

MINUTES: November 17, 2011

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

ABSENT: Mr. John Tanner

Board Meeting began 2:01 p.m.

I. CALL TO ORDER

Mr. Lewis called the meeting to order at 2:01 p.m.

II. ROLL CALL

Mr. Tanner was absent.

III. PUBLIC PARTICIPATION

Mr. Lewis inquired if there were any members from the public that requested time to appear before the Board. One request was received from Mr. John Dixon. Mr. Dixon shared of properties the College may be interested in and supported the expansion of the music program at the News-Journal Center.

IV. CONSENT AGENDA

- A. Approval of 10/20/11 Regular Board Meeting Minutes
- B. Approval of Agreements
- C. Approval of Agreements - Affiliation
- D. Approval of Budget Amendments
- E. Approval of Grant Applications
- F. Approval of Human Resource Recommendations
- G. Approval of Inventory Deletion Report
- H. Approval of Out of District Travel Requests
- I. Approval of Latin America and Caribbean Scholarship Students

Mr. Lewis asked if there were any items the Board would like pulled from the Consent Agenda. Mrs. Holness requested Item IV.B. Approval of Agreements be pulled for further discussion.

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

Mrs. Holness suggested agreements that are \$35,000 or less continue to be listed in the memorandum but not require the actual agreement or backup in the agenda packet. There was consensus by the Board to implement this change. Mrs. Haas asked that grant application memorandums be expanded to include the intent of the grant and what the responsibility of the College will be after the grant ends.

MOTION: (Holness/Recascino) The District Board of Trustees approve Item IV.B. Approval of Agreements. Motion carried with Mr. Davis recusing himself from the Workforce Florida, Inc. agreement.*

*Mr. Davis serves on the Workforce Development board of directors.

V. ACADEMICS

A. Area Highlight: Center for Business and Industry

Dr. Michael Vitale, Senior Vice President of Academic Affairs, provided an overview of the Center for Business and Industry (CBI) which provides customized training for businesses and professionals and shared examples of businesses that have been assisted and what services have been provided. The CBI plays an important role in supporting economic development in Volusia and Flagler counties by providing or offering assistance to those companies considering expansion or relocation to the area and how they work closely with the various economic development agencies.

B. Approval of New Courses

Dr. Vitale reviewed the difference between an Associate of Science degree and an Associate of Applied Science (AAS) degree and how the College made the decision to no longer offer AAS degrees. He shared PSAV stands for Postsecondary Adult Vocational and are the vocational credit certificate programs offered by the College.

MOTION: (Hosseini/Haas) The District Board of Trustees approve ETD 2368/2368L – SolidWorks II and Lab; FFP 2111 – Fire Chemistry; FFP 2706 – Public Information Officer; POS 2...- Russian Politics and Foreign Policy; and PSY 2937 – Special Topics in Persuasion and Prejudice, effective Spring 2012. Motion carried unanimously.

C. Approval of New Program: College Credit Certificate in Television Studio Production

Mrs. Hosseini commented on data showing the increase in graduates with a Bachelor's degree in Communication and how the College may be interested in discussing with the University of Central Florida the option of offering this type of degree locally and utilizing the television studio. Dr. Eaton indicated Dr. Vitale is in discussions regarding these types of options.

MOTION: (Recascino/Holness) The District Board of Trustees approve the Television Studio Production College Credit Certificate program, effective upon Board approval. Motion carried unanimously.

D. Approval of Major Program/Course Revisions – AAS in Automotive Service Management to PSAV in Automotive Service Technology
Agenda item presented for approval.

MOTION: (Recascino/Hosseini) The District Board of Trustees approve the major program and course revisions for the Automotive Service Technology program, effective upon Board approval. Motion carried unanimously.

E. Approval of Major Program/Course Revisions – AAS in Manufacturing Technology to PSAV in Machining
Agenda item presented for approval.

MOTION: (Holness/Hosseini) The District Board of Trustees approve the major program and course revisions for the Machining program, effective upon Board approval. Motion carried unanimously.

VI. FINANCE / FACILITIES

A. Finance

1. Financial Summary for October 2011

Mr. Dennis Micare, Senior Vice President for Finance and Administration, reviewed the executive summary which included revenues and expenses. He reviewed reports on General Operations Fund 1 revenue and expenses, revenues and expenses for all funds, student fee collections, summary of unallocated funds.

He reviewed the maintenance construction projects underway and budget to date.

Distributed unallocated funds for fiscal year 11/12 ending October. Made an official part of the minutes as Supplemental A: 11/17/11.

Mr. Micare reviewed unallocated dollars in Fund 1, 3 and 7. He explained the Board designated reserved in Fund 1 is currently \$5.4 million and is available to allocate for other purposes. This is in addition to the five percent fund balance of \$4.9 million required by the state. In addition to the above there is \$2 million set aside for unrestricted salary incentive.

2. Approval of Wire Transfers/Checks Issued Greater Than/Equal to \$50,000

Agenda item presented for approval.

MOTION: (Recascino/Brosemer) The District Board of Trustees approve the wire transfers/checks issued greater than/equal to \$50,000, as presented. Motion carried unanimously.

B. Facilities

1. Approval of Contractor Approval: Hosseini Center (Bldg.1200) Hospitality Remodel Project – ITB#12-005

Mr. Micare presented for approval. The Board discussed the selection process and the use of local firms versus those from out of the area.

MOTION: (Holness/Haas) The District Board of Trustees accept the lowest qualified bid from Ovation Construction, Inc. and direct the President or her designee to enter into a contract in the amount of \$156,950 pursuant to the provisions of Florida Statute 287.057. Additionally, the President is authorized to approve up to an additional \$15,695, should the project warrant it. Motion carried unanimously.

2. Approval of Architect Continuing Services Contract

Mr. Micare explained the two firms being recommended provide different types of architectural services.

MOTION: (Haas/Brosemer) The District Board of Trustees approve DJdesign Services, Inc. and BRPH Architects-Engineers, Inc. and direct the President or her designee to negotiate the fees and enter into contracts, pursuant to the provisions of Florida Statute 287.055. Motion carried unanimously.

3. Approval of Master Site Plans

Mrs. Hosseini explained she felt additional time would be needed to review these comprehensive plans and Dr. Eaton indicated this could be brought back at a future Board meeting. Mr. Steve Eckman, Director of Facilities Planning, explained the master site plans are required by state statute to be updated every five years. He explained the process used to revise the master site plans for each of the campuses and how they received input from staff and students. He then presented an overview of the proposed changes for each of the campus sites which included a review of the existing site, phases of proposed building construction, parking expansion, vehicle and student flow, and athletic facilities. Dr. Eaton explained the master site plan is done in phases and covers about twenty years and would change as needs are identified.

Mr. Freckleton shared safety concerns with facilities being constructed too close to major roadways. Mrs. Hosseini shared International Speedway Boulevard (ISB) is the gateway to the city and envisioned beautiful buildings on major roadways rather than parking lots. Mrs. Brosemer asked about PECO funding and how far in advance would the College need to make decision to queue up to receive funding. Mr. Eckman indicated that timeframe is three-years. Mr. Davis indicated the ISB Corridor committee has been working to improve this area and how important colleges are to this. Dr. Recascino asked if more building would be needed in the future. Mrs. Brosemer indicated landscaping buffers could be used along ISB to address safety concerns and how it is hard to gauge the need for future buildings. Mr. Lewis indicated it was a dynamic plan. Dr. Eaton explained each year the Board is presented the Capital Improvement Plan (CIP) and changes can also be made at those times. She asked if the Board would like staff to look at options to construct buildings closer to ISB and to look at traffic flow. Mr. Lewis indicated there was a consensus to look at buildings closer to ISB and to look into addressing safety concerns.

Mrs. Hosseini asked to have a central place for the students to congregate. Dr. Eaton shared there were two pod structures located under Education Hall (Bldg. 200) that will be removed and this will become a new student gathering area.

Order of agenda items changed.

XI. TIME RESERVED/PRESIDENT

A. Response to Preliminary and Tentative Findings for the Operational Audit Fiscal Year Ending June 30, 2011

Dr. Eaton presented the response to the preliminary and tentative findings which will be submitted to the state auditor. Mr. Lewis asked if a response is received from the state auditor to forward to all Board members.

B. Approval of Salary Increase Proposal

Dr. Eaton explained employees have not received a raise in two years and how there has been a tremendous focus on teaching and learning and would like to recognize employees for the good work they have been doing. She shared the 3.5% increase would be for full and permanent part-time employees appointed prior to July 1, 2011, and employed as of November 17, 2011. Nine-month faculty increase would be effective August 17, 2011 as this is the start date for their contracts. In addition, she recommended for consideration a \$1,000 non-recurring payment. She explained the Management Advisory Group analyzes faculty and staff compensation and have recommended an across-the-board adjustment of not less than 3.5%, but not more than 3.81%.

Mr. Lewis explained the Board supports the College and would like to increase salaries to retain good faculty and staff. He suggested looking at other options that would keep within the \$2 million salary incentive allocation and not use reserve funding. Mr. Lewis asked Dr. Eaton to share how the College compared to other institutions and she shared data and outcomes from the core performance indicators. Dr. LoBasso added Daytona State graduates who have transferred to four-year universities have performed better than the other 27 institutions.

Distributed salary raise alternatives document. Made an official part of the minutes as Supplemental B: 11/17/11.

Mr. Micare reviewed three scenarios developed per Mr. Lewis' request that would stay within the \$2 million salary incentive allocation. Mrs. Hosseini appreciated the alternatives and liked the option giving the \$1,000 non-recurring payment and the 3.5% increase would begin 12/1/11. Dr. Recascino prefers merit pay as opposed to across-the-board but was supportive of the 3.5% raise and asked if compression issues would be addressed. Mr. Brian Babb, Executive Vice President/College Counsel indicated those identified would be addressed. Mr. Davis shared how across-the-board raises are not fair for those who work harder than those that do not. Mr. Lewis understood the concerns and shared how this does not work for the College.

MOTION: (Hosseini/Freckleton) The District Board of Trustees approve a 3.5% salary increase, effective December 1, 2011, and a one-time non-recurring payment of \$1,000 to be given as soon as possible. Motion carried unanimously.

Mr. Lewis shared Volusia County recently passed a raise for its employees and those who were on a Personal Improvement Plan (PIP) did not receive the raise until they completed the PIP. He shared there would need to be a policy in place to do this and would like to have Dr. Eaton look into this. Mrs. Haas shared there may be state guidelines in place that may help guide this.

C. Curb Gift Agreement Update

Dr. Eaton explained in 2008 Mr. Curb donated property that would revert back to him if money was not raised for the construction of a building. Because the time period expired September 1, 2011 and there is currently no projected date to begin construction she spoke to Mr. Curb on how they could move forward. She shared he is interested in maintaining his relationship with the College and has generously offered to donate \$500,000 to the College Foundation. The donation will be \$100,000 each year for the next five years and the donated property will revert back to Mr. Curb. The naming of the Mike Curb College of Arts, Music and Science will remain in place and appropriate signage shall be placed on the website and appropriate signage on campus. She indicated they are still discussing the term of the agreement as the language in the previous agreement had used "in perpetuity". Dr. Eaton thanked Mr. Babb for all his hard work in negotiating this with Mr. Curb and his attorney. Dr. Eaton asked the Board if they would like to have her continue to talk with Mr. Curb with those parameters and bring forward an agreement for approval.

Mrs. Haas reviewed previous issues with the original agreement and was pleased to hear of Mr. Curb's donation. She suggested to first look at the development of a policy that would address naming of buildings or programs after persons as there are no clear guidelines in place. Dr. Eaton explained she has asked the Foundation to vet a proposal that addresses this that would be presented to the Board. She was uncertain how long Mr. Curb would be willing to wait.

Mrs. Brosemer agreed there should be a policy in the future, but if the terms were acceptable then time was of the essence and should move forward. Mr. Davis appreciated the work by Dr. Eaton and Mr. Babb and reminded the Board there is a contract and agreed to move forward and would like to also see a policy in the future. Mrs. Holness believed it was a win/win for the College and Mr. Curb and would like to see a policy developed for future naming rights. Mr. Freckleton explained the possibility of litigation could cost the College and language is important and policies need to be in place. Dr. Recascino thought this was a win/win situation and how Mr. Curb is a substantial benefactor and

supporter of the arts and music and this is an opportunity to re-establish a better relationship.

Dr. Eaton confirmed consensus by the Board to present a draft proposal to the Board at the next meeting.

D. President's Update

Dr. Eaton explained she attended the Association of Florida Colleges (AFC) annual convention and how they conducted a day-long event for trustees and encouraged trustees not attending the ACCT annual conference to attend the AFC convention October 31, 2012-November 1, 2012 in Innisbrook, FL.

Dr. Recascino departed the meeting at this point.

Agenda returned to order.

VII. ENROLLMENT AND STUDENT DEVELOPMENT

A. Enrollment Report

Dr. Tom LoBasso, Senior Vice President for Enrollment and Student Development, reviewed decreases in Spring enrollment as compared to the previous year, changes in specific categories and changes being experienced by each of the campuses. Dr. LoBasso will bring forward a marketing plan that is being developed that will include television, radio and billboard initiatives. Mr. Davis asked what type of data is collected to determine if advertising is effective and Dr. LoBasso explained there are certain components that can be measured. Mr. Lewis commented on the tour of the Admission department and received a great brochure which recently won first prize at the AFC convention. Mrs. Hosseini explained about the previous image campaign that cost a considerable amount of money. Dr. Eaton shared Dr. LoBasso is responsible for the Marketing area and any type of major changes costing a significant amount of money would be reviewed and considered carefully with executive staff.

Mr. Lewis adjourned the meeting at 4:43 p.m. for a brief break. The meeting was called to order at 4:58 p.m.

VIII. MONTHLY STATUS REPORTS

A. Internal Auditor

Distributed PowerPoint presentation and Audit Resolution Summary. Made an official part of the minutes as Supplemental C: 11/17/11. Ms. Isalene Montgomery, Vice President/Internal Auditor, reviewed the audit resolution summary report and how findings from the operational audit will be monitored for compliance. Mr. Freckleton mentioned the finding related to IT and how technology is available with regards to managing employee/student access and there may be grant funding to assist with implementation. Mr. Roberto Lombardo, Vice President for Information Technology explained what technology is currently used in the IT department and student labs.

B. Foundation

Mrs. Haas and Mrs. Donna Sue Sanders, Foundation Executive Director, reviewed the upcoming Taste of the 24 event which will be held during the Rolex 24 hour race. They also shared the Foundation has secured a new major donor for the newly established "Falcon Legacy Society" and how the Credit Hour Club has been established. They stated the family of Gerry Frisby, who recently retired from Daytona State and suddenly passed away, established a scholarship in his honor. Mrs. Haas invited Board members to attend the Foundation's board of directors meeting and holiday social in December.

Order of agenda items changed.

IX. TIME RESERVED/COLLEGE COUNSEL

A. Community Cultural Foundation Update

Mr. Brian Babb, Executive Vice President/General Counsel, explained he is continuing to work with a representative from the insurance company and a CCF official on this and how a recent mediation session was scheduled but was canceled.

Mrs. Hosseini departed the meeting at this point.

VIII. MONTHLY STATUS REPORTS

C. SACS Update

Dr. Nancy Morgan, Associate Vice President of Accreditation, Compliance and Contracts, reviewed details of the upcoming SACS Annual Conference in December 2011 and the Leadership Orientation session in January 2012 that will review the reaffirmation process, timeline and upcoming site visit in 2013.

Agenda returned to order.

X. TIME RESERVED/BOARD CHAIR

A. Board Professional Development Opportunities

Mr. Lewis asked Mr. Freckleton to attend the federal awards and bright futures audit exit conference with the state auditors on November 21, 2011, on behalf of the Board. Mr. Freckleton agreed to attend.

Distributed Upcoming Events/Meetings document. Made an official part of the minutes as Supplemental D: 11/17/11.

XII. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Ms. Mary Bruno for Ms. Cass Fowler, Administrators Council President; Ms. Lori Lemoine, Career Employees Association President; Mr. Barry Gibson, Faculty Senate President; Ms. Cassandra Wilmore on behalf of Hector Valle, Professional Council President, and Ms. Catheryne Webb, Student Government Association President.

XIII. TIME RESERVED/BOARD MEMBERS

Distributed Information Sharing and Analysis Center packet. Made an official part of the minutes as Supplemental E: 11/17/11. Mrs. Brosemer shared how she has become aware of ISAC (Information Sharing and Analysis Center) and asked if the Board would be interested in hearing a presentation on this topic or to see if this was a subject of interest and to pursue further. She reviewed the history of the creation of ISAC and how specific sectors have been created to share information about threats and vulnerabilities to a sector. She shared how the health care sector may be an opportunity for the College to expand its offerings and to partner with area hospitals. Mr. Lewis asked that the presentation be made to Dr. Vitale and appropriate staff. Dr. Vitale explained the College is very interested in cyber security and how it currently has a \$3.5 million grant to conduct cyber security training to faculty throughout the southeast. Dr. Eaton shared staff are always interested in learning new information and will have Dr. Vitale and Mr. Lombardo set up a time to hear this presentation.

Mr. Davis suggested inviting persons from the business community to come in and have a brief dialogue with the Board to discuss the needs of the business community and the types of jobs that are hard to fill.

Mr. Freckleton spoke to the audience and explained they earned the raise that was approved earlier and it was the Board's duty to ensure they received it.

Mrs. Haas concurred with Mr. Freckleton and wished everyone a wonderful Thanksgiving holiday.

Mrs. Holness concurred with Mr. Freckleton and shared it was a pleasure to recognize employees. She spoke highly of the ACCT Leadership Congress and recommended others attend next year. She shared how she met Dr. Eaton's former board members at ACCT and how they spoke highly of Dr. Eaton.

Mr. Lewis thanked the Board members for their hard work and how they work well together. He shared everyone is a team and by working together they will be successful. He encouraged staff to continue to look for ways to save money which can help toward funding future raises. He thanked the staff for all they do and wished everyone a good Thanksgiving.

XIV. ADJOURN

Mr. Lewis adjourned the meeting at 6:01 p.m.

Date of next regular meeting: December 8, 2011.