MINUTES: August 14, 2014

MEETING: Daytona State College
District Board of Trustees

PLACE: Daytona State College
Flagler/Palm Coast Campus
Building 2, Room 106
3000 Palm Coast Parkway S.E.
Palm Coast, 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. Betty Holness
Mrs. Forough Hosseini (Telephonically)
Mr. Garry Lubi

Board Meeting began 1:30 p.m.

I. CALL TO ORDER
Mrs. Haas called the meeting to order at 1:30 p.m.

II. ROLL CALL
Mrs. Hosseini was absent during roll call but joined the meeting later via telephone.

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.

IV. ELECTION OF OFFICERS
A. Election of Officers
Mrs. Haas thanked Mr. Freckleton for his support as Vice Chair and nominated him for the position of Chair. Mrs. Haas asked if there were any other nominations from the floor for the position of Chair.
MOTION:  (Escudero/Giles) Nominate Mr. Lloyd Freckleton as Chair of the District Board of Trustees.

There being no further nominations from the floor, the Board unanimously voted to accept Mr. Freckleton for the office of Chair.

Mrs. Holness arrived at this point in the meeting.

Mrs. Haas congratulated Mr. Freckleton and turned the meeting over to him. Mr. Freckleton thanked the Board for their confidence in electing him Chair. He asked if there were nominations from the floor for the position of Vice Chair.

MOTION:  (Escudero/Holness) Nominate Mrs. Forough Hosseini as Vice Chair of the District Board of Trustees.

There being no further nominations from the floor, the Board unanimously voted to accept Mrs. Hosseini for the office of Vice Chair.

V. CONSENT AGENDA

A. Approval of Agreements
B. Approval of Deletion of Inventory Items
C. Approval of Grant Applications
D. Approval of Human Resource Recommendations
E. Approval of Out of Country Travel Request - Biferie
F. Approval of Out of District Field Trip Requests
G. Approval of Roofing Contractor Pre-Qualification Certifications for Construction Projects

Mr. Freckleton asked if there were any items trustees would like pulled from the Consent Agenda for further discussion. Mr. Freckleton pulled Item. V. A. Approval of Agreements.

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

Item V. A. Approval of Agreements - Mr. Freckleton shared concerns with the articulation agreements with Flagler and Volusia County school boards and if the dual enrollment reimbursement for services was within the guidelines of F.S. 1007.721. Mr. Giles felt there was a lot of equity that has been built with the school systems and during the transition period sees advantages for future dialogue with the school systems. Mr. Escudero clarified that the school attorneys have reviewed the agreements and found there to be no problem.
MOTION: (Giles/Holness) The District Board of Trustees approve Item V. A. – Approval of Agreements, as presented. Motion carried by the following vote:

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VI. TIME RESERVED/PRESIDENT

A. President’s Update

Dr. Eaton congratulated Mr. Freckleton on being elected Chair and looks forward to working with him. She thanked Mrs. Haas for her time and commitment as the past Chair. Dr. Eaton reviewed information provided to the Board which included the WISE Fall 2014 Schedule, Foundation Gala invitation, Strategic Plan July 1, 2014 – June 30, 2017, and the Economic Development Quarterly publication.

Dr. Eaton explained this time of the year is very exciting for those in an academic environment because it begins the start of the academic year. The College kicked off the year with a welcome back event followed by a weeklong orientation and professional development sessions for faculty. She shared there was no financial report this month because of the short turn around and the College is only one month into the fiscal year. A financial report, as well as the Annual Financial Report, will be presented next month. She stated the most significant item on the agenda is the ERP contracts and expressed her gratitude to Mr. Roberto Lombardo, Mr. Brian Babb, and Mr. Jon Kaney for all their work in finalizing these documents. She shared employees are having more and more positive energy about this project and are ready for a new state of the art system to serve the students.

Dr. Eaton highlighted her activities since the last Board meeting which included attending Team Volusia and Daytona Regional Chamber board of directors meetings, Daytona Chamber’s annual meeting with Volusia County Council, and a Surgical Pinning Ceremony. She shared of her meeting with Mr. Jim Ed Norman of Curb Records, who works with Curb Colleges which has ten institutions nationwide that are partners. She shared Mr. Mike Curb is a generous donor to the College and has funded numerous student scholarships. She visited with another generous donor, Dr. William Schildecker, and was looking forward to touring Oak Hill with him, and the Foundation will be honoring him at this year’s Gala. Dr. Eaton was a guest on the Howard Holley Radio Show and interviewed by The Florida Channel. The Facilities Planning Advisory Council met in July and Dr. LoBasso will review the progress of that group. Mrs. Sharon Crow, Dr. Amy Locklear, Ms. Isalene Montgomery, and Mrs. Susan Antillon attended the Performance Funding meeting in Orlando and Dr. Eaton indicated Dr. Tom LoBasso will be the institution’s representative for
these ongoing meetings and will report on new information as it becomes available. She explained most of the health career programs have additional accreditations and met with members of the Physical Therapy Education accreditation site team. She attended the CareerSource Development and Services Committee meeting that included a gap analysis presentation. The Collaboration Council met in August and provides an opportunity for Dr. Eaton and her senior staff to meet with the school district superintendents and their senior staff to discuss ideas or concerns. She also attended the Volusia County Economic Development Quarterly Update, New Faculty Orientation, Foundation Capital Campaign meeting, and an orientation session for Planning Council members.

Dr. Eaton explained Dr. Tom LoBasso, Chief Operating Officer/Provost, and Facilities Planning staff continue to meet with the Facilities Planning Advisory Council (FPAC) and asked Dr. LoBasso to review the Deferred Maintenance, Renovation Priority List (DMRPL) that will be reviewed with FPAC.

*Mrs. Hosseini joined the meeting telephonically at this point.*

Dr. LoBasso explained upcoming projects on the DMRPL are being reviewed at this time so the Board has an opportunity to provide input or ask questions before projects proceed to the planning stages. Projects reviewed were higher profile type projects that would require a larger amount of funding. He reviewed projects being planned for the New Smyrna Beach/Edgewater Campus included lighting upgrades, renovation of Bldg. 2 to address the roof, air handler units and interior finishes. Classrooms will be identified on the Deltona, DeLand and New Smyrna Beach/Edgewater campuses for remodeling into “Classroom of the Future” rooms. The student services area on the Deltona Campus will be redesigned to flow better for the students. Elevators in Buildings 4, 5, and 6A on the DeLand Campus need renovating and the amphitheater on the Flagler/Palm Coast Campus is in need of repairs. Air handler units and control systems in Buildings 140 and 150 on the Daytona Beach Campus will need to be replaced and the University of Central Florida (UCF) will be contributing a percentage of the cost because these are joint-use facilities. The College will begin the five-year plant survey of need in October which is due to the Department of Education (DOE) by June 30, 2015. Once the plant survey has been approved by DOE, work can proceed on developing the scope of work on the college-wide Master Site Plan with FPAC. Dr. LoBasso explained funding for the maintenance and renovation of college facilities is received each year from the state and is specifically earmarked for these types of projects. Mr. Giles explained about rebates from FP&L on the lighting upgrades and asked how often the lease with UCF is negotiated. Dr. LoBasso shared the lease is reviewed and evaluated annually and presented to the Board. UCF also pays a percentage of the electrical bill. Dr. LoBasso explained there will be a ribbon cutting in
October for the thermal energy storage tank and work on the scene shop at the News-Journal Center should be completed in October.

VII. INFORMATION TECHNOLOGY
A. Approval of Ciber Inc. Agreements
Mr. Roberto Lombardo, Senior Vice President of Information Technology, explained it has been a year and a half since the ERP project began and has been providing the Board with monthly updates on the progress. He asked if there were any questions and Dr. Recascino asked about the inclusion of information on how this project would affect faculty and staff. Mr. Lombardo explained there is a communication portal that will be set up to provide information to help the employees during the transition.

MOTION:  (Haas/Recascino) The District Board of Trustees the Master Services and Data Center Supplement agreements, as presented. Motion carried unanimously.

B. Approval of Oracle America, Inc/Mythics Inc. Agreement
Mr. Lombardo presented for approval.

MOTION:  (Lubi/Escudero) The District Board of Trustees approve the agreements with Mythics, Inc. for the purchase or Oracle products and services, as presented. Motion carried unanimously.

Mr. Lombardo presented an Information Technology update and shared the kick-off meeting for the HR/Payroll component has been held and training of staff has begun. The CIBER team is on location and are meeting with staff regularly. Staff are working on the Project Charter and Project and Communication plans. He reviewed the formation of the ERP Steering Committee, the scope of the individuals involved, and the structure of the Steering Committee and all of the sub-committees. He explained the real work begins now; aligning business processes within the system; project management is key; training is important; and the project is a two to three year commitment. He reviewed the “go live” timeline where HR/Payroll begins January 2015, Finance begins July 2015, Admissions begins August 2015, and Campus Solutions begins March 2016.

VIII. FINANCE
A. Daytona State College Foundation Audit for Year Ended December 31, 2013 and 2012
Ms. Isalene Montgomery, Vice President for Finance, explained the Foundation Audit received an unqualified opinion and no internal controls or auditing findings or deficiencies were identified in the audit and was presented as information. Mr. Escudero asked if there was another process that reviews areas not looked at by the external auditor. Ms.
Montgomery explained that would be the responsibility of the Finance department staff and internal controls that are in place to ensure there are no material weaknesses. Mr. Giles asked if the Foundation fell under the purview of the Board and Ms. Montgomery confirmed that it did.

B. **ACH/Wire Transfers/Checks Issued Greater Than/Equal to $50,000 – June 2014**
Ms. Montgomery presented as information.

C. **ACH/Wire Transfers/Checks Issued Greater Than/Equal to $50,000 – July 2014**
Ms. Montgomery presented as information.

**IX. ACADEMIC AFFAIRS**

A. **Overview: Haiti Service Learning Trip**
Dr. Amy Locklear, Vice President for Academic Affairs, shared of the special effort students and College of Education faculty members Dr. Donald May, Ms. Margie Hensler, and Dr. Maryann Grommoll undertook recently and asked Dr. May to share details of the recent trip to Haiti. Dr. May explained the trip was part of the Teaching Beyond Borders program and how they strive to teach beyond the conventional walls of the classroom and provide students service learning opportunities abroad, especially in developing regions of the world. He was thankful of the support by the College and the outpouring of support from the community. Dr. May began the program in 2013 as part of Master Faculty and realized he needed good team to make the program a success and introduced Ms. Margie Hensler, lead project coordinator and Dr. Grommoll, special education coordinator. A site visit was conducted in July 2013 and the first trip occurred in May/June 2014 and presented a video with highlights from their recent trip.

B. **Approval of Courses Repeatable for Credit**
Dr. Locklear presented a short list of courses for repeatable credit and explained the Board approved a longer list of courses in 2012 and will allow students to receive financial aid if one of these courses is taken again.

**MOTION:** (Lubi/Escudero) The District Board of Trustees approve the courses repeatable for credit as presented, effective Fall 2014. Motion carried unanimously.

**X. STUDENT DEVELOPMENT**

A. **Enrollment Report**
Mr. Buck James, Vice President for Enrollment and Student Development, reviewed the enrollment data for the Fall 2014 semester compared to last year which included headcount, FTE, dual enrollment, and apprentice.
Discussed the decrease in dual enrollment compared to the previous year and changes made by Volusia County Schools to the registration process for high school students that has affected this number. He reviewed comparison data by program and by campus for the Fall semester. He reviewed new student applications and registrations for the Fall semester. Mr. James reviewed information provided in the admission packet that contains material given to students and is taken to high schools as part of recruitment visits. He highlighted the Steps for Enrollment, Enrollment Process Checklist, and Student Referral Form documents.

XI. MONTHLY STATUS REPORT

A. Foundation Update

Mrs. Kay Burniston, Foundation Executive Director, explained one of Dr. Eaton’s initiatives after her arrival was to reactivate the Alumni Association. An alumni coordinator was hired, a twelve-member board established and is currently being led by Ms. Suzette Cameron, Director of Campus Services at the Deltona Campus and an alumnus of the College. The association is very active and has developed by-laws, established a website and newsletter that highlights alumni, and is gathering updated alumni data. They are working to involve alumni in activities on and off campus and are also focusing on job and networking opportunities for alumni.

Ms. Burniston shared the Florida College System Foundation provided a check for $36,000 through three scholarship funds with Helios, Dream Makers and Florida Blue. For the third year in a row, Florida Hospital has matched funding from Florida Blue. Student scholarship recipients were invited to the check presentation which provided an opportunity to both the students and the Foundation board to meet and interact. The Foundation Gala will be honoring the Berth Fish Foundation and Dr. William Schildecker. Mrs. Haas explained not only is this an opportunity to raise scholarship funds, but it is an opportunity to thank those who support the College, like Dr. Schildecker. Mrs. Burniston gave an update on the feasibility study and will be meeting with each of the trustees to provide an overview of the study and answer any questions. Follow-up community forums will also be scheduled to review the study.

XII. TIME RESERVED/BOARD CHAIR

A. Board Chair’s Update

Mr. Freckleton expressed his gratitude to the Board for entrusting him to be Chair.

B. Board Professional Development Opportunities

Mr. Freckleton presented for the Board’s information.
XIII. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Dr. Ted Sofianos for Dr. Ron Eaglin, Administrative Council President, Ms. Shannon Murdock, Career Employees Association President, Mr. Rich Valloro, Faculty Senate President, and Ms. Mary Rhodes for Ms. Jo-Ann Halloran, Professional Council President.

XIV. TIME RESERVED/BOARD MEMBERS
Mrs. Haas invited trustees to attend the Foundation Gala and thanked the Board for allowing her to be Chair of the Board this last year.

Mr. Giles congratulated Mr. Freckleton and Mrs. Hosseini on their election as Chair and Vice Chair. Thanked Mrs. Haas for her leadership. He was pleased with the articulation agreements that were developed with the school systems. Thanked Mr. Buck James and Mrs. Mary Bruno on their help to build pathways for electrical apprenticeship students to obtain their degree. He indicated staff will be taking on a lot of responsibility with the ERP project and appreciated the strategy of having programmers as part of each subcommittee.

Mrs. Holness thanked Mrs. Haas for her leadership last year and congratulated Mr. Freckleton on his election. She shared of the many articles over the summer about the work being done by staff and students. Thanked Mr. Kaney for his work on the ERP agreements and felt more comfortable knowing he worked closely with staff on this project. Mr. Kaney stated it was a team effort with Mr. Babb and Mr. Lombardo and they worked very hard on it. Mrs. Holness thanked Mr. Babb and Mr. Lombardo for their work and it was wonderful to have it completed. She appreciated visiting the Flagler/Palm Coast Campus to see the new building that will allow more classes to be offered at that campus.

Mr. Lubi thanked Mr. Lombardo and his staff for all of the hard work on the ERP and how they have a great plan in place. Thanked Dr. Eaton and Mrs. Bruno on the follow-up to the Workforce Summit and why this was important for the College. He recognized Mr. Kent Ryan, Dean of Campus Services, Flagler/Palm Coast Campus, for doing a great job connecting with and updating the Flagler Economic Opportunity Advisory Council of the activities of Daytona State. He shared how the addition of the new building is big for Palm Coast and Flagler County and is key to what draws companies into the community. Thanked Mrs. Haas for everything she has done for the College and congratulated Mr. Freckleton and Mrs. Hosseini.

Mrs. Hosseini congratulated Mr. Freckleton on being elected Chair and appreciated the nomination as Vice Chair. She thanked Mrs. Haas for her service to the community and the College.

Mr. Davis shared the Marriott is constructing a Residence Inn in Daytona Beach Shores and were looking for employees. He contacted Dean Magoulas and 15 Daytona State students will be hired at this hotel. He commented on the value of the culinary program’s ice machines during a hurricane and how many
businesses need ice during power outages. Thanked Mrs. Haas and Mr. Freckleton for their service.

Mr. Escudero echoed sentiments by the trustees in congratulating Mrs. Haas on her successful work as Chair. Thanked Mr. Freckleton for his service and expertise and was confident he will do a superb job. He also thanked Mrs. Hosseini for her service as Vice Chair. He urged everyone to vote during the election year and how this is a duty of the citizens and it is the core of the democratic system.

Dr. Recascino stated Mrs. Haas was an inspiration to everyone and congratulated Mr. Freckleton and Mrs. Hosseini for their service. She was very moved by the Haiti service learning project and explained education is not only about the mind but the heart and felt this was a remarkable experience for students and faculty. Thanked Mr. Escudero for the mini-history lesson prior to the start of the meeting and faculty may be interested in inviting him into the classroom to speak.

Mr. Freckleton shared the rain is abating and asked Mr. Ryan to review what will take place at the ribbon cutting ceremony, which he did.

XV. ADJOURN
Mr. Freckleton adjourned the meeting at 3:35 p.m.