

**MINUTES: November 14, 2024**

**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 at 1:00 p.m.**

Dr. LoBasso introduced Dr. Jodi Long, Vice President of Academic Affairs, who shared November is National Entrepreneurship Month and aligning with this theme they will be sharing about entrepreneurship at the College. She introduced Dr. Sherryl Weems, Associate Vice President of the Mary Karl College of Workforce and Continuing Education. Dr. Weems reviewed the presentation Creating and Sustaining a Campus Culture for Entrepreneurial Education and Training, along with input from faculty, staff and students.

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

*Distributed via email 11/12/24 @ 10:29am. Revised Agenda (Page 3). Made an official part of the minutes as Supplemental A: 11/14/24. Added CPPI Contract (Pages 248a-248yy). Made an official part of the minutes as Supplemental B: 11/14/24. Approval of Additional Services – Architectural Professional Design Daytona Campus Multi-Purpose Athletic Field memorandum. Made an official part of the minutes as Supplemental C: 11/14/24. Distributed via email 11/13/24 @ 9:54am. Revised General Education Curriculum spreadsheet (Pages 254-255). Made an official part of the minutes as Supplemental D: 11/14/24. Distributed via email 11/13/24 @ 2:47pm. Revised Approval of Ground Lease memorandum. (Page 78). Made an official part of the minutes as Supplemental E: 11/14/24.*

**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 10/23/24 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
- I. Approval of Out of Country Travel – Jonathan Lopez

Pulled items V.B. Approval of Agreements and VI.H. Approval of Grant Applications so they can be voted on separately.

**MOTION:** (Lubi/Dye) The District Board of Trustees approve the remainder of the Consent Agenda. Motion carried unanimously.

**MOTION:** (Lloyd/Lubi) The District Board of Trustees approve items V.B. Approval of Agreements and V.H. Approval of Grant Applications. Motion carried with Ms. Kwiatek recusing\* herself.

*\*Kelly Kwiatek is employed by Halifax Health. Form 8B has been completed and made an official part of the minutes as Supplemental F: 11/14/24.*

#### **VI. INFORMATION ONLY**

##### **A. Agreements**

The above item does not require Board approval because these specific agreements fall below the Category IV threshold (\$195,000). Presented as information only.

##### **B. Surplus Donations**

The above item is reported to the Board as information only.

#### **VII. TIME RESERVED/PRESIDENT**

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

Dr. LoBasso thanked Halifax Health and Advent for their participation again in the LINE grant program which will allow the College to expand the nursing program by 60 seats. He shared the Foundation Gala was another great event with proceeds from the auction going towards hurricane relief. He recently met with the University of Central Florida and Florida State College presidents that are part of the DirectConnect UCF partnership program. He congratulated Mr. Lubi on his retirement and was glad he was able to attend the celebration. The College hosted Veterans Day

ceremonies on every campus and thanked Charles Fordham and his team for organizing these events. He shared the Men's Cross Country Team won the Region 8 Championship and the Women's Team were runner-ups. Both teams went onto nationals where the Men finished 12<sup>th</sup> and the Women finished 16<sup>th</sup>. The Women's Soccer team won both the Region 8 and Southeast tournaments and are currently in Kansas to play in the national tournament. He shared the College hosted the Division of Career & Adult Education Chancellor Kevin O'Farrell who toured facilities on the Daytona and ATC campuses to explore possible grant opportunities.

## **VIII. COLLEGE COUNSEL**

### **A. Approval of Ground Lease Agreement**

Mr. Rodnie Marquinez, College Counsel, explained the ground lease agreement is for the construction and operation of a private school on the New Smyrna Beach/Edgewater Campus that will serve grades 6 through 12. He reviewed rent payments, term of lease which is 51 years, and that the property will revert back to College at the end of the lease.

**MOTION:** (Freckleton/Dye) The District Board of Trustees approve the Ground Lease Agreement with Aera Foundation, Inc. for the construction and operation of a private school on the New Smyrna Beach/Edgewater Campus. Motion carried unanimously.

## **IX. FINANCE**

### **A. Executive and Financial Summary Report as of 10/31/24**

Mr. Marty Cass, Vice President of Finance, presented the financial report as of October 31, 2024. 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 20 major projects with an estimated cost of \$49.3 million.

### **B. Annual Financial Report**

Mr. Cass reviewed the financial highlights of the report, 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 only item.

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

Mr. Cass presented as information.

### **D. Approval of Tuition Exemptions, Waivers, Receivables**

Mr. Cass presented a summary of the exemptions and waivers report, with statutory reference, that is submitted to the State. This summary includes the summer, fall, and spring semesters for Academic Year 2023-2024.

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

- E. DSC Housing Corporation, Inc. Audited Financial Statements**  
Mr. Cass explained they received an unmodified opinion, and no other internal control or audit findings were identified in the auditor's report. This is an information item only.
- F. DSC Foundation, Inc. Audited Financial Statements**  
Mr. Cass explained the Foundation also received an unmodified opinion, and no other internal control or audit findings were identified in the auditor's report. This is an information only item.

**X. FACILITIES**

- A. Approval of Final Completion and Final Payment - Daytona Campus Bldg. 100 Roof Project – Phase II**  
Mr. Allen Masters, Associate Vice President of Facilities Planning, reviewed and presented for approval.

**Recommendation:** It is recommended that the District Board of Trustees approve final payment for the Daytona Campus Wetherell Center (Building 100) Roof Project – Phase II in the amount of \$44,822.57 be made to Weatherproofing Technologies, Inc.

See Item E-1 for motion of approval of this recommendation.

- B. Approval of Final Completion and Final Payment - Multi-Campus Parking Lot Repairs**  
Mr. Masters reviewed and presented for approval.

**Recommendation:** It is recommended that the District Board of Trustees approve final payment for the Multi-Campus Parking Lot Repairs Project in the amount of \$290,179.33 be made to Johnson Laux Construction, LLC.

See Item E-1 for motion of approval of this recommendation.

- C. Approval of Final Completion and Final Payment - Deltona Campus New Building 2 Project**  
Mr. Masters reviewed and presented for approval.

**Recommendation:** It is recommended that the District Board of Trustees approve final credit for the Deltona Campus New Building 2 project in the amount of \$1,438,072.90 be made to Daytona State College.

See Item E-1 for motion of approval of this recommendation.

**D. Approval of General Contractor Selection – Daytona Campus Arts & Sciences Hall (Bldg. 330) Renovation**

Mr. Masters reviewed and presented for approval.

**Recommendation:** It is recommended that the District Board of Trustees approve the bids from the following firms and enter into a contract with the lowest bidder, Charles Perry Partners, Inc., in the amount of \$6,193,200, pursuant to the provisions of Florida Statute s.287.055 and authorize the use of Fund 7 Board Designated Reserves in the amount of \$3,698,812 to fully fund this project.

Charles Perry Partners, Inc.  
D.E. Scorpio Corporation  
Robins & Morton

See Item E-1 for motion of approval of this recommendation.

**E. Approval of Utilities Site Work - Daytona Campus**

Mr. Masters reviewed and presented for approval.

**Recommendation:** It is recommended that the District Board of Trustees ratify approval of the purchase order to Perry-McCall Construction, Inc. in the amount of \$964,541 to allow the College to move forward with early site work on the Daytona Campus.

See Item E-1 for motion of approval of this recommendation.

**E.1 Approval of Additional Services - Architectural Professional Design Daytona Campus Multi-Purpose Athletic Field**

Mr. Masters reviewed and presented for approval.

**Recommendation:** It is recommended that the District Board of Trustees approve the increase of \$69,560 to the Borrelli + Partners, Inc. purchase order for the Daytona Campus Multi-Purpose Athletic Field project.

**MOTION:** (Lloyd/Freckleton) The District Board of Trustees approve Items A – E.1, as presented. Motion carried unanimously.

**XI. ACADEMIC AFFAIRS**

**A. Approval of Major Program Revisions – Emergency Medical Services A.S.**

Dr. Long reviewed revisions to the elective courses for the EMS program.

**MOTION:** (Kwiatek/Lubi) The District Board of Trustees approve the Major Program Revisions – Emergency Medical Services A.S., effective Fall 2025. Motion carried unanimously.

**B. Approval of State Mandated Changes – General Education Curriculum**

Dr. Long reviewed changes based on feedback from the Chancellor's Office and the list of general education courses has been amended to ensure compliance with State statutes and rules.

**MOTION:** (Lloyd/Lubi) The District Board of Trustees approve the general education courses for the A.A., baccalaureate, and A.S. programs, effective Fall 2025. Motion carried unanimously.

**XII. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Natasha Powell, Student Government Association President; April Brunning for Enaris Inman, Administrators Council President; Ellie Baker for Jon Pinney, Career Employees Association President; Paul Capps, Faculty Senate President and April Brunning, Professional Council President.

**XIII. TIME RESERVED/BOARD CHAIR**

**A. Board Chair's Update**

Dr. Howard thanked everyone for all their work and mentioned finance, facilities, and academics. He enjoyed the workshop presentation and felt it was great information and good to hear from the students. He gave kudos to the Women's Soccer Team and hope they do well in the national tournament. He spoke of the Nursing pass rate and how it was already an amazing rate and they were able to improve it further and thanked everyone involved in this effort.

**B. Board Professional Development Opportunities**

Developmental opportunities were provided in the agenda as information.

**XIV. TIME RESERVED/BOARD MEMBERS**

Comments were shared by each of the trustees.

Dr. LoBasso shared he will be hosting hospitality receptions at some of the athletic games and hopes trustees can attend. He shared they can use this as an opportunity to invite their friends.

**XV. ADJOURN**

Meeting adjourned at 3:14 p.m.