MINUTES: February 19, 2015

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. Thomas LoBasso, Corporate Secretary/Interim President
Mr. Lloyd Freckleton, Chair
Mrs. Forough Hosseini, Vice Chair
Mr. Bob Davis
Mr. Stanley Escudero
Mr. Brad Giles
Mrs. Betty Holness
Mr. Garry Lubi
Mrs. Anne Patterson

ABSENT: Mrs. Mary Ann Haas

Board Workshop began 1:10 p.m.
Mr. Freckleton welcomed everyone and Dr. LoBasso introduced Volusia County Schools and Flagler County Schools board members and staff in attendance. Dr. Richard Pastor, Interim Vice President of Student Development, presented an overview of the dual enrollment program which allows high school students to simultaneously earn credit toward high school completion by taking college classes full-time or part-time. He reviewed enrollment history and state-wide participation; how there is no cost to students; eligible college programs (AA, AS, Certificates); requirements for participation; eligible courses; amount of credit hours allowed during a semester; grading and GPA criteria; courses textbooks; data of students graduating from Daytona State before high school and enrolling at Daytona State after high school; student participation since Fall 2013 from Volusia and Flagler county schools, home school and private school; race/ethnicity of students; and major participating high schools.

Dr. Amy Locklear, Vice President of Academic Affairs, presented an overview of the collegiate high school program which allows public school students in grade 12, for at least one full year, to earn CAPE industry certifications and complete 30 credit hours through the dual enrollment program toward the first year of an associate degree. She reviewed the eligible A.S. program and industry certifications; same certifications possible; and a comparison of dual enrollment and collegiate high school criteria.

Board Workshop adjourned 1:56 p.m.
Board Meeting began 2:04 p.m.

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

II. PLEDGE OF ALLEGIANCE
Dr. Tom LoBasso led the Pledge of Allegiance.

III. ROLL CALL
Mrs. Haas was absent.

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 1/15/15 Regular Board Meeting Minutes
B. Approval of Affiliation Agreements
C. Approval of Agreements
D. Approval of Budget Amendments – January 2015
E. Approval of Grant Applications
F. Approval of Human Resource Recommendations
G. Approval of Out of Country Travel Request - Gunshanan
H. Approval of Out of Country Travel Request – Miles
I. Approval of Out of District Field Trip Requests

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

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

VI. TIME RESERVED/PRESIDENT
Dr. LoBasso introduced and congratulated brothers Thomas and James Oltorik, members of the College’s Bass Fishing Club, on winning the 2015 Carhartt Bassmaster College Series Southern Regional fishing tournament.

A. President’s Update
Dr. LoBasso reviewed his activities since being appointed Interim President which included attending Team Volusia Economic Development Corporation annual meeting, Daytona Regional Chamber’s annual meeting, Facility Planning Advisory Council meeting, ISB Coalition meeting, and the Foundation Board of Directors’ planning session, board meeting and magazine launch. Participated in conference calls regarding performance funding and legislative budget requests. Met with Mr. Alan Florez, UCF Trustee, Dr. Linda Bradley Thacker, UCF Daytona Campus Director, and Dr. Jeffrey Jones, UCF Vice Provost Regional Campuses;
Ms. Nancy Keefer, Daytona Regional Chamber President; Mr. Howard Holley, Foundation Board Chairman; Trustee Hosseini and Mr. Sandy Bishop, Executive Director, Volusia Building Industry Association; Mr. Keith Norden, Team Volusia President. Attended the Association of Florida College’s Trustees Legislative Conference with Mr. Freckleton, Mrs. Haas and Mrs. Holness and met with the members of the legislative delegation. He shared of an upcoming meeting to discuss performance funding strategies with the University of West Florida (UWF) and thanked Mr. Mori Hosseini for helping make that connection. UWF lost funding during the performance ranking process and implemented a plan which enabled them to get their funding returned.

Dr. LoBasso explained the Foundation approved the funding request for the lobbying firm hired to assist the College in securing capital project funding. He believes utilizing a lobbying firm instead of having a governmental relations office would be an effective model moving forward and would realize a financial savings for the College. He explained Dr. Nancy Morgan will be assisting the lobbying firm and do most of her assignments from the College. Dr. LoBasso shared he interviewed three firms and selected Southern Strategy. Mr. Freckleton stated the Board authorized Dr. LoBasso in January to look for a firm and present his finding to the Board Chair for approval.

Dr. LoBasso indicated the Board Retreat will be April 16th and asked the Board to let him know of any topics they would like covered and can bring back a list in March of the proposed topics that could be narrowed down.

Dr. LoBasso explained the College is actively moving forward with strategies for improving performance and he or staff will provide a monthly update to the Board on the implementation of these strategies. He emphasized with staff that areas needing work are customer service, retention, graduation and placement. He shared of a new customer service initiative that was launched this week where there will be a single point of contact for students experiencing difficulty resolving issues during the enrollment process and will be empowered to engage all the resources at the College to help find a solution for the student. The new position is called Student Services Advocate. Regional campus deans/directors will serve in this role at each of their respective campuses. Distributed Student Services Advocate position description. Made an official part of the minutes as Supplemental A: 2/19/15.

He explained he has been engaging Dr. Eaton on various topics as they arise. He shared the Florida Educational Facility Planners Association recognized the Flagler/Palm Coast Building 3 with a first place college category award for the 2015 Architectural Showcase and congratulated those who worked on that building.
Dr. LoBasso explained his contract is on the agenda and expressed appreciation for the gesture of a pay raise but did not feel it was necessary as he stepped up to do the job. Mr. Escudero felt Dr. LoBasso has the title of Interim President, is doing the work of an interim president, and should be compensated accordingly.

Dr. LoBasso updated the Board on the Direct Connect program and during his meeting with the UCF Vice Provost of Regional Campuses he was advised the partner presidents would be meeting in March to discuss the Direct Connect program. Dr. LoBasso has sent letters to Dr. Hitt and the partner presidents to reiterate the College’s interest in becoming a member and shared how this partnership would be beneficial to Daytona State students.

Dr. LoBasso introduced Mr. Howard Holley, Foundation Board of Directors Chairperson. Mr. Holley reviewed the outcome of the feasibility study on raising funds for the College which received positive response from the community. One item heard during the study was focusing on enhancing community awareness of College programs and services. He shared this will be accomplished through the Foundation newsletter and the launch of the newly created Daytona State magazine that will be funded through advertisements. He provided an update on the Foundation planning session which identified three areas of focusing - growing new donors, retaining donors, and increasing scholarship dollars and scholarships awarded to students. The Foundation board will be discussing ideas on how to increase donations, what to do to drive communication, and a replacement event for the Taste of 24. He shared of the upcoming Foundation Gala that will be held September 17, 2015 and will be honoring Mr. Bobby Thigpen.

B. Professional Design Firm Follow-Up Presentation on Future Classroom/Student Center Site Selection
Dr. LoBasso introduced Mr. Shawn Bliss and Mr. Michael Montoya of Prosser, Inc. who presented a more detailed concept of the new Student Center based on feedback they received from the Board at the January meeting. Mr. Bliss reviewed the precepts for the project which included context, landscape architecture, architecture, brand identify, master plan, strategic planning, and pedestrian/vehicular circulation. He reviewed details of The Wedge, which was the option selected by the Board, and showed renderings of what the building could look like from different views. He then showed a 3D video showing the view of the building driving by from International Speedway Boulevard, driving into the main entrance, and a view of what the outside student gathering areas may look like. Distributed The Vision for a New Student Center and Workforce Transition Facility booklet. Made an official part of the minutes as Supplemental B: 2/19/15.
C. Funding Reallocation and Revised Building Designation - 2015-2016 Legislative Back of Bill Requests
Dr. LoBasso explained after the approval of the Castaldi report, which recommended the Theater Center be demolished, a request has been submitted to the Division of Florida Colleges to re-appropriate funding from a remodel/renovation project to a new project in a new location.

D. Approval of Final Completion and Final Payment for News-Journal Center Scene Shop/HVAC Improvements
Dr. LoBasso presented for approval. Mr. Giles stated A.M. Weigel did a great job in the confines of the existing building, finishing on time and under budget.

MOTION: (Giles/Holness) The District Board of Trustees approve the final completion of the Building 810 News-Journal Center Scene Shop/HVAC Improvements Project and final payment of $80,969 be made to AM. Weigel Construction, Inc. Motion carried unanimously.

E. Deferred Maintenance & Renovation Project List (DMRPL)
Dr. LoBasso reviewed the status of the DMRPL project list that was reviewed in August 2014 and explained the New-Smyrna Beach/Edgewater campus lighting upgrades and building 2 renovation is developing into a campus renovation project that will be presented to the Facilities Planning Advisory Council (FPAC) to define the scope of the project. He shared the Classroom of the Future project has begun; Deltona Falcon Center construction is in progress; DeLand Campus elevator project has been completed; Flagler/Palm Coast Amphitheater is in the design phase; construction contracts for HVAC for Bldg. 140 and 150 have been issued; and selection of a design professional for the Master Site Plan is underway. He indicated the firm will solicit input from the Board on the Master Site Plan once they have been selected and approved. He explained FPAC will review and develop the scope of the projects on the updated DMRPL which now includes the replacement of the Schildecker Science Hall exhaust system; replacing chillers at the ATC; improvements at the DeLand Campus; Master Site Plan; relocation of Ceramics; and Master Storm Drainage at the Daytona Campus.

VII. FINANCE
A. Executive and Financial Summaries as of 1/31/15
Ms. Isalene Montgomery, Vice President for Finance, presented the financial report for the period of January 1-31, 2015. 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.

Ms. Montgomery provided an analysis of the 2014/2015 funding for major capital projects and explained there is currently $11.5 million uncommitted. She reviewed the proposed schedule for major capital projects for 2014/2015 and the expected dates of completion.

Ms. Montgomery provided an update on donations to the museum and reviewed the proposed procedures that will be in place for future donations which included establishing a Donation’s Committee that will review donations in accordance with the criteria outlined by the Committee and College policy and procedures.

Ms. Montgomery provided an update on the ERP budget and expenditures which included the cost analysis from August 2014; five-year budget by expenses totaling $14,977,132 divided into the following five categories - implementation, hosting/managed services, training, software license, and software maintenance; expenses for the period ending 1/31/15 totaling $2,398,897; and the budgeted/projected expenses comparison between budgeted cost and expenses to date.

B. ACH/Wire Transfers/Checks Issued Greater Than/Equal to $50,000 – January 2015
Ms. Montgomery presented as information.

C. Approval of Florida PRIME Authorizing Resolution
Ms. Montgomery explained the College transfers money with the State Board of Administration and because the signatory authority has changed a new authorization resolution is needed.

MOTION: (Lubi/Davis) The District Board of Trustees approve the Authorizing Resolution for Florida PRIME. Motion carried unanimously.

Mr. Freckleton asked Mrs. Holness to provide an update on her recent ACCT National Legislative Summit trip to Washington, DC. Mrs. Holness shared there were about 1,000 participants and six colleges from Florida were represented. She met with Congressman Bill Nelson with the Florida delegation; Congressman John Mica; and staff of Congressman Ron DeSantis’ office. She met students from the College who were working as aides and stated the congressional leadership she met understands the value of a community college
education. Dr. Jill Biden was the summit’s keynote speaker. U.S. Secretary of Labor Thomas Perez was also a speaker and spoke on the importance of apprenticeship programs. He shared of funding offered to assist colleges in their apprenticeship programs and information on efforts by the Registered Apprenticeship Consortium to facilitate apprenticeship programs. She shared there was a lot of discussion about Pell grants and limiting student debt. She thanked Dr. LoBasso and Dr. Morgan for helping to identify federal legislative priorities (Pell grants, funding, workforce development, and veterans) for the College which she shared during her meetings. All sessions she attended were very good and informative and appreciated the opportunity to attend and represent the College. Distributed 2015 Daytona State College Federal Legislative Priorities. Made an official part of the minutes as Supplemental C: 2/19/15. Distributed ACCT 2015 Community College Federal Legislative Priorities. Made an official part of the minutes as Supplemental D: 2/19/15.

Mrs. Holness commented on the AFC Trustees Legislative Summit held in Tallahassee, and appreciated the business card with the three legislative priorities as well as the pamphlets with the College’s legislative requests for 2015 they reviewed with legislators they met with.

VIII. ACADEMIC AFFAIRS

A. Performance Measures Update
Dr. Amy Locklear reviewed initiatives the College is undertaking to address performance measures which included creation of non-STEM Math pathways; QEP initiative to link students in gateway English to college resources; and review of online courses to ensure highest quality of online courses.

Dr. Locklear reviewed efforts by the College to assist K-12 students in meeting college readiness which included College Experience Days for middle and high school students; AVID (Advancement via Individual Determination) for at-risk students in grades 7-12; Perkins Summer Camp for high school students; STEM Expo for high school students; Upward Bound for at-risk high school students; K-12 tutoring in math and reading by the College of Education students in low-income elementary schools; and Bridge to College Cadre for K-12 teachers and college faculty to meet each fall to discuss curriculum and best practices to transition students to college. Discussed the Educational Talent Search program for at-risk students in grades 6-12 which helps prepare students for the SAT/ACT/PERT exams for admission into college. Dr. LoBasso indicated this is direct link to the workshop topic of helping at-risk students obtain scores needed to become eligible for entry into the dual enrollment or collegiate high school programs.
IX. STUDENT DEVELOPMENT
A. Performance Measures Update

Dr. Richard Pastor, Interim Vice President of Student Development, reviewed performance measure initiatives related to employment of graduates. The College is offering Career Service Workshops on the following topics: Build Winning Resumes, Smart Answers for Tough Questions, and Salary Negotiation. Daytona State annually hosts a job fair and this year will jointly host with the University of Central Florida. Dr. Pastor stated 40-50 companies/employers are expected and anticipates 500 attendees. The annual Flagler County Job Fair, which is jointly sponsored with CareerSource, Flagler County Chamber and Economic Development Department, will be held for the first time on the Flagler/Palm Coast Campus and expects 40-50 companies/employers and anticipates 400 attendees. Discussed marketing methods utilized for the job fairs. There is also an upcoming Health and Service Job Fair which is another annual event. Dr. Pastor explained the College will be implementing a new pilot program in the Spring that will utilize a company that researches job openings based on student criteria and notifies the student via text message when a job meeting that criteria becomes available.

Dr. Pastor explained another performance measure for the College is Time to Degree. He discussed the average number of credit hours students are taking during a semester and how this has decreased over the years. He has researched what other institutions that have been successful are doing in this area. The College will be working to make students aware that the research indicates the more credit hours a student takes the better they do; building awareness of the benefits of getting done on time; and increasing student completion rate. He stated the current performance funding regulations looks only at students who are First-Time-in-College and are full-time, which is a cohort of about 1,000 students at Daytona State. The criteria measurement for time to degree is three years.

Dr. Pastor explained they will show students the financial aid they could receive if they attended full-time because the Pell grant covers all student fees. Dr. LoBasso clarified student loans will not be added unless requested because of the defaults in this area. Dr. Pastor stated the College will better market financial aid for the summer semester so students are aware there is aid they may be eligible for.

Dr. Pastor explained the College is reviewing prerequisites which can be barriers to graduation and working to improve the degree audit process for the students to ensure they are taking the right courses they need. He shared of the plans developed by the Retention Committee plans which are “On-Time 2” and “On-Time 3.” On-Time 2 students take 15 credits a
semester and graduate in two years and On-Time 3 students take 9 credits a semester and graduate in three years. He also shared the College will be doing strategic class scheduling to ensure students can get courses they need to graduate and has increased academic support services to assist students in being successful. He shared advising is crucial for students so they do not take more than they can handle and are making realistic choices based on their academic ability. Discussed the idea of financial incentives used in other states and private institutions.

B. Enrollment Report
Dr. Pastor reviewed the Spring enrollment comparison for 2014 and 2015 for headcount, fee paying FTE, dual enrollment, apprentice, and total fee paying FTE. He reviewed Spring comparison postsecondary headcount by program and campus and shared percentage of enrollment by degree type and explained online enrollment is included in Daytona Campus enrollment.

X. 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. Jo-Ann Halloran, Professional Council President, and Mr. Austin Albro, Student Government Association President.

XI. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mr. Freckleton attended the AFC Trustees Legislative Summit held in Tallahassee and met with representatives of Southern Strategy while there. He thanked Dr. LoBasso on selecting this firm and believes they will do a great job and save the College money in the long run.

Mr. Freckleton explained the last couple of years there has not been a meeting in December. He felt it was important to have a meeting that month so the Board can begin planning for the upcoming legislative session and asked this be included when the schedule is developed. The Board will continue not to meet in July.

1. Interim President Employment Contract
Mr. Freckleton proposed the Board compensate Dr. LoBasso $3,250 per month during his service as Interim President.

MOTION: (Escudero/Lubi) That the District Board of Trustees approve the revised employment contract for Dr. Tom LoBasso that will include a $3,250 monthly stipend. Motion carried unanimously.
2. **Presidential Search Update**

Mr. Freckleton stated Mrs. Hosseini was appointed to chair the Presidential Search and felt the Board should allow Mrs. Hosseini to continue this process outlined in the timeline. He understands there are times the Board would want to discuss what they would like but felt to stay within the timeline they should let the process work itself out.

Mrs. Hosseini reviewed the membership of the Presidential Search Committee which consisted of representatives of the College constituent groups, students, as well as members from outside the College. She stated it was important for the Committee to have diversity, representatives from Flagler County and large businesses who hire Daytona State students. She explained the Committee had their first meeting on February 13, 2015 where they reviewed the timeline, heard a presentation from Dr. Locklear on background information about the College, and discussed search firms to be considered. Mr. Jon Kaney will provide an overview of the Sunshine Law at the next meeting which will help those who have not served on a public committee before. Because the Committee cannot communicate outside of a meeting it was challenging to work on scheduling the listening sessions, so Dr. LoBasso was asked to appoint a liaison from the College to assist the Committee. She shared the Marketing Department is designing a webpage for the Presidential Search information. Mr. Lubi asked about committee representation from the manufacturing and medical fields and Mrs. Hosseini explained not every industry is represented but they do have those who are instrumental in those areas from the College as well as committee members who have a variety of expertise and background. She shared listening sessions will be scheduled so people may come and share with the Committee what they would like to see in the next president. She also explained that an online survey is being designed by Ms. Evelyn Fine so those unable to attend a listening session can provide input.

B. **Board Professional Development Opportunities**

Information included in packet.

XII. **TIME RESERVED/BOARD MEMBERS**

Mrs. Patterson appreciated the news releases the Board receives and read about auditions at the News-Journal Center for the modern dance program which she attended. She shared what a nice facility it was and met her online instructor from a previous online dance appreciation class.

Mr. Lubi shared the retreat topics Dr. LoBasso identified in the email were on target, in particular, around the performance metrics, and could have further
discussions about drivers and achievements. He shared there are key overarching objectives that you begin with, course specific milestones and action steps to achieve those milestones. He felt today’s meeting tied together and connected some of those things. He spoke on the importance of the College being a driver of economic development for the area and how creating a prepared labor force will attract employers.

Mrs. Holness spoke about workforce development and was excited to see the growth in economic development in this area. She felt the workshop had a lot of dialog and good ideas. She thanked Mrs. Hosseini for the work she is doing on the Presidential Search.

Mr. Giles thought the video of the new student services building may be good to utilize when lobbying the legislature for funding so they can see the energy that has been put into the development of this building. Discussed the electrical apprenticeship to A.S. Degree and expanding other degrees that could translate into an A.S. could help get that going. He thought the Student Services Advocate was a great idea and appreciated Dr. LoBasso’s leadership and talent.

Mr. Escudero thanked Dr. LoBasso and staff for the workshop. He felt it was very useful and helps focus on the mission of preparing students, in conjunction with the employers in the region, to get good jobs in the area and bolster the employment base. He believed workshops similar to this in the future would be helpful.

Mr. Davis shared information on the drop in GEDs because of the increase in cost and the transition to online testing. He shared of the great work and courtesy of the staff and ushers at the News-Journal Center.

Mrs. Hosseini thanked Mrs. Holness for attending conferences and bringing back information for the Board. She shared of a radio advertisement about online degrees from another university and asked to look into advertising the College’s online degrees outside of the area. She agreed with Mr. Lubi that Daytona State, with a multi-million dollar budget, is an economic engine for the area.

Mr. Freckleton requested that Dr. LoBasso have a name badge made with the title of President on it. Dr. LoBasso thanked the Board for the compensation and their time and support.

XIII. ADJOURN

Mr. Freckleton adjourned the meeting at 4:43 p.m.