

MINUTES: February 22, 2018

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

**PLACE: Daytona State College's
Deltona Campus
Fathi Hall, Room 103
2351 Providence Boulevard
Deltona, 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
Mrs. Anne Patterson**

ABSENT: Mr. Garry Lubi

Board Workshop began 1:00 p.m.

Dr. LoBasso introduced Mr. Shawn Bliss, Prosser, Inc., and recognized Commissioner Victor Ramos and Mr. Jerry Mayes, Economic Development Manager, from the City of Deltona. Mr. Bliss reviewed the planning process, elements of a successful master plan, drivers of a master plan, unique process elements, and the proposal for the Deltona Campus which would create a new main entrance into the campus at Eustace Avenue. This new entrance would give the campus a much needed secondary entrance/exit. The new area for development would be north of the current developed location. This proposal was well received by the Board and those from the City.

Board workshop ended 1:40 p.m.

Board Meeting began 2:00 p.m.

Distributed via e-mail 2/20/18 at 11:29 a.m.: Revised Human Resources Memorandum (pages 38-39). Made an official part of the minutes as Supplemental A: 2/22/18.

I. CALL TO ORDER

Mrs. Hosseini called the meeting to order at 2:00 p.m. She thanked the Deltona Campus staff for hosting the Board Meeting.

II. PLEDGE OF ALLEGIANCE

Conducted the Pledge of Allegiance.

III. ROLL CALL

Mr. Lubi 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 had been received.

V. CONSENT AGENDA

- A. Approval of 1/18/18 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 Grant Applications
- G. Approval of Human Resource Recommendations
- H. Approval of Out of Country Travel Request - Beechler
- I. Approval of Out of District Field Trip Request

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/Holness) 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 attended the State of the County Address and thanked Mrs. Holness for the work she did coordinating that event. He thanked Mr. Escudero for attending the annual exit conference with the state auditors. He shared of discussions with UCF to start an Ed.D. in Higher Education cohort program. He congratulated Mrs. Hosseini on the Hope Place opening and how great it was to see that project come together. He attended the Chancellor's Innovation and Excellence Best Practices Convening. He shared the College has made the first round in the selection process for the Aspen Prize and recently participated in an hour long interview. He shared over the next few months the list will be narrowed down to 10 finalist institutions. Dr. LoBasso continues to work with the school superintendents as part of the Collaboration Council, and are looking at ways to create more pathways for students and providing credit for more vocational type programs. Dr. LoBasso serves on Team Volusia Economic Development board and shared of a recent visit by a medical manufacturing company that was interested in locating to this area.

Legislative Update

No updates at this time.

Performance Measures Update

Dr. Amy Locklear, Provost, presented information on what the new Civitas learning analytics platform can do utilizing information from the student database. Civitas will read tens of thousands of student records, look at the success of past students and track all of their attributes. It can then predict persistent scores for new students using this data. These scores will help the College better understand student retention and graduation.

Dr. Locklear discussed persistence prediction rates, filters used to generate data for full-time and part-time students, GPA, online students, and ways this data can be used to improve student success.

B. Approval of Land Purchase

Dr. LoBasso presented for approval.

MOTION: (Escudero/Freckleton) The District Board of Trustees approve the purchase of the property located at 321 White Street, Daytona Beach, Florida, for fifty-nine thousand dollars (\$59,000), and authorize the College to execute any and all documents for closing. Motion carried unanimously.

VII. FACILITIES

Approval of Emergency Procurement - DeLand Campus - Boiler Repairs

Mr. Chris Wainwright, Associate Vice President of Facilities Services, reviewed and presented for approval.

MOTION: (Escudero/Freckleton) The District Board of Trustees ratify approval of the emergency boiler repair fees of \$59,009 for the DeLand Campus. Motion carried unanimously.

B. Approval of Amendment #1 – Construction Management At Risk Services Contract, New Student Center/Workforce Transition Building

Mr. Wainwright explained that with the approval of the Guaranteed Maximum Price the finalized numbers were incorporated into the contract.

MOTION: (Freckleton/Haas) The District Board of Trustees approve the Amendment #1 to the Construction Management at Risk contract for the Student Center/Workforce Transition Project. Motion carried unanimously.

C. Approval of Contractor Selection – DeLand Campus - Chemistry Lab Snorkel Replacement

Mr. Wainwright explained the snorkel and exhaust equipment in the Chemistry lab is in need of replacement and presented for approval.

MOTION: (Escudero/Freckleton) The District Board of Trustees accept the lowest qualified bid from Ovation Construction in the amount of \$336,970, plus a contingency of \$33,697 for minor change orders, and direct the College to submit the contract to the Board for approval at a future meeting. Motion carried unanimously.

VIII. FINANCE

A. Executive and Financial Summary Reports as of 1/31/18

Ms. Isalene Montgomery, Senior Vice President for Finance, presented the financial report for the period ending January 31, 2018. She explained 60% 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 62% 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 1st through January 31st. The variance is due to the decrease in FTE (5.6%), and tuition and fee revenue was budgeted as flat.

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.

IX. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Mr. Lonnie Thompson, Administrator Council President; Ms. Diane Mathers, Career Employees Association President; Ms. Karen Braley, Faculty Senate President and Ms. Erin LeDuc for Ms. Rabecka Collins, Professional Council President.

X. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Mrs. Hosseini thanked Mrs. Holness and was proud of the work she did in putting the State of the County event together. She thanked Mr. Escudero for attending the meeting with the state auditors on her behalf.

B. Board Professional Development Opportunities

Developmental opportunities for the Board are listed in the agenda.

XI. TIME RESERVED/BOARD MEMBERS

Mrs. Haas appreciated hearing about the constituent groups efforts in raising funds for students who are in need and other worthwhile projects. She reminded everyone of the Center for Women and Men's Annual Women in History luncheon that will be held on March 8, 2018.

Mrs. Holness shared she is always enlightened to hear what is being done for the students. She attended the Association of Community College Trustees National Legislative Summit and how it was frustrating to hear presenters not recognize the work community colleges do in addressing the needs of the workforce. Pell grants was another topic of discussion at the summit, availability of grant funding, and limiting student debt. She appreciated the opportunity to attend these events and talk about Daytona State and educate people on the role community colleges play.

Mrs. Patterson spoke of the work of the Constitutional Revision Committee (CRC) and the proposal to incorporate the Florida College System into the Florida Constitution. Dr. LoBasso explained there will be listening sessions throughout the state and college presidents and students will testify in support of the amendment. He shared that the college system is the only educational entity not recognized in the constitution. Mrs. Patterson stated if the amendment is approved by the CRC then it will be added to the general election ballot.

Mr. Davis presented the 1st place trophy to Daytona State College for the Hotel & Lodging Association's Annual Golf Tournament. He spoke of the school adoption program and that the Hotel & Lodging Association has now adopted 33 schools. He shared of an event at Campbell Middle School for students joining the honor society.

Mrs. Dougherty enjoyed hearing the Civitas presentation and how important it is to help students early and to retain them. She shared New Smyrna Beach high school students will be touring her manufacturing company and offered to promote the College to the group. She discussed training for employees and promoting from within. Dr. LoBasso shared there are mobile CNC machines that are being looked at to provide training opportunities at the New Smyrna Beach/Edgewater Campus when the Barbering program is phased out.

Mr. Freckleton enjoyed attending the Daytona State basketball games with his son and shared the women's team is doing exceptionally well. He plans to attend the spring soccer scrimmage matches as well. Mrs. Hosseini asked that information on upcoming athletic games be sent to the Board.

XII. ADJOURN

Meeting adjourned at 3:13 p.m.