

MINUTES: April 14, 2022

**RETREAT: 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
Dr. Randall Howard, Chair
Mrs. Betty Holness, Vice Chair
Mr. Bob Davis
Mrs. Sarah Dougherty
Mr. Randy Dye
Mr. Lloyd Freckleton
Mr. Robert Lloyd
Mr. Garry Lubi**

Board Retreat began 10:05 a.m.

President's Update

Dr. LoBasso introduced Mr. David Browning of the Southern Group who provided an update on the recent legislative session.

Recap:

Dr. LoBasso provided a recap of the past year which included a groundbreaking event for the Residence Hall and a ribbon cutting for the Flagler/Palm Coast Campus Nursing Center. The College received a generous endowment gift for the Bob & Carol Allen School of Nursing.

He shared the College hosted the Womens' NJCAA Soccer Championship. Campus operations have returned to normal and this year's Commencement ceremonies will be in-person and all trustees were invited to participate. Student Awards Convocation was held recently in the gymnasium and how it was nice to gather together to present awards in-person.

The Daytona Beach Riverfront Esplanade project is continuing in the downtown Daytona Beach area that incorporates the News-Journal Center. This was a collaborative effort and will have a few more agreements coming forward to finalize additional details. He shared all six of the doctoral program cohort students have earned their doctorate degrees. The first FAME Chapter in Florida was launched at Daytona State and a presentation on the program will be given during the Board meeting.

Future

Academic Updates - Dr. LoBasso shared of future programs in B.S. in Cardiopulmonary Science and a Certificate in Pharmacy Technician which is pending Governor's approval for legislative funding. B.A.S. Healthcare Management Concentration begins Fall 2022; and Diagnostic Sonography begins Spring 2024 on the Deltona Campus.

Dr. Amy Locklear, Provost, shared the B.S. in Cardiopulmonary Science degree was a very in-demand credential that will build upon the A.S. in Respiratory Care. It is designed for those working professionals seeking to advance and shared the entire field is moving towards the bachelor's degree as the standard. She reviewed the process required to implement a new baccalaureate degree, which is lengthy and can take over a year for final approval. Dr. LoBasso shared that part of this process is to get support from all the area colleges and he has heard back from all, except one, but noted that UCF has given their support. The Board discussed the length of the approval process and hopes this will be streamlined in the future.

Dr. Locklear shared information on the Pharmacy Technical Career Certificate which is a one-year vocational certificate that has been requested by area hospitals and the program will be able to accommodate 60 students per year.

DeLand Campus – Dr. LoBasso discussed the Firing Range for the DeLand Campus and his vision to create a Center for Emergency Services (A.S. in EMS, Corrections, EMT, Law Enforcement, Paramedic). Discussed public transportation to this campus which will need to be reviewed. Part of the law enforcement program is a driving component so the campus could include a driving pad, as well as a training house for drills. He also shared that the only workforce program still on the Daytona Campus is welding and at some point they may want to look at moving that to the ATC for some synergy with other programs.

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, reviewed the conceptual design plan for the DeLand Campus, showing the locations being proposed for the firing range, driving pad, running track and training house. The project most likely would be done in three phases based on funding, starting with the Firing Range that will have 18 stations.

Student Residential Housing – Dr. LoBasso shared the project is on time and under budget. The ribbon cutting will be held May 5, 2022 at 1:00 p.m. and hopes everyone can attend. Ms. Cerese Ramos, Dean of Student Development, provided an update on the Residence Hall. She reviewed those who made up the Student Life team and their background; and shared data on applications received for Fall and Spring. The majority of applications were in-state, with almost 90 from out of state, and 10 were international. She shared data on applications by county with Volusia being the largest number of applicants. The timeline through August will be: April: Recruit Resident Advisors; May: NASCAR interns move in; June: Summer B Term Move In; July: Student Athlete Move In; and August: Fall Semester Move in. A live view of the residence hall was provided

on screen. The Board discussed the need for another residence hall since this was in such high demand. Dr. LoBasso felt there were a few things that needed to occur before that could happen such as fundraising and operating the facility for a while. Mr. Lubi commended Mr. Wainwright and his team on completing this project in 12 months.

Adjourned for lunch 11:40 a.m.

Retreat resumed 12:10 p.m.

Performance Targets - Dr. LoBasso shared overall many targets in the dashboard were achieved. He explained how the pandemic has certainly had an impact on outreach. Recruiting underserved students has always been a priority of the institution and they continue to be proactive. He asked Dr. Erik D'Aquino, Vice President of Enrollment Management, to review recruitment initiatives. New initiatives include: VCAN Pathway to Prosperity; Faith Based Community Outreach Efforts; Success Seminars for Underserved Populations; SGA Representatives Joining Admissions for High School visits; and Mainland SLS class presentation by MOCI representatives. He shared of various events the College will participate in that will also assist in outreach efforts.

Future

SACS Accreditation 2023 – Dr. Locklear and Dr. Karla Moore, Dean of Institutional Effectiveness and SACSCOC Liaison, reviewed the Southern Association of Colleges and Schools Commission on College (SACSCOC) reaffirmation steps and timeline for accreditation. The reaffirmation process occurs every ten years and by being accredited allows the College to provide financial aid to students and transfer credits earned to another institution. The timeline consisted of the Compliance Certification March 1, 2023; Off-Site Review and Report Spring 2023; QEP Fall 2023; On-Site Committee Visit and Report Fall 2023; and SACSCOC Board of Trustees Action Summer 2024. Reviewed the standards (40) that have to be met and those in section 4 apply to the Board. The final report will be over 600 pages with around 2500 attachments that will demonstrate compliance. Reviewed the Quality Enhancement Plan (QEP) which is a critical element of the reaffirmation process. There are currently three proposals (Academic Coaching, with a mentoring component; First Year Experience; and Service Learning) that are finalists for the QEP. The selected plan will show the College's commitment to improving quality and improving student success and learning outcomes.

Dr. Locklear reviewed Senate Bill 7044. The bill states all public postsecondary institutions in Florida must seek a new accreditor after their next 5th or 10th year reaffirmation, and obtain it before their next 5th or 10th year reaffirmation; the State Board of Education will identify a list of acceptable accrediting agencies by September 1, 2022; If each agency on the list denies candidacy, may pursue accreditation from one not on the list, but not SACSCOC; and if no candidacy granted within 5 years, may remain with SACSCOC. She reviewed the impact of the bill and how colleges may wish to apply to multiple accreditors to ensure continuity; the financial impact (application fees, personnel, time) and consideration of the college system applying to a new accreditor together as a group.

The Board reviewed and reaffirmed the College's Mission Statement:

Daytona State College, a comprehensive public college, provides access to a range of flexible programs from community enrichment to the baccalaureate degree, emphasizing student success, embracing excellence and diversity, as well as fostering innovation to enhance teaching and learning.

Dr. Moore reviewed the general responsibility of the Board, which were:

- Establish policies that determine the quality and direction of the College.
- Ensure effective management of the College.
- Delegate to the President the responsibility for administration of the College in accordance with the established policies.

Dr. Moore then reviewed the specific responsibilities of the Board, which were:

- Establish policies to carry out the College's mission, consistent with state laws and rules.
- Regular review of institution's mission.
- Ensure proper control of the College's physical and financial resources (buildings, grounds, equipment, name, trademarks and financial resources).
- Establish and discontinue program and course offerings.
- Ensure students have access to coursework needed to complete the degrees offered.
- Establish policies related to student records, enrollment and financial aid.
- Establish tuition and fees.
- Submit an operating and capital outlay budget for the college to the State Board of Education.
- Proper expenditure of all state, local and federal funds.
- Develop a strategic plan for the institution that includes goals and objectives.
- Establish a personnel plan for college employees that includes compensation, benefits, performance standards, evaluation, appeals and termination.
- Appoint and remove the President, and conduct an annual evaluation of the president's achievement of college goals and objectives.
- Approve of all contracts exceeding thresholds defined by law.
- Encourage minority participation in contracts with the college.
- Disclosure of any potential conflict of interest in the role of Trustee, and assurance that decisions are made without undue external influence.
- Conduct a self-evaluation.
- Professional Development is not an explicit requirement of SACSCOC or our policies, but is used by many institutions as a way to ensure Boards understand their responsibilities and remain in compliance.

President's Evaluation

Distributed results of the 2021-2022 President's Evaluation, items A-F. Made an official part of the minutes as Supplemental A: 4/14/22-Retreat.

The Board conducted the evaluation of the President. Evaluation instruments were completed by all eight of the trustees and the data was compiled and distributed at the Board Retreat. The instrument contained 50 questions in total and used a rating scale of 1 through 5 (1-Unsatisfactory, 2-Needs Improvement, 3-Meets Expectations, 4-Occasionally Exceeds Expectations, 5-Consistently Exceeds Expectations and DK/NA-Do Not Know/Not Applicable). Dr. LoBasso received an overall average of 4.95.

Dr. Howard thanked the Board for completing their evaluations and stated the numbers speak for themselves. There were few categories that were “exceeds expectations” and the rest were “consistently exceeds expectations”. Dr. Howard thanked Dr. LoBasso for his great leadership in managing the institution and how he has done a great job in the Board Relations category and how critical that relationship is.

Mr. Dye concurred with Dr. Howard on Dr. LoBasso’s leadership. He shared about the complexity of the environment the past two years and how the College kept moving forward in its mission, keeping safety in mind. He shared how there were things outside of the College’s control that affected retention but felt Dr. LoBasso has done an amazing job.

Mr. Lloyd also concurred and shared of Dr. LoBasso’s performance in a time that may never be seen again in the Board’s lifetime. He stated there were great challenges and how it took courageous and focused leadership. He commented on Dr. LoBasso’s great strategic thinking that goes way beyond the campus boundaries.

Mrs. Holness commented on how amazing all of the accomplishments have been through a very challenging year. She appreciated the work by Dr. LoBasso and his team and how they always accomplish tasks that have been given to them which gives the Board a sense of comfort. She thanked him for his service and appreciated his leadership.

Mr. Lubi shared Dr. LoBasso has demonstrated the ability to handle a crisis and would have liked to score him way higher on the evaluation. He thanked Dr. LoBasso for his leadership. He understands the lag or availability of the data and how this may be something to look at periodically, so they line up with what the state is looking for. He stated that Dr. LoBasso gives the Board the acceptance of accountability and a drive with his team to exceed targets. He felt Dr. LoBasso has done a great job across the board.

Mrs. Dougherty felt Dr. LoBasso understands all aspects of the College and appreciated his leadership.

Mr. Freckleton felt Dr. LoBasso’s military background has given him the overall leadership ability and to keep up the great work.

Mr. Davis appreciated Dr. LoBasso keeping the Board informed and appreciated all of his work and leadership. He spoke of the size of the College and the oversight of the many campuses Dr. LoBasso is responsible for.

Dr. LoBasso thanked the Board for their support and felt there was always room for improvement. He couldn't make these achievements without the support of his team and felt communication is so very important. He is looking forward to achieving some of the things discussed earlier in the retreat. He explained next year there should be job placement criteria on the evaluation instrument since there should be comparative data available.

Dr. LoBasso departed the meeting at this point.

The Board discussed the renewal of the President's employment contract and would like to provide a 2% increase to his base salary; and a one-time payment of \$30,000 for extraordinary performance during difficult times this past year. Next year the Board would like to see comparative salary data on the Florida College System presidents.

Dr. LoBasso returned to the meeting.

Trustees' Self-Evaluation

Distributed results of the 2021-2022 Trustees' Self-Evaluation. Made an official part of the minutes as Supplemental B: 4/14/22-Retreat.

The Board completed its annual self-evaluation and received an overall average of 3.88. The evaluation instrument contained 20 questions in total and used a rating scale of 0 through 4 (0-Insufficient Basis for Judgement, 1-Strongly Disagree, 2-Disagree, 3-Agree, 4-Strongly Agree).

Dr. Howard shared how the Board does spend a lot of time at each meeting talking about its fiduciary responsibility and asked the trustees to let Lynn Mercer know if there were areas they would like to hear further about in a workshop or meeting. The Board does enjoy hearing information on the various programs or initiatives that are underway. He shared the past two years the professional development opportunities have not been available like they were and appreciated Mrs. Holness attending ACCT conferences and bringing back information to share with the Board.

Board Retreat adjourned at 1:48 p.m.