

MINUTES: September 23, 2021

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 (telephonically)
Dr. Randall Howard, Chair
Mrs. Betty Holness, Vice Chair
Mrs. Sarah Dougherty
Mr. Randy Dye
Mr. Lloyd Freckleton
Mr. Robert Lloyd (telephonically)
Mr. Garry Lubi

ABSENT: Mr. Bob Davis

Board Workshop began 1:00 p.m.

Dr. Amy Locklear, Provost, introduced Dr. Andrea Gibson, Executive Director of Institutional Research, who presented an overview of the Institutional Research department. Dr. Gibson explained the Core Performance Indicators provide insight into the performance of the College and reviewed the following areas of performance data: Annual Full-Time Equivalent (FTE), Dual Enrollment by Headcount and FTE, Annual Headcount and FTE by Instructional Method, Distance Education (Hybrid and Online), and AA Graduate Transfer Rates.

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, introduced Patrick Rauch and Ekta Desai of SchenkelShultz, who gave an architectural presentation on the Deltona Campus New Building project which included the design schedule, program update, concept plan diagrams, site model and renovation study.

Board Meeting began 2:00 p.m.

Distributed via email 9/23/21 @ 10:45 a.m. Revised Daytona State College Housing Corporation Agreement (Pages 90 and 93). Made an official part of the minutes as Supplemental A: 9/23/21.

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. Davis was absent. Mr. Lloyd 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. PUBLIC HEARING – COLLEGE POLICIES

A. Approval of Second Reading – Policy 3.03 (Revised): Campus Free Expression

Mr. Brian Babb, General Counsel, explained the policy was revised to comply with new legislative action.

B. Approval of Second 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: (Lubi/Holness) The District Board of Trustees approve the second and final reading of College Policy 3.03 and Policies Section 7 and 8. Motion carried unanimously.

VI. CONSENT AGENDA

- A. Approval of 8/19/21 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 – Surplus
- G. Approval of Grant Applications
- H. Approval of Human Resource Recommendations

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

VII. TIME RESERVED/PRESIDENT

A. President's Update

Dr. LoBasso asked for a Moment of Silence to honor the recent passing of longtime colleague and friend, Mr. Keith Kennedy, Vice President of Student Development.

Dr. LoBasso shared the Fall semester has begun and some outdoor welcome back events for the students were held. He shared the College is still adhering to the many safety protocols that are in place. He shared of the work with the Dr. Mary McLeod Bethune Statuary Committee in

preparation for the unveiling ceremony. He stated there will be some nice events held during the statue's stay at the College. He shared Homecoming will be October 7-8 and all events will be held outdoors. The Foundation Gala has been moved to February 24, 2022.

Dr. LoBasso shared the Student Residence Hall project is moving along and have received 66 housing applications for the Fall 2022 semester so far.

B. Legislative Priorities 2022

Dr. Locklear reviewed the College's legislative priorities which consisted of:

- Remaining funding for the In-Demand Workforce Building - Deltona Campus (\$703,833)
- Firearms Training Center – DeLand Campus (\$6,160,618)
- Pharmacy Technician Program: laboratory renovation, equipment and faculty (\$447,123)
- Advanced Manufacturing: equipment to support mechatronics/FAME program (\$315,500)
- Cybersecurity: Sensitive Compartmented Information Facility (SCIF) and equipment for Database and Cybersecurity programs. (\$412,130)

There was consensus by the Board to move forward with the legislative priorities presented above. Dr. Howard requested talking points for the Board to use when discussing the College's legislative priorities with legislators.

Dr. LoBasso explained as part of the Consent Agenda, the Board approved a very generous gift from Bob and Carol Allen and asked Mr. Tim Norton, Vice President for Institutional Advancement/Foundation Executive Director, to talk further on this. Mr. Norton shared this \$1,000,000 gift will provide a permanent endowment as well as scholarships for students. The School of Nursing will be named the Bob and Carol Allen School of Nursing in their honor. He shared how the Allen's have been donors since 2018 and were ready to do more for the students in health care. He shared background of the Allen's and he plans to celebrate this gift in the future with them when COVID is not an issue.

VIII. FACILITIES

A. Approval of Construction Management at Risk Services Final Ranking – Deltona Campus New Building 2

Mr. Wainwright reviewed and presented for approval.

MOTION: (Holness/Freckleton) The District Board of Trustees approve the below ranking of architectural/design services for the Deltona Campus New Building 2 project and direct staff to move forward to negotiate the fee and enter into a contract

pursuant to the provisions of Florida Statute 287.055, and subsequently submit the contract, including the negotiated fee, to the Board for approval at a future meeting. Motion carried unanimously.

<u>Firm</u>	<u>Ranking</u>
Ajax Building Co., LLC	1 st
Perry-McCall Construction, Inc.	2 nd
Charles Perry Partners, Inc.	3 rd
Clancy & Theys Construction	4 th

B. Approval of HEERF HVAC Project Funding

Mr. Wainwright reviewed and presented for approval.

MOTION: (Dye/Freckleton) The District Board of Trustees approve the HVAC upgrade work outlined below using HEERF funding for \$268,828.76. Motion carried unanimously.

- PureAir Control Service Inc. - DeLand Bldg. 8 Duct Cleaning - 1 AHU
\$19,849.20
- PureAir Control Service Inc. - DeLand Bldg. 6 Duct Cleaning - 2 AHUs
\$109,258.00
- PureAir Control Service Inc. - DeLand Bldg. 1-Library Duct Cleaning - 1 AHU
\$52,952.00
- PureAir Control Service Inc. - DeLand Bldg. 5 - Duct Cleaning, HVAC
Environmental Restoration
\$ 86,769.56

C. Approval Architectural Design Services Final Ranking – DeLand Campus Firing Range

Mr. Wainwright reviewed and presented for approval.

MOTION: (Dye/Dougherty) The District Board of Trustees approve the below ranking and direct staff to move forward to negotiate the fee and contract, pursuant to the provisions in Florida Statute 287.055, and subsequently submit the contract, including the negotiated fee, to the Board for approval at a future meeting. Motion carried unanimously.

<u>FIRM</u>	<u>Ranking</u>
Architects Design Group, Inc.	1
Dewberry Architects, Inc.	2

IX. FINANCE

A. Executive and Financial Summary Report as of 8/31/21

Mr. Martin Cass, Vice President for Finance, presented the financial report for the period ending August 31, 2021. 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, Major Capital Projects Funding, Recap of Major Project Funding, and Summary of Major Capital Projects scheduled during the fiscal year and projects completed.

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

Mr. Cass presented as information.

C. Approval of Carry Forward Spending Plan

Mr. Cass explained Florida College System institutions with less than 15,000 FTE are required by Florida Statute to create a spending plan for anything that exceeds the 5% state required reserve. He reviewed details of the spending plan and presented for approval.

MOTION: (Lubi/Freckleton) The District Board of Trustees approve the College's fiscal year 2021-22 spending plan as presented. Motion carried unanimously.

D. Approval of Daytona State College Housing Corporation 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 DSC Housing Corporation.

MOTION: (Freckleton/Holness) The District Board of Trustees approve the DSC Housing Corporation Use of Space and Personnel Costs as presented. Motion carried unanimously.

E. Direct Support Organization Independent Audit Report DSC Housing Corporation, Inc.

Mr. Cass explained the DSC Housing Corporation received an unmodified opinion, and no other internal control or audit findings were identified in the auditor's report.

X. ACADEMIC AFFAIRS

A. Approval of Textbooks and Instructional Materials Affordability Report

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.

MOTION: (Dye/Freckleton) The District Board of Trustees approve the Textbook and Instructional Materials Affordability Report, as presented, and its submission to the Chancellor of the Florida College System by September 30, 2020. Motion carried unanimously.

XI. 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.

XII. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Dr. Howard thanked Mrs. Holness for representing the Board at the Association of Community College Trustees Leadership Congress event in October. He thanked Dr. LoBasso and College for the work they did to host the regeneron site at the Flagler/Palm Coast Campus.

B. Board Professional Development Opportunities

Developmental opportunities for the Board were listed in the agenda as information.

XIII. TIME RESERVED/BOARD MEMBERS

Comments were shared by the trustees.

XIV. ADJOURN

Meeting adjourned at 3:11 p.m.