

**MINUTES: September 21, 2023**

**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  
Randy Dye  
Lloyd Freckleton  
Kelly Kwiatek  
Garry Lubi**

**Board Workshop began 1:00 p.m.**

The workshop consisted of a tour of WDSC-TV and an overview of the television production program.

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

**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**

All 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 8/17/23 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 Donation Items – Non-Cash
- G. Approval of Grant Application
- H. Approval of Human Resource Recommendations

**MOTION:** The District Board of Trustees approve the consent agenda.  
Motion carried unanimously.

**VI. INFORMATION ONLY**

- A. Agreements
- B. Surplus Donations

The above items do not require Board approval but were presented as information only.

**VII. TIME RESERVED/PRESIDENT**

**A. President's Update**

Dr. LoBasso introduced Aldo Minozzi and Ricardo Quinones of PQH Group architects. PQH designed the first Residence Hall and have been selected to design Residence Hall II. Mr. Minozzi reviewed Phase II Residence Hall project which included room layouts, floor layouts, and the planned location for the building on the Daytona Campus. The units will contain four individual bedrooms, a common living space and kitchen. Discussed the option of adding a fifth floor and if it would be economically feasible.

Dr. LoBasso reviewed the proposed legislative funding priorities for 2024 listed below. He received consensus by the Board to move forward with all funding requests.

- Remodeling/Renovation for EMS Training Center DeLand Campus	\$11,435,059*
- Airframe/Powerplant and Welding, NSB Campus	\$13,438,836
- Additional funds to complete Firing Range	\$3,674,385
- EMS Training Center equipment	\$1,800,000
- Generator Replacement	\$1,300,000
- Firefighting equipment	\$500,000*
- Auto Service Improvements	\$570,000

*\*Note: Amounts revised/finalized after board meeting.*

Dr. LoBasso shared Welcome Back was held as part of Fall Planning week. Due to Hurricane Idalia the College closed 8/30/23, but events are back on track. He shared DSC has partnered with Volusia County Schools and Food Brings Hope, along with a generous gift from Gale Lemerand to create the Lemerand Center of Excellence. This program will provide after school tutoring services to a select group of third thru fifth graders that will focus on improving reading scores.

He shared the DSC Housing Corp. had a successful audit and thanked Dr. Howard and Mr. Lubi for participating in the audit exit conference.

Campus Safety held a hurricane preparedness tabletop exercise with the Critical Incident Management Team. He stated enrollment is up almost 2% from last year.

**VIII. COLLEGE COUNSEL**

**A. Approval of Resolution – Student Housing Phase II**

Mr. Rodnie Marquinez, Vice President/College Counsel, explained the resolution is to approve the Certification Agreement, Support Agreement, Ground Lease Agreement and Personal Services Agreement for the construction of Student Housing Phase II Project.

**MOTION:** (Lloyd/Dye) The District Board of Trustees approve the Residential Housing Resolution. Motion carried unanimously.

**IX. FACILITIES**

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

Mr. Martin Cass, Vice President of Finance, shared the Board approved the final ranking of the construction firms at the last meeting. The College staff have negotiated the preconstruction phase fee with the top ranked firm and presented for approval.

**MOTION:** (Dye/Freckleton) The District Board of Trustees approve the contract for Construction Management at Risk Services with Ajax Building Co., LLC for the Deltona Campus Building 1 Welding Lab Project in the amount of \$22,943. Motion carried unanimously.

**B. Approval of Architectural/Design Services Final Rankings - Flagler/Palm Coast Campus Bldg. 1 Amphitheater Improvements**

Mr. Cass explained the College selection committee reviewed and ranked the top three firms and presented for approval.

**MOTION:** (Kwiatek/Freckleton) The District Board of Trustees approve the below ranking for the Flagler/Palm Coast Campus Road Widening/Sidewalk & Lighting/Bldg.1 Amphitheater Improvements Project and direct the President or his designee to negotiate the fee and 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>
DLR Group, Inc.	1 <sup>st</sup>
Spieze Architectural Group, Inc.	2 <sup>nd</sup>
DAG Architects, Inc.	3 <sup>rd</sup>

**C. Construction Management at Risk Services Rankings – Daytona Campus Student Housing II – Information Only**

Mr. Cass explained the College selection committee reviewed and ranked the top three firms for the Student Housing Phase II project and presented for review. This is an information only item.

**X. FINANCE**

**A. Executive and Financial Summary Report as of 8/31/23**

Mr. Cass presented the financial report as of August 31, 2023. 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 recap of Major Project Funding which includes 19 projects with an estimated cost of \$35.8 million.

The Board requested that only major capital projects \$250K and higher need to be shown to the Board as part of the Financial Report Exhibit 7-B recap. The amount was formerly set at \$100K.

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

Mr. Cass presented as information.

**C. Approval of Carry Forward of Operational Funds Plan**

Mr. Cass explained F.S. 1013.841 requires each Florida College System institution with a final FTE of less than 15,000 for the prior year and retains a state operating fund carry forward balance in excess of 5% minimum, to submit a spending plan for its excess carry forward balance. Mr. Cass reviewed each of the spending plan categories and the amount allocated for each.

**MOTION:** (Lloyd/Freckleton) The District Board of Trustees approve the College's fiscal year 2023-24 spending plan as presented. Motion carried unanimously.

**D. Approval of Charter Bus Transportation Services RFP #23-030**

Mr. Cass explained the costs for transportation services will most likely exceed the \$195K threshold and is being presented to the Board for approval.

**MOTION:** (Freckleton/Kwiatek) The District Board of Trustees accept the most responsive proposal from BTM Coaches, Inc. for charter bus transportation services. Motion carried unanimously.

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

Reports were presented by Enaris Inman, Administrators Council President; Jon Pinney, Career Employees Association President; Paul Capps, Faculty Senate President; and Gina Clark, Professional Council President.

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

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

Dr. Howard enjoyed the workshop which was a tour of the television station. He commented how many areas of the tour related to the mission statement. He complimented the team of people working on the upcoming SACSCOC on-site visit and how much time and effort goes into preparing for this reaccreditation.

### **B. SACSCOC Site Visit**

Dr. Amy Locklear, Executive Vice President/Provost, shared the on-site visit will be September 25-28. There will be 9 members on the visiting team that will visit the Daytona Beach Campus, ATC, DeLand Campus and News-Journal Center. 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 section 4.1 of the SACSCOC requirements and gave examples of how these have been met by the Board:

- Exercises fiduciary oversight of the institution.
- Ensures the regular review of the institution's mission.
- Ensures a clear and appropriate distinction between the policy-making function of the board and 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 conflicts of interest for its members.
- Protects the institution from undue influence by external persons or bodies.
- Defines and regularly evaluates its responsibilities and expectations.

Dr. Locklear reviewed items that were important to know for the visit:

- Board members understand the role of SACSCOC and the decennial site visit.
- College practices continuous improvement as part of the planning and evaluation processes.
- Entire college community participates in developing Strategic Plan.
- Board regularly evaluates the president and itself.
- QEP is based on our assessment processes with input from the college community.

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.

**XIII. TIME RESERVED/BOARD MEMBERS**

Comments were shared by the trustees.

**XIV. ADJOURN** - Meeting adjourned at 3:24 p.m.

November 9, 2023

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Date Approved

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Chairperson, District Board of Trustees

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Corporate Secretary, District Board of Trustees