

MINUTES: April 19, 2018

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

**PLACE: Daytona State College
Daytona Beach Campus
Conference Center (Bldg. 640)
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 Retreat began 12:10 p.m.

I. President's Update

Recap:

Dr. LoBasso reviewed initiatives or accomplishments made during the previous year which included the Broadcast Television Production program which began Fall 2017; improvements to the Financial Aid process; purchasing of Civitas software; efforts in minority recruitment; securing sponsorships; reducing textbooks costs; increased ranking in the silver category for Performance Measures. Discussed impact by Hurricane Irma and other factors that affected retention. Reviewed new academic programs approved or implemented; and legislative funding received.

II. Future Plans

Student Housing

Distributed Student Housing document. Made an official part of the minutes as Supplemental A: 4/19/18-Retreat.

Dr. LoBasso explained focus groups were held and input was positive. An online survey was sent out to over 11,000 students. The next step will be to evaluate the survey results and, if positive, discuss how to fund the project. He reviewed information from a previous survey and shared how much the College spends to house athletes at Whisper Oaks. He stated there is now an interest to discuss on-campus housing which could enhance campus life and may be used to house athletes and other students. He reviewed data gathered from other colleges that

currently have student housing that included if their housing is located on or off campus, if they are open to any students or are for specific groups, and how it was funded. He discussed funding options such as using the College' Foundation or a public/private partnership. There was consensus to move forward with gathering data and bring back to the Board for further review and discussion. Discussed Campus Safety and will review during a future workshop.

Center for Women and Men

Dr. LoBasso reviewed the remodeling timeline and shared the RFQ for the architect has been completed. The remodel will take four months to design and then the RFQ for the contractor will be issued. Construction is planned to begin in January 2019. He reviewed what services will be relocated to this new area and discussed funding for the CCAMPIS program, and what is offered to students on financial literacy.

Construction Projects

Dr. LoBasso reviewed the logistical plan for moving areas into the new Student Center building. Discussed having the grand opening right before classes begin in January so the building will be done as much as possible. Discussed having the 2019 Foundation Gala in the new building to further showcase the facility.

Dr. LoBasso reviewed the project timeline for the new building on the Deltona Campus and explained the College has received the \$3 million in planning money and is hoping the remaining dollars for the building construction will be awarded during the next legislative session. There was consensus by the Board to move forward with the planning portion of the project.

Academic Programs

Dr. LoBasso reviewed new academic programs that are beginning and possibilities of future programs. The Board was in favor of proceeding with the BAS concentration in HR and Supply/Chain Logistics, as well as a new BS in Accounting and BS in Health Services Administration. The Board was also in favor of expanding a Machining program to the New Smyrna Beach/Edgewater Campus, implementing ABET Accreditation for BSIT, and Mechatronics, pending the job growth grant.

Aspen Prize for Community College Excellence Award

Dr. LoBasso shared where the College was in the process and has responded to additional request for data. He explained the benefits of being a recipient of this award.

Doctoral Cohort

Dr. LoBasso explained of the creation of a Falcon Emerging Leaders Program. UCF will offer an Ed.D. in Educational Leadership and an information session was held with over 60 interested persons and 28 were Daytona State employees. Classes will begin in the Fall.

Transportation Service between Campuses

Dr. LoBasso shared a van service between the DeLand and Deltona campuses will begin in the Fall semester because there are no science labs on the Deltona Campus. The service will be coordinated around class schedules and the cost of the service will be supported by SGA and the cost of the driver will be supported by the College. Once the new building has been constructed in Deltona, the service will no longer be needed since the building will include science labs.

III. Board Meeting Schedule

Mrs. Hosseini explained staff spend a lot of time preparing for Board meetings and wondered if that is the best use of their time, and the Board's time. She has worked with Dr. LoBasso and legal counsel to see if there is a requirement that the Board meet monthly and there is not. They have researched what other institutions are doing and developed a schedule based on when meetings will be needed. Meetings would be held in: January, February, April, May, June, August, September, November and the new schedule would be tried for one year, then evaluated. The President can call a special Board meeting if needed during a month there is no meeting. There was consensus by the Board to try the new schedule for one year.

IV. SACS New Standard

Distributed Sample Board Evaluation Instruments. Made an official part of the minutes as Supplemental B: 4/19/18-Retreat.

Dr. LoBasso shared the College's accrediting body, SACS, has created a new standard that requires governing boards to conduct an annual self-evaluation. Sample evaluation instruments were obtained from other Florida College System institutions that could be used as a starting point. Mrs. Hosseini asked Mrs. Haas to take the lead on developing the Board's self-evaluation instrument.

V. President's Evaluation

Distributed results of the 2017-2018 President's Evaluation, items A-F. Made an official part of the minutes as Supplemental C: 4/19/18-Retreat.

The Board conducted the evaluation of the President. Evaluation instruments were completed by all nine of the trustees and the data was compiled and distributed at the Board Retreat. The instrument contained 50 questions in total and used a rating scale of 1 through 5 (1-Unsatisfactory, 2-Needs Improvement, 3-Meets Expectations, 4-Occasionally Exceeds Expectations, 5-Consistently Exceeds Expectations and DK/NA-Do Not Know/Not Applicable). Dr. LoBasso received an overall average of 4.67.

Mrs. Hosseini thanked the Board for taking the time to complete the evaluation instrument. Each of the trustees reviewed their evaluations and provided feedback to Dr. LoBasso. Mrs. Hosseini agreed with the Board that Dr. LoBasso does a great job and shared her goals she would like him to focus on in the coming year.

- Improve ranking to within top 10 on US News & World Report
- Continue to eradicate hunger/homelessness by 2020
- Participate in Hope Lab each year to use as comparative data
- New Student Center Bldg. – Hold a ribbon-cutting event and then another event inviting the community.
- Deltona Campus – Expand course offerings.
- Expand relationships with other universities (mentioned University of Florida and the University of North Florida) to expand opportunities for students.

Mrs. Hosseini shared Dr. LoBasso is a great leader, always exceeds expectations, and is very appreciative of him. She shared how grateful she was for the Board and how much they bring to the table.

Dr. LoBasso thanked the Board for the evaluation and he felt he was only as good as the team he surrounds himself with. He spoke of the upcoming Workforce Trends meeting and its purpose. He shared retention is the number one goal and believed the biggest impact to the decline was the hurricane. He shared the College will participate in the next Hope Lab survey, or will conduct its own.

Dr. LoBasso departed the meeting at this point.

The Board discussed the renewal of the President's contract, compensation, and pay for performance. The Board requested Mrs. Hosseini work with Dr. LoBasso and Mr. Babb on the contract and pay for performance goals and present to the Board for review and approval.

Board Retreat adjourned 3:09 p.m.