

**MINUTES: January 19, 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  
Randy Dye  
Kelly Kwiatek  
Bob Lloyd  
Garry Lubi**

**ABSENT: Lloyd Freckleton  
Betty Holness, Vice Chair**

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

Dr. Andrea Gibson, Dean of Institutional Effectiveness, shared the current Strategic Plan is through June 30, 2024 and the new plan will be good through 2027. The Strategic Plan is a guide that keeps the College strategically focused. Each of the 52 department units develop outcomes that align with at least one of the strategic priorities and initiatives. She shared an example of this process as it relates to her area.

Dr. Gibson reviewed the development timeline that included the environmental scan using SWOT analysis, reviewing the mission and vision, determining strategic priorities, synthesizing focus group and survey feedback, and drafting the Strategic Plan to present to Senior Executive Staff for approval. Once approved the plan will be presented to the Board for approval and then shared collegewide.

Dr. Gibson reviewed the vision and mission statements of the College and asked the Board if these accurately reflected the purpose and goals of the College. Some suggestions were made that included things such as economics, workforce technical trade opportunities, workforce development, vibrancy, and what makes Daytona State unique.

She reviewed the four Strategic Priorities and a suggestion was made to change Building Community Partnerships to Build Community Partnerships. Discussed keeping four strategic priorities and possibly changing Ensure Academic Excellence to something on workforce development. Dr. Gibson will take the Board's input and prepare information for additional review at the April Board Retreat.

**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. Freckleton and Mrs. Holness were 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 11/16/22 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

Dr. Howard pulled Dr. Mary McLeod Bethune Statuary Fund, Inc. and SalesForce, Inc. agreements under Item V.B. Approval of Agreements so they may be voted on separately. Also pulled Linking Industry to Nursing Education Program grant under Item V.G. Approval of Grant Applications so it may be voted on separately.

**MOTION:** (Kwiatek/Dye) The District Board of Trustees approve the Dr. Mary McLeod Bethune Statuary Fund, Inc. agreement listed in Item V.B. Approval of Agreements. Motion carried with Mr. Lloyd recusing\* himself.

*\*Mr. Lloyd serves on the Dr. Mary McLeod Bethune Statuary Fund board. Form 8B has been completed and made an official part of the minutes as Supplemental A: 1/19/23.*

**MOTION:** (Dye/Lubi) The District Board of Trustees approve the SalesForce, Inc. agreements listed in Item V.B. Approval of Agreements and Linking Industry to Nursing Education Program grant listed in Item V.G. Approval of Grant Applications. Motion carried with Ms. Kwiatek recusing\* herself.

*\*Ms. Kwiatek's husband is employed by SalesForce, Inc. and she is employed by Halifax Health (grant employer partner). Form 8B has been completed and made an official part of the minutes as Supplemental B: 1/19/23.*

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

## **VI. TIME RESERVED/PRESIDENT**

### **A. President's Update**

Dr. LoBasso shared of the fundraising event that was held for the next Songwriters Festival. He explained the College hosted the Volusia County Schools' School Choice event in the Student Center. There were around 400 people in attendance, and this was a great opportunity to showcase the College. Despite having two hurricanes the College was able to conduct a Veteran's Day event in the Student Landing. The Riverfront Esplanade Park had its grand opening and he recommended everyone stop by to visit the park. The College has brought back its holiday dinner show at the News-Journal Center that hasn't been held since the pandemic. He shared enrollment is up slightly and the Residence Hall is at 100% capacity for the Spring semester.

### **B. Signing Ceremony – DSC / B-CU Transfer Agreement**

Dr. LoBasso explained the signing event will be rescheduled to another date/time when the Bethune-Cookman University president is able to attend.

### **C. Daytona State College's Legislative Requests 2023**

Dr. LoBasso shared the most recent copy of the College's legislative requests for 2023 and will be traveling to Tallahassee to meet with legislators to review these requests, which are:

- Law Enforcement & Emergency Services Center for the DeLand Campus - \$4,794,966
- Pedestrian and Vehicle Safety and Amphitheater Improvements for the Flagler/Palm Coast Campus - \$3,346,721
- Modernization of Auto Collision Program for the Advanced Technology College - \$550,000
- Database Security, Protection, and Monitoring System for all campuses - \$650,000

## **VII. FACILITIES**

### **A. Approval of Agreement Between Owner & Contractor DeLand Campus Bldg. 6A & 6B Air Handler Unit Replacement**

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, reviewed and presented for approval.

**MOTION:** (Lloyd/Dye) The District Board of Trustees approve the agreement between owner and contractor with Ferran Services & Contracting, Inc. for the DeLand Campus Bldg. 6A & 6B Air Handler Unit Replacement Project in the amount of \$534,321. Motion carried unanimously.

## **VIII. FINANCE**

### **A. Executive and Financial Summary Report as of 12/31/22**

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

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

Mr. Cass presented the months of November and December as information.

## **IX. ENROLLMENT MANAGEMENT**

### **A. Approval of 2023-2024 and 2024-2025 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 2023-2024 and 2024-2025 Academic Calendars, as presented. Motion carried unanimously.

## **XII. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Jose Lopez, Interim President, Student Government Association; Alicia Alexander, Administrators Council President; Jon Pinney, Career Employee Association President; Paul Capps, Faculty Senate President; and Billie Jo Dunaway, Professional Council President.

## **XIII. TIME RESERVED/BOARD CHAIR**

### **A. Board Chair's Update**

Dr. Howard welcomed back Lynn Mercer and his thoughts are with Mr. Freckleton as he recovers. He appreciated Dr. Harun Thomas' comment on how he learned from the students but learned how to teach from the students. He appreciated the faculty and all they do to enrich student lives. He commented on Marketing's news emails and learned the College was designated as a National Center of Academic Excellence in Cyber Defense. He shared cyber defense is one of the hot industries right now and it's great to see the College actively working in that area.

**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 2:38 p.m.**

February 22, 2023

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Date Approved

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Chairperson, District Board of Trustees

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Corporate Secretary, District Board of Trustees