

MINUTES: June 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
Mr. Garry Lubi
Mrs. Anne Patterson**

ABSENT: Mrs. Betty Holness

Board Workshop began 1:05 p.m.

Mr. Louie Mercer, Director of Campus Safety, presented an update on Campus Safety which consisted of a review of the Clery Act; Campus Safety Awareness Day; an overview of the Campus Safety Department and the areas they serve; ongoing initiatives that included the annual review of the Comprehensive Emergency Management Plan (CEMP) and Continuity of Operations Plan (COOP); information sharing and partnerships; and emergency notification systems. Mr. Mercer introduced Daytona Beach Police Chief, Craig Capri. Chief Capri shared information on the working relationship with the College and how costly it would be to implement a campus police force. Mr. Mercer reviewed 2017/2018 initiatives that have been completed; and the strategic use of a police presence on campus.

Board Meeting began 2:00 p.m.

Distributed via email 6/18/18 at 4:46pm: Revised Human Resources Memorandums (Pages 552-554a). Made an official part of the minutes as Supplemental A: 6/19/18.

I. CALL TO ORDER

Mrs. Hosseini called the meeting to order at 2:00 p.m.

II. PLEDGE OF ALLEGIANCE

Conducted the Pledge of Allegiance.

III. ROLL CALL

Mrs. Holness 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 received.

V. CONSENT AGENDA

- A. Approval of 4/19/18 Board Retreat Minutes
- B. Approval of 5/16/18 Board Meeting Minutes
- C. Approval of 5/31/18 Special Board Meeting Minutes
- D. Approval of Agreements
- E. Approval of Agreements - Standard
- F. Approval of Authorization Request for Expenditures
- G. Approval of Budget Amendments
- H. Approval of Contractor Pre-Qualification Certification
- I. Approval of Deletion of Inventory Items
- J. Approval of Donations - Non-Cash
- K. Approval of Donations - Surplus
- L. Approval of Grant Applications
- M. Approval of Human Resource Recommendations
- N. Approval of Out of Country Travel Requests - Ireland
- O. Approval of Out of Country Travel Requests - England
- P. Approval of Out of Country Travel Requests - Italy
- Q. Approval of Out of Country Travel Requests - Nicaragua
- R. Approval of Out of District Field Trip Request
- S. Approval of State Requirements for Educational Facilities (SREF) Inspection 2017-2018

Mrs. Hosseini asked if there were any items trustees would like pulled from the Consent Agenda for further discussion. No requests were made. Mr. Freckleton commented on the Out of Country Travel Request for Nicaragua and shared there is a lot of political turmoil in that country and to please check with the State Department to ensure it is safe to travel.

MOTION: (Escudero/Dougherty) The District Board of Trustees approve the Consent Agenda. Motion carried unanimously.

VI. TIME RESERVED/PRESIDENT

A. President's Update

Dr. LoBasso recognized Coach Laura Brown and the Women's Golf Team for winning their 10th NJCAA National Championship title. He shared highlights of the team's accomplishments.

Performance Measures Update

Mr. Keith Kennedy, Vice President of Student Development, reviewed the College's retention rates compared to the Florida College System for the Fall 2014-2015 and 2015-2016 semesters. He shared information on the Men of Character Initiative (MOCI) cohort, student engagement activities, and cultural enrichment activities.

B. Approval of Salary Administration Plan 2018/2019

Dr. LoBasso presented for approval.

MOTION: (Freckleton/Escudero) The District Board of Trustees approve the 2018-2019 Salary Administration Plan, effective July 1, 2018. Motion carried unanimously.

C. Approval of Land Purchase

Dr. LoBasso stated this item is being withdrawn due to the current offer not being accepted.

MOTION: (Davis/Freckleton) The District Board of Trustees accept the withdrawal of the agenda item. Motion carried unanimously.

VII. FACILITIES

A. Approval of Capital Improvement Program (CIP) 2019-2020 through 2023-2024

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, explained this is the annual submission of the CIP to the state that identifies the priority of capital projects for the College. He reviewed the projects and presented for approval.

Priority/Project	2019-20	2020-21	2021-22	2022-23	2023-24
N/A - Maintenance & Repairs	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000
1- Deltona Classroom/Lab/Office/Vocational with Parking	\$8,916,947				
2-DeLand B5 Science Renovation/Remodel	\$5,576,645				
3-Daytona Building B Classroom/Lab/Office/ Vocational with Parking		\$24,313,950			
4-Critical Stormwater/Parking/ Site Improvements		\$5,863,590			
5-Roof Repair & Replacement	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000

MOTION: (Lubi/Haas) That the District Board of Trustees approve the Capital Improvement Program for 2019-2020 through 2023-2024 for submittal to the Division of Florida Colleges in July 2018. Motion carried unanimously.

B. Approval of Contractor Selection - ATC Roof Replacement Project

Mr. Wainwright shared the ATC roof is original and is in dire need of repair and presented for approval.

MOTION: (Escudero/Freckleton) That the District Board of Trustees accept the lowest bid in the amount of \$1,239,844, and direct the President or his designee to approve the Purchase Order to Garland/DBS , Inc. for this project. Motion carried unanimously.

C. Approval of Contractor Selection and Contract - Schildecker Science Bldg. Chemistry Lab Exhaust Replacement Project

Mr. Wainwright reviewed and presented for approval.

MOTION: (Freckleton/Lubi) The District Board of Trustees accept the lowest bid from Ellis Mechanical Corporation in the amount of \$192,549 plus a contingency of \$19,250, and direct the President or his designee to enter into the contract for the work. Motion carried unanimously.

Mrs. Hosseini discussed the importance of hiring local contractors for projects, as well as abiding by guidelines that are in place.

VIII. FINANCE

A. Executive and Financial Summary Reports as of 5/31/18

Ms. Isalene Montgomery, Senior Vice President for Finance, presented the financial report for the period ending May 31, 2018. She explained 91% 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 85% 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 5/31/18; three-year analysis of tuition and fees for the period of July 1st through May 31st ; 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 eleven major capital projects scheduled for completion this fiscal year with an estimated cost of \$60.8 million.

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

Ms. Montgomery presented as information.

C. Approval of Write-Off of Uncollectible Accounts Receivables – Student Accounts

Ms. Montgomery explained write offs are presented at the end of each fiscal year and indicated these uncollectible accounts are from 2014/2015 and represents 2.29% of the student revenue for that period. She shared the College recouped over \$31K during the last fiscal year from accounts that were previously written off. Discussion ensued on uncollectables and how Daytona State compares to other state colleges. which Ms. Montgomery will research.

MOTION: (Freckleton/Lubi) The District Board of Trustees approve the write-off of uncollectable account receivables in the amount of \$876,361.10 Motion carried unanimously.

D. Approval of 2018-2019 Annual Budget

Ms. Montgomery reviewed the budget priorities, a summary of the key budget points which included a decrease in access fees, but all other remaining fees were unchanged. Tuition and fees will continue to reflect a 2% decrease that was instituted in Spring 2016; enrollment was forecasted as flat; and non-recurring appropriations are reflected in the budget. Twenty positions were frozen and operating expenses were reduced to assist with balancing the budget.

Ms. Montgomery reviewed student fee rates which remained flat for both lower and upper divisions. She shared student enrollment and FTE data used to generate the tuition and fees budget subtotal.

Ms. Montgomery reviewed the 2017/2018 budget comparison of Fund 1 revenues and expense, estimated fund balance, and the comparison of state appropriations between 17/18 and 18/19. She reviewed 2018/2019 Fund 1 Revenues and Expenses: summary of appropriations and capital projects; summary of budgets, transfers and fund balances for Funds 1-7. She reviewed Capital Outlay Budget Fund 7 and the three-year strategic budget plan and the year-end account transfers which consisted of the following:

Grant Matching	\$550,000	Fund 1 to Fund 2
Consulting (ERP)	\$300,000	Fund 1 to Fund 7
WDSC Operating	\$675,000	Fund 1 to Fund 2
Athlete Scholarships	\$244,008	Fund 3 to Fund 5
Marketing/Hospitality and Tuition Reimbursement	\$650,000	Fund 3 to Fund 1
Debt Services/Loan	\$1,313,136	Fund 7 to Fund 8

MOTION: (Freckleton/Escudero) The District Board of Trustees approve Daytona State College Annual Operating Fund 1 Budget and Fund 7 Capital Outlay Budget for Fiscal Year 2018-2019. Motion carried unanimously.

Personnel Costs	\$64,101,992
Current Expense	19,054,731
Capital Outlay	1,168,265
Total:	\$ 84,324,988

E. Approval of Budget Transfer Requests

Ms. Montgomery presented for approval.

Request 1: Funds: Fund 1 to Fund 7 Capital Projects Fund (Board Designated Reserves)
Amount: \$3,500,000
Description: Provide future funding for necessary renovations/remodels and support for new capital projects due to limited Public Education Capital Outlay (PECO) funding.

Request 2: Funds: Fund 1 to Fund 3 Unallocated Reserves
Amount: \$2,000,000
Description: Replenish Fund 3 reserves previously used for the new ERP implementation and Health Insurance costs when the College was self-insured and not part of the Consortium.

MOTION: (Lubi/Freckleton) The District Board of Trustees approve the transfer of funds as outlined above. Motion carried unanimously.

F. Approval of Deferred Maintenance Proposal

Ms. Montgomery explained college are not receiving PECO dollars funding needs to be set aside for maintenance.

MOTION: (Davis/Freckleton) The District Board of Trustees authorize the College to allocate \$1,500,000 for ongoing deferred maintenance projects, Facilities Planning salaries and fringe benefits from the Capital Improvement Fee reserve in Fund 7 for FY'18-19. Motion carried unanimously.

G. Approval of Information Technology Funding Proposal

Ms. Montgomery explained the College will update phones at the College as well as surveillance cameras and DVR equipment.

MOTION: (Escudero/Haas) The District Board of Trustees approve the FY 2018-19 funding of \$215,000 from Fund 7 Board Designated Reserves for the initial replacement of outdated or inoperable phones, surveillance cameras and DVR equipment. Motion carried unanimously.

Mrs. Hosseini thanked Ms. Montgomery and Dr. LoBasso for spending time with each of the trustees explaining the budget.

IX. ACADEMIC AFFAIRS

A. Approval of 2018-2019 Lab Fee Recommendations

Dr. Amy Locklear, Provost, explained every year an analysis is done of the courses that have lab fees and presented revisions for 2018/2019 that included deletions, decreases, increases and new lab fees.

MOTION: (Freckleton/Lubi) It is recommended that the District Board of Trustees approve the lab fee recommendations as presented, effective fall 2018. Motion carried unanimously.

X. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Mr. Kyle Trevithick, Student Government Association President; and Mr. Lonnie Thompson, Administrators Council President. Dr.

LoBasso shared that Mr. Thompson's role has expanded and he is also serving as director of Student Disabilities.

Reports continued with Ms. Diane Mathers, Career Employees Association President. Ms. Mathers also reported for Ms. Karen Braley, Faculty Senate President, in her absence. Dr. LoBasso reported on behalf of Ms. Rabecka Collins, Professional Council President.

XI. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Distributed District Board of Trustees Self-Evaluation Instrument. Made an official part of the minutes as Supplemental B: 6/19/18.

Mrs. Hosseini thanked Mrs. Haas for her time in developing the Board's self-evaluation instrument. Mrs. Haas explained she based everything on relevant Florida Statutes, State Board of Education rules and Board policies. She explained the questions are very comprehensive and are based on the role of trustees.

Mrs. Hosseini asked the Board if they had any changes to the instrument to send them to Ms. Mercer. The self-evaluation will then be sent out to trustees to complete prior to the next Board Meeting.

B. Board Professional Development Opportunities

Developmental opportunities for the Board are listed in the agenda.

Dr. LoBasso pointed out the Save the Date cards for the 10/24/18 Foundation Annual Gala and the 9/6/18 Southeast Museum of Photography's 40th celebration.

XII. TIME RESERVED/BOARD MEMBERS

Mr. Escudero was pleased with the good coverage in the News-Journal and elsewhere on the additional workforce training the College is offering. He explained news coverage has been a concern of his in the past and complimented staff on the coverage.

Mr. Davis wished everyone a great summer.

Mr. Freckleton appreciated the work Mr. Will Dunne and the coaches do in the classroom and on the field with the students, and was looking forward to attending the upcoming athletic events.

Mrs. Haas shared how proud she was to be able to hold down the cost of tuition for the community and still be a first class institution providing a quality education. She spoke of the Foundation Gala and the Southeast Museum of Photography events and how important they are in showcasing the College.

Mr. Lubi appreciated the work by Ms. Montgomery and Dr. LoBasso and how they helped the Board understand the budget. He appreciated the additional investment being made in online courses to improve the College's U.S. News World Report ranking. He felt Dr. Locklear's plan should see a return on investment. He thanked Mr. Dunne and staff for doing a great job and providing leadership across all programs. He shared the Governor has nominated him for reappointment to the Board and how it has been an honor to work with all of the trustees and staff. He looked forward to another four years.

Mrs. Patterson also shared in addition to holding the line on tuition, the College is keeping the cost of instructional materials down by conducting annual reviews of and developing class material. She believes all of these efforts should help with retention. She also received her reappointment letter from the Governor.

Mrs. Dougherty spoke of the workforce development program at the New Smyrna Beach/Edgewater Campus and how excited the area manufacturers are for this program. She stated they will work together to make this program successful. She shared it was a good learning experience to review the budget with Dr. LoBasso and Ms. Montgomery.

Mrs. Hosseini was delighted that Mr. Lubi and Mrs. Patterson were reappointed. She shared of the recent joint board meeting with the Volusia County School Board and how it was a good opportunity to explain what the College does and clarify any misunderstandings there may have been.

XII. ADJOURN

Meeting adjourned at 3:14 p.m.