

MINUTES: June 23, 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
Betty Holness, Vice Chair (telephonically)
Bob Davis
Sarah Dougherty
Lloyd Freckleton
Garry Lubi**

**ABSENT: Randy Dye
Robert Lloyd**

Board Workshop began 1:02 p.m.

Mr. Roberto Lombardo, Senior Vice President of Information Technology, introduced Robert Herklotz, WDSC-TV Station Manager. Mr. Herklotz shared the history of the television station and the areas it serves. The television station offers a diverse schedule of national, regional, and local programs. WDSC works closely to bolster grant applications and works collaboratively to provide video production, streaming, and broadcast services for various college events. He reviewed information on the Broadcast Television Production degree and how students gain experience broadcasting live sports events at Daytona State. Graduates have been hired in the field as TV studio and field producers, directors, camera operators, audio engineers, as well as many others. He reviewed WDSC revenue which is received through organizations, viewer support and paid productions. Plans for the future include increasing extracurricular student participation and mentorship, creating more local programming, developing partnerships with DSC academic programs, and continual upgrading of equipment to maintain cutting-edge production quality.

Board Meeting began 2:00 p.m.

Distributed via email 6/22/22 @ 2:37 p.m. Revised Human Resources memorandum (page 303). Made an official part of the minutes as Supplemental A: 6/23/22.

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

Mr. Dye and Mr. Lloyd were absent. All other trustees were present with Mrs. Holness joining telephonically.

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 5/17/22 Board Meeting Minutes
- B. Approval of Agreements
- C. Approval of Agreements – Affiliation
- D. Approval of Agreements – Standard
- E. Approval of Budget Amendments
- F. Approval of Contractor Pre-Qualification Certification
- G. Approval of Deletion of Inventory Items
- H. Approval of Donation Items – Surplus
- I. Approval of Grant Applications
- J. Approval of Human Resource Recommendations
- K. Approval of Travel Request – Boswell
- L. Approval of Travel Request – Sasnett

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

VI. TIME RESERVED/PRESIDENT

Dr. LoBasso recognized Representative Webster Barnaby who presented a symbolic check representing the legislative funding the College received for the DeLand Campus Firing Range. Representative Barnaby expressed that it was a great honor to be here as a parent of two DSC alumni, and thanked Dr. LoBasso and Dr. Howard for leading such a great educational institution and proceeded to present the check in the amount of \$6,660,000.

A. President's Update

Dr. LoBasso thanked Representative Barnaby for being here and for all the work he does in Tallahassee. He also recognized a gift from Mr. Gary Libby that will help support students in the education program and shared that a dedication ceremony will be held at a later date. He recognized Mr. Louie Mercer, Campus Safety Director, who is retiring from the college, and thanked him for his dedication and service. He introduced Mr. Paul Barnett as the new Campus Safety director. He shared that the master site planning process with architects kicked off. The architects will be meeting with the Board to get input as they move forward. A second signing event was held for FAME with 14 students and 12 businesses and thanked Trustee Dougherty her leadership on this program. The Residence Hall will be having a soft opening, with the Residence Advisors,

30 students, and 7 Nascar interns moving in, and 2 overnight sports camps scheduled.

B. Approval of Salary Increase Proposal

See motion under VI. C.

C. Approval of Salary Administration Plan 2022-2023

Agenda Items B and C were presented together. Dr. LoBasso explained the increase will be in the 2-4 % range depending on pay level, with significant changes to the entry level salaries. He thanked the legislature and the Governor’s office for providing us with the funds to make this happen.

MOTION: (Davis/Freckleton) The District Board of Trustees approve the proposed tiered 2-4% recurring raise, effective July 1, 2022, which is included as a budgeted expense for fiscal year 2022-2023; and the 2022-2023 Salary Administration Plan, effective July 1, 2022. Motion carried unanimously.

Type Of Employee	Salary Range	Actual % of Raise Increase	Total of Increase	Number of Employees
Part-Time Staff	\$10,000 - \$20,000	4%	\$ 814	1
Full-Time Faculty & Staff	\$20,001 - \$40,000	4%	\$ 59,304	40
Full-Time Faculty & Staff	\$40,001 - \$75,000	3%	\$ 525,827	303
Full-Time Faculty & Staff	Over \$75,000	2%	\$ 120,684	58
Total Effective 7/1/2022			\$ 706,629	402

VII. COLLEGE COUNSEL

A. Approval of Brown Riverfront Esplanade Foundation, Inc. Addendum 1 and Revised Master Rental Agreement

Mr. Brian Babb, College Counsel, explained Addendum 1 is to provide maintenance services for 3 years, with the contractor for the foundation providing these services. The revision to the Master Rental Agreement consists of adding one word to the agreement (on page 357 of the board agenda).

MOTION: (Davis/Freckleton) The District Board of Trustees approve Addendum 1 and the Revised Master Rental Agreement. Motion carried with Dr. Howard recusing* himself.

**Dr. Howard serves on the Brown Riverfront Esplanade Foundation board. Form 8B has been completed and made an official part of the minutes as Supplemental B: 6/23/22.*

VII. FACILITIES

A. Approval of Capital Improvement Program (CIP) 2023-2024 through 2025-2026

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, explained the College develops priorities for capital projects based on needs as set forth in the Educational Plant Survey. This is an annual report required by the state and utilized when considering funding of projects for the next year.

Priority/Project	2023-24	2024-25	2025-26
N/A - Maintenance & Repairs	\$1,700,000	\$1,600,000	\$1,600,000
N/A – High Voltage Upgrade	500,000		
N/A – Deferred Building Maintenance Program	10,855,000		
N/A – Deferred Building Maintenance Program -B330	2,500,000		
1-Law Enforcement Tactical Training Pavilion & P.T. Training Course – DeLand Campus	5,294,419		
2-Palm Coast Building 1 Amphitheater Improvements	6,040,444		
3-Daytona Classroom/Lab/Office/Voc Bldg. B	44,683,608		
4-Roof Repair & Replacement	\$600,000	\$600,000	\$600,000

MOTION: (Freckleton/Lubi) The District Board of Trustees approve the Capital Improvement Program for 2023-2024 through 2025-2026 for submittal to the Division of Florida College in July 2022. Motion carried unanimously.

B. Approval of Architectural/Design Services Contract DeLand Campus Indoor Firing Range

Mr. Wainwright explained this is to enter into a contract with the selected architect to begin design services.

MOTION: (Davis/Freckleton) The District Board of Trustees approve the contract for Architectural/Design Services with Architects Design Group/ADG Inc. for the DeLand Campus Indoor Firing Range Project in the amount of \$707,047. Motion carried unanimously.

C. Approval of Architectural/Design Services Contract Daytona Campus Multi-Purpose Athletic Field

Mr. Wainwright explained this is to enter into a contract with the selected architect to begin design services on the east side of White Street.

MOTION: (Freckleton/Davis) The District Board of Trustees approve the contract for Architectural/Design Services with Borrelli + Partners, Inc. for the Daytona Campus Multi-Purpose Athletic Field Project in the amount of \$240,638.96. Motion carried unanimously.

D. Approval of 2021-2022 State Requirements for Education Facilities Inspection (SREF)

Mr. Wainwright explained the College is required to have an annual inspection of buildings and grounds as a requirement of SREF. The fire safety, casualty and sanitation inspection reports are required by Section 1013.12 Florida Statute.

MOTION: (Freckleton/Holness) The District Board of Trustees approve the 2021-2022 SREF inspection report. Motion carried unanimously.

E. Approval of Deltona Campus New Building 2 Project Budget

Mr. Wainwright explained that the new building project budget is estimated to increase due to high escalations in the construction industry.

MOTION: (Davis/Freckleton) The District Board of Trustees approve the Deltona Campus New Building 2 project budget of \$16,670,678 and allow the College to begin the bidding and contract phase of the project. Motion carried unanimously.

IX. FINANCE

A. Executive and Financial Summary Report as of 5/31/22

Mr. Martin Cass, Vice President for Finance, presented the financial report for the period ending May 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. ACH/Wire Transfers/Checks Issued Greater Than/Equal to \$50,000

Mr. Cass presented as information.

C. Approval of Write-Off of Uncollectible Accounts Receivables – Student Accounts

Mr. Cass explained how the College continues efforts to collect student debt through activities that includes letters, phone calls, and collection agencies. The College was able to recover over \$75,000 this fiscal year that was previously written off.

MOTION: (Lubi/Davis) The District Board of Trustees approve the write-off of uncollectible account receivables in the amount of \$571,276.66 for fiscal year 2021-2022. Motion carried unanimously.

D. Approval of Deferred Maintenance/Personnel Funding Proposal

Mr. Cass explained this request will provide funding for ongoing maintenance projects and salary/benefits for the Facilities Planning department.

MOTION: (Freckleton/Dougherty) The District Board of Trustees authorize the College to allocate \$3,000,000 (\$1,500,000 for renovations and remodeling, \$1,095,214 for maintenance and repair, and \$404,786 for salary/benefits) for ongoing deferred maintenance projects and Facilities Planning salaries and fringe benefits from the Board Designated Reserved in Fund 7 for fiscal year 2022-2023. Motion carried unanimously.

E. Approval of Budget Transfer Requests

Mr. Cass explained at year-end the College assesses areas of need that require funding and presented the two requests below. Mr. Cass will report back on the exact transfer amounts that were made.

Request 1: Funding: Fund 1 to Fund 7 Capital Projects Fund (Board Designated Reserves)
Amount: Up to \$10,000,000
Description: Provide future funding for necessary renovations/remodels and support for new capital projects due to limited Public Education Capital Outlay (PECO) funding.

Request 2: Funding: Fund 1 to Fund 3 Unallocated Reserves
Amount: Up to \$2,000,000
Description: Non-state revenue sources (i.e. facilities rentals, tower leases, etc.) to provide funding for future college initiatives which may include student scholarships, athletic facilities, etc.

MOTION: (Lubi/Freckleton) The District Board of Trustees approve the transfer of funds as outlined above. Motion carried unanimously.

F. Approval of DSC Housing Corp Utilization of Space and Personnel

Mr. Cass explained per F.S. 1004.70, the College is required to annually bring forward for approval the personnel costs and use of space for the DSC Housing Corp.

MOTION: (Freckleton/Dougherty) The District Board of Trustees approve the information as presented. Motion carried unanimously.

G. Approval of 2022-2023 Annual Budget

Mr. Cass reviewed the budget planning/design principles; description of fund accounts; budget priorities; summary of key budget points which included no increase to student tuition and fees for the 12th year; funding for Nursing pipeline, FAME program, Law Enforcement Training Center, Cybersecurity Program; and remaining Deltona Building 2 funding. He shared student user fees remain unchanged.

Mr. Cass reviewed student fee rates which remain unchanged for both lower and upper divisions. He reviewed student enrollment, projected revenue, expenditures and estimated fund balance; comparison of state appropriations for 2021/2022 and 2022/2023. He reviewed a comparison of projected Fund 1 Revenues to Expenses, Capital Outlay Budget Fund 7; and summary of budgets, transfers and fund balances for Funds 1-7. He reviewed the year-end account transfers that are part of the annual budget and consisted of the following:

Grant Matching	\$450,000	Fund 1 to Fund 2
WDSC Operational Fund	\$400,000	Fund 1 to Fund 2
Scholarships for Athletics	\$728,350	Fund 3 to Fund 5
Marketing/Hospitality	\$675,000	Fund 3 to Fund 1
Debt Services/Loan	\$325,350	Fund 3 to Fund 8
Debt Services/Loan	\$984,137	Fund 7 to Fund 8

MOTION: (Davis/Holness) The District Board of Trustees approve the Daytona State College Annual Operating Fund 1 Budget, Fund 7 Capital Outlay Budget for fiscal year 2022-2023 and transfers identified above. Motion carried unanimously.

Personnel Costs	\$70,167,481
Current Expense	18,877,268
Capital Outlay	1,197,961
Advanced Manufacturing/FAME	315,500
Total:	\$ 90,558,210

X. INFORMATION TECHNOLOGY

A. Approval of Customer Relationship Management (CRM) Software Platforms

Mr. Roberto Lombardo, Senior Vice President of Information Technology, explained when looking for a CRM module to better understand the

student interactions and find a cohesive system for prospect management, the College received proposals from three vendors, one of which was Liaison International, Inc., Which provided the best CRM solution.

MOTION: (Freckleton/Davis) The District Board of Trustees approve the selection of and authorize the President to execute agreement(s) with Liaison International, Inc. and its subsidiaries set forth above in an amount not to exceed two million, three hundred twenty thousand, four hundred twenty-five dollars (\$2,320,425.00) for a term not to exceed five (5) years. Motion carried unanimously.

B. Approval of Infotech Independent Research Services

Mr. Lombardo explained that technologies have changed, and the College is in need of professional IT research services to facilitate the ongoing technology needs for the College.

MOTION: (Davis/Freckleton) The District Board of Trustees approve the selection of and authorize the President to execute an agreement with Info-Tech Research Group, Inc. to provide the professional services set forth above in an amount not to exceed two hundred twenty-eight thousand, four hundred twenty dollars (\$228,420.00) for a term not to exceed three (3) years. Motion carried unanimously.

XI. ACADEMIC AFFAIRS

A. Approval of 2022-2023 Lab Fee Recommendations

Dr. Amy Locklear, Provost, explained the College internally audits lab fees every year and this year most fees did not change. However, there were some decreases, and a few increases, mostly in the workforce programs, as a result of an increase in the cost of supplies.

MOTION: (Freckleton/Lubi) The District Board of Trustees approve lab fee recommendations as presented, effective Fall 2022. Motion carried unanimously.

XII. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Adrienne Toles-Williams, Student Government Association President; Alicia Alexander, Administrators Council President; Jon Pinney, Career Employees Association President; Billie Jo Dunaway, Professional Council President; and Paul Capps, Faculty Senate President.

XIII. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Dr. Howard shared that he appreciates the initiatives being taken at the College and feels it reaffirms why we are here and as a board member is happy to be a part of it.

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 3:29 p.m.