MINUTES: May 30, 2013

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
Mrs. Mary Ann Haas, Vice Chair
Mr. Bob Davis
Mr. Lloyd Freckleton
Mrs. Betty Holness
Mrs. Forough Hosseini

ABSENT: Dr. Christina Frederick-Recascino

Board Workshop began 1:02 p.m.
Workshop Roll Call – Dr. Recascino was absent. Mrs. Hosseini was absent during roll call but arrived later in the workshop.

Dr. Eaton explained the workshop presentation was a follow-up to input and feedback received at the May Board Retreat for additional data. She stated this was an opportunity for the Board to look at the data gathered, understand the process, have time to discuss and think about the information, form their own strategic priorities, and submit their ideas prior to the next meeting.

Dr. Eaton explained the State Board of Education and the Florida College System have plans in place that encompass Florida colleges and how each college develops its own plan specific to its local service area. The College is currently developing its plan for 2014-2017 and is in the information gathering stage. She shared the strategic priorities of the Florida College System so the Board had a better understanding of the broad-based context of where the College is in the system. The Board was provided the strategic planning questionnaire given to employees which is divided into four areas – strengths, weaknesses, opportunities and threats. She shared examples of strengths and weakness, as well as examples of strategic priorities.

Dr. Eaton reviewed the data sources included in the workshop material which consisted of the current Strategic Plan Priorities for 2010-2014; Strategic Planning Questionnaire; Examples of Strengths, Opportunities and Strategic Priorities; 2011-2012 Core Performance Indicators; Environmental Scan: Occupational Needs/Projection, Florida Population by Age and County; Florida Public High School Graduates by County, the
Florida College System Approved Baccalaureate Programs and the 2010-2011 Florida Bachelor’s Annual Gap.

Discussed student success and how this is measured. Students provide input through student surveys which are done every other year. Distributed samples of three standardized surveys done by the College (ACT Student Opinion Survey, ACT Alumni Survey and Community College Survey of Student Engagement). Discussed needs of the workforce in the College’s service districts and how serving on community and workforce boards, as well as having community members on program advisory boards, is helpful in determining what these needs are. Discussed implementing more internships with businesses; having a stronger alumni association; and educating middle and high school students and their parents on careers and trades.

Dr. Eaton asked the Board to provide their ideas on what they envision as strategic priorities before the next Board meeting and staff will formulate into appropriate language. As a good starting point for the Board, she suggested taking the current strategic priorities and determining if any should be eliminated, added, and how they would rank these priorities.

Board Meeting began 2:01 p.m.
Distributed prior to the start of the meeting: Daytona State College Foundation 2013 Annual Gala flyer. Made an official part of the minutes as Supplemental A: 5/30/13. TRiO Programs information. Made an official part of the minutes as Supplemental B: 5/30/13.

I. CALL TO ORDER
Mr. Lewis called the meeting to order at 2:01 p.m.

II. ROLL CALL
Dr. Recascino was absent.

III. PUBLIC PARTICIPATION
Mr. Lewis 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. Approval of 4/18/13 Regular Board Meeting Minutes
B. Approval of Affiliation Agreements
C. Approval of Agreements
D. Approval of Agreements - Standard
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 Request - Cornelius
J. Approval of Out of District Field Trip Request
Mr. Lewis asked if there were any items trustees would like pulled from the Consent Agenda. No requests were made.

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

Order of agenda items changed.

**X. MONTHLY STATUS REPORT**

**A. Foundation Update**

Mrs. Sally Gillespie, Foundation Board of Directors Chairperson, reviewed the goals of the Foundation which are communicating the Foundation and College’s mission and needs; utilizing the experience and interest of Foundation board members; and outreach to the community to increase overall financial support.

She explained how the governance committee has developed criteria for board member recruitment and selection, as well as defining responsibilities of the board members. She stated the case for giving is being implemented and how many of the aspects of defining the case fall on the shoulders of board members.

Mrs. Gillespie stated the Foundation is implementing well-defined pathways to building bridges with the community for giving and shared of initiatives to connect the community to the College. The Foundation will be hosting events such as a meet and greet with advisory board councils, donor recognition breakfast and the annual gala. She shared the alumni association is actively engaged in recruiting alumni and plans to have an alumni reunion next year.

Agenda returned to order.

**V. TIME RESERVED/PRESIDENT**

**A. President’s Update**

Dr. Eaton thanked the Board for their participation in the Commencement ceremonies and how this was a great day to see the successful achievements of the students. She shared the Women’s Golf Team captured their 6th NJCAA National Golf Championship title. Employees have been very active and shared there were eight teams, consisting of five people each, that competed in the Get Lean in 2013 health initiative and lost a total of 480 pounds.

Dr. Eaton continues to be active in the community and attended the Futures Foundation Annual fundraiser and the Halifax Urban Ministries Blue Diamond Celebration where Trustee Hosseini was the keynote
speaker. She attended a dinner hosted by Dr. John Johnson, President of Embry-Riddle Aeronautical University, for the area higher education presidents, and a dinner with the Advanced Cybersecurity Education Consortium. She also attended the Council on Aging Annual dinner honoring Mrs. Betty Jane France. She recently invited Mr. Mike Newton, entrepreneur from Orlando, who works with middle and high school students in 3D programs, to tour the College’s 3D modeling program at the ATC.

Dr. Eaton explained the Volusia Literacy Council annually hosts a spelling bee and she and Trustee Davis were judges at the event. Daytona State won the competition for the fourth year in a row.

Dr. Eaton explained the goals for 2013-2014 presented in the agenda were developed from input by the Board members on the evaluation instrument. She asked if there was any input on the direction for the next year. Mrs. Haas stated if there was an outcome or idea from the development of the strategic plan, this might be considered for inclusion in the goals.

VI. COLLEGE COUNSEL
A. Approval of Agreement for Dissolution of Advanced Technology Center (ATC)
Mr. Brian Babb, Executive Vice President/College Counsel, explained the document being presented is a draft of the agreement that will be going to all the parties involved and is the current status of the negotiations between the parties. Mr. Babb explained some of the history of the Consortium and the renewals of the Charter agreement. He explained the ATC board of directors had voted to dissolve the ATC. The property is 100 acres and 75 acres would go to the school boards and the remaining 25 acres and the building would go to the College. This agreement will then be presented to the school board and the final agreement will come back to the Board for approval. He indicated the Charter ends June 30th of this year and if the parties cannot reach an agreement for the dissolution they would extend the Charter. He explained the College is asking for approval of the current status of negotiations on the draft agreement and authorization to renew the Charter if the negotiations are not complete by June 30th. Distributed ATC operating budget, sources of revenue and information sheet. Made an official part of the minutes as Supplemental C: 5/30/13. Mrs. Hosseini stated because there are so many details to this she asked if legal counsel had any concerns. Mr. Babb indicated obtaining approval to renew the Charter, all parties working toward the dissolution of the ATC, and dividing the property as presented in the draft agreement. Mr. Davis asked about the reverter language and Mr. Jon Kaney, Board Counsel, explained this limits the College in what it can do with the property, such as a non-compete, and
how the school board would not want the College to offer secondary education or open a charter school. He indicated the dual enrollment language could be made clearer.

Mrs. Hosseini reviewed the calculations of the agreement and felt it was not a very good deal for College and why this was the case. She also indicated the next board meeting is on June 30th and would not want the Charter to run out and discussed extending the Charter for a few more months. Dr. Eaton also shared there is also the land development agreement, that will be brought forward to the Board for approval. Mr. Lewis expressed concern about the charter ending June 30, 2013, and asked if legal counsel felt this was an issue. Mr. Babb indicated the Board could approve the renewal of the Charter for a reasonable time period at this meeting. Mrs. Hosseini asked if there were other areas that could be a concern and Mr. Kaney indicated the reverter clause was already identified and there was discussion about removing the right of first refusal which the Board expressed concern about. Mrs. Haas discussed funding that had not been paid by the school boards over the years and because of legislation and budget reductions worried about this continuing to go on much longer.

Mr. Freckleton clarified the other parties had no concerns with extending the Charter for a reasonable period of time to work out any issues. Mr. Davis asked about the definition of wetlands and Mr. Steven Eckman, Director of Facilities Planning, explained there is a portion of the ATC land that has been set aside as a designated environmental area that cannot be used for anything else. He indicated most of the other areas considered wetlands are analyzed by the types of plants growing there and types of animals that frequent there but can be mitigated. He explained about the mitigation process and how it is a long and costly process.

MOTION: (Hosseini/Davis) The District Board of Trustees approve the draft of the Agreement and exhibits for the dissolution of the Advanced Technology Center and division of property as set forth in the agenda item. The final agreement shall be submitted to the District Board of Trustees for approval at an upcoming meeting. In the event the parties are unable to reach a final agreement, the District Board of Trustees authorizes the extension of the Charter agreement for as long as necessary, but not longer. Motion carried unanimously.
B. Approval of Health Benefits

Mr. Babb explained after the Board approved the transfer of funds for the stop loss insurance, the College began to explore the benefits offered by the Florida College System Risk Management Consortium (Consortium) since the College is a member of the Consortium for other services. The Consortium presented an overview of their services in April to the Board. The College’s Health Care Task Force has evaluated the Consortium’s proposal and is recommending the College utilize the Consortium’s health benefits plan. He stated the task force is still looking at details with regard to dental, vision and the employee assistance program and may join the Consortium or do as a stand-alone for these areas. Mr. Lewis clarified that if this was not approved prior the end of June, the College would not be able to begin the Consortium’s health plan until January 2015. If approved, Mrs. Haas asked that the College and employee cost proportions be done consistently as in the past.

MOTION: (Hosseini/Holness) The District Board of Trustees approve the addition of the Florida College System Risk Management Consortium’s health benefits plan to the existing insurance coverage provided by the Consortium with the effective date of January 1, 2014. Motion carried unanimously.

VII. ACADEMIC AFFAIRS

A. Approval of New Courses

Dr. Michael Vitale, Senior Vice President for Academic Affairs, reviewed the new courses being proposed and mentioned some of the courses were developed based on recommendations from program advisory boards.

MOTION: (Freckleton/Haas) The District Board of Trustees approve the following new courses (COP 2360, COP 2654, COT 3100, CTS 2370, FSS 1270, HFT 2009, HFT 2780, HFT 2276, HUS 2520, OCE 1001 L), effective Fall 2013. Motion carried unanimously.

B. Approval of New Program: Vocational Credit Certificate in Barbering

Dr. Vitale explained this program will be offered on the New Smyrna Beach campus and should assist with enrollment on that campus. Mr. Lewis asked about the cost of equipment for this program and Dr. Vitale explained the College was able to obtain most of the equipment at no cost from one of the state colleges that was ending its program.

MOTION: (Hosseini/Haas) The District Board of Trustees approve the Barbering program, effective Fall 2013. Motion carried unanimously.
C. Approval of Program Deletion: College Credit Certificate in Computer Specialist
Dr. Vitale explained the Computer Specialist certificate program is being sunset at the state level due to the realignment of computer science certificate programs and will require the College to also sunset this program. Students in the Computer Science major are being notified and any students identified will be given a teach-out plan.

**MOTION:** (Hosseini/Freckleton) The District Board of Trustees approve the sunset of the Computer Specialist Program, effective Spring 2014. Motion carried unanimously.

D. Overview of TRiO Programs
Dr. Vitale reviewed the TRiO programs which are federally funded grant programs that provide services to targeted disadvantaged individuals. There are three TRiO programs at the College: Student Support Services, Upward Bound (west) and Educational Talent Search. He reviewed the funding received by each program, student eligibility and the services provided by each area. Discussed the Upward Bound grant for the east side of the county and how Embry-Riddle is the current award recipient of this grant.

Dr. Vitale shared he has accepted a position at Kansas City Kansas Community College and will probably be starting July 1. He was looking forward to the new challenges and opportunities but will miss the many friends and colleagues he has made over the years. Dr. Eaton thanked Dr. Vitale for his years of leadership and shared how he has touched many lives during his career at Daytona State and will be missed.

VIII. FINANCE / PURCHASING
A. Executive and Financial Summaries April 2013
Ms. Isalene Montgomery, Vice President for Finance, reviewed the revenue of the operational budget for 2012/2013, revenue collected to date which includes student fees, state and federal revenues, and other revenue; expenses incurred to date which includes salary and fringe benefits, current expenses and capital outlay; analysis of reserves, revenues, expenses for all funds 1-7 that included fund balance as of 4/30/13 and projected fund balances available at fiscal year-end; graph of analysis of revenue, expenses and net change in fund balances; Board designated and local reserve funds to date; Board reserve spending activity and proposed use through 2014-2015 for Funds 1, 3, and 7; and facility projects at/above $100,000 that are currently underway.

B. ACH/Wire Transfers/Checks Issued Greater Than/Equal to $50,000
Ms. Montgomery presented as information.
C. Approval of Barber Kits/Supplies ITB #13-016
Ms. Montgomery presented for approval. Mr. Lewis clarified that the College purchases these kits at a discounted rate so students can then purchase at a lower cost.

MOTION: (Freckleton/Davis) The District Board of Trustees approve the award of barber kits and supplies to Burmax, Inc. for one year with options to renew for up to three additional one-year terms. Motion carried unanimously.

IX. STUDENT DEVELOPMENT / FACILITIES PLANNING
A. Enrollment Report
Dr. Eaton explained Dr. Lobasso is attending a state-wide meeting and presented the report on his behalf. She reviewed the fee paying summary report for the Summer/Fall 2013 semesters and based on the previous year summer is down 7% and fall is down almost 12%. She reviewed new student applications for the Fall semester which shows increases in all area compared to the previous year.

B. Approval of Construction Management at Risk Contract for the News-Journal Center Scene Shop/HVAC Improvements Project
Mr. Eckman presented for approval.

MOTION: (Freckleton/Haas) The District Board of Trustees approve the contract for Construction Management at Risk services with A.M. Weigel Construction, Inc. for the News-Journal Center Scene Shop/HVAC Improvements project in the amount of $13,000, plus a contingency of $2,500. Motion carried unanimously.

C. Approval of Mechanical Contractor for New Smyrna/Edgewater Building 1 AHU (Air Handling Unit) Replacement Project – ITB#13-015
Mr. Eckman explained this project will replace the air conditioning units and controls in Building 1 on the New Smyrna Campus. He explained R & R Industries, Inc. was the lowest qualified bid and recommended approval.

MOTION: (Holness/Freckleton) The District Board of Trustees approve the lowest qualified bid from R & R Industries, Inc. for the New Smyrna/Edgewater Building 1 Air Handling Unit Replacement project - ITB#13-015 and direct the President or her designee to enter into a contract in the amount of $377,313. Additionally, the President is authorized to approve up to an additional $37,731 should the project warrant it. Motion carried unanimously.
D. Approval of Architectural/Professional Design Services - Buildings 140 & 150 HVAC Replacement/Improvement Project – RFQ #13-522

Mr. Eckman explained this was for the replacement air conditioning systems and controls for buildings 140 and 150 on the Daytona Campus. He stated five firms were interviewed and are recommending BRPH Architects-Engineers, Inc. as the top ranked firm.

MOTION: (Haas/Freckleton) The District Board of Trustees approve the below ranking and direct the President or her designee to negotiate the fee and contract, pursuant to the provisions of Florida Statute s.287.055, and subsequently submit the contract, including the negotiated fees, to the Board for approval at a future meeting. Motion carried unanimously.

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<tr>
<td>BRPH Architects-Engineers, Inc.</td>
<td>1</td>
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<tr>
<td>Cape Design Engineering Company</td>
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<tr>
<td>Graef-USA, Inc.</td>
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XI. TIME RESERVED/BOARD CHAIR

A. Board Chair’s Update

Mr. Lewis updated the Board on the correspondence from the Office of the Chief Inspector General on the review of Florida state college president’s compensation. He indicated changes were incorporated into the president’s employment agreement which were discussed and approved at the April 2013 Board meeting. A link to the correspondence from Inspector General’s Office will be provided to the Board for their review.

B. Approval of President’s Employment Agreement

Mr. Lewis explained Dr. Eaton received a great evaluation at the May 2013 Board Retreat and felt she has done a wonderful job at the College in moving it in the right direction. Mr. Lewis explained at that time he would be bringing forward the President’s contract so it could be extended for three years beginning in 2014. He explained because of how positive the evaluation and the great job Dr. Eaton has done, he felt it would be unfair for her to continue to work not knowing if there would be a contract after that. Mrs. Haas clarified as to whether a salary increase was included in the contract and asked if salary increases were tied to anything other than evaluation of her goals. Mr. Lewis had suggested a salary increase at the retreat but in speaking with Dr. Eaton, she indicated she would not take an increase unless something was available to all employees of the College and he thought that was commendable.

Mr. Freckleton felt it would be prudent to wait until there was a full Board present so the two new appointees would have an opportunity to
participate on this, as well as the trustee who was absent. Mrs. Holness disagreed and felt someone new coming in would not have had the opportunity to work with Dr. Eaton and thought it would be unfair to put new trustees in that position. She was also unsure how long it would take for appointments to be made since one of the trustee positions had been vacant for almost a year.

Mrs. Haas stated she was concerned because she had not been reappointed for another term and her current term ends 5/31/13. She liked having a three-year contract and indicated she would always want the President to have the agreement considered for renewal a full year prior to the contract end date and at that time the Board could extend the contract by two years, making it a three-year contract. She suggested having some type of language to this effect incorporated into the agreement. Mr. Lewis indicated if that was the will of the Board, they could add two years to the current contract, making it a three year contract and then look at it again when there is one year left. He believed those trustees present had the experience and knowledge to vote on this today.

Mr. Davis shared his term also ended 5/31/13 and was just recently confirmed by the Senate for his current appointment. He shared Dr. Eaton has done a wonderful job and has been one of the College’s best presidents but felt he owed it to whomever the new appointments are to not do this at this time. Mrs. Haas suggested tabling this for a month or two so they can hear back from the Governor’s Office on their appointments. Mrs. Hosseini felt because the President’s contract did not end until 6/30/14 and everyone was happy with Dr. Eaton this item could be tabled until August or September. She felt certain all Board members would be appointed by then giving everyone the opportunity to participate. Mr. Lewis stated new Board members would not have the experience and Mrs. Hosseini felt they have the opportunity to do their due diligence and being members of the community are familiar with the College. If there are no appointments by this time, it was determined this item should be placed on the agenda for action.

MOTION: (Hosseini/Freckleton) The District Board of Trustees table the President’s employment agreement until the August 2013 Board meeting. Motion passed by the following vote:

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<tr>
<td>Yes</td>
<td>Davis</td>
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<td>Yes</td>
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C.  Approval of Resolution of Appreciation  
Mr. Lewis presented for approval.  

**MOTION:**  (Hosseini/Holness) The District Board of Trustees approve the resolution of appreciation for Mr. John Tanner. Motion carried unanimously.

D.  Approval of Board Meeting Schedule 2013/2014  
Mr. Lewis presented the meeting schedule.  

**MOTION:**  (Holness/Freckleton) The District Board of Trustees approve the Board meeting schedule for 2013/2014, as presented. Motion carried unanimously.

C.  Board Professional Development Opportunities  
Mr. Lewis presented as information.

XII.  TIME RESERVED/CONSTITUENT HEADS  
Reports were presented by Dr. Rob Saum, Administrators Council President; Ms. Valerie Lee, Career Employees Association President; Dr. Andrea Reese, Acting Faculty Senate President; and Mr. Bill Harrison, Professional Council President.

XIII.  TIME RESERVED/BOARD MEMBERS  
Mrs. Hosseini thanked Dr. Eaton for the work on the ATC contract so it could be presented to the Board. She understands how this is not an easy process because of diverse opinions. She felt the ATC location would greatly benefit the College and is hopeful this will continue to move forward.

Mrs. Holness wished Dr. Vitale well on his new role in Kanas and enjoyed working with him since she began on the Board.

Mr. Freckleton commended the faculty and staff involved in the graduation ceremonies and was honored to be able to attend and be a part of these events. He shared information on the sunset music and jazz concert series being held at the Flagler/Palm Coast campus through August.

Mrs. Haas thanked the News-Journal for the many great articles about the College and thanked those at the College that are doing wonderful things to generate these positive articles.

Mr. Lewis thanked Dr. Vitale for his years of hard work at the College and how he will be missed. He felt Mrs. Gillespie gave a great report on the Foundation.

XIV.  ADJOURN  
Mr. Lewis adjourned the meeting at 4:26 p.m.

**Date of next regular meeting: June 27, 2013.**