MINUTES: **June 23, 2026**

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
Bob Lloyd, Vice Chair
Robbie Coleman
Randy Dye
Nellie Lupoli

ABSENT: **Kelly Kwiatek**
Garry Lubi

Board Meeting began at 3:08 p.m.

Distributed via email 6/22/26 @ 4:49pm. Revised Agreements memorandum (page 9). Made an official part of the minutes as Supplemental A: 6/23/26. Revised County of Volusia agreement (pages 12-58). Made an official part of the minutes as Supplemental B: 6/23/26. Revised Giltech Agreement (pages 58a-58h). Made an official part of the minutes as Supplemental C: 6/23/26.

I. CALL TO ORDER

Dr. Howard called the meeting to order at 3:08 p.m.

II. PLEDGE OF ALLEGIANCE

Conducted the Pledge of Allegiance.

III. ROLL CALL

Trustees Kwiatek and Lubi 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 received.

V. CONSENT AGENDA

A. Approval of 5/21/26 Board Meeting Minutes
B. Approval of Agreements
C. Approval of Agreements - Standard
D. Approval of Agreements - Affiliation

E. Approval of Budget Amendments
F. Approval of Donation Items – Non-Cash
G. Approval of Contractor Pre-qualification Certifications
H. Approval of Deletion of Inventory Items
I. Approval of Grant Applications
J. Approval of Human Resource Recommendations

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

Dr. Howard shared there will be an agreement on the next agenda to rent the Conference Center to Dr. LoBasso, and the rental rate will be set according to IRS standards for universities or colleges providing housing.

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 the College held a workforce summit at the ATC where a diverse group of companies met in conjunction with CareerSource, Daytona Regional Chamber and other organizations. He explained CareerSource had previously created an Alliance 4 event that the College partnered with but with the restructuring of CareerSource the event was no longer held. This event helps the College understand a companies need so it can provide the training they are looking for in a variety of different disciplines. At the event, the College highlighted its FAME (Federation for Advanced Manufacturer Educators) program. The College has around 14 companies participating and explained how they each sponsor students with paid tuition and employment upon graduation.

Dr. LoBasso attended the United Way celebration for the Bowler family and shared it was a really nice event to honor them. He participated in a meeting with Team Volusia and the Japan Trade Organization. This was a preliminary meet and greet with business leaders of Volusia County. The organization will be bringing potential companies into town to look at different opportunities.

Dr. LoBasso shared he and the executive staff provided a 3-hour orientation for newly appointed trustee, Robbie Coleman. They reviewed the board agenda packet and provided overviews of each person's areas.

B. Approval of Salary Increase Proposal

Dr. LoBasso shared staff have done an excellent job and with enrollment increasing and launching new programs, he wanted to provide a salary increase for employees. Even though it is a tight budget year, the proposal will provide a 2% raise for all employees.

MOTION: (Lloyd/Lupoli) The District Board of Trustees approve the recurring salary increases as specified below, which is included as a budgeted expense for fiscal year 2026-2027. Motion carried unanimously.

Type Of Employee	Actual % of Salary Increase	Total of Increase	Number of Employees
Part-Time Staff	2%	$ 4,590	12
Full-Time Faculty & Staff	2%	$ 902,134	794
Total Effective 7/1/2026		**$ 906,724**	**806**

C. Approval of Salary Administration Plan 2026-2027

Dr. LoBasso explained this is the time of year to update the Salary Administration Plan and submitted for approval.

MOTION: (Lupoli/Dye) The District Board of Trustees approve the 2026-2027 Salary Administration Plan, effective July 1, 2026. Motion carried unanimously.

VIII. FINANCE

A. Executive and Financial Summary Report as of 5/31/26

Mr. Marty Cass, Vice President of Finance, presented the financial report as of May 31, 2026. 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 summary of Major Projects scheduled during the fiscal year with an estimated cost of $55.7 million.

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 each year the College will bring forward the uncollectible student accounts receivable to the Board. He shared the College has exhausted all measures to collect these funds and are now being written-off. He shared the collection efforts include sending due diligence letters, phone calls, and then referring to collection agencies.

The uncollectible amount represents only 1.58% in student revenue fees for 2022-2023. The College was able to collect over $36,116.76 for accounts previously written off.

MOTION: (Lloyd/Lupoli) The District Board of Trustees approve the write-off of uncollectible account receivables in the amount of $480,080.86 for fiscal year 2025-2026. Motion carried unanimously.

D. 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 at the next meeting on the exact transfer amounts that were made.

Request 1:	Funding:	Fund 1 to Fund 7 Capital Projects Fund (Board Designated Reserves)
	Amount:	Up to $6,000,000
	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 $2,500,000
	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/Lloyd) The District Board of Trustees approve the transfer of funds as outlined above. Motion carried unanimously.

E. Approval of 2026-2027 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 16 years.

Mr. Cass shared there were rate changes to the following student fees:

- Assessment Fee increased from $35 to $38 for one-time assessment.
- Application Fee (Domestic) from $15 to $18.
- Application Fee (International) from $50 to $60.
- Graduation Fee increased from $32 to $35 for degrees and $22 to $25 for certificates.
- Other Web Enhanced Lab Fee from $25 to $27 per course.

Mr. Cass reviewed student tuition rates, which remain unchanged for both lower and upper divisions. He reviewed other student fees, student enrollment, projected revenue, expenditures and estimated fund balance; comparison of state appropriations for 2025/2026 and 2026/2027. 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	$400,000	Fund 1 to Fund 2
WDSC Operational Fund	$460,000	Fund 1 to Fund 2
Scholarships for Athletics/Other Student Population	$875,000	Fund 3 to Fund 5
Marketing/Hospitality/Tuition Reimbursement	$720,000	Fund 3 to Fund 1
Soccer Stadium Sod Replacement	$350,000	Fund 3 to Fund 7

MOTION: (Lupoli/Dye) The District Board of Trustees approve Daytona State College Annual Operating Fund 1 Budget, Fund 7 Capital Outlay Budget for Fiscal Year 2026-2027, transfers and student fee updates identified above. Motion carried unanimously.

Personnel Costs	$83,582,945
Current Expense	23,611,239
Capital Outlay	2,347,594
Total:	$109,541,778

IX. FACILITIES

A. Approval of Mandated Elevator Updates/Repairs Five-Year Plan

Mr. Allen Masters, Associate Vice President of Facilities Planning, shared previously the Board approved a three-year plan to address elevator concerns across all campuses which will be completed this summer. There are several more areas that need to be upgraded and developed a five-year plan to address these which are listed below.

Proposed Five-Year Plan:

Year One (2027) Estimated Cost: $1,610,000

- Health Science Hall, Building 320 × 4 (Modernization)

Year Two (2028) Estimated Cost: $1,100,000

- J. Griffen Greene Center, Building 300 × 1 (Door Operator)
- Hosseini Center, Building 1200 × 2 (Door Operator)
- Nunamann Hall, Building 200 × 2 (Modernization)
- News Journal Center East × 1 (Replacement with HYDRO)

Year Three (2029) Estimated Cost: $700,000

- Noah McKinnon Hall, Building 600 × 1 (Door Operator)
- Baker Academic Support Center, Building 500 × 1 (Door Operator)
- News-Journal Center Freight × 1 (Modernization)
- J. Griffen Greene Center, Building 300 × 1 (Modernization)

Year Four (2030) Estimated Cost: $915,000

- Hosseini Center, Building 1200 × 2 (Modernization)
- Noah McKinnon Hall, Building 600 × 1 (Modernization)
- Baker Academic Support Center, Building 500 × 2 (Modernization)

Year Five (2031) Estimated Cost: $675,000

- Wetherell Center, Building 100 × 2 (Modernization)

MOTION: (Lloyd/Lupoli) The District Board of Trustees approve the overall five-year elevator modernization plan outlined above and authorize the allocation of funds for Year One (2027) in the estimated amount of $1,610,000 with KONE Elevator from Fund 7 Board Designated Reserves. Motion carried unanimously.

B. Approval of Capital Improvement Program (CIP) 2027-2028 through 2029-2030

Mr. Masters reviewed the Capital Improvement Plan which is presented each year and explained this year the College is submitting four capital projects as well as four maintenance projects. The state will only take the top two from the list, but it does not hurt to have more on the list. The top two construction projects are the aerospace technology avionics program for the New Smyrna Beach/Edgewater Campus and relocating/expanding the Welding program to the ATC.

Priority: Project	2027-2028	2028-2029	2029-2030	Total Project Cost
New Construction Priority 1: Aerospace Technology, Avionics, Semi-Conductor, HVAC and Welding Technology (New Smyrna Beach/Edgewater Campus)	$24,392,228	$2,713,034	--	$27,105,262
New Construction Priority 2: Welding and Advanced Welding Expansion (Advance Technology Center Campus)	$17,080,745	$2,201,226	--	$19,281,971
New Construction Priority 3: Creative Workforce Training, Digital Media, Digital Photographic Technology, Art Engineering, Commercial Photography (Daytona Beach Campus)	$7,368,426	$52,959,639	$6,000,000	$66,328,065
Renovation Priority 4: Replace metal roofs on Bldg. 1 & Bldg. 2 (New Smyrna Beach/Edgewater Campus)	$3,500,000	--	--	$3,500,000
Renovation Priority 5: Apply coating to the external envelope of Bldgs. 300, 500, 510, 530, and 540 to prevent water intrusion (Daytona Beach Campus)	$3,000,000	$2,000,000	--	$5,000,000
Maintenance/Repair Priority 6: Elevator Modernizations for elevators over 30 years old to bring to current safety standards (Daytona Beach Campus)	$1,750,000	$1,750,000	$1,750,000	$5,250,000
Maintenance/Repair Priority 7: Replacement of HVAC VAV controllers in multiple Bldgs. (Daytona Beach Campus)	$1,500,000	$1,500,000	$1,500,000	$4,500,000
Maintenance/Repair Priority 8: Replacement of all Bldg. 310 HVAC equipment (Daytona Beach Campus)	$2,000,000	--	--	$2,000,000

MOTION: (Lloyd/Lupoli) The District Board of Trustees approve the the Capital Improvement Program for fiscal years 2027–2028 through 2029–2030 for submission to the Division of Florida Colleges by June 30, 2026. Motion carried unanimously.

C. Approval of 2025-2026 State Requirements for Educational Facilities Inspection (SREF)

Mr. Masters explained there are annual inspections of buildings and grounds to evaluate compliance with safety standards. Many deficiencies found are being addressed.

MOTION: (Lloyd/Lupoli) The District Board of Trustees approve the 2025-2026 SREF Inspection Report. Motion carried unanimously.

D. Approval of Five-Year Educational Plant Survey

Mr. Masters explained the survey is required to be conducted every five years by the state and is used to evaluate educational facilities for current and future program needs.

MOTION: (Lloyd/Lupoli) The District Board of Trustees approve the Five-Year Educational Plant Survey for submission to the Office of Educational Facilities, Florida Department of Education. Motion carried unanimously.

X. ACADEMIC AFFAIRS

A. Approval of 2026-2027 Lab Fee Recommendations

Dr. Jodi Long, Vice President of Academic Affairs, explained lab fees are reviewed annually by the respective departments. The recommendation includes deletions, decreases, increases and new lab fees. The costs for consumable items and services for all lab fees are itemized and justification included.

MOTION: (Dye/Lupoli) The District Board of Trustees approve the lab fee recommendations as presented, effective Fall 2026. Motion carried unanimously.

XI. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Rachael Dougherty, Administrators Council President; and Jon Pinney, Co-Chair for Career and Professional Employee (CAPE) Council.

XII. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Dr. Howard welcomed Trustee Coleman and looked forward to his contributions to the Board. He appreciated those presenting at the meeting and asked they share with their team how much the Board appreciates the care and attention that goes into everything. He felt it was an amazing testament that the College has not raised tuition in 16 years. He appreciated the work everyone did to find a way to increase salaries. He hoped everyone would get a chance over the summer to take a break, rest and recharge and thanked everyone for all they do and what a pleasure it was coming to meetings and serving on the Board.

B. Board Professional Development Opportunities

Developmental opportunities were provided in the agenda as information.

XII. TIME RESERVED/BOARD MEMBERS

Comments were shared by each of the trustees.

XIV. ADJOURN

Meeting adjourned at 4:11 p.m.