MINUTES: May 22, 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
Mrs. Mary Ann Haas, Chair
Mr. Lloyd Freckleton, Vice Chair
Mr. Bob Davis
Mr. Stanley Escudero
Dr. Christina Frederick-Recascino
Mr. Brad Giles
Mrs. Forough Hosseini

ABSENT: Mrs. Betty Holness
Mr. Garry Lubi

Evaluation of President began 1:05 p.m.
Distributed Presidential Performance Appraisal 2013-14 Tally Sheet. Made an official part of the minutes as Supplemental A: 5/22/14-Evaluation.

Mrs. Haas shared the results from the evaluations submitted by all nine of the trustees and indicated Dr. Eaton averaged 4’s (Exceeds Some Expectations) and 5’s (Significantly Exceeds Expectations) on the subcategories in the evaluation instrument. Mrs. Haas asked if the Board would like to make any comments at this time.

Mrs. Hosseini thanked Dr. Eaton for all she has done over the three years she has been at the College and in addressing and resolving difficult issues. She appreciated bringing forward the issues with regards to performance funding and hearing of the work that has already begun to address the performance evaluation criteria.

Mr. Freckleton asked Dr. Eaton to continue to look for issues that need correcting and to keep the Board informed on findings so they can be prepared.

Dr. Recascino felt Dr. Eaton has done a good job trying to correct issues identified and establish best practices at the institution. She knows faculty and staff are appreciative of Dr. Eaton’s leadership which speaks volumes to a trustee. She thanked Dr. Eaton for addressing last year’s comments about her activity and appreciated seeing her monthly activity which shows how active she is at the local, regional, state and national levels. She felt she has done a fabulous job and appreciated Dr. Eaton’s leadership.
Mr. Escudero explained as a new trustee he is still learning but was impressed with Dr. Eaton’s professionalism, the scope of the operations of the College and administering an extraordinary range of activity. He urged Dr. Eaton to continue to pay close attention to the Governor’s performance standards. He was impressed with the SBDC and hopes to see more resources devoted to it so it can expand. He shared of a recent editorial in the newspaper on training for economic recovery.

Mr. Davis concurred with everyone and shared of his monthly morning coffee with a group that included the editor of the Daytona Beach News-Journal.

Mr. Giles felt Dr. Eaton was doing a marvelous job and appreciated the magnitude of her position. He knows there is still much more work to do and shared of the importance of maintaining fluid communication with the employees. He stated the new ERP system will be a major project and felt the Board could help facilitate this project.

Dr. Eaton thanked the Board and was very pleased with the evaluation results and felt this was indicative the Board was pleased with the direction she was going. She shared there were some trustees who indicated areas for improvement and will meet with them individually to discuss further to see how these can be improved. She stated some trustees gave suggestions for goals and will be reviewing those. Dr. Eaton explained there were four goals that will be very important in the coming year - performance funding, ERP, work of the Foundation with the feasibility study and capital campaign, and funding for the new building. She shared Mr. Hosseini is currently in Tallahassee and is appreciative of his support for the College’s funding request of the new student services/classroom building.

Dr. Eaton shared the ERP discussion began when she first arrived and how plans have been put in place. Staff have anticipated this would be about a $10 million project and this amount is still accurate. She explained how the Board has already set aside $7 million for this project. The staff have been pleased with the work by Campus Works and shared there were two vendors that met all the standards of the RFP. The ERP Advisory Committee has met and made a recommendation to the senior executive staff to proceed with PeopleSoft/Oracle.

Dr. Eaton explained the Council of Presidents had been working with legislators with regards to the performance funding model so state colleges could have the one-year pause before funding went through the model. This would give colleges the same opportunity as the universities and the time to work on the variables. Dr. Eaton stated there were seven variables in the model and how many of the changes in academic affairs have been addressing these areas. The College will continue working to address variables which will take a lot of work and resources to improve the College’s current position. Discussed data that may be used to address variables, which are not yet finalized. She shared the presidents are discussing a local variable that could reflect an area of strength for an institution.
Evaluation of President adjourned 1:39 p.m.

Board Workshop began 1:40 p.m.
Dr. Eaton introduced Mr. Ned Harper, Director of Small Business Development Center (SBDC), who reviewed information about the SBDC. The SBDC was established at Daytona State in 1976, serves all of Volusia County, and is funded in part by the U.S. Small Business Administration. He shared details of the SBDC’s collaborations, their mission, and 2013 data on economic impact and service. The SBDC serves all levels of business from pre-venture to growth and expansion, offers business consulting at no-cost, and offers a variety of seminars and workshops to assist their clients. Discussed SBDC services in Flagler County.

Board Workshop adjourned 1:56 p.m.

Board Meeting began 2:04 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: 5/22/14.

I. CALL TO ORDER
Mrs. Haas called the meeting to order at 2:04 p.m.

II. ROLL CALL
Mrs. Holness and Mr. Lubi were absent.

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

Dr. Eaton introduced Ms. Laura Brown, Women’s Golf Team Coach, and congratulated her and the women’s golf team on their 7th NJCAA Women’s Golf Championship. Ms. Brown explained this was one of the team’s best years academically and athletically and shared information about the students and their future plans.

IV. CONSENT AGENDA
A. Approval of 4/24/14 Regular Board Meeting Minutes
B. Approval of Affiliation Agreements
C. Approval of Agreements
D. Approval of Authorization Request for Expenditures
E. Approval of Budget Amendments
F. Approval of Deletion of Inventory Items
G. Approval of Grant Applications
H. Approval of Human Resource Recommendations
I. Approval of Out of Country Travel - Peterson
J. Approval of Out of District Field Trip Request
Mrs. Haas asked if there were any items trustees would like pulled from the Consent Agenda for further discussion. Mr. Freckleton asked to pull item IV.I. and Mr. Giles asked to pull item IV. G.

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

Item IV.G. – Approval of Grant Applications
Mr. Giles inquired about the training component of the Common Core grant. Dr. Nancy Morgan, Associate Vice President for Institutional Effectiveness, explained there are a number of institutions involved and each will provide standardized training developed by the state on specific common core standards.

Mr. Giles explained he would need to recuse* himself from the Youthbuild grant because his company is a donor of in-kind services.

**MOTION:** (Freckleton/Hosseini) The District Board of Trustees approve Item IV.G. – Approval of Grant Applications. Motion carried with Mr. Giles recusing* himself.

Item IV.I. – Approval of Out of Country Travel – Peterson
Mr. Freckleton was concerned this item was being brought forward after the trip had begun and requested that future travel be presented to the Board for approval prior to a trip occurring.

**MOTION:** (Hosseini/Escudero) The District Board of Trustees approve Item IV.I. – Approval of Out of Country Travel - Peterson. Motion carried unanimously.

**V. TIME RESERVED/PRESIDENT**

**A. President’s Update**
Dr. Eaton highlighted some of her activities since the last Board meeting which included attending the Academic Excellence Symposium, various graduation and pinning ceremonies, Foundation Investment Committee meeting, annual retiree reception, and the Volusia County Council meeting where Mrs. Mary Bruno spoke on the County’s apprenticeship proposal. She shared the Facilities Planning Advisory Council (FPAC) met the beginning of May and thanked Mr. Giles for attending. Staff updated FPAC on the Flagler/Palm Coast building 2 renovation and the approval to proceed with hiring an architect/planning firm for the placement of the new building on the Daytona Campus. She attended the ERP vendor demonstrations; Daytona Regional Chamber of Commerce Board of Directors meeting; was a judge again at the Volusia Literacy Council’s spelling bee and shared Embry-Riddle won this year’s event; and thanked trustees who were able to attend the commencement ceremonies. She attended a reception for Governors Rick Scott and Rick Perry and thanked
Mr. and Mrs. Hosseini for the invitation. Daytona State was currently hosting the Association of Florida Colleges joint commission meetings on its campus.

Dr. Eaton continued from her earlier discussion on Performance Funding and wanted to provide the Board with a more in-depth understanding and background on what the College will be facing and what has been done already to address performance areas. She reviewed the performance funding allocation framework document that included three goals established by the State Board of Education; seven measures developed by the Chancellor’s Office working with the Council of Presidents, and the Governor’s Office; benchmarks which identify the different years of data that will be used; the point values for each measure, and where colleges need to be by 2017-2018. She explained staff will prepare information for the June meeting that will show where the College is with regards to the seven measures. She explained the College has taken significant steps with regards to the cost of instruction with the changes to supplemental pay and reduction in personnel. Changes to curriculum have happened over the past few months that will begin to address barriers to completion.

Discussed benchmarks and how points are earned within a range and impact on future funding. Dr. Eaton shared she will be working to have only new money go through this funding model. Mrs. Sharon Crow, Senior Vice President of Governmental Relations, explained half the money for universities was new money and the other half was taken from their base which they have to earn back, and this is what is intended for the colleges next year. Dr. Eaton shared if trustees talk to legislators they should request that only new money go through this funding formula. She also shared there was an improvement measure where colleges can earn extra points if they make improvements.

Mrs. Haas was concerned that students transferring to an upper division institution that was not a Florida university or state college do not get counted. Mr. Giles explained the workforce board also works from these funding metrics and shared how they have been very successful because of training and strategies. He discussed dual enrollment and how this might be helpful in students achieving their AA degree, and also apprentices who are already employed when they leave. Dr. Eaton shared they have recharged the Retention Committee will be looking at specific measures and the Institutional Research office has the data that will be needed. She shared the College did very well on the last performance funding model because it was on enrollment. Mrs. Hosseini would like to be ranked number one but did not want to lower academic standards to achieve this.
Dr. Eaton asked Mrs. Crow to provide an update on the recent legislative session. Mrs. Crow reviewed appropriations for the college system compared to the previous year and the College’s request for capital outlay funds that are presently in the budget. She gave an overview of legislative action that included a one-one-year moratorium on baccalaureate degrees, dual enrollment initiatives, tuition issues, nursing education, and veteran’s issues. She reviewed legislation that did not pass this year.

VI.  FINANCE
A.  Executive and Financial Summaries as of 4/30/14
Ms. Isalene Montgomery, Vice President for Finance, reviewed the executive financial summary of revenues and expenses as of April 30, 2014 and year to date expenses are $71,301,236 (79%) of the Annual Budget of $89,836,462; 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. 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.

B.  Approval of Media Server & Media Asset Management System – ITB #14-008
Ms. Montgomery presented for approval. Mrs. Hosseini, because of the amount of this purchase, asked when requests to proceed with an RFP are presented to the Board for approval prior to the RFP being issued. Dr. Eaton explained funding for this purchase will come from distance learning fees collected from students that can only be used for this type of purchase. Mr. Roberto Lombardo, Senior Vice President for Information Technology and Center for Interactive Media, explained why this purchase was needed and what the system will provide for the students. Dr. Eaton explained there are two dollar amounts, $35K is the amount where copies of a contract is included in the agenda packet and $195K is the amount the president is authorized to approve up to. Dr. Eaton suggested the Invitation to Bids (ITB) and Request for Proposals (RFP) be presented to
the Board prior to entering the ITB/RFP process if staff felt the project would exceed or come near the $195K authorization amount.

MOTION: (Hosseini/Freckleton) The District Board of Trustees award the bid to APACE Systems for the CSS and MAM system at $139,730, to include the five years of annual support services, for a total cost of $207,430. Motion carried unanimously.

VII. CHIEF OPERATING OFFICER/PROVOST
A. Approval of Contractor Selection – Building 500, 2nd/3rd Floor Classroom Technology Remodel Project ITB# 14-009
Dr. Tom LoBasso, Chief Operating Officer/Provost, explained the College has a Utilization Committee that looks at usage of classroom space and have identified classrooms in Bldg. 500 that were not being utilized efficiently due to the size of the classrooms. He shared utilization is a key factor in how colleges rank in the state with regard to buildings and therefore the College wants to ensure it is always maximizing the use of its space. The identified classrooms would be made larger to accommodate more students and also be converted into smart classrooms. He shared this project was done as an Invitation to Bid and presented for approval. Mr. Freckleton suggested providing further detail in the recommendation on what the expected contingency may be. Discussed the range of bids and what factors attribute to lower bids.

MOTION: (Hosseini/Giles) The District Board of Trustees approve the lowest qualified bid from Ovation Construction, Inc. and direct the President or her designee to enter into a contract in the amount of $54,554, plus a contingency of $5,500 for minor change orders. Motion carried unanimously.

Mr. Davis left the meeting at this point.

VIII. ACADEMIC AFFAIRS
A. Overview: Academic Events (Physics Olympics/STEM)
Dr. Amy Locklear, Vice President for Academic Affairs, reviewed two programs at the College that support the STEM area and introduced faculty and staff from these areas. The Physics Olympics was held in April and had about 200 high school students competing in a series of events that tested the principles of physics. Dr. Locklear introduced Mr. Joe Mercier, STEM Community Scholars Coordinator, who shared information on the STEM Expo that was held at the News-Journal Center in February and was attended by 500 students. Viewed a short video on the STEM Expo.
B. Approval of New Program - Culinary
Dr. Locklear stated this will be a new certificate in the Culinary Arts program and offers students a shorter-term program that prepares them for the workforce and will also ladder into the AS in Culinary Management and the BAS Degree. Chef Costa Magoulas, Dean, School of Hospitality and Culinary Management, explained this college-credit certificate will help enrollment and will raise the completion rate because many students go into the workforce without finishing their AS degree.

MOTION: (Recascino/Freckleton) The District Board of Trustees approve the Culinary Arts program, effective Fall 2014. Motion carried unanimously.

C. Approval of Major Program and Course Revisions – Law Enforcement
Dr. Locklear explained these revisions were mandated by the state and does not change the length of the program.

MOTION: (Hosseini/Freckleton) The District Board of Trustees approve the major program and course revisions for the Law Enforcement Recruit Training Program, effective Fall 2014. Motion carried unanimously.

D. Approval of Major Course Revisions - ESE
Dr. Locklear explained revisions were due to state law and the course was changed from three to one credit hour.

MOTION: (Escudero/Recascino) The District Board of Trustees approve the major course revisions for the EEX 4034 Introduction to Exceptional Student Education for Inclusive Teachers, effective Fall 2014. Motion carried unanimously.

E. Approval of Major Course Revisions - Mathematics
Dr. Locklear explained after a lot of work by the math faculty, the course has been redesigned so students going into non-STEM fields may take an applied math course better suited for non-STEM majors, but is just as rigorous.

MOTION: (Recascino/Freckleton) The District Board of Trustees approve the major course revisions for MGF 2106 Survey in Mathematics, effective Fall 2014. Motion carried unanimously.

F. Approval of Textbook IncludEd Program
Dr. Locklear explained this is a pilot program with Follett for the Culinary Arts area that would provide students with course materials as part of a
lab fee. By doing this the student would receive a 48% discount for the book and have the course material the first day of class. Mrs. Hosseini asked if this was an option or if once approved the student would be required to pay for the lab fee. She was not supportive of the proposal if it was mandatory and felt students should have an option of where they would like to buy their book because books can be rented or bought online very inexpensively. Dr. Eaton explained they have found that giving the students the choice to buy books does not always happen and puts the student at an academic disadvantage by not having their book the first day of class. Mr. Freckleton asked if students were surveyed about this proposal and Chef Magoulas explained the primary goal was to reduce the cost of the books for their students and he has spoken to his students about this idea which they liked. Dr. Recascino understands both sides of this issue and would feel better if it was on a trial basis, or done for a segment of the classes, and survey students after. Mrs. Haas asked if the Board would like to table the item until June so staff could gather additional information or further explore this model. Dr. Eaton explained staff can go back and gather additional information for the Board.

**MOTION:** (Escudero/Freckleton) The District Board of Trustees table this agenda item and asked staff to bring back options at the June meeting. Motion carried unanimously.

**IX. STUDENT DEVELOPMENT**

**A. Enrollment Report**

Mr. Buck James, Vice President for Enrollment and Student Development, reviewed enrollment data for the Summer 2014 semester compared to last year which included headcount, FTE, dual enrollment and apprentice. He also reviewed data for the upcoming Fall semester which included new student applications. Mr. James reviewed recruitment initiatives that included open houses, enrollment days, onsite admission at high schools, targeted mailings and next-day and follow-up phone calls. He reviewed upcoming recruitment events and shared of an initiative called the “come back program” which runs every three-years and targets students who have earned 45 credit hours but have never finished the program. He felt the new math pathway may be helpful to them. Mrs. Hosseini shared her daughter’s experience of being dropped from class for non-payment and asked if students had flexibility like universities in paying tuition later in the semester. Dr. LoBasso explained there was a statute that enabled universities to do this but not colleges. He was concerned the systems that are in place did not prevent this from happening and will look into this as well as rules for payment requirements. He did say this was also a reason why staff are excited about the new ERP system that will enhance how they work with students. Mr. Freckleton suggested this legislation may be something the colleges would want to work at changing. Dr.
Eaton shared staff will report back in June on the statute, if there is flexibility, and what could be done to assist students.

Mrs. Hosseini departed the meeting at this point.

X. INFORMATION TECHNOLOGY
   A. Monthly Update: ERP
      Mr. Roberto Lombardo reviewed the project timeline which is now in the second quarter. He shared an update of what has taken place to date which included inviting the top ERP vendors to campus for demonstrations, the college community participated and completed online survey; and the ERP Advisory Committee reviewed RFP response scores, surveys and feedback, outcomes from demonstrations and completed reference check to other institutions. The ERP Advisory Committee has recommended to the senior executive staff the following ranking: Ciber/PeopleSoft first and Ellucian/Banner second. He explained the next steps are developing the contracts; aligning business processes with system; utilize cloud/hosting service; project management and training are key pieces. He stated this will be a two to three-year commitment and reviewed the detailed timeline which include submitting the recommendation and contract to the Board in June.

XI. MONTHLY STATUS REPORT
   A. Foundation Update
      Distributed Preliminary Case Statement. Made an official part of the minutes as Supplemental B: 5/22/14.
      Ms. Kay Burniston, Executive Director, gave an update on the feasibility study and shared trustees and members from the community will be invited to interview with the consultant. She explained the preliminary case statement was prepared to provide the conceptual framework, for the community, on what was going to be discussed. The senior executive staff, using the Strategic Plan, worked to determine what the next activities, strategies, priorities, and objectives the College wanted to achieve in the next few years. There are four categories in the preliminary case statement, which mirrors the strategic plan – Academic Excellence, Student Success, Scholarships and Workforce Partnerships and explained some areas will align with performance based funding, such as retention and placement. Through the interviews, the consultant will gain feedback on what the community’s perception is and if there would be financial support.

XII. TIME RESERVED/BOARD CHAIR
   A. Board Chair’s Update
      Mrs. Haas shared of the entrance conference with the state auditors that will begin the federal financial audits for 2013/14 fiscal year. She will not be at the June meeting because of the date change and this may be her
last meeting as chair since she does not plan to run for the position next year.

B. Approval of Board Meeting Schedule 2014/2015
Dr. Eaton reviewed the schedule and noted in September the Foundation Gala will be the third Thursday so the Board Meeting was moved up by one day. She also explained why most of the meetings moved to the fourth Thursday after the first of the year.

MOTION: (Freckleton/Escudero) The District Board of Trustees approve the Daytona State College District Board of Trustees meeting schedule for 2014/2015, as presented. Motion carried unanimously.

C. Board Professional Development Opportunities
Mrs. Haas presented for the Board’s information.

XIII. 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 Ms. Mary Rhodes for Mr. Bill Harrison, Professional Council President.

XIV. TIME RESERVED/BOARD MEMBERS
Mr. Giles shared how much he enjoyed commencement and would like to look into apprentice graduates participating in commencement and how this could be an incentive for those students. He asked for a tutorial for himself or the Board on credit hours and contact hours. Dr. Eaton thought this would be helpful for the Board and would schedule it for a future meeting.

Mr. Escadero shared of his international experience and offered to be a guest lecturer in appropriate classes if there was an interest by faculty or students.

Mr. Freckleton stated it was a pleasure to attend the commencement exercises. He was glad Mrs. Haas was back and in good spirits. He thanked the faculty and staff for all they do for such a great institution.

Mrs. Haas wished everyone the best of health.

XV. ADJOURN
Mrs. Haas adjourned the meeting at 5:01 p.m.

Date of next regular meeting: June 19, 2014.