

**MINUTES: November 16, 2022**

**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  
Randy Dye  
Bob Lloyd  
Garry Lubi**

**ABSENT: Betty Holness, Lloyd Freckleton, Kelly Kwiatek**

**Board Workshop began 1:00 p.m.**

Dr. Amy Locklear, Provost, gave a brief overview of the federal Title III grant the College received in 2019. The Title III grant asks colleges to find their weak spots and create a plan that strengthens the entire institution. Dr. Locklear then introduced the project manager, Kathryn Fulco, to talk about the accomplishments made since receiving the grant.

**Board Meeting began 2:00 p.m.**

**I. CALL TO ORDER**

Dr. Howard called the meeting to order at 2:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

Conducted the Pledge of Allegiance.

**III. ROLL CALL**

Mrs. Holness, Mr. Freckleton, Mrs. Kwiatek were absent. All other 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. CONSENT AGENDA

- A. Approval of 11/16/22 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 Donation Items – Surplus
- G. Approval of Grant Applications
- H. Approval of Human Resource Recommendations
- I. Approval of Out of Country Field Trip Request

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

## VI. TIME RESERVED/PRESIDENT

### A. President's Update

Dr. LoBasso shared that it has been an active time since the last board meeting, having weathered two storms, with the News-Journal Center sustaining significant damage. He thanked staff, in particular Campus Safety and Facilities, for making sure campuses were safe and back up and running. *Distributed the College's legislative requests for 2023. Made an official part of the minutes as Supplemental A: 11/16/22.* Dr. LoBasso asked trustees to share when meeting with others.

He shared other happenings since the last board meeting; met with Senator Wright and toured the student residence hall; met interim president Dr. Drake of Bethune Cookman University regarding an articulation agreement between DSC and BCU; met with Volusia County Schools Superintendent Carmen Balgobin. He shared Homecoming was a successful event, as well as a Student Ball organized by students; The Dr. Mary McLeod Bethune premiere was held at the News-Journal Center and the College is working to have it aired on Channel 15. Dr. LoBasso participated as a panelist in the Chancellor's Leadership seminar that was held for aspiring college presidents. The College hosted a community leaders seminar on the New Smyrna Beach campus. Dr. LoBasso presented an update on athletics and passed out invitations to the grand opening of the Riverfront Esplanade.

Dr. LoBasso recognized the Lead Academy which serves as the College's leadership development program and asked Dr. John Brady, Director of Planning and Professional Development, to provide an overview of the program. The College has ten participants this year and asked members to introduce themselves.

**B. Approval of Non-Recurring Raise Proposal**

Dr. LoBasso reviewed the raise proposal which would provide a \$1,000 one-time non-recurring payment for all full-time College and grant funded employees on November 30, 2022.

**MOTION:** (Lloyd/Lubi) The District Board of Trustees approve the salary proposal outlined and it to be funded from the Board Designated Reserve in Fund 1 for fiscal year 2022-23 for eligible full-time College and grant funded employees. Motion carried unanimously.

**C. Approval of Land Purchase**

Dr. LoBasso presented for approval.

**MOTION:** (Dye/Lloyd) The District Board of Trustees approve the purchase of land at 126 Lanvale Avenue, Daytona Beach, FL for \$95,000. Motion carried unanimously.

**D. Approval of Request from American Red Cross for a 6 Month Extension of the Sub-Lease**

Dr. LoBasso shared the current lease with the American Red Cross expires 12/14/22 and they have asked for a six-month extension and presented for approval.

**MOTION:** (Dye/Lloyd) The District Board of Trustees approve the request from American Red Cross for a 6 Month Extension of the Sub-Lease. Motion carried unanimously.

**E. Approval of Rezoning with the City of Daytona Beach**

Dr. LoBasso reviewed and presented for approval.

**MOTION:** (Lubi/Dye) The District Board of Trustees approve the rezoning with the City of Daytona Beach. Motion carried unanimously.

**VII. FACILITIES**

**A. Approval of General Contractor Selection, DeLand Campus Bldg. 6A & 6B Air Handler Unit Replacement**

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, explained this item is for low bid for the air handler unit replacement project on the DeLand Campus.

**MOTION:** (Dye/Lloyd) The District Board of Trustees approve the below ranking and enter into a contract, pursuant to the provisions of Florida Statute s.287.055. Motion carried unanimously.

Ferrand Services & Contracting, Inc.  
T & G Constructors

**B. Approval of HEERF HVAC Upgrade Work**

Mr. Wainwright explained this item is for additional HEERF funding for HVAC improvements for buildings on the Daytona Campus.

- PureAir Control Service Inc. Daytona Campus Bldg. 230 HVAC New Life, PURE Liner 2.0 Drain pan restoration - 4 AHUs - \$42,688.80
- Johnson Controls Daytona Campus Bldg. 600 Controls Upgrade - \$63,694.00
- Johnson Controls Daytona Campus Bldg. 1200 Controls Upgrade - \$161,998.91
- Johnson Controls Daytona Campus Bldg. 100 Controls Upgrade - \$336,509.37
- Johnson Controls Daytona Campus Bldg. 330 Controls Upgrade - \$49,086.30
- Johnson Controls Daytona Campus Bldg. 320 Controls Upgrade - \$260,479.98
- Johnson Controls Daytona Campus Bldg. 200 Controls Upgrade - \$216,352.70
- Johnson Controls Daytona Campus Bldg. 510 Controls Upgrade - \$84,009.48
- Johnson Controls Daytona Campus Bldg. 500 Controls Upgrade - \$152,694.98
- Johnson Controls Daytona Campus Bldg. 520 Controls Upgrade - \$52,708.69
- Johnson Controls Daytona Campus Bldg. 540 Controls Upgrade - \$57,910.22
- Johnson Controls Daytona Campus Bldg. 530 Controls Upgrade - \$79,016.25
- Johnson Controls Daytona Campus Bldg. 410 Controls Upgrade - \$133,463.35

**MOTION:** (Lubi/Dye) The District Board of Trustees approve the HVAC upgrade work using HEERF funding in the amount of \$1,690,613.03. Motion carried unanimously.

**C. Approval of Hurricane Ian Roof and Wall Damage Repairs**

Mr. Wainwright requested approval for emergency repairs sustained from the recent hurricanes.

**MOTION:** (Lubi/Lloyd) The District Board of Trustees approve moving forward with the following repairs and issue a Purchase Order to Garland/DSB, Inc. in the amount of \$1,976,214 utilizing Fund 7 Board Designated Reserves in the amount of \$1,326,214 and \$650,000 deferred maintenance funding. The College will replenish funds used when insurance and FEMA claims have been settled. Motion carried unanimously.

- Replacement of the roof at the News-Journal Center - \$649,872
- Repair of the wall at the News-Journal Center - \$54,912
- Replacement of the roof at Health Sciences Hall (Bldg. 320) - \$1,271,430

## **IX. FINANCE**

### **A. Executive and Financial Summary Report as of 10/31/22**

Mr. Martin Cass, Vice President for Finance, presented the financial report as of October 31, 2022. 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. Annual Financial Report FY 2021-2022**

Mr. Cass shared of the work that goes into compiling this report and recognized and thanked his staff. He reviewed the comparison of operating and nonoperating revenue, operating expenses, comparison of assets and liabilities, and year-end net position of the College. This is an information item only.

### **C. ACH/Wire Transfers/Checks Issued Greater Than/Equal to \$50,000**

Mr. Cass presented the months of September and October as information.

### **D. Approval of Tuition Exemptions and Waivers**

Mr. Cass presented a summary of the exemptions and waivers report, with statutory reference, that is submitted to the State. This summary includes the summer, fall, and spring semesters for Academic Year 2021-2022.

**MOTION:** (Lloyd/Dye) The District Board of Trustees approve the summary report of student fee exemptions and waivers, as presented. Motion carried unanimously.

## **XI. ACADEMIC AFFAIRS**

### **A. Approval of New Courses**

Dr. Amy Locklear, Provost, provided information on two new courses, Introduction to AI and Machine Learning with Python Programming and FTCE Test Prep 1 General Knowledge Test of Skills, effective Fall 2023.

**MOTION:** (Lloyd/Dye) The District Board of Trustees approve the new courses. Motion carried unanimously.

### **B. Approval of New Program: Diagnostic Medical Sonography, A.S. Degree**

Dr. Locklear provided information on the Diagnostic Medical Sonography, A.S. Degree program. The A.S. program's curriculum is comprised of 16 new courses. This program would be effective Fall 2023.

**MOTION:** (Lubi/Lloyd) The District Board of Trustees approve the new Diagnostic Medical Sonography, A.S. degree. Motion carried unanimously.

**C. Approval of New Program: FAME Advanced Manufacturing Technician, A.S. Certificate**

Dr. Locklear provided information on the new program, FAME Advanced Manufacturing Technician, A.S. Certificate, effective Fall 2023.

**MOTION:** (Lubi/Lloyd) The District Board of Trustees approve the FAME Advanced Manufacturing Technician, A.S. certificate program. Motion carried unanimously.

**XII. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Alicia Alexander, Administrators Council President; Jon Pinney, Career Employee Association President; Paul Capps, Faculty Senate President; and Billie Jo Dunaway, Professional Council President.

**XIII. TIME RESERVED/BOARD CHAIR**

**A. Board Chair's Update**

Dr. Howard thanked everyone for their flexibility in the change of schedule. He encouraged all to experience the Riverfront Esplanade opening. He expressed that the leadership class is a great program, and that the non-recurring salary payment is a great testament to the entire College considering the current conditions. He suggested that a future workshop for the trustees could be a deeper dive in enrollment initiatives and retention.

**B. Board Professional Development Opportunities**

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

**XIV. TIME RESERVED/BOARD MEMBERS**

Comments were shared by the trustees.

**XV. ADJOURN - Meeting adjourned at 2:53 p.m.**