MINUTES: November 29, 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
Mr. John Tanner

ABSENT: Mrs. Forough Hosseini

Board Meeting began 2:00 p.m.
Distributed prior to the start of the meeting: Fast Track Baccalaureate Program. Made an official part of the minutes as Supplemental A: 11/29/12. 2013 Legislative Case Statement documents. Made an official part of the minutes as Supplemental B: 11/29/12.

I. CALL TO ORDER
Mr. Lewis called the meeting to order at 2:00 p.m.

II. ROLL CALL
Mrs. Hosseini was absent.

III. PUBLIC PARTICIPATION
Mr. Lewis inquired if there were any members from the public that requested time to appear before the Board.

Requests to appear before Daytona State College District Board of Trustees forms. Made an official part of the minutes as Supplemental C: 11/29/12.

Mr. Robert Hill, student, asked for the Board’s consideration to enact a tobacco free policy at the College and shared data he had researched on this topic. Distributed Tobacco Free Campus packet. Made an official part of the minutes as Supplemental D: 11/29/12.
Mr. Thomas Copeland, student, spoke with regards to issues at the College he has encountered regarding student advisement, FERPA compliance, and public records requests.

IV. CONSENT AGENDA
A. Approval of 10/18/12 Regular Board Meeting Minutes
B. Approval of Affiliation Agreements
C. Approval of Agreements
D. Approval of Budget Amendments
E. Approval of Grants Applications
F. Approval of Human Resource Recommendations
G. Approval of Inventory Deletions
H. Approval of Out of District Field Trip Requests
I. Approval of Surplus Property Donations

Mr. Lewis asked if there were any items trustees would like pulled from the Consent Agenda. Mr. Davis asked that Item IV. I. Approval of Surplus Property Donations be pulled because he serves on the board of the Volusia Literacy Council. Mrs. Holness asked to pull Item IV. B. Approval of Affiliation Agreements for further discussion.

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

Mrs. Holness inquired which facilities were continuing or new in Item IV. B. Dr. Eaton identified those that were new and indicated future board agenda items will identify those that are new affiliation agreements.

MOTION: (Holness/Haas) The District Board of Trustees approve Item IV. B. Approval of Affiliation Agreements. Motion carried unanimously.

MOTION: (Freckleton/Recascino) The District Board of Trustees approve Item IV. I. Approval of Surplus Property Donations. Motion carried with Mr. Davis recusing himself.

V. TIME RESERVED/PRESIDENT
A. President’s Update
Dr. Eaton commented on The Employables marketing poster created by the Marketing and Creative Services departments and how it is a take-off on The Expendables movie poster. The poster shows the tools of the trades for students as opposed to weapons shown in the movie poster. Dr. Eaton thanked the trustees for their support and participation in the Veterans Commemoration event and ribbon cutting for the new Veterans Center. She presented commemorative posters to Mr. Freckleton and Mr. Tanner that highlighted trustees and staff who are military veterans.
Dr. Eaton reviewed details of the Fast Track Baccalaureate Program and how the College was invited by Chancellor Hanna to be one of the pilot institutions to accept the $10,000 baccalaureate degree challenge put forth by Governor Rick Scott. She explained how this would be a pathway for students who are graduating high school and could finish their baccalaureate degree in three years. This program would require special admission criteria that would include the student being: first time in college; have already earned 15 college credit hours through either Advanced Placement (AP), dual enrollment or International Baccalaureate (IB) program; and scored at least a 500 on all sections of the SAT, or the equivalent scores on the ACT. She explained how students would need to be highly motivated and complete 18 credit hours each semester. This proposal would require special legislation to allow for the differential tuition and special admissions criteria.

Mrs. Haas congratulated Dr. Eaton and staff on this proposal and thought it was a brilliant plan that offers an opportunity to the community to save money and time. Mr. Lewis explained this program is in the best interest of the students and the community and hopes people will focus on the good things that will come out of this and not the politics.

Dr. Eaton continues to be out in the community and the state and recently attended the Association of Florida Colleges Annual Conference and shared the Governor was in attendance and spent time with the presidents and trustees. She traveled to Dallas as a member of a SACS visiting team to Richland College and shared other Daytona State staff also participate on these types of visits to other institutions. She stated how these are great learning experiences and learned a lot from this visit. She explained when the College submits its reaffirmation report there will be recommendations that will come back from the off-site SACS team and how this is normal when the off-site team is trying to understand the components of a report. Once recommendations are received, the College has an opportunity to respond to the recommendations before the on-site team arrives and also during their visit to clarify any questions team members may have. During her SACS visit she saw the importance of the Quality Enhancement Plan (QEP) and shared how the College is putting a lot of time and energy into this part of the report.

Dr. Eaton met with newly elected Senator David Simmons and shared the College’s legislative ideas for the upcoming session. She shared how staff are working on the Board’s request for more information on the Bachelors of Science in Nursing program and have hired the Mid-Florida Marketing and Research company to validate the surveys and ensure the information presented is valid and reliable.
Dr. Eaton shared about the new Falcon Victory Flag program and how the program began from an employee’s comment on a College-wide survey where they felt there was a need for more recognition of College-wide achievements. She thanked Dr. Shana Deyo, Ms. Robin Barr, Ms. Courtney Burton and the many others for creating and implementing this program. The first awards will be presented in December at each campus site.

B. DirectConnect
Dr. Eaton followed-up on last month’s report where she shared she and Mrs. Hosseini met with Dr. John Hitt, President of the University of Central Florida (UCF), and Dr. Tony Waldrop, UCF Provost, to discuss DirectConnect and the College’s interest in becoming part of the program. She explained Dr. Waldrop advised that the next step would be to send a letter to each of the five member presidents (UCF, Valencia, Seminole, Brevard, Lake-Sumter) asking that Daytona State be considered for membership. Mr. Lewis felt it would be important to include the Board’s support of this movement in the letter. He explained this membership would provide additional opportunities for Daytona State students.

MOTION: (Davis/Holness) The District Board of Trustees support the College’s efforts to become a member of DirectConnect. Motion carried unanimously.

Mrs. Holness suggested having the letter signed by all the trustees which would also demonstrate the Board’s support of this request. The Board concurred with this suggestion.

C. Approval of Legislative Case Statement Document
Dr. Eaton explained Mrs. Sharon Crow reviewed some of the details of the Legislative Case Statement with the Board at the October workshop. She explained the documents compiled are a concept of the priorities and will be given to those individuals they meet with. As things change or new topics arise, pages can be updated within the folders. Dr. Eaton reviewed the operational funding and facilities funding priorities. She shared issues the legislature discussed last year and the College has addressed these topics which includes developmental/remedial education; dual enrollment; distance learning; matching funds; governance, mission and higher education reform. Dr. Eaton requested the Board approve the documents in concept with the understanding there will be changes made during the legislative process.

MOTION: (Haas/Recascino) The District Board of Trustees approve the 2013 Legislative Case Statement documents in concept and are subject to change. Motion carried unanimously.
VIII. FINANCE
A. Executive Financial Summaries for October 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 10/31/12; 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 information.

C. Approval of Tuition Waivers, Scholarships and Receivables
Ms. Montgomery presented for approval.

MOTION: (Holness/Recascino) The District Board of Trustees approve the summary report of tuition exemptions, waivers, and receivables, as presented. Motion carried unanimously.

VII. STUDENT DEVELOPMENT / FACILITIES PLANNING
A. Student Development
1. Enrollment Report
Dr. Tom LoBasso, Senior Vice President for Student Development and Institutional Effectiveness, reviewed the Spring 2012 College enrollment fee paying summary report that included total FTE, dual enrollment and apprentice categories. He reviewed increases to new student applications and registrations and will research the increases that are being seen in out-of-state transfers and bring back information at the next Board meeting.

2. Overview: Core Performance Indicators
Dr. LoBasso defined the core performance indicators which measure student performance and are utilized in planning and implementing institutional improvements. The Office of Institutional Research compiles, analyzes and publishes this data annually each fall semester. He reviewed the success rate of Daytona State students compared to the state average and how the College is ranked number one in the state in math and reading success rates. He reviewed graduation rates, retention rates, Associate of Art graduate outcomes and enrollment in the State University System (SUS), student performance in the SUS, and placement rates by programs.
B. Facilities Planning

1. Approval of Contract with Schenkel & Shultz Architects, Inc. for the Flagler/Palm Coast Building 3 Project

   Mr. Steve Eckman, Director of Facilities Planning, explained the Board had approved the final ranking of architectural firms and the design fees for the Flagler/Palm Coast Building 3 project. The contract for architectural services with Schenkel & Shultz, Inc. was presented for approval.

   MOTION: (Freckleton/Davis) The District Board of Trustees approve the contract for architectural services with Schenkel & Shultz, Inc. for the Flagler/Palm Coast Building 3 project. Motion carried unanimously.

2. Approval of Construction Management at Risk Contract with H.J. High Construction Company for the Flagler/Palm Coast Building 3 Project

   Mr. Eckman explained the Board had approved the final ranking of the construction management firms and staff have negotiated with the top ranked firm of H.J. High Construction Company on the preconstruction phase fee for the Flagler/Palm Coast Building 3 project. The contract for Construction Management at Risk services was presented for approval.

   MOTION: (Freckleton/Recascino) The District Board of Trustees approve the contract for Construction Management at Risk services with H.J. High Construction Company for the Flagler/Palm Coast Building 3 project, in the amount of $30,000 plus a 10% contingency of $3,000. Motion carried unanimously.

Mr. Lewis asked Mr. Eckman to give an update on the Flagler/Palm Coast Campus construction project. Mr. Eckman stated there has been one planning meeting with faculty, staff and others to look at different styles of classrooms and which would best fit their instructional needs. There will be a second meeting November 30th to discuss what should be put into the building and will be analyzing the entire campus on how best to utilize this new building. He shared they will also invite students to provide input on what they would like to see on the campus. The programming process will take a couple of months and then the design process will begin. He anticipated breaking ground in late summer or early fall. Mr. Davis appreciated students (the customers) were being invited to give input on what they would like to see on that campus. Dr. Eaton
stated they were hopeful to have the facility ready for the Fall 2014 semester.

VIII. ACADEMIC AFFAIRS
A. Academic Highlight: College of Business Administration
Dr. Michael Vitale, Senior Vice President for Academic Affairs, highlighted the College of Business Administration and explained there are over 6,000 students in the School of Applied Business, and School of Hospitality and Culinary Management. He reviewed the Associate of Science and Certificate programs in the School of Applied Business and the Mori Hosseini College of Hospitality Management areas. He explained the School of Management offers the Television Studio Production Certificate and Bachelor of Applied Science (BAS) in Supervision and Management program and explained how many BAS students take a video production course as it relates to sales and marketing.

He explained the BAS in Supervision and Management began in 2006 and was the first baccalaureate program at Daytona State. The program has more than 800 students enrolled and has graduated almost 1,000 students. Thirty percent of these graduates have gone on to pursue their master’s degrees. He shared a sampling of student success stories and how a student service learning project group developed a feasibility study for the creation of a non-profit business for managing sports programs in Southeast Volusia and another group developed a comprehensive export plan for a local manufacturer.

Dr. Vitale explained the Leadership Development Institute is a three-year program for Daytona State employees. Participants focus on individual development the first year; team dynamics and quality improvement of the organization the second year; and then develop their communication and presentation skills in the third year. There is also a shadowing and mentoring component as part of this program.

The College of Business Administration has all applied programs and prepares students for leadership roles by focusing student activities on real-life activities such as service learning, volunteerism, community service and social responsibility.

B. Swimming and Diving Program Update
Dr. Vitale explained how the part-time coach for the diving program resigned prior to the start of the fall classes and this was the third coach in the three years of the program. Over the three year period there have been five divers. This year there is one returning student and one new student. The decision was made to cancel the diving program because of these factors. There is also the liability risk of the diving boards. He explained how staff have worked with the two students so they have plans
in place for their educational/training needs. The diving boards will be taken down and removed from the College’s inventory in January. This was an information item only and did not require Board action.

IX. COLLEGE COUNSEL / PURCHASING
A. Approval of Multifunctional Device (Print/Copy/Fax/Scan) Equipment Replacement
Mr. Brian Babb, Executive Vice President/College Counsel, explained this is for the replacement and upgrade of equipment and will utilize the City of Orlando’s Invitation to Bid (ITB).

MOTION: (Holness/Freckleton) The District Board of Trustees approve the award of multifunctional equipment to Seminole Office Solutions for $99,408 per year or $497,040 over a five-year period. Motion carried unanimously.

B. Approval of Cisco Network Equipment Refresh – RFQ #13-1509
Mr. Babb explained this is for the upgrade of the network infrastructure and will utilize the State of Florida Department of Management Services contract which will allow the College to purchase products at a discounted rate.

MOTION: (Freckleton/Haas) The District Board of Trustees approve the award of Cisco Network Equipment to Presidio Networked Solutions, Inc. for $1,800,000. Motion carried unanimously.

Mr. Lewis proposed that contracts/materials can be viewed online at other agencies do not need to be included in the agenda packet which would save resources. There was consensus by the Board not to include these types of documents in the agenda packet. Dr. Eaton also explained the cover memo could direct Board members on where exhibits in those contracts would be located.

Mrs. Haas inquired about receiving just an electronic copy of the agenda packet. Some trustees still preferred to receive a paper copy. Trustees Haas, Recascino and Tanner chose not to receive a hard copy of the agenda packets.

Mr. Lewis shared Mrs. Burniston has been doing a lot of work on the naming procedure and researching what other institutions are doing and will be bringing something forward for the Board’s review.

X. MONTHLY STATUS REPORTS
A. Foundation Update – Trustee Haas / Kay Burniston
Mrs. Kay Burniston, Executive Director of the Daytona State College Foundation, explained supporters and contributors are the lifeblood of the
Foundation and wanted to introduce two of those supporters, Drs. Bernard and Roberta Gropper. She shared background on the Gropper’s education and employment history. She explained of Dr. Bernard Gropper’s interest in early recording devices and how he has donated an 1898 Thomas Edison recording device and materials to the College. She added how they are active volunteers in the community and he works with faculty and students in the Music Production Technology program sharing his knowledge and expertise. Mrs. Haas stated the executive committee of the Foundation will be holding a retreat for the Foundation Board of Directors that will assist them in planning for the future. She extended an invitation to the Foundation’s upcoming holiday social and board meeting.

B. **SACS Update – Nancy Morgan**
Dr. Nancy Morgan, Associate Vice President of Institutional Effectiveness, explained staff have completed a draft of the SACS compliance certification report which addresses the College’s compliance on the 90 SACS standards and principles. The report is over 300 pages with over 1,500 pieces of evidence attached to the report and has taken an enormous amount of effort. She explained the QEP development team went into action in August and narrowed the focus to an overarching goal “Empower students with the knowledge and skills for accessing available resources that will help them navigate through college success.” A one credit hour freshman experience course will be developed to help students know and experience what the resources are, and how to utilize them to be successful.

She explained the College has begun its logistical preparations for the actual site visit September 24-26, 2013. The chair of the SACS visit committee will be Dr. Virginia Carson from South Georgia College and she will have 8-10 people serving on the on-site team. The Logistics Team will be making sure the SACS team is welcome, comfortable and impressed with the College. Dr. Morgan shared of the upcoming SACS Annual Meeting in December and how the College will be well represented.

**XI. TIME RESERVED/BOARD CHAIR**

A. **Board Chair’s Update**
Mr. Lewis thanked Mr. Hill for addressing the Board on smoking and how he did a great job giving his presentation. He wished everyone a wonderful Christmas and commented how it has been a pleasure working with everyone this past year.

B. **Board Professional Development Opportunities**
Mr. Lewis presented for review.
XII. 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; Mr. Bill Harrison, Professional Council President; and Ms. Alicia Dove, Student Government Association President.

XIII. TIME RESERVED/BOARD MEMBERS
Mr. Tanner explained it has been an enjoyable year with the teamwork, insightful questions and inquiries that are well received and well answered. He was honored to be associated with and to work with the Board and the President.

Mrs. Holness thanked Mr. Hill for bringing back the tobacco-free campus to the Board for consideration and hopes that thought will be given to this because many institutions are going in that direction. She appreciated the introduction of employees at the Board meetings and how this is a great opportunity to meet them.

Dr. Recascino also appreciated the information from Mr. Hill. She wished everyone a Happy Holiday and shared that Embry-Riddle also participates in the basket brigade and how wonderful this was for families in the community. She shared how she had an opportunity to meet a photography faculty member and would love to see an exhibit on outsider art.

Mr. Freckleton shared it was an honor and a privilege to participate in the Veterans Day ceremony and wished everyone a Merry Christmas and Happy New Year. He was looking forward to working with everyone next year.

Mr. Davis shared of the News Carrier fundraiser created by the News-Journal that raised $45K to assist Mrs. Hosseini’s Food Brings Hope which helps homeless children and teenagers. He thanked Mr. Tanner for his leadership and guidance during turbulent times and how they are a great body of Board members at a great institution.

Mrs. Haas concurred with Mr. Davis’ comments about Mr. Tanner’s leadership. She also appreciated what Mr. Tanner did for the Board and the institution and was honored to be serving on the Board.

Mrs. Lewis thanked the staff for their hard work and wished everyone a happy holiday and looked forward to seeing everyone in the New Year.

XIV. ADJOURN
Mr. Lewis adjourned the meeting at 4:09 p.m.

Date of next regular meeting: January 17, 2013.