

**MINUTES:** January 18, 2018

**MEETING:** Daytona State College  
District Board of Trustees

**PLACE:** Daytona State College's  
Daytona Beach Campus  
Wetherell Center (Bldg. 100), Room 402L  
1200 W. International Speedway Blvd.  
Daytona Beach, Florida

**PRESENT:** Dr. Thomas LoBasso, Corporate Secretary/President  
Mrs. Forough Hosseini, Chair  
Mr. Stanley Escudero, Vice Chair  
Mr. Bob Davis  
Mrs. Sarah Dougherty  
Mr. Lloyd Freckleton  
Mrs. Mary Ann Haas  
Mrs. Betty Holness  
Mr. Garry Lubi  
Mrs. Anne Patterson

**Board Workshop began 1:05 p.m.**

The workshop consisted of an educational tour of the Southeast Museum of Photography.

**Board workshop ended 1:50 p.m.**

**Board Meeting began 2:02 p.m.**

*Distributed via e-mail 1/12/18 at 6:35 p.m.: Revised Human Resources Memorandum (page 80). Made an official part of the minutes as Supplemental A: 1/18/18. Distributed via e-mail 1/17/18 at 5:06 p.m.: Revised Agreement – S2 Solutions, Inc. (pages 10, 43, 51-56). Made an official part of the minutes as Supplemental B: 1/18/18.*

**I. CALL TO ORDER**

Mrs. Hosseini called the meeting to order at 2:02 p.m.

**II. PLEDGE OF ALLEGIANCE**

Conducted the Pledge of Allegiance.

**III. ROLL CALL**

All trustees were present.

**IV. PUBLIC PARTICIPATION**

*Requests to appear before Daytona State College District Board of Trustees forms. Made an official part of the minutes as Supplemental C: 1/18/18.*

Mr. Bob Davis introduced D'Liyah Wilson and Ashlyn Young who are Mainland High School students dual enrolled at Daytona State. The students each spoke of their appreciation for the program, educational experience, and future goals. Both will be graduating with their Associate of Arts degree prior to receiving their high school diploma.

**V. CONSENT AGENDA**

- A. Approval of 12/7/17 Board Meeting Minutes
- B. Approval of Agreements
- C. Approval of Agreements – Affiliation
- D. Approval of Budget Amendments
- E. Approval of Deletion of Inventory Items
- F. Approval of Donations – Surplus
- G. Approval of Human Resource Recommendations
- H. Approval of Out of Country Travel - Miles

Mrs. Hosseini asked if there were any items trustees would like pulled from the Consent Agenda for further discussion. No requests were made.

**MOTION:** (Escudero/Freckleton) The District Board of Trustees approve the Consent Agenda. Motion carried unanimously.

**VI. TIME RESERVED/PRESIDENT**

**A. President's Update**

Meetings/Activities/Misc.

Dr. LoBasso wished everyone Happy New Year. He spoke of the wonderful student performance/dinner "A Christmas Carol," and encouraged people to attend student performances. He thanked trustees who were able to attend the Association of Florida Colleges Trustees Legislative Conference in Tallahassee.

Legislative Update

Dr. LoBasso thanked Mrs. Hosseini for traveling to Tallahassee to meet with the legislators regarding the College's funding requests and felt their meetings were very productive.

Dr. LoBasso introduced Mr. Will Dunne, Director of Athletics, who introduced the new Men's and Women's Cross Country Coach, Ms. Judy Wilson.

Performance Measures Update

Dr. Amy Locklear, Provost, reviewed textbook costs which were part of the performance initiative on affordability. She shared how each department has a textbook committee that selects textbooks using guidelines (that included affordability) put in place by Faculty Senate. She shared the bookstore has added more rental and e-book options, and is offering price matching. She explained the average costs of all books needed for an AA

degree has decreased. She thanked those in the School of Humanities and Communication and shared how they put in a lot of effort to reduce costs.

## **VII. ACADEMIC AFFAIRS**

### **A. Cost of Textbooks and Instructional Materials-Spring 2018**

Dr. Locklear explained the information presented lists the costs of textbooks and instructional materials for general education courses of the Associate of Arts degree. This information is presented each semester and now includes the cost of tuition for each course.

### **B. Student Support Services Awareness Survey**

Dr. Locklear explained the survey was a follow up from the discussion with the Board about awareness of services offered at the College by the students. She explained the 20 question survey was administered to 305 students in daytime classes on various campuses. The survey received a response rate of 58%. She reviewed the demographics of those responding, and responses to questions regarding supportiveness of the College in non-academic areas. She provided an overview of the survey data on student challenges preventing success and student awareness of related support services available at the College in the areas of housing, childcare, transportation, food, military employment and disability. She concluded that challenges were the same for male and females, but females reported being more aware of support services; challenges were worse for minority students in almost all areas, but awareness of services was higher; and employment challenges were about the same for all groups, but all had high awareness of the Career Services Center. Mrs. Hosseini appreciated the survey being conducted and would like to have all students surveyed by the College in order to have a true baseline of data. She believes the College does provide very good services for the students and feels many students just do not know of the programs offered and needed to get the message out to those in need. Mr. Freckleton suggested providing a pamphlet upon registration of the services offered.

## **VIII. FACILITIES**

### **A. Approval of Professional Services Contract – Deltona Campus Master Site Plan**

Mr. Chris Wainwright, Associate Vice President of Facilities Services, presented the contract with Prosser, Inc. for the development of the Master Site Plan for the Deltona Campus. Mrs. Hosseini inquired about the fee for the work and he explained the plan would start from scratch and what that would entail. Dr. LoBasso shared this was discussed with the Facilities Planning Advisory Council and the money would be appropriate because of the depth that is going to be involved in preparing for the new building and the future layout of the campus. Prosser, Inc. will be invited to the next Board meeting, which will be held on the Deltona Campus.

**MOTION:** (Freckleton/Escudero) The District Board of Trustees approve the agreement between Daytona State College and Prosser, Inc. for Deltona Master Site Plan professional design services for a proposed fee of \$140,905. Motion carried unanimously.

**B. Approval of Architectural/Design Services – Lenholt Building 130 – Center for Women and Men Remodel**

Mr. Wainwright explained the remodel will coincide with the opening of the new Student Center/Workforce Building and presented for approval.

**MOTION:** (Holness/Haas) The District Board of Trustees approve the below ranking and direct the 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.

<u>Firm</u>	<u>Ranking</u>
RLF, Inc.	1 <sup>st</sup>
DJdesign Services, Inc.	2 <sup>nd</sup>
Brame Heck Architects, Inc.	3 <sup>rd</sup>
Huitt-Zollars, Inc.	4 <sup>th</sup>

**C. Approval of Building Code Administrative Services Fees – Student – New Student Center/Workforce Transition Building**

Mr. Wainwright reviewed and presented for approval.

**MOTION:** (Escudero/Freckleton) The District Board of Trustees approve the fee for Building Code Administrative Services from DJdesign Services, Inc., in the amount of \$14,250. Motion carried unanimously.

**D. Approval of Building Envelope Commissioning Services Fees - New Student Center/Workforce Transition Bldg.**

Mr. Wainwright reviewed and presented for approval.

**MOTION:** (Haas/Freckleton) The District Board of Trustees approve the fee for Building Envelope Commissioning Services from Affiliated Engineers, Inc., in the amount of \$23,000. Motion carried unanimously.

**E. Approval of Emergency Purchase - Boiler - DeLand Campus (*New Item/Added during Board Meeting*)**

Mr. Wainwright explained the boiler at the DeLand Campus, which serves seven of the eight buildings on that campus, went down yesterday. He indicated the boiler is used year-round and because there is no backup a

new boiler needs to be ordered right away. The boiler is not an off-the-shelf item and has to be built. He shared in the past the DeLand Campus had two boilers but that was not currently the case. He would utilize the normal procurement process to purchase another boiler in the future. He estimated the cost to be around \$80,000, which would include installation.

**MOTION:** (Davis/Escudero) The District Board of Trustees approve the emergency procurement of a boiler for the DeLand Campus. Motion carried unanimously.

## **IX. FINANCE**

### **A. Executive and Financial Summary Reports as of 12/31/17**

Ms. Isalene Montgomery, Senior Vice President for Finance, presented the financial report for the period ending December 31, 2017. She explained 52% 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 actual expenses are at 46% and includes personnel, current expenses and capital outlay. She reviewed the fund balance per the Annual Financial Report and net projected fund balance as of 12/31/17.

Ms. Montgomery reviewed a three-year analysis of tuition and fees for the period of July 1<sup>st</sup> through December 31<sup>st</sup>. The variance was due to the decrease in FTE (6.2%), which includes reductions in access fees and tuition.

Ms. Montgomery reviewed comparison of actual expenses to budget cost. She reviewed 2017/2018 funding for major capital projects; projects that are in progress and those that have been completed. There are nine major capital projects scheduled for completion this fiscal year with an estimated cost of \$60.2 million.

### **B. ACH/Wire Transfers/Checks Issued Greater Than/Equal to \$50,000**

Ms. Montgomery presented as information.

### **C. Approval of Student Housing Marketing Survey**

Ms. Montgomery reviewed the selection process and presented for approval.

**MOTION:** (Escudero/Freckleton) The District Board of Trustees award the proposal to MGT Consulting Group with an estimated fee of \$34,960. Any additional items, outside of the original Scope of Work, will be billed at their hourly rates. Motion carried unanimously.

### **D. Approval of Food Services Consultant**

Ms. Montgomery explained due to the complexity and competitive nature of the food and vending industry, a food services consulting service would

be hired to assist the College in the negotiating process. Dr. LoBasso shared the consultant will have the expertise in what is being done nationally with negotiations.

**MOTION:** (Freckleton/Holness) The District Board of Trustees authorize the College to enter into an agreement with Petit Consulting LLC. The estimated fee is \$36,750 for the proposed services and agreed upon fees for additional optional services. Motion carried unanimously.

**E. Approval of Budget Transfer Request - WDSC**

Ms. Montgomery explained the transfer is needed for the continuation of operational services at the television station since the College did not receive the Community Service Grant (CSG).

**MOTION:** (Escudero/Freckleton) The District Board of Trustees approve the total transfer of \$350,000 from Fund 1 unallocated Reserves to Fund 2 WDSC-TV subfund for the College's TV Station budget shortfall created by not receiving the Florida CSG grant. Motion carried unanimously.

Dr. LoBasso recognized Mr. Bill Tillard, Director of Campus Safety, who will be retiring from the College next month and shared this was his last Board Meeting. He thanked Mr. Tillard for his many of years of service and wished him well. Mr. Tillard received a standing ovation.

**X. ENROLLMENT SERVICES**

**A. Approval of 2018/2019 Academic Calendar**

Dr. Erik D'Aquino, Vice President of Enrollment Services, explained upon Board approval the academic calendar will be submitted to the State for final approval.

**MOTION:** (Freckleton/Escudero) The District Board of Trustees approve the 2018-2019 Academic Calendar. Motion carried unanimously.

**XI. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Ms. Sofia Rivas, Student Government Association President; Mr. Lonnie Thompson, Administrator Council President; Ms. Karen Braley, Faculty Senate President, who also reported for Ms. Diane Mathers, Career Employees Association President; and Ms. Rabecka Collins, Professional Council President.

**XII. TIME RESERVED/BOARD CHAIR**

**A. Board Chair's Update**

Mrs. Hosseini thanked the trustees who were able to go to Tallahassee and shared how impactful their presence is for the College and its

legislative priorities. She explained she and Dr. LoBasso also went to Tallahassee and had a full day of meetings to reiterate the importance of the College's funding requests. She wished everyone a Happy New Year and looked forward to working with everyone this year.

**B. Board Professional Development Opportunities**

Developmental opportunities for the Board are listed in the agenda.

**XIII. TIME RESERVED/BOARD MEMBERS**

Mrs. Dougherty inquired about assisting students who have financial issues and may not qualify for financial aid. Mrs. Hosseini referred her to Dr. LoBasso who will work with her on what assistance is available for the student. Dr. LoBasso explained there are a number of options depending on the student's circumstances or needs. She shared she serves on a charter school board and they are looking forward to the day those students attend Daytona State.

Mrs. Patterson stated the College does not just provide opportunities for students but shows that it really cares about the students. She thanked Dr. LoBasso for the work the College has done in addressing students' needs.

Mr. Lubi was proud of the accomplishments of the dual enrollment students and the cost savings they have generated by taking advantage of dual enrollment. He thanked Dr. Locklear and professors on their efforts to reduce the cost of textbooks. He spoke on e-books and how they are significantly lower in price than standard textbooks.

Mrs. Holness commented on the phenomenal student performance "A Christmas Carol" and how it was a nice blend of music and acting. She shared that it was nice to see the price of textbooks being brought down and making it more cost-effective for the students. She wished Mr. Tillard well on his retirement. She enjoyed the tour of the Southeast Museum of Photography and the exhibits that were on display. She stated the Daytona State jazz singers will be performing at the State of the County address.

Mrs. Haas thanked Mr. Tillard for being the consummate professional and was sad to see him go but happy for his retirement. She thanked Mrs. Hosseini and Dr. LoBasso for their trip to Tallahassee to meet with the legislature regarding the College's legislative priorities.

Mr. Freckleton shared while in Tallahassee he invited the two legislators that serve Flagler County to attend a Board meeting and tour the College. He thanked Dr. LoBasso and the staff for what they do every day for the students. He shared his support for the Board and felt their unity translates to the staff.

Mr. Davis discussed surveying of students and the different needs for full-time, part-time, and evening students. Mr. Davis introduced Ms. Dominique Pierre who he assisted, with Dr. LoBasso's help, in getting back into school. He invited

her to attend the meeting since he noticed students are not normally present to see the work the trustees do on their behalf.

Mr. Escudero congratulated the College on the quality of the Daytona State College Magazine, and spoke on the thoroughness of the articles, the coverage of what the College does, and the quality of the photography compared to other magazines.

**XIV. ADJOURN**

Meeting adjourned at 3:30 p.m.