MINUTES: April 23, 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. Mary Ann Haas
Mrs. Betty Holness
Mr. Garry Lubi
Mrs. Anne Patterson

Board Workshop began 1:05 p.m.
Mr. Roberto Lombardo, Senior VP, Information Technology and Center for Interactive Media, reviewed background on the Federal Communication Commission (FCC) Spectrum Auction. He explained wireless carriers utilize airwaves and there is a need for contiguous blocks of spectrum to efficiently and cost-effectively deliver data through airwaves. He reviewed where WDSC-TV resides on the spectrum and how the station could be affected. The FCC will offer auction incentives for stations to give up their spectrum and he reviewed details of the FCC mandate. There are three major parts of the auction and he explained how each part would work. He reviewed the pros and cons of not participating; participating in the auction and sharing one broadcast channel; participating in the auction and relocating to VHF broadcast channel; or participating in the auction and relinquishing the broadcast channel. At this point in time there are unknowns such as the number of channels needed to be relinquished, total number of qualified licensees who will participate, and if there would be adequate funding from FCC. He reviewed the timeline and stated the College would have to submit its intent to participate in the auction by October 2015, with the reverse auction occurring Spring 2016. Mr. Lombardo spoke of the partnership with Eastern Florida State College and how staff are continuing discussions on channel sharing and will pursue a Corporation for Public Broadcasting (CPB) grant to assist in valuation of spectrum, cost of equipment needs and engage community for feedback. Based on the valuation, costs and community feedback, Mr. Lombardo will present findings to the Board in August to select an option.

Board Meeting began 2:10 p.m.
I. CALL TO ORDER
Mr. Freckleton called the meeting to order at 2:10 p.m.

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

III. ROLL CALL
All trustees were present.

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 3/26/15 Regular Board Meeting Minutes
B. Approval of Affiliation Agreements
C. Approval of Agreements
D. Approval of Authorization Request for Expenditures
E. Approval of Budget Amendments
F. Approval of Deletion of Inventory
G. Approval of Grant Applications
H. Approval of Human Resource Recommendations
I. Approval of Out of Country Travel Request - Duffy, Rosati, Peterson, Goetteman, Petracca
J. Approval of Out of Country Travel Request – Rosati, Peterson
K. Approval of Out of Country Travel Request - Lee
L. Approval of Out of Country Travel Request - Study Abroad Program - Whitaker, Piazza, Mallott
M. Approval of Out of Country Travel Request - Study Abroad Program – Rosati, Goetteman
N. 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. PRESIDENTIAL SEARCH UPDATE
Mrs. Hosseini explained the online survey has been completed and is available on the College’s website for the public to access. The survey provides another opportunity for those who would like to provide input on the qualifications and characteristics of the next president. The information from the online survey and listening sessions will assist the Committee moving forward. She shared the results from the survey will be compiled and could be shared with the Board at the next meeting.
VII. TIME RESERVED/PRESIDENT
A. President’s Update

Dr. LoBasso reviewed his activities since the last Board meeting which included monthly board of directors meetings with Career Source, Daytona Regional Chamber of Commerce, Team Volusia and the Daytona State Foundation; trips to Tallahassee to meet with legislative representatives and attend the All Florida Academic Team Student Awards event and Council of Presidents meetings. He attended the US92/ISB Corridor Master Management Plan Public Meeting; Physics Olympics; Women in History Luncheon and the ERAU Blue & Gold Gala; and toured the ERAU campus with Dr. John Johnson.

Dr. LoBasso explained the state provided the ability for colleges to get industry certifications with an incentive of $1,000 per certification. Last year the College achieved 73 certifications and as of this meeting the College has achieved 403. The state has a limited amount of funding available for these incentives and if reached would utilize a formula to pro-rate the incentives to the colleges.

Dr. LoBasso reviewed upcoming facility projects which included the replacement of the Schildecker Science Hall (Bldg. 430) science lab exhaust systems with an estimated budget of $225,000; replacement of the Deltona Campus chiller at an estimated budget of $285,000; and the New Smyrna Beach/Edgewater Campus remodel/renovation project with an estimated budget of $1,360,000. Funding will be utilized from the renovation/remodeling funds received annually from the state.

Dr. LoBasso explained with regard to performance measure there will be one local measure the College can select and will look at the best scenario and bring a recommendation to the Board for approval. Dr. LoBasso has requested an extension of the deadline so the local measure can be brought to the Board before submitting to the state. He explained a lot of the measures focus on what can be done to improve student success and part of that is service provided in enrollment offices and explained a company has been engaged to assess customer service and will be asked to create a customer service program to help the College improve customer service.

Dr. LoBasso asked Dr. Locklear to provide an update on academic affairs activity. Dr. Amy Locklear, Vice President of Academic Affairs, reviewed the “on time” retention initiative and explained data has shown that students who are full-time and take consecutive semesters correlates to college success. Research has shown students completing 30 credits within the first year is critical and how this is a key milestone to success. She reviewed the two year and three year plans, prescribed/guaranteed schedule, courses created in most effective length and format, enrollment
of only 3 courses at any one time, and customization for regional campuses. She shared sample schedules for the two-year and three-year plans.

Dr. Richard Pastor, Interim Vice President of Student Development, shared of the customer service initiative and will be establishing a customer service task force, conducting student focus groups on customer service expectations, develop a training curriculum for customer service to be deployed college-wide, and design the Daytona State College experience. He explained staff are contacting current students letting them know about summer financial aid opportunities; inviting those that have not re-enrolled or have withdrawn to return; and working to assist students if there is a financial issue. He shared the customer text surveys ratings have improved on staff competency and amount of time for enrollment. Dr. LoBasso shared about the improvements to the default rate and the significant efforts made in this area over the past few years.

B. Approval of Annual Equity Report
Dr. LoBasso introduced Mr. Lonnie Thompson, Director of Equity and Inclusion. Mr. Thompson explained the purpose of the equity report is to provide the College’s efforts to comply with federal and state statute that relate to nondiscrimination and equal access to postsecondary education and employment. The report focuses on the areas of policy and procedure, student equity, gatekeeper performance, equity in athletics and equity in employment, and reviewed data associated with each of these areas. Mr. Freckleton stated the document was put together well and shows the College is meeting or exceeding requirements of the state and/or federal government. Mrs. Holness hopes the College will continue to look at ways to diversify its staff.

MOTION: (Escudero/Holness) The District Board of Trustees authorize the College to submit the 2014/2015 Annual Equity Report Update to the Florida Board of Education/Office of Equity and Access, as presented. Motion carried unanimously.

C. Approval of Final Completion and Final Payment - Deltona Falcon Center Remodel - ITB# 15-003
Dr. LoBasso presented for approval.

MOTION: (Holness/Giles) The District Board of Trustees approve final completion of the Deltona Falcon Center Remodel project and final payment of $101,718 be made to Ovation Construction, Inc. Motion carried unanimously.
D. Approval of Delivery Order Contractor Selection - Miscellaneous Construction/ Renovation Services - ITB# 15-007
Dr. LoBasso presented for approval. Mr. Giles discussed his concern with the low response rate on RFP’s for work and felt this was something that should be looked into and the Board concurred. He suggested contacting contractors to find out why they did not respond and expanding dialogue with groups to solicit more involvement and build relationships.

MOTION: (Giles/Haas) The District Board of Trustees approve A.M. Weigel Construction, Inc., Ovation Construction, Inc. and Perry-McCall Construction, Inc. as approved Delivery Order Contractors. Motion carried unanimously.

E. Approval of Contractor Selection – Flagler/Palm Coast Building 1 Amphitheater Renovation - ITB# 15-009
Dr. LoBasso presented for approval. Mr. Giles discussed the low bid response rate for this project. The Board directed Dr. LoBasso to look into the concerns discussed by the Board. Mr. Giles shared the trade associations are always looking for guest speakers and this can be a good opportunity to talk with those groups.

MOTION: (Giles/Lubi) The District Board of Trustees accept the qualified bid from Ovation Construction, Inc. and direct the Interim President or his designee to enter into a contract in the amount of $149,800. Motion carried unanimously.

VIII. FINANCE
A. Executive and Financial Summaries as of 3/31/15
Ms. Isalene Montgomery, Vice President for Finance, presented the financial report for the period ending March 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 $11.2 million uncommitted. Mrs. Hosseini clarified funding available and what is still needed for the new student services classroom building. Ms. Montgomery reviewed the proposed schedule for major capital projects for 2014/2015
and the expected dates of completion.

Ms. Montgomery explained the State Auditor distributed the official audit report of the College for the period ending 6/30/14 to the Board via email on 3/3/15 and stated the financial statements were presented fairly in all material respects, no deficiencies were identified in internal controls, no instances of noncompliance, and the overall review rendered was an unmodified/unqualified opinion.

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

X. STUDENT DEVELOPMENT

A. Enrollment Report
Dr. Pastor reviewed the Summer postsecondary enrollment comparison for 2014 and 2015 for total headcount and total FTE, dual enrollment, and apprentice. He reviewed the Summer comparison by program and noted BSET/BSIT and College Prep were areas showing reductions but overall enrollment for Summer was up.

XI. MONTHLY STATUS REPORT

A. Foundation Update
Mrs. Kay Burniston, Foundation Executive Director, explained in addition to the student scholarships given out annually, the Foundation provides scholarships to each of the high schools in Volusia and Flagler county so they may identify a student recipient; and scholarships for recruitment and open houses. She shared the Foundation’s electronic newsletter was recently sent out highlighting donors and reviewed the Amazon Smile program where part of the proceeds from purchases can go to the Foundation. The Alumni Association will also have an electronic newsletter sent out that will be highlighting alumni. She shared of the partnership with the Kiwanis club to help raise funds for scholarships.

Mrs. Haas spoke on the Foundation’s annual gala and this year’s honoree will be Mr. Bobby Thigpen. She shared of the opportunities for sponsorships of the gala and appreciated the information that explained what each sponsorship level would cover in tuition, fees and books for various programs. She encouraged everyone to purchase a ticket to attend and shared what a wonderful event it was each year.

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. Jo-Ann Halloran, Professional Council President, and Mr. Pranav Reddy for Mr. Austin Albro, Student Government Association President.
Dr. LoBasso shared how impressive the Student Government Association is this year and thanked faculty and staff for recruiting students for these leadership roles.

XIII. TIME RESERVED/BOARD CHAIR
Order of agenda items changed.

B. Approval of Board Meeting Schedule 2015/2016
Mr. Freckleton presented for approval.

MOTION: (Haas/Davis) The District Board of Trustees approve the Daytona State College District Board of Trustees meeting schedule for 2015/2016, as presented. Motion carried unanimously.

A. Board Chair’s Update
Mr. Freckleton shared of the recent Board Retreat held recently and felt it was good for the Board to review and discuss other items outside of a normal meeting agenda. He thanked Dr. LoBasso for his work over the past months and explained as the Board Chair he has had a lot of interaction with Dr. LoBasso and he has been very responsive and timely in getting answers to questions. He shared Dr. LoBasso is working tremendously hard and knows the Board appreciates all he has been doing and thanked him.

C. Board Professional Development Opportunities
Informational item.

Agenda returned to order.

XIV. TIME RESERVED/BOARD MEMBERS
Mrs. Patterson commended those on the Faculty Promotion in Rank agenda item and shared two of those faculty members were interns in her class when she taught school. She thanked Dr. LoBasso for responding to her request on the availability of speakers of other languages during the enrollment process.

Mr. Lubi shared information on the high cost of textbooks and if they did not change frequently they would be a beneficial option for students who cannot afford the cost of a new textbook. He thought this was something that should be kept on the radar to promote in Tallahassee. He discussed how proactive staff is and students should reach out if they need help.

Mrs. Holness shared she learns so much about what is happening at the College and how this is helpful when speaking to community members. She appreciated learning about the On-Time program as this is a topic discussed at the ACCT
conferences she attends. She was very impressed by Mr. Reddy and knows he will do well.

Mrs. Haas thanked Dr. LoBasso for his work and has no doubt he will get to the bottom of the Board’s concerns about the low response rate to construction bids. She was appreciative of how he takes care of things brought to his attention.

Mr. Giles thanked Dr. LoBasso for his work and looks forward to what the best approach will be for the bid response issue. He shared the Electrical Apprentice graduates will be participating for the first time in the commencement ceremony and thanked Dr. Mary Bruno for her help. He shared the Foundation Gala will be a great event and will raise a lot of money for student scholarships.

Mr. Escudero thanked Dr. LoBasso for taking the time to meet individually with Board members to review the agenda packet and address any questions they might have. He shared of his experience with a concern he had and of the positive responsiveness it received from Dr. LoBasso.

Mr. Davis shared he recently attended the law enforcement/fire fighter graduation ceremony where his grandson graduated and felt trustees should consider attending these types of events at the College, as well as other events. He asked the Board to consider being assigned to a specific school in Volusia or Flagler county to promote the College.

Mrs. Hosseini thanked Dr. LoBasso for his work and liked the idea of having a secret shopper. She shared of Dr. Nancy Morgan’s assistance while in Tallahassee and thanked her for assisting the students on their visit to Tallahassee. She was impressed by Mr. Reddy’s professional presentation to the Board and has no doubt he will become a successful alumnus of Daytona State. She stated it is all about the students and was proud to have a president who works so hard for the students.

XV. ADJOURN
Mr. Freckleton adjourned the meeting at 4:33 p.m.