MINUTES: June 27, 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
Dr. Christina Frederick-Recascino
Mrs. Forough Hosseini

ABSENT: Mrs. Betty Holness

Board Meeting began 2:00 p.m.

I. CALL TO ORDER
Mr. Lewis called the meeting to order at 2:00 p.m.

II. ROLL CALL
Mrs. Holness was absent. Mrs. Hosseini was absent during roll call but arrived later in the meeting.

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. PUBLIC HEARING – POLICIES
A. Approval of First Reading – Policy 4.04 (New): Credit for Military Training and Education Courses
Item presented for approval.

MOTION: (Recascino/Freckleton) The District Board of Trustees approve the first reading of Policy 4.04 Credit for Military Training and Education Courses, as presented. Motion carried unanimously.
B. Approval of First Reading – Policy 4.08 (New): Textbook Affordability and Instructional Material Adoption
   Item presented for approval.

   **MOTION:** (Freckleton/Recascino) The District Board of Trustees approve the first reading of Policy 4.08 Textbook Affordability and Instructional Material Adoption, as presented. Motion carried unanimously.

C. Approval of First Reading – Policy 5.07 (Revised): Bank Depositories and Electronic Transfers
   Item presented for approval.

   **MOTION:** (Recascino/Freckleton) The District Board of Trustees approve the first reading of Policy 5.07 Bank Depositories and Electronic Transfers, as presented. Motion carried unanimously.

V. CONSENT AGENDA
   A. Approval of 5/10/13 Board Retreat Minutes
   B. Approval of 5/30/13 Regular Board Meeting Minutes
   C. Approval of Affiliation Agreements
   D. Approval of Agreements
   E. Approval of Budget Amendments
   F. Approval of Contractor Pre-qualification for Construction Projects Board Certification
   G. Approval of Deletion of Inventory Items
   H. Approval of Grant Applications
   I. Approval of Human Resource Recommendations
   J. Approval of Out of Country Travel Request – May/Hensler
   K. Approval of Out of District Field Trip Request
   L. Approval of State Requirements for Educational Facilities (SREF) Inspection 2012-2013

   Mr. Lewis asked if there were any items trustees would like pulled from the Consent Agenda. No requests were made.

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

VI. TIME RESERVED/PRESIDENT
   A. President’s Update
   Dr. Eaton thanked the Board members for their time in attending individual meetings with staff to review the annual budget and agenda material. These types of meetings provide each trustee with an opportunity to ask questions and to fully understand the material being presented. She thanked Ms. Laurie White, Director of Marketing, and her staff for keeping
the Board members well informed with news releases on the wonderful accomplishments of students, staff and the College. Mr. Lewis shared select headlines from the news releases and how these accomplishments speak very highly of the institution.

Mrs. Hosseini arrived at this point in the meeting.

Dr. Eaton explained Senate Bill 1514 becomes effective July 1 and this bill requires school districts to pay the standard tuition rate for dual enrolled students. This unexpected mandate has created a financial burden for both Volusia and Flagler school districts. She indicated the College is in conversations with the school districts about ways in which the College can continue its partnerships with the schools in offering the dual enrollment program and how so important this program is for many students and their families. Another topic being discussed with the school districts is the Advanced Technology Center. The contract extension for the Charter will provide the opportunity to continue discussions.

Dr. Eaton and six staff participated in a FEMA sponsored risk management event. The focus of the session was a Volusia County specific training event. She shared there was a good cross-section of attendees from Volusia County that included mayors, city managers, commissioners, emergency management, school district employees, and others. Mr. Lewis shared expenses associated with the training event are covered by FEMA.

Dr. Eaton attended a Space Florida presentation hosted by the Port Orange/South Daytona Chamber that was similar to a Town Hall recently hosted by Senator Hukill. Both Senator Hukill and Representative Hood were at the Space Florida presentation. She explained Space Florida is a state agency whose mission is to bring commercial space business and industry back to Florida. Space Florida is applying to have an Environmental Impact Study done by the FAA to consider bringing a commercial space port to southern Volusia/northern Brevard County. The process may take as long as two years but she felt it was important that Daytona State be at the table and be seen as an asset to new businesses that would be looking to relocate to this area.

VII. COLLEGE COUNSEL
A. Approval of Advanced Technology College Charter Addendum
Mr. Brian Babb, Executive Vice President/College Counsel, explained the agreement extends the Charter for a period not to exceed six months.
MOTION: (Hosseini/Haas) The District Board of Trustees approve the attached agreement to extend the Charter for the Advanced Technology College for a period not to exceed six (6) months. Motion carried unanimously.

B. Approval of Quit-Claim Deed Consent
Mr. Babb explained there are billboards located on the DeLand Campus and rental revenue from these would be turned over from the donor to the College once approved.

MOTION: (Freckleton/Recascino) The District Board of Trustees approve the Consent to Expansion of Educational Plant under the Quit-Claim deed. Motion carried unanimously.

C. Approval of Private Attorney Services for 2013-2014
Mr. Babb explained outside attorney services are used based on the firm’s area of expertise and presented for approval.

MOTION: (Hosseini/Recascino) The District Board of Trustees approve the request for private attorney services with the firms of Fletcher, Heald & Hildreth, P.L.C., Kaney & Olivari, P.I., and Holland & Knight, LLP for 2013-2014. Motion carried unanimously.

D. Approval of Salary Administration Plan for 2013-2014
Mr. Babb reviewed changes made to the salary administration plan and presented for approval.

MOTION: (Freckleton/Haas) The District Board of Trustees approve the 2013-2014 Salary Administration Plan, effective July 1, 2013. Motion carried unanimously.

VIII. FINANCE / PURCHASING
A. Executive and Financial Summaries May 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 5/31/13 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 Uncollectible Accounts Receivables
Ms. Montgomery explained the process used to collect student receivables and how all efforts have been exhausted and will now be written-off. The amount represents 2.86% of student fee revenues for 2009-2010.

MOTION:  (Recascino/Haas) The District Board of Trustees approve the write-off of uncollectible account receivables in the amount of $1,213,970.58. Motion carried unanimously.

D. Approval of Funding for Uncollectible FEMA Accounts Receivable from Fund 7 Board Designated Reserves
Ms. Montgomery explained the College will not receive reimbursement from FEMA nor the insurance provider for additional costs that were incurred from severe storms in 2004 and therefore this cost center will need to be closed out.

MOTION: (Hosseini/Haas) The District Board of Trustees approve the funding of previously incurred building repair costs of $433,785 from Fund 7 Board Designated Reserves allowing the College to close out the cost center that previously accounted for the associated storm related costs for fiscal year-end. Motion carried unanimously.

E. Approval of College ERP System Consulting Services - RFQ #13-008
Ms. Montgomery presented for approval.

MOTION: (Recascino/Freckleton) The District Board of Trustees authorize the President or her designee to enter into negotiations with CampusWorks, Inc. to provide consulting services for the College’s Enterprise Resource Planning system, and subsequently submit the contract, including the negotiated fees, to the Board for approval at a future meeting. Motion carried unanimously.

F. Approval of 2013-2014 Annual Budget
Ms. Montgomery thanked the Board for taking the time to meet with staff individually to review the annual budget and for the College staff who worked collectively to make this a balanced budget. She reviewed transfers from Funds 1 in the amount of $382,845, Fund 3 in the amount
of $1,500,000, and Fund 7 in the amount of $1,303,873. Dr. Eaton explained based on the Board’s direction student fees were not increased for 2013-2014. Mrs. Haas felt the Board’s main obligation was not to increase tuition for students and how this impacts revenue for the College but hopes people understand that by not increasing tuition this makes the College more accessible for the community. Discussed the distribution of state funding and how the College did not receive funding due to compression. Mrs. Hosseini stated costs increase in other areas and it takes an amazing leader and staff to operate the College with less dollars and still provide the same level of service for students. Mr. Davis appreciated the continued opportunity to meet with the President and executive staff to review the annual budget.

MOTION: (Recascino/Haas) The District Board of Trustees approve Daytona State College’s Annual Operating Fund 1 Budget and Fund 7 Capital Outlay Budget for Fiscal Year 2013-2014, as presented. Motion carried unanimously.

IX. STUDENT DEVELOPMENT / ACADEMIC AFFAIRS / FACILITIES

A. Enrollment Report
Dr. Tom LoBasso, Chief Operating Officer/Provost, reviewed enrollment data for the Summer 2013 semester which included the fee paying summary report and enrollment by program and campus. Total fee paying students were down by only 7.8 percent for the summer and how they had anticipated this to be around 16 percent. New Smyrna Beach/Edgewater Campus enrollment was affected by the elimination of a Student Life Skills course. He reviewed Fall 2013 enrollment data which included a comparison of enrollment by program and campus. He explained how enrollment trends are connected to the economy and when the economy is not good many people return to College and when the economy improves people return to work. Discussed reduced enrollment at the school districts which are feeder schools for the College. Total fee paying students for the Fall are down by 11.6 percent and new student applications are up overall by 7.1 percent. Discussed dual enrollment legislation and how the College is working with the school districts on partnerships for compensation and continue to encourage students to dual enroll.

B. Approval of 2013-2014 Lab Fee Recommendations
Dr. LoBasso explained there is a review process for lab fees and how costs have to be documented.

MOTION: (Hosseini/Freckleton) The District Board of Trustees approve the lab fee recommendations as presented, effective Fall 2013. Motion carried unanimously.
C. Approval of Architectural/Professional Design Services Contract - Buildings 140 & 150 HVAC Replacement/Improvements Project
Dr. LoBasso explained the HVAC systems will be replaced in Buildings 140 and 150.

**MOTION:** (Haas/Freckleton) The District Board of Trustees approve the contract for professional design services with BRPH Architects-Engineers, Inc. for the Buildings 140 & 150 HVAC Replacement/Improvements project, in the amount of $92,000 plus a 10% design contingency of $9,200. Motion carried unanimously.

D. Approval of Site Work Package for Flagler/Palm Coast Building 3 Project
Dr. LoBasso explained approval of this item will assist in getting the Building 3 project started. Mr. Lewis inquired about the status of this project and Mr. Steve Eckman, Director of Facilities Planning, explained the building design is being finished; the guaranteed maximum price will be presented to the Board for approval in August; and construction will begin shortly after that.

**MOTION:** (Freckleton/Haas) The District Board of Trustees allow the Construction Manager, H.J. High Construction Company, to bid a site work package and the College to issue a purchase order for this work which would not exceed $200,000. Motion carried unanimously.

E. Approval of Capital Improvement Program (CIP) 2014-2015 through 2018-2019
Dr. LoBasso explained each year the CIP is brought forward for approval by the Board. The CIP includes detailed priorities for the next five-years and the 2014-2015 priorities are those that will be discussed with the Legislature to ask for their support.

**MOTION:** (Recascino/Freckleton) The District Board of Trustees approve the Capital Improvement Program for 2014-2015 through 2018-2019 for submittal to the Division of Florida Colleges on July 1, 2013. Motion carried unanimously.

X. MONTHLY STATUS REPORT
A. Foundation Update
Mr. Kent Ryan, Foundation/Dean, Campus Services Flagler/Palm Coast Campus, presented information on work the Foundation is doing with the Flagler County community with regards to naming opportunities for the new building project on the Flagler/Palm Coast Campus as well as other
areas of the campus. Mrs. Haas shared the Foundation has a dedicated and focused mission now and it continues to move forward.

XI.  TIME RESERVED/BOARD CHAIR
A.  Board Chair’s Update
Mr. Lewis explained the Board has submitted Mrs. Betty Holness’ nomination to serve on the Associate of Community College Trustees’ (ACCT) Diversity Committee for the Southern Region. Dr. Shana Deyo, Associate Professor, Bachelor of Applied Science in Supervision and Management program, was nominated for the ACCT Faculty Member Award.

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

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

XIII.  TIME RESERVED/BOARD MEMBERS
Mrs. Hosseini commented it was a great meeting.

    Dr. Recascino hoped staff has a good summer and looked forward to seeing everyone again in August.

    Mrs. Haas thanked Dr. Eaton, Ms. Montgomery and staff for their work presenting information to the Board and reviewing the annual budget with each trustee.

    Mr. Lewis reminded everyone the August meeting will be at the Deltona Campus. Dr. Eaton added there will be a tour of the campus during the workshop time. Mr. Lewis thanked everyone for a good year and felt the College has done well.

XIV.  ADJOURN
Mr. Lewis adjourned the meeting at 3:34 p.m.

Date of next regular meeting: August 13, 2013.