

MINUTES: February 27, 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
Lloyd Freckleton
Kelly Kwiatek
Garry Lubi
Nellie Lupoli**

Board Workshop began at 1:00 p.m.

The workshop consisted of a tour of the Jeannie M. Goddard Center, an overview of programs held in that facility and a performing arts demonstration.

Board Meeting began at 2:04 p.m.

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. PUBLIC HEARING – POLICIES

A. Approval of First Reading – Policy 6.19 (Revised): President to Adopt Procedures on Leaves of Absence

Mr. Rodnie Marquez, College Counsel, explained military leave was recently updated by statute and the policy has been revised to reflect that it is in compliance as it relates to these language revisions.

MOTION: (Dye/Kwiatek) The District Board of Trustees approve the first reading of revised College Policy 6.19: President to Adopt Procedures on Leaves of Absence. Motion carried unanimously.

VI. CONSENT AGENDA

- A. Approval of 1/21/25 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 Grant Applications
- G. Approval of Human Resource Recommendations

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

VII. 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.

VIII. TIME RESERVED/PRESIDENT

A. President's Update

Dr. LoBasso shared there has been a big change in the federal government on administering financial aid which has caused quite a bit of change in programming that the College has had to undertake. Unfortunately, the programming has not worked well which has caused significant delays to some students receiving their student loans. He stated this was not the service the College wants to provide to its students and have invested quite a bit in a consulting organization that has been working on this issue. Progress is being made, and he is hopeful that everything will be resolved in the near future.

Dr. LoBasso shared he, along with over 30 employees, participated in the College's first Day of Service event. They worked with Habitat for Humanity on building a home and helping to stand up the walls on the next home. Spring Term has begun, and enrollment is up around 11% and thanked everyone involved in helping with this increase. He shared the Critical Incident Management Team held a tabletop exercise on suspicious packages and thanked Lou Marino, Director of Campus Safety, for leading the exercise. He shared of his trip to Tallahassee to meet with our legislative delegation and leadership on the College's legislative requests which were well received. He met with Boeing's Vice President,

in conjunction with Embry-Riddle, to learn about implementation of their new facility and how the College can play a role in training their workforce. He participated in the Daytona Regional Chamber's meeting with a prospect who is considering opening a microbrewery and restaurants in Daytona. He explained these were a few examples of the importance and impact the College has on the community in terms of economic development. The College had a successful financial audit and thanked Dr. Howard for attending. He shared the WISE program recently had Hyatt Brown as its guest speaker and Mr. Brown shared the history of the Brown and Brown organization. The Lemerand Speaker Series was just held and had alumni Emilie Schmitz, co-inventor of the Crockpocket, and Justine Knight, pastry chef and owner of Treats and Sweets Cakery, as the guest speakers. He shared about the Songwriters Showcase fundraiser held in the Hosseini Center. A half-day orientation session was held for new trustee, Nellie Lupoli, and hoped it was informative. Dr. LoBasso presented the Board with a commemorative t-shirt to kick off the inaugural game of the Women's Flag Football team that will be held at the Daytona State Stadium.

IX. FINANCE

A. Executive and Financial Summary Report as of 1/31/25

Mr. Marty Cass, Vice President of Finance, presented the financial report as of January 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 21 major projects with an estimated cost of \$60.4 million.

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

Mr. Cass presented as information.

C. Approval of Management of Campus Store Operations: Invitation to Negotiate ITN #25-007

Mr. Cass explained the College solicited proposals for the operation of the campus bookstore and will enter into negotiations with the three providers. Once a finalist is selected the College would then enter into formal contract negotiations with the awarded vendor.

MOTION: (Lubi/Lloyd) The District Board of Trustees authorize the College to enter into formal contract negotiations and finalize an agreement with the awarded vendor based on the following. Motion carried unanimously.

- Ability to provide financial incentives along with facilities and technology investments to ensure thriving campus store operations to meet the needs and demands of the college students, faculty, and staff.
- Ability to meet requests and requirements of the ITN.
- Acceptance of a Best and Final offer that secures an optimal agreement for both the College and the finalist.
- College will bring negotiated agreement to the District Board of Trustees for final approval at the next board meeting.

X. FACILITIES

A. Approval of Final Rankings – Construction Management at Risk – DeLand Campus Bldg. 1 & 8 Emergency Services Training Center Remodel

Mr. Allen Masters, Associate Vice President of Facilities Planning, reviewed and presented for approval.

MOTION: (Dye/Kwiatek) The District Board of Trustees approve the below ranking for the DeLand Campus Building 1 and Building 8 Emergency Services Training Center Remodel project and also approve the pre-construction fee and contract with Charles Perry Partners, Inc. in the amount of \$25,000. Motion carried unanimously.

| <u>Firm</u> | <u>Ranking</u> |
|---|-----------------------|
| Charles Perry Partners, Inc. | 1 st |
| D.E. Scorpio Corp. | 2 nd |
| Hedrick Brothers Construction Co., Inc. | 3 rd |

B. Approval of Final Rankings Construction Management at Risk Daytona Campus Multi-Purpose Athletic Field

Mr. Masters reviewed and presented for approval.

MOTION: (Lloyd/Kwiatek) The District Board of Trustees approve the below ranking for the Daytona Campus Multi-Purpose Athletic Field 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> |
|------------------------------|-----------------------|
| Scorpio Construction | 1 st |
| DPR Construction | 2 nd |
| Charles Perry Partners, Inc. | 3 rd |

XI. ACADEMIC AFFAIRS

A. Approval of Major Curriculum Revisions – Culinary Arts A.S. Certificate

Dr. Jodi Long, Vice President of Academic Affairs, reviewed proposed revisions that will enhance alignment with industry needs and streamline students' education experience. Effective Fall 2025. See motion under XI. F. for approval.

B. Approval of Major Curriculum Revisions – Electrical Apprentice - Union

Dr. Long reviewed revisions that will better align program with the apprenticeship standards. Effective Fall 2025. See motion under XI. F. for approval.

C. Approval of Major Curriculum Revisions – HVAC Technology and Mechanic Vocational Certificate

Dr. Long reviewed revisions that will improve scheduling efficiency, reduce high stakes testing, and enhance hands-on training. Effective Fall 2025. See motion under XI. F. for approval.

D. Approval of Major Curriculum Revisions – Digital and Interactive Media Production, A.S. Degree

Dr. Long reviewed revisions that will align the curriculum with evolving industry demands and provide students with more relevant and comprehensive skill set. Effective Fall 2025. See motion under XI. F. for approval.

E. Approval of Major Curriculum Revisions – Photographic Technology, A.S. Degree

Dr. Long reviewed revisions that will align the curriculum with evolving industry demands. Effective Fall 2025. See motion under XI. F. for approval.

F. Approval of New Curriculum – CAI1931 AI Application & Prompt Engineering

Dr. Long reviewed new curriculum that will equip students with skills to effectively communicate with AI language models, effective Fall 2025.

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

XII. ENROLLMENT MANAGEMENT

A. Approval of Revised 2025-2026 and 2026-2027 Academic Calendars

Dr. Erik D'Aquino, Vice President of Enrollment Services, explained the calendars have been revised to reflect the observation of Veterans Day as a college holiday.

MOTION: (Lubi/Lupoli) The District Board of Trustees approve the 2025-2026 and 2026-2027 Academic Calendars, as revised and presented. Motion carried unanimously.

XIII. TIME RESERVED/CONSTITUENT HEADS

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

XIV. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Dr. Howard shared of the great workshop and saw some exceptional student talent. He appreciated and thanked the faculty and staff for the work they do with the students. He welcomed the newest member to the Board, Nellie Lupoli, and believes she will be a great fit to the Board and commented on how well the Board works together. He reminded trustees when they are out and about in the community to promote the College's legislative priorities. He shared the joint venture with Embry-Riddle and Daytona State with regards to Boeing is a great opportunity and how it will play an important role in the state and the region with regards to aviation aerospace. He shared his support for the Men's Basketball team and will leave it in the hands of the College to determine the next steps to take.

B. Board Professional Development Opportunities

Developmental opportunities were provided in the agenda as information.

XV. TIME RESERVED/BOARD MEMBERS

Comments were shared by each of the trustees and all expressed their support of the Men's Basketball team.

XVI. ADJOURN

Meeting adjourned at 3:04 p.m.