MINUTES: October 16, 2014

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 Workshop began 1:04 p.m.
Distributed prior to the start of the workshop: Core Performance Indicators 2013-2014.
Made an official part of the minutes as Supplemental A: 10/16/14-Workshop.

Dr. Tom LoBasso, Chief Operating Officer/Provost, explained each year the Core Performance Indicators are reviewed with the Board and are defined as a longitudinal analysis of student and institutional performance; compares Daytona State to the Florida state colleges and universities; and is utilized to guide the College in planning, decision-making and institutional improvements for the coming year. He reviewed 2013-2014 indicator data for annual FTE, dual enrollment, prior year public high school capture rates, enrollment in distance education courses, college prep success rates, graduates by degree/certificates awarded, graduation rates and discussed factors that attributed to decreases. He reviewed graduation rates for college prep students and retention rates. Dr. Eaton explained there are two components of the performance funding model's third iteration, performance and improvement. She stated how the data currently being used is not state but national data and how this affects college rankings. Discussed the evaluation criteria and strategies for improvement. Dr. LoBasso will prepare a document for the Board that will outline the strategies as they relate to the different performance measures. He reviewed success rates, state license/certificate exam pass rates, and Associate of Arts graduate transfer rates. Mrs. Hosseini inquired about DirectConnect with UCF and Dr. Eaton explained she continues to follow-up on this request and continues to be told the document is still under review with UCF. Dr. LoBasso reviewed data on Associate of Arts degree performance in State University System and graduates employed in Florida and their average salary.

Board Workshop adjourned 1:55 p.m.
Board Meeting began 2:02 p.m.
Distributed prior to the start of the meeting: Foundation Annual Gala thank you postcard. Made an official part of the minutes as Supplemental A: 10/16/14.

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

II. ROLL CALL
All trustees were present.

Mr. Freckleton reminded everyone October is Breast Cancer Awareness Month.

Mr. Freckleton recognized Mr. Mori Hosseini who currently serves as the Chairman of the State University System Board of Governors and spoke about his achievements, support of the community and Daytona State College. Mr. Freckleton read the Resolution of Appreciation and then presented the framed resolution to Mr. Hosseini. Mr. Hosseini thanked the Board for this recognition and shared how Daytona State is the pivot of the community and how instrumental it is to the community. He spoke on the responsibility of the Board and how every decision they make will make a difference in someone’s life and will do everything he can to support Daytona State College. He shared of his work with the Speaker of the House and legislature to get funding for the new Student Center/Classroom building and will continue to work and support the College on making this vision a reality.

III. 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.

IV. CONSENT AGENDA
A. Approval of 9/17/14 Regular Board Meeting Minutes
B. Approval of Affiliation Agreements
C. Approval of Agreements
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 Out of Country Travel Request – Green and Herbster
I. Approval of Out of District Field Trip Requests

Mr. Freckleton asked if there were any items trustees would like pulled from the Consent Agenda for further discussion. No requests were made.

MOTION: (Lubi/Holness) The District Board of Trustees approve the Consent Agenda. Motion carried unanimously.
V. TIME RESERVED/PRESIDENT
A. President’s Update

Dr. Eaton recognized Mrs. Sharon Crow and Mr. Buck James whose names were on the Human Resources consent agenda item and will be leaving the College. She shared background on each and thanked them for their commitment to Daytona State College and wished them the very best. She shared what makes the College a strong and vibrant institution and how faculty and staff maintain the focus on student success and constantly strive for improvement. She stated it is important the College provide opportunities for people to be involved in campus-wide issues, to have a voice in decision-making and to groom new leaders. She recognized employees participating in the LEAD (Leadership Exploration and Development) Academy who were in attendance and explained about the program and the activities they will participate in, which included learning how decisions are made at the institution. She reviewed the Board’s role and explained how the daily operation of the College is done through shared governance. There are two pieces to the shared governance system - Planning Council and Cabinet.

Planning Council has been in place for many years and is made up of individuals from across the institution, half are faculty, and the five constituent presidents are also members. Planning Council makes recommendations for planning, budget allocation priorities, and performance targets. They also evaluate the use of planning and assessment results to improve the processes of teaching and learning, operations, and student services.

Cabinet was established in 2011 and implemented in 2012 and consists of the five constituent presidents, senior executive staff, associate vice presidents, executive directors, and directors of the regional campuses. Cabinet considers all new or revised policies and procedures presented by employees. Policies are then presented to the Board for consideration. Dr. Eaton explained the importance of establishing a productive and valid shared governance system and to give a voice to all employees, not just so they are involved but so the College can get the most creative, productive decisions and always focusing on student success.

Dr. Eaton highlighted her activities since the last Board meeting which included participating in the OPPAGA conference call and stated OPPAGA has been charged with gathering information for the legislature on baccalaureate degrees at state colleges. She attended the LEAD Academy Kick Off Meeting, Foundation Community Summit Follow-Up Meetings, Volusia Manufacturing Association’s Showcase Event, Facilities Planning Advisory Council Meeting, Daytona Regional Chamber of Commerce’s Hob Nob 2014 Event. She accepted checks on behalf of the College from SunTrust and Kiwanis and thanked Ms. Laurie White for the coverage of these events. She also attended Bethune-Cookman University’s Legacy Awards Gala honoring Betty Jane France and Lesa
France Kennedy. She shared the School of Photography will be celebrating its 50th year anniversary and the Southeast Museum of Photography will be celebrating its 35th year anniversary.

Dr. Eaton followed up on last month’s Board meeting regarding funding requests for 2015-2016 and reviewed the Capital Improvement Plan (CIP) requests and indicated $19 million is needed for the student services/classroom building.

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<tr>
<th>Project</th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
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<tbody>
<tr>
<td>1- General Renovation/Remodel</td>
<td>$3,084,100</td>
<td>$2,821,900</td>
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<td>2- Remodel w/ Addition - Student Services/Classroom/Office - Daytona Bldg, 220</td>
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<td>3- New Construction - Classroom/Lab/Office w/Parking - Deltona</td>
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<td>4- New Construction - Classroom/Lab/Office w/Parking - Palm Coast</td>
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<td></td>
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<tr>
<td>5- Renovation - Building 520 (Vocational Tech)</td>
<td></td>
<td>$634,838</td>
<td>$5,078,700</td>
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B. Workforce Summit Update
Dr. Eaton introduced Mrs. Mary Bruno, Associate Vice President, College of Workforce and Continuing Education, who explained information from the Workforce Summit participants was compiled and areas were identified that needed to be addressed. The first was the relationships with the secondary school systems and she shared details of the work to create career pathways from high schools. The second was the need for employees with basic or core construction skills. She explained the College no longer has a construction program and will look into the possibility of a related program and the plans to work with the construction program at the DeLand High School. The next area was manufacturing and the need for employees and reviewed two projects, Florida TRADE grant and non-credit training in machine maintenance. These projects will meet the needs of manufacturing and she shared how they will continue to work with focus groups on their needs. The need for soft skills was another area identified and the College is looking for ways to integrate these skills into all curriculums. The last area was emerging future needs and explained a business and industry workgroup will be established to continue to address the future workforce needs of the two counties.

VI. FINANCE
A. Executive and Financial Summaries as of 9/30/14
Ms. Isalene Montgomery, Vice President for Finance, presented the financial report for the month of October 2014. She reviewed Fund 1 operating revenue budgeted for tuition and other student fees, state revenue and other revenue and 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 $10.8 million uncommitted. She reviewed the proposed schedule for major capital projects for 2014/2015.

*Mr. Davis left the meeting at this point.*

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

VII. **CHIEF OPERATING OFFICER/PROVOST**

A. **Update on 2013/2014 Grant Activity**
Dr. Tom LoBasso, Chief Operating Officer/Provost, presented an overview of grant activity for the previous fiscal year and shared 40 proposals were submitted in 2013/2014, 26 were funded, and total amount awarded was almost $4.8 million.

B. **Approval of Final Completion and Final Payment for Thermal Energy Storage – Tank and Site – ITB# 14-006**
Dr. LoBasso presented for approval and shared the tank has been tested and working since August. Dr. Eaton shared the College has already received the rebate check from FP&L and will do a virtual ribbon cutting at the November Board meeting.

**MOTION:** (Hosseini/Haas) The District Board of Trustees approve the final completion of the Thermal Energy Storage – Tank & Site project and final payment of $204,640 be made to the Crom Corporation. Motion carried unanimously.

C. **Approval of Final Completion and Final Payment for Thermal Energy Storage – Plant Upgrades – ITB# 14-001**
Dr. LoBasso presented for approval.

**MOTION:** (Hosseini/Holness) The District Board of Trustees approve the final completion of the Thermal Energy Storage – Plant Upgrades project and final payment of $15,347 be made to Ellis Mechanical Corporation. Motion carried unanimously.
D. Approval of Theater Center Building 220 Castaldi
Dr. LoBasso explained the Castaldi analysis has been completed and the report recommends the Theater Center should be demolished and not renovated and requested approval of this recommendation.

MOTION: (Lubi/Haas) The District Board of Trustees approve the Castaldi Analysis that recommends demolition of the existing Theater Center Building 220 and submit the report to the Department of Education for approval. Motion carried unanimously.

E. Approval of Professional Design Services – Future Student Center Site Selection and Building Exterior Concept - RFQ #14-007R
Dr. LoBasso explained the firm selected will be utilized for the site selection and exterior concept of the new student center/classroom building. He reviewed details of the process used to select a firm which included having specific criteria in the RFQ. Proposals are received and reviewed, and firms are then selected for interviews. During the interview process the firms must cover specific areas during their presentation. The Facilities Committee conducted the interviews and two members of the Facilities Planning Advisory Council (FPAC) also participated. Dr. Eaton explained after the firm has been selected they will gather information, meet with trustees and members of FPAC to hear their ideas, and will bring forward one or more site recommendations to the Board. Dr. LoBasso shared background on the top firm and indicated they had a good mix of education and non-education history and did some work with Embry-Riddle. Mr. Freckleton would like background on the firm so the Board can have this information prior to meeting with them.

MOTION: (Haas/Giles) 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 not to exceed $25,000, pursuant to the provisions of Florida Statute 287.055, and subsequently submit the contract, including the negotiated fee, to the Board for ratification at a future meeting. Motion carried unanimously.

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<tr>
<th>Firm</th>
<th>Ranking</th>
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<tr>
<td>Prosser, Inc.</td>
<td>1</td>
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<tr>
<td>HuntonBrady Architects</td>
<td>2</td>
</tr>
<tr>
<td>Rogers, Lovelock &amp; Fritz, Inc.</td>
<td>3</td>
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VIII. STUDENT DEVELOPMENT
A. Enrollment Report
Mr. Buck James, Vice President of Student Development, reviewed the comparison of fall enrollment head count and fee paying FTE to the previous year. He reviewed background data prepared by Western Interstate Commission for Higher Education on Florida high school
graduation rates from 1996 to 2027. High school graduate rates is one of the factors behind enrollment growth/decline that impacts the College. The data in 2007 coincides with the large enrollment growth experienced by the College and explained the next large growth in high school graduate rates is expected in 2022. Mr. James reported on the the improvements to the cohort default rates which have reduced from 29.6% to 24.8% over the past three years. He shared details of the default management and prevention efforts that are in place and staff will continue to work on reducing this rate.

B. Approval of Revised 2014/2015 Academic Calendar
Mr. James explained the Retention Committee has been looking at issues that impact student retention and has recommended the College reduce the time period students have for add and drop. He explained there is local and national data that indicate this would be a positive change. The 16-week term has been in place but was never included in the Spring calendar so this has been added to the calendar for consistency.

MOTION: (Escudero/Giles) The District Board of Trustees approve the revision to the 2014-2015 Academic Calendar, as presented. Motion carried unanimously.

Mr. Lubi left the meeting at this point.

IX. MONTHLY STATUS REPORT
A. Foundation Update
Mrs. Kay Burniston, Foundation Executive Director, shared photos from the 2014 Annual Gala and explained there were about 350 people in attendance. There was a great representation of students and felt that was important for Dr. Schildecker and the Bert Fish Foundation to meet some of their scholarship recipients at the event. The Foundation raised over $70,000 for Allied Health scholarships and thanked the Board for their support. Ms. Burniston explained Mr. George Nunamman left the College a significant amount of money in a trust fund bequeathed to the College when the last surviving nephew, Mr. Stephen Dietz, passed away. The College received almost $4.2 million from the trust which has been endowed and the earnings will be utilized for student scholarships. Ms. Burniston stated follow-up community summits were held to review the feasibility study results with the participants. The Foundation will be creating a document from the study that will provide an easier summary to review with those who were interviewed. She also shared Mr. Escudero will be an upcoming guest speaker at the WISE program.

X. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mr. Freckleton asked Mrs. Holness to provide an update on the Association of Florida Colleges Trustees Commission Annual Meeting that was attended by Mr. Freckleton, Mrs. Holness and Mr. Lubi. Mrs. Holness
shared these meetings are always a good opportunity to meet and compare information with other college trustees. She stated the conference focused on performance and the importance of business and financial areas. The conference presenter discussed the importance of financial reports that are easy to understand and they heard many people complaining on how difficult it was for them to understand their financial reports. She was proud that this was not the case at Daytona State and staff does a great job compiling and presenting timely financial information. She felt it was a wonderful conference that was well attended.

Mr. Freckleton stated at the last Board meeting Mr. Davis requested the Pledge of Allegiance be conducted at the beginning of each Board meeting, and because this will adjust the meeting agenda he asked for a motion to approve the request.

**MOTION:** (Escudero/Hosseini) The District Board of Trustees will conduct the Pledge of Allegiance at the beginning of Board meetings. Motion carried unanimously.

Mr. Freckleton explained the President's employment contract will be placed on the next Board meeting agenda.

**B. Board Professional Development Opportunities**

Presented as information.

**XI. 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 Vollaro, Faculty Senate President, Ms. Jo-Ann Halloran, Professional Council President, and Ms. Catherine Sylvester, Student Government Association President.

**XII. TIME RESERVED/BOARD MEMBERS**

Mrs. Patterson appreciated information given during the workshop and the meeting and hoped to be at the next meeting which is also the due date for her 9th grandchild.

Mrs. Holness thanked Mrs. Bruno for the follow-up information on the Workforce Summit and looked forward to hearing back as they progress. She wished Mrs. Crow and Mr. James well. She appreciated Mr. James always providing information to the Board and Mrs. Crow for always making the trustees welcome when meeting with legislators and how their presence will be missed. The highlight of each meeting is the reports from the constituent presidents and enjoys hearing information on what is happening around the College.
Mrs. Haas was thankful that Mr. Hosseini was able to attend the meeting to accept his resolution and to be honored by the College. She thanked Mrs. Crow for all of her assistance over the years and how she will be missed. She recognized Mrs. Teresa Newcomb for her help as she was also retiring. She thanked Mr. James for the reports and information he provided to the Board. She also thanked Ms. Montgomery for the budget reports which have significantly improved since she began on the Board.

Mr. Giles appreciated the work that Mr. James and Mrs. Crow have done over the years. He shared of a white paper published by Dr. Margaret Smith on Florida assessment testing and asked this document be reviewed to see how this might impact the College.

Mr. Escudero echoed Mrs. Holness’ appreciation for Mrs. Bruno’s presentation and thanked Mrs. Bruno for work in general in the area of vocational education. He sees this as an area where the College needs to focus and felt the College is an integral and driving part of a much broader effort to synchronize educational preparation with professional need in the county. He reminded everyone to vote at the upcoming election.

Mrs. Hosseini thanked Mr. James and Mrs. Crow for their service. She shared how Mrs. Crow has been so helpful and supportive over the years and will be greatly missed.

XIII. ADJOURN
Mr. Freckleton adjourned the meeting at 4:21 p.m.

November 20, 2014
Date Approved

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Chairperson, District Board of Trustees

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Corporate Secretary, District Board of Trustees