

MINUTES: April 16, 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 (telephonically)
Mr. Bob Davis (telephonically)
Mrs. Sarah Dougherty (telephonically)
Mr. Randy Dye (telephonically)
Mr. Lloyd Freckleton (telephonically)
Mrs. Mary Ann Haas (telephonically)
Mr. Robert Lloyd (telephonically)
Mr. Garry Lubi (telephonically)

Note: As a result of COVID-19, the Board Meeting was held telephonically, and the meeting was streamed live over YouTube. Physical quorum requirements were suspended by Governor DeSantis' Executive Order Number 20-69.

Board Meeting began 2:02 p.m.

Distributed via email 4/14/20 at 3:26pm: Revised Agenda (Page 2). Made an official part of the minutes as Supplemental A: 4/16/20. Revised Human Resources Memorandum (Page 8). Made an official part of the minutes as Supplemental B: 4/16/20. Revised Human Resources Memorandum (Pages 109 & 109a). Made an official part of the minutes as Supplemental C: 4/16/20. U.S. Education Department CARES Funding and Certification Memorandum and Agreement (Pages 109b-109j). Made an official part of the minutes as Supplemental D: 4/16/20. Debt Evaluation Guidelines for Florida College System Direct-Support Organization document (Pages 126a-126b). Made an official part of the minutes as Supplemental E: 4/16/20. Distributed via email 4/15/20 at 6:30pm: Results of the 2019-2020 President's Evaluation, items A-F. Made an official part of the minutes as Supplemental F: 4/16/20.

I. CALL TO ORDER

Dr. Howard called the meeting to order at 2:02 p.m.

II. PLEDGE OF ALLEGIANCE

Conducted the Pledge of Allegiance.

III. ROLL CALL

All trustees were present on the call.

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 Second 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/Holness) That the District Board of Trustees approve the second and final reading of Policy 8.16 Alcoholic Beverages on College Property, as presented. Motion carried unanimously.

VII. CONSENT AGENDA

- A. Approval of 2/27/20 Board Meeting Minutes
- B. Approval of Agreements
- C. Approval of Agreements - Affiliation
- D. Approval of Authorization Request for Expenditures
- E. Approval of Budget Amendments
- F. Approval of Deletion of Inventory Items
- G. Approval of Donations – Non-Cash Donation
- H. Approval of Donations – Surplus
- I. Approval of Grant Applications
- J. Approval of Human Resource Recommendations

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

VIII. TIME RESERVED/PRESIDENT

A. President's Update

COVID-19 Update

Dr. LoBasso thanked the entire College faculty and staff for their amazing efforts in continuing to keep the College operating during the pandemic. He acknowledged the efforts being made by students who transitioned to online courses. He highlighted steps the College has taken to date in the areas of academics, campus safety, enrollment services, student development, facilities, human resources, and information technology. He explained tentative plans are being put in place for select vocational programs, following CDC guidelines, to complete their programs in small groups possibly in May. Dr. LoBasso explained they have thought about having protocols in place and asked the Board for authorization to enforce

safety protocol measures when classes resume. The protocols would be based on CDC guidelines such as requiring masks to be worn. He shared students will be given options to retake classes within a year at no cost if they are uncomfortable attending when classes resume. Dr. Howard suggested that measures or protocols put in place should be reviewed for safety and be in line with CDC and government guidelines. Dr. LoBasso shared protocols would continue to be reviewed as guidance changes and would be adjusted. Discussed the length of time the authorization would be through. Dr. LoBasso would be happy to share protocols with the Board as they are developed. He shared the College has purchased cloth masks that will be provided to employees as they return to work.

MOTION: (Davis/Lloyd) The District Board of Trustees authorize the College to enforce safety protocol measures for classes resuming in May, effective through the May 21, 2020 Board Meeting. Motion carried unanimously.

Meeting/Activities/Misc.

Dr. LoBasso reviewed the virtual commencement proposal staff put together. He shared how important graduation is for students and wanted to do something to recognize their achievements. The Board felt it was a great idea and appreciated the efforts to recognize the graduates.

B. Approval of U.S. Education Department CARES Funding and Certification Agreement

Dr. LoBasso explained the College has been awarded grant funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act, that can be used to assist students. Still will be working on ways to assess student need.

MOTION: (Lloyd/Davis) The District Board of Trustees approve the CARES Act funding and certification agreement. Motion carried unanimously.

C. Approval of Final Completion and Final Payment - News-Journal Center Roof Repair Project

Dr. LoBasso presented for approval.

MOTION: (Freckleton/Davis) The District Board of Trustees approve final completion of the News-Journal Center Roof Repair Project and final payment of \$94,489.50 be made to Garland/DBS, Inc. Motion carried unanimously.

D. Approval of Annual Equity Report – Part III

Dr. LoBasso explained the report being submitted is only the human resources portion of the Equity Report and the student portion deadline has been postponed to a later date.

MOTION: (Haas/Freckleton) The District Board of Trustees authorize the College to submit the Equity in Employment section of the Annual Equity Report Update to the Florida Board of Education/Office of Equity and Access, as presented. Motion carried unanimously.

VIII. COLLEGE COUNSEL

A. Approval of Resolution – Residential Housing Project

Dr. LoBasso explained the resolution is being pulled at this time. He explained the College was unable to come to agreements with the two banks that submitted funding proposals. He asked the Board to approve the College moving forward with an Invitation to Negotiate (ITN) to secure funding for the residential housing project. By doing an ITN, this gives the College the ability to talk to multiple banks simultaneously and timing is now critical. Mr. Lubi, who served as a resource and chairs the DSC Housing Board, explained how the financial world has changed due to the pandemic and how this affected the bid process and felt it was best to reset.

MOTION: (Davis/Holness) The District Board of Trustees authorize the College to move forward on an accelerated schedule with an Invitation to Negotiate process for funding the residential housing project. Motion carried unanimously.

IX. FINANCE

A. Executive and Financial Summary Reports as of 3/31/20

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

B. ACH/Wire Transfers/Checks Issued Greater Than/Equal to \$50,000 – February and March 2020

Ms. Montgomery presented as information.

X. ACADEMIC AFFAIRS

A. Approval of New Courses

Dr. Amy Locklear, Provost, reviewed and presented for approval.

MOTION: (Lubi/Haas) The District Board of Trustees approve the new courses: MUN1640 Music Theater Ensemble and SLS2940 Service Learning, as presented, effective Fall 2020. Motion carried unanimously.

B. Approval of General Education Core Curriculum

Dr. Locklear explained the General Education curriculum is reviewed by the General Education Committee on a three-year review cycle and presented revisions for approval.

MOTION: (Lubi/Lloyd) The District Board of Trustees approve the major program and course revisions for the General Education Core curriculum, effective Fall 2020. Motion carried unanimously.

Dr. LoBasso shared the College received SACSCOC accreditation for the Bachelor of Science in Accounting degree and have received 35 applications for the Fall.

XI. TIME RESERVED/CONSTITUENT HEADS

Reports were shared on behalf of Mr. Stephen Miksits, Student Government Association President and Dr. Lavaughn Towell, Faculty Senate President.

XII. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Dr. Howard shared these are uncertain times and believes the College is in a very strong position thanks to a great president, leadership, faculty and staff. He appreciated Mr. Miksits report speaking about the efforts of faculty during the transition and how they are looking at ways to engage the student body. He shared the importance of the College to the community and how it will become even more valuable in elevating the skills of the workforce to make them more marketable. He thanked the faculty and staff for doing what it takes during these uncertain times.

B. President's Evaluation

The Board conducted the evaluation of the President. Evaluation instruments were completed by all nine trustees and the data was compiled and distributed prior to the Board Meeting. The instrument contained 50 questions in total and used a rating scale of 1 through 5 (1- Unsatisfactory, 2-Needs Improvement, 3-Meets Expectations, 4- Occasionally Exceeds Expectations, 5-Consistently Exceeds Expectations and DK/NA-Do Not Know/Not Applicable). Dr. LoBasso received an overall average of 4.93. Each of the trustees provided positive comments about Dr. LoBasso and expressed appreciation for all he has done for the institution.

MOTION: (Haas/Holness) The District Board of Trustees accept the President's Evaluation. Motion carried unanimously.

C. Board Professional Development Opportunities

Developmental opportunities for the Board were listed in the agenda.

XIII. TIME RESERVED/BOARD MEMBERS

Comments were shared by each of the trustees.

XIV. ADJOURN

Meeting adjourned at 3:35 p.m.