

**MINUTES:** April 19, 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 (telephonically)

**Board Meeting began 3:25 p.m.**

*Distributed via e-mail 4/13/18 at 1:52 p.m.: Revised Human Resources Memorandum (page 52). Made an official part of the minutes as Supplemental A: 4/19/18. Distributed via e-mail 4/18/18 at 6:27 p.m.: Revised Human Resources Memorandum (page 53). Made an official part of the minutes as Supplemental B: 4/19/18. Distributed via e-mail 4/19/18 at 9:21 a.m.: Revised CareerSource Quick Response Training Grant Agreement (page 25). Made an official part of the minutes as Supplemental C: 4/19/18. Distributed prior to the start of the meeting. Revised Human Resources Memorandum (Page 52). Made an official part of the minutes as Supplemental D: 4/19/18.*

**I. CALL TO ORDER**

Mrs. Hosseini called the meeting to order at 3:25 p.m.

**II. PLEDGE OF ALLEGIANCE**

Conducted the Pledge of Allegiance.

**III. ROLL CALL**

All 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 received.

## V. **CONSENT AGENDA**

- A. Approval of 3/22/18 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 Human Resource Recommendations
- G. Approval of Out of Country Travel Request – Sasnett
- H. Approval of Out of Country Travel Request – Sasnett
- 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/Lubi) The District Board of Trustees approve the Consent Agenda. Motion carried unanimously.

## VI. **TIME RESERVED/PRESIDENT**

### A. **President's Update**

#### Recognitions/Activities

Dr. LoBasso recognized Ms. Jiwon Jeon, member of Daytona State's Women's Golf Team. Ms. Jeon is ranked #9 in the Women's World Amateur Golf and #1 in the National Junior College Athletic Association. He shared some of her other accomplishments and stated she will be transferring to the University of Alabama on a full scholarship. Dr. LoBasso also thanked Coach Laura Brown for all she has done to make the Women's Golf program successful.

Dr. LoBasso recognized Ms. Carrie Hudgins, Director of Records and Registration, who is one of six employees that will be honored at this year's National Institute for Staff and Organizational Development (NISOD) Conference. NISOD is an international organization that recognizes leaders from community and technical colleges around the world.

Dr. LoBasso attended the Institute of Higher Education's 50<sup>th</sup> Anniversary event honoring Dr. Dale Campbell who is retiring. He shared how interesting it was to hear the history of the Florida College System and thought that would be something to review as a future Board Workshop topic. He shared the Dental Science program just completed an accreditation site visit. He explained the College recently experienced a power outage and rescheduled the student awards convocation, which was affected.

#### Performance Measures Update

*Distributed Career Services information packet. Made an official part of the minutes as Supplemental E: 4/1918.*

Mr. Keith Kennedy, Vice President of Student Services, provided an update on the number of job fairs for the periods of 2015-2016, 2016-2017, and 2017 to date. The update included the number of job fairs held, number of businesses that participated, number of attendees and the number of those who were DSC students or alumni. He shared information on job fairs that were held on the various campuses.

**B. Approval of DME Sports Academy Negotiations**

Dr. LoBasso shared DME is interested in engaging in conversations with the College about helping with the delivery of adult education courses and utilization of space.

**MOTION:** (Freckleton/Holness) The District Board of Trustees approve and authorize the College to negotiate an agreement with DME Sports Academy, Inc. and present the agreement at the May 2018 board meeting for approval. Motion carried unanimously.

**C. Approval of 2017/2018 Annual Equity Report**

Mr. Lonnie Thompson, Director of Equity and Inclusion, reviewed the Annual Equity Report and explained the purpose of the equity report is to show the College's efforts to comply with federal and state statutes that relate to nondiscrimination and equal access. He reviewed the process to develop the report, the College's focus, enrollment rates, retention rates, student completion rates, completion and retention initiatives, student equity, athletics, and employment. Discussed achievement of goals and comparative data.

**MOTION:** (Freckleton/Lubi) The District Board of Trustees authorize the College to submit the 2017/2018 Annual Equity Report Update to the Florida Board of Education/Office of Equity and Access, as presented. Motion carried unanimously.

**VII. FACILITIES**

**A. Approval of Final Completion and Final Payment: New Smyrna Beach/Edgewater Campus Building 2 HVAC Replacement Project**

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

**MOTION:** (Davis/Freckleton) The District Board of Trustees approve final completion of the New Smyrna Beach Building 2 HVAC Replacement Project and final payment of \$49,813.70 be made to Ovation Construction Company, Inc. Motion carried unanimously.

**B. Approval of Architectural Professional Design Services Contract: Daytona Campus – Lenholt Center – Center for Women and Men Remodel Project**

Mr. Wainwright reviewed and presented for approval.

**MOTION:** (Haas/Freckleton) The District Board of Trustees approve the contract for Professional Design Services with RLF, Inc. for the Daytona Campus Lenholt Center - Building 130 - Center for Women & Men Remodel Project in the amount of \$116,125, plus a 10% design contingency of \$11,612. Motion carried unanimously.

**C. Approval of Architect Continuing Services Contracts**

Mr. Wainwright reviewed and shared a member of the Facilities Planning Advisory Council participated in the selection process and presented for approval.

**MOTION:** (Freckleton/Holness) The District Board of Trustees approve DJdesign Services, Inc.; DLR Group, Inc.; HuntonBrady Architects; and Rhodes + Brito Architects, Inc. for Architect Continuing Services and direct the President or his designee to enter into contracts, pursuant to the provisions of Florida Statute s.287.055 for these services. Motion carried unanimously.

**VIII. FINANCE**

**A. Executive and Financial Summary Reports as of 3/31/18**

Ms. Isalene Montgomery, Senior Vice President for Finance, presented the financial report for the period ending March 31, 2018. She explained 72% 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 73% 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; three-year analysis of tuition and fees for the period of July 1<sup>st</sup> through March 31<sup>st</sup>; 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 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. ACADEMIC AFFAIRS**

**A. Approval of Major Program/Course Revisions – Building Trades and Construction Design Technology**

Dr. Amy Locklear, Provost, explained the program is being revised based on the recommendation of the advisory committee to include a 150-clock hour capstone course (internship) which will increase student employability by working on a real project. Dr. LoBasso shared this will give the ability to students to construct a home in the community.

**MOTION:** (Freckleton/Dougherty) The District Board of Trustees approve the major program and course revisions for the Building Trades and Construction Design Technology (1209), effective Fall 2018. Motion carried unanimously.

**B. Approval of Program Closure: Customer Service Representative**

Dr. Locklear explained the competencies of the program being closed are built into the hospitality program. The state is also taking the competencies and making them core in all of the Career and Technical Education programs rather than having a standalone program.

**MOTION:** (Escudero/Lubi) The District Board of Trustees approve the program closure of the Customer Service Representative, vocational certificate program, effective Spring 2019. Motion carried unanimously.

**X. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Ms. Sofia Rivas, Student Government Association President; Mr. Lonnie Thompson, Administrators Council President; Ms. Karen Braley, Faculty Senate President and Ms. Rabecka Collins, Professional Council President.

**XI. 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.

**XII. TIME RESERVED/BOARD MEMBERS**

Mr. Davis spoke of a grant funded program that has twenty visually impaired students signed up that will teach them front desk operations, maintenance and reservations.

Mrs. Holness spoke of Ms. Laurie White's retirement and what a wonderful job she has done and how marketing has improved under her leadership. She shared her appreciation and valued her contributions to the College.

Mr. Lubi promoted the upcoming Songwriters Festival that will be held in Flagler County, May 4-6.

**XIII. ADJOURN**

Meeting adjourned at 4:35 p.m.