MINUTES: May 28, 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
Mr. Bob Davis
Mr. Stanley Escudero
Mr. Brad Giles
Mrs. Mary Ann Haas
Mrs. Betty Holness
Mr. Garry Lubi
Mrs. Anne Patterson

ABSENT: Mrs. Forough Hosseini, Vice Chair

Board Workshop began 1:02 p.m.
Mr. Roberto Lombardo, Senior Vice President, Information Technology and Center for Interactive Media, presented an update on the implementation of the ERP.

Dr. Nancy Morgan, Associate Vice President for Institutional Effectiveness, presented information on the professional development activities offered to employees at the College.

Board Meeting began 2:02 p.m.
Distributed via email 5/27/15 at 3:20 p.m.: Revised Human Resources Recommendations – Professional Reappointments (Pages 92-94). Made an official part of the minutes as Supplemental A: 5/28/15. Distributed prior to the start of the meeting: 5 Year Survey Executive Summary. Made an official part of the minutes as Supplemental B: 5/28/15

I. CALL TO ORDER
Mr. Freckleton called the meeting to order at 2:02 p.m.

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

III. ROLL CALL
Mrs. Hosseini 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 4/23/15 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 Country Travel Request - Earl
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.

Mr. Freckleton announced there will be a Special Board Meeting on June 2, 2015 at 11:00 a.m. to hear a presentation by the Presidential Search Committee. He also explained because of the budget delays in Tallahassee, the College budget cannot be presented until more information is received and will look at moving the June meeting to the 30th.

VI. TIME RESERVED/PRESIDENT
A. President’s Update
Dr. LoBasso explained because the legislative session has adjourned and a special session will convene on June 1, Southern Strategies has been contacted and have indicated they will continue to work through the end of the session to assist the College with its projects.

Dr. LoBasso thanked Board members who attended commencement ceremonies and thanked Mr. Giles for the dinner he hosted for the Electrical Apprenticeship graduates and their families. He stated there were over 1,100 graduates participating in the ceremonies and what a wonderful event it was, as well as the nursing and dental hygiene pinning ceremonies held the previous week.

Dr. LoBasso highlighted some of his activities since the last Board meeting which included attending the Direct Connect to UCF 9th College Access Summit and hosting an operational meeting with UCF to discuss the DirectConnect program. He met with Dr. Edison Jackson, President of
Bethune-Cookman University, and discussed opportunities to collaborate; and Eastern Florida State College representatives regarding spectrum. Dr. LoBasso participated in the Flagler County Economic Development Growth Planning Session as well as facilitated one of the group sessions. He also reported on behalf of the Council of Presidents at the State Board of Education Meeting held in Bunnell.

He shared information on industry certifications and explained the College earned 471 certifications this year and was awarded $279,000 in funding.

Dr. LoBasso announced the College has been ranked 2nd in the nation for online bachelor’s programs for military veterans by the U.S. News & World Report. He reviewed the customer service initiative that has begun and Mr. Davis was asked to participate on this advisory task force. He followed up on the Board Retreat discussion about expanding the athletic program and stated staff are compiling data and looking at the potential to start a men and women’s soccer team. They are also looking at a model that will provide a solid return on investment if implemented. He reviewed a land swap proposal for the DeLand Campus and received consensus from the Board to explore this further.

Dr. LoBasso asked Dr. Locklear and Dr. Pastor to provide an update on the latest activity related to performance funding measures. Dr. Amy Locklear, Vice President of Academic Affairs, reviewed the academic advising liaison plan that would be implemented in the Fall. The plan is a retention initiative whose goals are to bring services of professional advisors closer to the students, increase the number of times students discuss plans with an advisor and connect students with the appropriate support as soon as they exhibit difficulty in class. Dr. Richard Pastor, Interim Vice President of Student Development, explained three new academic advisors will be hired assigned to cover A.A. students. They will be placed in high-traffic areas around the College during non-peak registration periods, hold mid-semester group advising meetings, and attend academic department meetings. Dr. Locklear reviewed the early alert system used by faculty to identify students struggling in class. Faculty will work with those identified to determine the type of help needed and can refer to an advisor or tutor if appropriate. The system provides the ability to track students’ success which will help identify the most effective interventions. Dr. Pastor shared the College is exploring grant opportunities for funding an e-learning specialist for online students.

B. June 2015 Board Meeting Schedule
Dr. LoBasso explained he is proposing June 30th as the date of the next Board meeting due to the special legislative session beginning June 1 and the timing of presenting the finalized budget to the Governor for approval. He shared if the Board approved the budget prior to the Governor’s
finalized budget, the Board may have to reconvene to approve an amended budget if there was a 5% difference.

C. **Approval of Architectural Design Services Master Site Plan Contract**

Dr. LoBasso explained with feedback from the Board Retreat and the Facilities Planning Advisory Council, Prosser, Inc. developed the scope of work for the contract. He explained this work will be for the Master Site Plan for the Daytona Beach Campus.

**MOTION:** (Haas/Holness) The District Board of Trustees approve the agreement with Prosser, Inc. for Master Site Plan professional design services for a proposed fee of $206,580. Motion carried unanimously.

D. **Approval of Contractor Selection and Contract - Flagler/Palm Coast Bldg. 2 Renovation/Remodel - ITB# 15-010**

Dr. LoBasso thanked Mr. Giles for his questions and feedback at the last meeting regarding the low bid response rate and shared the College has done outreach with the pre-qualified contractors to alert them of bids. He explained they are looking into attending association meetings/workshops, as well as hosting a workshop for contractors to provide an overview of the process used for bidding on state college projects.

**MOTION:** (Lubi/Haas) The District Board of Trustees accept the lowest qualified bid of $744,400 and authorize the Interim President to enter into a contract with A.M. Weigel Construction Inc. for the Flagler/Palm Coast Bldg. 2 Renovation/Remodel – ITB# 15-010. Additionally, the Interim President is authorized to approve up to an additional $20,000 for minor change orders, should the project warrant it. Motion carried unanimously.

E. **Approval of Educational Plant Survey**

Dr. LoBasso explained every five-years the College is required to submit an Educational Plant Survey to Tallahassee and presented for approval.

**MOTION:** (Haas/Escudero) The District Board of Trustees approve the Educational Plant Survey. Motion carried unanimously.

VII. **COLLEGE COUNSEL**

A. **Approval of Center Designation**

Mr. Brian Babb, College Counsel, explained Florida statute and Board policy authorizes the Board to establish centers and this designation will be utilized to seek accreditation for training as part of a federal grant.
MOTION: (Lubi/Davis) The District Board of Trustees approve the authorized designation of a center within the cyberforensics and cybersecurity program. Motion carried unanimously.

B. Approval of Release Agreement
Mr. Babb explained in 2013 a Request for Qualifications (RFQ) was issued for the Remodel of Building 220 with Additional and Parking Expansion and HuntonBrady Architects, P.S. was selected as the project architect. The College is now looking at building a new building in a different location and recommended the Board abandon the original project and approve the release agreement. A new RFQ would be issued for the new building.

MOTION: (Escudero/Giles) The District Board of Trustees approve abandoning the project for the Remodel of Building 220 with Addition and Parking Expansion and enter into the Release Agreement with HuntonBrady Architects, P.A. Motion carried unanimously.

VIII. FINANCE
A. Executive and Financial Summaries as of 4/30/15
Ms. Isalene Montgomery, Vice President for Finance, presented the financial report for the period ending April 30, 2015. She explained 87% of Fund 1 operating revenue has been collected year-to-date and includes tuition and other student fees, state revenue and other revenue. Fund 1 year-to-date operating expenses are at 79% and includes 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 in uncommitted funds. She reviewed the proposed schedule for major capital projects for 2014/2015 and the expected dates of completion that shows three projects being completed in the Summer 2015 and three in the Fall 2015. The ERP is in Phase 1 of the implementation process and stated the human resources and finance/business services areas are projected to go live in the Fall of 2015.

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

A. Overview: Athletic Report Card
Dr. Locklear introduced Mr. Will Dunne, Dean of School of Health and Wellness, who introduced coaches and staff in attendance. Distributed Success, Retention and Transfer of DSC Student Athletes information sheet. Made an official part of the minutes as Supplemental C: 5/28/15

Mr. Dunne shared highlights of data being prepared for the annual report which included a five-year cumulative department GPA of 3.2, graduation rate of 87%, and transfer rate of 91%. During the 2014-2015 academic year the Fall and Spring terms had a cumulative GPA of 3.0 with 70% of the students finishing with a 3.0 or higher, and 60% finishing with a 3.3 or higher. He shared what stood out is 18 sophomore athletes achieved a 3.6 or higher GPA and completed 36 hours or more towards their NJCAA requirement. The Men’s Baseball and Women’s Golf teams were named FCSAA Academic Teams of the Year, and this was the baseball team’s 8th year in a row for this recognition. He shared information on the championships and achievements of the Women’s Golf, Women’s Basketball, and Women’s Volleyball teams and their coaches.

Mr. Davis shared information on the recent Hotel & Lodging Association’s golf tournament and presented Dr. LoBasso with the 1st Place trophy for Daytona State College. He shared of a Letter to the Editor thanking Mr. Dunne and Coach Tim Touma for hosting a high school district baseball tournament and supporting the local high school community. He spoke about the DME Sports Complex and their support of local athletes.

Dr. Locklear reviewed items B - D in Section IX that were being presented for Board approval. Items were approved in one motion.

B. Approval of Major Program/Course Revisions – State Mandated Program Length Requirements
See motion below.

C. Approval of Major Program/Course Revisions – Network Systems Technology
See motion below.

D. Approval of Program Deletion – Advanced Automotive Technology (Performance Engine Specialization)
See motion below.
MOTION: (Escudero/Patterson) The District Board of Trustees approve items B - D in Section IX, as presented. Motion carried unanimously.

X. STUDENT DEVELOPMENT
   A. Enrollment Report
Dr. Pastor reviewed the Summer postsecondary enrollment comparisons for 2014 and 2015 by headcount which is showing a 3% increase, total FTE, category, and campus. He explained the reduced enrollment at the Flagler/Palm Coast Campus which is due to renovation/construction of the science labs. He believed the 3% enrollment increase to be the first one since 2011. Fall enrollment comparisons are currently down overall by 3.7% but some of this is attributed to timing of enrollment for some programs. He shared information on the comparison of new student enrollment for summer and fall which is showing increases for both semesters. Distributed Congratulations Graduates postcard. Made an official part of the minutes as Supplemental D: 5/28/15. He reviewed recruiting events scheduled for June and July, as well as tours that are being conducted for specific groups.

XI. MONTHLY STATUS REPORT
   A. Foundation Update
Mrs. Kay Burniston, Foundation Executive Director, thanked faculty and staff for their contributions to the employee campaign which raised $30,000 for scholarships. She shared how faculty and staff are involved in the scholarship process by reading and ranking applications submitted and were able to award $200,000 in scholarships for the Summer. The Foundation is working on an alumni brochure that should be completed in June; and is working with the Athletic Department on a golf tournament that will be held July 31 at LPGA. She shared the audit of the Foundation was just received and there were no material findings and thanked the Finance department for their work. She presented an update on the fundraising for the Foundation Gala honoring Mr. Bobby Thigpen.

XII. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Dr. Ted Sofianos, Administrative Council's Incoming President; and Ms. Shannon Murdock, Career Employees Association President. Distributed Ice Cream Social flyer. Made an official part of the minutes as Supplemental E: 5/28/15. Reports continued with Mr. Rich Vollaro, Faculty Senate President; and Ms. Jo-Ann Halloran, Professional Council President.

XIII. TIME RESERVED/BOARD CHAIR
   A. Board Chair’s Update
Mr. Freckleton requested the Board formally approve the June meeting date change.
MOTION:  (Davis/Holness) That the District Board of Trustees approve June 30, 2015 as the revised Board Meeting date. Motion carried unanimously.

Mr. Freckleton thanked everyone involved with graduation and all the behind the scenes work that made it happen. He felt it was a wonderful event and was glad to participate in it.

Discussed the election of officers which will occur the first meeting after July 1.

B. Board Professional Development Opportunities
Informational item.

XIV. TIME RESERVED/BOARD MEMBERS
Mrs. Patterson appreciated the workshop presentation by Dr. Morgan. She shared three points - everyone must continue to break down barriers that prevent students from being successful; encourage students to take coherent course loads; and the profession of teaching is responsible for the total existence of all other professions.

Mr. Lubi congratulated Mr. Dunne and his staff on the accomplishments of the student athletes. He felt the proactive steps that Dr. Locklear, Dr. Pastor and others are taking with students will drive up performance measure results and generate long-term, positive impacts.

Mrs. Holness appreciated the workshop presentation and learning what development and training opportunities are offered to faculty and staff. She shared it was nice to see that the student athletes were also good scholars. She commented on how wonderful it was to see the joyful students and families at graduation, and to have the Electrical Apprentice student participate.

Mrs. Haas was sad she could not attend graduation because it is always an uplifting experience. She shared how wonderful it was to hear of the recognitions of the students and employees during the meeting.

Mr. Giles commented on the professional development presentation and how he liked the idea of flipping the classroom where students watched a lecture video outside the classroom and did the homework in class. Thanked Dr. Mary Bruno and staff for helping put together the inclusion of the apprentice graduates in the ceremony. He spoke on degree completion by apprentice students and urged staff to continue to work on articulation expansion in other areas. He thanked the Athletic department in creating successful athletes and how they are great role models for the students.
Mr. Escudero shared the Volusia County School Board began the process of the creation of a strategic plan and hopes it would include the creation of a committee similar to the Workforce Advisory Board created by Dr. Bruno, and that it work closely with Dr. Bruno’s board. He spoke about the increases in terrorist activity and asked for a presentation on the security preparation and precautions that are in place at the College to ensure the safety of its students and employees.

Mr. Davis spoke on the recent meeting of Workforce Advisory Board and is interested in what needs fixing. Shared information on a culinary event held at Mainland High School. He shared the graduation ceremony was a great event and commented on the number participating in the ceremony as opposed to the number that graduated. He stated some may not be able to afford the graduation fee and felt the Foundation or College should financially assist students wanting to participate in commencement.

Mr. Freckleton shared a reminder about the Special Board Meeting on June 2, 2015 at 11:00 a.m.

**XV. ADJOURN**

Mr. Freckleton adjourned the meeting at 3:56 p.m.