Board Workshop began 1:05 p.m.
Mr. Bill Tillard, Director of Campus Safety, presented an overview of the Campus Safety department which included sites patrolled, police details used throughout the year, and the working relationship with the Daytona Beach Police Department and other law enforcement agencies. He explained about emergency management training and tabletop activities conducted with other agencies and College staff. The College has surveillance cameras and locks have been updated so doors can be locked from the inside in case a lockdown is needed. He shared safety orientations are offered to new employees and students. The Campus Safety department produces and distributes an annual security report and utilizes mass notification systems in compliance with the Clery Act. Mr. Tillard reviewed grant awards received from the Federal Emergency Management Agency, Florida Department of Justice, Florida and U.S. Department of Education and the U.S. Department of Homeland Security. He explained the College will increase the use of police on all campuses and will be a part of the everyday landscape. There was also discussion about armed campus security and current laws that are in place that do not allow this.

Board Meeting began 2:08 p.m.
Distributed via e-mail 4/15/13 at 11:09 a.m.: Revised Human Resources Faculty Promotion in Rank Recommendations memorandum (page 142). Made an official part of the minutes as Supplemental A: 4/18/13. Distributed prior to the start of the meeting: revised Annual Equity Report (pages 180 and 191). Made an official part of the minutes as Supplemental B: 4/18/13. Employee Giving Campaign brochure. Made an official part of the minutes as Supplemental C: 4/18/13.
I. CALL TO ORDER
Mr. Lewis called the meeting to order at 2:08 p.m.

II. ROLL CALL
All board members were present.

III. PUBLIC PARTICIPATION
Mr. Lewis indicated there were three public participation requests.

Request to appear before the Daytona State College District Board of Trustees forms. Made an official part of the minutes as Supplemental D: 4/18/13.

Ms. Melanie McDonough, Program Director, Respiratory Care Program, spoke on the health consequences of smoking and how smoking affects the lungs. She explained that nicotine is the most addictive substance in the world and how difficult it is for people to quit. A tobacco free environment will help people to quit smoking.

Mr. Mitch Pietras, Faculty Senate President, spoke in support of the tobacco free policy and shared recent survey data where a majority of the students and employees supported making the campus tobacco free. He shared details of higher education institutions that are smoke or tobacco free, or are considering it, and stated smoking affects all people and appreciated the Board’s consideration of this policy.

Mr. Robert Hill, student, spoke in support of the tobacco free campus policy and felt this was about a health risk and how the College should protect the majority of people who do not use tobacco products. He explained people have the right to smoke but those who are exposed to second-hand smoke do not have a choice. He believed people are not giving up their rights, but are just not able to exercise them on the College’s campuses.

IV. PUBLIC HEARING – POLICIES
A. Approval of Final Reading – Policy 7.16: Tobacco Free Policy
Mr. Lewis presented for approval.

MOTION: (Freckleton/Haas) The District Board of Trustees approve the final reading of Policy 7.16 Tobacco Free Policy (New), as presented. Motion passed by the following vote:

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<tr>
<td>Davis</td>
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<td>Freckleton</td>
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<td>Hosseini</td>
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<td>Lewis</td>
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<td>Recascino</td>
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<td>Tanner</td>
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V. CONSENT AGENDA
A. Approval of 3/21/13 Regular Board Meeting Minutes
B. Approval of Affiliation Agreements
C. Approval of Agreements
D. Approval of Budget Amendments
E. Approval of Deletion of Inventory Items
F. Approval of Grant Applications
G. Approval of Human Resource Recommendations
H. Approval of Out of District Field Trip Requests
I. Approval of President’s Employment Agreement-Amended

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

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

VI. TIME RESERVED/PRESIDENT
A. President’s Update
Dr. Eaton explained that the College continues to monitor the activities in Tallahassee and anticipates the budget conference will begin soon. There are some issues, such as Medicaid and healthcare, that need to be settled before the Legislature can determine how much money is available for education and other areas.

Dr. Eaton explained April begins great student celebrations with awards, pinning, and induction ceremonies. She recently attended Phi Theta Kappa’s induction ceremony held at the News-Journal Center. She shared the College recently hosted the All-Florida Academic Team Awards Ceremony which included a business leader’s roundtable event. Fifteen business leaders, which included Mr. Lewis, shared their expertise with interested students. Dr. Edison Jackson, president at Bethune-Cookman University, was the keynote speaker. That same day, Mr. Davis held his annual award’s ceremony which included honoring students from Daytona State’s culinary program. The College’s annual awards convocation was recently held and close to 150 students were recognized by the faculty for their excellent academic work and service to the College. Employees honored at this event were Ms. Robin Davis, recipient of the Presidential Sterling Award for Teaching Excellence, and recipients of the Presidential Sterling Award for Professional Excellence were Mr. Keith Kennedy, Administrative/Professional category and Ms. Paige Sempson, Career employee category.

Dr. Eaton continues to be active in the community and attended the Center for Business Excellence Board of Directors Meeting; Center for
Women and Men’s annual Women in History luncheon with Trustees Haas and Holness; College Access Summit held at Valencia College; and met with the News-Journal Editorial Board.

B. Approval of Annual Equity Report
Dr. Eaton introduced Mr. Lonnie Thompson, Director of Equity and Inclusion, and thanked the Board for the thorough review and feedback of the report. Mr. Thompson explained the purpose of the report is to show the state and federal government that the College is complying with Florida Statutes as it pertains to education and employment. He stated the report is positive and the College meets or exceeds most of the benchmarks set forth by the Division of Florida Colleges. He reviewed areas of the report that included underrepresentation of students, course substitutions, gender equity in athletics, and employment equity. He summarized the College is working to improve male and minority enrollment and retention; is in compliance with all ADA and 504 requirements; gatekeeper strategies are in place to increase minority performance; changes to athletic programs will bring the College into compliance for 2013-2014; and employment meets or exceeds requirements in most categories.

Mrs. Holness was concerned about areas in the report where it referenced budget restrictions affecting hiring and thought this was vague and should be clarified. Mr. Thompson explained the budget does not directly affect minority hiring and page 91 was amended to remove this language in the report.

MOTION: (Holness/Hosseini) The District Board of Trustees authorize the College to submit the 2012/2013 Equity Report Update to the Florida Board of Education/Office of Equity and Access, as amended. Motion carried unanimously.

VII. ACADEMIC AFFAIRS
A. Overview of College Connections and Physics Olympics
Dr. Michael Vitale, Senior Vice President for Academic Affairs, explained the two events he will be reviewing are led by faculty and are designed to bring high school and middle school students onto campus. He stated there were around 150 high school students from six area high schools that participated in the Physics Olympics this year. Students took part in various events such as bridge building, egg drop, soda straw strong-arm, foil barge, paper tower and laser zap. Dr. Vitale showed a short video of the event.

Dr. Vitale explained Dr. Richard Tamburro and Dr. Walter Saviuk began College Experience Days many years ago for students in high school and middle school. The half-day event is hosted at the College and provides
students an opportunity to attend various short versions of college level courses. This is not a recruitment activity but gives students an opportunity to experience one day as a college student and to see what courses are offered at the College. Dr. Tamburro indicated they focus on at-risk students for this program and work closely with the AVID program. Distributed College Experience Day program. Made an official part of the minutes as Supplemental E: 4/18/13.

Dr. Vitale explained another important part of College Connections is their participation with the Adult Education program. Adult Education faculty can give an Ed Pass to some of their students allowing them to sit in on an actual college course. This provides opportunities to Daytona State’s Adult Education students to be exposed to college level classes.

Dr. Vitale stated the recent graduates of the Dental Hygiene program took their national exam and achieved a 100% pass rate. He shared seven of the twenty-four teachers nominated for the Futures Foundation First Year Teacher award are graduates from the College’s Bachelor of Science in Education.

VIII. FINANCE
A. Executive and Financial Summaries March 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; analysis of reserves, revenues, expenses for all funds 1-7; budget versus actual expenses for funds 1-7; Board designated and local reserve funds; Board reserve spending activity and proposed use through 2014-2015 for Funds 1, 3, and 7; and construction projects at/above $100,000 that are currently underway. Discussion ensued on capital outlay funding and how this relates to funds 1-7. The College’s operating budget is in Fund 1 and must maintain a 5% reserve.

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

C. Approval of Increase to State Unallocated Reserve Fund Balance
Ms. Montgomery explained this increase will shore up the College’s unallocated fund balance reserves to the required 5%.

MOTION: (Freckleton/Haas) The District Board of Trustees approve the reclassification of $273,688.50 from the Board Designated Fund Balance. Motion carried unanimously.
D. Approval of Transfer to Fund 7 Board Designated Reserves for ERP System
Ms. Montgomery explained this request would set aside the Board approved funding of $2M for 2013-2014 and $2M for 2014-2015 for the purchase and implementation of a new Enterprise Resource Planning (ERP) system.

MOTION: (Holness/Recascino) The District Board of Trustees approve the transfer of $4M from Fund 1 Board Designated Reserves to Fund 7 Board Designate Reserves for the new ERP system. Motion carried unanimously.

E. Approval of Tuition Exemptions, Waivers and Receivables
Ms. Montgomery presented for approval. Mrs. Holness commented this was a very informative report on the amount of money in these categories and how students are taking advantage of these opportunities.

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

IX. STUDENT DEVELOPMENT / FACILITIES PLANNING
A. STUDENT DEVELOPMENT
1. Enrollment Report
Dr. Tom LoBasso, Senior Vice President for Student Development and Institutional Effectiveness, explained there are over 4,200 graduates who will be participating in this year’s graduation ceremony. He reviewed data for the Summer 2013 semester which included the fee paying summary report showing total fee paying students are down 11.9 percent. Total fee paying FTE is up .4 percent. He stated new student applications are up overall for the Fall 2013 semester by 22.2 percent and new student registrations are up 51 percent. Mr. Freckleton commented on the eye catching billboards on I-4 and I-95 which may have helped with increases. Mr. Davis shared how responsive Dr. LoBasso’s team was to a request to attend an event in Orlando where they provided information on the College's culinary program to high school students from Miami.

B. FACILITIES PLANNING
1. Approval of Contract for Architectural/Professional Design Services - News-Journal Center Scene Shop/HVAC Improvements
Dr. LoBasso presented for approval.
2. Approval of Contract for Architectural/Professional Design Services - Bldg. 220 Remodel with Addition
Dr. LoBasso presented for approval.

MOTION: (Haas/Recascino) The District Board of Trustees approve the contract for professional design services with HuntonBrady Architects for the Building 220 Remodel w/addition project in the amount of $1,746,374 plus a 10% design contingency of $174,637. Motion carried unanimously.

3. Approval of Construction Management at Risk Services - News-Journal Center Scene Shop/HVAC Improvement
Dr. LoBasso presented for approval.

MOTION: (Hosseini/Holness) The District Board of Trustees approve the below ranking and direct the President or her designee to negotiate the fee and enter into a 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.

<table>
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<tr>
<th>Firm</th>
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<tr>
<td>A.M. Weigel Construction, Inc.</td>
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<tr>
<td>Wharton-Smith, Inc.</td>
<td>437</td>
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<tr>
<td>WELBRO Building Corporation</td>
<td>408</td>
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X. MONTHLY STATUS REPORT
A. Foundation Update
Mrs. Kay Burniston, Executive Director of the Daytona State College Foundation, shared details of the first annual Employee Giving Campaign. The Foundation kicked off the campaign with a thank you event for those employees already contributing to the Foundation. While employees were at the event they were asked to share comments on why they were giving. A video compilation was created of their comments and a portion of the video was shown during the meeting. A campaign brochure was created and distributed to all employees, as well as posters featuring employees who gave. The campaign is being conducted during the month of April
and to date have received almost 30 new members for payroll deduction and others have given annual gifts.

XI. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mr. Lewis discussed scheduling a Board Retreat in May and asked Ms. Mercer to contact the Board to arrange this. He shared he was glad to see articulation agreements in the agenda and would like to continue to work on these types of agreements with other institutions and how important this is for students.

B. Approval of Revised Board Meeting Schedule 2012/2013
Mr. Lewis presented for approval.

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

C. Board Professional Development Opportunities
Mr. Lewis stated there were many good opportunities for professional development and if trustees could only attend one, the Association of Florida College’s annual conference may be a good choice because colleges around the state are represented at this event.

XII. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Dr. Rob Saum, Administrators Council President; Ms. Valerie Lee, Career Employees Association President; Dr. Eaton reported on behalf of Mr. Bill Harrison, Professional Council President; Mr. Mitch Pietras, Faculty Senate President; and Mr. Gabriel Hannans, President-Elect reported on behalf of Ms. Alicia Dove, Student Government Association President.

XIII. TIME RESERVED/BOARD MEMBERS
Mr. Tanner commented on there not being enough clinical opportunities for Nursing students and students are being turned away from the program. He believed there was a disconnect between hospital CEO’s and their staff on the availability of clinicals. He stated there is still a need for two-year nursing students and how they will take the place of those moving into the baccalaureate program once it has been approved. He appreciated any help the Board could provide in this area.

Mrs. Hosseini thanked Board members for their thorough review of the agenda packet and how each trustee has their own areas of interest they pay close attention to and how they compliment each other well.

Mrs. Holness enjoyed learning about the College Experience Day. She congratulated the employees who received awards during the awards
convocation and appreciated receiving press releases from the Marketing Department which help the Board stay informed.

Dr. Recascino commented how this is a busy time of year for educational institutions and was looking forward to attending graduation again this year.

Mr. Freckleton appreciated the workshop on Campus Safety and commented on the recent incident in Boston and how this is a reminder to never let our guard down. He asked everyone to join him in a moment of silence for those who were injured or lost their life in this tragic incident.

Mr. Davis commented on the 23rd annual golf tournament that raised money for scholarships and appreciated having five teams in the event from Daytona State.

Mr. Lewis shared how he missed being at the last meeting and thanked Mrs. Haas for running the meeting.

XIV. ADJOURN
Mr. Lewis adjourned the meeting at 3:48 p.m.

Date of next regular meeting: May 30, 2013.