Dr. Eaton explained over the last two years staff have been discussing with Board the current situation with the ERP and shared Mr. Roberto Lombardo has been updating the Board each month on the progress the College is making on the acquisition of the ERP. She explained CampusWorks was hired to help the College through this acquisition process and invited Ms. Liz Murphy, Chief Executive Officer of CampusWorks, Inc. to share with the Board what they have and will be doing for the College. Ms. Murphy reviewed background of CampusWorks and how they work exclusively in higher education. She explained what an ERP system consists of and how a system can be out of line with institutional goals. She shared changes in systems over the years and what was done to optimize a system to be successful such as customizations, interfaces and shadow systems. She explained the College has many customizations to its current system and some areas have separate software which requires a lot of maintenance by the IT department. She reviewed how the College came to the decision to look for a new system and where they are currently in the process. Three vendors responded and will be invited to come in and do demonstrations. Mr. Giles asked when the committee would make a recommendation and Ms. Murphy reviewed the timeline and how the vendors will be evaluated. The CampusWorks team will do an apples-to-apples comparison across the proposals and work with the vendors to make sure what is presented is the most competitively priced for what they are bidding. All
information will be presented to the ERP committee, subsequently presented to the executive team with a recommendation being presented to the Board. Mrs. Holness asked how long CampusWorks will be available to work with the College once a vendor has been identified. Ms. Murphy indicated the current contract ends with the selection of the vendor and negotiations are complete. She shared they have had conversations about CampusWorks staying on to do other work and referred to the business process review which the College will need to do before implementation of the ERP. The review documents how processes are done now and then develop processes that will become the basis for the implementation which can normally take six-months. This review starts with a definition on what the institution is trying to create for its student experience. Ms. Murphy shared CampusWorks can provide assistance and be the project manager for the project and be on site every day if that is something the College is interested in. She explained each of the vendors providing software will provide training and consulting which ensures the warranty on the software is protected. She stated implementation should be a top priority of the institution because it takes everyone working together and collaboration is critical to be successful. She reviewed results of a study that showed only 10% of ERP projects in any industry come in on time and budget, 55% had time and cost overruns, and 35% cancelled. She reviewed survey data on challenges to ERP implementation that contributed to those who cancelled. The next steps are vendor selection, product demos, reference checks, comparative presentation, recommendation, negotiation and approval. Ms. Murphy answered questions from the Board on redundancy, disaster recovery, data entry and conversion, implementation time considerations, employee workloads and commitments, and vendor presentation scenarios and guidelines. Dr. Eaton was appreciative of the Board’s enthusiasm and how they understand the huge undertaking of this project.

Board Workshop adjourned 2:03 p.m.

Board Meeting began 2:10 p.m.
Distributed via email 4/21/14 12:32 p.m.: Human Resources memorandum (Page 128a).
Made an official part of the minutes as Supplemental A: 4/24/14.

I. CALL TO ORDER
Mr. Freckleton called the meeting to order at 2:10 p.m.

II. ROLL CALL
Mr. Davis 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.

IV. PUBLIC HEARING – POLICIES
A. Approval of Second Reading College Policy 7.10: Requirements for Entry Level Assessment and Remediation Options
Mr. Freckleton presented for approval.
MOTION: (Recascino/Holness) The District Board of Trustees approve the second and final reading of Policy 7.10 Requirements for Entry Level Assessment and Remediation Options, as presented. Motion carried unanimously.

V. CONSENT AGENDA
A. Approval of 3/27/14 Regular Board Meeting Minutes
B. Approval of Affiliation Agreements
C. Approval of Agreements
D. Approval of Budget Amendments
E. Approval of Deletion of Inventory Items
F. Approval of Grant Applications
G. Approval of Human Resource Recommendations
H. Approval of Out of District Field Trip Request

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

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

VI. TIME RESERVED/PRESIDENT
A. President’s Update
Dr. Eaton pointed out the Center for Women and Men’s newsletter provided to trustees as information. Dr. Eaton highlighted some of her activities since the last Board meeting which included a taping with the City of Daytona Beach for a promotional video; attending the Higher Education Research and Development Institute (HERDI) Spring meeting. She explained HERDI provides an opportunity for college presidents who serve on an advisory board to review products before they go to the market. She attended the American Association of Community Colleges’ (AACC) Commission on Diversity, Inclusion and Equity meeting in Washington, DC; participated in the College’s Outstanding Student Awards Ceremony; and was keynote speaker at the News-Journal Medallion of Excellence Awards Banquet which recognized 45 Volusia County high school students. She explained of the recent Board Retreat and will be following up with the Facilities Planning Advisory Council on items from the retreat, one of which included hiring a firm for the 3D modeling and placement of the new building on the Daytona Campus. She shared the College will be hosting a Workforce Summit on May 28, 2014; and stated Mrs. Mary Bruno, Associate Vice President of the College of Workforce and Continuing Education, was invited to address the Volusia County Council on the topic of apprenticeships. Calls have been made to Senators Hukill, Simmons, and Thrasher asking for support of the College’s operating and capital funding requests for the coming
year. She attended a STEM seminar and explained faculty brings in a variety of speakers for students and faculty to attend. She participated on a higher education panel for the Daytona Regional Chamber of Commerce’s Leadership Day; hosted Kevin Christian, AACC’s Senior Program Associated for Diversity, Inclusion and Equity; and attended the Daytona Regional Chamber of Commerce Board of Directors meeting.

B. **Approval of Land Purchase**

Mr. Freckleton explained this was tabled from the last Board meeting and was being presented for consideration. Mr. Escudero shared after hearing the presentation at the Board Retreat this purchase did not fit into the broader plan for the campus. Mr. Giles asked about a counteroffer and Dr. Eaton indicated staff brought forward the best and lowest offer at that time and was awaiting instructions from the Board on how they would like to proceed. Mrs. Hosseini discussed having a plan from staff on what would or would not work long term. Dr. Eaton believed staff were following the direction of the Board to bring forward property on the map that becomes available for purchase and felt it was important to have the Board’s direction on how they would like staff to proceed. Mr. Escudero stated the vision put forward at the retreat for future construction included land between White Street and Seneca and felt the College should continue to pursue property in that area, but not east of Seneca. He felt the lots on the east side of Seneca could be sold when the market improves. Mr. Lubi stated it could be timely to reassess the previous plan and agreed with Mr. Escudero on focusing the efforts between White and the west side of Seneca, and selling property east of Seneca so funds could be used to acquire other property.

**MOTION:** (Escudero/Giles) The District Board of Trustees will not purchase the property at 301 N. Seneca Street, Daytona Beach. Motion carried unanimously.

Mr. Freckleton asked if Mrs. Hosseini would like to make a motion for a new direction and she felt it made sense for the staff to develop a plan for the vision of the College and what would be needed to accomplish this. She indicated west of Seneca made sense and knows some owners would not sell to the College but would like to have an analysis done for this area. Mr. Freckleton clarified that an update of the site plan was needed and Dr. Eaton understood that the College should work with its real estate agent to review where the market is right now with regards to property acquisition, and for the long-term, the College, when developing the master plan for submission to the state next summer, should spend some time thinking about what the property could be used for if contiguous areas could be acquired. Mrs. Hosseini commented on the area where only a few parcels were needed and may need to spend additional money to buy parcels that could make an area contiguous. Mr. Giles commented
that the realtor could look block by block, aggressively going after those that are needed, and then discussions on zoning changes could be pursued. Dr. Eaton asked if the Board would like the real estate agent to consider selling the lots east of Seneca. Mr. Lubi felt that would be appropriate since they are outside the identified area and this would bring in revenue that could be reinvested in purchasing other parcels. The more clusters created the more valuable it becomes to the College. Mr. Giles felt putting the property east of Seneca on the market would be appropriate and Habitat Humanity should be contacted about the availability of this property.

C. Approval of Annual Equity Report
Dr. Eaton introduced Mr. Lonnie Thompson, Director of Equity and Inclusion. Mr. Thompson explained the College meets or exceeds most of the benchmarks set forth by the state. He reviewed the purpose of the report; data on underrepresented students which included enrollment, completions, retention and gatekeeper courses; course substitutions for students with disabilities; athletic participation by gender; and employment data. In summary, he shared the College is working hard to improve male and minority enrollment and retention and stated decreases in these areas are being seen statewide. The College is in compliance with ADA and 504 requirements; gatekeeper strategies are in place to increase minority performance; athletics is in compliance with Title IX; and employment meets or exceed census requirements in most categories. Mrs. Holness commented it was a well written report and how some of the diversity levels are not where they need to be but shows the College is trying.

MOTION: (Hosseini/Holness) The District Board of Trustees authorize the College to submit the 2013/2014 Annual Equity Report Update to the Florida Board of Education/Office of Equity and Access, 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 March 31, 2014 and year to date expenses are $64,434,515 (72%) of the Annual Budget of $89,821,115; 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. Discussed the comparison of state revenue percentages from the previous year and if funding from the state had increased. Ms. Montgomery 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 and expenditures in funds 2, 3, 4, 5, 6, and 8. 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 – February 2014**

Ms. Montgomery presented as information.

**VIII. CHIEF OPERATING OFFICER/PROVOST**

A. **Approval of Architectural/Professional Design Services Contract for Flagler/Palm Coast Existing Building 2 Renovation/Remodel**

Dr. Tom LoBasso, Chief Operating Officer/Provost, explained the College has now negotiated the contract for professional design services and is being presented to the Board for approval.

**MOTION:** (Holness/Recascino) The District Board of Trustees approve the contract for professional design services with Schenkel & Shultz, Inc. for the Flagler/Palm Coast Building 2 Renovation/Remodel project in the amount of $58,500 plus a 10% design contingency of $5,850. Motion carried unanimously.

**IX. ACADEMIC AFFAIRS**

A. **Approval of New Courses**

Dr. Amy Locklear, Vice President for Academic Affairs, reviewed five new courses approved by faculty and the Curriculum Committee and presented for approval.

**MOTION:** (Lubi/Hosseini) The District Board of Trustees approve the following new courses, CJE 2304 Introduction to Police Supervision, CJL 2072 Civil Rights and Liability in Criminal Justice, COS 0003L Cosmetology Bridge Lab - Introduction to Cosmetology, LIN 1670 English, Usage and Composition, REA 1105 Critical Reading Techniques, effective Fall 2014. Motion carried unanimously.

B. **Approval of Major Course Revisions - Accounting**

Dr. Locklear explained courses were revised to meet the state mandated program length requirement and a course number was changed to be in line with other institutions in the state.
MOTION: (Recascino/Escudero) The District Board of Trustees approve the major course revisions for ACG 2021 Principles of Financial Accounting, ACG 2071 Principles of Managerial Accounting, APA 1111 Computerized Accounting/Bookkeeping I, APA 1121 Computerized Accounting/Bookkeeping II, effective Fall 2014. Motion carried unanimously.

C. Approval of Major Course Revisions - English Composition
Dr. Locklear explained the major course revisions will focus on writing skills.

MOTION: (Escudero/Giles) The District Board of Trustees approve the major course revisions for ENC 1101 Introduction to Composition and ENC 1102 Writing with Research, effective Fall 2014.

X. STUDENT DEVELOPMENT
A. Enrollment Report
Mr. Buck James, Vice President for Enrollment and Student Development, reviewed enrollment data for the Spring 2014 semester compared to last year which included headcount, FTE, dual enrollment and apprentice. He also reviewed data for the upcoming Summer and Fall semesters. Mr. James explained the College annually conducts job fairs for the Health and Public Services area and General Business area. He shared 3-year data on the participation by employers, those seeking employment, and the number of students hired at these events. Mr. James reminded everyone of commencement on May 13, 2014 and anticipates about 1,000 of the 3,293 graduates to participate in the ceremonies.

XI. INFORMATION TECHNOLOGY
A. Monthly Update: ERP
Mr. Roberto Lombardo, Senior Vice President for Information Technology and Center for Interactive Media, reviewed the project timeline and the College is now in the demonstration and selection stage. The College received responses from the top three companies and will be inviting them on campus to provide product demonstrations. Reference checks will be conducted by the ERP Advisory Committee. An apples-to-apples comparison will then be done by the ERP Advisory Committee using information from the RFP, demonstrations, community feedback and reference checks. A recommendation will be brought forward to the senior executive staff and will then be presented to the Board in June for approval. After the selection has been approved, that will be the time to review business processes and use the new business process for the implementation of the ERP. He reviewed project management, training and how the implementation will be a two to three-year commitment. Mr.
Freckleton asked about updates to the system and Mr. Lombardo indicated this would be included in the contract so the system will stay current. Mr. Lubi commended Mr. Lombardo on the inclusion of all the different groups and users in this process and how critical this is for the success of the system. Mr. Giles asked if CampusWorks would be partnering with the College for the business process review and Mr. Lombardo explained that would be a proposal that would have to be added.

XII. MONTHLY STATUS REPORT
A. Foundation Update
Ms. Kay Burniston, Executive Director, explained the Foundation is conducting the second annual employee campaign and are highlighting different employees who donate to the Foundation and exemplify the reasons why they give. She shared Dr. Rich Gross, feasibility study/capital campaign consultant, has been meeting with individuals and groups and will be laying the groundwork for additional interviews and summits. She shared details of the recent Donor Appreciation Luncheon where donors and scholarship recipients had the opportunity to meet and interact with each. She shared information about some of the donors at the event and felt it was important the students meet those who fund the scholarships and care about the students’ future. Mr. Escudero commented on the status of a scholarship and how an organization would establish a scholarship.

XIII. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mr. Freckleton thanked the Board for their support while chairing the meeting and was honored and privileged to serve the Board.

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
Mr. Lubi appreciated being on the Board and has learned a lot in the past 30 days. Applauded Dr. Eaton, her leadership team, and the faculty and staff on the effort put forth in making Daytona State a premiere school and meeting the workforce needs of the area.

Mrs. Hosseini thanked the staff for all they do and Mr. Freckleton for running the meeting.
Mrs. Holness felt the workshop was very informative and looks forward to the implementation of the ERP. She looks forward to the constituent reports and how interesting it is to hear about the employees and how they give back to the community. She asked everyone to keep Mrs. Haas in their prayers.

Mr. Giles commented on the architect/engineer RFP’s and is hopeful the College can pursue local companies where there are established relationships. Spoke about an intern at his company who will be graduating from Daytona State in May and was surprised how many people do not participate in commencement. He shared how achieving a degree was a monumental accomplishment and hopes more students participate.

Dr. Recascino pointed out Mrs. Holness made the cover of the Center for Women and Men.

Mr. Escudero asked about the agreements consent agenda memo where it indicated documents may not be in final form and Dr. Eaton will meet with him to review. He received a briefing on the Small Business Development Center from Mrs. Bruno and Mr. Ned Harper, Director of the Small Business Development Center, and was impressed with their work and shared details about the assistance the Center provides. He suggested the Board also receive a similar briefing at a future meeting. He discussed Mr. Harper’s idea of hiring an individual who would coordinate between small businesses and government entities in the county so businesses could piggyback on government contractual arrangements.

XVI. **ADJOURN**

Mr. Freckleton adjourned the meeting at 4:01 p.m.

**Date of next regular meeting: May 22, 2014.**