MINUTES: December 7, 2010

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: Mr. Frank Lombardo, Corporate Secretary/Interim 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 Workshop began – 12:08 p.m.
Roll Call - All Board members were present.

Mr. Tanner introduced Dr. T. K. Wetherell. Dr. Wetherell explained details of a presidential search process which included the selection of a search firm; the establishment of a presidential search advisory committee, and the Board’s roles in the selection process. Dr. Wetherell recommended the Board Chair designate someone to serve as a liaison between the Board and the search committee; name someone to chair the search committee; direct the search committee to come up with a process to contract with a search firm; a contract be developed for the search firm; have the search firm meet with the Board on what they would like to see in a new president and the criteria the Board would like candidates to have. He reviewed the timeline for a search and offered his assistance to help the Board with the search. Mr. Tanner asked if Dr. Wetherell would be willing to serve as chairperson of the search committee and he indicated he would be glad to help as his schedule permits.

Board Meeting began 1:35 p.m.
I. CALL TO ORDER
Mr. Tanner called the meeting to order at 1:35 p.m.

II. ROLL CALL
Mrs. Hosseini was absent during roll call.

MOTION: (Petrock/Haas) That the District Board of Trustees ask Dr. T.K. Wetherell to serve as chairperson of the Presidential Search Committee. Motion carried unanimously.
Mrs. Hosseini returned to the meeting.

IV. TIME RESERVED/BOARD CHAIR
B. Selection of Presidential Search Service/Firm
Mr. Tanner asked if the Board would like to request Dr. Wetherell, Dr. Recascino and Mr. Lombardo to review the search firm proposals and select a search firm. If the cost of the search firm falls under $65,000 a bid process would not be required.

MOTION: (Haas/Smith) That the District Board of Trustees appoint Dr. Tina Recascino, Dr. T.K. Wetherell and Mr. Frank Lombardo to select a presidential search firm and report the selection to the Board, but allow them to move forward once a firm has been selected. Motion carried unanimously.

A. Naming of Search Committee Members
Mr. Tanner asked the Board if they would allow the Board Chair, Presidential Search Committee Chair and the President to develop the list of search committee members.

MOTION: (Hosseini/Recascino) That the District Board of Trustees appoint Mr. John Tanner, Dr. T.K. Wetherell and Mr. Frank Lombardo to select members to serve on the presidential search committee. Motion carried unanimously.

III. PUBLIC PARTICIPATION
Dr. Richard Grego, Faculty Senate President, shared faculty would like to play an essential role in the selection process and had passed a resolution that respectfully requested twenty-five percent of the search committee membership be made up of College faculty.

Mr. Lombardo shared the last few months have been very stressful for everyone and believes it is time for everyone to come together as a team for the faculty, students and employees of the College. He explained how he is here to help and with the Board’s help, a new president will inherit one of the finest institutions in the U.S.

IV. TIME RESERVED/BOARD CHAIR
D. Preliminary CPA Audit Report re: Community Cultural Foundation
Mr. Timothy O'Toole, shared his background and how his firm was engaged to analyze the relationship between Daytona State College and the Community Cultural Foundation (CCF). Mr. O'Toole stated in the first phase of his review he explained controls and processes were in place and found no red flags or fraud. The Board expressed concerns about specific details not being reviewed and it was explained this was a preliminary overview and the second phase would continue to a more in-depth review and would answer specific questions the Board had. Board members were asked to contact Mr. O'Toole within the next week with
their specific questions and based on input by the Board a proposal will be developed and submitted to Dr. Recascino on the next set of actions.

**MOTION:** (Hosseini/Davis) That the District Board of Trustees have Mr. O’Toole continue to the next phase of the review process with regards to the Community Cultural Foundation and have Board members contact Mr. O’Toole with specific questions. Motion Carried with Mr. Petrock and Mr. Davison being recused.*

* Mr. Petrock and Mr. Davison served on the Community Cultural Foundation Board.

**E. Association of Governing Boards (AGB) Membership**
Mr. Lombardo shared this is another organization that will provide resources to assist trustees in their role as the College’s governing board.

**MOTION:** (Hosseini/Recascino) That the District Board of Trustees become a member of the Association of Governing Boards. Motion carried unanimously.

**C. Proposed Salary Increase for Interim President**
Mr. Tanner recommended increasing Mr. Lombardo’s salary for the additional responsibility he has taken on as Interim President.

**MOTION:** (Smith/Hosseini) That the District Board of Trustees provide Mr. Frank Lombardo, Interim President, a salary increase of $60,000 per year. Motion carried unanimously.

**MOTION:** (Haas/Miles) That the District Board of Trustees authorize the salary increase to be retroactive to the date of Mr. Lombardo’s appointment as Interim President. Motion carried unanimously.

Dr. Recascino departed the meeting at this point.

Mrs. Haas requested private attorney services for the Board be placed on the January Board agenda as a follow up to the motion at the June 2010 Board meeting.

Discussed placing items on the agenda and how the Board should only act on items on the published agenda. Mr. Tanner believed public participation should be limited to matters that are on the Board agenda and Mrs. Haas requested the public participation policy be placed on the January agenda for review.

**V. CONSENT AGENDA**

A. Human Resources Recommendations
B. Grant Applications
C. Agreements
D. Affiliation Agreements
E. Deletion of Inventory Items
F. Out of District Field Trip Request
G. Out of Country Travel Request – Delegation (NAMP - Culinary)
H. Out of Country Travel Request – Delegation (NAMP - Green)

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

VI. FINANCE/FACILITIES
A. Finance
   1. Financial Statements as of 10/31/10
      Mr. Lombardo explained the College is in excellent financial shape and shared enrollment increases being experienced by the College.
   2. Report of Purchasing Items
      Mr. Lombardo presented the monthly report of purchasing items between $65,000 and $195,000.

B. Facilities
   1. Daytona Campus – Building 510 Cosmetology Remodel Project Contractor – ITB #11-002
      Mr. Lombardo explained the Cosmetology program is growing and reviewed enrollment and how capacity is facility based.

      MOTION:  (Hosseini/Miles) The District Board of Trustees authorize the President to accept the lowest qualified bid that does not exceed $25,000 and direct the President or his designee to enter into a contract to perform the work. Motion carried unanimously.

VII. TIME RESERVED/PRESIDENT
A. Identity Theft Prevention Program
   Mr. Lombardo presented for approval.

   MOTION:  (Davis/Hosseini) The District Board of Trustees approve the Identify Theft Prevention Program as presented. Motion carried unanimously.

   Mr. Lombardo shared details of the re-organization he has put in place during his interim presidency.

   Agenda returned to order.

VIII. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Ms. Janet Sledge, Administrative Council President; Ms. Lori Lemoine, Career Employees Association President; Dr. Richard Grego, Faculty Senate President; and Mr. Hector Valle, Professional Council President.

IX. TIME RESERVED/BOARD MEMBERS
Mr. Smith wished everyone a Merry Christmas and a happy holiday.

Dr. Miles suggested changing the format of the minutes to shorten the minutes showing the action and vote. Mr. Lombardo suggested doing the December meeting minutes in this condensed format.

Mrs. Hosseini thanked everyone for all they do and wished everyone a happy holiday and Merry Christmas.

Mrs. Haas wished everyone the best of health and thanked them for their support in making the College a magnificent institution.

Mr. Davison thanked Mr. Lombardo for taking the leadership reins during the transition and mentioned the Foundation’s Taste of 24 event coming up and wished everyone a happy holiday.

*Mr. Davison departed the meeting at this point.*

Mr. Davis asked about the status of CCF vendors being paid. Mr. Tanner asked that CCF Task Force Update be placed on the next agenda and explained the task force is focusing on paying the vendors and will forward a report from Mr. Feasel, CCF Chairman to the Board on debts and funding. Mr. Davis shared concerns about receiving information from the media and not the College which Mr. Tanner addressed.

Mr. Tanner explained the past several months have been hard and will work to bring the Board together and how they will need to work as a team to earn the trust and confidence of the students, faculty and staff of the College.

X. ADJOURN
Mr. Tanner adjourned the meeting at 3:47 p.m.

*Date of next meeting: January 20, 2011.*