Board Workshop began 1:02 p.m.
Dr. Eaton explained the presentation of the Core Performance Indicators is given annually and how, on a national level, boards are being encouraged to look at data, which this Board does. She explained at the Council of Presidents/AFC Trustees Commission meeting the emphasis was on performance data and explained the data provided to the Board will show what an outstanding job the College is doing. A copy of the Core Performance Indicators 2012-2013 was provided to the Board.

Dr. Tom LoBasso, Chief Operating Officer and Provost, presented an overview of the 2012-2013 Core Performance Indicators. He shared the core performance indicators are the results of longitudinal analysis of student and institutional performance compared with Florida College System and State University System (SUS) institutions. He reviewed data associated with dual enrollment, public high school capture rates, and college prep success rates. Dr. Eaton explained how well the College has been doing with college prep and faculty is working very hard to implement mandates that went into effect and these changes may impact rates. Dr. LoBasso explained colleges can no longer require a student to take a placement test or enroll in developmental education courses because of the newly passed statute. He shared faculty are working to keep the focus on student success and come up with strategies for students who choose not to take developmental courses so they can be successful.

Dr. LoBasso reviewed graduates by degree awarded, graduation rates, retention rates, state license/certification exam pass rates, associate of arts graduate outcomes, associate of arts graduates enrolled in SUS, associate of arts degree performances in SUS, and graduate placement rates by programs.

Board Workshop adjourned 1:30 p.m.
I. CALL TO ORDER
Mrs. Haas called the meeting to order at 2:00 p.m.

II. ROLL CALL
Mr. Davis and Mrs. Hosseini were absent.

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. PUBLIC HEARING - POLICIES
A. Approval of First Reading – Policy 3.13 (New): Mandatory Reporting of Child Abuse

Mr. Brian Babb, College Counsel, explained the policy is based on state law passed last year for mandatory reporting and now includes community colleges. He explained most of the administration has completed training and identified staff have attended training with the Department of Children and Families. A procedure will be developed once the policy has been approved.

MOTION: (Freckleton/Holness) The District Board of Trustees approve the first reading of Policy 3.13 Mandatory Reporting of Child Abuse, as presented. Motion carried unanimously.

V. CONSENT AGENDA
A. Approval of 8/13/13 Regular Board Meeting Minutes
B. Approval of Affiliation Agreements
C. Approval of Agreements
D. Approval of Budget Amendments
E. Approval of Contractor Pre-Qualification Certification for Thermal Energy Storage Tank and Related Site-Work
F. Approval of Deletion of Inventory Items
G. Approval of Grant Applications
H. Approval of Human Resource Recommendations
I. Approval of Out of District Field Trip Requests
J. Approval of Surplus Property Donations
Mrs. Haas asked if there were any items trustees would like pulled from the Consent Agenda. Mr. Giles asked to pull items C. Approval of Agreements and D. Approval of Budget Amendments for further clarification.

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

Mr. Giles asked about the portable rentals in Item C. and if purchasing would be an option. Mr. Steve Eckman, Director of Facilities Planning, explained which portables these were on the Deltona Campus and how the College does not currently have the budget to purchase these units but may reconsider at the end of the year.

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

Mr. Giles asked about the CCF transfers and Dr. Eaton explained there are two transfers that have to be accounted for as uncollectible and the entire amount will be presented in June when the College presents the uncollectible accounts to be written off.

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

**VI. TIME RESERVED/PRESIDENT**

**A. President’s Update**

Dr. Eaton explained there was not a Board meeting in September because of the SACS reaffirmation visit and the time was well utilized in preparing for this important visit. This was a three-year effort led by Dr. Nancy Morgan and a commitment of hundreds of other people. There were 90 SACS standards the College was required to show evidence it was meeting those standards. The College met 89 of the 90 standards and thanked faculty and staff for all of their hard work, and thanked Trustees Haas, Freckleton and Recascino who came in and met with SACS Committee.

Dr. Eaton reviewed a presentation showing some of her activities since the last Board meeting which was broken down into four categories – milestones, visits/tours, legislative contacts, and community. Milestones included the State Board of Education approval of the the BSN and BSIT degrees on 9/17/13; and the Nursing program’s successful reaccreditation that occurred prior to the SACS visit. Visitors to the campus included Mr. Randy Hanna, Chancellor, Division of Florida Colleges; Mr. Daryl Tol, CEO, Florida Hospital Memorial; and Mr. Bill Offill, Publisher, Daytona Beach News-Journal. Dr. Eaton’s legislative contacts included participating in an East Meets West Business Forum hosted by
Representative Santiago; individual meetings with Senator David Simmons and Representative David Hood to discuss the College’s needs for the coming year, and attended the Symetra Meet the Pros with Secretary of Commerce Gary Swoope.

Dr. Eaton explained she continues to reach out to the community and thanked the Board who also attended some of the same events. She shared how important it is that the community sees the Board and the senior staff of the College at community meetings/events.

Dr. Eaton attended the Council of Presidents meeting and the Association of Florida Colleges Trustees Commission Conference where they heard a lot about data driven decisions, performance funding measures, and the latest things happening in Florida.

Dr. Eaton stated as they begin meeting with members of the Legislative delegation she reminded the Board what the College is asking for with regards to the Capital Legislative Budget Request. She reviewed the new classroom/student center building for the Daytona Beach Campus ($26 million); funding to complete the new building on the Flagler/Palm Coast Campus ($850,000) and general renovation/remodeling funding ($3.8 million). She appreciated the Board’s support in putting forth the importance of funding each of these requests.

B. Approval of Land Purchase
Item was presented for approval. Mr. Giles asked if lots can be utilized for parking and Mrs. Haas indicated the lots are currently zoned residential. Dr. Eaton shared the College will remove the structure and keep up the property.

MOTION: (Giles/Holness) The District Board of Trustees approve the purchase of the property located at 119 White Street, Daytona Beach, Florida for thirty-eight thousand dollars ($38,000) and authorize the College to execute any and all documents for closing. Motion carried unanimously.

C. Approval of Salary Increase Proposal
Item was presented for approval. Mrs. Holness was pleased to see this added to the agenda and that staff were able to identify ways to stay within the budget. She also appreciated the tiered approach so lower paid employees would receive a higher amount. Mr. Giles commented on the recession and the effects it has had on the outside community with people losing their jobs, receiving reductions in pay, or not receiving raises. He felt he could support offering a 2% raise but not 3%. 
MOTION: (Recascino/Freckleton) The District Board of Trustees approve the proposed average 3% recurring tiered salary increase and the average $1,000 non-recurring tiered payment to be funded from the revenue collected over target for Student Tuition and Fees and the unrestricted fund balance from FY 2012-13, respectively as presented. Motion carried by the following vote:

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

Dr. Recascino believed most employees do a great job but wanted to recommend that those employees under disciplinary action not be eligible to receive the raise or one-time payment. Mr. Babb explained this could not be applicable to employees already on a plan because action has already been taken against the employee. Mrs. Holness asked if an employee currently on a performance improvement plan completed their plan by the effective date of the raise/one-time payment if they would be eligible. Dr. Recascino amended the motion to clarify the eligibility of employees currently on a performance improvement plan.

MOTION: (Recascino/Holness) The District Board of Trustees would require employees, from this point forward and until the raise/payment is given, who are placed on suspension, a performance improvement plan or last chance agreement not be eligible for the raise/payment. Employees currently on a performance improvement plan who achieve satisfactory performance prior to the effective date of the raise/one-time payment would be eligible. Motion carried unanimously.

VII. FINANCE
A. Executive and Financial Summaries September 2013
Ms. Isalene Montgomery, Vice President for Finance, explained new financial reports have been developed so information is clearer and easier to understand. She reviewed the executive financial summary of revenues and expenses as of August 31, 2013; financial summary of the College’s Operating Fund (Fund 1) which included student tuition and fees, state and federal revenues, other revenue, salaries, current expense and capital outlay, and a fund balance summary projection. She reviewed a comparison of budgeted revenues and expenses; monitoring report for student tuition and fees collected monthly and cumulatively; monitoring report showing monthly and cumulative expenditures for Operating Fund (Fund 1); statement of revenues, expenditures and other changes showing the flow of resources in and out for restricted, auxiliary and other
funds (Funds 2,3,4,5,6, 8); financial summary of Fund 7 construction projects with revenue sources; and the summary of construction projects at/above $100,000 currently underway. Mrs. Holness appreciated the new reports and felt they were much easier to follow and it was helpful to see the comparison to the previous year. Ms. Montgomery introduced Ms. Tina Myers, Associate Vice President of Finance and Ms. Veronica Black, Budget Director, who she works closely with in developing these reports.

B. Approval of Tuition Exemptions, Waivers and Receivables
Ms. Montgomery presented for approval.

MOTION: (Freckleton/Recascino) The District Board of Trustees approve the summary report of tuition exemptions, waivers, and receivables. Motion carried unanimously.

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

D. Annual Financial Report – Fiscal Year 2012-2013
Ms. Montgomery presented as information.

VIII. CHIEF OPERATING OFFICER/PROVOST
A. Approval of New Course
Dr. Tom LoBasso, Chief Operating Officer/Provost, explained this new course is tied to the QEP and has been approved by the Curriculum Committee and presented for approval.

MOTION: (Recascino/Holness) The District Board of Trustees approve SLS 110 College Resources, effective Spring 2014. Motion carried unanimously.

B. Approval of Final Completion and Final Payment for Building 210/Quanta and Building 300/Help Desk Renovation/Remodel
Dr. LoBasso presented for approval.

MOTION: (Holness/Freckleton) The District Board of Trustees approve the final completion of Building 210/Quanta and Building 300/Help Desk Renovation/Remodel projects and final payment of $8,436 be made to Ovation Construction, Inc. Motion carried unanimously.

C. Approval of Final Completion and Final Payment for Building 320 Basement Renovation/Remodel
Dr. LoBasso presented for approval.
MOTION:  (Freckleton/Recascino) The District Board of Trustees approve the final completion of Building 320 Basement Renovation/Remodel project and final payment of $11,132 be made to Ovation Construction, Inc. Motion carried unanimously.

D. Approval of Thermal Energy Storage Tank and Site Project ITB#14-001
Dr. LoBasso presented for approval. Mr. Giles indicated there were only two bidders and Dr. Eaton shared it was a unique project and they believed there may have been a third bidder but this did not occur. Mrs. Haas stated this will be quite a landmark on the campus as it will be very tall.

MOTION:  (Recascino/Holness) The District Board of Trustees accept the lowest qualified bid from The Crom Corporation and direct the President or her designee to enter into a contract in the amount of $2,073,100 pursuant to the provisions of Florida Statute 287.057. Motion carried unanimously.

IX. 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 an FTE summary and headcount by program and campus compared to the previous year. He reviewed dual enrollment headcount compared to the previous year and the recruitment efforts that target these specific students. Mr. James reviewed the management and prevention efforts to decrease the student loan default rate which included changes to the financial aid award process, incorporating financial literacy in the classroom, educating students about repayment, implementation of a new orientation course, utilizing companies to identify and reach out to students in grace periods to educate them about their options, and submitting data corrections to the Department of Education.

Mr. James shared in less than a month the College has received 57 applications for the Bachelor of Applied Science in Nursing (BSN) program and 21 have been fully accepted. The Bachelor of Science in Information Technology (BSIT) program has received 12 applications and 8 have been fully accepted.

B. Approval of Revised 2013-2014 Academic Calendar
Mr. James explained the date of Commencement was moved by one day so the College could utilize the Ocean Center, which is the only venue large enough for commencement.
MOTION: (Recascino/Freckleton) The District Board of Trustees approve the revision to the 2013-2014 Academic Calendar, changing Commencement to Tuesday, May 13, 2014. Motion carried unanimously.

X. MONTHLY STATUS REPORT
A. Foundation Update
Ms. Kay Burniston, Foundation Executive Director, thanked the Board for their support of the Gala, which was a very successful event and had 58 sponsors, over 340 attendees, and raised over $97,000. Ms. Lesa France Kennedy was the honoree and she shared how great it was to see family and friends participate in the event. This year there was a live auction and will evaluate whether this is something they would like to incorporate into next year’s gala. She explained the students were the stars of the event and were proud to exhibit the fabulous foods they had prepared. Thank you notes will be going out and will include one of the student’s recipes from the event.

Ms. Burniston explained the next event for the Foundation will be a donor appreciation breakfast. This event is an opportunity to thank donors and to connect them with the students they have assisted through their donations.

Ms. Burniston explained the Foundation will be looking at its policies and procedures to ensure they reflect current practices and are in keeping with any changes at the state level.

XI. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mrs. Haas explained she had the opportunity to sit in on a course being taught in the Classroom of the Future which she read about in a recent news release. Professor Brombin did a great job teaching the class and she had great respect for the instructors taking the lead on this initiative. She thanked Dr. Rob Saum for joining her and explaining the different aspects of the classroom and was pleased the College is moving in that direction.

B. Board Professional Development Opportunities
Mrs. Haas presented for the Board’s information.

XII. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Mrs. Kay Burniston for Dr. Ron Eaglin, Administrative Council President; Mr. Rich Vollaro, Faculty Senate President; Mr. Bill Harrison, Professional Council President; and Ms. Tiffani Cassidy, Student Government Association President.
XIII. TIME RESERVED/BOARD MEMBERS
Mr. Giles reiterated the College is an amazing institution and everyone is committed and contributes to its success. He sees enthusiasm throughout the campus and was glad to be part of the College and didn't want his feelings regarding the raise to be misunderstood. He was happy to see the Core to College Cadre grant and believes the more public schools, colleges, and businesses can align will streamline certification, training, and obtaining degrees. He shared the College has been implementing this model at the ATC and has been ahead of its time. Mr. Giles shared the College lost an amazing leader in Mr. Peter McCarthy who he worked closely with over the years.

Mrs. Holness shared details of the Association of Community College Trustees (ACCT) Leadership Congress she attended and how it provides an opportunity to interact with other trustees and discuss ideas. She explained of the various session topics and was very proud that the College is already doing things that were discussed. Mr. Bill Gates was the keynote speaker and his focus was on technology and integrating technology to best serve the needs of the students. She shared ideas from the sessions and was appreciative of the opportunity to represent the Board and hoped others would attend future conferences. She shared Dr. Edwin Massey, President of Indian River State College, was recognized as the Southern Regional Chief Executive Officer by ACCT and how this was an honor for the region.

Dr. Recascino appreciated Mrs. Holness attending the ACCT conference. Dr. Recascino recognized Dr. Nancy Morgan, and the faculty and staff for their incredible work with SACS and knows how difficult it is to achieve a 98%. She congratulated everyone on their work and this was something to celebrate.

Mr. Freckleton congratulated Dr. Eaton, Dr. Morgan, and the faculty and staff on the successful SACS visit and must now maintain the high standards that have been set. He recognized Mr. Kent Ryan and his staff on the marvelous job they do in hosting the Board meetings. He shared the College is on the right track and to keep up the good work.

XIV. ADJOURN
Mrs. Haas adjourned the meeting at 3:29 p.m.

Date of next regular meeting: November 21, 2013.