

**MINUTES: May 12, 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  
Mrs. Donna Brosemer  
Mr. Bob Davis  
Mr. Lloyd Freckleton  
Mrs. Mary Ann Haas  
Mrs. Betty Holness  
Mr. Dwight Lewis**

**ABSENT: Mrs. Forough Hosseini**

**Board Workshop began 2:36 p.m.**

**Roll Call** – Mrs. Hosseini was absent. Dr. Recascino was absent during roll call but arrived after the start of the workshop.

Dr. Angele Falconetti, Vice President of Planning and Development, presented an overview of the Planning Council process and the role of the Planning Council which was to review proposals for new initiatives and prioritize these proposals and make recommendation to the President and President's Cabinet.

Mr. Steven Eckman, Director of Facilities Planning, presented an overview of the facilities planning process which included inventory of space, how the five-year survey of need is developed, how the Capital Improvement Plan (CIP) is developed and what projects are currently on the CIP, and what projects are anticipated through 2015.

**Board Workshop adjourned 3:00 p.m.**

**Board Meeting began 3:09 p.m.**

*Distributed via e-mail 5/10/11 6:13 p.m. Revised page two Faculty Promotion in Rank Recommendations (Page 6). Made an official part of the minutes as Supplemental A: 5/12/11. Revised Human Resources Recommendations (Page 7). Made an official part of the minutes as Supplemental B: 5/12/11. Revised Transmittal Form (Page 75). Made an official part of the minutes as Supplemental C: 5/12/11. Revised Transmittal Form (Page 98). Made an official part of the minutes as Supplemental D: 5/12/11. Distributed*

*prior to start of meeting. Revised Human Resources Recommendations (Page 8).  
Made an official part of the minutes as Supplemental E: 5/12/11.*

**I. CALL TO ORDER**

Mr. Tanner called the meeting to order at 3:09 p.m.

**II. ROLL CALL**

Mrs. Hosseini was absent.

Mr. Tanner asked newly appointed trustees, Mrs. Brosemer, Mr. Freckleton, Mrs. Holness and Mr. Lewis, to introduce themselves. Mr. Tanner introduced Mr. Nate Adams, legal counsel with Holland & Knight law firm, and Mr. Jon Kaney, legal counsel with Cobb Cole law firm. Mr. Tanner wanted to thank Mr. Peter Heebner for his years of service to the Board and the College and how he did a great job. The Board requested a letter thanking Mr. Heebner be prepared on behalf of the Board, which the chairman will sign.

**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.

**IV. CONSENT AGENDA**

- A. Human Resources Recommendations
- B. Grants Applications
- C. Agreements
- D. Affiliation Agreements
- E. Budget Amendments
- F. Out of District Field Trip Requests
- G. Out of Country Travel Request – Divo - Greece
- H. Out of Country Travel Request – Divo – United Kingdom

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

Mr. Tanner explained Mr. Freckleton shared he would not be voting during this meeting as his term has not begun, but the Board valued his input during discussions.

**V. FINANCE/FACILITIES**

**A. Finance**

**1. Financial Highlights as of 4/30/11**

Mr. Dennis Micare, Interim Associate Vice President/Controller, reviewed highlights from the financial report ending 4/30/11. Mr. Micare discussed the development of the 2011-2012 budget and how staff have been working to decrease the budget to the 2009-2010 level of funding and the budget will be presented to the Board

next month. He explained the college will receive \$1 million for the writing center which is a joint initiative with the University of Central Florida. He further stated they are expecting the Legislature to approve an eight percent fee increase which will amount to less than a five dollar increase per credit hour for students. Mr. Lombardo explained the three percent FRS employer contribution will come back into the budget and how staff have been working since January on reducing the budget and anticipates having a contingency fund in place for the new president.

Mr. Lombardo wanted to recognize the help of a few individuals and shared Senator Evelyn Lynn has worked very hard this year for the College ensuring requests for Public Education Capital Outlay (PECO) funding were in place as well as funding for the writing center. He indicated what is just as important is what Mr. Mori Hosseini and Mrs. Forough Hosseini did, which was opening the doors in Tallahassee so they could meet with members of the Legislature. Mr. Davis hopes people understand what an incredible job these individuals did and also wanted to thank them publicly. Mr. Tanner also recognized Mr. Lombardo and Mrs. Crow for their work during this process.

**2. Checks Issued Greater Than/Equal to \$50,000**

Mr. Lombardo reviewed and presented as an information item.

**3. Report of Purchasing Items**

Mr. Lombardo reviewed and presented as an information item.

**4. Enrollment Report**

Dr. Tom LoBasso, Vice President for Enrollment and Student Services, reviewed the enrollment report and mentioned how the College is advertised in the west side of Volusia County which has experienced a tremendous amount of growth over the last few years. He also shared the College is promoting summer courses that university students can take while in the area for the summer that can be transferred back to their home university. He explained how the current economy is one of the factors that effects enrollment.

Mr. Tanner advised the President's Office just received word from the Governor's Appointments Office that Mr. Bill Davison's early resignation was accepted and that Mr. Freckleton's term on the Board would begin immediately.

**B. Facilities**

**1. News-Journal Center Control Room – Project #11-110**

Mr. Lombardo presented and recommended approval.

**MOTION:** (Recascino/Haas) The District Board of Trustees approve Ovation Construction, Inc. costs in the amount of \$194,879 and a contingency in the amount of \$19,488, for a total of \$214,367 for construction of a control room lab at the News-Journal Center. Motion carried unanimously.

**C. Purchasing**

**1. Information Technology Main ERP Server System – ITB #11-006**

Mr. Lombardo explained the College is in need of new servers and recommended approval.

**MOTION:** (Davis/Holness) The District Board of Trustees approve the purchase of two servers for the information technology department to Abtech Systems, Inc., in the amount of \$173,700, as the lowest responsible bidder. Motion carried unanimously.

**VI. ACADEMICS**

**A. Overview of Academic Programs**

Dr. Michael Vitale, Interim Vice President of Academic Affairs, provided an overview of academic programs that included the mission of Academic Affairs, organization structure, educational opportunities, athletics, the College of Business Administration, the College of Education, the College of Arts, Music and Science, the College of Health, Human and Public Services; and the College of Workforce and Continuing Education.

**VII. SACS**

**A. Results of SACS Visit**

Mr. Lombardo asked Dr. Nancy Morgan, Associate Vice President of Accreditation, Compliance and Contracts, to review the results of the recent visit by SACS. She explained SACS complimented the College on its academic excellence and how it was evident the College is providing opportunities for students to fulfill their dreams and change their lives, and how the College was making an invaluable contribution to the community. Dr. Morgan shared the College did receive two recommendations listed below:

Recommendation 1: The Committee recommends the institution demonstrate that it is free from external influences and protects the institution from such influence.

Recommendation 2: The Committee recommends that the College demonstrate a clear and appropriate distinction, in writing and practice, between the policy-making functions of the Board and the responsibility of the administration and faculty to administer and implement policy.

Mr. Lombardo explained the College will be preparing a response and has asked Mrs. Haas to work with Dr. Morgan and the Committee to assist with the response on the first recommendation and Mr. Lewis to assist with the response on the second recommendation.

## **VIII. INTERNAL AUDITOR**

### **A. Status Report**

Ms. Isalene Montgomery, Internal Auditor, reviewed the purpose and benefits of audits, timeframe of audits, preventative measures with regards to the audit, and types of audit opinions. She reviewed the State Auditor's financial audit for the period of 7/1/09 to 6/30/10 and what steps have been taken to enhance internal controls at the College. She indicated the State Auditors are currently conducting the operational audit and what specific areas are being reviewed. Ms. Montgomery explained she is currently conducting a review of surplus property and what the scope of this review entails. The Board expressed appreciation for Ms. Montgomery's report and her work.

## **IX. TIME RESERVED/PRESIDENT**

### **A. OLD BUSINESS**

#### **1. Community Cultural Foundation Task Force Update**

Mr. Tanner explained there has been no formal acknowledgement by the CCF Board on what they feel their responsibilities are and explained College legal counsel was asked to draft a letter to CCF but this had been placed on hold. He asked if the Board would authorize College legal counsel, in consultation with Mr. Nate Adams, Holland & Knight, to determine what legal options the Board has and then determine how to proceed. Those new to the Board would like to be brought up to speed on this issue so this can move forward and be resolved. Ms. Montgomery will provide the timeline and information to new trustees on this issue.

**MOTION:** (Brosemer/Holness) That District Board of Trustees ask legal counsel for the College and Board to explore all legal options and present for review during a Board workshop. Motion carried unanimously.

**2. Presidential Search Update**

Mr. Tanner stated the College has had significant changes over the last six months with a new Board, an interim president who has brought stability to the College, a lingering SACS issue, and an ongoing audit. He felt they were in an unsettled state with regards to collateral matters, but explained the College is doing well in other areas, and felt trying to find a new president with all that is going on would be difficult. Mr. Tanner turned the meeting over to Dr. Recascino.

**MOTION:** (Tanner/Haas) That the District Board of Trustees suspend, until further notice, the search for a new president at this time, and ask the interim president to remain to assist the College with creating a leadership team that will carry it through until a new president can be selected.

Board members expressed concern about stopping the process and believed there was a good pool of candidates to select from and would like to see the process continue and shared a new president's job would be to work on those issues that still remain to be resolved. Mr. Tanner withdrew his motion.

Mr. Lombardo explained the College is important to him and he will stay long enough to help the institution through the search process, but not too long. He stated this is the best Board the College has ever had and how they have discussed tough topics and came to a decision professionally and courteously.

**MOTION:** (Tanner/Haas) That the District Board of Trustees select a member of the Board to negotiate with the Interim President, compensation for the remainder of his term as interim president.

**AMENDED**

**MOTION:** (Haas/Holness) That the District Board of Trustees appoint Mr. John Tanner to negotiate with the Interim President, compensation for the remainder of his term as Interim President. Motion carried unanimously.

Mr. Lombardo was honored by this gesture but expressed he did not want additional compensation and thanked the Board for their confidence in him.

Dr. Recascino returned the meeting to Mr. Tanner.

**B. NEW BUSINESS**

**1. 2010/2011 Annual Equity Report**

Mr. Lombardo introduced Mr. Keith Kennedy, Dean of Student Development, who reviewed areas of the Annual Equity Report.

*Dr. Recascino and Mrs. Haas left the meeting at this point.*

**MOTION:** (Davis/Freckleton) That the District Board of Trustees approve the submission of the 2010/2011, Part 2 of the College's Annual Equity Update Report to the Florida Board of Education/Office of Equity and Access. Motion carried unanimously.

**2. Pre-Approval WDSC Equipment Replacement Purchase**

Mr. Lombardo presented and recommended approval.

**MOTION:** (Lewis/Brosemer) That the District Board of Trustees pre-approve the purchase of replacement/refresh of equipment for WDSC for an amount not to exceed \$157,010. Motion carried unanimously.

**3. Advanced Technology College Charter Renewal**

*Distributed ATC Documents, F.S. 1002.34 Charter Technical Career Centers. Made an official part of the minutes as Supplemental F: 5/12/11.*

Mr. Lombardo asked Mr. Babb to provide a summary of the charter agreement with the school district of Volusia and Flagler counties. Mr. Babb explained at the January 2011 Board meeting, the Board authorized discussion with the superintendents on renewing the charter agreement. He stated the superintendents are agreeable to renewing the Charter for two years. Mr. Lombardo explained to continue the operation of the ATC he recommended the Board approve the renewal of the ATC Charter.

**MOTION:** (Davis/Brosemer) That the District Board of Trustees approve the request for the parties to renew the Charter agreement and the addendum (Attachment A) for the Advanced Technology Center for an additional two (2) year period, effective July 1, 2011, expiring June 30, 2014. Motion carried unanimously.

**4. 2011/2012 Board Meeting Dates and Locations**

Mr. Lombardo explained these meetings are subject to change throughout the year and meeting locations can be revised so the Board can meet at other campus locations.

**MOTION:** (Davis/Lewis) That the District Board of Trustees approve the dates and location for the 2011/2012 Daytona State College District Board of Trustees meetings as published, and are subject to change as needed. Motion carried unanimously.

**5. Resolution of Appreciation**

Mr. Lombardo presented for approval.

**MOTION:** (Lewis/Holness) That the District Board of Trustees approve the resolution of appreciation for Dr. Steven G. Miles and a signed copy of the document be presented to him at an appropriate time. Motion carried unanimously.

**6. ACCT Membership Renewal**

Mr. Lombardo explained this is a renewal of members for the Board and how there are opportunities for training through ACCT and recommended approval.

**MOTION:** (Davis/Brosemer) That the District Board of Trustees approve the annual membership renewal to the Association of Community College Trustees (ACCT). Motion carried unanimously.

**7. Auditor General**

Mr. Lombardo explained they have met with the auditors and continue working with them throughout the audit process and shared how helpful they have been in working with the College.

**8. Central Florida Broadcast Opportunity**

Mr. Lombardo introduced Dr. Bob Williams, Vice President of WDSC-TV/Economic Development, who reviewed the opportunity for WDSC-TV to partner with the University of Central Florida and

Brevard Community College for a Central Florida Broadcast Partnership to preserve PBS broadcasting in Central Florida while supporting the mission of public higher education. The Board discussed the benefit to the College and its students and what the costs would be associated with this opportunity and felt there was not enough information at this time. Dr. Williams explained further details will be brought back to the Board at the next meeting.

*Distributed revised College Policy 3.01: Standard of Ethics and Professionalism for Public Officers and Employees of Agencies. Made an official part of the minutes as Supplemental G: 5/12/11.*

Mr. Lombardo explained revised College Policy 3.01 will be brought forward to the Board for first reading at the next meeting.

**X. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Mr. Hector Valle, Professional Council President; Ms. Lori Lemoine presented on behalf of Dr. Richard Grego, Faculty Senate President; Ms. Lori Lemoine, Career Employees Association President; Ms. Catherine Webb, Student Government Association President; and Dr. Ted Sofianos presented Ms. Janet Sledge, Administrators Council President.

**XI. TIME RESERVED/BOARD MEMBERS**

Mr. Lewis shared it was a good meeting.

Mrs. Holness shared it was a good meeting and was glad to be a part of the Board.

Mr. Freckleton shared he was happy to be a part of the Board and looks forward to many more meetings.

Mr. Davis wished Mr. Lombardo a happy birthday and had everyone sing happy birthday.

**IX. ADJOURN**

Mr. Tanner adjourned the meeting at 6:08 p.m.

**Date of next meeting: June 16, 2011.**