MINUTES: April 28, 2016

MEETING: Daytona State College
District Board of Trustees

PLACE: Daytona State College
Daytona Beach Campus
Wetherell Center (Bldg. 100), Room 402L/Meeting
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
Mr. Lloyd Freckleton
Mr. Brad Giles
Mrs. Mary Ann Haas
Mrs. Betty Holness
Mr. Garry Lubi
Mrs. Anne Patterson

Board Meeting began 2:10 p.m.

I. CALL TO ORDER
Mrs. Hosseini called the meeting to order at 2:10 p.m.

II. PLEDGE OF ALLEGIANCE
Conducted the Pledge of Allegiance.

III. ROLL CALL
All 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 had been received.

V. CONSENT AGENDA
A. Approval of 3/24/16 Board Meeting Minutes
B. Approval of Agreements
C. Approval of Agreements - Affiliation
D. Approval of Budget Amendments
E. Approval of Deletion of Inventory
F. Approval of Grant Applications
G. Approval of Human Resource Recommendations
H. 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/Freckleton) The District Board of Trustees approve the Consent Agenda. Motion carried unanimously.

VI. **TIME RESERVED/PRESIDENT**

A. **President’s Update**

  **Recognitions**
  Dr. LoBasso invited Mr. Costa Magoulas, Dean of the College of Hospitality and Culinary Management, to recognize two hospitality faculty members, Associate Professors Dr. Taryn Brown and Mr. Nicholas Bellino. Dean Magoulas explained the Hospitality Advisory Board felt customer service was a major issue and was asked to develop a four-hour training module. The faculty members created the customer service training program and have presented to members of the community and will also be presenting to hotels. Recognition plaques were presented to each faculty recipient.

  Dr. LoBasso introduced Dr. Nabeel Yousef, Professor, School of Engineering Technology, and team advisor for the DSC team that participated in the Cairns Foundation Innovation Challenge. Student team members were Matthew Cresenzi, Caelan Hickman and Matthew Morris. The team’s sun shade project won top honors at the competition and received a check for $10,000 along with a one-year enrollment in the UCF business incubator.

  Dr. LoBasso highlighted the articulation agreement with Stetson University that was approved as part of the Consent Agenda. He explained the agreement is between each institution’s Honors College and qualifying top transfer students would receive a $35,000 per year scholarship to finish their education at Stetson.

  **Performance Measures Update**
  Mr. Ken Matthews, Associate Vice President of Student Development, explained one of the strategies being implemented as part of the Performance Improvement Plan is the registration by degree requirement. He reviewed the new process that will guide students through registration so they only register for courses that meet their degree requirements. This new system will help students graduate in a timely manner, avoid
excess hours and taking classes they do not need, and will prepare them for transfer into a baccalaureate program. He demonstrated the step by step process the students will experience.

Dr. Amy Locklear, Vice President of Academic Affairs, highlighted improvements towards the performance measures that included a 52% increase in offering of supplemental instruction sections; 800 students signing up for the DirectConnect to UCF program; 25% increase in the Spring for students taking more than 12 credit hours as part of the OnTime 2 and 3 initiative; 200% increase in students using career services online compared to the previous year. She shared ideas that have come from faculty on a new faculty mentoring program and structured student support as part of faculty annual goals.

B. Approval of Master Site Plan
Mr. Shawn Bliss of Prosser, Inc. reviewed details of the Master Site Plan for the Daytona Beach Campus which included existing conditions, phases of the five-year plan that included construction, renovation and demolition. He reviewed a proposed twenty-year master plan and discussed the elements of the campus’ existing architecture and considerations that would support an architectural pattern for future building designs. Mrs. Hosseini thanked Mr. Bliss for his work and was happy with the process and the final product.

MOTION: (Freckleton/Escudero) The District Board of Trustees approve the Daytona State College Master Site Plan as prepared by Prosser & Associates. Motion carried unanimously.

C. Approval of Castaldi Report – Building 420
Dr. LoBasso presented for approval.

MOTION: (Haas/Lubi) The District Board of Trustees approve the Castaldi Analysis that recommends demolition of the existing Building 420 and submit the report to the DOE for approval. Motion carried unanimously.

D. Approval of Architectural/Professional Design Services Selection and Contract – Daytona Campus North Parking Lot Remodel/Soccer Complex Addition - RFQ #16-012
Dr. LoBasso presented for approval.

MOTION: (Lubi/Haas) The District Board of Trustees approve the below ranking and direct the President or his designee to enter into a contract, pursuant to the provisions of Florida Statute 287.055 Motion carried unanimously.
E. Approval of Construction Management at Risk Firm Selection and Contract – Daytona Campus North Parking Lot Remodel/Soccer Complex Addition Project - RFQ #16-013
Dr. LoBasso presented for approval.

MOTION: (Lubi/Escudero) The District Board of Trustees approve the below ranking and direct the President or his designee to enter into a contract, pursuant to the provisions of Florida Statute 287.055 Motion carried unanimously.

F. Approval of 2015/2016 Annual Equity Report
Dr. LoBasso introduced Mr. Lonnie Thompson, Director of Equity and Inclusion, who explained the purpose of the equity report is to show the College’s efforts to comply with federal and state statutes that relate to nondiscrimination and equal access. The report focuses on the areas of policy and procedure, student equity, disability service, equity in athletics, and equity in employment and reviewed data associated with each of these areas. Mrs. Hosseini spoke of current initiatives that have been in place over the years and asked that staff think outside of the box on new initiatives to get more minority students to attend college. The Board shared ideas on recruiting minority students.

MOTION: (Freckleton/Haas) The District Board of Trustees authorizes the College to submit the 2015/2016 Annual Equity Report Update to the Florida Board of Education/Office of Equity and Access, as presented. Motion carried unanimously.

Dr. LoBasso shared he received approval from the school district superintendents to bus high school students to the ATC for the machining, construction and technical programs that are offered at that site.

VII. COLLEGE COUNSEL
A. Approval of Leasing of Office Space
Mr. Brian Babb, College Counsel, explained BENCOR and TIAA-CREF provide financial services for College employees and where they would be
located on campus. Mrs. Haas thought it was a great idea to have those services on the campus for the employees.

MOTION: (Lubi/Haas) The District Board of Trustees approve the leases for office space to BENCOR and TIAA-CREF. Motion carried unanimously.

B. Approval of Joint Resolution with Daytona State College Foundation – Leasing of Additional Residential Units
Mr. Babb explained this joint resolution is required to lease eight (8) residential units for the soccer team at the Whisper Oaks complex.

MOTION: (Freckleton/Haas) The District Board of Trustees approve the Joint Resolution with the Daytona State College Foundation for additional residential units. Motion carried unanimously.

VIII. FINANCE
A. Executive and Financial Summary Reports as of 3/31/16
Ms. Isalene Montgomery, Vice President for Finance, presented the financial report for the period ending March 31, 2016. She explained 74% 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 operating expenses are at 72% and includes personnel, current expenses and capital outlay.

Ms. Montgomery reviewed the fund balance per the Annual Financial Report (AFR) 6/30/15 and the net projected fund balance unallocated for this reporting period.

Ms. Montgomery reviewed comparison of revenue and expenses for 2015/2016 to 2014/2015 and how they are similar. She reviewed 2015/2016 funding for major capital projects and explained there is currently $18.2 million in uncommitted funds. She reviewed the proposed schedule for major capital projects for 2015/2016, expected dates of completion, and projects over $100,000 that have been completed. There are 10 major projects scheduled as of this reporting period with an estimated cost of $42.7 million.

A. ACH/Wire Transfers/Checks Issued Greater Than/Equal to $50,000
Ms. Montgomery presented as information.

IX. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Mr. Lonnie Thompson for Ms. Suzette Cameron, Administrators Council President; Ms. Shannon Murdock, Career Employees Association President; Mr. Rich Vollaro, Faculty Senate President; Ms. Mary
Rhodes, Professional Council President; and Mr. Austin Albro, Student Government Association President, who introduced the incoming president, Ms. Olivia Stewart.

X. ACADEMIC AFFAIRS
   A. Academic Affairs Update
      Dr. Amy Locklear, Vice President of Academic Affairs, provided an update on the L. Gale Lemerand Entrepreneurial Speaker Series that was held recently with guest speaker Mr. Chris Gilpin, founder of Signal Vault, and had record attendance. Mr. Gilpin is alumnus of the College and made a successful appearance on Shark Tank. He was a very dynamic speaker and gave concrete advice on how to start a business.

      Dr. Locklear shared information on the upcoming Staff Education Days that is provided annually to all non-instructional employees, which is around 650 people. There is a mandatory training session as well as optional workshops employees may choose from. She stated this is one of the professional development and training opportunities that are offered to staff at the College.

XI. ENROLLMENT SERVICES
   A. Enrollment Report
      Mr. Matthews provided an update on Summer enrollment and explained classes begin May 18 and are seeing increases in postsecondary headcount and enrollment by 6.2%, total FTE by 4.7% and fee-paying FTE by 5.6%. He reviewed a comparison of headcount to the previous year by course category that shows an increase in total unduplicated FTE by 4.7%. He reviewed headcount and changes to FTE by campus and discussed the decline at the DeLand Campus. The decline is due to less demand for LPN’s but capacity has increased for the RN program which will take effect in the Spring. He discussed the increases at the Flagler/Palm Coast Campus and attributed some of this to the variety of classes offered during peak times. Mrs. Haas felt the new building has also helped and people will not have to travel to another campus because there are more classes being offered.

XII. MONTHLY STATUS REPORT
   A. Foundation Update
      Distributed alumni pamphlet. Made an official part of the minutes as Supplemental D: 4/18/16.

      Ms. Kay Burniston, Executive Director of the Daytona State College Foundation, shared the Foundation hosted a luncheon in Café 101 for its donors and had student speakers and videos by students that expressed their appreciation for the scholarships they had received. The Alumni Department honored the following alumni at the Awards Convocation:
Sheriff Ben Johnson, Alumni of the Year Award; Professor Dan Biferie, Distinguished Faculty Award; Ms. Hannah Lucien, Young Alumni Excellence Award; and Mr. Carl Barden; Margaret Crumley Award for Distinguished Achievement in Science.

XIII. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
See Section XIV.

B. Approval of Board Meeting Schedule 2016/2017
Mrs. Hosseini presented for approval.

MOTION: (Freckleton/Escudero) The District Board of Trustees approve the Daytona State College District Board of Trustees meeting schedule for 2016/2017. Motion carried unanimously.

C. Board Professional Development Opportunities
Informational item.

XIV. TIME RESERVED/BOARD MEMBERS
Mr. Giles was appreciative that electrical apprentice graduates are participating in the Commencement ceremony. He also appreciated the job fair and UCF reception being held at this year’s Commencement. He felt the Stetson articulation agreement was an amazing program. He stated the degree audit and OnTime 2 & 3 will have a significant impact on degree completions. He spoke on busing the high school students for the trades and how these initiatives should improve the College’s ranking.

Mr. Freckleton was appreciative of the Board Retreat.

Mr. Davis shared the customer service task force held their wrap up session and members are off and running and doing a great job.

Mr. Escudero met recently with Governor Scott and shared with him the progress being made at the College that included the craft beer program, workforce advisory board, and reduced tuition. He indicated the Governor was very proud of Daytona State and the work it was doing and felt these accomplishments speak to the College’s leadership and the successful lobbying efforts.

Mrs. Haas stated so much has been achieved at the College this past year and believes more can be achieved next year. She thanked Mrs. Hosseini and Dr. LoBasso for their leadership.

Mr. Lubi applauded Dr. LoBasso for the way he is engaging with the school superintendents and the different economic development leaders in Flagler and
Volusia counties. He stated working collaboratively with the schools will help the diversity initiative. He felt the Governor is looking for colleges and universities to step up and ultimately create success and life-sustaining wages for people through education and training. He thanked the leadership team of the College and Mr. Albro for his leadership.

Mrs. Patterson commented on the new registration portal and how helpful it will be for the students by populating the courses they will need to complete their degree and this will make a big difference.

Mrs. Hosseini thanked Mr. Albro for his leadership and asked him to stay in touch.

XV. ADJOURN
Meeting adjourned at 4:14 p.m.