MINUTES: November 18, 2010

MEETING: DAYTONA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

PLACE: DAYTONA STATE COLLEGE
DAYTONA BEACH CAMPUS’ THEATER CENTER
BUILDING 220, ROOM 102
1200 W. INTERNATIONAL SPEEDWAY BLVD.
DAYTONA BEACH, FLORIDA

PRESENT: Dr. Kent Sharples, Corporate Secretary/President
Mr. John Tanner, Chairperson
Dr. Christina Frederick-Recascino, Vice Chairperson
Mr. Bob Davis
Mr. William Davison
Mrs. Mary Ann Haas
Mrs. Forough Hosseini
Dr. Steven Miles
Mr. Joseph Petrock
Mr. Gregory Smith

Board Meeting began 4:02 p.m.
Distributed via e-mail 11/17/10 2:54 p.m. Minutes of October 21, 2010 Regular Board meeting (Pages 27-41b). Made an official part of the minutes as Supplemental A: 11/18/10. Distributed prior to start of meeting, revised Human Resources memorandum (Page 51). Made an official part of the minutes as Supplemental B: 11/18/10.

I. CALL TO ORDER
Mr. Tanner called the meeting to order at 4:02 p.m.

II. ROLL CALL
All Board members were present.

III. PUBLIC PARTICIPATION
Mr. Tanner inquired if there were any members from the public that requested time to appear before the Board. No requests were received.

IV. CONSENT AGENDA
A. Minutes of September 16, 2010 Regular Board Meeting
B. Minutes of October 21, 2010 Regular Board Meeting
C. Minutes of October 27, 2010 Special Board Meeting
D. Human Resources Recommendations
E. Grant Applications
F. Agreements
G. Affiliation Agreements
H. Deletion of Inventory Items
I. Budget Amendments
J. Pre-qualification of Contractor of Construction Projects
Board Certification
K. Out of District Field Trip Requests
L. Out of Country Travel Request - Delegation

Dr. Recascino asked to remove Items J and L from the Consent Agenda for further discussion.

MOTION: (Davison/Haas) That the District Board of Trustees approve Consent Agenda Items A through I and Item K. Motion carried unanimously.

IV. J. Pre-qualification of Contractor of Construction Projects Board Certification
Dr. Recascino asked about qualifications for a company to pre-qualify. Mr. Steve Eckman, Director of Facilities Planning explained many issues are looked at but primarily it is a companies' bonding capacity, past projects completed and size of projects worked on.

IV. L. Out of Country Travel Request – Delegation
Dr. Recascino shared the list of travelers did not fit the trip. This item will be presented at the next Board meeting with the correct list of travelers and their titles.

MOTION: (Recascino/Haas) That the District Board of Trustees approve Consent Agenda Item J. Motion carried unanimously.

V. FINANCE/FACILITIES
A. Finance
1. Financial Statements as of 10/31/10
   The Board deferred this review to the next Board meeting.

B. Facilities
1. Annual Approval of Project Priority List
   Dr. Sharples explained the Board approved the five year Educational Plant Survey (EPS) at the March 2010 Board meeting and the State requires the Project Priority List updated after the EPS has been approved and submitted. Funding for these projects are derived from motor vehicle license tag revenue.

   MOTION: (Miles/Recascino) That the District Board of Trustees approve Consent Agenda Item J. Motion carried unanimously.

VI. TIME RESERVED/PRESIDENT
A. CPA Audit Agreement for ATC/WDSC/College Foundation
Dr. Sharples explained this item was presented at the September and October Board meetings and stated external auditors are hired to audit the
direct support organizations of the College. He explained the audit is already in progress and has to be complete by the end of November. Mrs. Haas shared concerns with the selection process used and the term of the agreement. Dr. Sharples clarified the term of the agreement is one year and Dr. Rand Spiwak, Executive Vice President, explained the auditors were selected using the Request for Proposal (RFP) process and was approved by the Board three years ago. He stated the Board is being asked to approve the engagement letter for services they will provide during the last year of the contract.

**MOTION:** (Davison/Smith) That the District Board of Trustees approve the engagement of Berman Hopkins Wright and LaHam CPAs and Associates, LLP for the audits of the Advanced Technology Center, Daytona State College Foundation, Inc., and WDSC-TV for one year, as presented. Motion carried unanimously.

### B. Identity Theft Prevention Program
The Board deferred this item to the next Board meeting.

### C. SACS Report
Dr. Sharples stated the report requested by SACS is being worked on and will be submitted by the December 15, 2010 deadline.

### D. 100 Acre Acquisition Update
Dr. Sharples explained the College has been looking into expanding to another site and began the search with fourteen possible sites. He stated the Foundation would provide funding for the purchase of the property and asked staff to present a status report on where the process is to date. *Distributed October 6, 2020 Zev Cohen & Associates, Inc. letter and summary narrative. Made an official part of the minutes as Supplemental C: 11/18/10.*

Mr. Peter McCarthy, Vice President of Administrative Services, explained Zev Cohen & Associates, civil engineering firm, were asked to further analyze two of the four properties being looked at more closely. Mr. Dwight DuRant, President of Zev Cohen & Associates reviewed areas looked at in the development of a Conceptual Development Plan for the two properties. Mrs. Haas suggested this be brought to the Board during a workshop to bring everyone up to speed on the concept and work that has been done to date. Dr. Sharples agreed that would be a good idea and have the Board reaffirm the acquisition of another 100 acre site as the direction the institution is to move and to also review a master plan process. Mr. Tanner stated there was consensus to structure a future workshop to review this project. Mrs. Hosseini requested at this same meeting that all projects be reviewed so the Board can decide on what project or projects can be undertaken.
E. **Fabien Cousteau**
Dr. Sharples explained there was an opportunity to meet Mr. Fabien Cousteau, grandson of Mr. Jacques Cousteau, who is interested in looking at ways in which he can affiliate his ongoing research with educational institutions. Dr. Debra Woodall, Assistant Chair of the Institute of Marine and Environmental Sciences, explained about the expansion of the Marine and Environmental Sciences program which included four new AA degree transfer tracks in Marine Science, Marine Biology, Ocean Engineering and Environmental Science. Dr. Woodall shared details of meetings with Mr. Cousteau and ideas for his involvement at Daytona State which would be an exciting prospect for the College and community. Dr. Sharples shared this could be an item during a Board workshop to put this program in perspective of where the College would be going and the Board was in consensus with this suggestion.

F. **Enrollment Report**
Dr. Tom LoBasso, Vice President for Enrollment, reviewed the enrollment report.

VII. **TIME RESERVED/BOARD CHAIR**

*Order of agenda changed.*

B. **Vestal & Wiler CPAs re: Community Cultural Foundation Audit**
Dr. Recascino reported three firms were vetted and the firm of Vestal & Wiler was selected and an agreement entered into to conduct a preliminary investigation. She stated this would be a phased approach to be cautious and cost-effective. Mr. Tim O’Toole is the principal engaged to do the audit and is a Certified Fraud Examiner and Certified Public Accountant. Mr. O’Toole will present his preliminary findings at the December Board meeting and the Board would then decide, based on these findings, if they wanted to go further in the investigation.

Mr. Tanner presented an update on the Community Cultural Foundation (CCF) Task Force that included amount of bills received, status of pledges, and how Mayor Ritchey and Chairman Bruno are trying to help defer the impact to the College. He explained the consensus of the task force is to first take care of the vendors who have not been paid. The Board discussed whether the College should provide accounting services for CCF in handling receivables and payment of vendors, and there was consensus to have CCF handle the finances and work with the vendors that are to be paid.

C. **Association of Governing Boards (AGB) Membership**
Mr. Tanner deferred this item to the next Board meeting.

A. **Mr. Stephen Kahn Presentation – Scope of Work**
Mr. Tanner commented on the report that had been prepared by Mr. Kahn and recommended not pursuing this any further.
MOTION:  (Hosseini/Smith) That the District Board of Trustees ask Mr. Kahn to cease the investigation at this time and submit an invoice for services rendered. Motion carried by the following vote:

Davis - Yes  Miles - Yes
Davison - Yes  Petrock- Yes
Haas- No      Recascino – Yes
Hosseini- Yes Smith - Yes

Agenda returned to order.

D. President’s Employment Contract

Mr. Tanner asked Mr. Peter Heebner, Board Legal Counsel, to present the retirement and separation agreement for Dr. Sharples. Mr. Heebner explained a retirement agreement was reached for the president of Daytona State College and reviewed details of the agreement and indicated Dr. Sharples last day of employment would be November 19, 2010, but would serve as a consultant through December 17, 2010.

MOTION:  (Miles/Davison) That the District Board of Trustees approve the separation agreement, as presented, for Dr. Kent Sharples. Motion carried by the following vote:

Davis - Yes  Miles - Yes
Davison - Yes  Petrock- Yes
Haas- No      Recascino – Yes
Hosseini- Yes Smith - Yes

Mr. Smith departed the meeting at this point.

Mr. Heebner suggested the Board appoint an interim president at this meeting and then develop a search process for hiring a future president. Mr. Tanner asked for a motion appointing Mr. Frank Lombardo as interim president.

MOTION:  (Miles/Haas) That the District Board of Trustees appoint Mr. Frank Lombardo as interim president until such time the Board selects a new president. Motion carried unanimously:

Mr. Tanner explained the Board will need a selection committee and has contacted Dr. T.K. Wetherell, former Speaker of the House of Representatives and retired Florida State University president, who has agreed to chair the search committee.

MOTION:  (Petrock/Davis) That the District Board of Trustees invite Dr. T.K. Wetherell to chair the presidential search committee. Motion carried unanimously.
Mr. Tanner explained he and Dr. Wetherell discussed a search committee and members to serve on that committee and asked the Board to allow them to continue discussion regarding committee members and present to the Board at the next meeting. The Board discussed search firms for the presidential search and Dr. Recascino suggested deferring this selection to the next meeting where the Board could look at several options for search firms.

Mr. Tanner provided an opportunity at this point in the meeting for the Board and Dr. Sharples to speak. Mr. Tanner explained he did not think anyone had led a College better and got better results than Dr. Sharples and wished him and his wife well.

Mr. Davison stated how Dr. Sharples had done the best job he has ever seen in a college president, surrounding himself with tremendous staff, and imbedding himself in the community. He shared about the testimony the Board has heard over the past months on wonderful things Dr. Sharples had done for the College and how they will be forever indebted to him and how he will be truly missed.

Dr. Recascino stated she had not been on the Board long but enjoyed working with him on the property acquisition committee. She has seen how the College has grown and how he has set a good foundation for the future.

Mrs. Hosseini thanked Dr. Sharples for his service and stated he had done an immense job at the College growing it to where it is today and appreciated his hard work.

Dr. Miles explained how he met Dr. Sharples and has never seen an organization run better and a staff that respects his skills. He stated how he learned how to handle adversity by the examples he set in taking the high road and always being a gentleman.

Mr. Petrock shared how Dr. Sharples had assembled a great team at the College and has always given credit to those who strive to make a difference. He commended him for being a great community leader helping to promote the College. He believed it is time for the Board to work together as a team and focus on the mission and vision of the College and the importance it will play in the economic development of the area. He stated this is a great loss but knows Dr. Sharples will be successful wherever he goes and wished him the best.

Mr. Davis explained how he knew Dr. Sharples and how he has been a great president and thanked him for the job he has done and wished him much success.

Mrs. Haas thanked and appreciated Dr. Sharples for all the good he has done for the community and wished him and his family well.
Dr. Sharples stated Daytona State College is the finest institution he has ever had the pleasure of being around and how it is not about bricks and mortar but it is about the people and how it has been a team effort. He explained faculty play the most important role and was privileged to know them during his tenure. He shared as a team the institution has come a long way and how a college is much like a mosaic, not any one piece is more important than another and employees that have served the institution with great dignity made the institution what it is today.

He shared some of the accomplishments during his career such as the Florida State University College of Medicine being built on the Daytona campus and the offering of baccalaureate degrees. He stated the sky is the limit with the good foundation that has been laid and how important it is for the institution to progress and proceed.

He shared how leadership will come and go, but nothing should get in the way of the College improving the quality of life for the people they serve. He hopes some of the projects that were started would continue and how these are exciting opportunities that are at the core of economic development. He stated the College is a vital part of the economy and how important it is to continue to provide a quality education to the labor force of the area. He explained the College’s Leadership Development Institute provides educational and leadership opportunities for College employees and believes education is the single most important endowment in life and how people will use this to improve their quality of life and the lives of those around them. He shared how this was his calling and was now time to pass the baton to the next generation. *Dr. Sharples received a standing ovation by the Board and members of the audience.*

Mr. Tanner asked Dr. Recascino to explore presidential search firms for the Board’s consideration at the next meeting. He also stated Dr. Wetherell has agreed to come and address the Board on December 7, 2010 regarding ideas on what the Board should be looking for in the search, search firm selection and the responsibilities of boards and presidents to help align the Board’s ideas on who and what they are looking for in the next president.

**VIII. TIME RESERVED/CONSTITUENT HEADS**
This item was not reviewed.

**IX. TIME RESERVED/BOARD MEMBERS**
This item was done earlier in the meeting.

**X. ADJOURN**
Mr. Tanner adjourned the meeting at 5:54 p.m.
**Date of next meeting: December 7, 2010.**