

MINUTES: April 15, 2021

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
Dr. Randall Howard, Chair
Mrs. Betty Holness, Vice Chair
Mr. Bob Davis
Mrs. Sarah Dougherty
Mr. Randy Dye
Mr. Lloyd Freckleton
Mrs. Mary Ann Haas
Mr. Robert Lloyd
Mr. Garry Lubi

Board Meeting began 2:08 p.m.

Distributed via email 4/13/21 at 6:01pm: Revised agenda (Page 2). Made an official part of the minutes as Supplemental A: 4/15/21. Revised Human Resources Memorandum (Page 169). Made an official part of the minutes as Supplemental B: 4/15/21. Approval of Workforce Affiliation Agreement Memorandum (Page 247). Made an official part of the minutes as Supplemental C: 4/15/21.

I. CALL TO ORDER

Dr. Howard called the meeting to order at 2:08 p.m.

II. PLEDGE OF ALLEGIANCE

Conducted the Pledge of Allegiance.

III. ROLL CALL

All trustees were present.

IV. PUBLIC PARTICIPATION

Dr. Howard inquired if there were any members from the public that requested time to appear before the Board. No requests were received.

V. PUBLIC HEARING - POLICIES

A. Approval of Second Reading – College Policies Sections 1-4

Mr. Brian Babb, General Counsel, reviewed all policies in sections 1-4. He stated those that were not changing and explained any that had revisions. This review is in preparation for the College's ten-year accreditation visit.

MOTION: (Lubi/Lloyd) The District Board of Trustees approve the final reading of College Policies Section 1. Motion carried unanimously.

MOTION: (Freckleton/Haas) The District Board of Trustees approve the final reading of College Policies Section 2. Motion carried unanimously.

MOTION: (Holness/Lloyd) The District Board of Trustees approve the final reading of College Policies Section 3. Motion carried unanimously.

MOTION: (Lubi/Lloyd) The District Board of Trustees approve the final reading of College Policies Section 4. Motion carried unanimously.

B. Approval of Second Reading – College Policy 8.07: Naming of Buildings, Areas and Programs

Mr. Babb reviewed policy revisions and presented for approval.

MOTION: (Haas/Holness) The District Board of Trustees approve the final reading of College Policy 8.07. Motion carried unanimously.

VI. CONSENT AGENDA

- A. Approval of 2/18/21 Board Meeting Minutes
- B. Approval of 3/25/21 Special Board Meeting Minutes
- C. Approval of Agreements
- D. Approval of Agreements - Affiliation
- E. Approval of Budget Amendments
- F. Approval of Deletion of Inventory Items
- G. Approval of Donations – Non-Cash
- H. Approval of Donations – Surplus
- I. Approval of Grant Applications
- J. Approval of Human Resource Recommendations

Mr. Lubi asked to pull the Palm Coast Music Festival, Inc. in Item VI. C. Approval of Agreements so it may be voted on separately.

MOTION: (Freckleton/Lloyd) The District Board of Trustees approve the remainder of the Consent Agenda. Motion carried unanimously.

MOTION: (Freckleton/Haas) The District Board of Trustees approve the agreement with the Palm Coast Music Festival, Inc. listed in Item VI.C. Approval of Agreements. Motion carried with Mr. Lubi recusing* himself.

**Mr. Lubi serves on the board of the Palm Coast Music Festival. Form 8B has been completed and made an official part of the minutes as Supplement D: 4/15/21.*

VII. TIME RESERVED/PRESIDENT

A. President's Update

Dr. LoBasso thanked the Board for a great retreat and felt they have given the College some good direction moving forward into the next year. He shared some recent highlights which included organizing movie nights for student athletes in the Soccer Stadium and will be looking into doing something like this for the student body. He shared of the partnership with Halifax Health who has set up a vaccine portal for College employees, their families and students. He attended a Homes Brings Hope meeting and shared what a great new initiative this was to help families get into their first home. The College's construction program can utilize some of the work for hands-on experience. He stated the College held a virtual Student Awards Convocation ceremony and hopes to have this in-person next year. Plans are underway for an in-person graduation ceremony at the Ocean Center and Chancellor Hebda has agreed to speak at two of the ceremonies. He was looking forward to the Student Residence Hall groundbreaking event after the meeting.

B. Approval of Annual Equity Report

Dr. LoBasso asked Dr. Erik D'Aquino, Vice President of Enrollment Management, to review the Equity Report on behalf of Mr. Lonnie Thompson who was unable to attend due to a death in the family. Dr. D'Aquino reviewed the purpose and development of the report, employment compliance, enrollment and retention rates, student completion rates, completion and retention initiatives, and athletics. Dr. LoBasso commented on the increase in First Time in College (FTIC) numbers and how that increase is a positive sign of growing enrollment. He thanked Mrs. Holness who has been instrumental in helping to facilitate and showcase what the College is accomplishing. Mrs. Holness appreciated the specific details that were included in this year's report and extended her compliments to Mr. Thompson and the Equity Committee.

MOTION: (Davis/Holness) The District Board of Trustees authorize the College to submit the 2020/2021 Annual Equity Report to the Florida Board of Education/Office of Equity and Access.
Motion carried unanimously.

VIII. COLLEGE COUNSEL

A. Approval of Filing of Brief of Amici Curiae

Mr. Babb explained the brief being filed is to protect the sovereign immunity of public entities in Florida.

MOTION: (Lloyd/Dye) The District Board of Trustees approve the College joining the universities and colleges in support of the defendant District Board of Trustees of Miami Dade College.
Motion carried unanimously.

B. Information Only – Legal Opinion

Mr. Babb explained the legal opinion was provided for closing on the loan for the student residence hall project and is an information item only.

C. Approval of Workforce Affiliation Agreement

Mr. Babb explained the College would provide educational training and experience for students under an affiliation agreement with Lucas Construction, Inc. for residential housing sponsored by Food Brings Hope LLC. The students would work in the construction/renovation of homes under the supervision of College instructors and in coordination with general contractors and subcontractors. Liability insurance was discussed and there was consensus to not enter into the agreement until the appropriate insurance was secured.

MOTION: (Lubi/Davis) The District Board of Trustees approve entering the affiliation agreement with Lucas Construction, Inc. on housing renovation projects sponsored by Homes Bring Hope after all insurance issues are satisfactorily resolved.
Motion carried unanimously.

IX. FACILITIES

A. Approval of Daytona Campus, Parking Lots A, B, C Budget Amendment

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, explained there was additional work required due to unforeseen conditions in the ground on this project and additional funds would be needed for contingency.

MOTION: (Dye/Haas) The District Board of Trustees approve the increase of \$95,000 to contingency for the Daytona Campus Parking Lots A, B, & C project. Motion carried unanimously.

X. FINANCE

A. Executive and Financial Summary Reports as of 3/31/21

Mr. Martin Cass, Vice President for Finance, presented the financial report for the period ending March 31, 2021. Information reviewed included Fund 1 Operating Revenue and Expenses, Carry Forward Funds, Comparison of Actual Revenue Received to Budgeted, Three-Year Analysis of Tuition and Fees, Comparison of Actual Expenses to Budgeted Costs, Major Capital Projects Funding, Recap of Major Project funding, and Summary of Major Capital Projects scheduled during the fiscal year and projects completed.

B. ACH/Wire Transfers/Checks Issued Greater Than/Equal to \$50,000 – February and March

Mr. Cass presented as information.

XI. ACADEMIC AFFAIRS

A. NISOD Excellence Awards Presentation

Dr. Amy Locklear, Provost, shared information about the National Institute for Staff and Organization Development (NISOD) awards and recognized this year's recipients:

- Misty Carlson, Associate Professor and Clinical Coordinator, Respiratory Care
- Dana Davidson, Associate Director, Academic Support Center
- Martin Galloway, Assistant Professor, American Sign Language
- Dee Gay, Associate Professor and Chair, School of Cosmetology and Barbering
- Dr. Benjamin Graydon, Professor and Chair, Quanta Honors College
- Cheryl Kohen, Director, Division of Online Studies
- Cheryl Miller, Work Experience Coordinator, College of Business, Engineering and Technology
- Hector Valle, Director, Instructional Resources/Training

B. Approval of New Program – Audio Electronics Specialist, A.S. Certificate

C. Approval of Major Program/Course Revisions – State Mandated Program Length Requirements – Barbering, Vocational Certificate

D. Approval of Major Program/Course Revisions – State Mandated Program Curriculum Requirements – Law Enforcement Academy, Vocational Certificate

E. Approval of Major Program/Course Revisions – Radiography, A.S.

F. Approval of Major Program/Course Revisions – Respiratory Care, A.S.

G. Approval of Major Program/Course Revisions – Supervision and Management Degree B.A.S. Concentrations

H. Approval of Major Course Revision

I. Approval of New Courses

Dr. Locklear reviewed the above Items B-I and presented for approval.

MOTION: (Davis/Holness) The District Board of Trustees approve Items XI. B-I, as presented. Motion carried unanimously.

XII. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Hilton Smith, Student Government Association President; Dr. Karla Moore for Dr. Alycia Ehlert, Administrators Council President; Amanda Shroyer, Career Employees Association President; and Billie Jo Dunaway, Professional Council President. Dr. LoBasso read report submitted by Dr. Lavaughn Towell, Faculty Senate President.

XIII. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Dr. Howard stated it was a pleasure working with the Board and how impressed he was that there are no personal agendas and how they focus on the mission of the College, the students and the impact on the community. He thanked Dr. LoBasso and his leadership team who have done amazing work and overcame obstacles in their path and have continued to make progress.

B. Board Professional Development Opportunities

Developmental opportunities for the Board were listed in the agenda as information only.

XIV. TIME RESERVED/BOARD MEMBERS

Comments were shared by the trustees.

XV. ADJOURN

Meeting adjourned at 3:15 p.m.