MINUTES: January 15, 2015

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. Lloyd Freckleton, Chair
Mrs. Forough Hosseini, Vice Chair
Mr. Bob Davis
Mr. Stanley Escudero
Mr. Brad Giles
Mrs. Mary Ann Haas
Mrs. Betty Holness
Mr. Garry Lubi
Mrs. Anne Patterson

Board Meeting began 2:01 p.m.
Distributed via email 1/12/15 at 2:58 p.m.: Revised 11/20/14 Regular Board Meeting Minutes (Page 15). Made an official part of the minutes as Supplemental A: 1/15/15.
Distributed via email 1/14/15 at 1:00 p.m.: Revised agenda (Page 3). Made an official part of the minutes as Supplemental B: 1/15/15. Distributed prior to the start of the meeting: 2015 Legislative Priorities pamphlet. Made an official part of the minutes as Supplemental C: 1/15/15.

I. CALL TO ORDER
Mr. Freckleton called the meeting to order at 2:01 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL
All present.

IV. PUBLIC PARTICIPATION
Mr. Freckleton inquired if there were any members from the public that requested time to appear before the Board. No requests had been received.

V. CONSENT AGENDA
A. Approval of 11/20/14 Special Meeting Minutes
B. Approval of 11/20/14 Regular Board Meeting Minutes
C. Approval of Affiliation Agreements
D. Approval of Agreements  
E. Approval of Budget Amendments – November 2014  
F. Approval of Budget Amendments – December 2014  
G. Approval of Deletion of Inventory Items  
H. Approval of Grant Application  
I. Approval of Human Resource Recommendations  
J. Approval of Out of District Field Trip Request

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

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

Item V.D. Approval of Agreements – Mrs. Haas asked about the housing agreement with Coastal Property Services for the legislative session and if someone had been moved into the governmental relations position. Dr. Eaton responded she had shared with the Board in the fall that Dr. Morgan had been assigned that responsibility for the coming year.

**MOTION:** (Giles/Haas) The District Board of Trustees approve Item V.D. Approval of Agreements. Motion carried unanimously.

*Order of agenda items changed.*

**VII. CHIEF OPERATING OFFICER/PROVOST**

A. **Professional Design Firm Proposal Presentation on Future Classroom/Student Center Site Selection/Building Exterior Concept Options**

Dr. Eaton recognized Mr. Jim Dinneen who serves as the co-chair of the Facility Planning Advisory Council (FPAC) and stated FPAC has been very involved in the process for the new classroom/student center. Dr. Tom LoBasso, Chief Operating Officer/Provost, explained as a follow-up to the November Board meeting, Prosser, Inc. has developed options on the placement of the new building which have been reviewed by FPAC. Dr. LoBasso introduced Mr. Shawn Bliss and Mr. Michael Montoya of Prosser, Inc. Mr. Bliss explained with the input from the last Board meeting, as well student input, they developed four options for the placement of the new building. Mr. Montoya reviewed the input received from students, context of the building design, and concept drivers. He presented four site options: Option 1 (*The Slip*) is two buildings placed on the west side of Bldg. 110; Option 2 (*The Pivot*) is two buildings placed where Bldg. 110 is currently located and to the west. Option 3 (*The Foyer*) is one building placed on the south side of Bldg. 110. Option 4 (*The Wedge*) is two buildings placed where Bldg. 110 is currently located and
extends further south and to the west. He reviewed the positive and negative aspects for each location, preliminary precepts that should be used for the final RFQ, and potential costs for each option.

Mr. Dinneen shared FPAC looked at the different options and felt option 4 gave the College a grand presence on International Speedway Boulevard; makes the Hosseini Center feel a part of the campus; and prepares the campus for any future buildings. Board members shared which options they liked and why. Prosser, Inc. will take the input from the Board and present a more detailed version of option 4 at the upcoming Board meeting.

Agenda returned to order.

VI. TIME RESERVED/PRESIDENT
   A. President’s Update
      Dr. Eaton explained last month Mr. Escudero requested a full report on Direct Connect and so she contacted Dr. John Hitt, President of the University of Central Florida, to get his perspective on the relationship between the two institutions. She felt it would be helpful for the new trustees to have some history on Direct Connect and contacted Dr. Ed Massey, President of Indian River State College and also represents the Florida College System on the Articulation Coordinating Committee (ACC). Dr. Massey provided a recent 2+2 Articulation presentation which Dr. Eaton used for the historical portions of the report.

      Dr. Eaton reviewed a historical perspective of what transpired over the years, beginning in the 1960s which was called a decade of growth in Florida because of the establishment of six universities and 24 community colleges. In 1971 the statewide articulation agreement was established, as well as a statewide common course numbering system and the creation of an Articulation Coordinating Committee (ACC). In 1975 all public sector institutions were required to participate in the statewide course numbering system. In 1995 the time to degree legislation was implemented. In 2001 the legislature created the State Board of Education (SBOE) which was responsible for oversight of K-20 education and authorized the Florida College System institutions to offer baccalaureate degree programs. In 2002 a constitutional amendment passed creating the Florida Board of Governors (FBOG) to oversee state universities. In 2005 the SBOE and FBOG adopted parallel rules and regulations which reaffirmed a commitment to the 2+2 articulation system and in 2011 legislation codified the ACC in statute and stated they are responsible for making statewide policy recommendations. She reviewed the 2+2 guarantee for associate of arts graduates of Florida College System institutions.
Dr. Eaton shared after her arrival in the fall of 2011 she met with representatives from UCF and learned about the Direct Connect program. She felt she needed to know more about the program because she wondered how this agreement was not a threat to the statewide articulation agreement that was already in place. She shared of the various meetings and discussions she has had with UCF and the Direct Connect presidents and how there could be benefits to joining this program. The College asked to formally join Direct Connect on 12/12/12. At the 1/25/13 meeting of the Central Florida Higher Ed Consortium, the partner colleges verbally accepted the College’s request to join. The presidents were working to update the existing document. Dr. Hitt volunteered to write a letter that could be shared with the Board which would describe his recollection of what has occurred and the current status of the program. Distributed 1/13/15 email from Dr. John Hitt. Made an official part of the minutes as Supplemental D: 1/15/15.

Dr. Eaton read highlights from Dr. Hitt’s 1/13/15 email that explained the memorandum of understanding (MOU) was being revised and has not been approved by the other members. Dr. Hitt has been assured the efforts to revise the MOU will be resumed in months ahead. He stated the delay in action on the College’s request to join was not the fault of Dr. Eaton and Daytona State graduates have not been disadvantaged by the delay and were treated as though they were a member. Mrs. Patterson asked who votes on the membership requests and Dr. Eaton explained the five presidents are the governing body and vote on membership. Mrs. Hosseini questioned why UCF or their board were not the ones approving the new members and we would not know if a student chose to attend another college because of Direct Connect, which would be similar to students who attend Santa Fe College to get into the University of Florida. Dr. Eaton felt another trip by Mrs. Hosseini to UCF may be in order. She suggested as a strategy was to individually reinforce or strengthen the partnership with UCF. Mr. Escudero asked if it would be advantageous to join agreements with other universities. Dr. Eaton was unsure what those agreements looked like but the data shows the majority of Daytona State students transfer to UCF.

Dr. Eaton explained the Legislative Priorities pamphlet was developed from conversations last fall and the number one priority was funding for the new classroom/student service/workforce transition building. The second priority was to end the moratorium on baccalaureate degrees and the third priority was to support the College’s capacity to serve. She explained she and Dr. Nancy Morgan went to Tallahassee recently and distributed the pamphlet to those they met with.

Distributed Legislative Budget Request 2015-16 as of 12/1/14. Made an official part of the minutes as Supplemental E: 1/15/15.
Dr. Eaton explained the budget request is the first draft from the Florida College System for capital outlay funding which includes deferred maintenance. At the moment there is $81 million for capital outlay funding for the 28 colleges. There are only 9 projects that have been identified for funding over three years. Daytona State’s new classroom/student center is listed as priority 15 and she is not sure when funding will be allocated for this project. Discussed how this list is developed and how those who have the political power have helped institution receive funding. Mrs. Hosseini asked if it was beneficial for the College to have a lobby group or person who does this professionally and it may be worth the money if funding can be secured for the student center. Mr. Freckleton concurred and suggested someone look into the feasibility of having a lobbyist on behalf of the College as quickly as possible.

**MOTION:** (Escudero/Patterson) The District Board of Trustees direct the College to look into, in terms of identifying and determining the funding necessary, a lobbyist for Daytona State College and authorize the Board Chair to hire and enter into a contract. Motion carried unanimously.

**VII. CHIEF OPERATING OFFICER/PROVOST**

**B. Approval of Flagler/Palm Coast Building 2 Renovation/Remodel Project Budget**

Dr. LoBasso explained in February 2014 the College proposed a renovation of the Flagler/Palm Coast Building 2 project which would create a third science lab, relocate the assessment department, and create one Academic Support Center to better serve students on that campus. The original estimate was $750,000, which was approved by the Board. An analysis of the HVAC system by the architect and engineering team determined the system to be inadequate and recommended the system be enhanced. Also, as a result of a review by the Department of Education (DOE), portions of the building were identified as not meeting current code because the project was designated by DOE as a remodel and not a renovation. Dr. LoBasso met with Mr. Giles to review this information and received good guidance and he suggested including the return on investment information. The information was also provided to FPAC for review and the approach to the situation was endorsed. Mr. Giles appreciated being asked for assistance and spoke on the HVAC system and how replacing an inefficient system will have immediate savings. Mrs. Haas thanked Mr. Giles for his input and his expertise was invaluable. Mr. Lubi was appreciative of the inclusion of the return on investment information.
MOTION: (Giles/Lubi) The District Board of Trustees approve an estimated increase to the budget of $345,000, for a total of $1,095,000, to allow the design goals/requirements to be met on the Flagler/Palm Coast Building 2 Renovation/Model Project. Motion carried unanimously.

VIII. FINANCE
A. Executive and Financial Summaries as of 12/31/14
Ms. Isalene Montgomery, Vice President for Finance, presented the financial report that includes November and December 2014. She reviewed Fund 1 operating revenue budgeted for tuition and other student fees, state revenue and other revenue received year to date; and Fund 1 operating expenses budgeted and what has been spent year to date in the categories of personnel, current expenses and capital outlay.

Ms. Montgomery reviewed the actual fund balance per the Annual Financial Report 6/30/14 which included reserves for encumbrances, rollover funds, Board designated reserves, funds designated for the ERP, and the five percent state mandated fund balance; and compared operating revenue and expenses to the previous fiscal year.

Ms. Montgomery provided an analysis of the 2014/2015 funding for major capital projects and explained there is currently $11.4 million uncommitted. She reviewed the proposed schedule for major capital projects for 2014/2015 and four of the seven projects are expected to be completed in the Spring of 2015.

B. ACH/Wire Transfers/Checks Issued Greater Than/Equal to $50,000 – November 2014
Mr. Giles asked about the Purchase Order (PO) for consulting services for Ciber Inc. and what the total was on that specific PO. Ms. Montgomery will research this information.

Dr. Eaton shared the College is now live on Peoplesoft for payroll and thanked the individuals in Payroll, Human Resources and Benefits who have worked tirelessly. Mr. Freckleton asked Mr. Roberto Lombardo, Vice President for Information Technology, about cybersecurity for the new software. Mr. Lombardo explained they are doing everything they know of and there are certain protocols and steps that have to be followed to safeguard the data.

C. ACH/Wire Transfers/Checks Issued Greater Than/Equal to $50,000 – December 2014
Ms. Montgomery presented as information.
D. Direct Support Organization Audit Report – WDSC-TV
Ms. Montgomery explained there were no material deficiencies, internal control issues, or instances of noncompliance. Mr. Freckleton asked about accounts that exceeded the maximum FDIC insurance and Mr. Lubi suggested knowing the financial strength of the institution where the money is deposited and if still uncomfortable, excess funds can be moved to a second financial institution. Ms. Montgomery explained the College periodically moves money into SBA or SPIA and will be monitoring this new account so this does not occur again.

E. Approval of Non-Cash Donations to Daytona State
Ms. Montgomery explained she will be bringing non-cash donations made to the Southeast Museum of Photography to the Board for approval because they become an asset of the College. She explained the value is determined by the donor and anything over $5,000 would have to be formally appraised. Mrs. Hosseini asked if there were protocols for accepting non-cash donations and if all donations have to be accepted. Ms. Montgomery shared the donations are evaluation by the museum director and all items do not have to be accepted but will get further information on this process. Mrs. Hosseini suggested coming up with proper procedures and protocols for these donations.

MOTION: (Escudero/Holness) The District Board of Trustees approve the acceptance of the 62 non-cash donations to the College. Motion carried unanimously.

IX. ACADEMIC AFFAIRS
A. Approval of General Education Core Curriculum
Dr. Amy Locklear, Vice President of Academic Affairs, explained the 36 hour general education core curriculum has been designed by the College’s General Education Committee to meet the new state standards approved during the 2012 legislative session. The general education core curriculum forms the foundation of the Associate of Arts degree and is intended to give students a broad foundation to transfer to a baccalaureate degree. She reviewed the courses required by the state which total 15 credits and the remaining 21 credits were determined by the institution.

MOTION: (Hosseini/Haas) That the District Board of Trustees approve the General Education Core Curriculum as presented, effective fall 2015. Motion carried unanimously.
X. STUDENT DEVELOPMENT
   A. Enrollment Report
      Dr. Richard Pastor, Interim Vice President of Student Development, explained the Spring term date comparisons were different due to a later start date this year and students are still registering which will increase the current year’s numbers. He reviewed the Spring enrollment comparison for 2014 and 2015 by headcount, FTE, dual enrollment, apprentice, and total fee paying FTE. He reviewed Spring comparison headcount by program and campus.

   B. Approve of 2015-2016 Academic Calendar
      Dr. Pastor explained there were no major changes to the academic calendar from the previous year and presented for approval.

      MOTION: (Escudero/Lubi) That the District Board of Trustees approve the 2015-2016 Academic Calendar, as presented. Motion carried unanimously.

XI. TIME RESERVED/CONSTITUENT HEADS
    Reports were presented by Dr. Ron Eaglin, Administrative Council President, Ms. Shannon Murdock, Career Employees Association President, Mr. Rich Vollaro, Faculty Senate President, Ms. Jo-Ann Halloran, Professional Council President, and Mr. Austin Albro for Ms. Catherine Sylvester, Student Government Association President.

    Mr. Giles departed the meeting at this point.

XII. TIME RESERVED/BOARD CHAIR
    A. Board Chair’s Update
       Mr. Freckleton appreciated working with the Board and shared they have many discussions in an open environment and their one focus is the students. He shared his displeasure of the recent newspaper articles and felt it disparaged the Board, faculty, staff and students.

       - Addendum to President’s Employment Contract
          Mr. Freckleton commended Dr. Eaton for her selfless act to help the College move in a smooth direction and her willingness to assist during the remainder of her contract. He presented the addendum for approval.

          Mr. Lubi thanked Dr. Eaton for such a selfless act and shared how important a transition like this is handled for the College. He stated this was not uncommon in the corporate world and believes this is an opportunity to publicly clear the air and move forward.
Mr. Escudero echoed the previous comments and commented how this was an important step for Dr. Eaton and the institution and it speaks to her character which is sterling in all respects.

Mrs. Hosseini concurred with the previous comments and thanked Dr. Eaton for always putting the institution and the students before anything else and served the institution with integrity and loyalty, which spoke volumes. She stated it is a very difficult job and Dr. Eaton came during a difficult time and has steadied the waters to ensure the College goes forward.

MOTION: (Escudero/Lubi) That the District Board of Trustees approve the Addendum to Employment Agreement for the President, as presented. Motion carried unanimously.

Dr. Eaton thanked the Board for the opportunity to serve at Daytona State College. She shared of the institution’s dedicated employees who have a passion to help students find success. By allowing her to serve as president, the Board showed confidence that she was the right person at the right time. She was confident the faculty and all the employees will continue to focus on student success and the College was here for the students and their completion, reaching their goals, and helping to build their dreams, and at the same time serving the community by fueling the economy with training a skilled workforce.

Dr. Eaton shared a phrase she emphasized which is there must be leaders at every level and shared the Board sets the policies, the direction and the vision for the future. Faculty are leaders in teaching and learning which can be seen in the curriculum and the learning environment. The awards and recognition they receive are well deserved and she proudly shared of the College’s 2nd place national ranking for best online bachelor degree programs.

She shared the student support teams bring a dedication to their jobs each day and are the front line support for the students. She commended Institutional Research and Effectiveness office and the great work done by the Foundation. There are leaders in the technical staff and how they stay on the cutting edge of technology. She has seen leadership in the way the administrative teams take care of all the employees, through benefits, payroll, human resources, inclusion training. She shared the maintenance, grounds, and campus safety employees strive every day to provide a safe and clean environment for everyone. There is giving spirit at the College which is evidenced by the reports of the constituent groups. She spoke highly of the leadership team members and stated they are among the best group of leaders that she has had the pleasure to work with over the years.
and it has been a pleasure and honor for her to work at Daytona State College and to serve the thousands of students that have crossed this threshold every year. She wished everyone the best as they lead the College into the future.

- **Appointment of Interim President**
  Mr. Freckleton explained the need to appoint an Interim President until a new President has been selected.

  **MOTION:** (Hosseini/Escudero) That the District Board of Trustees appoint Dr. Tom LoBasso to serve as the Interim President. Motion carried unanimously.

- **Presidential Search Update**
  Mrs. Hosseini provided an update on the Presidential Search and shared what attributes and qualities are expected in a president. She reviewed the hiring process for a new president which included forming a search committee, setting strategic priorities and hiring criteria, interview and hire a search firm, recruit/interview/assess candidates, check references, and decide on 3-4 candidates to recommend to the Board for consideration. She stated the Search Committee will be comprised of 14-17 members that will include current students, graduates, representatives from all employee constituent groups, Foundation, and business and community leaders, and will share a complete list of the Search Committee members at the next Board meeting.

  Mrs. Hosseini stated she has researched and studied various search firms and reviewed their processes. She will present a list of firms to the Search Committee who will also provide recommendations for other firms to be considered. The Search Committee will interview and select a Search Firm best suitable for a national search and will present to the Board for their consideration. She reviewed the below timeline for the process.

<table>
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<tr>
<th>Jan-Feb 2015</th>
<th>Selection and invitation of individuals to the Search Committee.</th>
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<tr>
<td>Mar-Apr 2015</td>
<td>Determine challenges and opportunities for the new president; list qualities that the Search Committee is seeking in the new president.</td>
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<tr>
<td>Apr-May 2015</td>
<td>Selection of the Search Firm</td>
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<tr>
<td>May-Jul 2015</td>
<td>Search Firm to find and interview candidates 15-25 Candidates will be optimal.</td>
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<tr>
<td>Jul-Sep 2015</td>
<td>Search Committee to interview candidates. Narrow the list to 7-10 candidates to do a reference check or site visit (if currently serving at another institution)</td>
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<tr>
<td>Sep-Oct 2015</td>
<td>Provide the Board with list of 3-4 candidates to interview.</td>
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Discussed with the Board Counsel, Mr. Jon Kaney, the appropriate way for Board members to provide input via email to Mrs. Hosseini so they adhere to the sunshine law. Mrs. Holness asked for the list of the search firms identified by Mrs. Hosseini.

Mr. Freckleton noted at the next Board meeting the Board should discuss compensation for the Interim President.

B. Board Professional Development Opportunities
Information included in packet.

XIII. TIME RESERVED/BOARD MEMBERS
Mrs. Patterson asked for a presentation that would provide detail on the new collegiate high school dual enrollment program. She asked if someone who understands the legislation that implemented this program could compare the content of the contract against the legislation. Mr. Freckleton indicated this could be a topic for an upcoming workshop.

Mr. Lubi thanked Dr. Eaton for all she has done and for helping them through this transition. He thanked Dr. LoBasso for stepping into the interim role. He thanked Mrs. Hosseini for her work on the presidential search and stated it is a tremendous investment and commitment of time and energy. He spoke on the Classroom to Careers Symposium he attended earlier in the day and encouraged everyone to learn more about the flagship schools program.

Mrs. Holness was excited to see the presentation on the student center and had not expected it to be that far along. She thanked Dr. Eaton for her leadership, integrity, and how she has always put the College first. She appreciated the Legislative Priorities pamphlet that was developed and felt it was well written and reflected a diverse student body. She thanked Mrs. Hosseini for her work and Dr. LoBasso for stepping in as interim.

Mrs. Haas thanked the Board for being a diverse group of knowledge and learns from them each time they meet. She thanked Dr. Eaton for her commitment to the institution.

Mr. Escudero suggested an expansion on the workshop to include an overview of the programs the College has which enables high school students to take college level courses. He felt these programs are beneficial to the students and would like to be sure the largest number of students are well prepared to participate. He stated based on state ratings the number of county students are ill-prepared for college level work, and properly coordinated between the schools, there could be a greater possibility for students to participate. He mentioned creating diverse preparatory programs or modify existing ones to identify and develop a pool of students to enter these advanced programs. He suggested school board
members be invited to participate so the Board could benefit from their input in the process.

Mr. Escudero stated certificate programs prepare students for non-academic vocational careers and hoped these types of programs could be expanded into southeast Volusia. He indicated there could be opportunities to expand current programs into areas that could become feeders to the business community and mentioned boat building was a primary business in that area. He thought it would be helpful to meet with business and manufacturing representatives to see if developmental programs could be tailored for the immediate and future needs of the business community. Mr. Freckleton felt Dr. Mary Bruno could assist with this workshop topic and stated he did not want to limit this discussion to just Volusia County.

Mr. Davis thanked Dr. Eaton.

Mrs. Hosseini spoke of an upcoming Alliance for Public Schools meeting that others may want to attend. She thanked the Board and the Chairman for their work during the changes to the institution. She was appreciative of the work done by Mr. Kaney and Mr. Brian Babb on developing an agreement that was acceptable to Dr. Eaton. She thanked Mr. Dinneen for attending the meeting and congratulated Dr. LoBasso on the interim presidency. She thanked Dr. Eaton for her tenure and stated she had done a fantastic job and was appreciative of what she had done for the College.

**XIV. ADJOURN**

Mr. Freckleton adjourned the meeting at 5:02 p.m.