’s students and employees.

Mrs. Holness appreciated the constituent heads highlighting an employee from their constituency during their time. She also appreciated the news releases e-mailed to the Board by Ms. Laurie White, Director of Marketing, which are timely and informative.

Mr. Freckleton attended a recent law enforcement graduation and shared Mr. Lewis’ daughter was one of the graduates and what a wonderful opportunity it is to take part in these ceremonies. He agreed with Mr. Tanner on campus security and how the Department of Homeland Security may be an organization that could provide grant funding to enhance this area. He thanked everyone for the work they do each day and was honored and privileged to serve as a trustee.

Mr. Davis recognized the staff of the President’s Office for always being helpful and pleasant and shared how their smiles come across the telephone which is something that comes from within and is difficult to teach.

Mr. Lewis explained it was good for the Board to bring items forward they believe are important and would like the administration to look at. He also believed the campus safety issue was something to look at so the College is proactive in this area. He thought the suggestion Mr. Tanner had on contacting nursing students was a good idea and shared the College’s Associate Degree of Nursing program will be a feeder for the baccalaureate program and how they will also need to look at additional clinical sites.

XIII. **ADJOURN**
Mr. Lewis adjourned the meeting at 3:46 p.m.

*Date of next regular meeting: March 21, 2013.*