MINUTES: April 11, 2014

RETREAT: 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
Mrs. Mary Ann Haas, Chair
Mr. Stanley Escudero
Mr. Brad Giles
Mrs. Betty Holness
Mrs. Forough Hosseini
Mr. Garry Lubi

ABSENT: Mr. Bob Davis
Mr. Lloyd Freckleton, Vice Chair
Dr. Christina Frederick-Recascino

Board Retreat began 8:38 a.m.
Distributed prior to the meeting: ACCT’s GLI New & Experienced Trustees event e-mail.
Made an official part of the minutes as Supplemental A: 4/11/14-Retreat.

Dr. Eaton welcomed everyone to the retreat and explained the agenda was developed from topics discussed at recent Board meetings. Dr. Eaton pointed out information on the Association of Community College Trustees New and Experienced Trustees Governance Leadership Institute that will be held August 4-6, 2014 in Washington, D.C. and urged new trustees to attend.

Mrs. Haas explained Dr. Eaton’s contract stipulates that the evaluation of the president is required to be completed by May 30th each year and then submitted to the Florida Division of Community Colleges. The Board discussed when the evaluation should be scheduled and the consensus was to conduct the evaluation prior to the May Board meeting, which will be moved from May 29, 2014 to May 22, 2014. Mrs. Haas explained that if the Board wanted to make changes to the evaluation instrument, this should be done prior to the next evaluation period beginning.

Overview of 2014/2015 Budget
Ms. Isalene Montgomery, Vice President of Finance, reviewed the preliminary budget for 2014/2015 that is projected at $84,770,391 which is about $5 million less than the previous year. She shared how the College has focused its efforts on reducing operating costs that included the new pay structure for faculty and recent downsizing of
personnel that reduced costs in salaries and fringe benefits by over $4 million. She explained the 2014/2015 budget is based on a four percent decline in enrollment. Discussion enrollment declines, history of tuition and fee increases, retention, and fringe benefits of employees. Staff will look into policies and data on what state colleges are doing in the area of fringe benefits. Reviewed capital outlay funding and how reductions should not adversely affect the College.

Energy Conservation
Ms. Montgomery reviewed a five-year (2008/2009 – 2012/2014) analysis of utility costs; energy efficient projects completed at the College since 2010/2011; energy efficient equipment installed from 2010/2011 to 2013/2014; and projects/major construction in progress. Mr. Giles shared details on LED lighting versus fluorescent lighting and when they should be used. Reviewed upcoming planned projects for the Daytona Beach, DeLand, and ATC sites. Overall electrical costs decreased during the 2008/2009 – 2012/2013 period and was attributed to enrollment decline and implementation of cost saving measures. A 7.03% FPL rate increase occurred between 2011/2012 and increased costs for the 2011/2012 to 2012/2013 period. Another rate increase by FPL is expected in the near future. Mr. Giles discussed services that Johnson Controls can provide the College to monitor usage by each building. He also shared information on energy audit training that could be beneficial to the College.

Industry Certifications
Mrs. Mary Bruno, Associate Vice President of the School for Workforce and Continuing Education, presented information on workforce programs. She reviewed the history of how Daytona State was selected as the provider for Volusia County to offer adult education and Postsecondary Adult Vocational (PSAV) programs. She reviewed those areas that had the biggest skills gap and how middle-skill industries such as manufacturing, construction and healthcare face the most significant skills shortages. STEM fields will also have difficulty finding skilled employees. In a recent skills gap analysis there were three critical areas identified (manufacturing, education and healthcare) and Mrs. Bruno stated employers want applicants who have three to five years of experience, technical skills, and the desire to work. Distributed Academic Program Code Listing. Made an official part of the minutes as Supplemental B: 4/11/14-Retreat. Distributed 2014-15 Regional Demand Occupations List. Made an official part of the minutes as Supplemental C: 4/11/14-Retreat.

Mrs. Bruno explained the College offers 92 workforce programs and reviewed those that had been added since Fall 2010. She reviewed the regional demand occupations list that was specific for Volusia and Flagler counties which included annual openings, hourly wages and education requirements. She provided data on enrollment, program completions and placements for the College’s workforce certificate, degree and apprenticeship programs for the three-year period 2010/2011 to 2012/2013.

Mrs. Holness departed the retreat at this point.
Mrs. Bruno reviewed services and training offered for the workforce by the School of Workforce and Continuing Education. She provided details of the Florida TRADE Program federal grant which Daytona State is a partner institution and how the College will receive $1,000 for each participant who earns their industry certifications. Mrs. Bruno explained partnerships are critical for both training requirements and addressing new trends and shared the College works with numerous organizations and is always looking for feedback on what current needs are by companies. She reviewed career pathways for high school career academy graduates which can lead to AS or BAS degrees.

To assist students, she explained the College currently needs more opportunities for students to gain work experience. Additional continuing workforce education and PSAV programs would be looked at for specific areas and reviewed considerations for new program development. She explained the College will be hosting a local Workforce Summit on May 28, 2014 to share what training the College offers and to obtain feedback from the Volusia/Flagler community on what they would like to see in workforce training and continuing workforce education.

*Adjourned for a brief break.*

**Current Master Plan/Facilities Planning Advisory Council/Future Goals**
Dr. Tom LoBasso, Chief Operating Officer/Provost, presented the current master site plan for the Daytona Beach Campus which originally would grow the campus to the north. He explained of the work done by the Facilities Planning Advisory Council (FPAC) and presented FPAC’s vision where the growth of the campus would shift to the south side of the campus which would tie into the community and the development on International Speedway Boulevard. Mr. Jim Dinneen, Co-Chair of the Facilities Planning Advisory Council/Volusia County Manager, explained how the student center is the focal point for a campus and FPAC believed the location for the new student center should be a central location on the campus and reviewed two options for its location. Options presented were to place the new building in the lot west of building 110 and the other option was to replace building 110 with the new building. FPAC also recommended that an architect/planner be hired to show a variety of perspectives and suggestions for architecture that will assist the Board on choosing a final location. Once this decision has been made a new long-term master plan would be developed and felt an architectural plan should also be created. Dr. Eaton reviewed the timeline for the master plan which is required to be submitted to the state again in 2015. The Board was agreeable to hiring an architect/planner and the two options would be presented to the Board in August for a decision. The company hired to do the master site plan would first meet with the Board and FPAC to hear their ideas before proceeding to develop the master plan. Discussed funding for the student center building, public/private partnerships, and Mr. Dinneen offered assistance with regards to bonding.

Mr. Dinneen invited Mrs. Bruno to talk to the Volusia County Council about apprentice and workforce training programs.
Dr. LoBasso reviewed master site plans for the regional campuses and would like the Board to think about how they envision the campus design and if it should be similar to FPAC’s vision for the Daytona Beach Campus where new buildings would be at the front of the campus.

Adjourned for lunch.

Mr. Lubi departed the meeting during lunch.

Dr. LoBasso reviewed the Flagler/Palm Coast Campus and shared how assessment services needed to be moved from building 1 to the student services area in building 2. With the addition of new classroom space in building 3, discussion began on remodeling building 2 to accommodate assessment services and the addition of a third science lab. The new science lab would be contiguous with other science labs and was needed due to capacity issues. He explained the next step would be to go out for bid for a contractor to do the remodeling work. Discussed including multiple jobs as part of a bid and how this could reduce costs.

Dr. LoBasso reviewed lots owned by the College that are on the east side of White Street and have been assembled as they have become available on the market. Discussed parcel where Lions Club is located and what this property could be used for. Dr. Eaton clarified the Board did not want to acquire property on the east side of Seneca and look at selling property on the east side of Seneca, if possible, and approach Habitat for Humanity about their interest in purchasing these lots.

Distributed FTE 7 Year History document. Made an official part of the minutes as Supplemental D: 4/11/14-Retreat

Dr. LoBasso reviewed the seven year FTE history which began 2006/2007 for the College and the differences that occurred between the years and reasons for decreases. Discussed FTE calculations and funding.

The Board appreciated having these topics from the Board meetings reviewed during the retreat.

Board Retreat adjourned at 1:45 p.m.