

MINUTES: August 16, 2018

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

**PLACE: Daytona State College's
Flagler/Palm Coast Campus
Bldg. 3, Rooms 115/116
3000 Palm Coast Parkway SE
Palm Coast, 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
Mrs. Anne Patterson**

ABSENT: Mr. Garry Lubi

Board Workshop began 1:00 p.m.

Dr. LoBasso introduced Mr. Jim Marindino, Director for the Flagler/Palm Coast Campus. Mr. Marindino reviewed services offered at the campus in the Student Services, Falcon Center, and Veterans Center areas. He reviewed the student clubs and activities held on the campus. The campus also has a Center for Women and Men, which offers a textbook lending library, career-ready clothing closet, and grab-n-go snacks for students.

Ms. Liz Barnes, Chair of Academic Support, reviewed services offered by the Academic Support Center and Writing Center. The workshop concluded with a brief tour of the Flagler/Palm Coast Campus.

Board Meeting began 2:00 p.m.

Distributed via email 8/15/18 at 5:10pm: Revised Human Resources Memorandums (Pages 114-118, 120-212). Made an official part of the minutes as Supplemental A: 8/16/18.

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

Mr. Lubi 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. ELECTION OF OFFICERS

A. Election of Officers

Mrs. Hosseini turned the meeting over to Dr. LoBasso to conduct the Election of Officers.

MOTION: (Freckleton/Davis) That the District Board of Trustees re-elect the present chair, Mrs. Forough Hosseini, and vice chair, Mr. Stan Escudero. Motion carried unanimously.

Mrs. Hosseini thanked the Board for their vote of confidence and shared her top priorities for the year, as well as the accomplishments that have been made over the years. She shared she would be going off the Board when her terms ends next year.

Mr. Escudero also appreciated the confidence shown him by the Board and echoed Mrs. Hosseini's comments on the progress made over the last several years. He commented on the progress of the new student center and shared history of the creation of the first student center.

VI. PUBLIC HEARING – COLLEGE POLICY

A. Approval of First Reading – Policy 6.16: Employment Contracts

Mr. Brian Babb, College Counsel, explained the month listed in the policy is being revised to April since there is no Board meeting scheduled in March.

MOTION: (Freckleton/Holness) The District Board of Trustees approve the first reading of Board Policy 6.16. Motion carried unanimously.

VII. CONSENT AGENDA

- A. Approval of 6/19/18 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 Grant Applications
- I. Approval of Human Resource Recommendations
- J. 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: (Freckleton/Escudero) The District Board of Trustees approve the Consent Agenda. Motion carried unanimously.

VIII. TIME RESERVED/PRESIDENT

A. President's Update

Dr. LoBasso reviewed the updated College Career Pathway Guide which is a viable tool for high school students that shows pathways to specific jobs. Mrs. Patterson offered here assistance in targeting those who should receive copies of the guide.

Dr. LoBasso shared the College was ranked the least expensive public online bachelor's degree program for in-state students by U.S. News & World Report; the College's Educator Preparation Programs received their reaccreditation through 2023; and the College received a check for \$7,000 from the Kiwanis Club for student scholarship.

Performance Measures Update

Dr. LoBasso shared the College was .91 points away from achieving Gold. Dr. Erik D'Aquino, Vice President for Enrollment Management, reviewed the four performance funding model measures which are: Retention Rates, Completion Rates, Job Placement/Continuing Education rates, and Entry-Level Wages. He reviewed the point scale and how scores are calculated using two categories: Improvement and Excellence. He reviewed the points earned in each category and how they are multiplied to determine points earned. Dr. Amy Locklear, Provost, reviewed the trends for 2016-2017, 2017-2018 and 2018-2019 and the number of colleges that achieved gold, silver and bronze. She explained each year will be different because colleges are compared to the Florida College System's data. She reviewed DSC trends for each of the categories which have improved significantly since 2016-2017.

B. Approval of Salary Administration Plan Amendment

Dr. LoBasso explained the Salary Administration Plan has been amended because the temporary employment agency used by the College did not cover certain classifications of employees. These temporary positions have been added to the College's plan.

MOTION: (Davis/Escudero) The District Board of Trustees approve the additions to the 2018-2019 Salary Administration Plan, as presented. Motion carried unanimously.

C. Approval of Reaffirmation of College's Mission and Vision Statements

Dr. LoBasso explained the Board reviewed the Mission and Vision statements at the March Board Retreat and presented for reaffirmation of approval.

MOTION: (Escudero/Freckleton) The District Board of Trustees approve both the mission and vision statements, as presented. Motion carried unanimously.

IX. FACILITIES

A. Approval of Final Completion and Final Payment - Hospitality & Beverage Science Lab Remodel

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, presented for approval.

MOTION: (Freckleton/Escudero) That the District Board of Trustees approve the final completion of the Hosseini Center Building 1200 Hospitality & Beverage Science Lab Remodel project and final payment of \$11,653.48 be made to Ovation Construction Company, Inc. Motion carried unanimously.

X. FINANCE

A. Financial Update

Ms. Isalene Montgomery, Senior Vice President for Finance, explained all departments are working collectively to close out last fiscal year. She indicated the Annual Financial Report deadline was extended to 8/21/18 and an overview of these reports will be presented to the Board. The financials presented in September will include the monthly reports for July and August. She explained the College has issued an Invitation to Negotiate (ITN) for food services and beverage/vending services. Bookstore renovations at DeLand, New Smyrna Beach/Edgewater, and Daytona are 90% complete and shared photos of the work. She shared the College has created a webpage to assist with select surplus items available as donations to non-profit organizations.

B. ACH/Wire Transfers/Checks Issued Greater Than/Equal to \$50,000 – June and July 2018

Ms. Montgomery presented as information.

C. Daytona State College Foundation Audit for Year Ended December 31, 2017 and 2016

Ms. Montgomery explained the Foundation received an unmodified opinion and a note where real property should reflect the fair value of property as of the period audited.

D. Approval of Daytona State College Foundation Use of Space and Personnel Cost

Ms. Montgomery reviewed F.S. 1004.70 and explained the College is required to annually bring forward for approval the personnel costs and use of space for the Foundation.

MOTION: (Freckleton/Holness) The District Board of Trustees approve the use of space and personnel cost for the Daytona State College Foundation, as presented. Motion carried unanimously.

E. Approval of Athletic Charter Bus Transportation Services

Ms. Montgomery presented for approval. Dr. LoBasso added there were other factors involved in selecting this firm and not just the lowest bid submitted.

MOTION: (Freckleton/Haas) The District Board of Trustees accept the proposal from BTM Coaches, Inc. in the amount of \$106,800, and issue a purchase order for the work. Motion carried unanimously.

XI. ACADEMIC AFFAIRS

A. Cost of Textbooks/Instructional Materials – Fall 2018

Dr. Amy Locklear, Provost, explained Florida Statute requires information be presented to the Board on the costs of textbooks and instructional materials for the general education courses each semester.

XII. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Mr. Kyle Trevithick, Student Government President; Mr. Lonnie Thompson, Administrators Council President; Ms. Diane Mathers, Career Employees Association President; Ms. Karen Braley, Faculty Senate President; and Ms. Rabecka Collins, Professional Council President.

XIII. 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.

XIV. TIME RESERVED/BOARD MEMBERS

Mrs. Patterson appreciated the campus tour. During the tour she learned about the expansion of the nursing program at other campuses. She was supportive of the expansions, which will require additional funding.

Mrs. Holness commented on the nice articles about the College that have been in the newspaper and appreciated the hard work of the Marketing staff. She shared how useful the Career Pathway Guide will be for students and their parents. She was thankful for the reelection of Mrs. Hosseini and Mr. Escudero who have done a great job leading the Board and the College.

Mrs. Haas thanked Mrs. Hosseini and Mr. Escudero for serving another term, which will help solidify the forward movement of the College. She thanked the

Flagler/Palm Coast Campus for hosting the meeting and the work of the staff to make the meeting possible. She was amazed at the accomplishments in the performance measures over three years and how continuous improvement is always needed to become better.

Mr. Freckleton thanked everyone for the well wishes and shared he was doing fine. He spoke of the progress over the years and felt it was due to the faculty, staff, president and comradery of the Board. He congratulated everyone on the work they do to maintain what the College has and to move it to a higher level.

Mrs. Dougherty shared of the gift certificate she purchased from the College. She prefers to give this type of gift for a high school graduate and explained a \$300 gift certificate will pay for one class for a student planning to attend Daytona State. She thought this idea would be good to have in high school graduation announcements. Dr. LoBasso indicated they will look at enhancing the website and communicating with the high schools so people are aware of this opportunity.

Mr. Davis thanked Dr. LoBasso and Ms. Montgomery for their help in donating computers for Campbell Middle School. He shared there is a tremendous need by the schools and appreciated the website that was created for those interested in surplus items from the College. He shared of his efforts to assist teachers with supplies.

Mr. Escudero stated the Marketing department has made great strides in getting positive articles written and published about the College. He shared how this publicity is good for the College's standing in the community and the donor base.

Mrs. Hosseini shared she was proud of the efforts made by Dr. LoBasso and his staff.

XV. ADJOURN

Meeting adjourned at 3:16 p.m.