

**MINUTES: November 19, 2025**

**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  
Bob Lloyd, Vice Chair  
Randy Dye  
Kelly Kwiatek  
Garry Lubi  
Nellie Lupoli**

**Board Workshop began at 1:04 p.m.**

Dr. Jodi Long, Vice President of Academic Affairs, introduced the workshop topic which consisted of an overview of federal grant programs. Reviewed USDOE and USDOJ grants awarded which totaled \$7,250,297. Presenters reviewed the following grant programs: TRiO Talent Search, TRiO Upward Bound, TRiO Student Support Services, DSC CARES (Creating a Responsible Environment for Students), and CCAMPIS (Child Care Access Means Parents in School).

**Board Meeting began at 2:04 p.m.**

*Distributed via email 11/14/25 @ 9:35am. Revised Approval of New Program – Aviation Maintenance Management, A.S. Degree memorandum (Page 205). Made an official part of the minutes as Supplemental A: 11/19/25.*

**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.

**IV. PUBLIC PARTICIPATION**

Dr. Howard inquired if there were any members from the public that requested time to appear before the Board. No requests received.

## **V. CONSENT AGENDA**

- A. Approval of 9/24/25 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 Donation Items – Non-Cash
- G. Approval of Grant Application
- H. Approval of Human Resource Recommendations

**MOTION:** The District Board of Trustees approves the Consent Agenda.  
Motion carried unanimously.

## **VI. INFORMATION ONLY**

### **A. Agreements**

The above item does not require Board approval because these specific agreements fall below the Category IV threshold (\$195,000). Presented as information only.

### **B. Surplus Donations**

The above item is reported to the Board as information only.

## **VII. TIME RESERVED/PRESIDENT**

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

Dr. LoBasso recognized the LEAD Academy which serves as the College's leadership development program and asked Rachel Dougherty, Director of the Department of Learning and Development, to provide an overview of the program. Ms. Dougherty shared information about the program and asked participants to introduce themselves.

Dr. LoBasso shared the annual Homecoming was held and this has become a new tradition for the College. He attended the State University System Safety Summit at UCF and mentioned how Campus Safety is becoming a bigger priority from the state's perspective. He participated in the Volusia Flagler Heart Walk event, and the College came in 2<sup>nd</sup> for funds raised. He attended the Dassault Falcon Jet ribbon cutting event with Dr. Butler, President of Embry-Riddle Aeronautical University and shared it was a state-of-the-art facility and how we are excited about launching our Aircraft Airframe/Power Plant program.

He stated the Foundation Gala was a special night for he and his wife and appreciated the efforts of everyone involved.

Dr. LoBasso shared of meetings with the Flagler and Volusia legislative delegations to present the College's legislative funding priorities for this year and felt they were received favorably. He attended the Aura Aero

ribbon cutting event and explained how the College was involved in helping recruit this company to the area.

Dr. LoBasso provided an update on the men's and women's national soccer tournaments. The men finished runners up and the women defended their national title.

The L. Gale Lemerand Speaker Series was held with guest alumni Erik Libby, CEO of the To-Do Dudes.

He attended the State Board of Education (SBOE) Meeting and presented the Baccalaureate of Science in Radiologic and Imaging Sciences proposal for approval, which he received. Two of the SBOE members were in the medical field and spoke highly of their support for this program. He thanked Halifax Health for contributing \$1,000,000 to the LINE (Linking Industry to Nursing Education) grant again this year and investing in our nursing students.

He announced that Dr. Amy Locklear will be leaving the College after 12 years and thanked her for her service and being a great leader and colleague.

He shared the Viewbook is something that is published annually and it is a great piece that gives an overall view of the offerings of the College and is something that is mailed to prospective students.

## **VIII. FINANCE**

### **A. Executive and Financial Summary Report as of 10/31/25**

Mr. Marty Cass, Vice President of Finance, presented the financial report as of October 31, 2025. 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, and Major Capital Projects Funding. He provided a recap of Major Project Funding which includes 20 major projects with an estimated cost of \$68.9 million.

### **B. Annual Financial Report FY 2024/2025**

Mr. Cass reviewed the financial highlights of the report, the comparison of operating and nonoperating revenue, operating expenses, comparison of assets and liabilities, and year-end net position of the College. This is an information only item.

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

Mr. Cass presented as information.

**D. Approval of Tuition Exemptions, Waivers, Receivables**

Mr. Cass presented a summary of the exemptions and waivers report, with statutory reference, that is submitted to the State. This summary includes the summer, fall, and spring semesters for Academic Year 2024-2025.

**MOTION:** (Lloyd/Kwiatek) The District Board of Trustees approve the summary report of student fee exemptions and waivers, as presented. Motion carried unanimously.

**E. DSC Housing Corporation, Inc. Audited Financial Statements**

Mr. Cass explained they received an unmodified opinion, and no other internal control or audit findings were identified in the auditor's report. This is an information item only.

**F. DSC Foundation, Inc. Audited Financial Statements**

Mr. Cass explained the Foundation also received an unmodified opinion, and no other internal control or audit findings were identified in the auditor's report. This is an information only item.

**IX. FACILITIES**

**A. Approval of Final Completion and Final Payment - Daytona Campus Mechanical Upgrades**

Mr. Allen Masters, Associate Vice President of Facilities Planning, explained this is for the final payment for the mechanical upgrades project (Bldg. 300 and 410) with Johnson Controls, Inc. in the amount of \$60,307.73.

**MOTION:** See motion under IX. F. for approval.

**B. Approval of Final Completion and Final Payment - News-Journal Center Theater Lighting Controls Upgrades**

Mr. Masters explained this is for the final payment for the theater lighting controls upgrades project at the News-Journal Center with Johnson Controls, Inc. in the amount of \$15,729.45.

**MOTION:** See motion under IX. F. for approval.

**C. Approval of Daytona Beach Campus Gale Lemerand Athletic Center Bldg. 310 Gym Floor and Bleacher Replacement**

Mr. Masters explained this renovation project will replace the bleachers and gymnasium floor. The contractor selected is Southeastern Surface and Equipment and will utilize piggyback cooperative agreements for a total of \$570,000 and an overall budget of \$625,000 for Phase II of this renovation.

**MOTION:** See motion under IX. F. for approval.

**D. Approval of Guaranteed Maximum Price DeLand Campus Bldg. 1 & Bldg. 8 Emergency Services Training Center Remodel**

Mr. Masters explained Charles Perry Partners, Inc and the College have negotiated a fee of \$5,391,233 for this remodel project. The total project is estimated to be \$6,680,000 and are requesting to use \$2,900,000 Capital Outlay & Debt Service (CO&DS) funds.

**MOTION:** See motion under IX. F. for approval.

**E. Approval of News-Journal Center Bldg. 810 Elevator Replacement**

Mr. Masters explained KONE Elevator was selected for this project which will replace the current elevator with a traction-style elevator. The quote submitted was \$351,000 and an overall budget of \$375,000 was requested for the total project.

**MOTION:** See motion under IX. F. for approval.

**F. Approval of News-Journal Center Bldg. 810 Roof Top Air Handlers Replacement**

Mr. Masters explained Johnson Controls was selected for this project which will replace the three units that have deteriorated due to age and proximity to ocean air. The quote submitted was \$881,717 and an overall budget of \$900,000 was requested for the total project.

**MOTION:** See motion under IX. F. for approval.

**G. Approval of Project Priority List**

Mr. Masters explained that to utilize Capital Outlay and Debt Services funds the College must annually submit for approval to the Division of Florida Colleges a list of projects and the priority assigned to each. Priority requests are:

- #1 - DeLand Campus - Emergency Services Training Center (\$6,605,184)
- #2 - Daytona Campus - Aircraft Airframe/Power Plant (\$25,380,026)
- #3 - ATC Campus - Welding & Advanced Welding Expansion (\$9,590,245)
- #4 - New Smyrna Beach/Edgewater Campus - Aerospace Technology, Avionics, HVAC and Welding Technology (\$19,459,76)

**MOTION:** (Dye/Lloyd) The District Board of Trustees approve Items IX. A-G, as presented. Motion carried unanimously.

**X. ACADEMIC AFFAIRS**

**A. Approval of New Program - Aviation Maintenance Management, A.S. Degree**

Dr. Long reviewed and presented for approval. She shared the College is working with Embry-Riddle on a location to offer the courses so the program can start Fall of 2026 instead of Fall 2027. There is a high demand for this type of technician for the area.

**MOTION:** (Lubi/Lupoli) The District Board of Trustees approve the proposed A.S. degree in Aviation Maintenance Management, effective Fall 2026. Motion carried unanimously.

**B. Approval of New Courses**

Dr. Long reviewed and presented for approval.

**MOTION:** (Dye/Kwiatek) The District Board of Trustees approve the proposed courses: ART2857 Exhibition and Career Strategies for Creative Media, AML2010 Early American Literature: Colonial Times to the Civil War, and AML2020 Late American Literature: The Civil War to the Present, effective Fall 2026. Motion carried unanimously.

**XI. INFORMATION TECHNOLOGY**

**A. Approval of Fixed Capital Outlay Funding - College-Wide Building Access Control**

Mr. Roberto Lombardo, Senior Vice President of Information Technology, shared the College received \$700,000 of the \$1.5 million requested from the Legislature for this project. The College will supplement with \$50,000 for a total project budget of \$750,000. The initiative aims to create a more secure, efficient and responsive campus environment. Some of the key features are external card access, building controls and lockdown capabilities for external entries. This initial funding should cover ten buildings.

**MOTION:** (Kwiatek/Lubi) The District Board of Trustees approve the College-wide Access Door Expansion project using the allocated Fixed Capital Outlay funds of \$700,000 and \$50,000 from institutional funds (Fund 7); and authorize the College to engage with established vendors to advance this initiative, contributing to a more secure, efficient, and responsive campus environment. Motion carried unanimously.

**XII. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Antonio Valley, SGA President; Rachael Dougherty, Administrators Council President; Jon Pinney, Co-Chair for Career and Professional Employee (CAPE) Council; and Dr. Karen Braley, Faculty Senate President.

**XIII. TIME RESERVED/BOARD CHAIR****A. Board Chair's Update**

Dr. Howard thanked Dr. Locklear for her years of service and complimented her skills and leadership, and how she will be greatly missed. He appreciated the workshop presentation and hearing the amazing stories from students which is a testament to the College's mission. He congratulated the athletic teams on their success. He commented on the press release about the Cyber Security program that got some great recognition and how this is a field that will get more important over time.

**B. Board Professional Development Opportunities**

Developmental opportunities were provided in the agenda as information.

**XIV. TIME RESERVED/BOARD MEMBERS**

Comments were shared by each of the trustees.

**XV. ADJOURN**

Meeting adjourned at 3:23 p.m.