MINUTES: October 18, 2012

MEETING: Daytona State College
District Board of Trustees

PLACE: Daytona State College
Daytona Beach Campus
Building 100, Room 402L
1200 W. International Speedway Blvd.
Daytona Beach, Florida

PRESENT: Dr. Carol Eaton, Corporate Secretary/President
Mr. Dwight Lewis, Chair
Mrs. Mary Ann Haas, Vice Chair
Mr. Bob Davis
Mr. Lloyd Freckleton
Dr. Christina Frederick-Recascino
Mrs. Betty Holness
Mrs. Forough Hosseini
Mr. John Tanner

Board Workshop began 1:05 p.m.
Mr. Lewis explained this workshop will assist the Board in preparation for the upcoming Legislative session. Mrs. Sharon Crow, Senior Vice President for Governmental Relations, reviewed documents that will be inserted into the 2013 legislative case statement folder and how they can be changed out as issues change. She highlighted issues that included the operational budget, facilities requests for 2013-2014 and the status of Public Education Capital Outlay (PECO) funds and explained in further details about each of these items.

Mrs. Crow explained of other known issues which are developmental education, dual enrollment, distance learning and performance funding. Developmental Education - This is a high profile issue nationally and College faculty have proposed a pilot project to assist students in passing their college level English course, but would require a change in legislative language. Dual Enrollment – Institutions do not receive tuition for dual enrollment students and the loss of revenue discourages growth of dual enrollment programs. There have been discussions about identifying a revenue stream that would alleviate this lost revenue. Distance Learning – There could be competition for funds from out-of-state, for-profit ventures that propose to manage distance learning among the institutions. There is a proposal through the Department of Education for a Complete College Initiative that is an infrastructure tool that would assist colleges in enhancing or increasing distance learning. Performance Funding – This type of funding is being brought back and the college presidents have been very active in coming up with a plan called Florida First. This will ensure Florida is first in preparation for careers, success and completion, access and affordability, and accountability. She reviewed other issues that may arise during the session which included human resources,
general education glitch bill, adult education delivery, fees/financial aid/residency, specific workforce training, public records/privacy issues, purchasing/contracting requirements, campus safety and security, and student issues. The legislative case statement will be placed on the November agenda for the Board’s approval.

Dr. Tom LoBasso, Senior Vice President for Student Development and Institutional Effectiveness, presented an overview of financial aid. He explained financial aid is available to help eligible students meet educational expenses. Sources of financial aid are federal, state, College and outside scholarships/grants. He reviewed the different types of federal, state and College aid that are available for students and the recent changes to federal aid and how these changes impact the students. A student’s financial aid budget would include tuition, housing and meals, books, personal expenses, and transportation. He shared examples of what a student’s financial aid budget would look like if they were living at home or on their own and explained how those award figures are calculated. He reviewed the amount of aid provided in 2011-2012 by the College ($3.2 million), the state (over $4.2 million), and federal ($72 million). Over $79 million in aid was awarded to 13,657 students (67%) in 2011-2012.

Board Meeting began 2:07 p.m.
Distributed prior to the start of the meeting: Association of Community College Trustees (ACCT) Federal Relations Update 10/12/12. Made an official part of the minutes as Supplemental A: 10/18/12. ACCT Student Success Policy Action Agenda. Made an official part of the minutes as Supplemental B: 10/18/12. Association of Florida Colleges Trustee Manual 2012-2013. Made an official part of the minutes as Supplemental C: 10/18/12. In Motion publication October 2012 edition. Made an official part of the minutes as Supplemental D: 10/18/12. Foundation Gala Recipe Card. Made an official part of the minutes as Supplemental E: 10/18/12.

I. CALL TO ORDER
Mr. Lewis called the meeting to order at 2:07 p.m.

II. ROLL CALL
All trustees were present.

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.

Mr. Lewis asked Mr. Freckleton to speak on Breast Cancer Awareness Month. Mr. Freckleton had been diagnosed with breast cancer and shared how the News-Journal published an article on his battle with breast cancer. He distributed breast cancer awareness pins and urged everyone to be checked because early detection can save lives.
IV. PUBLIC HEARING - POLICIES
A. Approval of Second Reading – College Policies Sections 5-8
   Mr. Lewis explained this is the second reading for sections 5-8 and asked if there were any questions regarding these policies.

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

VI. CONSENT AGENDA
A. Approval of 9/7/12 Board Retreat Minutes
B. Approval of 9/20/12 Regular Board Meeting Minutes
C. Approval of Agreements
D. Approval of Budget Amendments
E. Approval of Deletion of Inventory Items
F. Approval of Human Resource Recommendations
G. Approval of Out of District Field Trip Requests
H. Approval of Out of Country Travel Request - Study Abroad Program – United Kingdom
I. Approval of Out of Country Travel Request - Study Abroad Program – Germany
J. Approval of Out of Country Travel Request - Study Abroad Program – Spain

   Mr. Lewis asked if there were any items trustees would like pulled from the Consent Agenda. Mr. Lewis pulled the City of Daytona Beach agreement from Item VI. C. Approval of Agreements and asked that additional work be done on this agreement.

   MOTION: (Davis/Hosseini) The District Board of Trustees request that staff continue to work on the City of Daytona Beach agreement. Motion carried unanimously.

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

VI. TIME RESERVED/PRESIDENT
A. President’s Update
   Dr. Eaton pointed out materials brought back from the ACCT Leadership Congress and how they may be of interest to the Board. She also shared copies of the Association of Florida College trustee manual for 2012-2013 and the In Motion student publication. She commented on her recent activities which included attending the Foundation Gala and what a wonderful event it was. She, along with other staff, attended the Hotel and Lodging Association of Volusia County’s 8th Annual Employee Appreciation and Hospitality Scholarship luncheon on September 25.
College hosted a Meet the Candidates event on October 3, and how it was a good opportunity for everyone to meet the candidates. She thanked Mrs. Sharon Crow, Mr. Robert Grimm, Mr. Bruce Cook and Ms. Alicia Dover for their work in making this a successful event. She recently met with Dr. John Hitt, president of the University of Central Florida, to discuss the DirectConnect partnership and will continue to collect data and continue discussions about a mutual partnership. She thanked Mrs. Hosseini for her involvement and support of this partnership.

Dr. Eaton attended the Higher Education Research and Development Institute (HERDI) meeting which met prior to the ACCT meeting. Dr. Eaton serves on the HERDI board and how this allows her to see new ideas and technology that are being developed that would affect teaching and learning. She attended the ACCT Leadership Congress with Trustees Haas and Holness and stated the focus at the national level this year is the completion agenda and what institutions are doing to help students complete at the varying levels of their education.

B. Approval of Health Care Premiums

Dr. Eaton explained every year the College evaluates the health care plan with the assistance of the Health Care Task Force, an outside actuary, and a Brown & Brown consultant. Employees from across the institution serve on the Health Care Task Force. She stated changes in the premiums are being brought forward and thanked the task force for keeping the current ratio of 76% for the College contribution and 24% for the employee contribution and presented for approval. Mrs. Haas asked what the total obligation would be for the Employee category and Dr. Eaton explained this category will increase from $36 to $46 per month.

**MOTION:** (Recascino/Holness) The District Board of Trustees approve the increase in the College’s premium to the employee health care plan and transfer up to $500,000 from Fund 3 reserves to Fund 1 to cover the increase and approve the increase to employees premiums as set forth below. Motion carried unanimously.

<table>
<thead>
<tr>
<th>Category</th>
<th>Premium Increase</th>
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<tr>
<td>Employee (EE)</td>
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<tr>
<td>EE + Spouse</td>
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<tr>
<td>EE + Child(ren)</td>
<td>$32.50/month</td>
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<tr>
<td>EE + Family</td>
<td>$68/month</td>
</tr>
<tr>
<td>Retirees</td>
<td>$84/month + the EE increase for coverage type</td>
</tr>
<tr>
<td>COBRA</td>
<td>$84/month + the EE increase for coverage type + 2%</td>
</tr>
</tbody>
</table>
C. **Approval of Transfer of Funds for Stop Loss Insurance**

The College has stop loss coverage which protects the limits of the total claims liability and as a result of the plan year changing to a calendar year, high medical claims, and decreases in the stop loss deductible, a transfer of funds was needed to offset claims in the current fiscal year.

**MOTION:** (Haas/Holness) The District Board of Trustees approve up to a $500,000 transfer from Fund 3 reserves for stop loss insurance. Motion carried unanimously.

Mr. Lewis commented on the trustees responsibility to oversee those items, such as health care, that cost a lot of money and is important to the employees. He explained he will meet with Dr. Eaton to set up a task force or committee to look at insurance and would like to have a Board member sit on this committee. He felt it was very important that the Board be represented on large scale projects and to have input on these items.

VII. **COLLEGE COUNSEL / PURCHASING**

A. **College Counsel**

1. **Approval of George C. Nunamann Gift Agreement**

Mr. Brian Babb, Executive Vice President/College Counsel, explained this agreement will transfer funds to the Daytona State College Foundation upon the death of the last beneficiary.

**MOTION:** (Hosseini/Davis) The District Board of Trustees approve the George C. Nunamann Gift Agreement, as presented. Motion carried unanimously.

B. **Purchasing**

1. **Approval of Real Estate Acquisition Consulting Services RFP #13-002A**

Mr. Babb explained this agreement is for the hiring of a real estate company that will assist the College in the acquisition of any real estate needs it would have.

**MOTION:** (Hosseini/Recascino) The District Board of Trustees approve the award of real estate acquisition consulting services to Prudential Commercial Real Estate FL and authorize the President to enter into a contract for these services. Motion carried unanimously.

VIII. **FINANCE**

A. **Executive Financial Summaries for September 2012**

Ms. Isalene Montgomery, Interim Vice President for Finance, reviewed the executive financial summary which included revenues and expenses to date and the contingency balance as of 9/1/12; schedule of accounts for all funds 1-7; operating revenues for Fund 1 which includes student fees,
state and federal revenues, and other revenue; operating expenses for Fund 1 which includes salary and fringe benefits, current expenses and capital outlay; monthly student fee revenues; Board designated and local reserve funds; Board reserve spending activity; and maintenance construction projects that are currently underway.

B. Wire Transfers/Checks Issued Greater Than/Equal to $50,000
Ms. Montgomery presented as an information item. Mr. Lewis appreciated Dr. LoBasso’s presentation during the workshop that addressed the financial aid wire transfers.

IX. STUDENT DEVELOPMENT / FACILITIES PLANNING
A. Student Development
1. Enrollment Report
Dr. LoBasso reviewed the Fall College enrollment fee paying summary report that included total FTE, dual enrollment and apprentice categories; and Fall enrollment by headcount and campus.

B. Facilities Planning
1. Approval of Design Fees with Schenkel Shultz Architects, Inc. for the Flagler/Palm Coast Building 3 Project
Mr. Steve Eckman, Director of Facilities Planning, explained the fees are being presented for approval for the design of the Flagler/Palm Coast building 3.

Dr. Recascino asked if the standard fees are normally around 10% of the total construction budget. Mr. Eckman explained these costs were derived using various data such as capital outlay fee calculations, Department of Management Services recommended fees, and how various fees were incorporated into this calculation because of issues that will need to be addressed.

MOTION: (Hosseini/Haas) The District Board of Trustees approve the fees for architectural services with Schenkel Shultz Architects, Inc. for the Flagler/Palm Coast building 3 project, in the amount of $551,099 plus a 10% design contingency of $55,110. Motion carried unanimously.

2. Approval of Chiller Replacement – New Smyrna
Mr. Eckman explained this is for the installation of the chiller on the New Smyrna Beach Campus that will provide cooling for building 1 and requested approval so work could be done over the Thanksgiving holiday break.
MOTION: (Recascino/Holness) The District Board of Trustees authorize the President or her designee to award the bid and enter into a contract with Johnson Controls, Inc., as the lowest responsible bidder, in the amount of $54,691. Motion carried unanimously.

3. Approval of Chiller Replacement – DeLand
Mr. Eckman explained this chiller will provide cooling for the entire DeLand Campus and requested approval so the installation could be done during the break in December.

MOTION: (Hosseini/Recascino) The District Board of Trustees authorize the President or her designee to award the bid (ITB #12-015) to the lowest responsible bidder and enter into a contract, not to exceed $300,000. Motion carried unanimously.

Mr. Lewis asked Mr. Eckman to provide an update on the thermal storage unit on the Daytona Campus. Mr. Eckman explained they are still working on the bid documents and are hopeful to have them done in the next few weeks. He stated they will use a design/build process for this project, which the College has not done before, but believes this process would be best for this type of project. Once completed, the College will receive an estimated rebate of $1.1 million and should save around $200,000 annually on utility bills.

X. ACADEMIC AFFAIRS
A. Academic Highlight: College of Health, Human, and Public Services
Dr. Michael Vitale, Senior Vice President for Academic Affairs, highlighted the College of Health, Human and Public Affairs that includes the School of Dental Hygiene, School of Emergency Services, School of Health Careers and Human Services, and the School of Nursing. He reviewed the vocational certificates and various degrees offered in each of these areas.

B. Academic Employee Recognition
Dr. Vitale recognized Dr. Ron Eaglin, Associate Vice President, College of Technology, who will receive the Friend of Industry “Lois Fifer” Memorial Award from the Volusia Manufacturers Association. Mr. Lee Kenyon, Associate Professor, Bachelor of Applied Science program, and students Carmen Giammattei and Robert Sandoval assisted the Flagler County Chamber of Commerce on an economic development project. The Leo Omega student club received the international award for excellence in community services and youth leadership from the Lions Club International. He shared how adjunct instructor and Leo Omega club
advisor, Dr. Lynn Hawkins, promotes community services through her English courses. The Math Team, with the leadership and support of Dr. Sameer Mamillapalle, Math faculty and club advisor, placed 16th in the southeast region and 147th in the nation in a recent math competition for students of two-year colleges.

XI. MONTHLY STATUS REPORTS
A. Foundation Update – Trustee Haas / Kay Burniston
Mrs. Kay Burniston, Executive Director of the Daytona State College Foundation, explained about the establishment of the Florida Blue program which is a state matching scholarship program with the Florida Community College System Foundation. She explained of the criteria for institutions to be eligible for this program and how funds are to be matched by private donors. Since 2008, the College has awarded around $240,000 to students. She stated Florida Hospital has been one of the private contributors for the last two years and introduced Ms. Joni Hunt, Director of Governmental Relations for Florida Hospital. Ms. Hunt thanked the College for the opportunity to be a partner and shared how Florida Hospital values serving as a training facility for the College’s nursing program. She shared they hire more graduates from Daytona State than any other institution. She spoke on the hospital’s mission and on the excellent skills, strong academics, and compassion of the College’s nursing graduates.

Mrs. Haas pointed out a recipe postcard that will be sent to all those who attended or participated in the Gala. She shared how amazing the facility looked for this event and how wonderful the food was. The Foundation’s net revenue from this event was over $43,000 and how some of these dollars will be utilized as match for the First Generation Matching Grant Program. She explained how hard the Foundation staff worked on this event and the amount of work that went into transforming the facility. Mrs. Burniston gave an update on the Taste of 24 event and explained with the relocation of the NASCAR Foundation to this area the NASCAR Foundation will begin hosting this event and have invited the College to share in 50% of the net proceeds.

XII. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mr. Lewis explained he attended the Florida College System Boards of Trustees Chair Training with Chancellor Hanna at the Valencia College campus. Mrs. Hosseini was also there as one of the panelists. They discussed many topics and he found that everything that was discussed the Board is doing or is leading the way. Mrs. Hosseini shared this was her first visit to the Valencia campus and how it compared to Daytona State and thanked staff for their work in making the College a welcoming
and inviting campus. Mr. Lewis shared the Governor’s Chief of Staff spoke about the boards’ responsibilities to the public and the institutions.

B. Board Professional Development Opportunities
Mr. Lewis recommended trustees attend the AFC annual convention where additional workshops for trustees will be held.

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 explained the ACCT trip was very good and tried to attend different breakout sessions. She attended those about boards of trustees and foundation boards and felt she came back with some good information that she would like to share at an upcoming retreat or workshop. She shared how important the Foundation is in the community in raising funds and helping further the goals of the College.

Mr. Freckleton shared the News-Journal did a nice article about the Flagler/Palm Coast Campus and reminded everyone October is breast cancer awareness month and urged men to take this seriously and to check themselves.

Mrs. Holness commented on the ACCT meeting and how they attended a pre-conference workshop that dealt with the role of trustees and felt the College’s Board understands its responsibilities and is doing a good job. She attended breakout sessions related to manufacturing and health care and was interested in finding about new certificates in health care programs. She learned trustees held a listening session with manufacturers to learn where they would like the college to be and how they held classes in manufacturing plants as opposed to college campuses. Distributed ACCT Breakout Session Worksheet. Made an official part of the minutes as Supplemental F: 10/18/12. She reviewed the vision to reality steps and how this information will be useful when looking at new ideas. She discussed the information on challenges community colleges face and how everyone is talking about completion. She heard ideas about certificate programs leading to four year degrees and getting the word out to parents of middle school children. She felt the networking provided at these conferences was important and is a good professional development opportunity for trustees.

Mrs. Hosseini commented on her work with the homeless children and how they are expanding to the west side of Volusia County. She thanked Drs. LoBasso and Vitale for attending meetings at the middle and high schools in Pierson with her. She shared of educational opportunities not available to children on the west side of the county, such as dual enrollment, and is hopeful there is a solution to help these students.
Mrs. Hosseini departed the meeting at this point.

Mr. Tanner shared how the health care issue is very personal issue for people and no one wants to disrupt a good health care plan that is in place. He explained he became aware of other viable health care options and agreed with Mr. Lewis about appointing a trustee to serve on this committee or task force, and that person should be willing to look at all options. He understood the Request for Proposal (RFP) for the health care plan may have been too narrow and Health Maintenance Organizations (HMO) could not respond and suggested widening the criteria to broaden the field of responses.

He recently learned there is a need for more space in the College’s Associate Degree Nursing program and applicants having a 3.0 GPA are being turned away because there is not enough room. He suggested thinking about surveying the medical community to determine whether or not there is still a need for two and four year graduates as there was a couple of years ago. And if the need is there, what is the prospect for future graduates to be employed upon graduation. With regards to the Bachelor of Science Degree in Nursing (BSN), he has heard 30% of nurses do not want to go online to complete their BSN and are not continuing their education because it is expensive or they do not want to commute. He is hopeful the Board would consider expanding the two-year degree program significantly in the future and continue to look at implementing a four-year degree.

Mr. Lewis assured Mr. Tanner the Board is still open to the idea of a BSN degree and that they have asked that the information gathered is qualified. He has also discussed with Dr. Eaton about the two-year program and understands the clinical component is the problem but believes there could be other sites elsewhere that are available for this program.

XV. ADJOURN
Mr. Lewis adjourned the meeting at 3:58 p.m.

Date of next regular meeting: November 29, 2012.