

MINUTES: April 21, 2011

**MEETING: Daytona State College
District Board of Trustees**

**PLACE: Daytona State College
Daytona Beach Campus
Building 1200, Room 108
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**

ABSENT: Dr. Steven Miles

Board Workshop began 2:15 p.m.

Roll Call – Dr. Miles was absent. Dr. Recascino was absent during roll call but arrived after the start of the workshop.

Mr. Lombardo introduced Dr. Bob Williams, Vice President of WDSC/Economic Development, who shared the College is in discussions with the University of Central Florida and Brevard Community College on a PBS joint broadcasting initiative and will share further details at the next Board meeting.

Mr. Lombardo introduced Chef Costa Magoulas, Dean of the College of Hospitality Management, who introduced students and staff of the culinary program.

Mr. Lombardo introduced Dr. Nancy Morgan, Associate Vice President of Accreditation, Compliance and Contracts, and Dr. Eileen Hamby, Vice President of the College of Business Administration. Dr. Morgan reviewed details of the upcoming visit of the SACS Special Visiting Committee and how the goal is for SACS to find the College in compliance with all governance-related standards. Dr. Morgan shared staff will provide training opportunities for the Board throughout the year, in addition to those offered by ACCT and AGB. Dr. Hamby reviewed a presentation made by Dr. Claudette Williams, Vice President of SACS, at the SACS 2010 Annual meeting entitled, *The Role of Trustees and CEOs in Institutional Compliance with the Principles of Accreditation*. The presentation reviewed the roles of the governing board and the administration and how the Board should monitor and understand compliance requirements for the institution. A professional development and compliance workshop will be held for the Board at the upcoming Board retreat. Mr. Lombardo explained SACS is funded by fees paid by

membership institutions and how costs associated with visits are paid by the institution. These visits can be very expensive and take a tremendous amount of time and effort on the part of staff. Mr. Lombardo shared SACS will see that the Board and the administration are working together for the students and staff to fulfill the mission of the College. Mr. Tanner explained this is an opportunity to demonstrate the College and the Board are doing a good job and moving forward and how this will prepare everyone for the 2013 comprehensive review done by SACS every ten years.

Board Workshop adjourned 3:09 p.m.

Board Meeting began 3:24 p.m.

Distributed prior to start of meeting: Human Resources Recommendation memorandum (Page 29a). Made an official part of the minutes as Supplemental A: 4/21/11.

I. CALL TO ORDER

Mr. Tanner called the meeting to order at 3:24 p.m.

II. ROLL CALL

Dr. Miles was absent.

III. PUBLIC PARTICIPATION

Mr. Tanner inquired if there were any members from the public that requested time to appear before the Board.

Request to appear before Daytona State College District Board of Trustees form. Made an official part of the minutes as Supplemental B: 4/21/11.

Ms. Karen Jans, spoke in support of the Memorandum of Understanding for the 2+2 nursing agreement between Daytona State College and the University of Central Florida.

IV. PUBLIC HEARING

A. Policy 2.01: District Board of Trustees, Duties, Powers and Responsibilities - First Reading

Mr. Lombardo reviewed changes and presented for approval.

MOTION: (Davis/Hosseini) The District Board of Trustees approve the first reading of revised College Policy 2.01, removing the last sentence in item 5, and place on the next Board meeting agenda for final reading and approval. Motion carried unanimously.

B. Policy 2.05: Composition and Appointment of the District Board of Trustees - First Reading

Mr. Lombardo reviewed changes and presented for approval.

MOTION: (Recascino/Haas) The District Board of Trustees approve the first reading of revised College Policy 2.05, as presented, and place on the next Board meeting agenda for final reading and approval. Motion carried unanimously.

C. Policy 6.36: Supervision of Relatives – First Reading

Mr. Lombardo reviewed changes and presented for approval.

MOTION: (Davis/Davison) The District Board of Trustees approve the first reading of revised College Policy 6.36, as presented, and place on the next Board meeting agenda for final reading and approval. Motion carried unanimously.

V. CONSENT AGENDA

- A. Minutes of March 10, 2011 Regular Board Meeting
- B. Human Resources Recommendations
- C. Grants Applications
- D. Agreements
- E. Affiliation Agreements
- F. Budget Amendments
- G. Deletion of Inventory Items
- H. Out of Country Travel Request - Brady
- I. Out of Country Travel Request - Whitaker
- J. Out of Country Travel Request - Benson
- K. Out of Country Travel Request – Study Abroad Program in British Isles
- L. Out of Country Travel Request – Study Abroad Program in Costa Rica
- M. Pre-qualification of Contractor of Construction Projects Board Certification

Mr. Davis noted for the record, with Board consensus, regarding Item V.B. – “In the event of any issues that may arise, these contracts are subject to the same terms and conditions for breach of contract.” The Board requested employee titles in future Human Resources items. Mr. Lombardo reviewed titles for members of President’s Cabinet that were being presented for approval.

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

VI. FINANCE/FACILITIES

A. Finance

1. Financial Highlights as of 3/31/11

Distributed 2011-2012 Budget Development Update. Made an official part of the minutes as Supplemental C: 4/21/11.

Mr. Lombardo explained in preparation for the anticipated budget reductions, the College will be in a good position for the incoming president and will have a balanced budget. He is hopeful that a

contingency fund can be in place for the new president to cover any emergencies that should arise. Mr. Dennis Micare, Associate Vice President/Controller, reviewed the development of the budget for 2011-2012 and what steps have been taken to reduce the budget by \$8.3 million. Mr. Lombardo shared the legislature is considering anywhere from 5% to 10% for a student fee increase. He shared how enrollment is plateauing and therefore the College cannot rely on revenue through enrollment so it is important to do a better job of managing the budget that is in place. Mr. Micare reviewed highlights from the financial report ending 3/31/11.

2. Checks Issued Greater Than/Equal to \$50,000

Mr. Lombardo reviewed and presented for approval.

MOTION: (Hosseini/Haas) The District Board of Trustees approve checks issued greater than or equal to \$50,000 for March 2011. Motion carried unanimously.

3. Report of Purchasing Items

Mr. Lombardo presented for approval.

MOTION: (Davison/Hosseini) The District Board of Trustees approve the report of purchasing items. Motion carried unanimously.

4. Enrollment Report

Dr. Tom LoBasso, Vice President for Enrollment and Student Services, reviewed the enrollment report and explained how there is a decrease in enrollment for the first time in five years. He indicated recruitment is only done within the College's service district. Dr. LoBasso shared how this year's graduation applications are at an all time high and the College will conduct two graduation ceremonies this year. Mr. Lombardo stated this year's commencement speaker will be Mr. Herman Boone, who will bring an important message of how important education is to diversity and how a person's life can change through education.

B. Facilities

1. Design Fees/Contract – Architect Services - Development of Master Site Plans – Six Sites

Mr. Lombardo explained every five years the state requires the College to survey the use of classroom space and then update the master site plan. The survey was completed and approved by the Board in March 2010 and should now proceed with the update to the master site plan.

MOTION: (Hosseini/Davison) The District Board of Trustees approve the fees and authorize execution of the contract by the President or his designee and direct the Facilities Planning Department to authorize the architect to proceed with the design and development of the Master Site Plans for six sites. Additionally, the President is authorized to approve the final fee amount up to \$202,437 and an additional contingency of \$20,244 should the project warrant it. Motion carried unanimously.

2. Capital Improvement Program (CIP) 2011-2012 Through 2015-2016 – Second Revision

Mr. Lombardo shared how Senator Evelyn Lynn is trying to help the College with funding for an \$8 million remodel of the News-Journal Center to add classroom space; \$2.4 million for planning for the remodel of the Theater Center; and \$3 million for the addition of a chilled water system.

MOTION: (Haas/Recascino) The District Board of Trustees approve the second revision to the Capital Improvement Program for 2011-2012 through 2015-2016. Motion carried unanimously.

VII. TIME RESERVED/PRESIDENT

A. OLD BUSINESS

1. Board Policies

Mr. Peter Heebner, Board Legal Counsel, reviewed first reading of College Policy 2.06: Telephonic Board Meeting Attendance. This policy will be placed on the next meeting agenda for final reading. Mr. Heebner explained College Policy 5.08: Signing Authority will be revised to follow state statute language and recommended the Board adopt the revised policy when it is presented at the next meeting. The Board expressed consensus to place College Policy 5.08 on the next meeting agenda.

2. RFP Board Legal Services

Mr. Lombardo explained the committee reviewed seventeen firms and four firms were selected for the Board's consideration. Two smaller, local firms and two larger firms were selected. The smaller firms were Cobb Cole, and Heebner Baggett, Uphurch & Garthe, P.I. The larger firms were Greenberg Traurig, and Holland & Knight. Mr. Lombardo reviewed the hourly rates for each of the firms and explained the Board is not limited to how many firms they approve for use. Mr. Tanner indicated because this information was just being presented to the Board, they may want to consider

deferring this to the next meeting. Dr. Recascino asked if each firm's areas of expertise could be sent to the Board before the next meeting. Mr. Tanner explained this is not an exclusive list and the Board can consider other firms at anytime. There was consensus by the Board to receive the information on each of the firms and to defer this item to the next meeting agenda.

3. Community Cultural Foundation Task Force Update by Chairman Tanner

Mr. Tanner explained there is still a significant effort being made by CCF and others to bring the LSO to town and indicated he shared the Board's message that they did not believe this effort would generate funding to repay the College. He indicated there were no other plans on the table at this time and was hopeful the CCF Board would continue to work to repay the College. The Board expressed they will still hold the CCF Board to their commitment to repay the College and how it is the Board's fiduciary responsibility to ensure it is repaid. Mr. Micare confirmed the College can keep this debt on the books for any length of time until it is paid off. Mrs. Haas and Mr. Davis suggested a future workshop to discuss this topic more thoroughly. The Board will have Mr. Babb begin drafting a letter to the CCF Board setting forth the Board's position.

4. Presidential Search Update – Dr. Robert Parilla

Dr. Robert Parilla, Academic Search Consultant, reported there was a good pool of candidates and how each member of the Presidential Search Advisory Committee will work independently of one another to evaluate each candidate. The Committee will then meet in May to select the top 10-12 candidates and invite those candidates to come in for a preliminary interviews on May 23 and May 24. The Committee will then work as a group and determine the best five to present to the Board.

Dr. Parilla reviewed what the final candidates' day would look like and will draft a set of standard questions for the Board to consider. He asked the Board to begin thinking about the parameters surrounding hiring the president such as a contract and to authorize someone to negotiate a contract for the Board. Mr. Tanner inquired if the Board still wanted the search committee to recommend five candidates or did they want to reduce that number to four. The Board indicated they will rely on the search committee and Dr. Parilla to make that determination.

B. NEW BUSINESS

1. Approval of New Courses

Dr. Kristy Presswood, Associate Vice President, College of Education, explained these specific courses are required for a state grant offering K-12 secondary teachers additional training in exceptional student education and will not apply toward the Bachelor's program.

MOTION: (Recascino/Haas) The District Board of Trustees approve EEX 3288 - Career/Vocational Assessment and Planning for Secondary Inclusion Teachers; EEX 4034 - Introduction to Exceptional Student Education for Secondary Teachers; EEX 4483 - Differentiated Instruction; EEX 4606 - Educational Behavior Management of Secondary Exceptional Students in an Inclusive Classroom Setting; EMS 1335 - Emergency Vehicle Operators Course; FFP 2801 - Introduction to Command; ISM 2000 - Introduction to Business Information Processing; MUN 1032 - Contemporary Music Ensemble II; MUN 1711 - Jazz Combo; POR 2220/2220L - Intermediate Portuguese I and Lab; POR 2221/2221L - Intermediate Portuguese II and Lab; SLS 2505 - Critical Thinking; and TPP 2300 - Beginning Directing, effective Fall 2011. Motion carried unanimously.

2. Approval of New Program - Associate of Science in Environmental Science Technology

Mr. Michael Vitale, Interim Vice President of Academic Affairs, explained a cost analysis and FTE estimate is done on programs and explained the process for the implementation of a new program. He stated equipment and faculty are already in place so there is no additional expense for the implementation of this program.

MOTION: (Davison/Haas) The District Board of Trustees approve the Associate of Science Degree in Environmental Science Technology, effective Fall 2011. Motion carried unanimously.

3. Bahamas Technical Vocational Institute – Final Agreement

Mr. Lombardo explained the agreement with the Bahamas Technical Vocational Institute has ended and there are computers in the Bahamas that are on loan as part of the agreement. The computers belong to the College and indicated it would cost more money than the computers are worth to ship them back to the College. Mr. Lombardo explained the amendment to the

agreement will allow the College to leave the computers where they are, writing-off the cost through the grant. Mr. Babb explained this has been discussed with the auditors who are in concurrence with this decision and will bring this to conclusion.

MOTION: (Davison/Davis) The District Board of Trustees approve the final agreement with the Commonwealth of The Bahamas and the Bahamas Technical Vocational Institute. Motion carried unanimously.

4. Annual Employment Equity Report Update

Mr. Lombardo explained the employment report looks at three areas, administrators, tenured faculty and non-tenured faculty. He indicated the report compares College data with U.S. Census Bureau data for the College's geographical area and reviewed areas that are under-compliance.

MOTION: (Davis/Recascino) The District Board of Trustees approve the submission of the 2010/2011 Annual Employment Equity Report Update to the Florida Board of Education/Office of Equity and Access. Motion carried unanimously.

5. Division of Blind Services Property

Mr. Lombardo explained Mr. Robert Grimm began working with the Division of Blind Services (DBS) in 2009 on the possibility of subleasing land from DBS. Mr. Lombardo reviewed aerial photos showing acreage currently leased by the DBS (4.5 acres) and the College (1.7 acres). He would like to continue to work with the DBS on the reassignment of leases that would benefit both entities by providing land congruent to DBS property and the 4.7 acres will assist the College with options for expansion.

MOTION: (Davis/Recascino) The District Board of Trustees approve the President to move forward in negotiating with the Division of Blind Services regarding the land transfer. Motion carried unanimously.

6. Resolution of Appreciation

Mr. Lombardo read into the minutes the resolution of appreciation for Mr. Bill Davison.

Whereas, Mr. William H. Davison, has been a valued and trusted member of the Daytona State College District Board of Trustees since July 2003 and,

Whereas, he has served with distinction and integrity during his term as a representative of the Board and,

Whereas, during his tenure on the Board, the College has seen tremendous overall growth in student enrollment and physical expansion, including establishment of the College of Hospitality & Culinary Management, acquisition of the News-Journal Center, and the partnership with the Florida State University for the College of Medicine and,

Whereas, he has been a strong supporter of the College's educational endeavors in the international arena, understanding that global exposure for our students and diversity of cultures enhances the overall Daytona State College experience and,

Whereas, he has been an advocate for the Bachelor of Applied Science Degree in Supervision and Management that provides students with the knowledge to broaden their management skills, be creative thinkers in an applied business environment, practice behaviors in business that are centered in ethical and socially responsible relationships, and cultivate the entrepreneurial spirit that provides career choices and lifelong learning and,

Whereas, he has endorsed the College's endeavors to expand baccalaureate offerings to include Bachelor of Science in Education, and Bachelor of Science in Engineering Technology, thereby positioning the College for future growth and,

Whereas, he has been a strong supporter of the Daytona State College Foundation and its mission to provide financial assistance to students, as well as funding for critical needs that are beyond the scope of the College's budget and,

Whereas, he will forever be a lifelong friend of the Florida College System,

Now Therefore Be It Resolved that this Resolution of Appreciation for Mr. William H. Davison be read into the official minutes of the April 21, 2011, meeting of the Daytona State College District Board of Trustees and that a signed

copy of this document be presented to him at an appropriate time.

MOTION: (Davis/Haas) The District Board of Trustees approve the resolution of appreciation for Mr. William H. Davison and a signed copy of the document be presented to him at an appropriate time. Motion carried unanimously.

Mr. Davison thanked everyone for the recognition and shared it has been a wonderful experience to serve on the Board since 2003 and was a product of the community college system of Florida.

VIII. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Ms. Janet Sledge, Administrators Council President; Mr. Hector Valle, Professional Council President; Mr. Hector Valle presented on behalf of Ms. Lori Lemoine, Career Employees Association President; Ms. Nicole Brown, Student Government Association President; and Dr. Richard Grego, Faculty Senate President.

IX. TIME RESERVED/BOARD MEMBERS

Mrs. Haas thanked Mr. Davison for his work and service on the Board of Trustees and wished him all the best.

Mr. Davis noted an error on an earlier vote and needed to withdraw his vote on the Marriott Residence Inn agreement under Item V.D. and explained the the chairman of his board owns this specific hotel. He shared how Mr. Lombardo is doing an unbelievable job as interim president.

Dr. Recascino thanked Mr. Davison for his service on the Board. She indicated she is optimistic about the presidential search that has a great pool of candidates and looks forward to interviewing the finalists selected by the search committee.

Mr. Lombardo explained the employees of the College are doing the great job and how they have put adversity aside and are doing what they do best which is teaching and learning.

Mr. Tanner thanked Mr. Davison for his steadfast service to the Board of Trustees.

X. ADJOURN

Mr. Tanner adjourned the meeting at 5:42 p.m.

Date of next meeting: May 12, 2011.