MINUTES: May 24, 2012

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
Mr. Dwight Lewis, Chair
Mr. Bob Davis
Mr. Lloyd Freckleton
Mrs. Betty Holness
Mr. John Tanner

ABSENT: Mrs. Donna Brosemer
Dr. Christina Frederick-Recascino, Vice Chair
Mrs. Mary Ann Haas
Mrs. Forough Hosseini

Board Meeting began 2:11 p.m.

Distributed via e-mail 5/22/12: revised Human Resources Recommendation (page 98). Made an official part of the minutes as Supplemental A: 5/24/12. Distributed prior to start of meeting: Academic Excellence Symposium brochure. Made an official part of the minutes as Supplemental B: 5/24/12. Student Art and Literary Magazine (Aeolus). Made an official part of the minutes as Supplemental C: 5/24/12.

I. CALL TO ORDER
Mr. Lewis called the meeting to order at 2:22 p.m.

II. ROLL CALL
Mrs. Brosemer, Dr. Recascino, Mrs. Haas and Mrs. Hosseini were absent.

Dr. Eaton welcomed students attending Daytona State as part of the Community College Initiative (CCI) project. The College is in its fifth year of hosting students and has hosted over 80 students from 16 different countries through this federally funded grant program and described further about the program. Mr. John Brady, Coordinator of International Programs, introduced the students and shared about their academic accomplishments.

Dr. Eaton introduced Mr. Carlos Robles, Fulbright Scholar-in-Residence from Brazil, and shared Mr. Robles’ accomplishments while at Daytona State during the 2011/2012 academic year. The Fulbright Scholar-in-Residence program is an academic exchange program funded by a US Department of State grant.
III. PUBLIC PARTICIPATION
Mr. Lewis inquired if there were any members from the public that requested time to appear before the Board. One request was received from Dr. Jennifer Iannarelli. Dr. Iannarelli spoke on the closure of the child development lab school operated by the Children’s Home Society.

Request to appear before Daytona State College District Board of Trustees form. Made an official part of the minutes as Supplemental D: 5/24/12.

IV. CONSENT AGENDA
A. Approval of 4/6/12 Board Retreat Minutes
B. Approval of 4/26/12 Regular Board Meeting Minutes
C. Approval of Agreements
D. Approval of Agreements - Affiliation
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 District Field Trip Requests

Mr. Lewis asked if there were any items trustees would like pulled from the consent agenda. Mr. Freckleton commented on renewable grant applications requesting materials and equipment and wanted to ensure the College was being fiscally responsible in requesting these items. Dr. Eaton assured Mr. Freckleton the requests were carefully prepared with items that would assist the College in serving students.

Mr. Tanner inquired about the Out of District Field Trips and Dr. Vitale explained these trips are for underprivileged students enrolled in TRiO or Upward Bound programs and provides an opportunity for students to visit educational or cultural destinations outside the community.

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

V. TIME RESERVED/PRESIDENT
A. President’s Update
Dr. Eaton thanked Board members for attending the commencement ceremonies and how this was a wonderful celebration of all that the College does. She thanked Bruce Cook and Lynn Mercer for their work during these events and how they represent dozens of others who work very hard to make these days special for the students and their families. She shared of other recent celebrations she attended such as the annual athletic banquet, dance recitals, symphony orchestra and choir performance, and nursing pinning ceremony.
She commented on the Academic Excellence Symposium program held in April by faculty for faculty and how they share their best ideas, and innovative and creative ways they are teaching and helping students. She shared the student art and literary magazine included poetry, photographs and artwork done by Daytona State students.

Dr. Eaton shared Daytona State has won the annual Spelling Bee competition hosted by the Volusia Literacy Council. This is the third consecutive year Daytona State has won and has tied the record held by the News-Journal. She stated the College will look to break that tie next year and thanked this year’s team members for their efforts. This year’s team consisted of Ben Graydon, Frank Gunshanan, Ellen Nielsen, Sandra Offiah-Hawkins, Rachel Owens, Evan Rivers, Michelle Thompson, Ted Wygant, and Joanne Pinkston-McDuffie for her coordination of the team. Mr. Wygant accepted the trophy on behalf of the team.

Dr. Eaton recognized and presented pins on behalf of Phi Theta Kappa (PTK) to two faculty members, Mr. Michael Flota and Mr. Harry Shoff, who have served as advisors to the College’s local chapter of PTK, which is an international society for two-year colleges.

Dr. Eaton introduced Mr. Lonnie Thompson, Director of Equity and Inclusion, who began May 1. She explained he has already made an impact by meeting with many faculty, staff and students, and she looks forward to the expertise he will bring to the College.

She explained she and staff are working to develop the FY 2013 budget and how priorities are to focus on the College’s mission, students, and employees, and will bring forward a budget in June. She noted in the consent agenda, the College has begun the process of eliminating a number of Tri-state positions and creating positions within the College’s budget which will be ongoing.

She shared she has met with Mr. Ron Wallace, News-Journal publisher; Dr. Edison Jackson, Bethune-Cookman University’s interim president; and attended the Flagler Executive Roundtable monthly meeting, Hotel and Lodging Association’s annual scholarship luncheon, and the North East Florida Educational Consortium board of directors meeting.

Dr. Eaton explained the Children’s Home Society did notify the College they would be ending their contract with the College as of June 30, 2012. She stated the Society has provided quality childcare development for many years but the economy has affected their enrollment which has dropped down to around 31 children. She explained the College has had a good working relationship with this group and was sorry to learn of their decision.
Dr. Eaton stated staff looked into Mr. Davis’ suggestion about license plates for the College and found this has to be done through changes in legislation, as well as meeting other criteria and would be a significant amount of money. She presented the Board with the next best thing, Daytona State College license plate holders.

Mr. Lewis commented on the Board of Governor’s meeting the College hosted and what a great event it was to showcase the College to members of the Board of Governors, as well as the Chancellor of the State University System and various university administrators and trustees. He shared Dr. Eaton had an opportunity to address the group about the College and the support of the 2+2 programs with the universities.

VI. ENROLLMENT AND STUDENT DEVELOPMENT

A. Enrollment Report

Dr. Tom LoBasso, Senior Vice President for Student Development and Institutional Effectiveness, explained about the elimination of the summer Pell grant which has impacted summer enrollment and how this is being experienced statewide. He reviewed decreases in Summer enrollment as compared to the previous year, changes in specific categories and changes being experienced by each of the campuses. He reviewed the enrollment for Fall which is currently down 15% compared to the previous year. He stated the College has graduated 4,500 students in FY 2012 and the number was just over 4,000 in FY 2011. He reviewed the number of students participating in graduation over the past five years and how this year has been the largest graduating class at Daytona State with 1,062 graduates, which has doubled over a four-year period. Dr. Eaton shared the enrollment decreases are being incorporated into the development of the FY 2012-2013 budget and decisions will be made on how to deal with the drop in enrollment. Mr. Lewis noticed enrollment increases are being experienced in the baccalaureate degrees and how the College is looking into other baccalaureate programs.

VII. FINANCE / PURCHASING

A. Finance

1. Financial Summary for March 2012

Mr. Dennis Micare, Senior Vice President of Finance and Administration, reviewed the executive summary which included revenues and expenses; schedule of accounts-cash basis by fund; general operating fund one; operating summary that included salary and fringe benefits, current expenses and capital outlay. He reviewed monthly student fee revenues; reserve funds in funds 1, 3 and 7; equipment replacement and maintenance, and construction projects that are underway.

2. Wire Transfers/Checks Issued Greater Than/Equal to $50,000

Mr. Micare presented as information.
3. Approval of Falcon Loan Service Charge Increase
Mr. Micare explained about the partnership with Nelnet Business Services to provide short term loans for students and how the increase to the College’s internal payment program so the College would be comparable but not in competition with Nelnet (contractual vendor) and hopes students become more proactive if they plan to apply for short term loans.

MOTION: (Davis/Tanner) The District Board of Trustees approve the service charge fee of $40.00 for the Falcon Loan program. Motion carried unanimously.

B. Purchasing
1. Approval of Cosmetology Kits ITB# 12-011
Mr. Micare explained the materials for Cosmetology kits have been created by the Cosmetology department so students have the right materials for the specific stage of the program. These kits are purchased in bulk and at wholesale prices which significantly reduces the fee charged to students to cover these materials.

MOTION: (Davis/Freckleton) The District Board of Trustees approve the awarding of contracts to The Burmax Company, Inc. for Kit Levels I and II, and to Marianna Industries, Inc. for Kit Level III. The purchase of all kits during the four-year contract period (includes contract extension) and based on projected enrollment shall not exceed $400,000. Motion carried unanimously.

VIII. ACADEMIC AFFAIRS
A. Approval of New Courses
Dr. Michael Vitale, Senior Vice President of Academic Affairs, reviewed the new courses being presented for approval.

MOTION: (Holness/Davis) The District Board of Trustees approve the following new courses, as presented. Motion carried unanimously.

DAA 1104 Modern Dance I for Pre-Majors
DAA 1105 Modern Dance II for Pre-Majors
DAA 1204 Ballet I for Pre-Majors
DAA 1205 Ballet I for Pre-Majors
DAA 2106 Intermediate Modern Dance I for Pre-Majors
DAA 2107 Intermediate Modern Dance II for Pre-Majors
DAA 2206 Intermediate Ballet I for Pre-Majors
DAA 2207 Intermediate Ballet II for Pre-Majors
EGN 3343 Thermodynamics
Dr. Vitale explained how a gentleman spoke during public participation at the last month's Board meeting and raised the question about students learning about financial literacy. He explained the adult education program touches on this area and the United Way provided a financial literacy training to adult high school students. He explained the College is working on a financial literacy workshop to be offered in the fall to the adult education students but it is not a mandatory course. He stated the college credit Student Success course contains a financial literacy component and how the College will look into including more in this area for students.

Dr. Vitale commended students, Peyton Walsh (Men's baseball) and Samantha Akoubian (Women's swimming) for being selected by the National Junior College Athletic Association's Mid-Florida Conference as the male and female scholar athletes of the year. He shared the men’s baseball team was selected as the male academic team of the year in the state with a cumulative GPA of 3.73 and how this was the sixth year they have won this state award. He will extend an invitation to the coach and staff to attend the June Board meeting to be recognized.

X. MONTHLY STATUS REPORT

A. Foundation Update
Dr. Eaton explained the Foundation update will be given in June when Mrs. Donna Sue Sanders and Mrs. Haas will be in attendance and how they have a newly created campaign video to share with the Board.

B. Internal Auditor Update
_Distributed Audit Resolution Summary – Operational Audit 5/24/12. Made an official part of the minutes as Supplemental E: 5/24/12._

Ms. Isalene Montgomery, Vice President/Internal Auditor, reviewed the audit resolution report for the operational audit ending June 30, 2011 and what follow-up and corrective actions have been taken on each of the findings.

XI. TIME RESERVED/BOARD CHAIR

A. Board Chair’s Update
Mr. Lewis thanked the Board members for their attendance at the College’s commencement ceremonies and what a wonderful time it was for the students and their families.
B. Approval of Board Meeting Schedule for 2012/2013
Mrs. Holness suggested for consideration, scheduling two meetings a year at other campus locations. Dr. Eaton explained this was discussed and only one was scheduled because of the many logistics involved in ensuring access for the employees and the public. Mr. Lewis suggested having one of the retreats or workshops at another campus location. Dr. Eaton confirmed a retreat would be scheduled in September to discuss the master site plan process.

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

C. Board Professional Development Opportunities
Mr. Lewis presented as information the upcoming professional development opportunities for the Board.

Distributed Association of Community College Trustee (ACCT) Awards Program criteria. Made an official part of the minutes as Supplemental F: 5/24/12.

Mr. Lewis explained the ACCT Awards Program is accepting nominations for the Trustee Leadership award and would like to nominate someone from the Board for this award. He proposed Mrs. Mary Ann Haas would be a great candidate for this award.

MOTION: (Freckleton/Holness) The District Board of Trustees nominate Mrs. Mary Ann Haas for the ACCT Trustee Leadership Award. Motion carried unanimously.

XI. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Ms. Mary Bruno for Ms. Cass Fowler, Administrators Council President; Mr. Mitch Pietras, Faculty Senate President; Mr. Hector Valle, Professional Council President and Ms. Cathy Webb, former Student Government Association President.

XII. TIME RESERVED/BOARD MEMBERS
Mr. Davis congratulated Dr. Eaton and the staff for three great graduation ceremonies and the wonderful job the two student speakers did.

Mr. Freckleton shared how he has served on the Board for one-year and it has been a wonderful year and looked forward to serving in the coming years. He also enjoyed the commencement ceremonies and was happy to be a part of such a wonderful institution.

Mrs. Holness commented how the year has gone by quickly and how a lot has been accomplished. She enjoyed attending the commencement ceremonies and
how it was a wonderful experience and also enjoyed the student speakers. She encouraged the adult education graduates at commencement to enroll in college and stated how many explained they would be continuing their education at Daytona State and many had already signed up for classes. She stated how she hears people talking positively about Daytona State when she is out in the community and she appreciated Dr. Eaton’s efforts in the community.

Mr. Tanner commented on the enrollment decline, and how the decline the College is experiencing was not because of anything that was being done right or wrong, but is part of the natural ebb and flow of enrollment. He explained some factors such as unemployment rates can affect attendance and there may not be financial support from families for their children to attend college. He also shared some may choose to be employed in a job where a degree was not required. He shared how he saw the “I Chose Daytona State College” advertisement and suggested a marketing campaign incorporating “I Saved $_____ by attending Daytona State College” or “I Earn $_____ by attending Daytona State College.”

XIII. ADJOURN
Mr. Lewis adjourned the meeting at 3:49 p.m.

Date of next regular meeting: June 21, 2012.