

MINUTES: September 17, 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
Mrs. Betty Holness, Vice Chair
Mr. Bob Davis
Mrs. Sarah Dougherty
Mr. Randy Dye
Mr. Lloyd Freckleton
Mrs. Mary Ann Haas
Mr. Robert Lloyd
Mr. Garry Lubi**

Board Meeting began 2:00 p.m.

*Distributed via email 9/11/20 at 12:52pm: Revised Human Resources Memorandum (Pages 46-47). Made an official part of the minutes as Supplemental A: 9/17/20.
Distributed via email 9/14/20 at 9:45am: Revised Agenda (Page 2). Made an official part of the minutes as Supplemental B: 9/17/20.*

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

All 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.

V. PUBLIC HEARING – COLLEGE POLICIES

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

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

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

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

Mr. Babb reviewed revisions to the policy.

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

VI. CONSENT AGENDA

- A. Approval of 8/20/20 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 – Non-Cash
- G. Approval of Donations – Surplus
- H. Approval of Grant Applications
- I. Approval of Human Resource Recommendations

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

VII. TIME RESERVED/PRESIDENT

A. President's Update

Dr. LoBasso stated the College is finishing week three of the Fall semester and things are going extremely well. He continues to walk around campus and conversations with students and employees have been positive. He has visited the DeLand and Deltona campuses and things are running smoothly and is scheduled to visit other campuses in the coming weeks. He participated in a radio show with the City of Palm Coast and the University of North Florida to talk about Daytona State's role in the community. He shared the Building 1 renovation project on the Flagler/Palm Coast Campus is progressing and drawings are almost finalized. The College continues to work on the hunger and homelessness initiative to help this student population. The College will be participating in the annual Basket Brigade food drive with modifications to meet safety protocols. He explained how there are some challenges holding some classes and how the outdoor Falcon Landing is being utilized for music (instruments, vocals) classes. He shared how it has been nice to hear the students practicing while walking across campus. He congratulated Mrs. Holness on her election as Vice President since she was unable to attend the last meeting.

VIII. FACILITIES

A. Approval of Additional Services – Architectural Professional Design Bldg. 200, 210, 340 Project

Mr. Chris Wainwright, Associate Vice President of Facility Planning, explained additional work was required by the architect resulting in an increased expense.

MOTION: (Haas/Holness) The District Board of Trustees approve the increase of \$12,224 to the HuntonBrady Architects Purchase Order for the Buildings 200, 210, and 340 project. Motion carried unanimously.

IX. FINANCE

A. Executive and Financial Summary Reports as of 8/31/20

Ms. Isalene Montgomery, Senior Vice President for Finance, presented the financial report for the period ending August 31, 2020. Information reviewed included Fund 1 Operating Revenue and Expenses, Carry Forward Funds, 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. Ms. Montgomery introduced Mr. Marty Cass who is the incoming Vice President for Finance as she will be retiring. Mr. Cass shared his background.

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

Ms. Montgomery presented as information.

X. ACADEMIC AFFAIRS

A. Approval of Textbook and Instructional Materials Affordability Report

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.

MOTION: (Freckleton/Lloyd) The District Board of Trustees approve the Textbook and Instructional Materials Affordability Report, as presented, and its submission to the Chancellor of the Florida College System by September 30, 2020. Motion carried unanimously.

Dr. LoBasso shared examples of textbook savings that students can achieve by renting as opposed to buying a new or used book.

XI. TIME RESERVED/CONSTITUENT HEADS

Dr. LoBasso read report submitted by Ms. Samantha Tatum, Career Employees Association. Report was presented by Ms. Billie Jo Dunaway, Professional Council President.

XII. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Dr. Howard thanked the Board for attending in-person as these are unprecedented times. He believes education is part of the solution to the financial crisis and how Daytona State is very important in helping people improve or gain new skills to increase their chances in the job market. He was pleased that the College was open and providing quality instruction for the community and how the students are happy to be back and working through the challenges together. He appreciated hearing about textbook savings and enrollment. He spoke of the recent article on the nursing program and how it aligns with the needs of 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.

XIV. ADJOURN

Meeting adjourned at 2:45 p.m.