

**MINUTES: September 20, 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  
Mrs. Sarah Dougherty  
Mr. Lloyd Freckleton  
Mrs. Mary Ann Haas  
Mrs. Betty Holness  
Mr. Garry Lubi  
Mrs. Anne Patterson**

**ABSENT: Mr. Stanley Escudero, Vice Chair  
Mr. Bob Davis**

**Board Workshop began 1:08 p.m.**

Mr. Lonnie Thompson, Director of Equity and Inclusion, shared information on the upcoming Onsite Civil Rights (OCR) Review. Institutions who are recipients of federal financial assistance are subject to compliance reviews. The visit will take place in November and the visiting team will visit all campuses, review documentation submitted, inspect facilities and conduct interviews. The team will focus on athletics, facilities, staff, students, and documents, to ensure that expenditures and resources are in line with federal guidelines. He shared what documents may be reviewed during the visit. The team will conduct an exit conference and share its findings. The College will address any findings with a correction plan.

Dr. Amy Locklear, Provost, reviewed initiatives developed for the upcoming legislative session and the funding requested for each. Proposed initiatives are:

<b><u>INITIATIVES</u></b>	<b><u>REQUEST</u></b>
Multipurpose Workforce Trades/Health Sciences Classroom Building – Deltona Campus	\$8,900,000
Reinstatement of Writing Center Funding	\$1,000,000
Expansion of Nursing Program in Flagler County	\$3,600,000
Student Schedule Efficiency Software	\$450,000
Hurricane Preparedness - Roofs	\$885,000
Technology-Enhanced Classrooms	\$500,000

Trustees provided feedback on each of the initiatives. Mrs. Hosseini appreciated everyone's input and summarized that the Deltona Campus needed to be the number one priority since the College has already received partial funding for this project. The Writing Center should be included in recurring funding and if that is not an option this year then it should be within the top four priorities. The expansion of the nursing program needs to have better language explaining the funding request. She shared how it is helpful to have lower funding requests included on the list and will need to choose between the scheduling software and the technology enhanced classrooms. She explained if there is funding available for hurricane related repairs this year then the roof repairs item should be included. She will continue to work with Dr. LoBasso to further finalize the priorities.

**Board Meeting began 2:19 p.m.**

**I. CALL TO ORDER**

Mrs. Hosseini called the meeting to order at 2:19 p.m.

**II. PLEDGE OF ALLEGIANCE**

Conducted the Pledge of Allegiance.

**III. ROLL CALL**

Mr. Davis and Mr. Escudero were 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 were received.

**V. PUBLIC HEARING – COLLEGE POLICY**

**A. Approval of Second 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/Lubi) The District Board of Trustees approve the second and final reading of revised Policy 6.16 Employment Contracts. Motion carried unanimously.

**VI. CONSENT AGENDA**

- A. Approval of 8/16/18 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 - Surplus
- G. Approval of Grant Applications
- H. Approval of Human Resource Recommendations
- I. Approval of Out of Country Travel Request - Stern/Berning
- 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/Haas) The District Board of Trustees approve the Consent Agenda. Motion carried unanimously.

## **VII. TIME RESERVED/PRESIDENT**

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

Dr. LoBasso shared the Fall semester is underway and the new main entrance is working well. He shared the Student Center building is still on target for completion and did a walkthrough with staff to see how the areas would flow and be utilized. He attended the Southeast Museum of Photography's 40<sup>th</sup> Anniversary event. He explained the College continues to focus on assisting students find employment and shared of the Job Fair held the day before.

### Performance Measures Update

Dr. Erik D'Aquino, Vice President for Enrollment Management, provided an update on the use of Civitas to promote student success. He explained four campaigns have been delivered since the first message was sent in April. The campaigns targeted current students and outlined various topics such as College resources, How-to-Guides, Falcon Aid Student Help Desk, Academic Advising and registering for the next semester. He shared examples of the next steps that included follow-up appointments, phone calls and informing students of the Advisor-on-the-Go schedule.

## **VIII. FACILITIES**

### **A. Approval of Budget Increase Request – L. Gale Lemerand Student Center**

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, explained the numbers for the furnishing package were just received and were slightly over budget and therefore is asking to increase the budget for furnishings by \$150,000.

**MOTION:** (Freckleton/Haas) That the District Board of Trustees approve the overall revised budget of \$39,552,500 for the L. Gale Lemerand Student Center Building project to accommodate the increased furniture budget. Motion carried unanimously.

## **IX. FINANCE**

### **A. Executive and Financial Summary Reports as of 8/31/18**

Ms. Isalene Montgomery, Senior Vice President for Finance, presented the financial report for the period ending August 31, 2018. She explained 25% 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 23% 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 8/31/18; three-year analysis of tuition and fees for the period of July 1<sup>st</sup> through August 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 ten major capital projects scheduled for completion this fiscal year with an estimated cost of \$54.7 million.

**B. ACH/Wire Transfers/Checks Issued Greater Than/Equal to \$50,000 – August 2018**

Ms. Montgomery presented as information.

**C. Direct Support Organization Audit Report – WDSC-TV**

Ms. Montgomery explained there were no findings, no material weaknesses and no deficiencies as it relates to the internal controls.

**D. Approval of Revised 2018-2019 Annual Budget**

Ms. Montgomery reviewed the revisions to the annual budget below, which included increasing revenue for performance funding and reducing tuition and fee revenue.

<b>Fiscal Year 2018-2019 Budget</b>	
Revenue	(55,808,779)
Tuition	(28,300,000)
<b>REVENUE</b>	<b>(84,108,779)</b>
Personnel	63,885,783
Current Expense	19,054,731
Capital Expense	1,168,265
<b>EXPENSE</b>	<b>84,108,779</b>

**MOTION:** (Lubi/Freckleton) The District Board of Trustees approve the revised Annual Operating Budget for Fiscal Year 2018-2019. Motion carried unanimously.

**E. Approval of Fund Transfer**

Ms. Montgomery presented for approval The proposed budget transfer will provide funding for the following initiatives:

- Opportunities for staff and faculty for educational advancement
- Improvement plan for Online Studies
- Enhancement/Upgrade to the CS pillar of the ERP system
- Institutional support for the Florida Growth Grant

**MOTION:** (Freckleton/Holness) The District Board of Trustees approve the fund transfer of \$1,500,000 from Fund 3 to Fund 1 to cover expenses outlined above for the 2018-2019 Academic Year. Motion carried unanimously.

**X. ACADEMIC AFFAIRS**

**A. Approval of Textbooks and Instructional Materials Affordability Report**

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.

**MOTION:** (Freckleton/Holness) The District Board of Trustees approve the Textbook and Instructional Material Affordability Report, as presented, and its submission to the Chancellor of the Florida College System by September 30, 2018. Motion carried unanimously.

**XI. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Mr. Lonnie Thompson, Administrators Council President; Ms. Barbara Scarborough for Ms. Diane Mathers, Career Employees Association President; Ms. Karen Braley, Faculty Senate President; and Ms. Rabecka Collins, Professional Council President.

**XII. TIME RESERVED/BOARD CHAIR**

**A. Board Chair's Update**

Mrs. Hosseini thanked Mrs. Haas for developing the Board's self-evaluation instrument. She thanked the trustees for completing the evaluation that can be used as a tool for improvements.

Mrs. Hosseini thanked Dr. LoBasso and staff for another great start to the academic year. She spoke of the enrollment decline experienced when the job market is good, and encouraged the College to look at unconventional and out of the box ways to increase enrollment. She believes the increased ranking the College is working on for the U.S. News & World Report will assist enrollment initiatives.

**B. Board Professional Development Opportunities**

Developmental opportunities for the Board are listed in the agenda.

**XIII. TIME RESERVED/BOARD MEMBERS**

Mr. Freckleton shared he looks forward to Board meetings and hearing of the improvements being made by the College. He thanked Dr. LoBasso and staff for the wonderful work they are doing, and shared his appreciation for the great work Mr. Will Dunne, Athletic Director, and his staff are doing with the athletic teams. He thanked the faculty and staff for the work they do.

Mrs. Haas thanked her fellow Board members and felt the College operates so smoothly because the trustees take the time to listen to each other, are respectful, and appreciate the diverse backgrounds, talents and expertise each person brings to the table. She hopes this continues and felt this will continuously improve the Board. She reminded everyone of the upcoming

Foundation Gala and explained money raised will provide scholarships for students.

Mrs. Holness enjoys seeing the progress on the Student Center and shared what a nice addition it will be to the campus. She attended the Southeast Museum of Photography's 40<sup>th</sup> anniversary and suggested people should visit the museum if they have not. She enjoys the positive publicity the College receives and hearing of the College's work to assist the workforce. She looks forward to hearing reports presented to the Board by staff and seeing their enthusiasm.

Mr. Lubi apologized for missing the last meeting and heard Mrs. Hosseini announced she will be going off the Board at the end of her term. He thanked her for her service and leadership. He spoke of skillsets needed for jobs and of the opportunity to reach out to people about how they can pursue higher paying jobs through education and training.

Mrs. Patterson spoke on the importance of the Writing Center and funding needed during the next legislative session.

Mrs. Dougherty shared her support of the Writing Center and shared an example of how students are using technology to assist them with writing assignments as opposed to learning the fundamentals. She heard the College's job fair was excellent and her company has seven interviews lined up. She shared the College's fiberglass class will be starting soon in Southeast Volusia and employers are excited about filling jobs with these graduates.

#### **XIV. ADJOURN**

Meeting adjourned at 3:09 p.m.