

**MINUTES:** September 15, 2011

**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  
Dr. Christina Frederick-Recascino, Vice Chair  
Mrs. Donna Brosemer  
Mr. Bob Davis  
Mr. Lloyd Freckleton  
Mrs. Mary Ann Haas  
Mrs. Betty Holness  
Mrs. Forough Hosseini

**ABSENT:** Mr. John Tanner

**Board Meeting began 2:01 p.m.**

*Distributed via e-mail 9/14/11 at 2:21 p.m.: Revised first page of agenda (Page 2). Made an official part of the minutes as Supplemental A: 9/15/11. Revised Minutes of August 25, 2011 Regular Board Meeting (Page 7). Made an official part of the minutes as Supplemental B: 9/15/11. Distributed via e-mail 9/14/11 at 3:39 p.m.: Revised Division of Blind Services agreement (Pages 22-30). Made an official part of the minutes as Supplemental C: 9/15/11. Distributed prior to meeting: Fall 2011 Calendar of Events. Made an official part of the minutes as Supplemental D: 9/15/11. 2012 Legislative Case Statement. Made an official part of the minutes as Supplemental E: 9/15/11.*

**I. CALL TO ORDER**

Mr. Lewis called the meeting to order at 2:01 p.m.

**II. ROLL CALL**

Mr. Tanner 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. Minutes of August 25, 2011 Regular Board Meeting
- B. Agreements
- C. Agreements - Affiliation
- D. Grant Applications
- E. Human Resources Recommendations
- F. Inventory Deletion and Report - Fixed Assets
- G. Out of District Field Trip Requests

Mr. Lewis asked if there were any items the Board would like pulled from the Consent Agenda. Mrs. Holness requested Item IV.F. Inventory Deletion and Report be pulled for comments and questions.

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

Mrs. Holness indicated an item was listed as stolen and asked if there are procedures in place so this does not occur again. Mr. Roberto Lombardo, Vice President for Information Technology, and Mrs. Janet Parish, Associate Vice President of Purchasing and Business Services, reviewed details with regards to this item and procedures that are in place. Chairman Lewis requested an explanation be included in future agenda items for those items listed as stolen.

**MOTION:** (Haas/Hosseini) The District Board of Trustees approve Item IV.F. Inventory Deletion and Report. Motion carried unanimously.

#### **V. ACADEMICS**

##### **A. WDSC Television Station Update**

Dr. Michael Vitale, Senior Vice President of Academic Affairs, explained staff are continuing to work on developing academic programs for the television station. He stated there is a need to keep the WDSC employees, who received six month contracts, and indicated their contracts would be extended through June 30, 2012. Mrs. Hosseini asked if this was something that should be brought to the Board for approval and if there would be enough work for these employees. Dr. Eaton shared with the work that is currently underway and with Dr. Vitale's work to develop new curriculum and programs, they felt extending these contracts was justified. Chairman Lewis asked that the duties and authority of the Board hiring and extending employee contracts be researched.

**MOTION:** (Hosseini/Davis) The District Board of Trustees authorizes the President to extend the contracts of WDSC employees if it is determined there is enough work for these employees. Motion carried unanimously.

**B. Academic Update**

Dr. Vitale explained Daytona State has articulation agreements with the University of Central Florida for the photography and nursing programs; Bethune-Cookman University for the BSN program; Embry-Riddle Aeronautical University (ERAU) for the Blue and Gold program which allows students to attend Daytona State for the first two years and then matriculate to ERAU. He indicated there is a similar type of agreement with the Florida Institute of Technology. Other agreements include Palmer Chiropractic College whose students can obtain a BAS degree from Daytona State and St. Petersburg College for the Veterinary Technology program.

**VI. FINANCE / FACILITIES**

**A. Finance**

**1. Financial Summary for August 2011**

Mr. Dennis Micare, Senior Vice President of Finance and Administration, reviewed the August 2011 information reports which included revenue and expenses by Fund, General Operating Fund 1 revenues and expenses, student fee collections, summary of unallocated funds. Mr. Micare shared stated revenue deficits would come out of the Board Designated Revenue line item. He reviewed current construction projects. Dr. Recascino asked if there were other options, if there was a revenue deficit, instead of using reserve funds. Mr. Micare indicated they would look at department funding and personnel.

Chairman Lewis requested an executive summary be developed for the next meeting that would outline where the College is in the year, percentage of funding used, and what areas of funding could be used other than reserves if there was a deficit.

**2. Budget Amendments**

Mr. Micare explained every transfer that occurs at the College is listed in the budget amendments and is required to be presented to the Board based on State Board rules. There was consensus by the Board to have Chairman Lewis work with Mr. Micare and Dr. Eaton to look at what budget amendments should be on the consent agenda and what exceptions should be placed under Finance.

**MOTION:** (Hosseini/Holness) The District Board of Trustees approve the budget amendments, as presented.  
Motion carried unanimously.

**3. Checks Issued Greater Than/Equal to \$50,000**

Mr. Micare reviewed and presented as information item.

**4. Tuition Waivers, Exemptions and Loans**

Mr. Micare explained this was a new report for the academic periods July 1, 2010 through June 30, 2011 and for Term 1 – July 1, 2011 through August 31, 2011. He explained how third party billing process works and stated bridge loans will no longer be offered but the College is working on a pilot with third-party payers, Sallie Mae and Nelnet, that can offer financial assistance to students. Dr. Tom LoBasso, Senior Vice President of Enrollment and Student Development, also explained the College is allowed by statute to defer a student's bill for sixty days and will work with those students that have submitted all of their financial aid paperwork but are awaiting processing. Mrs. Haas asked if the College receives many pre-paid tuition students and Dr. LoBasso explained there are currently 823 students on pre-paid tuition and how this is similar to a financial aid award.

**MOTION:** (Recascino/Brosemer) The District Board of Trustees approve the Tuition Waivers, Exemptions and Loans reports, as presented. Motion carried unanimously.

**C. Facilities**

**1. Final Completion and Final Payment – News Journal Center Control Room #117**

This item was presented for approval.

**MOTION:** (Hosseini/Haas) The District Board of Trustees approve final completion and final payment in the amount of \$19,918 to Ovation Construction, Inc. for the News-Journal Center Control Room #117 project as approved by the architect and College staff in accordance with the contractual requirements. Motion carried unanimously.

**2. Contractor Approval – Boiler Replacement Projects – ITB# 11-011 – DeLand Campus, Buildings 2 and 3, and New Smyrna Beach/Edgewater Campus, Building 1**

This item was presented for approval.

**MOTION:** (Haas/Holness) The District Board of Trustees accepts the lowest qualified bid from Ellis Mechanical Corporation and direct the President or her designee to enter into a contract in the amount of \$249,900, pursuant to the provisions of Florida Statute 287.057. Additionally, the President is authorized to approve up to an additional \$24,990, should the project warrant it. Motion carried unanimously.

## **VII. ENROLLMENT**

### **A. Enrollment Report**

Dr. LoBasso reviewed decreases in Fall enrollment as compared to the previous year, changes in specific categories and changes being experienced by each of the campuses. Discussed the decreasing pool of high school graduates to draw from and how the College is currently capturing over forty percent of high school graduates. Dr. Eaton thanked Dr. LoBasso for presenting this information and shared how this is not easy when enrollment is declining.

### **B. Bright Futures Program**

Dr. LoBasso reviewed the history of the Bright Futures Scholarship Program, the criteria for the three awards offered through this program and what changes have recently been made to the program through legislation. He reviewed the different award amounts per credit hour and the number of recipients over the past three years.

## **VIII. MONTHLY STATUS REPORTS**

### **A. Internal Auditor**

Ms. Isalene Montgomery, Internal Auditor, reviewed the status of the internal audit reviews on surplus property and cash management processes. She reviewed her goals and objectives and continues to stay abreast of standards, guidelines and requirements governing the internal audit function.

### **B. Foundation**

Mrs. Donna Sue Sanders, Foundation Executive Director, reported the upcoming gala is almost sold out and should raise almost \$100,000 from the event. She explained Dr. Eaton had shared ideas on some new initiatives which they are excited to implement and how they will also be working on a more formal planned giving initiative. She stated over the last three years the Foundation has given back over \$12 million to the institution in the form of scholarships and support for program and facilities.

### **C. SACS Update**

Dr. Nancy Morgan, Associate Vice President of Accreditation, Compliance and Contracts, explained the College's reaffirmation for accreditation will occur in 2014 and how there are three major milestones that will occur in 2013. Those milestones are the submission of the Compliance Certification Report and a Quality Enhancement Plan, followed by a site visit by SACS peer reviewers. Dr. Morgan reviewed the compliance certification report and how there are 90 standards and requirements the institution must comply with in order to receive reaccreditation. She explained there are committees in place and each has a specific area it will be working on to show the institution is in compliance for that area. She stated this report gives the College the opportunity to show what an

asset it is to the students and the community. Dr. Eaton shared Dr. LoBasso will be participating on a SACS site visit to another institution in Texas.

**IX. TIME RESERVED/BOARD CHAIR**

**A. Board Professional Development Opportunities**

Mr. Lewis explained there are three trustees signed up to attend the Association of Community College Trustees' Annual Leadership Congress and looked forward to hearing good ideas when they return. He mentioned the development of goals for the President and asked trustees to bring back appropriate ideas on how this might be handled during an upcoming workshop.

Mr. Lewis explained last month the Board discussed honoring its original commitment to Dr. Eaton and requested Mr. Babb to research this. Mr. Brian Babb, Executive Vice President/College Counsel, has been working with Mr. Jon Kaney, Board Legal Counsel, and stated because of new state laws that went into effect July 1, 2011, proposed as a compromise to increase the president's deferred compensation in the salary schedule from 30 to 60 days. Dr. Eaton indicated she agreed with the proposed change.

**MOTION:** (Hosseini/Davis) The District Board of Trustees approves increasing the President's deferred compensation from 30 days to 60 days. Motion carried unanimously.

**X. TIME RESERVED/PRESIDENT**

**A. Community Cultural Foundation Update**

Mr. Babb explained the law firm of Holland & Knight has contacted the attorney for the Community Cultural Foundation (CCF) to request mediation within 30 days. The law firm has also contacted the insurer and placed them on notice of the claim and requested mediation. Mr. Babb indicated it may take up to 90 to 120 days to receive a response from the insurer and there was no guarantee of a response.

Dr. Eaton pointed out the brochure on the Fall calendar of events and looked forward to attending some of these performances. She shared the final version of the Legislative Case Statement and stated she and Mrs. Sharon Crow, Senior Vice President of Governmental Relations, will be in Tallahassee next week meeting with legislators and their staff.

*Distributed information packet on Texas Plan for Higher Education. Made an official part of the minutes as Supplemental F: 9/15/11.*

Dr. Eaton explained at a recent Council of President's meeting the hot topic was the national perspective of higher education and wanted to share the following information with the Board so they are were also aware of discussions taking place. She explained Florida's governor is interested in the Texas Plan for

Higher Education and reviewed information contained within that included a summary of the seven solutions, details of each solution, letter from the Council of Presidents to the governor, and the annual report of the Florida College System. Mrs. Brosemer explained how this was also discussed at a recent ACCT conference and thought it might be an appropriate topic for an upcoming workshop.

Dr. Eaton provided an update on her activities the past month and has met with boards of the Center for Business Excellence, ATC and Foundation. She also met with the Women's Center Advisory Board, area hospital CEO's and the school superintendents. She indicated several meetings have taken place regarding the College's master facilities site plans and will be taking these plans to each of the campuses to get as much input from staff and students before presenting to the Board. She had the opportunity to meet the new Commissioner of Education at the recent Council of Presidents meeting. She has met with Senator Evelyn Lynn and was able to share the division and institution's funding needs. Dr. Eaton was a guest speaker at the Wisdom in Senior Education (WISE) event. She stated she had an opportunity to meet Mike and Linda Curb and they agreed that Mr. Babb would contact Mr. Curb's attorney and begin conversations about the development of a new contract or extending the old one.

Dr. Eaton explained one of the grant applications included the Foundation audit which was presented to the Board previously and asked for feedback if the Board would like information it has seen previously. Mrs. Haas shared she had requested this backup information and would be willing to have Dr. Eaton and her staff streamline this to convey the important pieces of information and include what the College's commitment is once the grant ends. Discussed having an executive summary for the grant applications that would include key points, rather than including the entire grant application.

Dr. Eaton shared how many things are being done electronically and would like to explore moving in that direction with the distribution of the agenda packet. Some trustees shared they would still prefer hard copies and others expressed they like the flexibility of accessing the packet wherever they are. Dr. Eaton shared how this could be a transition year.

Mr. Babb explained he received an e-mail while in the Board meeting from Holland & Knight and the attorney for the CCF Board indicated to engage in mediation would not serve any purpose until the insurance carrier agrees to mediation.

#### **XI. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented Ms. Cass Fowler Administrators Council President; Mr. Mitch Pietras for Mr. Barry Gibson, Faculty Senate President; Mr. Hector Valle, Professional Council President; and Ms. Catheryne Webb, Student Government Association President.

## **XII. TIME RESERVED/BOARD MEMBERS**

Dr. Recascino shared things are under control and for people to carry on.

Mr. Davis stated Mr. Lewis did a great job running the meeting. He shared how Daytona State is working with all of the area institutions assisting its graduates in continuing their education at local institutions within the community. He explained the sixth annual employee appreciation luncheon will be upcoming and they will be awarding scholarships to Daytona State and Bethune-Cookman students.

Mr. Freckleton commended staff for the support they have given the new president and their continued work to ensure the College continues to be an excellent institution. He shared he is happy to be a part of this and hopes he can give back to ensure the institution continues to excel.

Mrs. Haas thanked the staff for keeping the Board informed with information it receives. She thought Chairman Lewis' suggestion to have a workshop to develop the evaluation instrument and goals for the president was a great idea and would like to include discussion on the Board's role with the Foundation and how they can partner on fundraising efforts. Mrs. Haas reminded the Board of the upcoming Sunshine Law seminar.

Mrs. Holness was appreciative of the tour of the Cosmetology area and hopes to see other program areas. She was interested in meeting on other regional campus locations so the Board could see programs offered at these sites. She was thankful for Mr. Lewis' leadership in running the meeting.

Mrs. Hosseini shared she felt the College was in trustworthy hands with all of the staff and thanked everyone for their work.

Mr. Lewis appreciated the support and explained he only chairs the meeting and how together the Board as a whole makes the decisions. He appreciated the work of the staff and how they take care of the College.

## **XIII. ADJOURN**

Mr. Lewis adjourned the meeting at 4:19 p.m.

**Date of next regular meeting: October 20, 2011.**