

**MINUTES: May 13, 2021**

**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  
Mr. Bob Davis  
Mrs. Sarah Dougherty  
Mr. Randy Dye  
Mr. Lloyd Freckleton  
Mrs. Mary Ann Haas  
Mr. Robert Lloyd  
Mr. Garry Lubi**

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

Dr. LoBasso introduced Erin LeDuc, Center for Women and Men, who shared information about the programs offered by the Center which included Fresh Start, New Directions, Department of Justice's Office of Violence Against Women Campus Program, Childcare Access Means Parents in School (CCAMPIS), and the One-Stop Shop for Homeless and Food Insecurity Services.

**Board Meeting began 2:05 p.m.**

**I. CALL TO ORDER**

Dr. Howard called the meeting to order at 2:05 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 - POLICIES**

**A. Approval of First Reading – College Policies Sections 5-6**

Mr. Brian Babb, General Counsel, reviewed all policies in sections 5-6. He stated those that were not changing and explained any that had revisions. This review is in preparation for the College's ten-year accreditation visit.

**MOTION:** (Lubi/Holness) The District Board of Trustees approve the first reading of College Policies Section 5. Motion carried unanimously.

**MOTION:** (Freckleton/Haas) The District Board of Trustees approve the first reading of College Policies Section 6. Motion carried unanimously.

**VI. CONSENT AGENDA**

- A. Approval of 4/15/21 Board Retreat Minutes
- B. Approval of 4/15/21 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 Human Resource Recommendations
- J. Approval of Out of District Travel

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

**VII. TIME RESERVED/PRESIDENT**

**A. President's Update**

**Resolution of Appreciation: Mary Ann Haas**

Dr. LoBasso invited Mrs. Haas to join him and read the resolution of appreciation. Mrs. Haas' term on the Board will be ending this month.

WHEREAS, Mary Ann Haas has been a longtime friend and advocate of Daytona State College and the Volusia/Flagler County area, recognized for her integrity and contributions to the College, the community and the state in general; and

WHEREAS, through her work on the District Board of Trustees and as a retired district curriculum director of the Flagler County school system, she has been a champion of K-12 education and higher education; and

WHEREAS, she was appointed to the District Board of Trustees by Governor Charlie Crist in 2009, and subsequently reappointed in 2017 by Governor Rick Scott; and

WHEREAS, she served with distinction as Vice Chair from 2012 to 2013, and then as Chair from 2013 to 2014, and currently serves as the appointed trustee to the Daytona State College Foundation Board of Directors; and

WHEREAS, under her leadership, Daytona State College expanded opportunities for students with world-class facilities such as the Soccer Stadium, the Classroom Building at the Flagler/Palm Coast Campus, and the L. Gale Lemerand Student Center; and

WHEREAS, she has supported the mission of the College to provide access and emphasize academic success for all students; and

WHEREAS, she has supported access to and expansion of bachelor's degrees in Engineering Technology, Nursing, Information Technology and Accounting; and

WHEREAS, she has committed to safeguard the affordability of a college education in Florida, with a commitment to preserve the integrity of the state's 2 + 2 system; and

WHEREAS, she will forever be a lifelong friend of Daytona State College and the Florida College System.

NOW THEREFORE, BE IT RESOLVED that this Resolution of Appreciation for Mary Ann Haas is read into the official minutes of the May 13, 2021 meeting of the Daytona State College District Board of Trustees and that a signed copy of this document is presented at this time.

Mrs. Haas thanked Dr. LoBasso and shared she was honored to serve on the Board and will greatly miss everyone at the College.

### **Updates**

Dr. LoBasso shared things have been busy. The Lemerand Speaker Series was held virtually this year. He participated in the Florida Trend roundtable discussion and the Palm Coast-Flagler Regional Chamber's Strategic Planning Session. He shared news on the successful Palm Coast Songwriters Festival held at the Flagler/Palm Coast Campus. A Collaboration Council meeting was held with Volusia and Flagler superintendents and staff where they discussed additional partnerships and dual enrollment opportunities at the ATC. Hosted a luncheon meeting

with the new principal of Mainland High School, Dr. Joe Castelli, and how there may be opportunities for additional collaboration.

Dr. LoBasso shared the Women's Golf NJCAA Championship is in their last round at Plantation Bay and stopped by to watch them tee off. He heard they were currently in 2<sup>nd</sup> place. He shared the College is hosting this evening the Women's Soccer Regional Semi-Final tournament.

Dr. LoBasso explained graduation is May 19, 2021 and will be in-person but still different from the normal ceremony with limited participation. He thanked Dr. Howard and Mrs. Holness for representing the Board at the ceremonies. He shared the invitation was also extended to the 2020 graduates to provide them an opportunity to participate and be recognized at the in-person ceremony.

Dr. LoBasso shared the legislative session has concluded and are awaiting final approval by the Governor. If approved, the College should receive \$200,000 for the expansion of the Nursing Program in Flagler County and \$3.85 million to begin construction of the Deltona Campus building. The construction of this building will allow the College to offer the Nursing program, as well as other programs at this campus.

Dr. LoBasso stated staff are working to put together a comprehensive plan to provide some salary adjustments and raises which will be brought to the Board in June. He felt everyone has worked very hard this past year and was glad this could be presented to the Board for consideration.

**B. Approval of Strategic Plan One-Year Extension**

Dr. LoBasso shared in preparation for the College's 10<sup>th</sup> year reaffirmation of accreditation, the current plan was reviewed and in order to maintain continuity during the review period, the Planning Council recommended that it be extended for one year.

**MOTION:** (Davis/Haas) The District Board of Trustees approve the one-year extension of the current Strategic Plan, *Building on Excellence*. Motion carried unanimously.

**VIII. COLLEGE COUNSEL**

**A. Approval of Final Order and Joint Stipulation**

Mr. Babb thanked Mr. Lloyd for his time on this case and explained the matter will now move to federal court.

**MOTION:** (Haas/Holness) The District Board of Trustees approve the Final Order and Joint Stipulation re Kenneth Thorson v. Daytona State College. Motion carried unanimously.

## **IX. FACILITIES**

### **A. Approval of Architect Continuing Services Contracts**

Mr. Chris Wainwright, Associate Vice President of Facilities Planning, explained the renewal of architectural services is done every two years and received 15 responses through a Request for Qualification (RFQ). The selection committee reviewed and ranked the submissions and then selected the top three firms.

**MOTION:** (Freckleton/Lubi) The District Board of Trustees approve DJdesign Services, Inc., Housman Architecture, LLC and KMF Architects, for Architect Continuing Services and direct the President or his designee to enter into contracts, pursuant to the provisions of Florida Statute s. 287.055 for these services. Motion carried unanimously.

## **X. FINANCE**

### **A. Executive and Financial Summary Reports as of 4/30/21**

Mr. Martin Cass, Vice President for Finance, presented the financial report for the period ending April 30, 2021. 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, Recap of Major Project funding, and Summary of Major Capital Projects scheduled during the fiscal year and projects completed.

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

Mr. Cass presented as information.

### **C. Approval of Budget Transfer Request**

Mr. Cass explained the Governor's Executive Order declaring a state of emergency in response to COVID-19 provided colleges the flexibility to transfer funding that could be used for operational support if necessary. The College had over \$3 million in funds held back and with budget reductions and enrollment declines funds were transferred from Fund 7 to Fund 1 to support operations. The holdback funds have been released and they believe the funds can now be returned to Fund 7.

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

**XI. ACADEMIC AFFAIRS**

**A. Cost of Textbooks and Instructional Materials – Summer**

Dr. Amy Locklear, Provost, presented as information.

**XII. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Hilton Smith, Student Government Association President; Dr. Alycia Ehlert, Administrators Council President; Amanda Shroyer, Career Employees Association President; and Billie Jo Dunaway, Professional Council President. Dr. LoBasso read report submitted by Dr. Lavaughn Towell, Faculty Senate President. New incoming presidents: SGA - Adrienne Toles-Williams, Administrators Council – Alicia Alexander, and Faculty Senate – Paul Capps.

**XIII. TIME RESERVED/BOARD CHAIR**

*Order of agenda items changed*

**D. Board Professional Development Opportunities**

Developmental opportunities for the Board were listed in the agenda as information only.

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

Dr. Howard presented for approval.

**MOTION:** (Davis/Haas) The District Board of Trustees approve the President’s Employment Agreement, as presented. Motion carried unanimously.

Dr. Howard congratulated Dr. LoBasso and appreciated all he has done over the past year which was a year like no other. Dr. LoBasso thanked the Board for extending his contract and it was a privilege to serve. He was thankful to have the support of the Board and a great team to help him in moving the College forward.

**B. Approval of Daytona State College 2021/2022 District Board of Trustees Meeting Schedule**

Dr. Howard presented for approval.

**MOTION:** (Davis/Holness) The District Board of Trustees approve the Daytona State College District Board of Trustees meeting schedule for 2021-2022. Motion carried unanimously.

Dr. Howard explained if the Board would like to hear on a specific topic to let him or Dr. LoBasso know so it can be scheduled for an upcoming workshop.

**A. Board Chair's Update**

Dr. Howard shared with constituent presidents changing it was an honor to hear Mr. Smith provide remarks at a few of the events, and how he spoke with heart and passion on behalf of the students and wished him well on his future endeavors. He shared how Mrs. Haas would be missed and this was a tremendous loss to the Board. He shared how much they appreciated all she has done for the College.

*Agenda items returned to order.*

**XIV. TIME RESERVED/BOARD MEMBERS**

Comments were shared by the trustees. Mrs. Holness asked that materials be shared with the Board at the next meeting on what the College did for Community College Month.

**XV. ADJOURN**

Meeting adjourned at 3:03 p.m.