

MINUTES: September 22, 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
Lloyd Freckleton
Bob Lloyd
Garry Lubi**

ABSENT: Randy Dye

Board Workshop began 1:00 p.m.

Trustee Holness explained that the workshop will cover the Daytona State College Master Plan. Christopher Wainwright, Associate Vice President of Facilities Planning explained every 5 years the college puts together a master plan. This master plan is used for several reasons, including accreditation, projects, and in general helps to point the college in the right direction to move toward future goals. When planning, architects meet with constituent groups, staff, students, and faculty to gain insight and input. Mr. Wainwright then introduced Spiezle Architects to present the Master Plan for each campus. Mr. Wainwright explained that this plan will exclude Deltona as it had been done two years ago when planning for the location of Deltona Building 2. Spiezle Architects presented the plans for each campus in detail.

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

Mr. Dye was 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 8/17/22 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

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

VI. TIME RESERVED/PRESIDENT

A. Resolutions of Appreciation

Dr. LoBasso read the resolutions of appreciation for Sarah Dougherty and Bob Davis. Sarah Dougherty was not present to receive, Bob Davis received at this time.

B. Recognition of Student Ai Hancock – 2022 Coca Cola Leaders of Promise Scholarship Winner

Dr. LoBasso introduced Ai Hancock. Ms. Hancock is a DeLand High School student currently dual enrolled at Daytona State College and a member of Phi Theta Kappa. She was named a 2022 Coca Cola Leaders of Promise Scholar. The Coca Cola Leaders of Promise Scholarship program is designed to help new PTK members defray educational expenses while enrolled in an Associate Degree program and assume leadership roles by participating in society programs. Selections are based on scholastic achievement, community service and leadership potential. 900 applications were received this year. Ms. Hancock's achievements include varsity track, the national honor society and ROTC. She has volunteered at a soup kitchen and raised money in a 5k race. Ms. Hancock is inspired to help children after suffering a traumatic injury as a child and will pursue a career as a physician assistant specializing in children's cosmetic surgery. Ms. Hancock thanked everyone for the invitation to the board meeting and for their time.

C. Upward Bound – Dr. Castelli

Dr. LoBasso introduced Dr. Castelli, Principal at Mainland High School. Dr. Castelli has been instrumental in the partnering with Daytona State to receive \$1.4 million for the Upward Bound grant. Dr. LoBasso stated that with the Upward Bound program the college now has all three of the TRiO programs. This program is geared toward underrepresented high school students, including low income students, 1st generation students with disabilities, and homeless and foster care students. It offers tutoring, counseling, mentoring, cultural enrichment, and financial economic literacy to 60 students per year. In the summer, students spend 6 weeks in a

workshop on campus and the college now offers a 2 week stay in the residence hall to experience what it is like to live on campus.

D. Legislative Initiatives

3 – 5 priorities per year are requested. Daytona State College has 7 priorities that will be narrowed down.

1. Move Emergency Services to DeLand Campus from the ATC (this is in College CIP)
2. Palm Coast Amphitheater Improvement – extend roof, expand capacity (grass to pavement), create 2-way road
3. Degree Audit software improvement – helps students stay on track for their degrees
4. Center for Excellence for Entrepreneurship
5. Expansion of Welding – relocating it to the ATC
6. Upgrade Auto Collision Program – new paint booth
7. Replace outdated patient simulators

Consensus was that the college will fine tune and narrow the list down.

E. President's Update

Fall Welcome Back events kicked off. The college hosted the Daytona Chamber of Commerce Eggs and Issues event with Congressman Waltz on September 8. DSC attended the Lodging & Hospitality Association Awards Event on September 14, and it was the largest turnout in recent history. Dr. Lobasso stated that we received a check from Governor DeSantis in the amount of \$3.9 million for workforce development and \$1.3 million to get into CDL Training.

VII. FACILITIES

A. Approval of Final Completion and Final Payment Daytona Campus Daytona Commons

Mr. Chris Wainwright, Associate Vice President of Facilities Planning explained this item is for final payment to Charles Perry Partners, Inc. for the campus commons project.

MOTION: (Freckleton/Holness) The District Board of Trustees approve final payment and release of retainage for the Daytona Campus Daytona Commons project in the amount of \$20,410.44 be made to Charles Perry Partners, Inc. Motion carried unanimously.

B. Approval of ATC Campus New SCIF Project Budget

Mr. Wainwright explained this item is the SCIF at the ATC and is for approval of the project budget which includes the actual prefabricated unit which is a sensitive compartmented information facility.

MOTION: (Freckleton/Lubi) The District Board of Trustees approve the ATC Campus New SCIF project budget of \$500,000 and allow the College to begin the bidding and contract phase of the project. Motion carried unanimously.

C. Daytona Student Residence Hall Final Completion and Final Payment to Construction Manager

Mr. Wainwright explained this is for information only. This is the final completion and final payment in the amount of \$108,746.65 to Perry-McCall Construction, Inc. for Daytona Campus Student Residence Hall.

IX. FINANCE

A. Executive and Financial Summary Report as of 8/31/22

Mr. Martin Cass, Vice President for Finance, presented the financial report for the period ending August 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 the month of August as information.

C. Approval of Carry Forward Spending Plan

Mr. Cass presented the College's fiscal year 2022-23 spending plan. The College will submit the approved spending plan to the State Board of Education, in which each Florida College System institution's carry forward spending plan will be reviewed and published by November 15th of each fiscal year. The College has developed a spending plan, as required, for carry forward reserves identified from its June 30, 2022 Annual Financial Report (AFR) for all operating fund reserves in excess of the 5% state required reserve.

MOTION: (Lloyd/Freckleton) The District Board of Trustees Motion carried unanimously.

D. Direct Support Organization Independent Audit Report DSC Housing Corporation, Inc.

Mr. Cass presented the Daytona State College Housing Corporation, Inc., June 30, 2022 Audited Financial Statements to the Board as information only. The audit was performed in accordance with the Government Auditing Standards by James Moore & Company Certified Public Accountants and Consultants. The Housing Corporation received an unmodified opinion, and no other internal control or audit findings were identified in the auditor's report.

XI. ACADEMIC AFFAIRS

A. Approval of Textbook and Instructional Materials Affordability Report

Dr. Amy Locklear, Provost, provided information on the textbook selection process. Follett sends a notice to the department twice a year to start the selection. Specific guidelines are used for selection. Department Chairs approve final selections. Faculty signs off that they will use the adopted materials. Dr. Locklear asked for approval of the Textbook and Instructional Materials Affordability Report.

MOTION: (Lubi/Freckleton) The District Board of Trustees 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 Employee Association President; Billie Jo Dunaway, Professional Council President. Paul Capps, Faculty Senate President introduced Professor Lesley Nadal and she shared her experience as a faculty fellow.

XIII. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Dr. Howard thanked Bob Davis for his service. He thanked him for always thinking of the students and for his unwavering support of DSC. He shared that it is an exciting time when you see all the grants that are coming through and with enrollment up and said Dr. LoBasso and staff are doing a great job. He asked that someone ask Alicia Alexander to bring the greeting cards used for the Greeting Card Signing Project to the next meeting.

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 3:17 p.m.