MINUTES: August 13, 2013

MEETING: Daytona State College
District Board of Trustees

PLACE: Daytona State College
Deltona Campus
2351 Providence Blvd.
Deltona, Florida

PRESENT: Dr. Carol Eaton, Corporate Secretary/President
Mrs. Mary Ann Haas, Acting Chair
Mr. Bob Davis
Mr. Lloyd Freckleton
Dr. Christina Frederick-Recascino
Mr. Brad Giles
Mrs. Betty Holness
Mrs. Forough Hosseini

Board Workshop began 12:35 p.m.
Dr. Nancy Morgan, Associate Vice President for Institutional Effectiveness, reviewed the upcoming reaffirmation visit in September by the Southern Association of Colleges Commission on Colleges (SACSCOC) and how there will be a visiting committee consisting of thirteen members from other states. She indicated there are a few things left to do such as mailing the Quality Enhancement Plan (QEP) and Focused Report to the committee. The Focused Report is the College’s response to the report of the Off-Site Review Committee and will provide additional information or documentation on identified standards. She explained the goal of the QEP: Learn to Soar is to increase success rates of First Time in College (FTIC) at-risk students by taking a one-credit hour first year seminar, SLS 1101 College Resources.

Dr. Morgan explained what will take place during the visit and how the visiting committee will be evaluating the institution on 42 comprehensive standards. She stated after the conclusion of the site visit the institution will receive a draft report so it may correct any factual errors. Once corrections have been made, the institution will receive the final report and will submit a response addressing any recommendations it may receive. The SACSCOC Board will vote on the reaffirmation for the institution at its June 2014 meeting. The next step for the College will be to implement Learn to SOAR, document outcomes and impact to students, and maintain compliance in all areas. Dr. Morgan explained over the last three and a half years, hundreds of people have contributed to the report and thanked everyone for all of their hard work.

Ms. Suzette Cameron, Director of Campus Services for the Deltona Campus, provided a tour of the campus for trustees and interested guests.
Board Meeting began 2:00 p.m.

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

II. ROLL CALL
All trustees were present.

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. Mrs. Haas recognized and welcomed Deltona City officials, Mayor John Masiarczyk, Commissioner Nancy Schleicher, and Acting City Manager, Dave Denny.

IV. ELECTION OF OFFICERS
A. Election of Officers
Mrs. Haas turned the meeting over to Dr. Eaton to conduct the election of the Board Chair.

Dr. Eaton asked if there were nominations from the floor for the position of Chair.

MOTION: (Hosseini/Davis) Nominate Mrs. Mary Ann Haas as Chair of the District Board of Trustees.

There being no further nominations from the floor, the following motion was made.

MOTION: (Holness/Freckleton) The District Board of Trustees accept the nomination and elect Mrs. Mary Ann Haas as Chair. Motion carried unanimously.

Dr. Eaton congratulated Mrs. Haas and turned the meeting over to her. Mrs. Haas asked if there were nominations from the floor for the position of Vice Chair.

MOTION: (Holness/Hosseini) Nominate Mr. Lloyd Freckleton as Vice Chair of the District Board of Trustees.

Mrs. Haas asked if there were any other nominations for the office of Vice Chair, being none, the Board unanimously voted to accept Mr. Lloyd Freckleton for the office of Vice Chair.
V. PUBLIC HEARING – POLICIES
A. Approval of Second Reading – Policy 4.04 (New): Credit for Military Training and Education Courses
   Item presented for approval.

   MOTION: (Recascino/Holness) The District Board of Trustees approve the second and final reading of Policy 4.04 Credit for Military Training and Education Courses, as presented. Motion carried unanimously.

B. Approval of Second Reading – Policy 4.08 (New): Textbook Affordability and Instructional Material Adoption
   Item presented for approval.

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

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

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

VI. CONSENT AGENDA
A. Approval of 6/27/13 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 Request – Perera
J. Approval of Out of Country Travel Request – Magoulas
K. Approval of Out of District Field Trip Requests

Mrs. Haas asked if there were any items trustees would like pulled from the Consent Agenda. Dr. Recascino asked to pull Item VI. C. Approval of Agreements as there is an agreement with her employer, Embry-Riddle Aeronautical University.
MOTION: (Freckleton/Recascino) The District Board of Trustees approve the remainder of the Consent Agenda. Motion carried unanimously.

MOTION: (Giles/Hosseini) The District Board of Trustees approve Item VI. C. Approval of Agreements. Motion carried with Dr. Recascino recusing herself.

Mr. Giles asked if the College utilizes Employ Florida for online employment advertising which is a free service through the workforce board. Ms. Robin Barr, Associate Vice President for Human Resources, explained some of the sites the College uses and will look into the Employ Florida website.

VII. TIME RESERVED/PRESIDENT
A. President’s Update
Dr. Eaton welcomed new trustee, Mr. Brad Giles, and shared how Mr. Giles has attended an orientation with senior staff and has been given the trustee resource manual to assist him. She congratulated Trustees Haas and Davis on their reappointments to the Board. Dr. Eaton shared some of her activities since the last board meeting that included pinning and graduation ceremonies for various academic programs. She attended a business leaders’ lunch in July along with Mr. Giles and others. Dr. Eaton hosted Dr. Virginia Carson, SACS Visiting Committee Chair, who visited the College in preparation for the upcoming SACS visit. She shared the College was invited to be a part of the Intermodal Transit Station Study and spoke with Ms. Maryam Ghyabi’s firm on this survey. Dr. Eaton stated Ms. Kay Burniston, Foundation Executive Director, has been meeting with community members and how she has had the opportunity to join her and meet with some of the College’s donors. Dr. Eaton was a recent guest on the Marc Bernier radio show.

Dr. Eaton explained the revisions to policies 4.08 and 5.07 came from questions raised by the auditors during the operational audit and how staff have been proactive in making these revisions. She shared the operational audit should arrive in 4-6 weeks and thanked Dr. Recascino for attending the audit exit conference. Dr. Eaton explained on the agenda there are agreements for the Advanced Technology College and dual enrollment and thanked staff for the many hours of work they have put into these agreements.

Dr. Eaton shared the Bachelor of Nursing and Bachelor of Science in Information Technology programs will be on the State Board of Education’s September agenda for approval. Dr. Eaton explained fall planning begins this week with a welcome back for faculty and staff, followed by three days of meetings, presentations, and workshops that will also include a SACS update and QEP presentation. She shared how the
College is truly a learning centered/learning focused institution and appreciated the support of the Board in making student success the primary goal of the institution.

VIII. COLLEGE COUNSEL
A. Approval of Advanced Technology Center Agreement (A-1); Dual Enrollment Articulation Agreements (A-2); Agreement for Services by Volusia and Flagler County School Boards in Support of Dual Enrollment at Daytona State College (A-3)

A-1. Advanced Technology Center Agreement
A-2. Dual Enrollment Articulation Agreements
A-3. Agreement for Services by Volusia and Flagler County School Boards in Support of Dual Enrollment at Daytona State College

Mr. Brian Babb, College Counsel, explained the timeline for the Advanced Technology Center (ATC) agreement. Agreement A-1 is for the dissolution of the ATC and the distribution of property. The College would receive 25 acres and the building with the remaining 75 acres going to the school boards. Once approved by all parties, a land agreement will be developed for the undeveloped properties that would be beneficial to both parties.

Mr. Babb explained the dual enrollment agreements (A-2) were developed because of new legislation where school districts are now required to pay the colleges for dual enrollment students. He explained of a change to page 161, section B, 4th bullet, where it should read students withdrawing from a course once, rather than withdrawing from a course twice. Discussion ensued about this change and the adverse effect it might have on underprivileged students and the Board would like to ask if Flagler County Schools would consider not making this change which would be consistent with the Volusia County Schools agreement.

Mr. Babb explained the one year agreement (A-3) will require the College to pay the school districts 90% of dual enrollment funding for services rendered in support of the dual enrollment program.

MOTION: (Hosseini/Davis) The District Board of Trustees approve items A-1, A-2, and A-3, as amended, and prepare a letter from the Board strongly recommending Flagler County Schools provide the same opportunity as students of Volusia County Schools with regards to attempting a dual enrollment course twice. Motion carried with Mr. Giles* recusing himself.

*Mr. Giles currently serves on the Advanced Technology Center board of directors.
B. Approval of Standard Dual Enrollment Articulation Agreements for Private Schools and Home School Students
Mr. Babb presented for approval.

MOTION: (Hosseini/Holness) The District Board of Trustees approve the use of the standard Dual Enrollment Articulation Agreements for Private Schools and Home School Students agreement as set forth in the agenda item. Motion carried unanimously.

Mrs. Holness commented how she was amazed at all of the courses offered by the College for dual enrollment and would like staff to continue to reach out to students and parents on this great program. Mr. Freckleton commented on the Take Stock in Children program and suggested reaching out to these students for dual enrollment opportunities. Dr. Lee Ann Davis, Director of Academic Advising, shared of her work with these organizations. Mrs. Hosseini commented on the great job the College does reaching out to students on the east side of the county and how difficult it is for students attending Taylor High School to participate in dual enrollment and suggested offering courses at the school.

IX. FINANCE
A. Executive and Financial Summaries July 2013
Ms. Isalene Montgomery, Vice President for Finance, reviewed the executive financial summary as of July 31, 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. Mrs. Hosseini inquired about the year to date obligations that are $8 million and Ms. Montgomery explained this is from departments entering purchase orders at the beginning of the year for the fiscal year. Ms. Montgomery reviewed the analysis of reserves, revenues, expenses for all funds 1-7 that included fund balance as of 7/31/13 and estimated fund balances available at fiscal year-end; Board designated and local reserve funds to date; Board reserve spending activity and proposed use through 2015-2016 for Funds 1, 3, and 7; and facility projects at/above $100,000 that are currently underway.

B. Approval of Auxiliary Fund Transfer Request
Ms. Montgomery explained this transfer of funds will assist students with need-based scholarships. Dr. Recascino asked how this need is predicted and Ms. Montgomery explained internal controls are in place to closely monitor financial aid need and includes periodic monitoring of tuition and related fee revenue projections, and end of semester reviews.
MOTION: (Hosseini/Freckleton) The District Board of Trustees approve the transfer of Auxiliary Funds in the amount of $99,285 to a Fund 5 financial need-based cost center to assist students demonstrating a financial need for Academic Year 2012-2013. Motion carried unanimously.

C. ACH/Wire Transfers/Checks Issued Greater Than/Equal to $50,000
Ms. Montgomery presented as information.

D. Daytona State College Foundation Audit for Years Ended December 31, 2012 and 2011
Ms. Montgomery presented as information and explained the Foundation received an unqualified opinion, which is very good, and no internal control or audit findings were identified.

X. CHIEF OPERATING OFFICER/PROVOST
A. Approval of Flagler/Palm Coast Building 3 Project Enhanced Hurricane Protection Areas
Dr. Tom LoBasso, Chief Operating Officer/Provost, explained the building location is in a zone which exempts it from enhanced requirements related to hurricane protection.

MOTION: (Freckleton/Hosseini) The District Board of Trustees concurs with the Flagler Emergency Manager in exempting the Flagler/Palm Coast Building 3 Project from any EHPA requirements. Motion carried unanimously.

B. Approval of Flagler/Palm Coast Building 3 Project Guaranteed Maximum Price
Dr. LoBasso explained H.J. High Construction has received and assessed the subcontractor bids and developed the Guaranteed Maximum Price (GMP) of $6,223,673 and Facilities Planning staff have reviewed and found the GMP to be acceptable.

Mr. Steven Eckman, Director of Facilities Planning, explained the Guaranteed Maximum Price process and how the construction company bids out portions of the project to subcontractors. Now that the subcontractors have been selected, the GMP is the total sum of all of the subcontractor bids, plus the construction company’s cost. The construction company is guaranteeing the project will not exceed the total GMP amount.

Mr. Freckleton asked how many of the subcontractors were from Flagler County. Mr. Eckman indicated 18% were from Flagler County, 36% from Volusia County and ten counties were represented. He indicated the
construction company did put forth quite a bit of effort to attract local subcontractors from Flagler County. Mr. Giles indicated his company was selected as the electrical subcontractor and will hire new workers from Flagler County. Mrs. Holness inquired how many of the subcontractors were minority/women owned businesses and Mr. Eckman will have to research this information. Mrs. Haas asked about change orders and Mr. Eckman indicated with this type of project there should be no change orders unless the College changed the scope of the project.

**MOTION:** (Recascino/Holness) The District Board of Trustees approve the Guaranteed Maximum Price of $6,223,673 for the Flagler/Palm Coast Building 3 Project. Motion carried Mr. Giles* recusing himself.

*Mr. Giles’ company, Giles Electric Company, was hired as a subcontractor prior to his appointment to the District Board of Trustees. He stated his company will no longer be eligible to bid on future College projects since he now serves on the Board.

**XI. STUDENT DEVELOPMENT**

**A. Enrollment Report**

Mr. Buck James, Vice President for Enrollment and Student Development, reviewed the enrollment data for the Fall 2013 semester which included FTE and headcount by program and campus. New student applications were up by over 5% compared to last year and new student enrollment increased in first time in college, transfer in-state, and transfer out-of-state categories.

**XII. MONTHLY STATUS REPORT**

**A. Foundation Update**

Ms. Kay Burninston, Foundation Executive Director, welcomed Mr. Giles to the Board and congratulated Mrs. Haas and Mr. Freckleton on their elections. She explained the Foundation will be hosting a thank you reception to recognize those community members who have volunteered their time and expertise on College advisory boards. She stated how important these advisory boards are to the students. She shared information on the Wisdom in Senior Education (WISE) program and the upcoming fall schedule of speakers. The WISE program has around 275 members. The Foundation will be honoring Lesa France Kennedy at its annual gala and provided information on sponsorships and how there are still opportunities available to be a sponsor. She shared the chefs will be preparing French cuisine and there will be seven different stations paired with wonderful French wine. Ms. Burninston explained the Foundation’s gala highlights the culinary students and stated how excited the students are to talk to guests about the dishes they have prepared.
XIII. TIME RESERVED/BOARD CHAIR

A. Board Chair’s Update
Mrs. Haas commented on the reception for advisory board members and asked the Board to stop by if they were available because it means a great deal when trustees attend. Mrs. Haas is the Board liaison with the Foundation and asked if someone else was interested in doing this but would gladly continue if no one was interested. Mr. Giles indicated he might be able to do this and would discuss the transition with Mrs. Haas. Mrs. Haas referenced the authorization request in the Consent Agenda and stated the President is authorized to approve purchases up to a specific dollar amount and would like to ask staff to bring back data to the next meeting to see if there is a different dollar amount that would work best for purchasing limits.

B. Approval of President’s Employment Agreement
Mrs. Haas explained the president’s employment agreement was tabled at the May 2013 board meeting because the Board wanted to wait until appointments and reappointments were made so there was a full board.

Mr. Davis shared he and others came on the Board at a difficult time and there have been a lot of changes for the better. Dr. Eaton has done a tremendous job but felt it was unfair to vote on this item until the Governor appointed the two new board members. He would like to table this item until the Governor appoints the rest of the Board. He stated this was nothing against Dr. Eaton and just wanted all of the trustees to be a part of this decision.

**MOTION:** (Davis/Giles) That the District Board of Trustees table the president’s employment agreement until the Governor appoints two persons to the vacant seats on the Board.

Mr. Giles suggested this item be brought forward one month after the Governor has made appointments so that new members could sit through a meeting and get up to speed. He shared he knows Dr. Eaton and has worked with her and she is a more than capable leader and wanted the new appointments to have enough time to get to know her and review information. Dr. Recascino asked if anyone had any idea if the Governor would make appointments this year or sometime in 2014 because the president’s contract ends in 2014. She did not think it was fair to table this when this is not known and stated it took 12 months to fill the seat vacated by Mrs. Brosemer with Mr. Giles. She indicated she would be fine tabling this item for one month to allow Mr. Giles to get up to speed and feels this is the current Board’s responsibility now. Mr. Giles offered to bring back the agreement in January to give the Governor time to make the Board
whole but Dr. Recascino felt it was the Board’s responsibility to act on this now. Mrs. Holness shared the same concerns as Dr. Recascino and felt this was the current Board’s responsibility and also did not want to wait. She shared how Dr. Eaton has been very receptive to ideas the Board has shared with her and has addressed concerns brought to her and reported the results on decisions made. Mrs. Hosseini was concerned that the motion as it currently stood did not have an end date and Mr. Giles was willing to amend the motion.

AMENDED MOTION: (Giles/Davis) That the District Board of Trustees table the president’s employment agreement until November 2013 to allow additional Board appointments and provide new trustees appointments the opportunity to sit through one Board meeting. Motion passed by the following vote:

- Davis - Yes  Holness – No
- Freckleton - Yes  Hosseini - Yes
- Giles - Yes  Recascino - No
- Haas - Yes

C. Approval of Resolution of Appreciation
Mrs. Haas read the resolution of appreciation for Mr. Dwight Lewis into the minutes.

Whereas, Mr. Dwight D. Lewis has been a valued and trusted member of the Daytona State College District Board of Trustees since April 2011, with excellent service as chair, August 2011 - August 2013,

Whereas, he has served with distinction and integrity during his term as a representative and head of the Board, helping lead the College through challenging periods and,

Whereas, he has displayed professionalism, fairness and collegiality while interacting with the Board, College personnel and the community that he represents and,

Whereas, he has been an advocate for advancing new programs to include the Bachelor of Science in Nursing and the Bachelor of Science in Information Technology, thereby positioning the College for increased workforce pathways in the region, and

Whereas, he tirelessly served the College as an advocate for enriching and safeguarding the Daytona State College experience and,
Whereas, he applied his in-depth experience as a business owner and supported the mission of the College to provide access and emphasize academic success for all students and staff and,

Whereas, he has been a strong supporter of the Daytona State College Foundation and its mission to provide financial assistance to students, as well as funding for critical needs that are beyond the scope of the College’s budget and,

Whereas, he will forever be a lifelong friend of the Florida College System.

Now therefore be it resolved that this Resolution of Appreciation for Mr. Dwight D. Lewis be read into the official minutes of the August 13, 2013, meeting of the Daytona State College District Board of Trustees and that a signed copy of this document be presented to him at an appropriate time.

MOTION: (Hosseini/Holness) That the District Board of Trustees approve the Resolution of Appreciation for Mr. Dwight D. Lewis. Motion carried unanimously.

D. October 10, 2013 Board Meeting Location Change
Dr. Eaton explained the meeting location will change to the Flagler/Palm Coast Campus so the groundbreaking for the new building can occur after the board meeting. The board meeting will begin at 2:00 p.m., followed by the groundbreaking at 4:30 p.m.

E. Board Professional Development Opportunities
Mrs. Haas presented as information and shared how those conferences she has attended have been very informative and others may as well.

XIV. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Dr. Andrea Reese, Acting Faculty Senate President; Ms. Joanne Halloran for Mr. Bill Harrison, Professional Council President; and Mr. Gabriel Hannans, Student Government Association President.

XV. TIME RESERVED/BOARD MEMBERS
Mr. Davis recognized Ms. Vickie Apicella, Student Services Advisor, and shared how he met her working at the Daytona State College table at the mall and what a great job she did promoting the College.

Mr. Freckleton thanked the Deltona Campus staff for hosting the meeting and shared this was the first time he had visited the campus. He looks forward to working with the Board in keeping Daytona State the greatest college in the state of Florida.
Dr. Recascino welcomed Mr. Giles to the Board. Thanked the Deltona Campus staff for the hospitality and appreciated receiving a map of the area from the Mayor so she can become better familiar with Deltona.

Mr. Giles looked forward to working with the Board and felt it was an honor to be considered to serve on the Board. He congratulated Mrs. Haas and Mr. Freckleton on their leadership roles. He commented on military courses being accepted at the College and what a great step this was in the right direction. He stated Mr. Lewis is a family friend and had looked forward to serving on the Board with him and will miss him.

Mrs. Holness looked forward to working with Mr. Giles. She enjoys the constituency reports and hearing the great things that are happening at College. She thanked Ms. Laurie White, Director of Marketing, for the press releases she emails to the Board and how helpful these are when they are out in the community as ambassadors for the College. Congratulated Mrs. Haas and Mr. Freckleton on their leadership roles and looked forward to working with them.

Mrs. Hosseini welcomed Mr. Giles to the Board and shared of his support to the Food Brings Hope initiative. Congratulated Mrs. Haas and Mr. Freckleton on their election and accepting this responsibility. She shared how she enjoyed working with Mr. Lewis and will miss him very much. She thanked the Deltona Campus staff for hosting the meeting.

XVI. ADJOURN
Mrs. Haas adjourned the meeting at 4:10 p.m.

Date of next regular meeting: October 10, 2013.