

MINUTES: February 27, 2020

**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
Mrs. Betty Holness, Vice Chair
Mr. Bob Davis
Mr. Randy Dye
Mr. Lloyd Freckleton
Mrs. Mary Ann Haas
Mr. Robert Lloyd
Mr. Garry Lubi**

ABSENT: Mrs. Sarah Dougherty

Board Workshop began 1:02 p.m.

Dr. LoBasso introduced Mr. J. Hyatt Brown, Chairman of Brown & Brown, Inc., who shared details of the Daytona Beach Riverfront Esplanade project. Mr. Jeremy Marquis, landscape architect, reviewed the various components of the project which included the area around the News-Journal Center.

Board Meeting began 2:00 p.m.

Distributed via email 2/24/20 at 9:49am: Revised Agenda (Page 2). Made an official part of the minutes as Supplemental A: 2/27/20. High Voltage Upgrade Project Memorandum (Pages 73a-73b). Made an official part of the minutes as Supplemental B: 2/27/20. Distributed via email 2/25/20 at 3:03pm: Revised Financial Report Exhibit 1 (Page 77). Made an official part of the minutes as Supplemental C: 2/27/20. Revised Financial Report Exhibits 7-B and 7-C (Pages 85-86). Made an official part of the minutes as Supplemental D: 2/27/20. Distributed via email 2/26/20 at 11:07am: Revised Human Resources Memorandum (Page 65). Made an official part of the minutes as Supplemental E: 2/27/20. Distributed via email 2/27/20 at 10:05am. Revised Out of District Field Trip Requests (Page 67). Made an official part of the minutes as Supplemental F: 2/27/20.

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

Mrs. Dougherty 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 were received.

VI. PUBLIC HEARING – COLLEGE POLICIES

A. Approval of First Reading – Policy 8.16 (New): Alcoholic Beverages on College Property

Mr. Brian Babb, College Counsel, explained the primary purpose of the policy is to restrict sale and consumption of alcohol to designated areas at the College.

MOTION: (Davis/Lloyd) That the District Board of Trustees approve the first reading of Policy 8.16 Alcoholic Beverages on College Property, as presented. Motion carried unanimously.

VII. CONSENT AGENDA

- A. Approval of 1/23/20 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 Application
- H. Approval of Human Resource Recommendations
- I. Out of Country Travel Request – Rahrooh
- J. Approval of Out of District Field Trip Requests

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

Mrs. Holness asked Dr. LoBasso to share details on the Atrium software agreement that will further assist students. Dr. LoBasso explained the software will provide the College the ability to have one card students can use if they purchase a meal plan, and can be used at vending and copy machines, as well as serve as the access key for on-campus student housing.

VIII. TIME RESERVED/PRESIDENT

A. President's Update

Dr. LoBasso thanked the Board for approving the last-minute travel request for students to attend the Solar Decathlon national competition.

The College was just notified that the students are finalists and only two schools from Florida were selected to compete. The portal for the L. Gale Lemerand Student Center will be open after Spring Break and will hold a proper ribbon cutting event on March 26. He shared the College was nationally ranked 21st for Online Bachelor of Science in Information Technology by Online Schools Report. Dr. LoBasso felt the school had a very successful accreditation site visit for the bachelor's degree in Nursing and thanked the staff for making this the best program in the area. He thanked those who sponsored and attended the Smith-Steele Concert. Dr. LoBasso had a good meeting with the new Volusia County School's Superintendent. He thanked Trustees Holness and Dougherty for attending the Governor's Reception and representing Daytona State.

Performance Measures Update

Dr. Amy Locklear, Provost, shared information on the results of the 2019 #RealCollege survey and explained this is the nation's largest annual assessment of basic needs insecurity among college students which measures food insecurity, housing insecurity and homelessness. The survey was sent to all DSC students enrolled Fall 2019 and had 877 respondents. She reviewed results of the survey and how they compared to the previous year and against the national survey. Dr. LoBasso explained in 2016 the College initiated a 10-step plan, under the leadership of Board Chair Forough Hosseini, to eradicate hunger and homelessness. He shared the steps the College took such as establishing a Food Pantry and expanding the services of the Center for Women and Men, and how these initiatives are ongoing.

Dr. Locklear shared information as a follow-up to the last Board Meeting comparing the average cost of instructional materials for coursework in the Associate of Arts degree. She stated the College continues to focus on options that are less expensive to the students.

VIII. FACILITIES

A. Approval of Contingency Fund for Change Orders

Mr. Wainwright, Associate Vice President of Facilities Planning, explained with the demolition of the library they have found some unexpected work and would like to add a contingency to cover the extra costs on this project.

MOTION: (Lloyd/Haas) The District Board of Trustees approve adding a contingency of \$200,000 for the demolition of buildings 210, 340 and renovation of Building 200 to cover change orders as needed to complete the work. Motion carried unanimously.

B. Approval of Educational Plant Survey Architect

Mr. Wainwright reviewed and presented for approval.

MOTION: (Lubi/Holness) The District Board of Trustees approve HuntonBrady Architects to assist the College in preparing the Educational Plant Survey with a cost of \$19,700. Motion carried unanimously.

C. Approval of Architect Continuing Services Contracts

Mr. Wainwright explained contracts with the four architectural firms are being presented for renewal of the first one year term which will extend their contracts to May 2021.

MOTION: (Lloyd/Holness) The District Board of Trustees approve renewing the Architect Continuing Services contracts with DJdesign Services, Inc.; DLR Group, Inc.; HuntonBrady Architects; and Rhodes + Brito Architects, Inc. for one (1) year. Motion carried unanimously.

D. Approval of High Voltage Upgrade Project

Mr. Wainwright explained the project is Phase I of a multi-phase project for the Daytona Campus.

MOTION: (Dye/Lubi) The District Board of Trustees approve a budget of \$584,010 for the Daytona Campus High Voltage Upgrade Project. Motion carried unanimously.

IX. FINANCE

A. Executive and Financial Summary Reports as of 1/31/20

Ms. Isalene Montgomery, Senior Vice President for Finance, presented the financial report for the period ending January 31, 2020.

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

Ms. Montgomery presented as information.

X. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Mr. Stephen Miksits, Student Government Association President; Dr. Alycia Ehlert, Administrators Council President; Ms. Samantha Tatum, Career Employees Association President; Ms. Kristen Getka, Professional Council Co-President; and Dr. Lavaughn Towell, Faculty Senate President.

Dr. LoBasso shared of a wonderful event where he met a 1960 graduate of Daytona State (formerly Daytona Beach Junior College) who was unable to

participate in graduation due to a technical issue. It was a great opportunity to meet an alumnus and award her diploma and take photos with her family.

XI. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Dr. Howard appreciated the information presented during the workshop and meeting and if the Board was interested in hearing about a topic to let Dr. LoBasso know. He thanked Trustees Holness and Dougherty for representing the trustees at the Governor's reception in Tallahassee. He congratulated students that will be attending the Solar Decathlon competition. He appreciated the news releases and highlighted announcements on Dr. LoBasso being selected by the Phi Theta Kappa (PTK) Honor Society as this year's recipient of the Shirley B. Gordon Award of Distinction; the College for having the first FAME (Federation for Advanced Manufacturing Education) chapter in Florida; and students selected for the 2020 All Florida Academic Team. He thanked the Board, Dr. LoBasso and his team for all they do which is appreciated.

B. Board Professional Development Opportunities

Developmental opportunities for the Board were listed in the agenda.

XII. TIME RESERVED/BOARD MEMBERS

Comments were shared by each of the trustees.

XIII. ADJOURN

Meeting adjourned at 3:07 p.m.