

MINUTES: August 20, 2020

MEETING: Daytona State College
District Board of Trustees

PLACE: Daytona State College's
News-Journal Center
Davidson Theater
221 N. Beach Street
Daytona Beach, Florida

PRESENT: Dr. Thomas LoBasso, Corporate Secretary/President
Dr. Randall Howard, Chair
Mr. Bob Davis
Mrs. Sarah Dougherty
Mr. Randy Dye
Mr. Lloyd Freckleton
Mrs. Mary Ann Haas
Mr. Robert Lloyd
Mr. Garry Lubi (telephonically)

ABSENT: Mrs. Betty Holness, Vice Chair

Board Meeting began 4:00 p.m.

Distributed via email 8/17/20 at 4:31pm: Revised Human Resources Memorandums (Pages 220-222, 224). Made an official part of the minutes as Supplemental A: 8/20/20.

Distributed via email 8/20/20 at 9:28am: Revised Approval of Budget Transfer Request (Page 234). Made an official part of the minutes as Supplemental B: 8/20/20.

Distributed via email 8/20/20 at 12:14pm: Revised Agenda (Page 2). Made an official part of the minutes as Supplemental C: 8/20/20. Revised Approval of Budget Transfer Request (Page 234). Made an official part of the minutes as Supplemental D: 8/20/20.

I. CALL TO ORDER

Dr. Howard called the meeting to order at 4:00 p.m.

II. PLEDGE OF ALLEGIANCE

Conducted the Pledge of Allegiance.

III. ROLL CALL

Mrs. Holness was absent, Mr. Lubi joined telephonically, and all others 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. ELECTION OF OFFICERS

A. Election of Officers

Dr. Howard turned the meeting over to Dr. LoBasso to conduct the election of the Chair.

MOTION: (Lubi/Davis) That the District Board of Trustees re-elect Dr. Randy Howard as Chair. Motion carried unanimously.

Dr. LoBasso turned the meeting over to Dr. Howard to conduct the election of the Vice Chair.

MOTION: (Lubi/Davis) That the District Board of Trustees re-elect Mrs. Betty Holness as Vice Chair. Motion carried unanimously.

VI. PUBLIC HEARING – COLLEGE POLICIES

A. Approval of First Reading – Policy 2.03 (Revised): Daytona State College Direct Support Organizations

Mr. Brian Babb, College Counsel, reviewed revisions to the policy.

MOTION: (Davis/Haas) The District Board of Trustees approve the first reading of revised Policy 2.03 Daytona State College Direct Support Organizations. Motion carried unanimously.

B. Approval of First Reading – Policy 6.34 (Revised): Criteria for Staff Reduction

Mr. Babb reviewed revisions to the policy.

MOTION: (Freckleton/Lloyd) The District Board of Trustees approve the first reading of revised Policy 6.34 Criteria for Staff Reduction. Motion carried unanimously.

VII. CONSENT AGENDA

- A. Approval of 6/18/20 Board Meeting Minutes
- B. Approval of 7/30/20 Special Board Meeting Minutes
- C. Approval of Agreements
- D. Approval of Agreements - Affiliation
- E. Approval of Budget Amendments
- F. Approval of Deletion of Inventory Items
- G. Approval of Donations – Non-Cash
- H. Approval of Donations – Surplus
- I. Approval of Grant Applications
- J. Approval of Human Resource Recommendations

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

VIII. TIME RESERVED/PRESIDENT

A. President's Update

Presidential Sterling Award Presentations

Dr. LoBasso recognized the following award recipients:

- Dan Biferie, Senior Professor and Chair, School of Photography - Sterling Award for Teaching Excellence.
- Will Dunne, Dean of the School of Health and Wellness/Athletic Director – Sterling Award for Professional Excellence – Administrator/Professional Category. Mr. Dunne was in attendance and was presented his award.
- Tara DeBloom, Administrative Assistant, Office of the Provost - Sterling Award for Professional Excellence – Career Employee Category

COVID-19 Update

Dr. LoBasso thanked the COVID Task Force who have been meeting daily since the pandemic began. They have worked to provide a safe environment for the employees and students and Dr. LoBasso explained if something cannot be done safely, then it will not be done. He felt the College was well prepared to bring students back and thanked the facilities and custodial staff, Enrollment Services, and department chairs for all the work they have done preparing for the return of employees and students.

Dr. LoBasso shared of the importance of the Center for Women & Men's Hunger and Homeless Initiative and highlighted accomplishments they have made during 2019-2020 and the work they are doing during the pandemic.

Meeting/Activities/Misc.

Dr. LoBasso attended New Faculty Orientation and met with the Senior Academic Leadership Team. He also met with superintendents of Volusia County and Flagler County schools as well as their support staff preparing for the upcoming semester. The College held its Welcome Back event for the Fall Semester which was offered in person by reservation and streamed virtually for the College community. He shared the student athletes have been successfully onboarded and spoke on how the process has changed due to the pandemic.

B. On-Campus Class Preparation and Office Hour Waiver

Dr. LoBasso explained College policy is very prescriptive on office hours and prep time that faculty must do on campus and would like to allow them to do this virtually.

MOTION: (Freckleton/Davis) The District Board of Trustees approved the waiving of on-campus class preparation and office hours during the pandemic. Motion carried unanimously.

IX. FINANCE

A. Financial Update

Ms. Isalene Montgomery, Senior Vice President for Finance, provided a brief financial update and explained the Finance Department is working to close out the fiscal year and complete the Annual Financial Report that will be issued to the State.

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

Ms. Montgomery presented as information.

C. Approval of Daytona State College Foundation and Housing Corporation Use of Space and Personnel Cost

Ms. Montgomery 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 Foundation and Housing Corporation.

MOTION: (Dougherty/Lloyd) The District Board of Trustees approve the use of space and personnel services for the Daytona State College Foundation and the Housing Corporation, as presented. Motion carried unanimously.

D. Approval of Budget Transfer Request

Ms. Montgomery explained the Governor issued Executive Order 20-52 declaring a state of emergency due to the pandemic and how this suspends statutes and rules affecting budgeting. The College was notified that 6% in state appropriations will be held back (\$3.06M), funding cut for the Flagler Nursing project (\$895K), and a potential assessment of \$328K to assist with the Orange Grove Digital Repository that was decommissioned during the legislative session. These increases would result in an approximate \$4.3M deficit in the Colleges' revenue stream. Additional news was received urging state agencies to look at ways to reduce an additional 8.4% from current budgets to address expected statewide revenue shortfalls. Dr. LoBasso stated this would now be a total of approximately \$6.3 million to \$6.5 million reduction in the College's revenue. Therefore, a budget transfer is being requested to assist with the budget deficit, as well as decreases in enrollment due to the pandemic.

MOTION: (Haas/Lloyd) The District Board of Trustees approve the transfer of \$4,500,000 from Fund 7 to Fund 1, as presented. Motion carried unanimously.

XI. ACADEMIC AFFAIRS

A. NISOD Excellence Award Recognitions

Dr. Amy Locklear, Provost, shared information about the National Institute for Staff and Organization Development (NISOD) awards and recognized this year's recipients:

- Dr. Alycia Ehlert, Associate VP, College of Arts and Sciences
- Deborah Kirkland, Asst. Professor/Asst. Chair, School of Building and Architectural Technology
- Casey Knecht, Asst. Professor/Asst. Chair, School of Workforce
- Dr. Linda Miles, Senior Professor, School of Nursing
- Dr. Karla Moore, Dean, Institutional Effectiveness
- Dustin Weeks, Senior Professor/Librarian/Asst. Chair, Library Services

B. Cost of Textbooks/Instructional Materials – Fall 2020

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.

XII. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Dr. Alycia Ehlert, Administrators Council President, and Dr. LoBasso read reports on behalf of Dr. Lavaughn Towell, Faculty Senate President; and Billie Jo Dunaway, Professional Council President.

Order of agenda items changed.

XIV. TIME RESERVED/BOARD MEMBERS

Comments were shared by each of the trustees.

XIII. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Dr. Howard appreciated the recognition by Administrators Council of the individuals and departments who have assisted during the pandemic and thanked everyone for all of their work. He commented how you can see the work that has taken place and how the College has a good leadership team in place to get this done. He thanked the trustees for attending the Board Meeting in person and how important that was. He was honored to be re-elected as Chair and shared it is a team effort and looks forward to helping the College in the coming year.

B. Board Professional Development Opportunities

Developmental opportunities for the Board were listed in the agenda.

Agenda returned to order.

XV. ADJOURN

Meeting adjourned at 4:57 p.m.