

**MINUTES: March 10, 2011**

**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: Mr. Frank Lombardo, Corporate Secretary/Interim President  
Mr. John Tanner, Chairperson  
Dr. Christina Frederick-Recascino, Vice Chairperson  
Mr. Bob Davis  
Mr. William Davison  
Mrs. Mary Ann Haas**

**ABSENT: Mrs. Forough Hosseini  
Dr. Steven Miles**

**Board Workshop began 2:05 p.m.**

**Roll Call** – Mrs. Hosseini and Dr. Miles were absent.

*Material distributed prior to workshop - Principles of Accreditation: Foundations for Quality Enhancement; Resource Manual for the Principles of Accreditation: Foundations for Quality Enhancement; Effective Governing Boards A Guide for Members of Governing Board of Public Colleges, Universities and Systems; and SACS: Enhancing Educational Quality PowerPoint presentation.*

Mr. Frank Lombardo explained the SACS Special Visiting Committee is scheduled to visit the College in May and wanted to provide the Board with information on what they might expect. Mr. Lombardo introduced Dr. Nancy Morgan, Associate Vice President of Planning and Resource Development, and Dr. Eileen Hamby, Vice President of the College of Business Administration, who provided an overview of SACS, the purpose of the visit, the focus and process of the committee; the role of the Board; SACS core requirements and comprehensive standards; and governance versus administration. Staff will be developing a comprehensive Board orientation program and resource manual for new trustees and will provide ongoing professional development. Staff will provide additional workshops for the Board on SACS.

Mr. Lombardo introduced Mr. Jim King, Executive Director of The Arc of Volusia, and Mr. Preston Root, member of the Arc Board of Directors. Mr. King explained the College has worked with the Arc for 37 years and would like to partner with the College on a joint use facility on the Deltona Campus. The Arc would provide \$2 million toward the facility and envisioned having entrepreneurial and business type programs for its

students. Mr. King asked for a resolution of support from the College for this project as it moves forward. Mr. Lombardo explained this would be similar to how the FSU College of Medicine facility was built on the Daytona campus. He stated there was a need for classroom space on the Deltona campus and how the Arc would utilize the first floor and the College would use the second floor and this would provide an opportunity for interaction with Arc students. Mr. King indicated he was unsure what the specific details would look like at this point but these would be ironed out once funding was in place.

**I. CALL TO ORDER**

Mr. Tanner called the meeting to order at 3:06 p.m.

**II. ROLL CALL**

Mrs. Hosseini and Dr. Miles were absent.

**III. PUBLIC PARTICIPATION**

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

Mr. Tanner invited Mr. King to speak further on the role the Arc would like the College to play on their proposed project that was discussed during the workshop. Mr. King reviewed the adult education training done by Daytona State College and Dr. Kristy Presswood, Associate Vice President of College of Education, provided specifics of the College's role in this training. Mr. King provided the draft language for the resolution of support.

**MOTION:** (Davis/Davison) The Daytona State College District Board of Trustees resolves to support the Arc Project Cornerstone to build together a facility in West Volusia to further and continue the existing relationship for the entrepreneurial growth and education of Arc individuals and Daytona State College students. Motion carried unanimously.

**IV. CONSENT AGENDA**

- A. Minutes of February 17, 2011 Regular Board Meeting
- B. Human Resources Recommendations
- C. Grants Applications
- D. Agreements
- E. Affiliation Agreements
- F. Budget Amendments
- G. Deletion of Inventory Items
- H. Out of District Field Trip Requests
- I. Out of Country Travel Request - Gunshanan
- J. Out of Country Travel Request - Rahrooh
- K. Pre-qualification of Contractor of Construction Projects  
Board Certification

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

**V. FINANCE/FACILITIES**

**A. Finance**

**1. Financial Highlights as of 2/28/11**

*Distributed Projected Fund Balance document. Made an official part of the minutes as Supplemental A: 3/10/11.*

Mr. Lombardo reviewed details of the projected fund balance that included anticipated shortfall in student fees; possible revenue from FRS contribution reductions; revenue from auxiliary agencies; health care plan surplus; and available funding in Capital Outlay. He explained the federal stimulus funding will come to an end and how the Governor's budget could reduce funding by \$1 million to \$3 million. He stated the Legislature has not included a tuition increase and if enrollment remained the same there could be an additional loss of revenue in this area. There are also changes to the federal financial aid standards that could affect student enrollment which would be a loss of revenue. Mr. Lombardo explained there is no federal funding being allocated for public broadcasting and how this will impact the College's television station, which receives \$700,000 in federal funding and about the same in state matching.

Mr. Lombardo explained he will be meeting with staff to review operations and reduce spending. The staff will look at freezing certain positions; reducing part-time employment; allowing only essential travel and hospitality; implementing a summer flex schedule where some buildings can be closed. He stated all of this work will provide the incoming president with a balanced budget. There will also be a major campaign for student recruitment and retention that will be started.

Mr. Lombardo reviewed average faculty salaries among the 28 state colleges and how Daytona State has made major changes in this area and the College is ranked second in average salaries. He is hopeful when funding improves the College can be ranked number one.

**2. Health Insurance Plan – Quarterly Update**

This item was reviewed under Item V.A.1. Financial Highlights as of 2/28/11.

3. **Checks Issued Greater Than/Equal to \$65,000**  
Mr. Lombardo reviewed and presented for approval.

**MOTION:** (Davis/Haas) The District Board of Trustees approve checks issued greater than or equal to \$50,000 for February 2011. Motion carried unanimously.

4. **Enrollment Report**  
Dr. Tom LoBasso, Vice President for Enrollment and Student Services, reviewed the enrollment report and shared a recruitment and retention campaign will kick-off soon and how this will be a college-wide effort. Mr. Lombardo explained the College will be building its 2012 budget on either a flat enrollment or a slight decrease in enrollment.

**B. Facilities**

1. **Daytona Campus – Building 200 – 3<sup>rd</sup> & 4<sup>th</sup> Floor Remodel Project**

Mr. Lombardo presented and recommended approval.

**MOTION:** (Recascino/Davis) The District Board of Trustees accept the lowest qualified bid of \$236,600 from Hall Construction Co., Inc. and authorize the President or his designee to enter into a contract not to exceed \$236,600 pursuant to the provisions of Florida Statute s.287.055, and approve a contingency in the amount of \$23,700 should minor change orders be necessary. Motion carried unanimously.

2. **Daytona Campus – Building 510 Cosmetology Remodel Project Contractor – Change Order #1**

Mr. Lombardo presented and recommended approval.

**MOTION:** (Haas/Recascino) The District Board of Trustees approve Change Order #1 to the Building 510 Cosmetology Remodel project in the amount of \$23,689. Motion carried unanimously.

3. **Daytona State College Architect Services – Development of Master Site Plans – Six Sites**

Mr. Steve Eckman, Director of Facilities Planning, explained the College's master site plan was last done in 2002 and shared when the five-year plan is done the master site plan should be updated. The state also requires this plan to be updated to cover all of the proposed buildings and remodels that will be needed. The architect will utilize the College's five-year survey of need and work within

the available property of the College. Mr. Eckman explained the scoring matrix allows additional points for local firms.

**MOTION:** (Recascino/Haas) The District Board of Trustees approve the below ranking and direct the President or his designee to negotiate the fee and enter into a contract, pursuant to the provisions of Florida Statute s.287.055. Motion carried unanimously.

<u>Name of Firm</u>	<u>Rank</u>
HuntonBrady Architects, P.A.	1
C.T. Hsu + Associates, P.A.	2
Florida Architects, Inc.	3

**VI. TIME RESERVED/PRESIDENT**

**A. OLD BUSINESS**

**1. RFP Board Legal Services**

Mr. Tanner suggested the Board allow a committee that could include himself, Mr. Lombardo, Mr. Brian Babb, Interim Executive Vice President/College Counsel; and Ms. Janet Parish, Director of Business, to review proposals and bring back qualified applicants for consideration by the Board at the next meeting.

**MOTION:** (Davis/Davison) The District Board of Trustees appoint Mr. John Tanner, Mr. Frank Lombardo, Mr. Brian Babb, and Ms. Janet Parish as the committee to review proposals and bring forward three to five qualified applicants in unranked order for consideration by the Board. Motion carried unanimously.

**2. Community Cultural Foundation (CCF) Task Force Update by Chairman Tanner**

Mr. Tanner explained at the last Task Force meeting Mayor Ritchey presented an idea of bringing the LSO to town if it could be restructured as a profitable enterprise. A portion of the profits would be paid to the College for the CCF debt which could be paid off within three to five years. The College could be listed as the presenter of the LSO each year which would provide positive publicity for the College. The Board was supportive of any idea by CCF to repay the College and any organization that would want to bring the LSO back to the community, but did not want any financial involvement or oversight.

Mr. Lombardo asked Dr. Michael Vitale, Interim Vice President for Academic Affairs, to present the vision of the News-Journal Center. Dr. Vitale stated how the News-Journal Center would establish itself as an entertainment destination with offerings in response to student and community interests and would schedule events that would bring funding to the College that would help reduce the deficit. Mr. Lombardo shared contributions have been received by Mr. Hosseini and Mrs. Haas, and others have expressed an interest in helping the College. He clarified that funds raised were to help the College with the deficit and not to pay off the CCF debt.

**3. Internal Auditor Update**

*Distributed Community Cultural Foundation (CCF) Pledge Confirmations dated 3/10/2011 and Exhibit I. Made an official part of the minutes as Supplemental B: 3/10/11.*

Ms. Isalene Montgomery, Internal Auditor, reviewed status of pledge confirmations to date. Mr. Tanner explained this concluded Ms. Montgomery's efforts with regards to pledges.

**4. Presidential Search Update**

Dr. Recascino stated Dr. Robert Parilla, Academic Search, reported advertising in all publications began March 1<sup>st</sup> and there has been a lot of interest generated. The next meeting of the Presidential Search Advisory Committee will be April 14<sup>th</sup> where they will begin credential screening and planning for preliminary interviews. The Board indicated it would like to receive copies of the information packets of the short list candidates once the list is finalized so they have ample time to review before interviews begin.

**5. Board Policies**

Mr. Peter Heebner, Board Legal Counsel, explained policies will be presented at the next Board meeting for the Board's review.

**B. NEW BUSINESS**

**1. Salary Increase Proposal**

Mr. Tanner thanked the constituent heads for the way the salary increase proposal was presented at the last meeting with options for the Board's consideration. He explained the College is in good financial shape this year but all colleges will be faced with reduced funding next year. He stated if the Board approved an increase at this time how this could have a significant adverse affect on funding from Tallahassee for the College. Mrs. Haas suggested waiting until after the Legislative session and Mr. Davis agreed and suggested tabling this for further discussion when funding gets better.

**MOTION:** (Haas/Davis) The District Board of Trustees table the salary increase proposal at this time. Motion carried unanimously.

**2. News-Journal Center Naming Rights**

Mr. Tanner suggested having Mr. Babb seek an extension from the News-Journal on the acquisition of the News-Journal Center naming rights. He further explained the College and the Foundation are not in a position at this time to move forward with this acquisition due to all of the financial uncertainty being faced. Mr. Davison concurred and did not support the Foundation purchasing this on behalf of the College. Dr. Recascino suggested working with the News-Journal to approach desirable third party entities to acquire the naming rights.

**MOTION:** (Davison/Davis) The District Board of Trustees have legal counsel contact the News-Journal to request an extension for an indefinite period of time on the News-Journal Center naming rights acquisition. Motion carried unanimously.

**3. Southern Strategy Group Agreement**

Mr. Tanner and Mr. Babb reviewed the contract for Dr. T.K. Wetherell's consultant services. Dr. Recascino was concerned with contract language that stated assisting the search firm and mentoring the new president. She believed the search firm will not need assistance and a new president should have the choice to decide if they would like mentoring. Mr. Davison felt Dr. Wetherell would be an asset as a lobbyist and asked if there would be a conflict with his involvement in the presidential search process. Mr. Tanner suggested having staff renegotiate the contract to only include lobbying services during the legislative session at the original rate of \$6,000 per month.

**MOTION:** (Davison/Haas) The District Board of Trustees renegotiate the contract to hire Southern Strategy for lobbying purposes during the legislative session at \$6,000 per month to be paid for by the Foundation. Motion carried by the following vote.

Davis – No  
Davison – Yes  
Haas - Yes

Recascino - No  
Tanner - Yes

Mr. Tanner explained with the Legislative Session already underway he asked the Board to consider allowing the Board Chairperson to execute the contract with Southern Strategy before the next Board meeting, if it meets the terms the Board approved. Mr. Davis explained Dr. Wetherell would be a valuable asset in Tallahassee.

**AMENDED**

**MOTION:** (Davison/Haas) The District Board of Trustees renegotiate the contract to hire Southern Strategy for lobbying purposes during the legislative session at \$6,000 per month to be paid for by the Foundation and authorize the Board Chairman to execute the renegotiated contract on behalf of the Board. Motion carried by the following vote.

Davis – Yes	Recascino - No
Davison – Yes	Tanner - Yes
Haas - Yes	

**4. MHZ Affiliation Agreement Renewal**

Mr. Tanner inquired for clarification purposes if the selection of programming is within the purview of the Board or would this be an administrative decision. Mr. Lombardo explained the television station is an academic component of the College and programming would be a decision of the College's administration.

**MOTION:** (Haas/Recascino) The District Board of Trustees approve the renewal of the agreement and amended agreement with MHZ Networks. Motion carried unanimously.

**5. Foundation Board of Directors Appointment**

Mr. Tanner explained the Foundation By-Laws state that a trustee serve as a member of the Foundation Board of Directors and Mrs. Haas expressed an interest in serving on this board.

**MOTION:** (Davis/Recascino) The District Board of Trustees appoint Mrs. Mary Ann Haas to serve on the Daytona State College Foundation Board of Directors. Motion carried unanimously.

**6. Resolution of Appreciation**

Mr. Lombardo presented for approval.

**MOTION:** (Davison/Haas) The District Board of Trustees approve the resolution of appreciation for Mr. John "Gregory" Smith and a signed copy of the document be presented to him at an appropriate time. Motion carried unanimously.

**7. Board Meeting Times**

This was discussed under agenda Item VIII. Time Reserved/Board members.

**VII. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Mr. Hector Valle, Professional Council President; Ms. Nicole Brown, Student Government Association President; Ms. Lori Lemoine, Career Employees Association President; Dr. Richard Grego, Faculty Senate President; and Ms. Janet Sledge, Administrators Council President.

**VIII. TIME RESERVED/BOARD MEMBERS**

Mrs. Haas thanked Drs. Morgan and Hamby for their help and guidance on the upcoming meeting with SACS.

Mr. Davison explained it was good to hear about the College's long term relationship with the Arc and was proud to be a part of a Board that was sponsoring the Arc's proposed initiative.

Mr. Davis shared how honored he was to be on the Board with a leader like Mr. Lombardo who was doing what is right for the community and the College and thanked Mr. Lombardo for his service.

Dr. Recascino thanked Drs. Morgan and Hamby for their presentation on SACS which was very informative and expressed how important it is for the Board to read the material handed out and to understand what happens when a visit occurs.

Mr. Tanner explained how previous Board meetings have ended late in the evening and suggested as a general rule that meetings begin at 1:30 p.m. or 2:00 p.m.

**IX. ADJOURN**

Mr. Tanner adjourned the meeting at 5:05 p.m.

**Date of next meeting: April 21, 2011.**