MINUTES: November 21, 2013

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

Board Meeting began 2:04 p.m.
Distributed via email 11/19/13 at 3:01 p.m. Revised Academic Calendar (Page 136).
Made an official part of the minutes as Supplemental A: 11/21/13.

I. CALL TO ORDER
Mrs. Haas called the meeting to order at 2:04 p.m.

II. ROLL CALL
Mrs. Hosseini was absent during roll call but arrived a few minutes later. Dr. Recascino was absent during roll call but arrived during the Foundation Update.

III. PUBLIC PARTICIPATION
Mrs. Haas inquired if there were any members from the public that requested time to appear before the Board. No requests had been received.

Mrs. Haas asked if there were any objections to moving up Item XI.A. to this point in the agenda. There were no objections.

Order of agenda changed.

XI. MONTHLY STATUS REPORT
A. Foundation Update
Mrs. Haas introduced Mrs. Sally Gillespie Eddy, Daytona State College Foundation Chair, and shared background of her years of services on the Foundation Board as well as a College trustee. Mrs. Gillespie Eddy presented a year-end report on the Foundation which included activities of
the docent group, access to American Association of University Women scholarships, advisory board members reception, successful gala and employee giving campaign. She shared how the board updated the investment policy, restructured the governance policy, developed a whistleblower policy, developed a commitment letter for incoming board members on the expectations of serving on the board and strengthened the conflict of interest letter. She stated the Foundation is in a better position to be better stewards of funding in the future and shared how this past year the Foundation awarded almost a $1 million in scholarships to 1,187 students. She thanked the Board for their time and willingness to work on behalf of the College and was honored to serve as the Chair of the Foundation Board of Directors.

Mrs. Haas stated over the last two years the Foundation has taken a wonderful and positive turn under the leadership of Dr. Eaton and Mrs. Kay Burniston and thanked Mrs. Gillespie Eddy for her work.

*Agenda returned to order.*

**IV. PUBLIC HEARING - POLICIES**

A. Approval of Second Reading – Policy 3.13 (New): Mandatory Reporting of Child Abuse

Mrs. Haas presented for approval.

**MOTION:** (Hosseini/Holness) The District Board of Trustees approve the second and final reading of Policy 3.13 Mandatory Reporting of Child Abuse, as presented. Motion carried unanimously.

**V. CONSENT AGENDA**

A. Approval of 10/10/13 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 – Craiger/Pollitt
I. Approval of Out of Country Travel – Study Abroad - Haiti
J. Approval of Out of District Field Trip Requests
K. Approval of Pre-Qualification for Construction Projects Board Approval Certification – Mechanical Contractor
L. Approval of Surplus Property Donations

Mrs. Haas asked if there were any items trustees would like pulled from the Consent Agenda. Dr. Recascino asked to pull item C. Approval of Agreements due to the inclusion of an agreement with her employer, Embry-Riddle
Aeronautical University. Mr. Giles asked to pull item C and item K. Approval of Pre-Qualification for Construction Projects Board Approval Certification – Mechanical Contractor.

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

Item V.C. - Mr. Giles asked about Coastal Property Services, Inc. agreement and the cost. Dr. Eaton explained the housing rental agreement is for the senior vice president of governmental relations during the legislative session and the cost is for a three-month period. Mrs. Haas shared this is during the peak legislative session and costs are higher than other times of the year.

**MOTION:**  (Giles/Davis) The District Board of Trustees approve item V.C. Approval of Agreements. Motion carried with Dr. Recascino recusing herself.

Item V.K. – Mr. Giles asked how contractors are assigned once they have been pre-qualified. Mr. Steven Eckman, Director of Facilities Planning, explained the College is required to prequalify contractors and once there is a project, these contractors are sent the bid notification. The College publicly advertises for prequalification and companies must meet criteria required by the state. He shared they also look at bonding capacity, financial records, size and type of projects done, as well as lawsuit activity.

**MOTION:**  (Freckleton/Holness) The District Board of Trustees approve item V.K. Approval of Pre-Qualification for Construction Projects Board Approval Certification – Mechanical Contractor. Motion carried unanimously.

**VI. TIME RESERVED/PRESIDENT**

A. President’s Update

Dr. Eaton highlighted her meeting activity over the past month which included attending the Teledyne Grand Opening with Governor Scott, individual meetings with Senator Thrasher, Representatives Hood and Taylor. On a national and state level she attended the American Association of Community College’s Commission on Diversity, Inclusion and Equity meeting and the Association of Florida Colleges’ (AFC) Annual Convention. She spoke on the importance of AFC and how this organization provides opportunities for professional development for the different constituent groups and identified employees who will be serving in AFC statewide leadership roles in 2014. She reviewed some of the awards the College received at the convention.
Dr. Eaton highlighted her meeting with Mr. Brian Wilson, International Speedway Corporation, and Mr. Brian Leary, Jacoby Development, on the One Daytona project. The discussion was primarily about the College’s culinary and hospitality program and to find out about a jobs pipeline.

Dr. Eaton provided an update on where the College is on finalizing the land development agreement for the Advanced Technology College (ATC). She shared the new vice president for academic affairs, Dr. Amy Locklear, will begin in January.

_Distributed Draft Soaring to Success Strategic Plan July 1, 2014 – June 30, 2017. Made an official part of the minutes as Supplemental B: 11/21/13._

Dr. Eaton was appreciative that Ms. Evelyn Fine was able to assist in the strategic planning workshop and felt the engaging conversations were very energizing. Senior staff was appreciative to be in attendance to hear the Board members’ visions for the future, what they thought was important, and the thought process on how they would like to move forward. She explained the draft includes background such as the College’s mission, vision and values, followed by the strategic priorities and initiatives that were a culmination of work from staff and input received from the Board workshop. The draft was being shared now while it is fresh and to give the Board an opportunity to review. She explained this document is the 30,000-foot vision for where the College should be going and looking for opportunities in the future. Mrs. Hosseini was pleased to see the list of priorities and felt they were reflective of strategic initiatives.

Dr. Eaton spoke on the Governance Institute for Student Success (GISS) developed by the Association of Community College Trustees (ACCT) in partnership with the University of Texas at Austin to help board members and presidents understand outcomes assessment and improve student success. An email from ACCT will be forwarded to the Board and Dr. Eaton asked the Board to take a few minutes to complete the survey.

Dr. Eaton introduced Dean Costa Magoulas, College of Hospitality and Culinary Management, who reported on his recent trip to China where he visited the Macau University of Science and Technology. He explained the university is working to open a school of culinary and hospitality program and have already sent representatives to visit Daytona State where faculty and staff helped them plan for the program and facility. He was invited by the university to see the progress of the project. He shared the university was interested in sending their culinary and hospitality students to Daytona State to take classes over the summer and are also
looking at a certificate program that would begin at Daytona State and finish at Macau University.

Dr. Eaton shared Ms. Deborah Circelli, News-Journal reporter, has taken a job in Jacksonville and this was her last day reporting on the College and wished her the best.

Mrs. Hosseini asked about the graduation rate at Daytona State. Dr. Eaton shared it was 39.7% which covers a four-year period. Mrs. Hosseini stated with the state trying to accomplish a higher graduation rate, this data could be used as a baseline to improve upon. Dr. Eaton agreed and indicated this is part of the goal setting as part of the core performance indicator process.

VII. FINANCE

A. Executive and Financial Summaries
Ms. Isalene Montgomery, Vice President for Finance, reviewed the executive financial summary of revenues and expenses as of October 31, 2013; financial summary of the College’s Operating Fund (Fund 1) which included student tuition and fees, state and federal revenues, other revenue, salaries, current expense and capital outlay, and a fund balance summary projection. She reviewed a comparison of budgeted revenues and expenses; monitoring report for student tuition and fees collected monthly and cumulatively; monitoring report showing monthly and cumulative expenditures for Operating Fund (Fund 1); statement of revenues, expenditures and other changes showing the flow of resources in and out for restricted, auxiliary and other funds (Funds 2,3,4,5,6, and 8); financial summary of Fund 7 construction projects with revenue sources; and the summary of construction projects at/above $100,000 currently underway and next month will include a running list of what projects have been completed. Mrs. Hosseini asked about the available funding in Fund 7 if all projects were completed and Ms. Montgomery would have to research this in order provide an accurate amount. Dr. Eaton agreed with Mrs. Hosseini that this is an important number to know and will make adjustments to the report for the next meeting.

B. ACH/Wire Transfers/Checks Issued Greater Than/Equal to $50,000 – September 2013
Ms. Montgomery presented as information.

C. ACH/Wire Transfers/Checks Issued Greater Than/Equal to $50,000 – October 2013
Ms. Montgomery presented as information.
D. Approval of Chiller for the News-Journal Center Scene Shop and HVAC Improvements Project ITB #14-004
Ms. Montgomery explained this request is for the purchase or a rotary-screw water chiller for the scene shop and presented for approval.

MOTION: (Hosseini/Recascino) The District Board of Trustees award the contract to Trane, U.S., Inc. as the lowest responsive bidder in the amount of $85,737 for the chiller unit. Motion carried unanimously.

VIII. CHIEF OPERATING OFFICER/PROVOST
A. Resource Development Update
Dr. Tom LoBasso, Chief Operating Officer/Provost, presented as information an update on grant activity and funding for 2012-2013.

B. Approval of Revised Thermal Energy Storage Tank and Site Project Contract
Dr. LoBasso explained the requested modifications outlined in the agenda item will result in a savings of $31,000 on this project.

MOTION: (Recascino/Holness) The District Board of Trustees approve the contract modifications for the Thermal Energy Storage Tank & Site Project ITB#14-001 and accept the credit of $31,000. The adjusted contract amount is now $2,042,100. Motion carried unanimously.

C. Approval of Architect Continuing Services Contract Renewal
Dr. LoBasso presented for approval the one-year extension to continuing services contract for the two architectural firms that assist the College with projects that would have a construction cost under $500,000. Mr. Freckleton asked if these firms were still the best since it has been two years since the contract initially began and did not want to be complacent. Discussion ensued on the selection and bid process, standards for term of contract, cost comparisons, and amounts paid to companies. Mr. Giles stated he works with these firms often and feels they are the best, and they work well with their customers.

MOTION: (Hosseini/Davis) The District Board of Trustees approve the renewal of the contracts for one (1) year with DJ Design Services, Inc. and BRPH Architect-Engineers, Inc. for design services for projects under $500,000. Motion carried unanimously.
D. Approval of HVAC Controls for the News-Journal Center Scene Shop and HVAC Improvements Project
Dr. LoBasso explained the College can piggyback on a Collier County purchasing contract and has used Johnson Controls, Inc. in the past. Mr. Giles requested the Board be provided a copy of the Collier County contract.

MOTION: (Recascino/Davis) The District Board of Trustees approve the award for HVAC control replacement to Johnson Controls Inc. and authorize the College to enter into an agreement in the amount not to exceed $205,725.00. Motion carried unanimously.

IX. STUDENT DEVELOPMENT
A. Enrollment Report
Mr. Buck James, Vice President for Enrollment and Student Development, reviewed the enrollment data for the Spring 2014, which included total FTE, dual enrollment and apprentice, and reviewed new student applications received for the Spring 2014 semester. Mr. James shared the College has received 131 applications for the Bachelor of Applied Science in Nursing (BSN) program and 59 have registered. The Bachelor of Science in Information Technology (BSIT) program has received 25 applications and 16 have registered.

B. Overview; RAVE System
Mr. James presented an update on the RAVE Mobile Alert System used for emergency notifications, broadcasting of messages to specific groups via email or voice and gave examples of how it has been used in the academic area, student services and Campus Safety. Reviewed how messages are relayed through a cell phone, computer or 24/7 hotline and stated there are multiple servers around the country so there is never a situation that would stop a message from going out.

Mr. James reviewed the services and volume of testing done by the Assessment Services department. He reviewed cross-training done in the enrollment and student development area and how this training is used for professional development of staff and can be done in person or online. He gave an update on the student loan default rate which is now down to 26.4 and the goal is to get to the median rate for colleges.

C. Approval of Academic Calendar 2014-2015
Mr. James presented for approval.

MOTION: (Hosseini/Recascino) The District Board of Trustees approve the 2014-2015 Academic Calendar, as presented. Motion carried unanimously.
X. COLLEGE COUNSEL
A. Approval of Beer and Wine License Application
Mr. Brian Babb, College Counsel, explained this request is for approval to begin the application process for a beer and wine license for the Mori Hosseini College of Hospitality Management and would be used in the classroom. Dean Magoulas explained this would also allow the purchase and delivery of beer and wine from licensed vendors. Mr. Davis commented that as part of the fine dining and training this is part of the career connection.

MOTION: (Holness/Recascino) The District Board of Trustees approve the request to apply for a beer and wine license for the Mori Hosseini College of Hospitality Management. Motion carried unanimously.

XI. MONTHLY STATUS REPORTS
This report was given earlier in the agenda.

XII. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mrs. Haas explained this was the last regular board meeting of 2013 and shared how they have seen the College receive numerous recognitions and awards both statewide and nationally and how it has been an amazing year. She gave accolades to all the employees for doing a wonderful job and commented on how the Foundation has done exemplary work.

B. Approval of President’s Employment Agreement
Mrs. Haas explained this was the same document that was presented to the Board in September.

Dr. Recascino commented on the term of the agreement, which is currently one year, and felt it was unusual to have only a one year agreement with a college president. She urged the Board to learn more about contract standards and stated good college presidents are hard to find and felt a two or three-year contract would benefit the Board and is in line with other institutions.

Mr. Giles commented on long agreements with no severance and short agreements having guaranteed severance and how boards have to do one or the other to attract a qualified person.

Mrs. Hosseini commented on the change in statute where a president could not be paid more than 20 weeks of severance and felt the length of a contract was irrelevant. She felt when a president relocates they could
be offered a three-year contract at first, but believes colleges operate like businesses and was comfortable with a one-year contract.

**MOTION:** (Freckleton/Recascino) The District Board of Trustees approve the President’s employment agreement, as presented. Motion carried unanimously.

Dr. Eaton thanked the Board for their action. She shared their support and direction they provide the College is very important and how Daytona State College is an outstanding institution because of the people. She spoke highly of the senior staff and direct reports she works with on a daily basis and how all of the employees work together to execute the vision of the Board. She stated Cabinet members make up the structure of the shared governance system at the College and the leadership of the constituent groups are critical to the work the College does to support its students. She highlighted the faculty and shared when alumni remember their experience at Daytona State they are remembering their great teachers and it is teaching and learning that makes students shine. She explained the College helps students meet their goals, to be successful, to get jobs and a better quality of life. She felt good teamwork starts with the Board and was honored to be part of this great institution and looked forward to another year of outstanding accomplishments.

**C. Board Professional Development Opportunities**
Mrs. Haas presented for the Board’s information.

**XIII. TIME RESERVED/CONSTITUENT HEADS**
Reports were presented by Dr. Ron Eaglin, Administrative Council President; Ms. Gail Freiwald, Career Employees Association President; Mr. Rich Vollaro, Faculty Senate President; and Mr. Bill Harrison, Professional Council President.

**XIV. TIME RESERVED/BOARD MEMBERS**
Mrs. Hosseini thanked everyone for a great year and wished them a happy holiday and happy new year. Thanked Mrs. Gillespie Eddy for chairing the Foundation Board and thanked Dr. Eaton for the leadership and guidance she has given the Foundation to get them on the right track. Commented on the K-12 core standards discussions and does not understand why someone would be against it and if this was something the College would want to consider taking a stand on.

Mrs. Holness explained she received her appointment from ACCT to the Diversity Committee and was honored to represent the Board and the College. She attended the Veteran’s Day ceremony and had an opportunity to talk to some of the veterans and it was nice to hear how appreciative they were of the services the College provides them. She shared how it was a special occasion
and was glad she could attend to show her appreciation to the veterans. She wished everyone a happy holiday.

Mr. Giles explained he is the incoming chair of Futures and commented on the core standards and how they have asked for a delay because standards could not be implemented quick enough because changes are happening so fast. He felt it would be a great idea to get involved and get a better understanding of it possibly in a workshop. Congratulated Dr. Eaton on her contract and the stability it brings. He had hoped the Board would have been whole back in August but knows vacant seats will be filled eventually. He commented on how construction is up and quantity of skilled trade workers are not available and was not sure how to improve recruitment efforts in these trades.

Dr. Recascino addressed the newspaper article on noncompliance with the president’s contract and the letter to the Governor. She felt this was the biggest non-issue and was upset that someone was trying to stir the pot and challenged the author of the email to attend a board meeting and bring his issues before them.

Mr. Davis followed up on Dr. Recascino’s comments and shared he received the email but did not know who this person was. He shared there is a United Way event the same evening as the January board meeting and asked to consider moving up the meeting time but the Board felt their meeting would be done in time. Mr. Davis spoke to a leadership class at the College and thought other board members may enjoy addressing this group. He congratulated Mrs. Hosseini on her husband being selected to chair the Florida Board of Governors.

Mr. Freckleton followed up on Dr. Recascino’s comments and shared it was outrageous that out of 28 state colleges someone picked Daytona State without checking the facts and made inaccurate comments. He felt the representatives owed the Board and College a letter of apology because they did not check facts before mailing a letter to the Governor. He commended the athletic team for showing great discipline in handling the situation at a recent basketball game. He wished everyone a Merry Christmas and Happy New Year.

Mrs. Haas commented on the email and how outrageous the accusations were because they did not exist. She explained Dr. Eaton had nothing to do with it and it was the duty of the Board to be in compliance, which they were.

XV. ADJOURN
Mrs. Haas adjourned the meeting at 4:30 p.m.

Date of next regular meeting: January 30, 2014.