MINUTES: September 20, 2012

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

ABSENT: Mr. John Tanner

Board Meeting began 2:02 p.m.
Distributed via e-mail 9/17/12 at 12:16 p.m.: Maintenance and Construction Projects Exhibit 8 (Page 281a). Made an official part of the minutes as Supplemental A: 9/20/12.
Distributed prior to the start of the meeting: 2012 Annual Gala event card. Made an official part of the minutes as Supplemental B: 9/20/12.

I. CALL TO ORDER
Mr. Lewis called the meeting to order at 2:02 p.m.

Mr. Lewis commented on the Nunamann Hall dedication and what a fabulous event it was for the College and the family of Mr. Nunamann. He shared how Mr. Nunamann will bequeath to the College about $3.5 million. Mr. Lewis thanked Mrs. Kay Burniston, Foundation Executive Director, and Ms. Laurie White, Director of Marketing and Communications, for their work in making this a successful event. He shared how impressed he was by the student speaker, Kimble Medley, who was a recipient of a Nunamann scholarship.

Mr. Lewis thanked Mr. Bill Lenssen, Foundation Board member, former trustee and resident of Flagler County, for attending the Board meeting.

II. ROLL CALL
Mr. Tanner was absent. Mrs. Hosseini was absent during roll call but arrived after the start of the meeting.

Mr. Lewis thanked those that helped prepare for the Board meeting and the hospitality extended to the Board. He commented on how busy the campus was.
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 – College Policies Sections 5-8
Mrs. Holness inquired about the naming policy (8.07) and if there would be a maximum amount for naming a building, classroom and other areas. Dr. Eaton explained there is a procedure being developed that will give very clear, specific details for the naming of buildings and areas. She shared the Foundation will provide input on this procedure and there is no maximum amount for a donation. Mrs. Haas believed there was a disparity on the length of time a building could be named and how the Hosseini Center was one that was limited to twenty-five years. She felt this was something to be looked into and rectified because the Hosseini family has done a lot for the College. Mrs. Hosseini appreciated Mrs. Haas’ kind comments but felt there should be a time limit and not be forever, as buildings only last a certain period of time. This would provide an opportunity for other donors to name a building and shared it is more about the students and the College and not so much about the donors. Dr. Eaton explained staff will do some research on what the standard is in the industry.

Dr. Recascino asked if there was a standard procedure that addresses a building named in perpetuity and the person became infamous in a bad way. Dr. Eaton explained there is a document with the donor that would include a disclaimer or morality clause.

Mr. Lewis asked Board members to contact the President if there were any other questions they came up with before the next meeting allowing time to research the answers.

MOTION: (Haas/Freckleton) The District Board of Trustees approve the first reading of College Policies sections 5-8, as presented. Motion carried unanimously.

VI. CONSENT AGENDA
A. Approval of 8/23/12 Regular Board Meeting Minutes
B. Approval of Agreements
C. Approval of Agreements – Affiliation
D. Approval of Budget Amendments
E. Approval of Deletion of Inventory Items
F. Approval of Grant Applications
G. Approval of Human Resource Recommendations
H. Approval of Life Insurance Contracts
I. Approval of Out of District Field Trip Requests
J. Approval of Out of Country Travel Request - Marek
K. Approval of Out of Country Travel Request - Brady, Divo
L. Approval of Surplus Property Donations

Mr. Lewis asked if there were any items trustees would like pulled from the Consent Agenda. Mr. Davis asked to pull Item VI.B. Approval of Agreements.

**MOTION:** (Holness/Recascino) The District Board of Trustees approves the remainder of the Consent Agenda. Motion carried unanimously.

Mr. Davis asked about the Clearwire contract and would like additional information about this contract. Mr. Roberto Lombardo, Senior Vice President for Information Technology and Center for Interactive Media, explained Clearwire utilizes the College’s tower, which they pay for and provide wireless Internet on the campus at no cost.

**MOTION:** (Davis/Haas) The District Board of Trustees approves Item VI.B. Approval of Agreements. Motion carried unanimously.

### VI. TIME RESERVED/PRESIDENT

#### A. President’s Update

Dr. Eaton thanked those who worked to prepare the meeting space and explained how it is not easy to move all of the things necessary for a Board meeting to a different site, but felt it was an important thing to do.

She thanked the Board members for their active participation and insight at the Board retreat on September 7, 2012 and for attending other recent events at the College, such as the Nunamann dedication, September 11th memorial and the upcoming Foundation Gala. Dr. Eaton explained staff will follow up on the Board Retreat with background information on residence halls, regional sites and the feasibility study for the Bachelor of Science in Nursing (BSN).

She explained the College is focusing its full attention on SACS and how they are moving forward with the review of policies and procedures in preparation for the SACS visit in 2013.

Dr. Eaton shared of her recent meetings with the Council of Presidents and how they are preparing items for the Legislative agenda and budget request for the State Board of Education (SBOE). She explained how they will take the Florida First proposal forward to the SBOE and will be asking for their support of the Division of Florida College’s request for $350 million over the next three years. This request deals with dual enrollment funding to outcome based funding in grants, and to performance funding based on very specific goals. She explained how there have been significant shifts in enrollment over the last three years which has created some inequities among the colleges. On average,
colleges across the state receive about 70% of the funding model but there are sizable differences and shared how Daytona State receives about 78% of the model while Pasco-Hernando only receives 61% of the model. There is concern among the presidents that uneven funding may lead to uneven access, uneven capacity issues, and possibly uneven quality. This may mean Daytona State would get a smaller percentage, but the College is putting forward an increase in base funding also and will keep the Board posted as this progresses through the process.

Dr. Eaton thanked Ms. Isalene Montgomery, Interim Vice President for Finance and Accounting, for the work she has been doing to develop some new reports for this Board agenda and will continue to refine these over the next few meetings.

She shared how communication is very important and in an effort to keep all Board members up to date, the College would like to start sending Board members all press releases that are sent out by the Marketing department. The e-mails will come from Ms. Laurie White and she will check back with the Board in a few months to see if they are finding this information helpful.

Dr. Eaton explained the College just received word that the National Science Foundation cyber security grant and the Trade Adjustment Assistance for Community College (TAACC) consortium grant on manufacturing were funded. She thanked those who worked hard on these grants and how this is an important component of the College to stay on the leading edge. She gave a brief description of each of the grants and the funding they will receive and thanked those faculty and staff who worked on their submission.

VII. COLLEGE COUNSEL
A. Approval of Endowment Agreement

Mr. Lewis explained of the meetings with Mr. Curb and any concerns raised between the parties were addressed in the endowment agreement and asked for the Board’s support. Mrs. Hosseini asked if the agreement had been reviewed by the Board’s attorney, Mr. Jon Kaney. Mr. Brian Babb, College Counsel, explained the most recent agreement has not been reviewed by Mr. Kaney. She asked that the Board’s attorney also review the agreement. Mr. Lewis asked to approve the agreement as is, and if changes were suggested by Mr. Kaney, they would be brought back to the Board for approval. Mr. Lewis shared how this would be beneficial for the College and its students. Mr. Davis asked if the News-Journal had any say in this and Dr. Eaton explained Halifax Media does have to approve signage for the outside of the building and Mr. Curb understands this. Dr. Recascino asked if it was unusual to have an endowment tied to the naming and not do in a separate naming agreement. Dr. Eaton explained this was not regular or standard practice but the College worked carefully with the donor so it was a mutually acceptable offer. Dr. Eaton
indicated the College will continue to improve upon its standard agreements to the Foundation. Mrs. Hosseini believed this would be good for the College and the students but wanted to ensure the wording is correct.

**MOTION:** (Holness/Freckleton) The District Board of Trustees approves the Endowment Agreement as presented, and request the Board Attorney to review the agreement and bring forward any changes back to the Board for approval. Motion carried unanimously.

**IX. STUDENT DEVELOPMENT / FACILITIES PLANNING**

**A. Student Development**

1. **Enrollment Report**

Dr. Tom LoBasso, Senior Vice President for Student Development and Institutional Effectiveness, reviewed the Fall enrollment FTE summary report, headcount by category and campus. He shared highlights that occurred between June and August that included the Call Center answering over 80,000 calls; 18,000 students counseled in Academic Advising; awarded over $21 million in financial aid; opened the Veterans Center; launched a missing documents portal that allows students to manage their admissions documentation online; and exceeded fee paying FTE budget by 5.5%.

Mrs. Haas inquired if there were any specific populations that were down that could be addressed. Dr. LoBasso stated high school graduates are down and the 24-32 year old age group is down. There is growth in the 55 and older group and shared how the College looks at this data to target its efforts at specific groups.

**B. Facilities Planning**

1. **Approval of Architectural Services – Flagler/Palm Coast Building 3 Project**

Mr. Steve Eckman, Director of Facilities Planning, explained the Consultants Competitive Negotiations Act was followed and the College advertised for proposals from architectural firms and received nineteen submissions. He shared a committee of six individuals reviewed the proposals and narrowed the list down to three. Background checks were conducted on the three firms, who were then invited to be interviewed and make presentations to the committee. The firms were then ranked and are being presented to the Board for approval.

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

### Firm Rankings

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<th>Firm</th>
<th>Ranking</th>
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<tr>
<td>Schenkel Shultz, Inc.</td>
<td>278</td>
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<tr>
<td>HuntonBrady Architects, Inc.</td>
<td>255</td>
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<tr>
<td>C.T. Hsu + Associates, Inc.</td>
<td>229</td>
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2. **Approval of Construction Management at Risk Services – Flagler/Palm Coast Building 3 Project**

Mr. Eckman explained the College is required to prequalify construction management firms and explained this process. He shared firms are prequalified for a period of one year. Notices about the project were sent to those prequalified firms and the College received twenty proposals, which were ranked by a committee of six. The committee narrowed the list down to three firms, background checks were done, interviews conducted and the ranking is being presented to the Board for approval.

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

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<tr>
<td>H.J. High Construction Company</td>
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<tr>
<td>Ajax Building Corporation</td>
<td>379</td>
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<tr>
<td>WELBRO Building Corporation</td>
<td>356</td>
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IX. **ACADEMIC AFFAIRS**

A. **Academic Highlight: College of Education**

Dr. Michael Vitale, Senior Vice President for Academic Affairs, explained the College of Education consists of two schools – the School of Adult Education and the School of Education. The School of Adult Education covers six areas: ESOL, Adult Basic Education, GED, High School, Applied Academics and Citizenship. The Adult Education program reaches out to people needing all levels of education. He explained as a follow-up to a request received during a previous meeting, the staff have developed and implemented financial workshops for currently enrolled adult education students. The workshops will cover topics such as budgeting, checking and savings accounts, loans/interest, buying a car and paying for college. Mrs. Hosseini thought these workshops were a great service. Dr. Vitale thought this may be something that could also be
incorporated into the Center for Women and Men’s programs or offered through continuing education.

Dr. Vitale stated the School of Education offers five programs in the Bachelor of Science in Education for those interested in pursuing a career in teaching. He shared six of the twenty-seven New Teacher of the Year in 2011-2012 were products of Daytona State’s School of Education. He highlighted data on those doing senior internships, field experience and observations in the Flagler and Volusia County schools. He explained students are required to have an Associate of Arts degree and there are prerequisite courses that are needed before being admitted into the School of Education. He reviewed enrollment data for each of the programs.

Mr. Davis commented on the United Way’s program that has volunteers assisting in the tax preparation of low income families and how during this process they teach financial management. He thought staff may also be interested in working with these people.

Mr. Freckleton shared the process to become a volunteer in the high schools can be lengthy and suggested those students volunteering should be advised upfront to begin the paperwork as soon as possible and Dr. Vitale concurred.

B. Update on Union and Non-Union Electrical Apprenticeship Programs
Dr. Vitale thanked Mrs. Mary Bruno, Associate Vice President of Workforce and Continuing Education, for her work with Mr. Brad Giles and Mr. Don Morgan. He stated the College was able to begin the first-year apprenticeship classes because they were successful in enrolling 15 students in both the union and non-union electrical apprenticeship programs.

X. FINANCE
A. Executive Financial Summaries for August 2012
Ms. Montgomery thanked Dr. Eaton for the accolades earlier and recognized and thanked the staff who is part of the team that prepares the Board agenda reports. She reviewed the executive financial summary which included revenues and expenses to date, schedule of accounts for all funds, operating revenue for Fund 1, operating expenses for Fund 1, monthly student fee revenues, Board designated and local reserve funds, spending activity in Board reserve, and maintenance construction projects underway.

B. Wire Transfers/Checks Issued Greater Than/Equal to $50,000
Ms. Montgomery presented as information.
C. Approval of Tuition Waivers, Scholarships and Receivables

Ms. Montgomery explained this item is presented to the Board per Florida Statute. Mrs. Haas asked about the homeless fee exemption and if this allowed those who are homeless to attend College without paying fees, which was correct. She alluded to a recent news article that a homeless person was denied admission because they could not pay the application fee. Dr. Eaton indicated staff could research this statute. Dr. LoBasso explained the College does not charge an application fee.

Mrs. Haas clarified there were Bright Future students but no withdrawals. Dr. LoBasso explained when Bright Futures students withdraw, the College is required to return the money to the state and the student in turn reimburses the College. Dr. LoBasso discussed what students receive from the different levels in Bright Futures if they attend college or a university and how this has reduced significantly over the years.

Mrs. Haas asked about Florida Prepaid and how much funding the College receives when a student enrolls. Dr. LoBasso explained the College receives the current tuition rates from students and shared the state invests the money paid into the prepaid program to be able to pay the current tuition rates.

MOTION: (Holness/Haas) That the District Board of Trustees approves the summary report of tuition exemptions, waivers, and receivables, as presented. Motion carried unanimously.

XI. MONTHLY STATUS REPORTS
A. Foundation Update – Trustee Haas / Kay Burniston

Mrs. Burniston explained the Foundation has been very busy with the Nunamann and Gala events all in one week. She shared the Dietz family was touched by the faculty, staff and students of this quality institution and were very appreciative of the recognition. She explained this Fall semester the Foundation provided around $350,000 in student scholarships to about 360 students, but there were about 800 applications for those scholarships. She shared the sad news that Dr. William Schildecker’s wife passed away and he has asked that memorial donations be placed in the Steven Schildecker Scholarship fund at the Foundation.

Mrs. Haas gave an update on the Foundation Gala which is almost sold out and shared of the wonderful support that has been given by the trustees and the many sponsors. She shared of Mr. Lenssen’s support both financially and of his time by serving on the Foundation Board of Directors and appreciated his generosity. She said the event will be very exciting with an array of food stations and wine tasting.
Dr. Recascino inquired if there would be a recognition ceremony once the endowment agreement with Mr. Curb has been signed and Dr. Eaton indicated there would.

XII. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mr. Lewis explained the Board needed to annually appoint a trustee to serve as the Board’s liaison on the Foundation Board of Directors and asked if there were any nominations. Mrs. Hosseini nominated Mrs. Haas because she has done a magnificent job this past year. No other nominations were received.

MOTION: (Hosseini/Freckleton) That the District Board of Trustees appoint Mary Ann Haas as the liaison to the Daytona State College Foundation Board of Directors. Motion carried unanimously.

Mrs. Haas appreciated the nomination and shared how enjoyable it was serving on the Foundation Board. This was something she would like to continue after she retires from being a trustee. Mr. Lewis thanked Mrs. Haas for her service on the Foundation Board and for all she does for the College.

Mr. Lewis explained the Board will need to appoint a voting delegate for the ACCT Leadership Congress and shared Mrs. Haas, Mrs. Holness and Dr. Recascino will be attending the conference. He felt it would be appropriate for the Board’s vice chair to be this delegate.

MOTION: (Freckleton/Recascino) That the District Board of Trustees approves Mary Ann Haas as the voting delegate at the 2012 ACCT Leadership Congress. Motion carried unanimously.

B. Board Professional Development Opportunities
Mr. Lewis presented as information the upcoming professional development opportunities for the Board. Mr. Lewis shared he will be attending the Florida College System Board of Trustees Chair Training session in October.

Mrs. Haas inquired about the Association of Florida Colleges meeting that is held in Tallahassee. Dr. Eaton explained there will probably be a meeting in the spring in Tallahassee. Mr. Lewis suggested before going to Tallahassee, the Board should have a workshop to prepare for this trip so they know what to discuss with the legislature.

XIII. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Dr. Rob Saum, Administrators Council President; Ms. Valerie Lee, Career Employees Association President; Mr. Mitch Pietras, Faculty Senate President and Mr. Bill Harrison, Professional Council President.
XIV. TIME RESERVED/BOARD MEMBERS
Mrs. Haas commented it was a great meeting and was pleased to have it in Flagler County and appreciated everyone’s hard work to make this happen.

Mrs. Holness appreciated the opportunity to tour the beautiful campus prior to the meeting and shared how informative it was and recognized the parking situation they have at this campus. She felt it was a wonderful meeting and a lot was accomplished.

Mr. Davis suggested for 2013 that there be a Board meeting in Deltona so they may tour that campus and visit the other side of Volusia County.

Mr. Freckleton thanked Mr. Kent Ryan, Dean of Flagler/Palm Coast Campus, and his staff for hosting the Board meeting. He looked forward to coming back to this campus when the new construction gets underway and agreed about the parking situation and hopes that will get rectified.

Dr. Recascino thanked the Flagler/Palm Coast Campus staff for hosting the meeting. She thanked Mrs. Haas for taking on the extra work on behalf of the Board. She congratulated the College on receiving grant funding, especially the NSF grant, because she shared how this is a highly competitive process and takes an enormous amount of effort to prepare these types of grants.

Mr. Lewis commented on the excellent job Ms. Sally Gillespie, Foundation Board of Directors President, did at the Nunamann dedication. He thanked the Board for their work and how the diversity of each person’s background brings forward good questions. He shared what a delightful day it was and enjoyed visiting the campus.

XV. ADJOURN
Mr. Lewis adjourned the meeting at 3:49 p.m.

Date of next regular meeting: October 18, 2012.