

MINUTES: November 15, 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 (telephonically)
Mrs. Sarah Dougherty
Mr. Lloyd Freckleton
Mrs. Betty Holness
Mr. Garry Lubi
Mrs. Anne Patterson**

ABSENT: Mrs. Mary Ann Haas

Board Workshop began 1:00 p.m.

Dr. LoBasso explained every year the Core Performance Indicators are reviewed with the Board. Dr. Andrea Gibson, Executive Director, Institutional Research, explained the measures are an analysis of student and institutional performance and used to benchmark where the College is year to year and how it compares to Florida state colleges and universities. The data is utilized in planning, decision-making and making institutional improvements. Dr. Gibson reviewed and discussion was held on the following areas of performance data: Annual Full-Time Equivalent (FTE), Dual Enrollment Headcount and FTE, Annual Headcount and FTE by Instructional Method, Distance Education (Hybrid and Online), Graduates by Degree Awarded, AA Graduation Transfer Rates, Percent of Graduates Found Employed, Average Annual Wages Earned by Degree, Public High School Graduate Capture Rate, Retention Rates, and Graduation Rates.

Board Meeting began 2:05 p.m.

Distributed via email 11/15/18 at 12:13pm: Revised College Policy 1.03 (Page 5). Made an official part of the minutes as Supplemental A: 11/15/18. Revised Human Resources memorandum (Pages 102-103). Made an official part of the minutes as Supplemental B: 11/15/18. Revised Selection of Management of Campus Dining and Vending Services memorandum (Pages 175-175b). Made an official part of the minutes as Supplemental C: 11/15/18. Revised Selection of Beverage Vending Services and Pouring Rights memorandum (Pages 176-176b). Made an official part of the minutes as Supplemental D: 11/15/18.

I. CALL TO ORDER

Mrs. Hosseini called the meeting to order at 2:05 p.m.

II. PLEDGE OF ALLEGIANCE

Conducted the Pledge of Allegiance.

III. ROLL CALL

Mrs. Haas was absent. All other trustees were present.

IV. PUBLIC PARTICIPATION

Mrs. Hosseini inquired if there were any members from the public that requested time to appear before the Board. No requests were received.

V. PUBLIC HEARING – COLLEGE POLICY

A. Approval of First Reading – Policy 1.03 (Revised): Institutional Goals

Mr. Brian Babb, College Counsel, explained the policy revisions are not substantive and are needed for the upcoming SACSCOC Fifth-Year Interim Report, and reviewed the proposed revisions.

MOTION: (Freckleton/Holness) The District Board of Trustees approve the first reading of revised Policy 1.03 Institutional Goals, as presented. Motion carried unanimously.

B. Approval of First Reading – Policy 4.02 (Revised): Establishment of Instructional Programs, Classes and Lab Fees

Mr. Babb reviewed the proposed revisions.

MOTION: (Freckleton/Lubi) The District Board of Trustees approve the first reading of revised Policy 4.02 Establishment of Instructional Programs, Classes and Lab Fees, as presented. Motion carried unanimously.

C. Approval of First Reading – Policy 5.03 (Revised): Budget

Mr. Babb reviewed the proposed revisions.

MOTION: (Lubi/Freckleton) The District Board of Trustees approve the first reading of revised Policy 5.03 Budget, as presented. Motion carried unanimously.

D. Approval of First Reading – Policy 6.02 (Revised): Responsibility of Faculty, Career, Professional and Administrative Personnel

Mr. Babb reviewed the proposed revisions.

MOTION: (Freckleton/Holness) The District Board of Trustees approve the first reading of revised Policy 6.02 Responsibilities of Faculty, Career, Professional and Administrative Personnel, as presented. Motion carried unanimously.

E. Approval of First Reading – Policy 6.15 (Revised): Credentialing of Faculty and Administrators

Mr. Babb reviewed the proposed revisions.

MOTION: (Freckleton/Lubi) The District Board of Trustees approve the first reading of revised Policy 6.15 Credentialing of Faculty and Administrators, as presented. Motion carried unanimously.

VI. CONSENT AGENDA

- A. Approval of 9/20/18 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 Grant Applications
- H. Approval of Human Resource Recommendations
- I. Approval of Out of District Field Trip Requests

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

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

VII. TIME RESERVED/PRESIDENT

A. President's Update

Dr. LoBasso recognized Dr. Joy Lewis and Ms. Shana Deyo, who provided an overview of the LEAD Academy which is an in-house leadership professional development program. Those in the program were asked to introduce themselves.

Dr. LoBasso shared accomplishments of the Cross Country team which included the Men's Cross Country Team winning the Florida State Championship; the Women's Cross Country Team was runner-up; and Coach Judy Wilson was recognized as the Men's Coach of the Year. He shared Daytona State is currently hosting the NJCAA Men's Soccer Championship and have had teams from all over the United States come to Daytona Beach to compete. Coaches from universities around the country are also in attendance to recruit students.

Dr. LoBasso shared the Foundation Gala was very successful and the theme was Celebrating the Path to Student Success. There were 53 sponsors, 365 attendees; and honored Mr. Gale Lemerand with an honorary degree and Mrs. Hosseini with the Trustee Service Award. Revenue generated was around \$136,000. He shared Homecoming was

also a success and included the Mr. & Ms. DSC Pageant, Alumni Awards Breakfast, Tailgate Party, 5K Walk/Run, Car & Truck Show, Culinary Boot Camp, and Alumni games.

Dr. LoBasso shared the Child Care Assistance Means Parents in School (CCAMPIS) four-year grant was funded for a total of \$940,396. These funds provide childcare assistance to 78 low-income student parents annually for four years to help ensure they can remain in school and complete their academic program.

Dr. LoBasso spoke of the recent ABET Accreditation Site Visit for the Information Technology Bachelor of Science degree; and shared of the recent Lemerand Entrepreneurial Speaker Series with local entrepreneur Jayson Meyer.

B. City of Deltona Sublease Proposal

Dr. LoBasso explained the City of Deltona has approached the College about subleasing some of the land (11.25 acres) behind the Deltona Campus for recreational use. This should not have a negative impact on the College's master plan and asked for authorization to sublease the land. The City of Deltona would provide funding for construction of a gymnasium and playing fields, which they would maintain. In exchange, the College would have access to the gymnasium and fields for intramural activities for its students. Mrs. Hosseini asked that legal counsel review to make certain the sublease is written properly.

MOTION: (Lubi/Freckleton) That the District Board of Trustees authorize a sublease with the City of Deltona for the land identified at the Deltona Campus. Motion carried unanimously.

C. Approval of Salary Increase Proposal

Dr. LoBasso shared the College community has embraced the vision and charge of the president, the Board and the state. They have done a good job with improvement to the performance metrics each year, and felt this proposal was a well-deserved recognition and presented for approval.

MOTION: (Escudero/Freckleton) That the District Board of Trustees approve the salary proposal outlined below and be funded from the Board Designated Reserve in Fund 1 for FY 18-19 for full-time College and grant funded employees. Motion carried unanimously.

“The College is recommending a \$1,200 non-recurring, across-the-board, salary proposal for full-time College and grant funded employees. This nonrecurring payment will be reflected in the November 30th payroll and eligible

employees must have been employed by the College effective July 1, 2018.”

A. President’s Update (Continued)

Performance Measures Update

Dr. Amy Locklear, Provost, reviewed data on the Developmental Education program and pathways to college credit programs. She shared of the changes in laws that took effect in 2014 which exempted a large number of students from being tested or having to take developmental education. In response, the College created an intensive advising process and rewrote developmental ed classes for Reading/Writing and Mathematics. She reviewed data on the student pass rates and the development and passing rates of non-STEM pathway courses.

VIII. FACILITIES

A. Approval of General Contractor Contract Approval – ATC Campus TES Tank

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, explained this is a specialized project and not many companies can do this kind of work. The contractor that submitted a bid is the same company that built the storage tank on the Daytona Campus. He shared the College will receive a rebate from FP&L

MOTION: (Escudero/Freckleton) That the District Board of Trustees accept the bid from CROM, LLC in the amount of \$1,007,500 plus a contingency of \$25,000, and direct the President or his designee to enter into the contract for work. Motion carried unanimously.

IX. FINANCE

A. Executive and Financial Summary Reports as of 10/31/18

Ms. Isalene Montgomery, Senior Vice President for Finance, presented the financial report for the period ending October 31, 2018. She explained 36% 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 38% 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 10/31/18; three-year analysis of tuition and fees for the period of July 1st through October 31st; and a comparison of actual expenses to budgeted cost.

Ms. Montgomery reviewed 2017/2018 funding for major capital projects; projects that are in progress and those that have been completed. There are ten major capital projects scheduled for completion this fiscal year with an estimated cost of \$54.8 million.

B. ACH/Wire Transfers/Checks Issued Greater Than/Equal to \$50,000 – September/October 2018

Ms. Montgomery presented as information.

C. Approval of Tuition Exemptions, Waivers and Receivables

Ms. Montgomery presented the fee waivers and exemptions for the 2017/2018 fiscal year.

MOTION: (Freckleton/Holness) The District Board of Trustees approve the summary report of tuition exemptions and waivers, as presented. Motion carried unanimously.

D. Approval of Mechatronics Lab Equipment Selection ITB #19-005

Ms. Montgomery reviewed and presented for approval.

MOTION: (Freckleton/Lubi) The District Board of Trustees accept the lowest bids for the selected items from Blue Grass, Inc. in the amount of \$274,388 and Southern Educational System in the amount of \$34,775 and issue purchase orders for the work. Motion carried unanimously.

E. Approval of Selection of Management of Campus Dining and Vending Services ITN# 19-001

Ms. Montgomery explained the College received interest from four vendors, but only two bids were received. An evaluation committee reviewed the proposals. A negotiation team entered into discussions with both vendors and a finalist was then selected. She indicated the agreement is a profit and loss management program with commissions on various components. The term is five years with five one-year renewals, and an amortized capital investment of \$125,000. Discussed contract end date to provide time for transitions between vendors and Ms. Montgomery indicated this will be negotiated as part of the contract.

MOTION: (Freckleton/Lubi) The District Board of Trustees approve the selection of Metz Culinary Management and authorize the College to enter into an agreement. The contract will be submitted to the Board for ratification at the next regularly scheduled meeting. Once the contract is drafted it will be sent to the Board for review and if there are any concerns the Board will schedule a special meeting to discuss. Motion carried unanimously.

F. Approval of Selection of Beverage Vending Services and Pouring Rights ITN# 19-002

Ms. Montgomery explained the College received responses from three vendors. An evaluation committee reviewed the proposals. A negotiation team entered into discussions with the vendors and a finalist was then selected. She indicated the agreement will provide commissions on

vending and non-vending components, provides scholarships for students and the term is five years with five one-year renewals.

MOTION: (Holness/Escudero) The District Board of Trustees approve the selection of Pepsi Beverages Company and authorize the College to enter into an agreement. The contract will be submitted to the Board for ratification at the next meeting. Once the contract is drafted it will be sent to the Board for review and if there are any concerns the Board will schedule a special meeting to discuss Motion carried unanimously.

X. ACADEMIC AFFAIRS

A. Academic Affairs Update

Dr. Locklear explained she will review results of the student surveys on needs and awareness of services at the next Board meeting. She stated the College participated in the HOPE Lab's Hunger and Homelessness in College survey and should have the data to present to the Board in April.

B. Approval of New Program – Advanced Welding

Dr. Locklear explained the faculty and facility update for this advanced program in welding were paid for by the Job Growth grant.

MOTION: (Escudero/Freckleton) The District Board of Trustees approve Advanced Welding, vocational program (1212), effective Fall 2019. Motion carried unanimously.

C. Approval of New Program – Surgical Technology A.S.

Dr. Locklear explained the College had for a number of years a vocational certificate in this program but the accrediting body will no longer accredit this program at the vocational level. Therefore, the program must be converted to the A.S. degree in order to be accredited.

MOTION: (Freckleton/Escudero) The District Board of Trustees approve the Surgical Technology, A.S. program (2235), effective Fall 2019. Motion carried unanimously.

D. Approval of Program Closure – Surgical Technology Vocational Certificate

Dr. Locklear explained the vocational program will be sunset per the discussed in the previous agenda item.

MOTION: (Lubi/Escudero) The District Board of Trustees approve the program closure of the Surgical Technology, Vocational Certificate (1092), effective Fall 2019. Motion carried unanimously.

E. Approval of Program Closure – Social and Human Services A.S and Certificate

Dr. Locklear explained the job market has changed and the positions in this program require a bachelor's degree. The current students will have a teach-out plan and will be transitioned into a pre-major in psychology or social work. Dr. Locklear indicated offering a bachelor's degree in this area would have to be evaluated and shared some of the criteria that would have to be met in order to apply to the state.

MOTION: (Holness/Freckleton) The District Board of Trustees approve the program closure of the Social and Human Services A.S. (2007) and A.S. Certificate (0813), effective Fall 2019.
Motion carried unanimously.

XI. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Mr. Kyle Trevithick, Student Government Association President; Ms. Diane Mathers, Career Employees Association President; Ms. Theresa Moore, Faculty Senate President; and Ms. Rabecka Collins, Professional Council President.

XII. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

No update.

B. Board Professional Development Opportunities

Developmental opportunities for the Board are listed in the agenda.

XIII. TIME RESERVED/BOARD MEMBERS

Mrs. Patterson appreciated Dr. Locklear's presentations. She shared of the importance of the English Studio class and how difficult it can be for first year students. She discussed the changes to the math pre-requisite courses and appreciated the implementation of the advanced welding program.

Mr. Davis wished everyone a Happy Thanksgiving.

Mrs. Dougherty spoke of her employee that is enrolled in the College's Fiberglass class and the opportunity this will give them to move up in the company. She appreciated hearing that math courses are being taught with real life examples. She wished everyone a great Thanksgiving.

Mr. Lubi recognized Mr. Will Dunne, Director of Athletics, for the performance and accomplishments of the athletes both in the classroom and on the field. He spoke of the recognition the College is getting on a national scale with the soccer tournament, but was not seeing much in the local news. He shared the College has good athletic programs that may be deserving of some local newspaper recognition. He commented on the outstanding culinary program and how beneficial it could be if the Foundation could leverage the culinary and beverage

science programs for fundraising events. He thanked everyone for what they do and wished everyone the very best during the holiday season.

Mrs. Holness shared it was nice to see the national publicity the College was getting and having more local publicity would help. She appreciated the workshop and seeing the data on the Core Performance Indicators. She enjoyed seeing the camaraderie of the homecoming event and how the employees care about the College and the students. She was thankful for the faculty and the positive impact they make and wished everyone a Happy Thanksgiving.

Mr. Freckleton shared Dr. LoBasso and his staff are doing a great job at the College. He wished everyone a Happy Thanksgiving, Merry Christmas and Happy New Year. He discussed the publicity the College was not getting from the News-Journal on the College's sports programs and specifically pointed to the NJCAA Soccer Tournament as an example. He was extremely unhappy with this lack of coverage and asked that his message be conveyed to the leadership at the News-Journal.

Mr. Escudero applauded the efforts to shift programs that created a concentration in practical math.

Mrs. Hosseini wished everyone a Happy Thanksgiving.

XIV. ADJOURN

Meeting adjourned at 3:35 p.m.