

MINUTES: November 10, 2021

**MEETING: Daytona State College
District Board of Trustees**

**PLACE: Daytona State College's
News-Journal Center
Davidson Theater
221 N. Beach Street
Daytona Beach, Florida**

**PRESENT: Dr. Thomas LoBasso, Corporate Secretary/President
Dr. Randall Howard, Chair
Betty Holness, Vice Chair
Sarah Dougherty
Randy Dye
Lloyd Freckleton
Robert Lloyd
Garry Lubi**

ABSENT: Bob Davis

Board Workshop began 1:02 p.m.

Dr. LoBasso introduced Nancy Lohman, President of the Dr. Mary McLeod Bethune Statuary Fund, who shared details on the Dr. Mary McLeod Bethune statuary project and how the statue came to fruition. The statue was on exhibit from October-December 2021 at the News-Journal Center and will then be transported to Washington, D.C. where it will reside in the U.S. Capitol Statuary Hall. Readings of works were given by students Jazzlynn Whiddon and Gabriel Hannans.

Board Meeting began 2:00 p.m.

Distributed via email 11/8/21 @ 2:12 p.m. Revised Human Resources memorandum (Pages 73-75). Made an official part of the minutes as Supplemental A: 11/10/21. Approval of Facilities Construction Management at Risk Services Contract steps page (Page 77a). Made an official part of the minutes as Supplemental B: 11/10/21.

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. Davis was absent, and 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 9/23/21 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 Grant Applications
- G. 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 shared the College has been busy hosting several accreditation bodies which included a Nursing on-site visit, BS in Engineering Technology ABET review, and Perkins programs FLDOE monitoring team visit. All visits went well and explained these are great learning opportunities when accrediting bodies come on campus. He presented the College's legislative priorities to the Volusia County Legislative Delegation at their 10/6/21 meeting. He shared the College held Homecoming this year utilizing outdoor spaces which was a great success. The construction of the Residence Hall is moving along and is on time and within budget. He shared the College has received around 250 housing applications so far. The Operational Audit Exit Conference was held with the state auditor and Dr. Howard. He shared the COVID Task Force continues to meet and will be looking to revise mask guidance since cases have been decreasing. He shared there is now a color-coded system in place when indoors: red=masks expected; orange=masks recommended; yellow=masks optional.

B. Approval of Naming: Keith R. Kennedy Conference Room

Dr. LoBasso shared there was a wonderful Celebration of Life on campus and announced the naming at that time and how the family was very honored by this gesture.

MOTION: (Dye/Lloyd) The District Board of Trustees approve the naming of Keith R. Kennedy Conference Room (Room 122), located in Forough B. Hosseini Hall (Bldg. 130), in recognition of Keith Kennedy. Motion carried unanimously.

VII. FACILITIES

A. Approval of Construction Management at Risk Services Final Contract – Deltona Campus New Building 2

Mr. Wainwright shared this contract is for pre-construction services and presented for approval.

MOTION: (Lloyd/Dye) The District Board of Trustees approve the contract for Construction Management at Risk Services with Ajax Building Co., LLC for the Deltona Campus New Building 2 Project in the amount of \$99,999. Motion carried unanimously.

B. Approval of HEERF HVAC Project Funding

Mr. Wainwright reviewed and presented for approval.

MOTION: (Lubi/Davis) The District Board of Trustees approve the HVAC upgrade work outlined below using HEERF funding for \$1,073,401.90. Motion carried unanimously.

- PureAir Control Service Inc. – New Smyrna Bldg. 1 Duct & Air Handler Cleaning - 4 AHUs - \$81,941.00
- PureAir Control Service Inc. – Daytona Bldg. 200 Duct & Air Handler Cleaning - 11 AHUs - \$118,983.50
- PureAir Control Service Inc. – Daytona Bldg. 1200 Coil & Duct Cleaning AHU 2-4 Only - \$26,910.40
- Johnson Controls – Daytona Bldg. 300 Controls Upgrade - \$ 139,150.00
- Johnson Controls – Deltona Controls Upgrade - \$ 143,250.00
- Johnson Controls – ATC Controls Upgrade - \$ 294,850.00

C. Approval Architectural/Design Services Final Ranking – Daytona Campus Multi-Purpose Athletic Field

Mr. Wainwright reviewed and presented for approval.

MOTION: (Lloyd/Freckleton) The District Board of Trustees approve the below ranking for the Daytona Campus Multi-Purpose Athletic Field project and direct staff to move forward to negotiate the fee and enter into a contract, pursuant to the provisions in Florida Statute 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>
Borrelli & Partners, Inc..	1
Spiezle Architectural Group, Inc.	2
Miller Legg & Assoc., Inc.	3

VIII. FINANCE

A. Executive and Financial Summary Report as of 10/31/21

Mr. Martin Cass, Vice President for Finance, presented the financial report for the period ending October 31, 2021. 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 during the fiscal year and projects completed.

B. Annual Financial Report FY 2020-2021

Mr. Cass shared of the work that goes into compiling this report and recognized and thanked his staff. He reviewed the comparison of operating and nonoperating revenue, operating expenses, comparison of assets and liabilities, and year-end net position of the College. This is an information item only.

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

Mr. Cass presented as information.

D. Approval of Tuition Exemptions, Waivers and Receivables

Mr. Cass reviewed the analysis of exemptions and waivers and explained some of the fees on dual enrollment tuition is recouped from Volusia County Schools. Dr. LoBasso shared waivers are a significant amount of funding and there is still the expense side of the equation for the College. He shared dual enrollment is a great program but is not fully funded. Dr. Howard mentioned it may be helpful to the Board to see the long-term trend, five to eight years, on these costs, which can be a great talking point for future conversations. Mr. Dye shared about promoting this investment to the community by the College.

MOTION: (Freckleton/Dye) The District Board of Trustees approve the summary report of student fee exemptions and waivers, as presented. Motion carried unanimously.

E. Approval of Maintenance and Repair Funding

Mr. Cass explained the College had not been receiving PECO funding over the last several years and had hoped some would be received or restored this fiscal year. Unfortunately, the College did not receive funding and will need to request additional funding to cover maintenance and repair projects.

MOTION: (Holness/Dye) The District Board of Trustees authorize the College to allocate \$500,000 for maintenance and repair projects from the Board Designated Reserve in Fund 7 for the remainder of FY' 2021-22. Motion carried unanimously.

IX. ACADEMIC AFFAIRS

Dr. Locklear reviewed each of the below agenda items which were then presented as one for approval.

- A. Approval of Program Closure: Health Information Technology, A.S.
- B. Approval of Course Deletions
- C. Approval of Major Program Revisions – State Mandated Program Length Requirements
- D. Approval of Major Program/Course Revisions – B.A.S., Healthcare Management Concentration

MOTION: (Dye/Davis) The District Board of Trustees approve Items IX. A-D, as presented. Motion carried unanimously.

X. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Frank Mercer for Alicia Alexander, Administrators Council President and Paul Capps, Faculty Senate President.

Dr. LoBasso shared men's cross-country placed first and women placed second in the regionals. Andy Martinez broke his Region 8 record. Harleigh Crist and Juliet St. Angelo finished first and second for the women. These teams are currently heading to nationals in Virginia. Women's soccer made the regional finals but lost to Eastern Florida State. Men's soccer won regional and district finals and will be heading to nationals in Texas. The College is hosting the NJCAA women's soccer national championship and will have twelve teams from all over the country coming to Daytona Beach to compete.

XI. TIME RESERVED/BOARD CHAIR

Order of agenda items changed.

C. Approval of Amended Deferred Compensation Plan

Dr. Howard explained this is a housekeeping type of item and presented for approval.

MOTION: (Lloyd/Holness) The District Board of Trustees approve the Daytona State College Deferred Compensation Plan (Amended Effective November 10, 2021). Motion carried unanimously.

A. Board Chair's Update

Dr. Howard appreciated having the meeting at the News-Journal Center so all could enjoy the Dr. Bethune statue and thanked Mr. Lloyd and members of the statutory committee for their work. He commented on the work underway around the News-Journal Center as part of the Esplanade project and how great it is looking. He thanked Dr. LoBasso for the legislative priorities card which will be handy when speaking with legislative representatives or others on the needs of the College. He reminded everyone of Veterans Day and thanked the College for the work it does to support the veterans.

B. Board Professional Development Opportunities

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

Agenda items returned to order.

XII. TIME RESERVED/BOARD MEMBERS

Comments were shared by the trustees.

XIII. ADJOURN

Meeting adjourned at 3:07 p.m.