MINUTES: June 30, 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/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 1:04 p.m.
Mr. Bill Tillard, Campus Safety Director, introduced Chief Mike Chitwood, Daytona Beach Police Department (DBPD); Chief Deputy Jeff Homan, Flagler County Sheriff’s Office, and Special Agent Keith Hicks, FBI/Joint Terrorism Task Force. Mr. Tillard showed the Run, Hide, Fight video and reviewed information on campus violence and mass shooting incidents. He reviewed information about the College’s Campus Safety department and how uniformed law enforcement officers are utilized strategically. He displayed the coverage area of the main campus by the DBPD, which has office space on the campus. Campus Safety meets periodically with police and fire agencies within the service district, attend crime analysis meetings, and have direct communications with police and criminal investigators. The College annually reviews the Comprehensive Emergency Management Plan (CEMP) and Continuity of Operations Plan (COOP) with partners; maintains a Critical Incident Management Team that trains quarterly, and all Campus Safety officers are National Incident Management System (NIMS) compliant. He reviewed information sharing and various initiatives that have been implemented on campus, as well as successful efforts to obtain grant funding for some of these initiatives. He shared the Jeanne Clery Act requires disclosure of information about crime on or near campuses and the data is included in an annual report distributed by the College.

Board Workshop adjourned 1:58 p.m.
Board Meeting began 2:08 p.m.

I. CALL TO ORDER
Mr. Freckleton called the meeting to order at 2:08 p.m.

II. PLEDGE OF ALLEGIANCE
Mr. Kent Ryan led the Pledge of Allegiance.

III. ROLL CALL
All Board members 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 4/16/15 Board Retreat Minutes
B. Approval of 5/28/15 Regular Board Meeting Minutes
C. Approval of 6/2/15 Special Board Meeting Minutes
D. Approval of Agreements
E. Approval of Agreements - Affiliation
F. Approval of Agreements - Standard
G. Approval of Budget Amendments
H. Approval of Contractor Pre-Qualification for Construction Projects
I. Approval of Deletion of Inventory
J. Approval of Grant Applications
K. Approval of Human Resource Recommendations
L. Approval of State Requirements for Educational Facilities Inspection (SREF) 2014-2015

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/BOARD CHAIR
A. Board Chair’s Update
Mr. Freckleton thanked the Board for moving the meeting to the end of June to accommodate the budget approval. He shared the August 20, 2015 meeting will be held at the New Smyrna Beach/Edgewater Campus.
B. Approval of 2015-2016 Private Attorney Services
Mr. Freckleton presented for approval.

MOTION: (Haas/Holness) That the District Board of Trustees approve a one (1) year extension of the private attorney services agreements with Kaney & Olivari, P.I., and Fletcher, Heald & Hildreth, P.L.C. Motion carried unanimously.

C. Approval of President’s Employment Contract
Mr. Freckleton thanked Mrs. Hosseini for her work on the Presidential Search and working on the last component of the project which was the employment contract. Mrs. Hosseini thanked Mr. Jon Kaney and Mr. Brian Babb with their help developing the contract, which was reviewed with Dr. LoBasso. Dr. LoBasso thanked the Board and appreciated this opportunity.

MOTION: (Haas/Lubi) That the District Board of Trustees approve the President’s Employment Agreement, as presented. Motion carried unanimously.

D. Board Professional Development Opportunities
Informational item.

VI. TIME RESERVED/PRESIDENT
A. President’s Update
Dr. LoBasso explained Northwest Lineman College (NLC) has expressed an interest in partnering with the College where they would offer a 15-week certificate program on installation of power lines. NLC is a private/for-profit college interested in establishing a campus in Florida and are looking at Volusia County. NLC would identify a campus where they could lease classroom and office space, build a lab, and utilize ten acres to install poles for field work. Dr. LoBasso invited Mr. Giles to meet with them while they were on campus to hear their proposal. Mr. Giles indicated they represented themselves well, labs seemed to be very professional, and it is a unique trade. Dr. LoBasso shared this would assist in the economic development efforts of the area and provide training for another workforce in Florida. There was Board consensus that the proposal is viable for a potential partnership and would like Dr. LoBasso to continue to move forward with discussions.

Dr. LoBasso shared Mr. Brian Babb, College Counsel, is working with the DeLand attorney on the land swap proposal for the DeLand Campus and will continue to keep the Board updated on its progress.
Dr. LoBasso shared of his tour of the New Smyrna Beach/Edgewater campus with Mr. Escudero. He thanked Mr. Davis for setting up the meeting with the principal at Mainland High School and will be looking at bridging opportunities between the schools.

Dr. LoBasso provided an update to the Deferred Maintenance and Renovation Project List (DMRPL), which has been reviewed and endorsed by the Facilities Planning Advisory Council. The projects included the replacement of the ATC chiller with an estimated cost of $2,250,000; repairs to Bldg. 440 Field House with an estimated cost of $150,000; and Bldg. 220 Theater Center program relocation/remodel with an estimated cost of $1,600,000, and reviewed the remodeling of the Goddard Center that will maximize utilization of this facility.

**MOTION:** (Hosseini/Giles) The District Board of Trustees approve moving forward with the three DMRPL projects described above. Motion carried unanimously.

Dr. LoBasso spoke on the recent legislative session and appreciated the Board’s support and gave special thanks to Mrs. Hosseini and Mr. Mori Hosseini who advocated on behalf of the College to secure capital project funding for the new student center/classroom building, which received nearly $19 million. He stated it was a very successful legislative session with funding for the new building, online learning and the television station.

Dr. LoBasso asked Dr. Locklear and Dr. Pastor to provide an update on the latest activity related to performance funding strategies. Dr. Amy Locklear, Vice President of Academic Affairs, reviewed the expansion of Grades First that is currently used for student athletes and will be expanded college-wide. Grades First is an early alert system that will assist faculty in identifying students struggling early in the semester. She explained how easy it was to use, features it provides, and how it will assist with student retention efforts.

Dr. Richard Pastor, Interim Vice President of Student Development, spoke on the retention rate performance measure and explained students must have a minimum 2.0 GPA to graduate and are building a four-level intervention plan as part of the Satisfactory Academic Progress Policy to ensure students are meeting the graduation criteria. He shared students enrolled last Fall that have not registered for Fall 2015 are being encouraged to enroll and given information on career salaries for graduates, the DirectConnect to UCF, and support services for students below 2.0 GPA. Students currently registered are being contacted about payment deadline, scholarship deadlines, and completing financial aid paperwork. Discussion ensued on performance measures, cohorts, criteria definitions, long term/short term strategies, and student advising.
Dr. Pastor reviewed the customer service activity to date. Dr. LoBasso shared the College received grant funding to develop a resource booklet for high school students that show available career pathways. The booklet will be used as a template for use by other colleges.

_Distributed Career Connection booklet. Made an official part of the minutes as Supplemental A: 6/30/15._

**B. Approval of Athletic Expansion Proposal**

Dr. LoBasso explained the concept was discussed at the April Board Retreat and asked Mr. Will Dunne, Dean of Athletics/School of Health and Wellness, to review the proposal. Mr. Dunne shared the mission and vision of the athletic program; reviewed the proposed expansion which included current athletic offerings, student academic successes, increasing student cohort as it relates to performance measures; and team expansion possibilities. He explained soccer was chosen because it has the largest number of students compared to other sports offering possibilities. The market has unmet needs as most local high schools sponsor boys and girls soccer programs, and interest level in the sport has elevated with the recent addition of the Orlando professional soccer team. He reviewed finances related to the proposed program expansion that would generate 92 FTE with an anticipated total net gain of over $250K.

Dr. LoBasso stated photos used in the presentation are from the newly built facilities at Eastern Florida State College they toured. He explained Mr. Dunne has reached out to Embry-Riddle Aeronautical University about utilizing their fields until they can explore and evaluate options for facilities at the College. This can be incorporated into the master site planning process which will be getting underway. He also said coverage by the College television station could add exposure for the College. Mr. Dunne reviewed other potential return on investment (ROI) information, as well as the intangible return. He explained the plan was shared with the SBDC and received good feedback and comments.

**MOTION:** (Giles/Davis) The District Board of Trustees approve the expansion of the Intercollegiate Athletic program with the addition of men’s soccer and women’s soccer for the 2016/2017 academic year, and with the hiring of head coaches for both teams in August 2015. Motion carried unanimously.

**C. Approval of Salary Administration Plan 2015-2016**

Dr. LoBasso presented for approval.

**MOTION:** (Lubi/Holness) The District Board of Trustees approve the 2015-2016 Salary Administration Plan, effective July 1, 2015. Motion carried unanimously.
D. Approval of Capital Improvement Program (CIP) 2016-2017 through 2020-2021
Dr. LoBasso presented for approval.

**MOTION:** (Escudero/Haas) The District Board of Trustees approve the Capital Improvement Program for 2016-2017 through 2020-2021 for submittal to the Division of Florida Colleges on July 1, 2015. Motion carried unanimously.

E. Approval of Regional Sites Classroom of the Future Remodels
Dr. LoBasso presented for approval.

**MOTION:** (Lubi/Davis) The District Board of Trustees approve the low bid of $89,990 submitted by Ovation Construction, Inc. and enter into the contract for the work. Motion carried unanimously.

VIII. FINANCE

A. Executive and Financial Summaries as of 5/31/15
Ms. Isalene Montgomery, Vice President for Finance, presented the financial report for the period ending May 31, 2015. She explained 97% 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 87% 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. The ERP is in Phase 1 of the implementation process for finance/business services and is 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.
C. Daytona State College Foundation Audit for Year Ended December 31, 2014 and 2013
Ms. Montgomery shared there were no exceptions, material weaknesses or audit findings for this report.

D. Approval of Write Off of Uncollectible Accounts Receivables – Student Accounts
Ms. Montgomery explained the write-off of uncollectible student accounts is presented annually and indicated these uncollectible accounts are from 2011/2012 and represents 1.7% of the student fee revenues for that period. She shared the College recouped over $89K during the last fiscal year from accounts that were previously written off. Students wanting to re-enroll at the College or receive their transcript are required to take care of their outstanding balance before they can proceed.

MOTION: (Haas/Holness) The District Board of Trustees approve the write-off of uncollectible account receivables in the amount of $790,717.03. Motion carried unanimously.

E. Approval of Non-Cash Donations to Daytona State
Ms. Montgomery presented for approval.

MOTION: (Lubi/Davis) The District Board of Trustees approve the acceptance of the non-cash donations, as presented. Motion carried unanimously.

F. Approval of 2015-2016 Annual Budget
Ms. Montgomery shared tuition rates have remained flat for the past four years, enrollment was forecast at 4.5% decrease, and budget reflects the reduction of $910K from the base for performance funding. Access and distance learning fees were decreased which will help lower student expenses. Reviewed comparison of state appropriations and received $19.7 million from PECO funding for new capital projects. Dr. LoBasso explained PECO funding is collected from taxes on telephone hard lines and the state is looking at other ways to fund this source because people are moving away from hard lines. Total funding received for the new building is just over $29 million. Dr. LoBasso explained the next step is the hiring of an architect who would then develop drawings which could take up to 15 months with another 15 months for construction. Mrs. Hosseini would like to see the timeline be reduced.

Ms. Montgomery reviewed rollover funding for the ERP project that has a total budget of $11 million, of which $3 million is expected to be transferred to Fund 7 over the next 3 fiscal years. She reviewed the estimated fund balance at year-end which could be just over $5 million.
Board members were impressed that, with a flat tuition, the College achieved a significant end of year fund balance.

Dr. LoBasso thanked the staff for being extra efficient and rethinking how business is conducted. He proposed staff look at the feasibility to reduce the cost of tuition by 2%, effective for the spring semester. He believes the College has the ability to do this and will help the College by giving back to the students, as well as supporting Governor Scott’s vision to keep college tuition affordable. He would like Daytona State to take the lead in this effort among the 28 state colleges. He also indicated that after the work on performance funding is done he would like to look at a raise for employees at an appropriate time.

Ms. Montgomery reviewed summary of Funds 1,2,3,5,7, comparison of Fund 1 expenditures, revenues by source, three-year strategic budget plan for Funds 1,3,7. She reviewed the transfer of funds as part of the approval of the Annual Budget which include $350,000 grant match from Fund 1 to Fund 2; $1,000,000 ERP Purchase/Implementation from Fund 1 to Fund 7; $430,000 Marketing/Hospitality/Foundation Magazine from Fund 3 to Fund 1; and $1,327,060 Debt Service – Sun Trust Loan.

Ms. Montgomery reviewed fee paying FTE, student fee rates for lower division and upper division remain unchanged, as well as other fees.

**MOTION:** (Hosseini/Haas) The District Board of Trustees approve the Daytona State College Annual Operating Fund 1 Budget and Fund 7 Capital Outlay Budget for Fiscal Year 2015-2016 outlined below. Motion carried unanimously.

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<th>Personnel Costs</th>
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<td>Current Expense</td>
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<td>Capital Outlay</td>
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<tr>
<td><strong>Total</strong></td>
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**IX. ACADEMIC AFFAIRS**

Dr. Locklear reviewed items A & B that were being presented for Board approval. Items were approved in one motion, but for clarity motions have been listed separately under each agenda item.

**A. Approval of Course Deletions**

**MOTION:** (Hosseini/Holness) The District Board of Trustees approve the deletion of the Cooperation Education Training Assignment and Directed Study courses, effective Fall 2015.
B. Approval of 2015-2016 Lab Fee Recommendations

MOTION: (Hosseini/Holness) The District Board of Trustees approve the lab fee recommendations, as presented, effective Fall 2015. Motion carried unanimously.

X. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Dr. Ted Sofianos, Administrative Council President; Ms. Shannon Murdock, Career Employees Association President; Ms. Andrea Reese for Mr. Rich Vollaro, Faculty Senate President; and Dr. Jo-Ann Halloran, Professional Council President.

Mrs. Hosseini departed the meeting at this point.

XI. STUDENT DEVELOPMENT

A. Enrollment Report

Dr. Pastor reviewed the Summer postsecondary enrollment comparisons for 2014 and 2015 which shows FTE is up by 6.7%, and reviewed headcount by program and campus. He reviewed Fall enrollment which shows FTE being down by 2.0%, and reviewed by program and campus. He shared Student Success courses are being offered in all 12 high schools, high school guidance counselors are on hand assisting with dual enrollment information and registration, and orientation/advising group sessions are being offered for students.

XII. MONTHLY STATUS REPORT

A. Foundation Update

Mrs. Kay Burniston, Foundation Executive Director, explained many students join alumni associations for networking opportunities, career services, socializing with classmates, and giving back to their alma mater. She asked Ms. Kendra Payne, Alumni Coordinator, and Ms. Suzette Cameron, President of the Alumni Association/Director of Campus Services for Deltona Center, to provide an update on the Alumni Association. Ms. Payne explained the association highlighted alumni in the recent edition of the Daytona State magazine and shared details on the Leroy Collins Distinguished Alumni Award and its nominee, Mr. William S. Cheek, Jr. Ms. Cameron provided an overview of the Alumni Board and the committees established to assist in reaching out to alumni. Ms. Payne spoke on the alumni campaign and the outreach efforts of the association and Ms. Burniston reviewed the mailer to future graduates asking for their support of the alumni association.

Distributed The Leroy Collins Distinguished Community College Alumni Awards brochure. Made an official part of the minutes as Supplemental B: 6/30/15. Alumni Your Journey Continues donation mailer. Made an official part of the minutes as Supplemental C: 6/10/15.
XIII. TIME RESERVED/BOARD MEMBERS
Mrs. Patterson was excited about the possibility of decreasing student tuition. She commented on the Daytona State magazine that included some amazing alumni and how important Foundation scholarships are to students.

Mr. Lubi stated making a reduction in tuition is a paradigm shift from what has been happening with tuition over the years. He spoke on levering the power of Florida better to reduce the cost of books for students and reusing books that are not outdated.

Mrs. Holness felt the workshop was very informative and was excited to learn about the Career Connection booklet that will show students what pathways are possible. She shared it was remarkable to hear of the proposal to reduce tuition, and it was good to hear about the Grades First expansion which is a topic of discussion at ACCT. She sees that everything being done is what is best for the students. She was appreciative of the Annual Budget and how easy it is to understand.

Mrs. Haas shared of Mrs. Holness service on the ACCT Diversity Committee and how she was a wonderful representative of the Board. She was pleased to hear about the tuition decrease and felt it would be a great thing for the community.

Mr. Giles thanked Dr. LoBasso who demonstrated his character and professionalism in the way he handled his contract. He was excited by the soccer proposal and believes this will generate a lot of positive things. He was supportive of the tuition reduction which demonstrates a commitment to the community. He commented on the great job controlling costs but to be conservative for future unexpected expenses.

Mr. Escudero admired the reduction in tuition when costs at other institutions are skyrocketing. He spoke on the College’s Bass Fishing championship team who will be heading to nationals and wished them well.

Mr. Davis shared while speaking at Mainland High School he found that only a small number of culinary students would be attending Daytona State’s program, so he arranged a meeting for the leaders and felt a lot of good came from it. He shared culinary high school educators were on campus recently and how impressed they were of the culinary program at the College.

XIV. ADJOURN
Mr. Freckleton adjourned the meeting at 4:53 p.m.