

**MINUTES:** January 16, 2025

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

**PLACE:** Daytona State College's  
DeLand Campus  
Bldg. 9, Room 119  
1155 County Road 4139  
DeLand, Florida

**PRESENT:** Dr. Thomas LoBasso, Corporate Secretary/President  
Bob Lloyd, Vice Chair  
Randy Dye  
Lloyd Freckleton  
Garry Lubi

**ABSENT:** Dr. Randall Howard, Chair  
Kelly Kwiatek

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

*Distributed via email 1/15/25 @ 5:22pm. Revised Agenda (Page 2). Made an official part of the minutes as Supplemental A: 1/16/25. Approval of Out of Country Request – Lopez memorandum (Page 44a). Made an official part of the minutes as Supplemental B: 1/16/25.*

**I. CALL TO ORDER**

Mr. Lloyd called the meeting to order at 2:04 p.m.

**II. PLEDGE OF ALLEGIANCE**

Conducted the Pledge of Allegiance.

**III. ROLL CALL**

Dr. Howard and Ms. Kwiatek were absent. All other trustees were present.

**IV. PUBLIC PARTICIPATION**

Mr. Lloyd 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 11/14/24 Board Meeting Minutes
- B. Approval of 12/17/24 Special Board Meeting Minutes
- C. Approval of Agreement
- D. Approval of Agreements - Affiliation
- E. Approval of Budget Amendments
- F. Approval of Deletion of Inventory Items
- G. Approval of Donation Items – Non-Cash
- H. Approval of Grant Applications

- I. Approval of Human Resource Recommendations
- J. Approval of Out of Country Travel – Clark
- K. Approval of Out of Country Travel – Lopez

**MOTION:** (Freckleton/Dye) The District Board of Trustees approve 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 wished everyone a Happy New Year and shared that the enrollment services area is busy preparing for the start of the Spring term and it is looking like there will be an 8% increase in enrollment. He shared Women's Soccer won the NJCAA Division I National Tournament. The College held a welcome back event for their return and thanked Trustee Freckleton for participating in the program and Trustee Kwiatek for attending. Head Coach Hope Clark was named Coach of the Year of the tournament. He shared that the Rocket League Esports Team made history by winning its second NJCAA national championship. The FAME (Federation of Advance Manufacturing Education) cohorts held their end of semester presentation. This is the only chapter in Florida and is a nationally recognized program modeled after Toyota's program. The College works with manufacturers and provides a paid experience training program to students in preparation for manufacturing careers. He shared of the ribbon cutting for the Smart Tiny House at the ATC was a collaborative effort with the College's construction, interior design, electrical, plumbing, and HVAC programs. Dr. LoBasso met with the Volusia and Flagler Legislative delegations to present the legislative funding priorities for the College. He thanked trustees for attending the ribbon cutting for the Law Enforcement Firing Range and felt this new facility will make the College a destination for emergency services training.

### **B. Approval of Revised Salary Administration Plan 2024-2025**

Dr. LoBasso explained the Salary Administration Plan was revised due to the Fair Labor Standards Act (FLSA) rule changes that became effective July 1 but have now been struck down by a federal judge.

**MOTION:** (Freckleton/Dye) The District Board of Trustees approve the revised 2024-2025 Salary Administration Plan. Motion carried unanimously.

**C. Student Award Presentation**

Dr. LoBasso recognized students who received awards at the 43<sup>rd</sup> Annual Florida Association for Student Success Conference. Kristena Allen and James Soto each received the Student Essay Scholarship Award. Xiuqin Zhu was honored with the English/Reading Student Success Scholarship Award.

**VIII. FINANCE**

**A. Executive and Financial Summary Report as of 12/31/24**

Mr. Marty Cass, Vice President of Finance, presented the financial report as of December 31, 2024. 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 19 major projects with an estimated cost of \$50.4 million.

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

Mr. Cass presented as information for the months of November and December.

**C. Approval of Deferred Maintenance**

Mr. Cass explained due to some sizeable maintenance projects there is a need to allocate additional funding for upcoming projects and repairs.

**MOTION:** (Freckleton/Dye) The District Board of Trustees authorize the College to allocate \$1,000,000 for ongoing deferred maintenance and repair projects from Capital Improvement Fees in Fund 7 for the remainder of fiscal year 2024-2025. Motion carried unanimously.

**IX. FACILITIES**

**A. Approval of Architectural/Design Services Contract Daytona Aircraft Airframe Mechanics & Aircraft Power Plant Mechanics**

Mr. Allen Masters, Associate Vice President of Facilities Planning, explained the Board approved the final ranking of firms in October and staff have negotiated the fees for the work and presented for approval.

**MOTION:** (Lubi/Freckleton) The District Board of Trustees approve the contract for Architectural/Design Services with Houseman Architecture for the Daytona Aircraft Airframe Mechanics & Aircraft Power Plant Mechanics Project in the amount of \$1,214,170, including reimbursables. Motion carried unanimously.

**B. Approval of Construction Management at Risk Services Daytona Aircraft Airframe Mechanics & Aircraft Power Plant Mechanics**

Mr. Masters reviewed and presented for approval.

**MOTION:** (Dye/Freckleton) The District Board of Trustees approve the below ranking for the Daytona Aircraft Airframe Mechanics & Aircraft Power Plant Mechanics New Building project and direct staff to move forward to negotiate the fee and enter into a contract pursuant to the provisions of Florida Statute 287.055, and subsequently submit the contract, include the negotiated fee, to the Board for approval at a future meeting. Motion carried unanimously.

<u>Firm</u>	<u>Ranking</u>
Barton Malow Builders	1 <sup>st</sup>
Perry-McCall Construction, Inc.	2 <sup>nd</sup>
The Haskell Company	3 <sup>rd</sup>

**C. Approval of Architectural/Design Services Contract DeLand Campus Building 1 & 8 Emergency Services Center Remodel**

Mr. Masters explained the Board approved the final ranking of firms in September and staff have negotiated the fees for the work and presented for approval.

**MOTION:** (Freckleton/Dye) The District Board of Trustees approve the contract for Architectural/Design Services with Spiegle Architectural Group, Inc. for the DeLand Campus Building 1 & Building 8 Emergency Services Training Center Remodel Project in the amount of \$394,250. Motion carried unanimously.

**X. ACADEMIC AFFAIRS**

**A. Approval of New Programs**

Dr. Jodi Long, Vice President of Academic Affairs, explained the B.S. in Radiologic and Imaging is a new program and is designed for Medical Imaging professionals who have A.S. degrees and want to acquire a baccalaureate degree for career advancement.

**MOTION:** (Lubi/Freckleton) The District Board of Trustees approve the B.S. in Radiologic and Imaging Science, Fall 2025. Motion carried unanimously.

**B. Approval of Major Program Revisions**

Dr. Long explained the program revisions have been made in response to curriculum framework changes made by the Florida Department of Law Enforcement.

**MOTION:** (Dye/Freckleton) The District Board of Trustees approve the Major Program Revisions – Correctional Officer Recruit Training, Vocational Certificate, effective Fall 2025. Motion carried unanimously.

**C. Approval of New Course**

Dr. Long explained faculty identified that there is a gap at times when students transfer to four-year universities as it relates to being prepared for research initiatives within courses. This new course will provide a foundational introduction to social science research.

**MOTION:** (Lubi/Freckleton) The District Board of Trustees approve the new course: ISS 1301 *Introduction to Social Research*, effective Fall 2025. Motion carried unanimously.

**D. Cost of Textbooks/Instructional Materials Spring 2025**

Dr. Long explained this is an information only item for the Board's review. The report provides prices on new, used, rentals, digital and subscriptions, and if a book will be used more than one semester.

**XI. ENROLLMENT MANAGEMENT**

**A. Approval of 2026-2027 Academic Calendar**

Dr. Erik D'Aquino explained having the 2026-2027 calendar in place assists with planning for financial aid and overall academic preparation for the following year. He reviewed dates and presented for approval.

**MOTION:** (Freckleton/Lubi) The District Board of Trustees approve the 2026-2027 Academic Calendar, as presented. Motion carried unanimously.

**XII. TIME RESERVED/CONSTITUENT HEADS**

Reports were presented by Natasha Powell, Student Government Association President; Enaris Inman, Administrators Council President; Jon Pinney, Career Employees Association President; Paul Capps, Faculty Senate President and April Brunning, Professional Council President.

**XIII. TIME RESERVED/BOARD CHAIR**

**A. Board Chair's Update**

Mr. Lloyd wished everyone a Happy New Year. He spoke of Attorney General Ashley Moody's U.S. Senate nomination and said there is no better champion for law enforcement than her. He spoke on today's ribbon cutting for the Law Enforcement Firing Range and how this state-of-the-art facility will be a wonderful addition to the College and the community. He enjoyed being part of this project from concept to the ribbon cutting and was very proud of this achievement.

**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 2:59 p.m.