

MINUTES: April 13, 2023

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

**PLACE: Daytona State College's
Daytona Beach Campus
Conference Center (Bldg. 640)
1200 W. International Speedway Blvd.
Daytona Beach, Florida**

**PRESENT: Dr. Thomas LoBasso, Corporate Secretary/President
Dr. Randall Howard, Chair
Betty Holness, Vice Chair
Randy Dye
Lloyd Freckleton
Kelly Kwiatek
Bob Lloyd
Garry Lubi**

Board Retreat began 10:04 a.m.

President's Update

Recap:

Dr. LoBasso provided a recap of the past year which included a ribbon cutting event for the Residence Hall and groundbreaking for the Deltona Campus Building 2 construction project. The Falcon's Nest opened to assist students and their children. The Brown Riverfront Esplanade grand opening was held. And recently the ribbon cutting event was held for the CDL Training Program at the ATC.

The first FAME cohort has graduated from Daytona State and are employed. The College ranked for the 11th straight year in U.S. News & World Report for Best Online Bachelor's Programs. And the Office of Resource Development is currently managing 38 active grants totaling \$15,046,097, up from 25 and \$5,484,250, and has three pending proposals for possible funding of \$79,462.

Athletics

Distributed Athletic Program Expansion Proposal. Made an official part of the minutes as Supplemental A: 4/13/23-Retreat.

Will Dunne, Dean, School of Health and Wellness, reviewed the mission and vision of the Athletic Department; the current athletic offerings; team academic successes for 2003-2022; and athletic program GPA, Graduation and Transfer Rates. He shared expansion possibilities included Esports, Women's Flag Football, Women's Beach Volleyball, Men's Tennis and Women's Tennis. He explained why Esports and Women's Flag Football were the best options for the College and shared information on

the costs associated with implementation and the return on investment. Dr. LoBasso received consensus from the Board to move forward with Esports and Women's Flag Football.

Board Open Discussion

Dr. Howard shared this agenda item was an opportunity for the Board to discuss various items. He discussed how some university boards have a committee structure and after talking with Dr. LoBasso he understands that because the Board is small and meets often that structure would not be necessary.

Trustee Kwiatek discussed the contract authority of the President and to keep business moving more efficiently she suggested increasing the threshold to \$195,000 for all contracts/agreements. There could still be a list in the Board packet of what was executed since the last meeting but only contracts/agreements over \$195,000 be presented for approval. There was consensus by the Board to make this revision in College Policy and bring forward for approval.

Dr. Howard asked if there were any particular workshop topics trustees would like to hear about. He shared that he enjoys hearing about academic programs, licensure rates, job placement. Trustee Lubi felt it would be a good experience to visit the Mike Curb College of Music, Entertainment and Art and learn about what they do. Dr. LoBasso also mentioned touring the television station which has an academic program component to it. Trustee Holness was interested in hearing about how students provide input and how important this was.

Academic Updates

Dr. Amy Locklear, Executive Vice President and Provost, shared the B.S. in Cardiopulmonary Science degree is being presented to the State Board of Education for approval on April 19, 2023. She reviewed information on new program offerings that included: Diesel Mechanic Technician; Airframe and Powerplant Technician Programs; Welding Technology on the DeLand Campus; A.S. Diagnostic Sonography on the Deltona Campus, and A.S. Certificate, FAME Advanced Manufacturing. Discussed electric vehicles and future needs for mechanics and maintenance.

Dr. Locklear reviewed the Emergency Services Training Center on the DeLand Campus which would include the Indoor Firing Range, driving pad, running track, refurbished classroom space and tactical training pavilion.

Dr. Locklear shared of new programs that are in the discovery phase which are: EduLab manufacturing lab enhancements; BS in Radiography; BAS in Digital Media and AS to BS Articulations with local universities.

Charter School

Dr. Locklear shared a new law was passed last year that allows Florida college system institutions to become sponsors of charter schools. She shared of previous discussions with Southeast Volusia School of Science and Technology who were interested in building and operating a facility for 6-12 graders on the New Smyrna Beach/Edgewater

Campus. She reviewed the responsibility of being a sponsor and after discussing further the Board was not supportive of the College becoming a sponsor.

Facilities Updates

Marty Cass, Vice President of Finance, reviewed facility projects which included Deltona Building 2; DeLand Firing Range; and the expansion of the Flagler/Palm Coast Campus' Amphitheater/Parking.

Residential Housing Update

Dr. Cerese Ramos, Vice President of Student Development shared data on ethnicity, applications, retention and application comparison data for the residence hall. She shared the majority of students (196) were from Florida and 25 were international. Volusia County had the largest number of residents, followed by Seminole and Orange. Most students were Freshman and were enrolled in the Associate of Arts degree. The residence hall is 100% key card building access, is at full capacity Fall 2022/Spring 2023 and shared of various groups (interns, camps, TRiO) that will be occupying the residence hall during the summer.

Tim Norton, Vice President for Institutional Advancement, shared the timeline of the capital campaign for the second residence hall that has a goal of \$8 million. The goal was to achieve this by December 2023.

Adjourned for lunch 12:15 p.m.

Retreat resumed 12:52 p.m.

SACSCOC Accreditation 2023

Alicia Alexander, Dean, Institutional Effectiveness and Compliance, reviewed the reaffirmation timeline; Quality Enhancement Plan (QEP) and progress to date. The on-site committee will be visiting the College September 23-25, 2023 and may interview one or more of the trustees on standards regarding board governance, self-evaluation, conflict of interest, etc.

Strategic Planning

Dr. Andrea Gibson, Associate Vice President, Institutional Development, provided an overview of the strategic planning process which included an environmental scan using SWOT analysis; review mission and vision and determine strategic priorities, conduct institutional focus groups and community survey, synthesize focus group and survey feedback, draft Strategic Plan and seek approval by Senior Executive Staff, present to the District Board of Trustees for approval and then present plan college-wide.

Reviewed the current Mission and Vision statements. The Mission statement will be revised to read:

Daytona State College, founded with innovation at its core and within a culture of continuous improvement, provides open access to educational programs that transform students' lives and the communities we serve.

The Vision statement will also be revised to reflect changes discussed during the Board Retreat and will be brought back to the Board for approval.

Reviewed the four strategic priorities that were confirmed in the January 2023 Workshop: Ensure Academic Excellence, Enhance Student Success, Build Community Partnerships, and Emphasize Institutional Effectiveness and shared examples of initiatives for each. The Board provided input on initiatives that will be incorporated into the planning document.

President's Evaluation

Distributed results of the 2022-2023 President's Evaluation, items A-F. Made an official part of the minutes as Supplemental B: 4/13/23-Retreat.

The Board conducted the evaluation of the President. Evaluation instruments were completed by all seven of the trustees and the data was compiled and distributed at the Board Retreat. The instrument contained 49 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 4.96.

Dr. Howard shared on behalf of the Board how much they enjoy having Dr. LoBasso as president and appreciate how he keeps the Board informed, is a strong leader and has a sense of accountability. The evaluation results reflect this.

Mr. Dye commented on Dr. LoBasso's great leadership during COVID and how everything that happened during this time was new and decisions had to be made on how to proceed taking into consideration many factors.

Mr. Lloyd suggested a debriefing on the pandemic at a future workshop to review what worked and what improvements could be made. He felt Dr. LoBasso's leadership was outstanding and how he makes the job of a trustee easy. The Board has great trust in him and it was a pleasure to be on the Board.

Mr. Freckleton commented on Dr. LoBasso's military background and how this is helpful in being a great leader.

Mrs. Holness felt very blessed to have Dr. LoBasso as president. She shared what a good leader he is and how the Board trusts him. She appreciates how he keeps the Board informed and provides timely answers to questions that arise.

Mr. Lubi appreciated Dr. LoBasso's communication style and his integrity.

Dr. LoBasso thanked the Board for their support and reflected back on the challenges faced due to COVID. He explained how he did not want to lose momentum but wanted to keep people safe and how his military background helped him with planning. He appreciated the support the Board gave him during that time so he could focus on moving the College forward.

Dr. LoBasso departed the meeting at this point.

Dr. Howard reviewed the President's current contract and shared a salary increase proposal using the three-tier method for all employees will be presented in June for consideration. The Board discussed the renewal of the President's employment contract and would like to provide a multi-year contract (3 years), 3% increase to his base salary; and a one-time payment of \$35,000.

Trustees' Self-Evaluation

Distributed results of the 2022-2023 Trustees' Self-Evaluation. Made an official part of the minutes as Supplemental C: 4/13/23-Retreat.

The Board completed its annual self-evaluation and received an overall average of 3.78. 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 reviewed the evaluation results. He commented on the mission statement that was reviewed/discussed during the retreat and how this was a good exercise and is something that is done annually. He discussed educational monitoring and having the Board continue to hear presentations on academic programs that will address this area. He thanked Trustee Holness for her involvement with the Association of Community College Trustees and suggested the Board should continue to take advantage of the educational opportunities provided to them. He shared each Board member makes a valuable contribution and how well they work together.

Board Retreat adjourned at 2:02 p.m.