MINUTES: March 26, 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. Stanley Escudero
Mrs. Mary Ann Haas
Mr. Garry Lubi
Mrs. Anne Patterson

ABSENT: Mr. Bob Davis
Mr. Brad Giles
Mrs. Betty Holness

Board Workshop began 1:00 p.m.
A tour of the Academic Support Center and UCF/DSC Writing Center was provided to trustees and interested guests.

Board Meeting began 2:12 p.m.

I. CALL TO ORDER
Mr. Freckleton called the meeting to order at 2:12 p.m.

II. PLEDGE OF ALLEGIANCE
Mr. Escudero led the Pledge of Allegiance.

III. ROLL CALL
Mr. Davis, Mr. Giles and Mrs. Holness were 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 2/19/15 Regular Board Meeting Minutes
B. Approval of Affiliation Agreements
C. Approval of Agreements
D. Approval of Budget Amendments  
E. Approval of Deletion of Inventory  
F. Approval of Grant Applications  
G. Approval of Human Resource Recommendations  
H. 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/Haas) The District Board of Trustees approve the Consent Agenda. Motion carried unanimously.

**VI. PRESIDENTIAL SEARCH UPDATE**  
Mrs. Hosseini explained the Presidential Search Committee met recently on March 24th. The Committee heard a sunshine law presentation by Mr. Jon Kaney; an overview was provided of the listening sessions that were held at various campus locations; discussed different search firms and are in the process of issuing a Request for Proposal (RFP) for a search firm. Mrs. Hosseini shared a subset of the Committee will review the RFP proposals and firms identified will be invited to interview with the Committee. The search firm selected will then be given the task of finding the next president for Daytona State.

**VII. TIME RESERVED/PRESIDENT**  
**A. President’s Update**  
Dr. LoBasso reviewed his activities since the last Board meeting and those meetings or events that relate to the performance measures. Dr. LoBasso sent letters to Direct Connect partner presidents reiterating the College’s interest to join; telephone call with Dr. James Richey, President, Eastern Florida State College re: Direct Connect; and culminated with a press conference on March 24, 2015 announcing that Daytona State College was accepted into the Direct Connect program.

Dr. LoBasso met individually with various legislators and legislative aides while in Tallahassee. Met with President of CareerSource Flagler/Volusia, Stetson University re: Articulation and Dual Admissions; and President of Palmer College of Chiropractic and shared of the partnership with Palmer for students needing to complete their baccalaureate degree. He and Dr. Pastor and Dr. Locklear met with the University of West Florida President and staff to discuss performance funding initiatives and best practices.

Dr. LoBasso attended the Workforce Advisory Board Inaugural Meeting, Collaboration Council Meeting, Tiger Bay of Volusia County Luncheon with guest speaker Mr. Mori Hosseini, Daytona Regional Chamber of Commerce Board of Directors Meeting, Academic Excellence Symposium with guest speaker Dr. Kay McClenny, Foundation Executive Committee
Meeting, Council of Presidents Meetings, and Daytona Regional Chamber of Commerce Board of Directors Meeting. Provided welcome at Volusia County Schools Career Connection Annual Retreat. Welcomed Dr. John Johnson who was guest speaker at the WISE Program and visited the DSC/UCF Job Fair.

Participated in Florida College System Presidents Call with Education Commissioner Pam Stewart; Florida College System Presidents Meeting with Governor Scott; and Florida College System Presidents Conference Call regarding Senate Bill 1252.

Dr. LoBasso explained with regards to the College’s television station the Federal Communications Commission is talking about consolidating spectrum and there will be options the College will need to choose and additional information will be provided during the April Board workshop. Eastern Florida State College also has a television station and has expressed an interest in partnering with the College. The College will pursue a grant to fund the hiring of consultants to do an evaluation of the television station on its value and other relevant data.

Dr. LoBasso reviewed a chart of the monthly and cumulative savings since the installation of the thermal storage tank system. He shared information about College Goal Saturday events that assist students and families in completing their financial aid forms; and congratulated the Marketing Department on the Addy Awards they received for their advertising/marketing work. He reviewed topics for the upcoming Board Retreat which included the Master Site Plan and will have Prosser, Inc. attend the meeting, once approved by the Board, to gather information from the Board on their future vision. He explained each month he or staff will update the Board on performance measures and asked Dr. Locklear and Dr. Pastor to provide an update on performance measure activity.

Dr. Amy Locklear, Vice President of Academic Affairs, reviewed information from Dr. Kay McClenny’s presentation at the Academic Excellence Symposium. Dr. McClenny is a national and international expert on retention issues in community colleges and is founder of the Center for Community College Student Engagement and Co-Chair of the AACC 21st Century Commission on the Future of Community Colleges. Dr. McClenny’s presentation explained how the American dream is at-risk and how community colleges can help but will require an institutional redesign. Dr. Locklear reviewed results from The Center for Community College Student Engagement survey on what matters most to students. She shared student wanted things to be mandatory such as orientation and advising; wanted more contact with faculty outside of class; limit options; focus on educational pathway; early career advising; support when and where needed, and engaged learning. Dr. Locklear explained
of the renewed focus at the College and would like to leverage Peoplesoft to focus students on a pathway; proposing mandatory student success course; implemented enforcement of on-time registration; implemented high quality consistent online experiences; improving mandatory orientation and advising; developing increased faculty advising/mentoring; and improving the early alert system that identifies students that are struggling.

Dr. Richard Pastor, Interim Vice President of Student Development, explained the College is also focusing on customer service and the enrollment process. Consultants will assist the College in looking at what a prospective student experiences; reviewing current processes and procedures; and looking at the types of communication that is utilized for recruitment and enrollment. He reviewed the retention and graduation rate measures and how the College is working to identify the cohort of students for these measures and determine enrollment status, progress towards certificate/degree, GPA, account status, financial aid status and graduation requirements.

B. Approval of Architectural Professional Services Master Site Plan – All Sites

Dr. LoBasso explained Prosser, Inc. worked on the site selection for the new student center/classroom building and is familiar with the College and was the top ranked firm for this project.

MOTION: (Hosseini/Escudero) The District Board of Trustees approve the below ranking and direct the Interim President or his designee to negotiate the fee and contract, pursuant to the provisions of Florida Statute s.287.055, and subsequently submit the contract, including the negotiated fee, to the Board for approval at a future meeting. Motion carried unanimously.

<table>
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<tr>
<th>Firm</th>
<th>Ranking</th>
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<tr>
<td>Prosser, Inc.</td>
<td>1</td>
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<tr>
<td>HuntonBrady Architects</td>
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<tr>
<td>DJdesign Services, Inc.</td>
<td>3</td>
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VIII. FINANCE

A. Executive and Financial Summaries as of 2/28/15

Ms. Isalene Montgomery, Vice President for Finance, presented the financial report for the period ending February 28, 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.

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

IX. ACADEMIC AFFAIRS
A. Approval of New Program - Vocational Credit Certificate in Transit Technician
Dr. Locklear reviewed information on the new vocational certificate program and presented for approval.

MOTION: (Lubi/Haas) The District Board of Trustees approve Transit Technician I, Transit Technician II and Transit Technician III programs, effective Fall 2015. Motion carried unanimously.

Per the request of the Board, Dr. Locklear reviewed items B - G in Section IX that were being presented for Board approval and will be approved in one motion.

B. Approval of New Program - Advanced Technical Certificate in Web Systems Software Development
See motion below.

C. Approval of Major Program/Course Revisions - Bachelor of Science Information Technology (BSIT)
See motion below.

D. Approval of Major Program/Course Revisions - Respiratory Care
See motion below.

E. Approval of Major Program/Course Revisions – Automotive Collision Repair and Refinishing
See motion below.

F. Approval of New Courses
See motion below.
G. Approval of Major Course Revisions – School of Student Life
   Skills/QEP
   See motion below.

   **MOTION:** (Haas/Lubi) The District Board of Trustees approve items B - G in Section IX, as presented. Motion carried unanimously.

X. STUDENT DEVELOPMENT
   A. 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 explained how the new legislation has affected college prep enrollment.

   Mr. Freckleton discussed the idea of offering new students a tour of the Academic Support Center and Writing Center during the registration process. Dr. Pastor explained the registration process and stated that beginning in the Fall, new A.A. degree-seeking students will be required to take SLS 1122 Managing Your Success course which will provide interactive experiences in those specific areas and ensure students actively use the resources available to them.

   Dr. Pastor reviewed percentages of postsecondary FTE enrollment by campus and Spring comparison by campus total headcount. Discussed decreases at DeLand and Deltona campuses and what changes affected enrollment at these campuses. Dr. LoBasso shared of the scheduling summit where staff work to schedule courses at the regional campuses so students can take courses needed for their A.A. degree on those campuses.

   Mrs. Patterson inquired of the availability of bilingual employees for those students needing assistance during the registration process and Dr. LoBasso shared he would look into this.

XI. MONTHLY STATUS REPORT
   A. Foundation Update
   Mrs. Kay Burniston, Foundation Executive Director, explained $300,000 in scholarships were awarded for the Spring and will begin awarding Summer scholarships on May 4. She explained of changes to the scholarship application process which has made applying easier for the students and what is involved in the evaluation process. She shared the Alumni Newsletter is scheduled to be published in the Spring and Fall and will be distributed to nearly 10,000 alumni. The first issue of the DSC Magazine will be published in May and will include highlights of graduates and faculty. She shared of the recent donor appreciation luncheon and
how this is an opportunity for donors to meet the students they assist through their donations, as well as the students getting to meet the donors. Ms. Burniston explained the Employee Giving Campaign in 2014 raised $25,000 and shared April is being designated the month for the employee giving campaign.

XII. 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. Kimberly Taylor for Ms. Jo-Ann Halloran, Professional Council President, and Mr. Austin Albro, Student Government Association President.

XIII. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mr. Freckleton enjoyed the tour and suggested using students to encourage their peers who may not know of these resources. The Direct Connect press conference was a great event and felt the College is moving in the right direction. Commended the faculty and staff for the wonderful job they are doing with the students.

B. Board Professional Development Opportunities
Information included in packet.

XIV. TIME RESERVED/BOARD MEMBERS
Mrs. Patterson congratulated those who organized the tour and urged those who have not been to visit the academic learning centers. She shared of the library feature that she used while taking an online course at the College and how helpful it was.

Mr. Lubi shared Dr. LoBasso and staff is connecting the dots back to performance funding metrics and how great organizations do no overcomplicate things, focus on what is most important, and figure out what the key drivers are. He commented on the great progress with the Direct Connect program and students he has interacted with are excited about this opportunity. He was glad to hear SGA was going to Tallahassee to support topics important to the College and its students.

Mrs. Haas gave accolades to Dr. LoBasso and staff on making sure the College got Direct Connect and shared how people in the community are excited to have this program. She shared how the administration is being proactive on the performance funding measures and how there is so much work in analyzing all of the initiatives and implementing strategies. She thanked Dr. LoBasso for making overtures to local and state leaders to keep the College on their minds as a positive and proactive institution.
Mr. Escudero echoed other trustees comments on Direct Connect and shared it was an important step and congratulated Dr. LoBasso on this accomplishment. He was delighted to be present at the press conference and shared this program will ease things for the students and will put the College on an equal advertising and competitive footing with the other institutions.

XV. ADJOURN
Mr. Freckleton adjourned the meeting at 4:25 p.m.