

**MINUTES: February 22, 2023**

**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  
Randy Dye  
Lloyd Freckleton  
Kelly Kwiatek  
Bob Lloyd**

**ABSENT: Garry Lubi**

**Board Workshop began 12:04 p.m.**

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, explained the Master Site Plan is required to be done every five years and they have been working since September to gather information to present the final draft to the Board. He introduced Mr. John Wright, Spiezle architect group, who explained the Master Site Plan process and reviewed the existing plans for the Daytona Campus, DeLand Campus, New Smyrna/Edgewater Campus, Flagler/Palm Coast Campus, and Advanced Technology College. He then reviewed recommendations for the 5-year and 20-year plans for each campus.

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

**I. CALL TO ORDER**

Dr. Howard called the meeting to order at 1:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

Conducted the Pledge of Allegiance.

**III. ROLL CALL**

Mr. Lubi 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. One request was made but person was not in attendance.

## V. CONSENT AGENDA

- A. Approval of 1/19/23 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 Travel - Piazza

Dr. Howard pulled the two Halifax Health agreements under Item V.B. Approval of Agreements so they could be voted on separately.

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

*Distributed revised Halifax Health Endowed Fund for Nursing Student Success and Halifax Health Restricted Fund for Nursing Student Scholarship agreements. Made an official part of the minutes as Supplemental A: 2/22/23.*

Dr. LoBasso asked Mr. Tim Norton, Vice President for Institutional Advancement, to explain the revisions on the two Halifax Health agreements, which he reviewed.

**MOTION:** (Lloyd/Freckleton) The District Board of Trustees approve the two agreements with Halifax Health. Motion carried with Ms. Kwiatek recusing\* herself.

*\*Ms. Kwiatek is employed by Halifax Health. Form 8B has been completed and made an official part of the minutes as Supplemental B: 2/22/23.*

## VI. TIME RESERVED/PRESIDENT

### A. President's Update

Dr. LoBasso thanked Halifax Health and AdventHealth for their participation in the matching grant that will total \$3.8 million. These funds will help produce additional nurses for the community.

Dr. LoBasso attended the Falcon Golf Invitational fundraising event for athletics; met with legislators in Tallahassee to review the College's list of funding priorities; and met with Commissioner Reed and Mayor Henry about rezoning. He congratulated Trustee Dye on receiving the Daytona Regional Chambers Leadership Award. He shared the College hosted CareerSource's Alliance4 Event and how this is a great opportunity to gather input on workforce topics and hear of programming needs from the business community. He attended a Team Volusia company site visit and

shared the role Daytona State plays when company's come to visit the area. He welcomed Mr. Bill Tillard who is filling the role of the Interim Director of Campus Safety while a search to hire a new director is underway.

Dr. LoBasso introduced Basketball Coach Joey Cantens and Assistant Coach Nashad Mackey. He congratulated them on their achievements this season with 25 wins and 3 losses, and their last game will be played this evening.

## **VII. COLLEGE COUNSEL**

### **A. Approval of Amendment 1 to Lease Number 4200**

Mr. Rodnie Marquez, College Counsel, explained the Board approved the transfer of this property to the Internal Improvement Trust Fund in 2019. The state has asked that the language be changed from transferring the property to releasing the property.

**MOTION:** (Lloyd/Freckleton) The District Board of Trustees approve the consent to release the property to the Internal Improvement Trust Fund (IITF) and execute the documents(s) necessary to release the property to the IITF. Motion carried unanimously.

### **B. Approval of RFP #23-019 Student Housing Market Study Phase II**

Mr. Marquez explained the College has solicited firms to conduct the market study for the feasibility/demand of a second residence hall. Proposals are currently being reviewed by the evaluation committee.

**MOTION:** (Lloyd/Holness) The District Board of Trustees authorize the College Administration to enter into an agreement (purchase order) with the top ranked proposer for the Student Housing Market Study (Phase II) and move forward with the market study. In the event the College Administration cannot agree to terms on an agreement with the top ranked proposer, the College Administration is authorized to terminate discussions with the top ranked proposer and enter into an agreement (purchase order) with the second ranked proposer. Motion carried unanimously.

### **C. Approval of DeLand Campus Access Road**

Mr. Marquez explained a developer intends to purchase property adjacent to the DeLand Campus to build a WaWa. The developer has reached out to the College with proposed easement agreements, one would be to access the property and the other for signage.

**MOTION:** (Holness/Dye) The District Board of Trustees authorize the College to negotiate the proposed easement agreements

with the developer and to bring back the finalized agreements for Board approval. Motion carried unanimously.

## **VIII. FACILITIES**

### **A. Approval of Architect Continuing Services Contracts**

Mr. Wainwright explained the continuing contracts for the below listed architects will be extended for one more year. The College will then conduct a Request for Quote (RFQ) after this extension period ends.

**MOTION:** (Dye/Lloyd) The District Board of Trustees approve renewing the Architect Continuing Services contracts with DJdesign Services, Inc.; Houseman Architecture, LLC; and KMF Architects, for one (1) year. Motion carried unanimously.

### **B. Approval of Daytona State College Master Site Plan**

Mr. Wainwright explained this item was reviewed during the workshop and presented for approval.

**MOTION:** (Lloyd/Kwiatek) The District Board of Trustees approve the Daytona State College Master Site Plan as prepared by Spiezle Architectural Group, Inc. Motion carried unanimously.

## **IX. FINANCE**

### **A. Executive and Financial Summary Report as of 1/31/23**

Mr. Martin Cass, Vice President of Finance, presented the financial report as of January 31, 2023. 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 for the fiscal year and expected completion date.

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

Mr. Cass presented as information.

### **C. Approval of Florida Department of Education Linking Industry to Nursing Education (LINE) Grant**

Mr. Cass explained the matching grant was a state initiative and the College was fortunate to partner with Halifax Health and AdventHealth for a total of \$1.9 million. The state grant then matched those funds with another \$1.9 million. Some of the funding allocation will be used to replace some of the simulation equipment in the Nursing program.

**MOTION:** (Freckleton/Dye) The District Board of Trustees approve the purchase of simulation and instructional audio/visual technology as outlined within the LINE Grant award for approximately \$1,601,560. Motion carried unanimously.

**D. Approval of Budget Transfer**

Mr. Cass explained the College has received more grants the past few years that require additional cash match. This authorization should carry the College through year-end.

**MOTION:** (Freckleton/Lloyd) The District Board of Trustees approve the budget transfer below. Motion carried unanimously.

Funding: Fund 1 to Fund 2 Restricted Fund (Grant Match Account)  
Amount: \$175,000

**X. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Cerese Ramos for Gael Vitalien, President, Student Government Association; Dr. LoBasso read report from Alicia Alexander, Administrators Council President; Dr. Liz Barnes for Paul Capps, Faculty Senate President; and Billie Jo Dunaway, Professional Council President.

**XI. TIME RESERVED/BOARD CHAIR**

**A. Board Chair's Update**

Dr. Howard was pleased to see Trustee Freckleton back and shared how Trustee Freckleton is a great supporter of the athletic programs and enjoys seeing him engage with the coaches and students. He congratulated Trustee Dye on receiving the Daytona Regional Chamber's Glenn Ritchey Leadership Award. He thanked Trustee Kwiatek for Halifax Health's support of the College. He shared the legislative session is underway and encouraged trustees to advocate for the College's funding requests and how it is important that the legislators hear from their constituents. He shared of the College's ranking in the U.S. News and World Report and how this was an amazing achievement. The College was recognized as the highest ranked state college for Best Online Bachelor's Programs.

**B. Board Professional Development Opportunities**

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

**XII. TIME RESERVED/BOARD MEMBERS**

Comments were shared by the trustees.

**XIII. ADJOURN - Meeting adjourned at 1:46 p.m.**

