MINUTES: November 20, 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 Meeting began 2:01 p.m.
Distributed via email 11/18/14 at 3:11 p.m.: Approval of Buildings 140 & 150 Emergency Heating Line Repairs (Page 116a). Made an official part of the minutes as Supplemental A: 11/20/14. Distributed prior to the start of the meeting: Revised agenda (Page 3). Made an official part of the minutes as Supplemental B: 11/20/14.

I. CALL TO ORDER
Mr. Freckleton called the meeting to order at 2:01 p.m.

II. PLEDGE OF ALLEGIANCE
Mr. Lonnie Thompson led the Pledge of Allegiance.

III. ROLL CALL
All trustees were present.

IV. 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.

V. CONSENT AGENDA
A. Approval of 10/16/14 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 - May, Hensler, and Gromoll
I. Approval of Out of Country Travel Request - Study Abroad
J. Approval of Out of District Field Trip Request

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

MOTION: (Holness/Giles) The District Board of Trustees approve the Consent Agenda. Motion carried unanimously.

VI. TIME RESERVED/PRESIDENT
A. President’s Update
Dr. Eaton shared of the shooting incident at the Florida State University (FSU) and expressed condolences to the students, their families, and the staff affected by this incident. She explained how this could occur on any college campus and commended FSU and the Tallahassee Police Department on their quick actions and follow-up assistance. She stated how it reminds us to be ever vigilant on our own campuses when training for emergencies.

Dr. Eaton highlighted some of her activities since the last Board meeting which included participating in HERDI meetings, City of Palm Coast Business Development video, Marc Bernier Show, Lead Academy Panelist, Council of Presidents Business Meeting, Bridge to College Cadre Event, Collaboration Council Meeting, Daytona Regional Chamber Annual Meeting, Florida College System Equity Conference, National Philanthropy Day Awards Luncheon, State Board of Education Workshop, FSU Community Board Meeting, and US 92 Corridor Management Master Plan Development Interview.

Dr. Eaton updated the Board on the performance funding model which is an ongoing project. Another model has been released and the College has moved from 28th to 22nd place in points. She stated this may not be the last funding model and if variables or the weights of variables are changed the rankings may change again. The College is paying close attention to this and Dr. LoBasso will be reviewing improvement strategies under his agenda time that have been or will be implemented.

VII. FINANCE
A. Executive and Financial Summaries as of 10/31/14
Ms. Isalene Montgomery, Vice President for Finance, presented the financial report as of October 31, 2014. She reviewed Fund 1 operating revenue budgeted for tuition and other student fees, state revenue and
other 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. She shared budget managers are doing a great job monitoring their expenses.

Ms. Montgomery provided an analysis of the 2014/2015 funding for major capital projects and explained there is currently $10.9 million uncommitted. She reviewed the proposed schedule for major capital projects for 2014/2015 and four of the seven projects are expected to be completed by the end of Fall 2014.

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

C. Approval of $1 Million Transfer for Enterprise Resource Planning (ERP) System from Fund 1 to Fund 7
Ms. Montgomery explained $2 million was set aside in the 2014-2015 budget from the rollover fund balance for the ERP Project and $1 million will be transferred to Fund 7 in 2014-2015 and $1 million in 2015-2016.

MOTION: (Hosseini/Lubi) The District Board of Trustees approve the transfer of $1M from Fund 1 Unallocated Reserves to Fund 7 ERP project cost center for the originally approved use regarding continued funding of the College’s new ERP system. Motion carried unanimously.

VIII. CHIEF OPERATING OFFICER/PROVOST
A. Performance Funding Measures - Improvement Initiatives
Dr. Tom LoBasso, Chief Operating Officer/Provost, explained based on the discussion at the last Board workshop on what the College was doing to address performance he compiled information on current and future new initiatives that will address retention and graduation rates. Dr. Eaton explained there are two measurements used in the model – performance and improvement. As the model was being worked on, various outside groups looked to see how outcomes would look by changing the weight formulas of these two areas, which is the reason the College’s ranking changed again. She shared the statewide committee is still working on the variables to decide if retention should be looked at from fall to fall rather than a three-year average. Every time a change is made, the
Dr. LoBasso reviewed highlights of the document that included performance and strategies for the seven performance funding measures. Mrs. Hosseini felt it was important to focus on the short term and long term strategies and do the right things to achieve results and would like the Board to be kept abreast of the progress. Mr. Davis and Mr. Lubi suggested focusing on the most important goals first and not take on too much. Mr. Escudero commented on the weighting changes and how the data does not change, just the way it is factored. Dr. LoBasso explained no matter what the ranking, the College will focus on what should be done to get students to come to the College, have a good experience, and graduate. Dr. Eaton explained the data cohort that is looked at for some of the measures can take one to three years to be refreshed to see improvements.

B. Approval of Architect Continuing Services Contract

Dr. LoBasso explained the College conducted a bid process for the continuing services contract for architects for campus projects that require architectural services on projects that will not exceed $500,000. The selection committee interviewed several firms and ranked the top three as follows:

<table>
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<th>Firm</th>
<th>Ranking</th>
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<tr>
<td>BRPH Architects-Engineers, Inc.</td>
<td>1</td>
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<tr>
<td>Rogers, Lovelock &amp; Fritz, Inc.</td>
<td>2</td>
</tr>
<tr>
<td>DJdesign Services, Inc.</td>
<td>3</td>
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Mrs. Hosseini reiterated the Board’s desire to try and hire more local companies if it is at all possible.

**MOTION:** (Hosseini/Haas) The District Board of Trustees approve BRPH Architects-Engineers, Inc.; Rogers, Lovelock & Fritz, Inc. (RLF); and DJdesign Services, Inc. and direct the President or her designee to negotiate the fees and enter into contracts, pursuant to the provisions of Florida Statute s.287.055 for these services. Motion carried unanimously.
C. Approval of Mechanical Contractor for AHU and Controls Replacement Project - Bldg. 140/150
Dr. LoBasso explained this project was highlighted at the August meeting as a project that would be coming forward and utilized the competitive bid process. Mr. Giles discussed how companies can be very competitive with bids if they have another project they have been selected for. He recommended for future projects that if Johnston Controls has the sole source on controls they would not be permitted to bid on the other building project.

MOTION: (Hosseini/Holness) The District Board of Trustees accept the lowest qualified bid from Johnson Controls, Inc. for the B140/B150 AHU and Controls Replacement- ITB#15-004 and direct the President or her designee to enter into a contract in the amount of $589,650. Additionally, the President is authorized to approve up to an additional $17,929, should the project warrant it. Motion carried unanimously.

D. Approval of HVAC Controls Replacement - Bldg. 140/150
Dr. LoBasso presented for approval. Mr. Giles asked that staff confirm that the Collier County piggyback contract is still active, as the last contract he had seen expired February 2014.

MOTION: (Escudero/Hosseini) The District Board of Trustees approve the HVAC controls replacement to Johnson Controls Inc. for $375,421 in accordance with the Collier County contract. Motion carried unanimously.

E. Approval of Partial Retainage Payment Request for Flagler/Palm Coast Building 3 - RFQ #12-017
Dr. LoBasso presented for approval. Mr. Giles explained his company was hired as part of this project, prior to his becoming a trustee, and would recuse himself from voting on this item.

MOTION: (Hosseini/Lubi) The District Board of Trustees approve payment of $329,322.82 to HJ High Construction for subcontractors who have satisfactorily completed their work. Motion carried with Mr. Giles’ recusing himself.

F. Approval of Deltona Falcon Center Remodel - ITB #15-003
Dr. LoBasso explained this project was also highlighted at the August meeting as a project that would be coming forward and utilized the competitive bid process.
MOTION: (Hosseini/Davis) The District Board of Trustees accept the lowest qualified bid of $101,718 from Ovation Construction Co. for the Deltona Falcon Center Remodel - ITB #15-003. Additionally, the President is authorized to approve up to an additional $5,100, should the project warrant it. Motion carried unanimously.

G. Approval of Buildings 140 & 150 Emergency Heating Line Repairs
Dr. LoBasso presented for approval.

MOTION: (Hosseini/Lubi) The District Board of Trustees ratify the purchase order contract with WW Gay, Inc. for $84,673, to perform the emergency heating line repairs for buildings 140 & 150. Motion carried unanimously.

IX. ACADEMIC AFFAIRS
A. Overview: Machining Program
Dr. Amy Locklear, Vice President of Academic Affairs, introduced Mr. Roger Rowan, Department Chair, College of Workforce and Continuing Education, to provide an overview of the Machining Program. Mr. Rowan shared his background and information on the Machining program that is offered on Daytona State’s Advanced Technology College (ATC) campus. Enrollment for this program is at its peak and classes have already filled for the next semester. He explained they work closely with area partners such as the Volusia Manufacturer’s Association (VMA) and the VMA also serves on their advisory board. He explained the curriculum and training closely mirrors what companies are looking for in an employee. He explained there is also a pathway to an A.S. Degree in Industrial Management for students who have completed their certificate in Machining. Mr. Rowan shared there are many other programs at the ATC such as automotive mechanics, collision repair and refinishing, and electrical apprenticeship. The College also offers a welding program in the evening on the Daytona Campus.

Mr. Davis commented on automotive mechanics program that is no longer offered in the evening. Mr. Giles explained during the first year of the electrical apprenticeship program they lose 50% of the students and would like to see if these students could be advised of the Machining program as an option. Mr. Rowan distributed a token that was created by the students on the machining equipment at the ATC.

B. Approval of Program Reinstatement: Plumbing Apprenticeship – Union
Dr. Locklear explained the program was sunset a couple of years ago and there has been renewed interest and the union has indicated there are about 35 students ready to enroll in the program.
MOTION: (Lubi/Holness) That the District Board of Trustees approve the reinstatement of the Plumbing Apprentice - Union certificate program, effective Spring 2015. Motion carried unanimously.

C. Approval of New Courses
Dr. Locklear explained BOT 2150 is part of the Environmental Science Technology degree; CHM 1020 is a state mandated course that will be in the state colleges’ general education core curriculum; and PRN 0001 is for certified nursing assisting students to transition more quickly into the practical nursing program.

MOTION: (Hosseini/Haas) That the District Board of Trustees approve the following new courses, BOT 2150 - Native Plants of Central Florida, effective Spring 2015; and CHM 1020 - Chemistry in Society and PRN 0001/0001L - Transition to Practical Nursing and Lab, effective Fall 2015. Motion carried unanimously.

X. STUDENT DEVELOPMENT
A. Enrollment Report
Dr. Richard Pastor, Interim Vice President of Student Development, reviewed Spring enrollment comparison for 2014 and 2015 by headcount, FTE, dual enrollment, apprentice, and total fee paying FTE. He reviewed the Spring comparison headcount by program and campus and explained registration period has been underway for twelve days.

He reviewed application and enrollment comparisons for the baccalaureate programs and explained the difference from year to year in the BS in Nursing (BSN) degree applications is because of the large applicant pool that had been waiting for the start of this program. Last year there were two cohorts accepted because of the high demand, and this year there will only be one cohort offered beginning in the Spring, as planned. He also shared prior year applicants to the BSN who have not met the requirements of having an RN degree were tracked as a BSN applicant. He explained these applicants will now be tracked as an RN applicant in order to correctly reflect this report data. Mrs. Hosseini asked if cost was an issue and if the hospitals provided scholarships for their employees. Dr. Pastor did not believe cost was an issue and has worked with Dr. Linda Miles to admit students, on a conditional basis, who were missing documentation.

Mrs. Kay Burniston, Foundation Executive Director, shared Halifax Health and Florida Hospital work with the Foundation to offer tuition reimbursement to those employees identified to pursue their BSN. She
also shared Dr. William Schildecker is very passionate about the BSN program and has provided funding for scholarships for the program and all students who applied for BSN scholarships last year were able to be funded. Mrs. Hosseini was concerned there may not be enough students to pay for the program and Mr. Davis commented about graduates being employed locally.

Dr. Pastor reviewed new student applications and registration data for the Spring. Mrs. Patterson asked if students coming in as Collegiate High School students will be calculated separately and it was confirmed they will. Dr. Pastor shared a sampling of enrollment activities that have taken place recently.

Mrs. Hosseini shared questions she had on the Collegiate High School agreement that included changing declared major, required credits per semester, grading and eligibility to participate, costs for course during the summer. All questions were addressed by Dr. Eaton and Dr. LeeAnn Davis, Academic Advising Director. Mrs. Patterson asked if students would be tracked as part of the performance measures and as it currently stands they would be. She also asked about the GPA requirements and declaring majors which was addressed by Dr. Davis.

XI. MONTHLY STATUS REPORT
A. Foundation Update
Mrs. Burniston explained the Foundation prepared a summary report on the Feasibility Study that will be mailed to participants who were unable to meet as part of the follow-up. Distributed Feasibility Study Report Summary. Made an official part of the minutes as Supplemental E: 11/20/14. Mrs. Burniston shared a Thanksgiving card will be sent to donors thanking them for their support the past year and to wish them a great holiday. She introduced Ms. Lacy Cowell, Foundation scholarship recipient, and shared students who receive scholarships have a higher retention rate than those that do not. Ms. Cowell shared she will be graduating this summer with her bachelor’s degree in education and has accepted a position at Champion Elementary as a 4th grade elementary teacher. She received three Foundation scholarships which allowed her not to work during her internship and will be debt free when she graduates.

Mr. Kent Ryan explained the Association of Fundraising Professionals organizations nationwide recognize philanthropists. The Volusia/Flagler chapter recognized Mr. Jerry & Dr. Esther Krueger as DSC Foundation Champions for their contributions in establishing the WISE program. He shared Dr. L. Gale Lemerand was recognized as the Philanthropist of the Year and the Daytona International Speedway as the Corporate Philanthropist of the Year.
XII. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Dr. Ron Eaglin, Administrative Council President, Ms. Shannon Murdock, Career Employees Association President, Mr. Rich Vollaro, Faculty Senate President, Ms. Kim Taylor for Ms. Jo-Ann Halloran, Professional Council President, and Ms. Catherine Sylvester, Student Government Association President.

XIII. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mr. Freckleton explained next year it may be more difficult to get funding from the Legislature and a plan will need to be put together for when trustees go to Tallahassee in February so they can speak with one voice. Additional trips by trustees to Tallahassee may be needed to stay on top of funding requests which includes funding needed to complete the new student center/classroom building.

B. President’s Employment Contract
Mr. Freckleton explained last November the Board renewed the president’s contract for one year which takes it through August 2, 2015. He stated he would not personally support another contract but that decision will be up to the Board as a whole. Mr. Escudero shared he was not satisfied with the way the College has been moving and would not support a continuation of another contract.

MOTION: (Davis/Escudero) The District Board of Trustees will not renew the President’s employment contract. Motion carried by the following vote:

- Davis - Yes
- Holness - Yes
- Escudero - Yes
- Hosseini - Yes
- Freckleton - Yes
- Lubi - No
- Giles - Yes
- Patterson - Yes
- Haas - Yes

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

C. Board Professional Development Opportunities
Information included in packet.

XIV. TIME RESERVED/BOARD MEMBERS
Mrs. Patterson enjoyed the reports that were presented and the timely manner in which the information she requested was given to her.

Mr. Lubi felt Dr. Eaton needed to be thanked for everything she has done for the College. He stated when going through changing metrics, which he agreed were
good changes, people in charge should be given a period of time to catch up with that process. He felt the College was making positive changes and will continue to do that. He knows the College has been through some rough times over the past few years and felt Dr. Eaton has helped through this transition and made a difference. He explained no matter who steps into the position it was important for the Board to recognize the College is playing catch up with these metrics which could change in a year or two. He stated nothing can be changed overnight in terms of effort, and the results of what is being done today will not be seen until a year or two from now which was why he voted against the motion. He respected the Board’s decision and knows there will be times they will not all agree. He thanked Dr. Eaton for all the work she has done and was doing.

Mrs. Holness thanked Dr. Eaton for her work and asked the Board to consider severance pay because Dr. Eaton has done a great deal for the institution. Mrs. Holness shared information from her recent trip to Chicago where she attended the Association of Community College Trustees (ACCT) Leadership Congress, Diversity Committee meetings, and Student Success Symposium. She shared details of the Complete College America website and how state data is accessible through this site. Distributed College Completion Data website information. Made an official part of the minutes as Supplemental F: 11/20/14.

Mrs. Haas appreciated Mrs. Holness’ involvement in serving on the ACCT Diversity Committee and attending other ACCT meetings. She appreciated how Dr. Eaton has been at the national meetings and conferences. She thanked Dr. Eaton for all the many things she has done for the College and knows the College will continue to do positive things.

Mr. Giles commented on the current trend to increase trades training and how students will be able to obtain vocational training during high school. The model used by Volusia County Schools projects into the college system and will probably be in place in about a year. He asked that monthly data be requested of Johnson Controls which will show savings from the thermal energy storage tank and how this will be helpful for future investments. He thanked Dr. Eaton for making the tough decisions that needed to be made and how this takes a bold leader to be able to do this. He appreciated her energy, skills and leadership and how these are things a lot of people do not have.

Mr. Escudero commented on the recent News-Journal editorial on Direct Connect and requested to have a report on the efforts made by the College and the position taken by the University of Central Florida (UCF) about the College joining Direct Connect. He asked the Board to consider the possibility of a joint board meeting with UCF to work out some kind of compromise. He stated he has been most appreciative of Dr. Eaton who has made him and the new trustees feel welcome. He knows she will land on her feet and do exceedingly well.
Mrs. Hosseini thanked Dr. Eaton for her years of service and hard work. She thanked Mrs. Holness for her participation at ACCT and all that she does and wished everyone a Happy Thanksgiving.

Mr. Freckleton appointed Mrs. Hosseini to put a presidential search committee together that will include faculty, staff and a student member. He asked that she provide an update at the January 2015 Board meeting. He suggested that no more than four candidates, but not less than three candidates, be selected for the Board to interview.

XV. ADJOURN
Mr. Freckleton adjourned the meeting at 4:35 p.m.