

**MINUTES: June 17, 2021**

**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  
Mr. Bob Davis  
Mr. Randy Dye  
Mr. Lloyd Freckleton  
Mr. Garry Lubi**

**ABSENT: Mrs. Sarah Dougherty  
Mrs. Betty Holness, Vice Chair  
Mr. Robert Lloyd**

**Board Workshop began 1:04 p.m.**

Dr. Donald May, incoming Chair, School of Education, provided a detailed overview of the School of Education.

**Board Meeting began 2:01 p.m.**

*Distributed prior to the start of the meeting: National Community College Month material. Made an official part of the minutes as Supplemental A: 6/17/21.*

**I. CALL TO ORDER**

Dr. Howard called the meeting to order at 2:01 p.m.

**II. PLEDGE OF ALLEGIANCE**

Conducted the Pledge of Allegiance.

**III. ROLL CALL**

Mrs. Dougherty, Mrs. Holness and Mr. Lloyd 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. PUBLIC HEARING - POLICIES**

**A. Approval of Second Reading – College Policies Sections 5-6**

Mr. Brian Babb, General Counsel, reviewed policies in sections 5-6. This review is in preparation for the College's ten-year accreditation visit.

**MOTION:** (Davis/Freckleton) The District Board of Trustees approve the second and final reading of College Policies Sections 5 & 6. Motion carried unanimously.

**VI. CONSENT AGENDA**

- A. Approval of 5/13/21 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 Certification
- G. Approval of Deletion of Inventory Items
- H. Approval of Donations – Non-Cash
- I. Approval of Donations – Surplus
- J. Approval of Grant Applications
- K. Approval of Human Resource Recommendations
- L. Approval of Out of Country Travel - Sasnett

**MOTION:** The District Board of Trustees approve the Consent Agenda. Motion carried unanimously.

**VII. TIME RESERVED/PRESIDENT**

**A. President's Update**

Dr. LoBasso provided a copy of the promotional material used as part of Community College Month. He introduced Cerese Ramos, Interim Dean of Student Affairs, who is assisting during Keith Kennedy's absence. She is also the Director of Student Accounts and has been with the College for three years. Dr. LoBasso met with Volusia County School Board Member, Superintendent and staff to tour the Advanced Technology College and shared dual enrollment in the welding program has already filled. Hosted a meeting with Advent Health New Smyrna Beach and provided a tour of the Allied Health programs and discussed collaborative opportunities. Participated in the UCF DirectConnect annual partner presidents meeting. Hosted Enterprise Florida and highlighted the Beverage Science and Culinary programs. Staff Education Days was held for employees with guest speaker Dr. Terrell Strayhorn who gave a great presentation on "Establishing a Sense of Belonging to Support a More Diverse, Equitable & Inclusive Campus." Participating in the upcoming Florida College System (FCS) Council of Presidents reception for the legislators to thank them for a great year and their support of the FCS.

Mr. Davis asked that the video created by the Center for Women and Men on the Women’s Right to Vote be shown at a future meeting.

**B. Approval of Salary Increase Proposal**

Dr. LoBasso explained he had planned to present a proposal last year but was not sure what tomorrow would bring because of the pandemic. He stated the increase is well-deserved by the employees who have gone above and beyond to get through the past year and keep things moving. He was pleased to be able to present the proposal outlined below for the Board’s consideration.

Type Of Employee	Salary Range	Actual % of Raise Increase	Total of Increase	Number of Employees
Part-Time Staff	\$10,000 - \$20,000	4%	\$ 3,356.44	11
Full-Time Faculty & Staff	\$20,001 - \$35,600	4%	\$ 143,896.88	126
Full-Time Faculty & Staff	\$35,601 - \$80,000	3%	\$ 653,541.46	414
Full-Time Faculty & Staff	Over \$80,000	2%	\$ 131,066.75	61
<b>Total Effective 7/1/2021</b>			<b>\$ 931,861.53</b>	<b>612</b>

**MOTION:** (Davis/Freckleton) The District Board of Trustees approve the proposed tiered 2-4% recurring raise, effective July 1, 2021, which is included as a budgeted expense for fiscal year 2021-2022. Motion carried unanimously.

**C. Approval of Salary Administration Plan 2021-2022**

Dr. LoBasso explained adjustments to the salary plan are made each year and how some increases are driven by the market or federal requirements. The plan will assist the College in staying competitive, retaining good employees and recruiting new employees.

**MOTION:** (Freckleton/Davis) The District Board of Trustees approve the Salary Administration Plan 2021-2022. Motion carried unanimously.

**VIII. COLLEGE COUNSEL**

**A. Approval of Workforce Affiliation Agreement**

Mr. Brian Babb, College Counsel, explained this agreement was presented to the Board and approved in April with the contingency that appropriate insurance be secured with the construction company. The College was unable to work out the insurance arrangements and has revised the affiliation agreement to directly contract with the owner of the property, Homes Bring Hope, LLC. He explained how the insurance

requirement will be in place prior to the start of the program which will begin July 1, 2021. The purpose of this agreement is to provide educational training and experience for students who will work in the construction, renovation and remodel of homes located on properties in proximity to the Daytona Beach Campus under the supervision of College instructors.

**MOTION:** (Freckleton/Lubi) The District Board of Trustees authorize the President to enter into an affiliation agreement for workforce training with Homes Bring Hope LLC for the purpose outlined above. Motion carried unanimously.

**IX. FACILITIES**

**A. Approval of Capital Improvement Program (CIP) 2022-2023 through 2026-2027**

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, explained the College develops priorities for capital projects based on needs as set forth in the Educational Plant Survey. This is an annual report required by the state and utilized when considering funding of projects for the next year.

Priority/Project	2022-23	2023-24	2024-25	2025-26	2026-27
N/A - Maintenance & Repairs	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000
N/A – High Voltage Upgrade	500,000				
1- Deland Law Enforcement Firing Range	6,610,618				
2-Daytona Building B Classroom/Lab/Office/ Vocational with Parking		\$27,220,955			
3-Roof Repair & Replacement	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000

**MOTION:** (Freckleton/Lubi) The District Board of Trustees approve the Capital Improvement Program for 2022-2023 through 2026-2027 for submittal to the Division of Florida Colleges in July. Motion carried unanimously.

**B. Approval of Educational Plant Survey**

Mr. Wainwright 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:** (Freckleton/Davis) The District Board of Trustees approve the Educational Plant Survey. Motion carried unanimously.

**C. Approval of Final Completion and Final Payment News-Journal Center Carpet**

Mr. Wainwright reviewed and presented for approval.

**MOTION:** (Freckleton/Dye) The District Board of Trustees approve the final completion of the News-Journal Center carpet replacement and final payment of \$95,865.48 be made to Spectra Contract Flooring/Shaw. Motion carried unanimously.

**X. FINANCE**

**A. Executive and Financial Summary Reports as of 5/31/21**

Mr. Martin Cass, Vice President for Finance, presented the financial report for the period ending May 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. 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 how the College continues efforts to collect student debt through activities that includes letters, phone calls, and collection agencies. The College was able to recover over \$102,000 this fiscal year that was previously written off. He shared this is the second lowest number of write-off debt in the last decade and shared this expense is planned each year as part of the budget process.

**MOTION:** (Dye/Freckleton) The District Board of Trustees approve the write-off of uncollectible account receivables in the amount of \$613,876.75 for fiscal year 2020-2021. Motion carried unanimously.

**D. Approval of Deferred Maintenance/Personnel Funding Proposal**

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

**MOTION:** (Freckleton/Lubi) The District Board of Trustees authorize the College to allocate \$3,386,417 (\$2,500,000 for renovations and remodeling, \$500,000 for maintenance and repair, and \$386,417 for salary/benefits) for ongoing deferred maintenance projects and Facilities Planning salaries and fringe benefits from the Board Designated Reserved in Fund 7 for fiscal year 2021-2022. Motion carried unanimously.

**E. 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. Mr. Davis explained where PECO funding came from and how it is no longer available. Mr. Cass will report back 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 \$10,000,000  
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:** (Freckleton/Davis) The District Board of Trustees approve the transfer of funds as outlined above. Motion carried unanimously.

**F. Approval of Daytona Campus Infrastructure Improvements Project Funding**

Mr. Cass explained over the last few years major changes have been made to the Daytona Campus and now requires additional campus-wide infrastructure improvements such as sidewalks, benches, lighting, and building signage.

**MOTION:** (Freckleton/Davis) The District Board of Trustees authorize the College to allocate \$800,000 for the Daytona Campus Infrastructure Improvements Project from the Board

Designated Reserves in Fund 7 for fiscal year 2021-2022.  
Motion carried unanimously.

**G. Approval of 2021-2022 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 and fees for the 11<sup>th</sup> year; enrollment forecast reflects a 3% expected decrease; funding for the Flagler/Palm Coast Nursing program, Deltona Building 2 construction project, and television station, and performance funding. He shared student user fees remain unchanged.

Mr. Cass reviewed student fee 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 2020/2021 and 2021/2022. He reviewed a comparison of projected Fund 1 Revenues and 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 is part of the annual budget and consisted of the following:

Grant Matching	\$425,000	Fund 1 to Fund 2
WDSC Operational Fund	\$450,000	Fund 1 to Fund 2
Scholarships for Athletics	\$249,552	Fund 3 to Fund 5
Multi-purpose Field	\$2,800,000	Fund 3 to Fund 7
Marketing/Hospitality and Tuition Reimbursement	\$650,000	Fund 3 to Fund 1
Debt Services/Loan	\$326,326	Fund 3 to Fund 8
Debt Services/Loan	\$982,713	Fund 7 to Fund 8

**MOTION:** (Davis/Freckleton) The District Board of Trustees approve the Daytona State College Annual Operating Fund 1 Budget, Fund 7 Capital Outlay Budget for fiscal year 2021-2022 and transfers identified above. Motion carried unanimously.

Personnel Costs	\$67,522,047
Current Expense	17,836,458
Capital Outlay	1,061,961
Flagler Palm Coast Nursing	200,000
<b>Total:</b>	\$ 86,620,466

**XI. ACADEMIC AFFAIRS**

**A. Approval of Follett Access Agreement**

Dr. Amy Locklear, Provost, reviewed the Follett Access pilot program that would begin in the Fall semester. The pilot program would be offered to

three business courses with an anticipated enrollment of 160 students. The cost of materials (digital textbook) would be included in the course registration fee and students may opt-out if they did not want to participate. By utilizing this program, students could see a substantial savings of around 40% and shared a comparison of costs between retail and Follett Access. Dr. LoBasso shared that students put off purchasing their textbooks and this would ensure they have their textbook for the first day of class and how this will assist the College's efforts in improving retention.

**MOTION:** (Davis/Freckleton) The District Board of Trustees authorize the President to enter into the agreement with Follett, Inc. to participate in a pilot of the Follett Access program in Fall 2021 for the purpose described above. Motion carried unanimously.

**B. Approval of 2021-2022 Lab Fee Recommendations**

Dr. Locklear explained every year an analysis is done of the courses that have lab fees and presented revisions for 2021/2022 that included deletions, decreases, increases and new lab fees. Some adjustments for new and deleted fees are attributed to changes in the curriculum.

**MOTION:** (Davis/Lubi) The District Board of Trustees approve the lab fee recommendations as presented, effective Fall 2021. Motion carried unanimously.

**XII. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Dr. Alycia Ehlert, Administrators Council President; Amanda Shroyer, Career Employees Association President; and Billie Jo Dunaway, Professional Council President.

**XIII. TIME RESERVED/BOARD CHAIR**

**A. Board Chair's Update**

Dr. Howard discussed the quality of the academic degree programs and their outcomes. These outcomes empower students to change their lives and of those in the community. He has enjoyed hearing presentations about the various programs such as the workshop presentation on the School of Education. He commented on the College not raising tuition for 11 years in a row and how amazing that was and its importance on providing an affordable education to students. He thanked Dr. LoBasso and the Finance team on the budget and how they were able to keep the quality and affordability while providing a well-deserved raise to the employees.

**B. Trustee Appointment to Foundation Board of Directors**

Dr. Howard explained with the departure of Mrs. Haas there will need to be a trustee appointed to serve on the Foundation Board. He stated Mrs. Dougherty has shared with Dr. LoBasso she would be interested in serving in that role.

**MOTION:** (Davis/Lubi) The District Board of Trustees nominate Mrs. Sarah Dougherty to serve as a representative on the Foundation Board of Directors. Motion carried unanimously.

**C. Board Professional Development Opportunities**

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

**XIV. TIME RESERVED/BOARD MEMBERS**

Comments were shared by the trustees.

**XV. ADJOURN**

Meeting adjourned at 3:13 p.m.