

MINUTES: April 13, 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
Garry Lubi**

Board Meeting began 2:12 p.m.

Distributed via email 4/11/23 at 11:08am. Human Resources memorandum (Page 145a). Made an official part of the minutes as Supplemental A: 4/13/23. Distributed via email 4/12/23 at 5:11pm. Approval of Part II Annual Equity Report (Pages 149a-149j). Made an official part of the minutes as Supplemental B: 4/13/23.

I. CALL TO ORDER

Dr. Howard called the meeting to order at 2:12 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 received.

V. CONSENT AGENDA

- A. Approval of 2/22/23 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 – Non-Cash

- G. Approval of Donation Items – Surplus
- H. Approval of Grant Applications
- I. Approval of Human Resource Recommendations

MOTION: (Dye/Holness) The District Board of Trustees approve the consent agenda. Motion carried unanimously.

VI. TIME RESERVED/PRESIDENT

A. President's Update

Dr. LoBasso thanked trustees for a productive Board Retreat and also thanked staff who prepared and presented at the retreat. He introduced Francisco "Cisco" Ortiz, Director of Campus Safety who began April 3rd and shared his background. He shared of the signing event with Bethune-Cookman University for the Bachelor of Science degree in Criminal Justice. He attended the men's basketball championship with Mr. Freckleton and even though Daytona State's team did not win they had a great season. The College hosted Team Volusia's Annual Meeting and thanked Dr. Locklear for welcoming the group on Dr. LoBasso's behalf. A ribbon cutting ceremony was held for the CDL driver training program that will be starting up at the ATC. He attended the PTK All-Florida Academic Team Awards Ceremony where three Daytona State students were recognized. The annual employee service award ceremony was held as well as the annual Student Awards Convocation with over 150 students receiving a variety of awards.

B. Approval of Part II Annual Equity Report

Dr. LoBasso explained the College just received the request to complete Part II of the Annual Equity Report, which is the Employment Equity Accountability section, and submit prior to May 1st. Normally, the College would receive this request a couple of months prior to the deadline.

MOTION: (Lloyd/Freckleton) The District Board of Trustees authorize the College to submit Part II of the Annual Equity Report. If substantial revisions are made, the report will be brought back to the Board in May for ratification. Motion carried unanimously.

VII. FINANCE

A. Executive and Financial Summary Report as of 3/31/23

Mr. Martin Cass, Vice President of Finance, presented the financial report as of March 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.

VIII. ACADEMIC AFFAIRS

A. NISOD Excellence Awards Presentation

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

- Dr. Elizabeth Barnes, Chair, Academic Support/Senior Professor, Humanities and Communications
- Rabecka Collins, Director I, Falcon HOPE Center
- Stephen Grau, Assistant Chair, Welding Technology
- Dr. Lisa Koogler, Director II, Resource Development
- Dr. Jessica Lipsey, Assistant Professor, Humanities and Communication
- Frank Mercer, Director II, Center for Business and Industry
- Miquel Rivera, Director II, Counseling and Accessibility Services
- David Tatum, Director II, IT/Project Management and HelpDesk

B. Approval of New Program – FAME Advanced Manufacturing Technician, A.S. Certificate

Dr. Locklear reviewed and presented for approval.

MOTION: (Holness/Dye) The District Board of Trustees approve the FAME Advanced Manufacturing Technician, A.S. Certificate, effective Fall 2023. Motion carried unanimously.

C. Approval of New Courses

Dr. Locklear reviewed and presented for approval.

MOTION: (Dye/Lubi) The District Board of Trustees approve the new courses: ETI2948 Cooperative Education Experience in Advanced Manufacturing Technology 2, EVS2005C Treatment of Water and Wastewater, and SCE 3832 Science Concepts in the Elementary Classroom, effective Fall 2023. Motion carried.

IX. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Gael Vitalien, President, Student Government Association; Alicia Alexander, Administrators Council President; Paul Capps, Faculty Senate President; and Billie Jo Dunaway, Professional Council President.

X. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Dr. Howard thanked trustees for attending and participating in the Board Retreat. He thought it was a great retreat and enjoyed the conversation on the College's mission and vision statements and shared their importance. He thanked Dr. LoBasso for his leadership and how he has a great team in place because it is a team effort. He enjoyed hearing the reports from the constituent presidents and shared of the importance of their leadership roles.

B. Board Professional Development Opportunities

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

XI. TIME RESERVED/BOARD MEMBERS

Comments were shared by the trustees.

XII. ADJOURN - Meeting adjourned at 2:58 p.m.