

MINUTES: January 18, 2024

**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
Bob Lloyd, Vice Chair
Randy Dye
Lloyd Freckleton
Kelly Kwiatek
Garry Lubi**

ABSENT: Dr. Randall Howard, Chair

Board Workshop began 1:00 p.m.

Dr. LoBasso asked Dr. Rigo Rincones, Vice President of Academic Affairs to introduce workshop presenters. Presenters on Immersive Learning Technology were Dr. Sherryl Weems, Associate Vice President, Mary Karl College of Workforce and Continuing Education; Stephen Grau, Assistant Chair, Lead Faculty, Welding Technology; Dr. Nadia Flanigan, Coordinator, and Dr. Denny Hinson, Welding Simulation Lab Coordinator. As part of the workshop, Trustees participated in a virtual welding demonstration that showcased some of the immersive learning technology at Daytona State.

Board Meeting began 2:02 p.m.

I. CALL TO ORDER

Trustee Lloyd called the meeting to order at 2:02 p.m.

II. PLEDGE OF ALLEGIANCE

Conducted the Pledge of Allegiance.

III. ROLL CALL

Dr. Howard was absent. All other trustees were present.

IV. PUBLIC PARTICIPATION

Trustee Lloyd 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 11/9/23 Board Meeting Minutes
- B. Approval of 12/11/23 Special Board Meeting Minutes
- 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 Grant Applications
- H. Approval of Human Resource Recommendations

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

VI. INFORMATION ONLY

A. Agreements

The above item does not require Board approval because these specific agreements fall below the Category IV threshold (\$195,000). Presented as information only.

B. Surplus Donations

The above item is reported to the Board as information only.

VII. TIME RESERVED/PRESIDENT

A. President's Update

Dr. LoBasso shared a copy of the Resource Development Annual Report for 2022-2023 and explained the College has capitalized on the grant opportunities over the years which is outlined in the report.

Dr. LoBasso shared the College hosted the Daytona Beach Policeman's Ball that honored Mr. Gale Lemerand and the Ritchey family. He participated in the Palm Coast Healthcare Roundtable meeting organized by the chamber. The kick-off meeting for the Flagler/Palm Coast Campus Amphitheater was held to gather input from stakeholders. He stated the Spring term began January 16 and enrollment has increased by 5-6%.

Dr. LoBasso recognized the DSC student cybersecurity team who took first place in statewide competition beating 18 teams. The competition was also the inaugural use of DSC's Training Security Operations Center at the ATC. He presented certificates from the Florida College System Chancellor to Bachelor of Science in Information Technology students Caleb Pintello and Craig Sava and A.S. in Networking Services Technology program students Jess Harness and Brian McGrath.

B. Approval of Strategic Plan 2024-2027

Dr. LoBasso explained after a lot of input and guidance from trustees and others, the 2024-2027 Strategic Plan is being presented for approval.

MOTION: (Freckleton/Dye) The District Board of Trustees approve the Strategic Plan, Leading the Way, July 2024-June 2027, as presented. Motion carried unanimously.

VIII. FINANCE

A. Executive and Financial Summary Report as of 12/31/23

Mr. Cass presented the financial report as of December 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, and Major Capital Projects Funding. He provided a recap of Major Project Funding which includes 11 major projects with an estimated cost of \$35.6 million.

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

Mr. Cass presented as information.

Mr. Cass introduced new employee, Allen Masters, Associate Vice President of Facilities Planning.

IX. FACILITIES

A. Approval of Architectural/Design Services Contract DeLand Campus - Tactical Training Pavilion, P.T. Course and Driving Pad Project

Mr. Martin Cass, Vice President of Finance, reviewed and presented for approval.

MOTION: (Kwiatek/Lubi) The District Board of Trustees approve the contract for Architectural/Design Services with Spiezle Architectural Group, Inc. for the DeLand Campus Tactical Training Pavilion, P.T. Course and Driving Pad Project in the amount of \$424,695. Motion carried unanimously.

B. Approval of Construction Management at Risk Services Final Rankings - DeLand Campus - Tactical Training Pavilion, P.T. Course and Driving Pad Project

Mr. Cass shared the project was sent out to twenty-one prequalified contractors and four firms responded. The College selection committee reviewed and ranked the top three firms.

MOTION: (Freckleton/Dye) The District Board of Trustees approve the below ranking for the Deland Campus Tactical Training Pavilion, P.T. Course and Driving Pad project and direct staff to move forward to negotiate the fee and enter into a contract pursuant to the provisions of Florida Statute s.287.055, and subsequently submit the contract, including the negotiated fee, to the Board for approval at a future meeting. Motion carried unanimously.

<u>Firm</u>	<u>Ranking</u>
Charles Perry Partners, Inc.	1 st
D.E. Scorpio Corporation	2 nd
Gilbane Building Company	3 rd

C. Approval of Construction Management at Risk Services Contract – Flagler/Palm Coast Campus - Bldg. 1 Amphitheater Improvements Project

Mr. Cass shared this contract is for the pre-construction phase only for this the work.

MOTION: (Lubi/Kwiatek) The District Board of Trustees approve the contract for Construction Management at Risk Services with D.E. Scorpio Corporation for the Flagler/Palm Coast Campus Bldg. 1 Amphitheater Improvements Project in the amount of \$35,000. Motion carried unanimously.

D. Approval of Architectural/Design Services Contract Daytona Campus – Arts & Sciences Hall (Bldg. 330) Renovation Project

Mr. Cass shared the Board approved the ranking of the firm at the November meeting and are now bringing back the negotiated fee and contract for approval.

MOTION: (Kwiatek/Freckleton) The District Board of Trustees approve the contract for Architectural/Design Services with Houseman Architecture, LLC. for the Daytona Campus, Arts & Sciences Hall (Bldg. 330) Renovation Project in the amount of \$145,250. Motion carried unanimously.

E. Information Only – Architectural Services Contract Adjustment Fifth Floor - Student Housing Phase II

Mr. Cass shared the College is asking the architectural firm to expand the scope of the project and create drawings for both a four floor and five floor residence hall which resulted in additional fees of \$30,000. This request was approved by the DSC Housing Board which is chaired by Trustee Garry Lubi.

F. Information Only – Construction Management at Risk Contract - Daytona Campus Student Housing Phase II

Mr. Cass shared Perry-McCall Construction, Inc. was selected as the top ranked firm and approved by the DSC Housing Board in September 2023. The total preconstruction fees for this project is \$60,500 amounting to 2% of the total estimated construction budget of \$29,708,547.

X. ACADEMIC AFFAIRS

A. Approval of Course Deletions

Dr. Rincones reviewed the criteria for the deletion of courses. The course being presented for deletion in the School of Digital Media Production, School of Biological and Physical Sciences and School of Emergency Services areas have not been taught in five-years.

MOTION: (Kwiatek/Lubi) The District Board of Trustees approve the course deletions, as presented. Motion carried unanimously.

B. Approval of New Courses

Dr. Rincones shared the new mathematics courses were developed in response to Senate Bill 366 which established a statewide articulation agreement that creates three distinct mathematics pathways for students starting in the 2024-2025 academic year. The Camera Culture course was created that will provide students an opportunity to explore new and experimental ideas in photography.

MOTION: (Kwiatek/Dye) The District Board of Trustees approve the new courses: MGF2130 Mathematical Thinking, MGF2131 Mathematics in Context, and PGY2446 Camera Culture, effective Fall 2024. Motion carried unanimously.

C. Cost of Textbooks/Instructional Materials Spring 2024

Dr. Rincones explained this is an information only item for the Board's review. The report provides prices on new, used, rentals, digital and subscriptions, and if a book will be used more than one semester.

XI. ENROLLMENT MANAGEMENT

A. Approval of 2024-2025 and 2025-2026 Academic Calendars

Dr. Erik D'Aquino, Vice President of Enrollment Management, reviewed and presented for approval.

MOTION: (Dye/Kwiatek) The District Board of Trustees approve the 2024-2025 and 2025-2026 Academic Calendars, as presented. Motion carried unanimously.

XII. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Gael Vitalien, Student Government Association President; Enaris Inman, Administrators Council President; Jon Pinney, Career Employees Association President; Paul Capps, Faculty Senate President and Gina Clark, Professional Council President.

Dr. LoBasso shared the construction of Building 2 on the Deltona Campus is coming along nicely and should be completed in March and will be a nice

addition to this campus. This building will house the diagnostic sonography, nursing, and machining programs, as well as a bookstore.

XIII. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Trustee Lloyd wished everyone a Happy New Year. He shared the legislative session is in full swing and the College is moving ahead with its funding requests and is hopeful the session will yield great results for the College. He commented on the various presentations during the meeting and how it fills him with pride to be affiliated with Daytona State and thanked everyone for what they do for the students and the institution.

B. Board Professional Development Opportunities

Developmental opportunities were provided in the agenda as information.

XIV. TIME RESERVED/BOARD MEMBERS

Comments were shared by the trustees.

Dr. LoBasso shared both basketball teams are doing well. The men's team is currently undefeated and encouraged people to attend the upcoming games.

XV. ADJOURN - Meeting adjourned at 3:04 p.m.