

**MINUTES: August 17, 2023**

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

**PLACE: Daytona State College's  
DeLand Campus  
Bert Fish Hall (Bldg. 6-C), Room 135  
1155 County Road 4139  
DeLand, Florida**

**PRESENT: Dr. Thomas LoBasso, Corporate Secretary/President  
Dr. Randall Howard, Chair  
Randy Dye  
Lloyd Freckleton  
Kelly Kwiatek**

**ABSENT: Bob Lloyd, Vice Chair  
Garry Lubi**

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

*Distributed via email 8/17/23 at 9:05am. Revised Agreements Information Only memo (Page 52). Made an official part of the minutes as Supplemental A: 8/17/23. Revised Surplus Donations memo (Page 55). Made an official part of the minutes as Supplemental B: 8/17/23. Distributed via email 8/17/23 at 10:26am. Revised Agreements Information Only memo (Page 52). Made an official part of the minutes as Supplemental C: 8/17/23.*

**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**

Trustees Bob Lloyd and Garry 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. ELECTION OF OFFICERS**

**A. Election of Officers**

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

**MOTION:** (Freckleton/Kwiatek) That the District Board of Trustees re-elect Dr. Randy Howard as Chair and Bob Lloyd as Vice Chair. Motion carried unanimously.

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

**VI. CONSENT AGENDA**

- A. Approval of 6/22/23 Board Meeting Minutes
- B. Approval of 7/26/23 Special Board Meeting Minutes
- C. Approval of Agreement
- D. Approval of Agreements - Affiliation
- E. Approval of Budget Amendments
- F. Approval of Deletion of Inventory Items
- G. Approval of Donation Items – Non-Cash
- H. Approval of Grant Applications
- I. Approval of Human Resource Recommendations

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

**VII. INFORMATION ONLY**

- A. Agreements
- B. Surplus Donations

Dr. LoBasso explained the above items did not require approval and were being presented as information only.

**VIII. TIME RESERVED/PRESIDENT**

**A. President's Update**

Dr. LoBasso thanked trustees for attending the groundbreaking ceremony for the Law Enforcement Indoor Firearms Training Center. He shared this new facility, and the creation of the emergency services center, should energize the DeLand Campus.

He shared information on the new FalconSafe app that will be rolled out to employees and students shortly and explained some of its features. Hosted Lake-Sumter State College president and staff who wanted to tour the residence hall. Dr. LoBasso participated, along with Dr. Howard, in a meeting with the state auditors for the financial audit entrance conference, which occurs every year. He shared athletes have moved back into the residence hall and will begin their preseason training. Women's Soccer played Embry-Riddle and he shared it was a very competitive game with ERAU winning.

**IX. FACILITIES**

**A. Approval of Construction Management at Risk Services Deltona Campus Building 1 Welding Lab**

Mr. Martin Cass, Vice President of Finance, reviewed and presented for approval.

**MOTION:** (Kwiatek/Freckleton) The District Board of Trustees approve the below ranking for the Deltona Campus Building 1 Welding Lab project and direct staff to move forward to negotiate the fee and enter into a contract pursuant to the provisions of Florida Statute s.287.055, and subsequently submit the contract, including the negotiated fee, to the Board for approval at a future meeting. Motion carried unanimously.

<b>Firm</b>	<b>Ranking</b>
Ajax Building Co., LLC	1st
DPR Construction	2 <sup>nd</sup>
Welbro Building Corp.	3 <sup>rd</sup>

**B. Approval of Delivery Order Contractor Selection RFQu #23-026**

Mr. Cass reviewed and explained these contractors will be used for projects that will not exceed \$1 million per project.

**MOTION:** (Freckleton/Kwiatek) The District Board of Trustees approve AVS Builders, Inc., Bean Construction, Inc., Johnson-Laux Construction, LLC. and Perry-McCall Construction, Inc. for Delivery Order Contractors and direct the President or his designee to enter into contracts, pursuant to the provisions of Florida Statute s.287.055 for these services. Motion carried unanimously.

**C. Architectural Professional Design Services Contract – Daytona Campus Student Housing II – Information Only**

Mr. Cass explained staff negotiated the fees and contract with PQH Group Design, Inc. The total fees amount to \$1,747,500, including \$10,000 for reimbursables. The contract for design services was presented for review only.

**X. FINANCE**

**A. Financial Update**

Mr. Cass explained there is not a full financial report in the month of August because staff are working to close out the prior fiscal year. A financial report will be prepared for the next meeting in September.

He shared the College is beginning the annual financial audit with state auditors and the DSC Housing Corporation audit is wrapping up. He stated at the June meeting the Board approved transfers up to a certain threshold and reported that the final transfers amounted to the following:

Fund 1 to Fund 3 – transferred \$1.823 million of \$2 million  
Fund 1 to Fund 7 – transferred full \$7 million

He stated these transfers couldn't come at a better time because the College is seeing increased costs on some projects which will require more matching funds from the College.

**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 audit report covered the period ending 12/31/22. Report results showed unmodified opinion, which is the best you can receive. No internal control weaknesses, no deficiencies, or audit findings were identified in the auditor's report.

## **XI. ACADEMIC AFFAIRS**

### **A. Cost of Textbooks/Instructional Materials Fall 2023**

Dr. Rigo Rincones, Vice President of Academic Affairs, explained this is an information only item for the Board's review. The report provides prices on new, used, rentals, digital and subscriptions, and if a book will be used more than one semester.

## **XII. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Gael Vitalien, Student Government Association President; Enaris Inman for Dante Leon, Administrators Council President; Paul Capps, Faculty Senate President; and Gina Clark, Professional Council President.

## **XIII. TIME RESERVED/BOARD CHAIR**

### **A. Board Chair's Update**

Dr. Howard shared the start of classes is an exciting time for faculty, parents, and students. He spoke about the news article on the College's teacher-prep program for reading. The program was recognized by the National Council on Teacher Quality with an "A" grade and distinguished Daytona State as the only school in the state college system to achieve this ranking and thanked those involved with the teacher-prep program. He shared the groundbreaking for the Law Enforcement Indoor Firearms Training Center was a great event and appreciated trustees attending.

Dr. Howard stated the SACSCOC accreditation site visit is coming up the end of September. As part of their visit, they will be scheduling interviews with one or more trustees. The College has done a great job preparing for this visit and introduced Dr. Locklear who presented additional information on the visit.

**B. SACSCOC Site Visit**

Dr. Amy Locklear, Executive Vice President/Provost, shared the on-site visit will be September 25-28. There will be 10 members on the visiting team that will be from other states. The purpose of the on-site visit is to verify what was provided in the Compliance Certification Report, follow-up on noncompliance findings, ensure adequate facilities and student support services, and evaluate the QEP. She reviewed responsibilities of the Board:

- Ensures the regular review of the institution's mission.
- Ensures a clear and appropriate distinction between the policy-making function of the board and the responsibility of the administration and faculty to administer and implement policy.
- Selects and regularly evaluates the institution's chief executive officer.
- Defines and addresses potential conflict of interest for its members.
- Has appropriate and fair processes for the dismissal of a board member.
- Protects the institution from undue influence by external persons or bodies.
- Defines and regularly evaluates its responsibilities and expectations.

Dr. Locklear reviewed the Quality Enhancement Plan (QEP): COMPASS (Coaching, Mentoring, Persistence and Student Success). The plan targets new, first-time in college AA degree seeking students. An Academic Coach will be assigned after application to DSC is made. A Mentor is assigned to enrolled students during the Success Strategies class. The purpose of the QEP is to increase percentage of students who enroll, reduce withdrawal rates in first year, increase percentage of students with a declared major, increase reported feelings of belonging, and increase student retention and completion overall.

**C. Board Professional Development Opportunities**

Developmental opportunities were provided in the agenda as information.

**XIV. TIME RESERVED/BOARD MEMBERS**

Comments were shared by the trustees.

**XV. ADJOURN** - Meeting adjourned at 2:43 p.m.