

**MINUTES: August 19, 2021**

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

**PLACE: Daytona State College's  
Flagler/Palm Coast Campus  
Alan Smolen Center (Bldg. 1), Room 111  
3000 Palm Coast Parkway SE  
Palm Coast, Florida**

**PRESENT: Dr. Thomas LoBasso, Corporate Secretary/President  
Dr. Randall Howard, Chair  
Mrs. Betty Holness, Vice Chair (telephonically)  
Mr. Bob Davis  
Mrs. Sarah Dougherty  
Mr. Randy Dye  
Mr. Lloyd Freckleton  
Mr. Robert Lloyd**

**ABSENT: Mr. Garry Lubi**

**Board Meeting began 2:00 p.m.**

*Distributed via email 8/17/21 @ 4:24 p.m. Revised Minutes (Page 70). Made an official part of the minutes as Supplemental A: 8/19/21. Revised Dr. Mary McLeod Bethune Statuary Fund agreement (Pages 78-80). Made an official part of the minutes as Supplemental B: 8/19/21. Distributed via email 8/18/21 @ 4:57 p.m. Revised Human Resources Memorandums (Pages 205, 207-210, 212-214). Made an official part of the minutes as Supplemental C: 8/19/21.*

**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. Lubi was absent. Mrs. Holness joined via telephone 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. ELECTION OF OFFICERS**

### **A. Election of Officers**

Dr. Howard turned the meeting over to Dr. LoBasso to conduct the election of officers.

**MOTION:** (Freckleton/Davis) That the District Board of Trustees re-elect Dr. Randy Howard as Chair and Mrs. Betty Holness as Vice Chair. Motion carried unanimously.

Dr. LoBasso turned the meeting back over to Dr. Howard.

## **VI. PUBLIC HEARING – COLLEGE POLICIES**

### **A. Approval of First Reading – Policy 3.03 (Revised): Campus Free Expression**

Mr. Brian Babb, General Counsel, explained the policy was revised to comply with new legislative action to protect the expression of diverse viewpoints and allow students to record class lectures for their own personal use.

**MOTION:** (Lloyd/Freckleton) The District Board of Trustees approve the first reading of College Policy 3.03. Motion carried unanimously.

### **B. Approval of First Reading – College Policies Sections 7-8**

Mr. Babb reviewed policies in sections 7-8. This review is in preparation for the College's ten-year accreditation visit.

**MOTION:** (Davis/Freckleton) The District Board of Trustees approve the first reading of College Policies Sections 7-8. Motion carried unanimously.

## **VII. CONSENT AGENDA**

- A. Approval of 6/17/21 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 Donations – Non-Cash
- G. Approval of Donations – Surplus
- H. Approval of Grant Applications
- I. Approval of Human Resource Recommendations

Mr. Lloyd asked to pull the Dr. Mary McLeod Bethune Statuary Fund, Inc. agreement under Item VII. B. Approval of Agreements so it may be voted on separately.

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

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

*\*Mr. Lloyd serves on the Dr. Mary McLeod Bethune Statuary board. Form 8B has been completed and made an official part of the minutes as Supplemental D: 8/19/21.*

Dr. LoBasso shared the College is thrilled to be a host site for the statue on its route to Washington, D.C. and will be planning programming around its stay. Mr. Lloyd shared what a historic opportunity this was and thanked Dr. LoBasso for making this happen. He shared a bronze version of the statue will be placed in the Riverfront Esplanade. It was recommended that a board meeting be held at the News-Journal Center while the statue is on display.

## **VIII. TIME RESERVED/PRESIDENT**

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

Dr. LoBasso shared the College has been focused on planning for the Fall semester which begins August 23 and is continuing best practices to keep the faculty, staff and students healthy and safe. He shared the Falcon Invitational Golf tournament was successfully held. Met with Chief Jakari Young, Daytona Beach Police Department, to continue the conversation on getting the Law Enforcement Academy more involved with the police department. He shared the College held a kick-off meeting for the SACSCOC Accreditation Visit and how he has been heavily involved in accreditation throughout the years and served on other visiting accreditation teams. Thanked Mrs. Dougherty for bringing forward information on starting a FAME chapter program at Daytona State. The VMA recently held a FAME signing event for students who joined their manufacturing companies. Dr. LoBasso shared Daytona State Women's Soccer recently played an exhibition game against Stetson University, which is where his daughter plays. It was noted that he cheered on both teams, but Stetson won.

Previewed the Center for Women and Men's video on Women's Right to Vote per Mr. Davis' request at the last meeting.

## **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 CIP was presented and approved in June. However, only a

little over 80% funding was received for the College's #1 priority, Deltona Building 2. The shortfall amount has been added to the CIP and is reflected below in the 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-Deltona Building 2 Classroom/Lab/Office/ Vocational with Parking	703,833				
2-DeLand Law Enforcement Firing Range	6,610,618				
3-Daytona Building B Classroom/Lab/Office/ Vocational with Parking		\$21,127,627			
4-Roof Repair & Replacement	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000

**MOTION:** (Dye/Lloyd) The District Board of Trustees approve the revised Capital Improvement Program for 2022-2023 through 2026-2027 (now included the final funding for Deltona building 2) for re-submittal to the Division of Florida Colleges in August. Motion carried unanimously.

**B. Approval SREF Inspection Reports 2020-2021**

Mr. Wainwright explained the College received the lowest number of deficiencies in the last seven years and will continue to make improvements. He commented that some of the new deficiencies found were related to items that were stored because of COVID.

**MOTION:** (Davis/Dye) The District Board of Trustees approve the 2020-2021 SREF inspection reports. Motion carried unanimously.

**C. Approval of Final Completion and Final Payment: Parking Lots A, B, & C**

Mr. Wainwright explained the parking lots on the North side of the Daytona Campus have been completed.

**MOTION:** (Dye/Freckleton) The District Board of Trustees approve final payment and release of retainage for the Parking Lots A, B & C project in the amount of \$53,681.47 be made to T & G Corporation. Motion carried unanimously.

**D. Approval of Final Completion and Final Payment Flagler/Palm Coast Building 1 Remodel**

Mr. Wainwright explained the remodel project has been completed and will be starting Phase II to improve the parking lots.

**MOTION:** (Freckleton/Lloyd) The District Board of Trustees approve final payment and release of retainage for the Palm Coast Campus Building 1 Remodel project in the amount of \$426,650.64 be made to Charles Perry Partners, Inc. Motion carried unanimously.

**E. Approval of Phase II Parking Lot Improvements Flagler/Palm Coast Building 1 Remodel**

Mr. Wainwright explained Phase II will provide parking lot improvements that will include re-paving, drainage, and lighting.

**MOTION:** (Freckleton/Dye) The District Board of Trustees approve an additive change order to Charles Perry Partner's, Inc. existing Purchase Order to cover the Palm Coast Campus Building 1 Parking Lot Improvement project in the amount of \$276,315.78. Motion carried unanimously.

**F. Approval of HEERF HVAC Project Funding**

Mr. Wainwright explained the College will utilize federal stimulus funds to implement upgrades and improvements to existing HVAC systems that will help suppress coronavirus and improve indoor air quality. Additional request for other campuses will be forthcoming.

PureAir Control Service Inc. Deland Bldg.7 Duct Cleaning	\$ 47,083.00
PureAir Control Service Inc. Daytona Bldg.1200 3AHU Duct Cleaning	\$ 60,605.00
PureAir Control Service Inc. Daytona Bldg. 310 AHU Fan Array Replace	\$ 85,378.45
PureAir Control Service Inc. Daytona Bldg. 310 5-AHU Refurbishment	\$113,650.50
PureAir Control Service Inc. Daytona Bldg. 300 5-AHU Refurbishment	\$161,658.49
PureAir Control Service Inc. Daytona Bldg. 300 5-AHU Duct Cleaning	\$112,973.00
PureAir Control Service Inc. Palm Coast Bldg. 2 Duct Cleaning	\$72,557.00
Total:	\$653,905.44

**MOTION:** (Dye/Freckleton) The District Board of Trustees approve the HVAC upgrade work outlined above using HEERF funding for \$653,905.44. Motion carried unanimously.

Dr. LoBasso shared the Student Residence Hall building is almost completely framed in and is currently on schedule.

**X. FINANCE**

**A. Financial Update**

Mr. Martin Cass, Vice President for Finance, explained the Finance Department is working to close out the prior fiscal year and establishing the funding that will carry forward into the new fiscal year. He shared in June the Board approved transfers up to a certain threshold and reported that the final transfers amounted to the following:

Fund 1 to Fund 7 – transferred full \$10 million  
Fund 1 to Fund 3 – transferred \$1.5 million of \$2 million

- B. ACH/Wire Transfers/Checks Issued Greater Than/Equal to \$50,000**  
Mr. Cass presented as information.
- C. Direct Support Organization Independent Audit Report Foundation**  
Mr. Cass explained the Foundation Audit received no findings or material weaknesses and received an unmodified opinion. There was one professional recommendation communicated in the auditor's separate SAS 114 management letter related to the tracking of endowment pledges receivables. The Foundation concurred and has implemented the recommendation to prevent this from reoccurring in the future. This item is for information only.
- D. Approval of Foundation Use of Space and Personnel Cost**  
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. The same information will be brought forward next month for the DSC Housing Corp.

**MOTION:** (Freckleton/Lloyd) The District Board of Trustees approve the Foundation Use of Space and Personnel Costs as presented. Motion carried unanimously.

**XI. ACADEMIC AFFAIRS**

**A. Cost of Textbooks/Instructional Materials Fall 2021**

Dr. Locklear explained Florida Statute requires information be presented to the Board on the costs of textbooks and instructional materials for the general education courses each semester.

**XII. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Adrienne Toles-Williams, Student Government Association President; Dr. Alicia Alexander, Administrators Council President; Amanda Shroyer, Career Employees 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 shared how great it was for the Board members to visit the other campuses. He highlighted some of the events in the Marketing Department's press release, such as the VMA FAME Signing Day event and student Ryanne Gouveia being named Coca-Cola Leaders of Promise Scholar. He was honored to be re-elected as Chair and shared this is one of the best boards he has been involved with. The Board continues to

focus on the strategic level and has complete confidence in Dr. LoBasso and his administration on managing the day-to-day operations. He appreciates the initiatives on affordability and safety of the students. He shared of the importance of the constituent presidents and how they are the voice of their constituents and enjoys hearing their updates.

**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 3:08 p.m.