

MINUTES: June 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
Bob Lloyd, Vice Chair
Randy Dye
Kelly Kwiatek
Garry Lubi**

**ABSENT: Dr. Randall Howard, Chair
Lloyd Freckleton**

Board Meeting began 2:00 p.m.

I. CALL TO ORDER

Trustee Lloyd called the meeting to order at 2:00 p.m.

II. PLEDGE OF ALLEGIANCE

Conducted the Pledge of Allegiance.

III. ROLL CALL

Dr. Randy Howard and Lloyd Freckleton were 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. PUBLIC HEARING – COLLEGE POLICIES

A. Approval of Second Reading – Policy 5.08 (Revised): Contracting Authority

Rodnie Marquinez, Vice President/College Counsel, reviewed revisions that increased the signing authority of the President to not exceed Category IV threshold (\$195,000).

MOTION: (Kwiatek/Lubi) The District Board of Trustees approve the second and final reading of Revised Policy 5.08: Contracting Authority. Motion carried unanimously.

VI. CONSENT AGENDA

- A. Approval of 5/11/23 Board Meeting Minutes
- B. Approval of Agreements
- C. Approval of Agreements – Affiliation
- D. Approval of Agreements – Standard
- E. Approval of Budget Amendments
- F. Approval of Contractor Pre-Qualification Certifications
- G. Approval of Deletion of Inventory Items
- H. Approval of Donation Items – Surplus
- I. Approval of Grant Applications
- J. Approval of Human Resource Recommendations

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

VII. TIME RESERVED/PRESIDENT

A. President's Update

Dr. LoBasso thanked the faculty and staff for all their hard work as the College wraps up the end of the academic/fiscal year. He commented on the commencement ceremony and how seeing students cross the stage to receive their diplomas was the highlight of the year.

Dr. LoBasso shared of his meeting with the Florida College System and State University System presidents where they discussed different ways to collaborate and how to improve the transferability of students between the systems. He explained a kickoff-off information session was held for the UCF master's degree cohort. He explained the College is in early discussions with Mrs. Hosseini and Volusia County Schools on an afternoon program for students that focuses on the 32114 initiative.

Dr. LoBasso introduced Dr. LaKisha Holmes, Associate Vice President of Arts & Sciences. He shared Arts & Science is the largest academic division at the College.

B. Approval of Salary Increase Proposal

Dr. LoBasso presented for approval the salary increase proposal which is outlined below.

Chart 1 below reflects a tiered recurring salary increase between 3% and 5% for full and part-time permanent employees employed on or before April 3, 2023. This increase would take effect July 1, 2023.

Chart 1 – Recurring Salary Increase Proposal effective July 1, 2023				
Type Of Employee	Salary Range	Actual % of Salary Increase	Total of Increase	Number of Employees
Part-Time Staff	Under \$50,000	5%	\$ 10,496	11
Full-Time Faculty & Staff	Under \$50,000	5%	\$ 853,997	460
Full-Time Faculty & Staff	\$50,000 - \$99,999	4%	\$ 789,188	307
Full-Time Faculty & Staff	Over \$99,999	3%	\$ 108,789	30
Total Effective 7/1/2023			\$ 1,762,470	808

Chart 2 below reflects a tiered non-recurring salary increase between 1% and 2% for full-time permanent employees, employed on or before April 3, 2023, earning \$50,000 or more. This one-time, non-recurring salary increase would be paid in the July 14, 2023, payroll.

Chart 2 –Non-Recurring Salary Increase Proposal effective July 1, 2023 and to be paid on July 14, 2023				
Type Of Employee	Salary Range	Actual % of Non-Recurring Salary Increase	Total of Payments	Number of Employees
Full-Time Faculty & Staff	\$50,000 - \$99,999	1%	\$ 214,270	325
Full-Time Faculty & Staff	Over \$99,999	2%	\$ 98,843	39
Total Payments 7/14/2023			\$ 313,113	364

Chart 3 below reflects an additional recurring 1% salary increase for Faculty and Professional employees employed by the College on or before July 1, 2007. This increase would take effect July 1, 2023.

Chart 3 – Recurring Longevity Increase Proposal effective July 1, 2023				
Type Of Employee	Actual % of Longevity Increase	Total of Payments	Number of Employees	
Full-Time Faculty & Professional	1%	\$ 81,019	120	
Total Effective 7/1/2023		\$ 81,019	120	

MOTION: (Dye/Lubi) The District Board of Trustees approve the recurring and non-recurring salary increases as specified above, which is included as a budgeted expense for fiscal year 2023-2024. Motion carried unanimously.

C. Approval of Salary Administration Plan 2023-2024

Dr. LoBasso explained the plan is presented annually to the Board and presented for approval.

MOTION: (Kwiatek/Dye) The District Board of Trustees approve the 2023-2024 Salary Administration Plan, effective July 1, 2023. Motion carried unanimously.

D. Approval of Annual Equity Report

Dr. LoBasso explained at the request of the Division of Florida Colleges the annual equity report is to be submitted in two sections. The first section was approved by the Board in April and the report in its entirety is now being presented for final approval.

MOTION: (Lubi/Kwiatek) The District Board of Trustees authorize the College to submit the Annual Equity Report Update to the Division of Florida Colleges, as presented. Motion carried unanimously.

VIII. FACILITIES

A. Approval of Capital Improvement Program (CIP) 2024-2025 through 2026-2027

Mr. Martin Cass, Vice President of Finance, reviewed the Capital Improvement Plan which is presented each year. Projects are developed and prioritized for the next three-year cycle based upon the needs set forth in the Educational Plant Survey.

Priority/Project	2024-25	2025-26	2026-27
N/A - Maintenance & Repairs	\$1,100,000	\$1,100,000	\$1,100,000
1 – Emergency Services Training Center DeLand Campus	\$11,435,059		
2 – Welding Technology and Aircraft Airframe/Power Plant Mechanics – NSB/Edgewater Campus	\$13,438,836		
3 - ATC Diesel Engine Mechanics	\$7,320,000		

MOTION: (Kwiatek/Dye) The District Board of Trustees approve the Capital Improvement Program for 2024-2025 through 2026-2027 for submittal to the Division of Florida Colleges on June 30, 2023. Motion carried unanimously.

B. Approval of Hurricane Ian Roof Damage and Replacement Wetherell Center (Bldg. 100) Daytona Beach Campus

Mr. Cass reviewed and presented for approval.

MOTION: (Kwiatek/Lubi) The District Board of Trustees declare the work to be necessary and authorize the College to proceed with the replacement of Wetherell Center roof for the lowest bid amount of \$1,079,610 to Garland/DSB, Inc. The College seeks approval to utilize Fund 7 Board Designated Reserves in the amount of \$279,610 (\$1,079,610 total less \$800,000 deferred maintenance funding) to initially fund the roof replacements until insurance and FEMA claims have been settled. Motion carried unanimously.

C. Approval of Final Completion and Final Payment Daytona Campus Health Sciences Hall (Bldg. 320)

Mr. Cass explained the work has been completed and presented for approval.

MOTION: (Dye/Lubi) The District Board of Trustees approve final payment and release of retainage for the Daytona Campus, Health Sciences Hall (Bldg. 320) roof replacement project in the amount of \$429,965.24 be made to Garland/DBS, Inc. Motion carried unanimously.

D. Approval of 2023-2024 State Requirements for Education Facilities Inspection

Mr. Cass explained this inspection is done annually by independent inspectors who concentrate on three areas – fire safety, sanitation and portables. The College had a low number of deficiencies and thanked the Facilities and Maintenance staff for their work.

MOTION: (Kwiatek/Lubi) The District Board of Trustees approve the 2022-2023 SREF inspection report. Motion carried unanimously.

E. Approval of Architectural/Design Services Contract - Deltona Campus Bldg. 1 Welding Lab

Mr. Cass explained the final ranking was approved in May and are now presenting the negotiated fee and contract for approval. Dr. LoBasso shared this project is the initiative to bring welding to the Deltona Campus.

MOTION: (Dye/Lubi) The District Board of Trustees approve the contract for Architectural/Design Services with Spiegle Architectural Group, Inc. for the Deltona Campus Bldg. 1 Welding Lab Project in the amount of \$133,050. Motion carried unanimously.

F. Approval of Educational Plant Spot Survey

Mr. Cass explained the Education Plant Survey was done in 2021 and the purpose for the spot survey adds new construction and remodeling for planned growth on the New Smyrna Beach/Edgewater, DeLand, and ATC campuses.

MOTION: (Lubi/Kwiatek) The District Board of Trustees approve the Educational Plant Spot Survey which updates College needs in conformity with statutory requirements. Motion carried unanimously.

G. Approval of Contractor Selection, Hurricane Ian Damage - News-Journal Center Exhaust Fan Replacements

Mr. Cass reviewed and presented for approval.

MOTION: (Kwiatek/Dye) The District Board of Trustees approve the below ranking and enter into a contract with Vista Cooling Services in the amount of \$261,000, lowest qualified bid, pursuant to the provisions of Florida Statute s.287.055. Motion carried unanimously.

Hill York	Melbourne, FL
Vista Cooling Services	Orlando, FL

H. Approval of All Campuses Mandated Elevator Updates/Repairs

Mr. Cass reviewed and presented for approval.

MOTION: (Dye/Kwiatek) The District Board of Trustees approve the year one (1) estimated cost of \$696,292 with Kone Elevator to bring all the elevators up to current codes and life safety standards to be funded from Fund 7 Board Designated Reserves. Motion carried unanimously.

IX. FINANCE

A. Executive and Financial Summary Report as of 5/31/23

Mr. Cass presented the financial report as of May 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. He provided a recap of Major Project Funding which includes 17 projects with an estimated cost of \$34.4 million. Two Major Capital Projects have been completed this fiscal year.

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

Mr. Cass presented as information.

C. Approval of Write-Off of Uncollectible Accounts Receivables – Student Accounts

Mr. Cass explained the College has exhausted efforts to collect student debt from 2019-2020 academic year through activities that includes letters, phone calls, and collection agencies. The outstanding debt is written off after three years and the uncollectible amount represents only 1.05% of student fee revenues for that year. The College was able to recover over \$92,000 this fiscal year that was previously written off.

MOTION: (Dye/Kwiatek) The District Board of Trustees approve the write-off of uncollectible account receivables in the amount of \$350,658.65 for fiscal year 2022-2023. Motion carried unanimously.

D. Approval of Use of Space and Personnel Cost - DSC Foundation and DSC Housing Authority

Mr. Cass explained per F.S. 1004.70, the College is required to annually bring forward for approval the personnel costs and use of space for the Foundation and DSC Housing Corp.

MOTION: (Kwiatek/Dye) The District Board of Trustees approve the DSC Foundation and Housing Corporation Use of Space and Personnel Costs. Motion carried unanimously.

E. Approval of Deferred Maintenance/Personnel Funding Proposal

Mr. Cass explained this request will provide funding for ongoing maintenance projects for all campuses and salary/benefits for the Facilities Planning department.

MOTION: (Lubi/Kwiatek) The District Board of Trustees authorize the College to allocate \$4,300,000 (\$2,142,245 for renovation and remodeling, \$1,650,000 for maintenance and repair, and \$507,755 for salary/benefits) for ongoing deferred maintenance projects and Facilities Planning salaries and fringe benefits from the Board Designated Reserve in Fund 7 for FY'2023-24. Motion carried unanimously.

F. Approval of Budget Transfer Requests

Mr. Cass explained at year-end the College assesses areas of need that require funding and presented the two requests below. He will report back to the Board on the exact transfer amounts that were made. Discussed investment rates.

Request 1: Funding: Fund 1 to Fund 7 Capital Projects Fund (Board Designated Reserves)
Amount: Up to \$7,000,000
Description: Provide future funding for necessary renovations/remodels and support for new capital projects due to limited Public Education Capital Outlay (PECO) funding.

Request 2: Funding: Fund 1 to Fund 3 Unallocated Reserves
 Amount Up to \$2,000,000
 Description: Non-state revenue sources (i.e. facilities rentals, tower leases, etc.) to provide funding for future college initiatives which may include student scholarships, athletic facilities, etc.

MOTION: (Dye/Kwiatek) The District Board of Trustees approve the transfer of funds as outlined above. Motion carried unanimously.

G. Approval of 2023-2024 Annual Budget

Mr. Cass reviewed the budget planning/design principles; description of fund accounts; budget priorities; summary of key budget points which included no increase to student tuition in 13 years; funding for Database Security, Protection and Monitoring System, Flagler/Palm Coast Campus Road and Pedestrian Path/Lighting/Amphitheater improvements, DeLand Campus Tactical Training Pavilion and PT course, and ATC Modernization of Auto Collision Program.

Mr. Cass shared there were three student fee updates:

- Access Fees increased from \$1.16 per credit hour to \$1.28
- Graduation Fee increased from \$20 to \$25 for degrees/\$10 to \$15 for certificates
- Application Fee (New) \$15

Mr. Cass reviewed student tuition rates which remain unchanged for both lower and upper divisions. He reviewed student enrollment, projected revenue, expenditures and estimated fund balance; comparison of state appropriations for 2022/2023 and 2023/2024. He reviewed a comparison of projected Fund 1 Revenues to Expenses, Capital Outlay Budget Fund 7; and summary of budgets, transfers and fund balances for Funds 1-7. He reviewed the year-end account transfers that are part of the annual budget and consisted of the following:

Grant Matching	\$700,000	Fund 1 to Fund 2
WDSC Operational Fund	\$300,000	Fund 1 to Fund 2
Scholarships for Athletics	\$750,000	Fund 3 to Fund 5
Marketing/Hospitality/ Tuition Reimbursement	\$700,000	Fund 3 to Fund 1
Debt Services/Loan	\$323,936	Fund 3 to Fund 8
Debt Services/Loan	\$994,217	Fund 7 to Fund 8

MOTION: (Lubi/Kwiatek) The District Board of Trustees approve Daytona State College Annual Operating Fund 1 Budget, Fund 7 Capital Outlay Budget for Fiscal Year 2023-2024, transfers and student fee updates identified above. Motion carried unanimously.

Personnel Costs	\$74,851,134
Current Expense	22,424,399
Capital Outlay	1,212,366
Database Security, Protection & Monitoring System	650,000
Total:	\$ 99,137,899

X. ACADEMIC AFFAIRS

A. Approval 2023-2024 Lab Fee Recommendations

Dr. Amy Locklear, Provost/Executive Vice President, explained the College internally audits lab fees every year. The recommendation includes, deletions, decreases, increases and new lab fees. She noted increases were tied directly to price increases in materials. Dr. LoBasso stated the actual cost of the lab material used is passed through to the student.

MOTION: (Lubi/Kwiatek) The District Board of Trustees approve the lab fee recommendations as presented, effective Fall 2023. Motion carried unanimously.

B. Approval of New Program: Diesel Mechanic Technician, Vocational Certificate

Dr. Locklear explained this is a new program that is being proposed for the ATC. Discussed the need for these types of graduates. Dr. LoBasso explained approval of the program is in preparation for the next step which will be to secure funding for an extension at the ATC to house the program.

MOTION: (Dye/Lubi) The District Board of Trustees approve the Diesel Mechanic Technician, Vocational Certificate, effective Fall 2023. Motion carried unanimously.

C. Approval of Course Deletions

Dr. Locklear reviewed and presented for approval.

MOTION: (Kwiatek/Dye) The District Board of Trustees approve the course deletions, as presented, effective Fall 2023. Motion carried unanimously.

XI. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Gael Vitalien, Student Government Association President; Alicia Alexander, Administrators Council President; Sandee Hancock for Jon Pinney, Career Employees Association President; Paul Capps, Faculty Senate President; and Gina Clark, Professional Council President. Noted the incoming president for Administrators Council will be Dante Leon as of 8/1/23.

XII. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Mr. Lloyd shared the Board is proud of the faculty and everything they do to enhance student achievement. He thanked Dr. LoBasso, Mr. Cass and the Finance staff on an exceptionally well-done budget. He commented on the statutory and accreditation responsibilities of the Board and how the Board must exercise proper financial oversight of the College, which they just did. He spoke on the importance of attending commencement to see the finished product and was proud of the Student Government Association President and to hear of their future plans.

B. Board Professional Development Opportunities

Developmental opportunities were reviewed and listed in the agenda as information.

XIII. TIME RESERVED/BOARD MEMBERS

Comments were shared by the trustees.

Dr. LoBasso shared all of the College's legislative project requests were approved for funding and wanted to publicly thank the Governor and the local legislative delegation for their support of the College.

XIV. ADJOURN - Meeting adjourned at 3:21 p.m.