

**MINUTES: March 22, 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. Bob Davis  
Mrs. Sarah Dougherty  
Mr. Lloyd Freckleton  
Mrs. Mary Ann Haas  
Mrs. Betty Holness  
Mr. Garry Lubi  
Mrs. Anne Patterson**

**ABSENT: Mr. Stanley Escudero, Vice Chair**

**Board Workshop began 1:00 p.m.**

Dr. LoBasso introduced Mr. Elijah Houser, Talent Search, and Ms. Terrie Greenbaum, Student Support Services, who provided an overview of the TRiO Talent Search and Student Support Services programs. The overview included the history and mission of the programs, program objectives, student eligibility, services offered, and events held.

**Board workshop ended 1:47 p.m.**

**Board Meeting began 2:03 p.m.**

**I. CALL TO ORDER**

Mrs. Hosseini called the meeting to order at 2:03 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. Escudero 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 2/22/18 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 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 explained each year Phi Theta Kappa International Honors Society and the Florida College System select a few Phi Theta Kappa members from each of the 28 state colleges who demonstrate outstanding academic achievement, leadership and community service. Dr. LoBasso recognized and congratulated students Ms. Angela Dezege and Ms. Jacqueline Rosado and shared information about each student. Students selected for the All-Florida Academic Team will be recognized at a ceremony in Tampa next month.

Dr. LoBasso showed a broadcast by the Golf Channel that showed Daytona State Women's Golfer, Jiwon Jeon, had been selected to be a part of the international team in the 2018 Arnold Palmer Cup. She is the first NJCAA player to compete in this tournament and he was very proud of her accomplishments. He shared he had the opportunity to have Ms. Jeon on his team at the Hotel Lodging Association's Golf Tournament.

Dr. LoBasso stated the Marketing Department received nine awards in two national contests for marketing material and shared samples of the work that was submitted.

Dr. LoBasso shared of a conversation with the University of Central Florida to bring a doctoral cohort program to Daytona State again. An information session will be held for those who would be interested in participating and shared he was a graduate of this program.

### Legislative Update

Dr. LoBasso thanked the trustees for their help during the legislative session and gave special thanks to Mrs. Hosseini and her husband, Mr. Mori Hosseini. He shared how they are true advocates for higher education but are certainly advocates for Daytona State College. He shared the College did very well in the legislative session and received funding for the Writing Center, Optician Technology Program and Deltona Campus building, as well as approval of proviso language so the television station can receive funding. He also shared the Florida College System received some of the funding back that was cut during the previous legislative session.

Dr. LoBasso acknowledged Mr. Freckleton who recognized Ms. Janice Brim, Head Women's Basketball Coach, and thanked her for the work she has done with the team and looked forward to next year's season. Dr. LoBasso agreed and shared Coach Brim is also an instructor and impacts the students on the court and in the classroom.

### Performance Measures Update

Dr. Erik D'Aquino, Vice President of Enrollment Services, provided a mid-semester update on the Advisor on the Go program. He shared comparative data for Spring 2017 and 2018 on individual contacts that have been made, which increased by over 12%. He reviewed new initiatives aimed at increasing student persistence and retention. He shared an update on financial aid and how students in the cohort are being sent information on summer registration and the availability of Pell grants. He explained financial aid packages were awarded for the 2018/2019 academic year which will assist students in knowing how much financial aid they have available to complete their coursework.

## **VII. FINANCE**

### **A. Executive and Financial Summary Reports as of 2/28/18**

Ms. Isalene Montgomery, Senior Vice President for Finance, presented the financial report for the period ending February 28, 2018. She explained 67% 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 67% 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 February 28<sup>th</sup>. The variance is due to the decrease in FTE (4.5%), and tuition and fee revenue was budgeted flat for 2017-2018. She reviewed 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 nine major capital projects scheduled for completion this fiscal year with an estimated cost of \$60.2 million. Discussed funding needed for the new building on the Deltona Campus and when the planning process should begin.

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

Ms. Montgomery presented as information.

**C. Direct Support Organization Audit Report – WDSC-TV**

Ms. Montgomery explained there were no deficiencies or exceptions to the audit and presented as an information only item.

**VIII. ACADEMIC AFFAIRS**

**A. Academic Affairs Update**

Dr. Amy Locklear, Provost, shared information on the Project Management advanced technical certificate program that began Fall 2016. The program is led by Professor Grady Meeks and offers a series of courses and shared of a student service learning project to maximize parking revenue during Bike Week. She shared a Central Florida Chapter of the Project Management Institute is being started will help put students in touch with employers and let employers know what the College offers and help them understand the value of the advanced technical certificate.

Dr. Locklear explained the National Institute for Staff and Organizational Development (NISOD) is an international organization that recognizes leaders from community and technical colleges around the world. She explained Daytona State will have six employees honored at this year's NISOD Conference. She recognized and shared background of each award recipient: Ms. Kristen Bales, Associate Director, Writing Center; Mr. Jeff Conklin, Associate Professor, Mori Hosseini College of Hospitality and Culinary Management; Ms. Leslie Fehl, Associate Professor and Assistant Chair, Dental Assisting; Ms. Carri Hudgins, Director, Records and Registration; Dr. Richard Rogers, Senior Professor, School of Behavioral and Social Sciences; and Mr. Frank Snyder, Director of Workforce Programs.

**B. Approval of Major Program/Course Revisions - B.S. in Education, Math & Science Secondary Education**

Dr. Locklear reviewed and presented for approval.

**MOTION:** (Lubi/Haas) The District Board of Trustees approve the major program and course revisions for the B.S. in Education, Math and Science Secondary Education programs, effective Fall 2018. Motion carried unanimously.

**C. Approval of Major Program/Course Revisions - Engineering Technology: Additive Manufacturing Specialization**

Dr. Locklear reviewed and presented for approval.

**MOTION:** (Lubi/Holness) The District Board of Trustees approve the major program and course revisions for the Engineering Technology A.S. degree program (2232), effective Fall 2018 Motion carried unanimously.

**D. Approval of Major Program/Course Revisions - Interactive Media Production**

Dr. Locklear reviewed and presented for approval.

**MOTION:** (Haas/Freckleton) The District Board of Trustees approve the major program and course revisions for the newly titled Digital and Interactive Media Production A.S. Degree program (2231), effective Fall 2018. Motion carried unanimously.

Mr. Lubi felt the College was doing a great job recognizing, adapting, and identifying the needs of academic programs to make them more efficient and effective.

Dr. LoBasso shared the additive manufacturing equipment was recently installed at the ATC, which was in time for a site visit by a medical manufacturing company. The company has chosen Daytona Beach as their location. He stated how great it was to be a part of the economic development piece demonstrating the College can provide a trained workforce to companies.

**IX. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Ms. Sophia Rivas, Student Government Association President; Ms. Diane Mathers, Career Employees Association President; Ms. Karen Braley, Faculty Senate President and Ms. Rabecka Collins, Professional Council President.

**X. 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.

**XI. TIME RESERVED/BOARD MEMBERS**

Mr. Davis shared how Dr. LoBasso has been through a difficult legislative session and has proved his worth throughout the state. He shared Dr. LoBasso is doing a great job running the College and was thankful to call him his president and a close friend.

Mr. Freckleton was happy to be in attendance at the greatest institution in the country and hopes to keep up the great work elevating the College.

Mrs. Haas was thankful that the College came out well ahead during this year's legislative session and knows it was due to the hard work of Mr. and Mrs. Hosseini, and how they are the best advocates a college could ever have. She thanked Dr. LoBasso for his tireless work in Tallahassee.

Mrs. Holness concurred with Mrs. Haas about the tireless efforts of Mr. and Mrs. Hosseini. She thanked Ms. Erin LeDuc for the wonderful Women's History luncheon program. She appreciated the workshop on the TRiO programs and enjoyed hearing of the awards and nominations. She enjoys the constituent presidents' monthly employee recognitions which give the Board a chance to meet the people working with students. She worries about those who do not understand the mission of the community college, but feels the faculty and students are creating a better awareness of the value the College brings to the community

Mr. Lubi echoed the thanks given to Mr. and Mrs. Hosseini, and Dr. LoBasso. He congratulated the NISOD award recipients and their accomplishments. He spoke of the Additive Manufacturing program and how people forget the capital intensiveness of programs and will need to continue to educate legislators on this factor. He shared information on an upcoming Song Writers festival that will be held in Flagler County.

Mrs. Patterson appreciated having the NISOD award recipients at the Board meeting and asked that the person unable to attend be invited to the next Board meeting to be recognized. She shared of the importance of those that work to get bills not passed during the Legislative session, and was pleased to see the work done this year. She appreciated the work of Dr. LoBasso, Mrs. Hosseini and other trustees during the session.

Mrs. Dougherty spoke of a recent open house at her manufacturing company that was attended by New Smyrna Beach High School students, VMA and Dr. Sherryl Weems, DSC's College of Workforce, Continuing and Education. She was appreciative of the efforts being made by Daytona State for the workforce and advanced manufacturing. She spoke of Ms. Leslie Fehl and how she was highly regarded in the community.

## **XII. ADJOURN**

Meeting adjourned at 3:07 p.m.