MINUTES: February 27, 2014

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. Lloyd Freckleton, Vice Chair
         Mr. Bob Davis
         Dr. Christina Frederick-Recascino
         Mrs. Betty Holness
         Mrs. Forough Hosseini

ABSENT: Mrs. Mary Ann Haas, Chair
        Mr. Brad Giles

Board Meeting began 2:02 p.m.

I. CALL TO ORDER
   Mr. Freckleton called the meeting to order at 2:02 p.m.

II. ROLL CALL
    Mr. Giles and Mrs. Haas were absent.

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

    Mr. Freckleton shared Mrs. Haas was at the doctors and they have discovered
breast cancer. She is very positive because it was caught early (Stage 0) and
will be scheduled for surgery.

IV. PUBLIC HEARING – POLICIES
    A. Approval of First Reading College Policy 6.16: Employment
       Contracts
       Mr. Freckleton presented for approval.

       MOTION: (Recascino/Holness) The District Board of Trustees approve
       the first reading of Policy 6.16 Employment Contracts, as
       presented. Motion carried unanimously.
B. Approval of First Reading College Policy 6.45: Workforce Violence
Mr. Freckleton presented for approval.

MOTION: (Recascino/Hosseini) The District Board of Trustees approve the first reading of Policy 6.45 Workforce Violence, as presented. Motion carried unanimously.

V. CONSENT AGENDA
A. Approval of 1/30/14 Regular Board Meeting Minutes
B. Approval of Affiliation Agreements
C. Approval of Agreements
D. Approval of Budget Amendments
E. Approval of Deletion of Inventory
F. Approval of Grant Applications
G. Approval of Human Resource Recommendations
H. Approval of Out of Country Travel Request – Yousef
I. Approval of Out of Country Travel Request – Lee

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

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

V. TIME RESERVED/PRESIDENT
A. President’s Update
Dr. Eaton remains active in the community and highlighted her activities since the last meeting which included attending the Herbert M. Davidson Memorial Award Dinner where Mr. David Freer was this year’s award recipient; hosting Assistant Chancellor Kasongo Butler for a Professional Development Session for the LDI/Master Faculty group; attended the AFC Trustees Commission Legislative Days with Trustees Freckleton, Giles, Haas and Holness. Dr. Eaton attended the Council of Presidents monthly meeting; STEM Expo at the News-Journal Center; and the ProStart Competition which is a culinary competition for high school students. She also attended the ACCT National Legislative Summit in Washington, DC with Trustee Holness; STEM Series Seminar – The World Before Higgs; Halifax Health/NASCAR Foundation Fundraiser; Daytona 500; and the Daytona Regional Chamber Board of Directors Meeting.

Dr. Eaton reviewed material provided to the trustees which included The Guidebook to the Florida Legislature The Advisor 2014; Center for Community College Student Engagement (CCSE) publication A Matter of Degrees; In Motion student publication; and ACCT’s Financial Aid 101: A Guide to Understanding Federal Financial Aid Programs for Community College Trustees and Leaders. She felt the CCSE publication was a good
summary piece that talks about high-impact practices and what colleges across the country are doing to help with student engagement and retention. The ACCT publication will give trustees information on the financial aid challenges faced by students and explains about the federal financial aid programs.

Dr. Eaton shared the College received the American Heart Association’s Gold Award as a fit-friendly workplace for the seventh year in a row and congratulated the employees involved in this effort.

Dr. Eaton introduced Mr. Lonnie Thompson, Director of Equity and Inclusion, and asked him to review the Men of Character Initiative (MOCI) program. Mr. Thompson explained the program is dedicated to mentoring and assisting young males from underrepresented populations. He shared of the program’s mission, goals and their objective which is to increase at-risk male student retention/completion/transfer rates. The program offers personal mentoring, tutoring, training, events, outings, social/lifetime skills and scholarships to motivate and guide at-risk males. Students recently attended the Black and Brown College Bound conference in Tampa and shared photos of the trip. Mr. Thompson thanked the MOCI volunteer staff and College community for their support of this program. He shared the program currently has 21 students and if a person is a Daytona State student they are eligible to join. Discussed the option of a parallel program for female students.

B. Approval of 2014-2015 Salary Administration Plan
Dr. Eaton explained this Salary Administration Plan is usually presented in June but due to the changes in the supplemental pay scale it was necessary to update the plan so summer contracts can be issued. She explained the College has not had a consistent, predictable way to identify supplemental pay needs. The College undertook this project last fall and she thanked Dr. LoBasso and the faculty group who worked on this project.

Mrs. Holness appreciated having faculty involved and the hard work and efforts of the faculty and staff in getting to this point. She stated it was good to be ahead of the issues so they can be addressed because they will be dealing with performance based funding.

Dr. Recascino felt the plan was well done and brings everything up to date. She stated because hybrid courses are more common, the work load is no longer what it was and thinks the plan is fair and reflects that. She asked about performance based funding and if the College will need to align itself going forward or will the College need to do more. Dr. Eaton felt it was very likely the College will need to do more and explained there has been a lot of conversation regarding performance funding and shared
the Council of Presidents has been working on a funding model for the distribution of those funds. The College is trying to be proactive and look at data and areas that can be improved. Dr. Eaton explained community colleges have had performance funding but the performance they were funded on was enrollment and are now looking at completion. The College has data that shows areas where there is room for improvement such as completion rates and cost per instruction. Mrs. Hosseini asked how many years would be needed to comply with the indicators. Dr. Eaton felt a three-year timeframe would be good to make effective changes on graduation and completion rates. She explained they have to look back a number of years and the time to finish an associate degree is often three years, but she is not sure colleges will be given that opportunity to have that amount of time. She indicated universities were given a year and thinks substantial improvements can be made in the cost of instruction and this salary plan has gone a long way towards that but there is probably more that needs to happen. At minimum a year is needed, two is better, but three would certainly be helpful to show changes in curriculum and graduation rates. The Council of Presidents is recommending this not occur this year and to not take funding from the base.

Dr. Eaton indicated Representative Weatherford visited the campus and toured the current cafeteria/student center building and was thankful that Mr. Hosseini helped make this happen. In a conversation with Representative Weatherford she felt he completely understood why implementing performance based funding this year was not realistic.

MOTION: (Recascino/Holness) The District Board of Trustees approve the 2014-2015 Salary Administration Plan, effective May 1, 2014. 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 January 31, 2014 and year to date expenses are $51,354,349 (57%) of the Annual Budget of $89,801,339; 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; the summary of construction projects at/above $100,000 currently underway and the summary of major construction projects that have been completed.

B. ACH/Wire Transfers/Checks Issued Greater Than/Equal to $50,000 – January 2014
Ms. Montgomery presented as information.

C. Approval of Tuition Exemptions, Waivers and Receivables
Ms. Montgomery explained the report includes exemptions, waivers and receivables for Summer, Fall and Spring to date.

MOTION: (Holness/Recascino) The District Board of Trustees approve the summary report of tuition exemptions, waivers, and receivables, as presented. Motion carried unanimously.

D. Approval of Repayment to Department of Health & Human Services for Grant Award RGM071956A
Ms. Montgomery explained she is still submitting documentation to the federal government because she disagrees with their finding. She requested approval in case payment is required and to avoid any penalties.

MOTION: (Hosseini/Recascino) The District Board of Trustees approve the repayment to the Department of Health and Human Services in the amount of $158,371.99. Motion carried unanimously.

VIII. CHIEF OPERATING OFFICER/PROVOST
A. Approval of Final Completion and Final Payment New Smyrna Beach/Edgewater Campus Building 1 AHU Replacement – Phase II
Dr. Tom LoBasso, Chief Operating Officer/Provost, presented for approval.

MOTION: (Recascino/Hosseini) The District Board of Trustees approve the final completion of the New Smyrna Beach/Edgewater Campus Building 1 AHU Replacement – Phase II project and final payment of $75,377 be made to R & R Industries, Inc. Motion carried unanimously.

B. Approval of Guaranteed Maximum Price (GMP) News Journal Center Scene Shop/HVAC Improvements
Dr. LoBasso explained the guaranteed maximum price for the scene shop came in over the estimated project budget of $2,032,845 by $103,231. Mr. Steve Eckman, Director of Facilities Planning, explained the project
budget was developed by his department and others and believed the project could be completed on budget. Dr. Eaton explained this was also an amount they felt could be appropriated by the Legislature. Mr. Eckman explained this project originally started out as a $30 million project, was cut back to a $7 million and then began to look at what they could do if they received $2 million for the project. He explained A.M. Weigel Construction, Inc. (Construction Manager at Risk) took the design plans and sent to subcontractors to bid on the project and once the bids were received the project came in higher than budgeted. Discussed options for staying within the appropriated budget or delaying approval. Mrs. Hosseini suggested if the work can be done for the original project amount the project would not be delayed.

MOTION: (Hosseini/Davis) The District Board of Trustees approve the project budget of $2,032,845 and if the budget can be met, the project can move forward. Motion carried unanimously.

C. Approval of Architectural/Professional Design Services Flagler/Palm Coast Existing Building 2 Renovation/Remodel

Dr. LoBasso explained with the opening of Building 3, some of the services will move from Building 1, such as the Assessment Center, into Building 2, as well as some offices. Building 2 would then be renovated to accommodate classes moved from two portables located on that campus. Mr. Eckman explained when looking at that campus it was determined that another science lab was needed which could be added adjacent to the two science labs already in Building 2. He shared they were also looking to expand the Learning Center and make improvements to the air conditioning system. Mrs. Hosseini asked where the funding would come from for these renovations and Dr. LoBasso explained there is a small projects list funded through Fund 7. Mr. Eckman estimated the cost of this renovation to be $750,000 but at this point there is no estimate from a contractor. Mrs. Hosseini did not have an issue with the estimate but felt there should be a long term plan for these projects so they know what is coming up and how much money will be left in Fund 7. Dr. LoBasso explained they could have a workshop on the smaller projects and discuss funding from capital improvement fees. Mr. Freckleton felt this should have been incorporated into the Building 3 project. He asked about the use of the portables and renting the space. Mr. Kent Ryan, Flagler/Palm Coast Campus Provost, explained he is working on plans to utilize them. Dr. Eaton was concerned the Board was not kept up to speed on the College’s master plans and suggested this be reviewed at the March workshop.
MOTION: (Recascino/Holness) 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 provision 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>Schenkel &amp; Shultz, Inc.</td>
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<td>DLR Group, Inc.</td>
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<td>DJdesign Services, Inc.</td>
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IX. ACADEMIC AFFAIRS

A. Overview: Core to College
Dr. Amy Locklear, Vice President for Academic Affairs, explained Daytona State was proactive in seeking a one-time grant from the Florida College System to implement the Core to College initiative and work toward preparing students in the K-12 system for entry into college. The College will also be participating in a larger grant with other institutions to prepare tools for parents and students to use in preparing students to meet the new core requirements. She introduced staff of the College of Education, Dr. Kristy Presswood, Associate Vice President; Dr. Les Potter, Academic Chair and Dr. Amy Ringue, Faculty and the Core to College’s Lead Investigator.

Distributed Program Update: Bachelor’s Degree in Education flyer and Partnerships Between College of Education (COE) and School Districts. Made an official part of the minutes as Supplemental A: 2/27/14.

Dr. Locklear explained the flyer provides information on the College of Education and the programs they offer. The partnership document is a sampling that shows the many partnerships the College has with the school districts and is broken down into four areas: Programmatic Support and Continuous Improvement, Job Placement, Recruitment, and Service to Community. She invited Dr. Ringue to explain further on the Core to College Cadre event. Dr. Ringue explained the event was hosted by Daytona State and was a vertical teaming event with over 50 participants. Dr. Julie Alexander, Division of Florida College’s Vice Chancellor for Academic and Student Affairs, joined the event via Skype and discussed the legislative updates on career and college readiness. There were breakout sessions in the areas of Math, English, Science, Social Studies and Administration. She shared the main focus of the sessions were on career and college readiness, identifying and addressing gaps between the K-12 and postsecondary curriculum, and best teaching practices. She shared a video that highlighted the cadre event. Mr. Freckleton asked about participation by the Flagler County School District in partnership
activities. Dr. Presswood explained this was a sampling and they do many other things with Flagler County. She explained the math and reading practicums are offered in Volusia County because of logistics and how the baccalaureate program is only offered on the Daytona Beach Campus. She shared that there is not a strong enough cohort to offer the program on the Flagler/Palm Coast Campus just yet. Mrs. Holness asked how organizations such as the Hope House invite students to work with them on service projects. Dr. Presswood shared most of the opportunities come through the students or working with the counties. If there were opportunities that would benefit the students, persons can contact their department so they may reach out and work to build a partnership.

B. Approval of New Programs
Dr. Locklear presented for approval.

MOTION: (Hosseini/Recascino) The District Board of Trustees approve the Advanced Technical Certificate programs in Cyberforensic and Cybersecurity, effective Fall 2014. Motion carried unanimously.

C. Approval of New Courses
Dr. Locklear presented for approval.

MOTION: (Hosseini/Holness) The District Board of Trustees approve the following new courses, ART 2753/2753L Wheel Throwing II and Lab, ART 2755/2755L Ceramics: Hand-Building II and Lab, MAT 0055L Developmental Mathematics I Lab, MAT 0056L Developmental Mathematics II Lab, effective Fall 2014. Motion carried unanimously.

D. Approval of Program Deletions
Dr. Locklear explained the program had low student enrollment which she felt was a job related issue. She shared the Human Services Assistant Specialization certificate being sunset was aimed at people who do intake in a facility and the Human Services Addictions Specialization certificate would likely lead to a counseling type position. The Associate of Science degree curriculum has also been revised so it is more counseling and psychology rich and anticipates this would lead to better paying jobs.

MOTION: (Hosseini/Recascino) The District Board of Trustees approve the sunset of the Human Services Assistant Specialization and Patient Care Assistant programs, effective Fall 2014. Motion carried unanimously.
X. 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 and how this compared to the previous month.

B. Overview: Retention Committee
Mr. James reviewed retention rates from 2009-2013 and how they compared to the state average. He explained how retention rates are calculated over a period of time and was concerned with the decrease in the 2012 retention rates. They are paying close attention to these rates and looking at the data. As a result of this decrease, Dr. Eaton asked Mr. James and Dr. Locklear to co-chair a Retention Committee. The committee consists of a broad-based group reflecting all of the cross-functional areas on campus. They included a lot more faculty and staff at various levels of the organization in this group to get a variety of perspectives. The focus of the committee moving forward is implementation of two to three high impact initiatives over the next year that will have a positive impact on retention. He shared the ultimate goal is student success. Dr. Recascino suggested the committee not just look at best practices to enhance but to also look at the data to find out why the significant decrease was so precipitous in comparison to the state.

XI. INFORMATION TECHNOLOGY
A. Monthly Update: ERP
Mr. Roberto Lombardo, Senior Vice President for Information Technology and Center for Interactive Media, explained CampusWorks has been on site interviewing staff and their objective at that time was to assess where the College was strategically; if the current system is doing what the College needs it to do; what kind of opportunities for a return on investment; if the current system can perform the business processes the College needs; and should the College proceed with an RFP for a new system or upgrade its current one. He reviewed the initial findings and based on these findings CampusWorks has recommended going straight to an RFP process for a new system. The next steps by CampusWorks will be to gather requirements for a new system. He reviewed how the current software functions work compared to a future holistic strategy. The project timeline was reviewed and he stated the College is gathering the requirements for the RFP with plans to issue the RFP in March. Preliminary review and ERP demonstrations will be in April and a recommendation submitted to the Board for approval in May. Mr. Freckleton asked about upgrades to the system at no cost and Mr. Lombardo said it was important to have this clause in there. Dr. Recascino shared the importance of a good user-interface and may want to ask for a computer interaction specialist to help on the interface when the system is
selected. Mr. Lombardo agreed and indicated the user-interface for the student is first and has to be simple.

XII. MONTHLY STATUS REPORT
A. Foundation Update
Ms. Kay Burniston, Executive Director, explained at last month’s meeting she discussed an RFP for a feasibility study in Flagler. The Foundation developed a comprehensive RFP to hire a consultant that would assist the Foundation with a feasibility study for the Flagler/Palm Coast Campus and possibly work on the campaign. She indicated they received eight responses from all over the country. A select group from the Foundation Board of Directors did a preliminary review of the proposals and selected three consultants to interview. The Foundation Executive Committee interviewed the three consultants and shared all had good strategies and proposals but one was selected and will be entering contract negotiations with them. She shared the consultant would want to hear the Board’s perspective, what they envision, should it be only Flagler County or include Volusia. The consultant selected has a lot of community college experience and knows the questions to ask and what to look for. The consultant will interview people from the community, give an overview of the possibility for a campaign and what people would be in favor of supporting. She feels this study will be very positive for the Foundation and for the Flagler/Palm Coast Campus campaign.

XIII. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mr. Freckleton commended Ms. Montgomery and her staff on the great job they did on the Financial Audit for fiscal year ended June 30, 2013 that the Board received from the State Auditor.

B. Board Professional Development Opportunities
Mr. Freckleton presented for the Board’s information.

XIV. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Dr. Ron Eaglin, Administrative Council President; Ms. Gail Freiwald, Career Employees Association President; Mr. Rich Vollaro, Faculty Senate President; and Mr. Bill Harrison, Professional Council President.

XV. TIME RESERVED/BOARD MEMBERS
Mrs. Hosseini commended Mr. Freckleton on chairing the meeting. She thanked Dr. Eaton for the salary plan and how it is not easy when losing FTE and state funding. Finding ways to save dollars that everyone buys into was a job well done and she felt if the downward spiral continues the College may have to look at other sources, but this was a very good start.
Mrs. Holness was appreciative to represent the Board on the ACCT Diversity Committee and was grateful that board meetings are an environment where the Board can discuss issues and how not all boards are like this. She stated the Board respects and values the diversity of the faculty and students and it was important the marketing materials developed continue to reflect the diversity of the institution. She indicated the legislative conference was informative and it was good to hear the issues. Distributed ACCT 2014 Community College Federal Legislative Priorities. Made an official part of the minutes as Supplemental B: 2/27/14. Mrs. Holness indicated they met with some of the congressional delegation on the legislative issues and shared everyone was aware of the importance of community colleges as they talked about workforce development. She reviewed the ACCT legislative priorities and how they had received background on each of the topics. She spoke about one of the conference speakers, Mayor Nutter of Philadelphia, and his passion for community colleges. She hoped some of the Board would also attend an ACCT conference.

Dr. Recascino thanked Mrs. Holness for representing the Board on the ACCT committee and that Mrs. Haas was in their thoughts.

XVI. ADJOURN
Mr. Freckleton adjourned the meeting at 4:27 p.m.

Date of next regular meeting: March 27, 2014.