

**MINUTES: May 21, 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 2:04 p.m.**

*Distributed via email 5/18/20 at 5:10pm: Revised Agenda (Page 2). Made an official part of the minutes as Supplemental A: 5/21/20. Revised Agreement (Pages 19-23). Made an official part of the minutes as Supplemental B: 5/21/20. Revised Human Resources Memorandum (Page 72). Made an official part of the minutes as Supplemental C: 5/21/20. Approval of News-Journal Center Easement Agreement memorandum (Pages 145a-145e). Made an official part of the minutes as Supplemental D: 5/21/20.*

*Distributed via email 5/20/20 at 4:11pm. Architectural Design Services – Palm Coast Campus Building 1 Remodel Project contract (Pages 150a-150q). Made an official part of the minutes as Supplemental E: 5/21/20.*

**I. CALL TO ORDER**

Dr. Howard called the meeting to order at 2:04 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.

#### **V. CONSENT AGENDA**

- A. Approval of 4/16/20 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

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

#### **VI. TIME RESERVED/PRESIDENT**

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

##### COVID-19 Update

Dr. LoBasso shared the College has begun to bring back some programs that were suspended in the Spring because they could not be completed online. He was on hand when students arrived at the ATC and felt the process went smoothly. There are other classes that have started on the Daytona Beach, Deltona and New Smyrna Beach/Edgewater campuses. Dr. LoBasso reviewed the tentative schedule for Summer B term and schedule options being discussed for the Fall term. The College will be following guidelines of the state and government, and safety is the number one criteria when bringing staff and students back on campus. Dr. LoBasso requested to extend the authorization approved last month to enforce safety protocols measures through the Fall semester.

**MOTION:** (Davis/Lloyd) The District Board of Trustees extend the authorization to enforce safety protocol measures through the Fall Semester. Motion carried unanimously.

##### Meeting/Activities/Misc.

Dr. LoBasso shared the College held a virtual commencement ceremony on May 11<sup>th</sup> and thanked Dr. Howard for participating. He thanked all the employees that made this ceremony happen. He felt it was a great event and shared it had over 800 graduates participating, 2,200 in virtual attendance during the YouTube livestream, and so far, had over 10,700 views. He congratulated the 2020 graduates. He shared of a recent Zoom introductory meeting with Dr. Cartwright, new UCF President.

**B. Approval of CARES Act Funding – Part II**

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 cover costs associated with significant changes to the delivery of instruction that was disrupted by the COVID-19.

**MOTION:** (Davis/Holness) The District Board of Trustees approve distribution by the College of the allocated funds (\$3,840,865) to institutional needs related to disruption by COVID-19, effective March 13, 2020. Motion carried unanimously.

**C. Approval of CARES Act Funding – Title III**

Dr. LoBasso explained the College has been awarded grant funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The College was eligible for these specific funds because it is a recipient of a Title III grant. Funds can be used to provide institutional support for expenses related to disruption of education caused by COVID-19.

**MOTION:** (Davis/Lloyd) The District Board of Trustees approve distribution by the College of the allocated funds (\$376,465) to institutional needs related to disruption by COVID-19, effective March 13, 2020. Motion carried unanimously.

**D. Approval of Financial Exigency Plan Development**

Dr. LoBasso explained the College has policies and procedures related to financial exigency and will need to begin development of a plan for budget adjustments. It is unknown at this time what the financial impact on state funding and revenue will be to the College.

**MOTION:** (Haas/Davis) The District Board of Trustees authorize the President to begin development of a financial exigency plan. Motion carried unanimously.

**E. Residential Housing Project Update**

Dr. LoBasso thanked Mr. Lubi for serving on the DSC Housing Board and the assistance from Dr. Howard. The Guaranteed Maximum Price for the project exceeded the established budget and it was decided at that time to postpone the project to a later date.

**MOTION:** (Lloyd/Holness) The District Board of Trustees approve the postponement of the residential housing project to a later date. Motion carried unanimously.

## VII. COLLEGE COUNSEL

### A. Approval of Wireless EDGE Agreement

Mr. Brian Babb, College Counsel, reviewed the terms of the agreement and presented for approval.

**MOTION:** (Freckleton/Davis) The District Board of Trustees approve the three (3) Wireless EDGE agreements (1-Master Agreement for Tower Consulting Services & Lease Management; 2-Wireless Telecommunications Facility Lease Agreement/Co-Location on College-owned Structure; 3-Wireless Telecommunications Facility Lease Agreement/New or Replacement Tower). Motion carried unanimously.

### B. Approval of News-Journal Center Easement Agreement

Mr. Babb explained this agreement will grant the Brown Riverfront Esplanade Foundation, who will run the Daytona Beach Riverfront Park, access to the property around the News-Journal Center for landscaping purposes. He explained a license agreement will be brought forward next month.

**MOTION:** (Freckleton/Davis) The District Board of Trustees approve the Easement Agreement for the Daytona Beach Riverfront Park project. Motion carried with Dr. Howard recusing\* himself.

*\*Dr. Howard serves on the Brown Riverfront Esplanade Foundation Board. Form 8B has been completed and made an official part of the minutes as Supplement F: 5/21/20.*

Mr. Babb explained there will be a petition for an administrative hearing brought to the Board next month for a terminated employee.

## VIII. FACILITIES

### A. Approval of Additional Services – Daytona Campus Lenholt Center (Bldg. 130) Remodel Project

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, explained the increase will cover additional work to the building and landscaping.

**MOTION:** (Freckleton/Haas) The District Board of Trustees approve the increase of \$1,006,568.09 to the W & J Construction Corp. Purchase Order for the Lenholt Center remodel project. Motion carried unanimously.

**B. Approval of Architectural Design Services – Palm Coast Campus Building 1 Remodel Project**

Mr. Wainwright explained six submissions were received for professional design services for the remodel project. The following three firms were shortlisted and ranked.

**MOTION:** (Freckleton/Lubi) The District Board of Trustees approve the below ranking and the fee and contract with DLR Group for the Palm Coast Campus Building 1 Remodel project in the amount of \$367,195, pursuant to the provisions of Florida Statute s287.055. Motion carried unanimously.

<u>FIRM</u>	<u>Ranking</u>
DLR Group	1
Hall & Ogle Architects	2
Huitt-Zollars, Inc.	3

**IX. FINANCE**

**A. Executive and Financial Summary Reports as of 4/30/20**

Ms. Isalene Montgomery, Senior Vice President for Finance, presented the financial report for the period ending April 30, 2020. Information reviewed included Fund 1 Operating Revenue and Expenses, 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, and Completed Major Capital Projects.

**B. Approval of Budget Transfer Request**

Ms. Montgomery reviewed and presented for approval.

**MOTION:** (Freckleton/Haas) The District Board of Trustees approve the transfer of funds as outlined below. Motion carried unanimously.

Request:

Funds: Fund 1 to Fund 3 Unallocated Reserves

Amount: \$2,000,000

Description: Replenish Fund 3 reserves previously used for auxiliary operations that were running at a deficit (e.g. health insurance when College was self-insured, health & wellness program, News-Journal Center operations, food services, etc.) or to temporarily cover those that may run at a deficit in the future.

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

Ms. Montgomery presented as information.

**D. Daytona State College Foundation Audit for Year Ended December 31, 2019 and 2018**

Ms. Montgomery explained the Foundation Audit received no findings or material weaknesses and received an unmodified opinion. This item is for information only.

**X. ACADEMIC AFFAIRS**

**A. Approval of Course Deletions**

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

**MOTION:** (Freckleton/Lubi) The District Board of Trustees approve the course deletions, as presented, effective Fall 2020. Motion carried unanimously.

**B. Approval of Major Program/Course Revisions – Broadcast TV Production, A.S**

Dr. Locklear reviewed the proposed revisions.  
See motion under Item X.F for approval.

**C. Approval of Major Program/Course Revisions - Environmental Science Technology, A.S.**

Dr. Locklear reviewed the proposed revisions.  
See motion under Item X.F for approval.

**D. Approval of Major Program/Course Revisions – State Mandated Program Length Requirements**

Dr. Locklear reviewed the proposed revisions.  
See motion under Item X.F for approval.

**E. Approval of Major Program/Course Revisions - Supervision and Management, B.A.S.**

Dr. Locklear reviewed the proposed revisions.  
See motion under Item X.F for approval.

**F. Approval of New Program – Advanced Machining Technologies, Vocational Certificate**

Dr. Locklear reviewed and presented for approval.

**MOTION:** (Davis/Lloyd) The District Board of Trustees approve the major program and course revisions, Items X.B thru X.F., effective Fall 2020. Motion carried unanimously.

**G. Cost of Textbook and Instructional Materials – Summer 2020**

Dr. Locklear explained this is an information item which is presented each semester and provides the cost of textbooks and instructional materials for general education courses.

**XI. TIME RESERVED/CONSTITUENT HEADS**

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

**XII. TIME RESERVED/BOARD CHAIR**

*Order of Agenda Items Changed*

**B. Approval of Daytona State College 2020/2021 District Board of Trustees Meeting Schedule**

Dr. Howard presented for approval.

**MOTION:** (Freckleton/Lubi) The District Board of Trustees approve the Daytona State College District Board of Trustees meeting schedule for 2020/2021. Motion carried unanimously.

**C. Approval of President's Annual Employment Contract**

Dr. Howard explained the Board reviewed the President's performance at last month's meeting and he, as well as his staff, received overwhelming praise by the Board for continuing to do a great job steering the institution through some interesting times. Dr. Howard shared he and Dr. LoBasso felt with all of the financial uncertainty that this was not the time to make changes to the contract and therefore it remains the same.

**MOTION:** (Freckleton/Holness) The District Board of Trustees approve the President's Employment Contract, as presented. Motion carried unanimously.

**D. Board Professional Development Opportunities**

Developmental opportunities for the Board were listed in the agenda.

**A. Board Chair's Update**

Dr. Howard shared how there was a lot of diligent planning with regards to the uncertain times with COVID-19. He felt staff did a great job negotiating the agreement with Wireless Edge that will benefit the College. He shared of the great financial report, clean Foundation audit, and improvements to the academic programs/courses. He highlighted announcements in news releases that included: Nursing student recognized by the State Board of Education for her work as an emergency

responder on the front lines during the pandemic; DSC Ranked 4th among lowest cost colleges in the U.S., DSC student named 2020 Cooke Foundation Undergraduate transfer scholar winner, DSC Ranked #3 for Nation's Best Paramedic to RN program; and the Virtual Commencement ceremony which was well done and very meaningful to students and their families.

*Agenda returned to order.*

**XIII. TIME RESERVED/BOARD MEMBERS**

Comments were shared by each of the trustees.

**XIV. ADJOURN**

Meeting adjourned at 3:21 p.m.