

MINUTES: June 18, 2020

**MEETING: Daytona State College
District Board of Trustees**

**PLACE: Virtual Meeting - 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 2:03 p.m.

Distributed via email 6/17/20 at 2:39pm: Revised Human Resources Memorandum (Page 237). Made an official part of the minutes as Supplemental A: 6/18/20. Petitioner's Position Statement (Pages 345a-345b). Made an official part of the minutes as Supplemental B: 6/18/20. Revised Annual Budget Memorandum (Page 371). Made an official part of the minutes as Supplemental C: 6/18/20.

I. CALL TO ORDER

Dr. Howard called the meeting to order at 2:03 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 5/21/20 Board Meeting Minutes
- B. Approval of Agreements
- C. Approval of Agreements - Standard
- D. Approval of Budget Amendments
- E. Approval of Contractor Pre-Qualification Certification
- F. Approval of Deletion of Inventory Items
- G. Approval of Donations – Surplus
- H. Approval of Grant Applications
- I. Approval of Human Resource Recommendations
- J. Approval of State Requirements for Educational Facilities Inspection (SREF) 2019-2020

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

VI. **TIME RESERVED/PRESIDENT**

A. **President's Update**

Dr. LoBasso asked for a moment of silence to reflect on the tumultuous times people are under as a nation and to ask ourselves in our respective roles how we can help make a positive impact on all of the issues.

COVID-19 Update

Dr. LoBasso shared the College is continuing to move forward with the phase-in plan and have 50% of staff back on campus while still allowing for flexibility. He explained student services began taking appointments this week and how nice it was to see campus tours and advising appointments happening.

Meeting/Activities/Misc.

Dr. LoBasso shared of his call with the Florida College System Chancellor and presidents to discuss the formation of an overall statewide equity committee, along with subgroups. Dr. LoBasso has volunteered to serve in both areas and shared how many colleges offer law enforcement academies and expressed an interest in serving in that subgroup. He will be meeting with the College's law enforcement academy leadership to look at programs and engage the law enforcement community in order to provide the best training possible. Dr. LoBasso accepted an invitation from Mayor Derrick Henry, City of Daytona Beach, to serve on an Equity Committee being established.

Dr. LoBasso highlighted the SREF report that was in the consent agenda and noted there was quite a bit of improvements made from the previous year. He shared of the annual financial and federal audit entrance conference and thanked Dr. Howard for attending. He shared of his meeting with the Senior Academic Leadership Team and the work being done in preparation for the Fall semester. He explained they are looking

at a hybrid version of face to face classes wherever possible and are identifying classrooms that meet social distancing guidelines. He shared face shields are being purchased for use by faculty in the classroom to assist them during instruction.

Dr. LoBasso shared of his meeting with Halifax Health regarding their assistance testing student athletes when they return to campus.

B. Approval of Financial Exigency Plan

Dr. LoBasso explained the College has developed plans that can be implemented to address budget and financial impact due to the pandemic. He shared they have already taken action to help the budget by holding positions and looking at how they fill vacancies.

MOTION: (Davis/Holness) The District Board of Trustees authorize the College to implement, in stages as appropriate, some or all of the components of the Financial Exigency Plan. Motion carried unanimously.

C. Approval of Salary Administration Plan 2020/2021

Dr. LoBasso explained each year the salary administration plan is reviewed and updated to reflect necessary modifications.

MOTION: (Holness/Davis) The District Board of Trustees approve the 2020-2021 Salary Administration Plan, effective July 1, 2020. Motion carried unanimously.

D. Approval of Annual Equity Report – Student Section

Mr. Lonnie Thompson, Director of Equity and Inclusion, reviewed the purpose and development of the report, policies and procedures, enrollment rates, student completion rates, recruitment and retention initiatives/activities, course substitutions, athletics and employment compliance.

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

VII. COLLEGE COUNSEL

A. Approval of News-Journal Center / Real Property License Agreement

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

MOTION: (Lloyd/Davis) The District Board of Trustees approve the Real Property License 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 D: 6/18/20.*

B. Approval of Petition of Administrative Hearing

Mr. Babb explained an employee has submitted a request for an administrative hearing and shared options for the Board to select from. The Board chose the option to have one trustee serve as the hearing officer

MOTION: (Davis/Dougherty) The District Board of Trustees appoint Mr. Bob Lloyd as the hearing officer for the administrative hearing. Motion carried unanimously.

VIII. FACILITIES

A. Approval of Capital Improvement Program (CIP) 2021-2022 through 2025-2026

Dr. LoBasso explained the requests remain unchanged from last year and presented for approval.

Priority/Project	2021-22	2022-23	2023-24	2024-25	2025-26
N/A - Maintenance & Repairs	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000
1- Deltona Classroom/Lab/Office/Vocational with Parking	\$3,854,586				
2-DeLand B5 Science Renovation/Remodel	\$5,820,094				
3-Daytona Building B Classroom/Lab/Office/ Vocational with Parking		\$25,598,071			
4-Flagler Palm Coast Building B with Parking	\$8,211,549				
5-Roof Repair & Replacement	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000

MOTION: (Haas/Lloyd) The District Board of Trustees approve the Capital Improvement Program for 2021-2022 through 2025-2026 for submittal to the Division of Florida Colleges in July 2020. Motion carried unanimously.

IX. FINANCE

A. Executive and Financial Summary Reports as of 5/31/20

Ms. Isalene Montgomery, Senior Vice President for Finance, presented the financial report for the period ending May 31, 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. ACH/Wire Transfers/Checks Issued Greater Than/Equal to \$50,000
Ms. Montgomery presented as information.

C. Approval of Write-Off of Uncollectible Accounts Receivables – Student Accounts

Ms. Montgomery explained how the College continues efforts to collect student debt and was able to recover over \$73,000 this fiscal year that was previously written off.

MOTION: (David/Lubi) The District Board of Trustees approve the write-off of uncollectible accounts receivables in the amount of \$1,076,100.52 for fiscal year 2019-2020. Motion carried unanimously.

D. Approval of Budget Transfer Request – Flagler/Palm Coast Building 1 Remodel Project

Ms. Montgomery explained funding will be utilized to remodel existing space on the Flagler/Palm Coast Campus to expand the offering of healthcare programs.

MOTION: (Lubi/Haas) The District Board of Trustees authorize the College to allocate \$3,600,000 for the Flagler/Palm Coast Building 1 remodeling project from the Board Designated Reserves in Fund 7 for FY 2020-21. Motion carried unanimously.

E. Approval of Budget Transfer Request – Renovations/Remodels, and new Capital Projects

Ms. Montgomery explained the College has not received funding from the state for renovation and remodeling or maintenance and repairs for the past few years and as a result must transfer funds at the end of the year to cover identified projects.

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

Request:

Funds: Fund 1 to Fund 7 Capital Projects Fund (Board Designated Reserves)

Amount: \$3,800,000

Description: Provide future funding for necessary renovations/remodels and support for new capital projects due to no state Public Education Capital Outlay (PECO).

Fiscal Year: 2019-2020

F. Approval of Deferred Maintenance/Personnel Funding Proposal

Ms. Montgomery explained this transfer will provide funding for ongoing maintenance projects and salary/benefits for the Facilities Planning department.

MOTION: (Lloyd/Lubi) The District Board of Trustees authorize the College to allocate \$2,273,236 (\$1,500,000 for renovation and remodeling; \$400,000 for maintenance and repair; and \$373,236 for salary/benefits) for ongoing deferred maintenance projects and Facilities Planning salaries and fringe benefits from the Capital Improvement Fee reserve in Fund 7 for FY 2020-21. Motion carried unanimously.

G. Approval of 2020-2021 Annual Budget

Ms. Montgomery reviewed a summary of the key budget points which included no increase to student tuition and fees for the 10th year; enrollment forecast reflects a 3% decrease; funding received by the legislature for the expansion of the Nursing program on the Flagler/Palm Coast Campus; revenue from performance funding; and funding for the television station. She reviewed student fee updates which included one minor increase to Access Fees (\$1.12 to \$1.16), all other fees remained unchanged.

Ms. Montgomery reviewed student fee rates which remain unchanged for both lower and upper divisions. She reviewed the 2019/2020 projected expenditures and estimated fund balance; comparison of state appropriations for 2019/2020 and 2020/2021. She reviewed 2020/2021 Fund 1 Revenues and Expenses, Capital Outlay Budget Fund 7; and summary of budgets, transfers and fund balances for Funds 1-7. She reviewed the year-end account transfers which consisted of the following:

Grant Matching	\$425,000	Fund 1 to Fund 2
WDSC Operational Fund	\$450,000	Fund 1 to Fund 2
Scholarships for Athletics	\$249,552	Fund 3 to Fund 5
Marketing/Hospitality and Tuition Reimbursement	\$650,000	Fund 3 to Fund 1
Debt Services/Loan	\$326,853	Fund 3 to Fund 8
Debt Services/Loan	\$979,942	Fund 7 to Fund 8

MOTION: (Davis/Haas) The District Board of Trustees approve Daytona State College Annual Operating Fund 1 Budget and Fund 7 Capital Outlay Budget for Fiscal Year 2020-2021. Motion carried unanimously.

Personnel Costs	\$64,566,859
Current Expense	18,191,921
Capital Outlay	1,042,759
Flagler/Palm Coast Nursing	895,000
Total:	\$ 84,696,539

X. ACADEMIC AFFAIRS

A. Approval of 2020-2021 Lab Fee Recommendations

Dr. Amy Locklear, Provost, explained every year an analysis is done of the courses that have lab fees and presented revisions for 2020/2021 that included deletions, decreases, increases and new lab fees.

MOTION: (Dye/Holness) The District Board of Trustees approve the lab fee recommendations, as presented, effective Fall 2020. Motion carried unanimously.

XI. TIME RESERVED/CONSTITUENT HEADS

Reports were shared on behalf 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

A. Board Chair's Update

Dr. Howard shared how these are challenging times due to the pandemic and the important issues the nation is facing. He appreciated the work done by the College leadership and how important it was that institutions plan and think about all of the issues, contingencies and questions related to safety, health and financial impacts. He commented on how amazing it was that the College has not raised tuition in 10 years and was done without sacrificing quality. He appreciated the moment of silence and stated the importance of Daytona State which serves such a diverse community. The College is inclusive, affordable, and available to everyone in the community.

B. 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. Mr. Lloyd suggested hearing about the Law Enforcement Academy as a future topic.

XIV. ADJOURN

Meeting adjourned at 3:20 p.m.