

MINUTES: August 22, 2024

MEETING: Daytona State College
District Board of Trustees

PLACE: Daytona State College's
Deltona Campus
New Classroom Building, Room 200
2351 Providence Blvd.
Deltona, Florida

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

ABSENT: Garry Lubi

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

Mr. Lubi was 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 6/20/24 Board Meeting Minutes
- B. Approval of 7/23/24 Special Board Meeting Minutes
- C. Approval of Agreements
- 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

Dr. Howard pulled Item VI.H. Approval of Grant Applications so it can be voted on separately.

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

MOTION: (Lloyd/Freckleton) The District Board of Trustees approve item VI.H. Approval of Grant Applications. Motion carried with Dr. Howard recusing* himself.

**Dr. Howard is employed by Embry-Riddle Aeronautical University. Form 8B has been completed and made an official part of the minutes as Supplemental A: 8/22/24.*

VII. 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.

VIII. TIME RESERVED/PRESIDENT

A. President's Update

Dr. LoBasso thanked the trustees for attending the ribbon cutting ceremony for the new classroom building on the Deltona Campus. The new building will offer great programs to the community. Dr. LoBasso introduced Dr. Jodi Long, Vice President of Academic Affairs. He shared of the Falcon Volleyball Golf fundraiser and fundraising event honoring former trustee, Bob Davis. Fall Planning week began 8/19/24 and welcomed back faculty. He shared enrollment numbers are looking solid at a 6.5% increase from the previous year.

IX. FINANCE

A. Financial Update

Mr. Marty Cass, Vice President of Finance, explained there is not a full financial report in the month of August because staff are still working to close out the prior fiscal year and establishing ending balances for carryover to the new fiscal year. A financial report will be prepared for the next meeting in September.

He shared 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 the full \$2 million

Fund 1 to Fund 7 – transferred \$2.75 million of the \$5 million

He explained the College is wrapping up the operational audit that takes place once every three years and felt the College did extremely well. He shared it is rare for a college to have a clean operational audit and should receive the preliminary report from the auditors soon. He shared the DSC Housing Corporation audit was just completed and have an exit conference scheduled to review.

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

Mr. Cass presented as information.

X. FACILITIES

A. Approval of Daytona Campus Mechanical Upgrades

Mr. Allen Masters, Associate Vice President, Facilities Planning, reviewed and presented for approval.

MOTION: (Lloyd/Dye) The District Board of Trustees approve the proposed amount not to exceed \$5,909,397 and issue a Purchase Order to Johnson Controls, Inc. to ensure the College encumbers the funds before the deadline and authorize the use of Fund 7 Board Designated Reserves in the amount of \$1,468,903 to offset the cost of these projects not covered by the Federal Deferred Maintenance funding. Motion carried unanimously.

B. Approval of DeLand Campus Mechanical Upgrades

Mr. Masters reviewed and presented for approval.

MOTION: (Freckleton/Kwiatek) The District Board of Trustees approve the proposed amount not to exceed \$1,600,902 and issue a Purchase Order to Johnson Controls, Inc. to ensure the College encumbers the funds before the deadline. Motion carried unanimously.

C. Approval of Guaranteed Maximum Price (GMP) DeLand Tactical Training Pavilion, PT Track & Driving Pad

Mr. Masters reviewed and presented for approval.

MOTION: (Dye/Freckleton) The District Board of Trustees approve the Guaranteed Maximum Price for the construction phase, in the amount not to exceed \$4,144,089 for the DeLand Campus Tactical Training Pavilion, P.T. Course and Driving Pad project. Motion carried unanimously.

D. Approval of Guaranteed Maximum Price (GMP) Flagler/Palm Coast Campus Bldg. 1 Amphitheater Improvements Project

Mr. Masters reviewed and presented for approval. The total project budget is \$4,122,956.

MOTION: (Freckleton/Lloyd) The District Board of Trustees approve the Guaranteed Maximum Price for the construction phase, in the amount not to exceed \$3,748,004 for the Flagler/Palm Coast Campus Building 1 Amphitheater Improvements project and authorize the use of Fund 7 Board Designated Reserves in the amount of \$356,235 to offset the revised cost of the project. Motion carried unanimously.

E. Approval of News-Journal Center Theater Lighting Controls Upgrades

Mr. Masters reviewed and presented for approval.

MOTION: (Kwiatek/Freckleton) The District Board of Trustees approve the proposed amount not to exceed \$286,089 and issue a Purchase Order to Johnson Controls, Inc. for the News-Journal Center theater lighting controls upgrades. Motion carried unanimously.

F. Approval of New Smyrna Beach/Edgewater Campus Student Services (Bldg. 1) Roof Restoration and Atrium Waterproofing and Academic Hall (Bldg. 2) Roof Restoration

Mr. Masters reviewed and presented for approval.

MOTION: (Lloyd/Freckleton) The District Board of Trustees approve the selection of Weatherproofing Technologies, Inc. for the New Smyrna Beach/Edgewater Campus Student Services (Building 1) Roof Restoration and Atrium Waterproofing and Academic Hall (Building 2) Roof Restoration project in the amount of \$750,997.94 and funded from Fund 7 Board Designated Reserves. Motion carried unanimously.

- Building 1 Roof Restoration: \$250,858.99
- Building 1 Skylight Wet Glazing: \$60,298.88
- Building 2 Roof Restoration: \$439,840.07

XI. ACADEMIC AFFAIRS

A. Cost of Textbooks/Instructional Materials Fall 2024

Dr. Amy Locklear, Executive Vice President/Provost, explained this is an information only item for the Board's review. The report provides textbooks used in general education courses and the costs.

XII. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Natasha Powell, Student Government Association President; Enaris Inman, Administrators Council President; Jon Pinney, Career Employees Association 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 ribbon cutting for the new classroom building was a wonderful event and had a great turnout. He welcomed Dr. Long to the College. The start of the semester is an exciting time. He thanked the constituent presidents for their reports which give the Board a sense of things happening at the College and how they can be of help.

B. 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 2:37 p.m.