

MINUTES: May 16, 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 (telephonically)
Mrs. Mary Ann Haas
Mrs. Betty Holness
Mr. Garry Lubi
Mrs. Anne Patterson**

Board Workshop began 1:00 p.m.

The workshop consisted of a tour of the Goddard Center.

Board Meeting began 2:09 p.m.

Distributed via e-mail 5/15/18 at 4:43 p.m.: Revised President's Employment Agreement (pages 93a-93b). Made an official part of the minutes as Supplemental A: 5/16/18.

Distributed via e-mail 5/16/18 at 11:27 a.m.: Revised Agenda (page 2). Made an official part of the minutes as Supplemental B: 5/16/18. Approval of Contractor Selection – DeLand Campus – Chemistry Lab Snorkel Replacement Project agenda item (pages 42a-42c). Made an official part of the minutes as Supplemental C: 5/16/18.

I. CALL TO ORDER

Mrs. Hosseini called the meeting to order at 2:09 p.m.

II. PLEDGE OF ALLEGIANCE

Conducted the Pledge of Allegiance.

III. ROLL CALL

All trustees were present. Mr. Freckleton joined the meeting telephonically.

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 4/19/18 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 - Non-Cash
- G. Approval of Donations - Surplus
- 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: (Escudero/Holness) The District Board of Trustees approve the Consent Agenda. Motion carried unanimously.

VI. **TIME RESERVED/PRESIDENT**

A. **President's Update**

Dr. LoBasso shared this time of year is very busy with the Student Awards Convocation, Athletic Banquet, Student Writing Awards Ceremony, and Commencement. He felt this year's Commencement ceremonies were the best since he has been at the College. The ceremonies ran smoothly and he thanked the faculty and staff who made that happen. He shared the number of graduates that participated in the ceremonies and because the size of the event has grown, will be looking into the possibility of having a separate ceremony for the baccalaureate graduates.

Performance Measures Update

Dr. Amy Locklear, Provost, provided information on the Instructional Program Review process which is conducted every three years for each instructional area and reviewed by a team outside of the department. She explained the review requires an analysis of program enrollment, retention, completion and placement data. Each department identifies strengths and weaknesses, and develops plans to address critical challenges, increase enrollment, retention and completion. She shared examples of changes that came out of the 2017-2018 reviews.

Dr. Erik D'Aquino, Vice President for Enrollment Management, shared information on how Civitas is being used with current students to help promote student success. He shared details of the nudge campaign that encouraged currently enrolled students not yet registered to enroll in Summer or Fall and how data from this campaign will be used as a benchmark. He shared details of the campaign targeting students who are only taking summer classes online to engage them early and assist them with developing a connection with the College to increase persistence and success. The campaign will be refined for the upcoming Fall semester.

B. Approval of Contractor Selection – DeLand Campus – Chemistry Lab Snorkel Replacement Project

Dr. Chris Wainwright, Associate Vice President of Facilities Planning, explained the previous contractor has asked to withdraw from the project so the next contractor will be awarded the project. He explained the project has to be completed over the summer in preparation for the Fall semester.

MOTION: (Lubi/Davis) The District Board of Trustees enter into a contract with The Watauga Company General Contractors in the amount of \$358,000, plus a contingency of \$35,800. Motion carried unanimously.

VII. FINANCE

A. Executive and Financial Summary Reports as of 4/30/18

Ms. Isalene Montgomery, Senior Vice President for Finance, presented the financial report for the period ending April 30, 2018. She explained 82% 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 79% 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 1st through April 30th; 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.

VIII. ACADEMIC AFFAIRS

A. Approval of Major Program Revision – New Instructional Site: Tomoka Correctional Institution

Dr. Locklear explained this is in preparation for offering the Construction Technology program at this site and requires approval by the Southern Association of College and Schools (SACS).

MOTION: (Davis/Lubi) It is recommended that the District Board of Trustees approve the major program revision to include Tomoka Correctional Institution as a DSC off-campus instructional site, effective Spring 2019. Motion carried unanimously.

B. Approval of Major Program/Course Revision – Automotive Collision Repair and Refinishing

Dr. Locklear explained the state framework was reviewed and revised adding a new section on cost estimation, which will better prepare students to take the ASE certification.

MOTION: (Davis/Haas) It is recommended that the District Board of Trustees approve the major program and course revisions for the Automotive Collision Repair and Refinishing (1097) vocational certificate program, effective Fall 2018. Motion carried unanimously.

C. Approval of Major Program/Course Revision – General Education Core Curriculum

Dr. Locklear explained the General Education Core Curriculum is reviewed every three years and shared changes recommended by the College's General Education Committee.

MOTION: (Haas/Lubi) It is recommended that the District Board of Trustees approve the major program and course revisions for the General Education Core curriculum, effective Fall 2018. Motion carried unanimously.

D. Approval of Program Closure: Baking and Pastry Arts

Dr. Locklear explained at the Board previously approved the college-credit certificate which replaces the vocational certificate program being closed.

MOTION: (Escudero/Haas) It is recommended that the District Board of Trustees approve the program closure of the Baking and Pastry, Vocational Certificate (1034), effective Spring 2019. Motion carried unanimously.

E. Approval of New Courses

Dr. Locklear reviewed the three new courses and presented for approval.

MOTION: (Freckleton/Holness) It is recommended that the District Board of Trustees approve the new courses: EGN3214 Programming for Engineers; SWS2007 The World of Water; and IND2408 Specialized Software Applications for Interior Design, as presented, effective Fall 2018. Motion carried unanimously.

F. Approval of Course Deletions

Dr. Locklear reviewed the courses to be deleted and presented for approval.

MOTION: (Haas/Freckleton) It is recommended that the District Board of Trustees approve the following course deletions (HHD 1321, IND 1001, BUL 2040, RTE 2473, RTE 2930, ENC 0025C, REA 0017C, REA 1105), effective Fall 2018. Motion carried unanimously.

G. Cost of Textbooks and Instructional Materials – Summer 2018

Dr. Locklear explained this is an information item which is presented each semester and provides the cost of textbooks and instructional materials for general education courses.

IX. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Mr. Lonnie Thompson, Administrators Council President; and Dr. LoBasso read Ms. Rabecka Collins, Professional Council President, report in her absence.

X. TIME RESERVED/BOARD CHAIR

A. Approval of President's Employment Contract

Mrs. Hosseini explained per the direction of the Board she reviewed the President's employment contract. She shared Dr. LoBasso received 4.67 out of 5.00 on his overall evaluation and was proposing a 3% increase to his base salary and increasing employer contribution to 15%. She reviewed the compensations of the 28 Florida college institution presidents and where Daytona State ranks. She explained the measures selected for the performance based compensation package.

MOTION: (Escudero/Davis) The District Board of Trustees approve the President's Employment Contract and Addendum 1, as presented. Motion carried unanimously.

B. Approval of Daytona State College District Board of Trustees Meeting Schedule for 2018/2019

Mrs. Hosseini presented for approval.

MOTION: (Freckleton/Holness) It is recommended that the District Board of Trustees approve the Daytona State College District Board of Trustees meeting schedule for 2018/2019. Motion carried unanimously.

Mrs. Hosseini asked Mrs. Haas to provide an update on creating a self-evaluation instrument for the Board. Mrs. Haas shared she has reviewed samples from other institutions and felt it would be best to create one from scratch and will have it typed up and presented to the Board for their review and input.

C. Board Professional Development Opportunities

Developmental opportunities for the Board are listed in the agenda.

XI. TIME RESERVED/BOARD MEMBERS

Mr. Escudero discussed government student loan programs and the amount of outstanding student debt there is today. He explained default rates at schools are monitored and if they exceed 29% then sanctions can be brought against the school. Daytona State's default rate is in good standing, currently at 14%, and shared feedback from state auditors. Mr. Escudero commended Dr. LoBasso on all of his accomplishments.

Mr. Davis shared information on the upcoming Volusia Literacy Council's Spelling Bee. There was an event at Campbell Middle School honoring Mr. Earl McCrary where Mr. Davis was a guest speaker. Mrs. Davis and Mr. Freckleton attended the Nursing Pinning Ceremony.

Mrs. Haas commented on how wonderful the Commencement ceremonies were and how heartwarming it was to see so many smiling faces. She thanked the staff for making it a great event.

Mrs. Holness concurred with Mrs. Haas regarding Commencement. She spoke of the upcoming joint workshop with the Volusia County School Board and the Workforce Trends Advisory meeting and hoped other trustees will be able to attend.

Mr. Lubi shared the banking industry's default rate on loans is 10% compared to 29% for student loans. He shared how these loans are deferred and this is something the legislature should discuss to shift this direction. He thanked Mrs. Hosseini for comparing institutional data on president compensations and felt they were on the right track for awarding for performance. He appreciated the work preparing the Flagler-Palm Coast Campus' amphitheater for the Songwriters Festival.

Mrs. Patterson appreciated the support during her eye surgery and recovery. She was pleased to hear the Math department was developing YouTube videos for their courses. She appreciated the work on the Board's self-evaluation and commented on the Songwriters festival.

Mrs. Dougherty was glad the President's contract worked out and was appreciative of all the people who assist Dr. LoBasso. She stated this was her first Commencement and appreciated the remarks by the speakers.

Mr. Freckleton echoed the remarks on how wonderful Commencement was. He attended the Athletic Awards banquet and shared how the College has many wonderful athletes. He stated there was an article on the Women's golf team and they are leading the tournament being held in Arizona. He shared of the DeLand high school student recruited for the Men's Soccer team.

Mrs. Hosseini shared she was unable to attend Commencement because she was attending her niece's graduation ceremony at Emory which was outside,

where the weather that day was 90 degrees. She thanked Board members who attended the College's ceremonies and who spoke on her behalf.

Dr. LoBasso thanked the Board for renewing his contract and for their support. He looks forward to continuing to help the College. He stated it was a team effort to continue to move the College forward. He shared how there are many exciting things happening at the College and wished the Women's Golf Team all the best on bringing home another national championship.

XII. ADJOURN

Meeting adjourned at 3:19 p.m.