

MINUTES: June 20, 2024

**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**

ABSENT: Lloyd Freckleton

Board Workshop began 1:02 p.m.

Dr. LoBasso introduced Dr. Amy Locklear, Executive Vice President and Provost who introduced members of the AI Governance Council that were presenting on the topic Artificial Intelligence: Academic and Business Applications. Presenters were Dr. Cheryl Kohen, Dean, Online Studies; Rich Vollaro, Chair, School of Communication; Dave Tatum, Director, Information Technology; and Candice Valle, Associate Director, Resource Development. The presentation covered the start of AI in higher education, best practices, general education skills; how to successfully implement AI, how AI is being used in health care, cybersecurity, business supervision and management, project management, and marketing. Shared examples of DSC marketing photos edited with AI and then asked the attendees to choose if photos shown of people were real or AI generated. They shared plans for the Summer which included discussing GenAI cases with industry partners, finalizing edits to college procedures and requiring all faculty to include GenAI usage statement in their syllabi. In the Fall, training for faculty and staff will align with updated procedures and will review/revise policies with Faculty Senate.

Board Meeting began 2:02 p.m.

Distributed via email 6/20/24 at 10:51am. Revised Deferred Maintenance/Personnel Proposal memo (Page 182). Made an official part of the minutes as Supplemental A: 6/20/24. Revised Annual Budget Exhibit D (Page 212). Made an official part of the minutes as Supplemental B: 6/20/24. Revised Annual Budget Exhibit D (Page 217). Made an official part of the minutes as Supplemental C: 6/20/24.

I. CALL TO ORDER

Dr. Howard called the meeting to order at 2:02 p.m.

II. PLEDGE OF ALLEGIANCE

Conducted the Pledge of Allegiance.

III. ROLL CALL

Mr. Freckleton was absent. All other 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 5/15/24 Board Meeting Minutes
- B. Approval of Agreements
- C. Approval of Agreements - Affiliation
- D. Approval of Agreements - Standard
- E. Approval of Budget Amendments
- F. Approval of Contractor Pre-qualification Certifications
- G. Approval of Deletion of Inventory Items
- H. Approval of Grant Applications
- I. Approval of Human Resource Recommendations
- J. Approval of Out of Country Travel – Jonathan Lopez

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

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 shared of events hosted by the College which included a community connect meeting at the New Smyrna Beach/Edgewater Campus that was attended by the business and industry and K-12 representatives; Florida College System Student Activities Association Annual Meeting and shared his term serving as president of this group just ended; and a Hungarian Summit which was well attended. He and Dr. Howard attended the Commissioner of Education's Summit with other Florida college presidents and board chairs. He shared the College is continuing to meet with Embry-Riddle on the airframe and power plant aviation maintenance partnership program. He stated with the start of

hurricane season the leadership team held a hurricane preparedness tabletop exercise that was beneficial. He showed a marketing video that was recently developed showcasing graduation and student success that can be used in a variety of different ways.

B. Approval of Salary Increase Proposal

Dr. LoBasso presented for approval the salary increase proposal which is outlined in the below chart. The chart reflects a tiered recurring salary increase between 3% and 5% for full and part-time permanent employees employed on or before April 1, 2024. This increase would take effect July 1, 2024.

MOTION: (Lloyd/Lubi) It is recommended that the District Board of Trustees approve the proposed recurring salary increases as specified below, which is included as a budgeted expense for fiscal year 2024-2025. Motion carried unanimously.

Chart 1 – Recurring Salary Increase Proposal effective July 1, 2024				
Type Of Employee	Salary Range	Actual % of Salary Increase	Total of Increase	Number of Employees
Part-Time Staff	Under \$38,700	5%	\$ 11,133	12
Full-Time Faculty & Staff	Under \$38,700	5%	\$ 402,566	236
Full-Time Faculty & Staff	\$38,700 - \$54,999	4%	\$ 499,759	278
Full-Time Faculty & Staff	Over \$54,999	3%	\$ 642,661	284
Total Effective 7/1/2024			\$ 1,556,119	810

C. Approval of Salary Administration Plan 2024-2025

Dr. LoBasso explained the plan is updated annually and presented to the Board and presented for approval.

MOTION: (Kwiatek/Lloyd) The District Board of Trustees approve the 2024-2025 Salary Administration Plan, effective July 1, 2024. Motion carried unanimously.

VIII. FINANCE

A. Executive and Financial Summary Report as of 5/31/24

Mr. Cass presented the financial report as of May 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 14 major projects with an estimated cost of \$45.8 million.

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

Mr. Cass presented as information.

C. Approval of Write-Off of Uncollectible Accounts Receivables – Student Accounts

Mr. Cass explained the College has exhausted efforts to collect student debt from 2020-2021 academic year through activities that include letters, phone calls, and collection agencies. The outstanding debt is written off after three years and the uncollectible amount represents only 0.04% of student fee revenues for that year. He shared the write off amount was the lowest ever because the College was able to utilize emergency HEERF funds to pay off student debt. The College was able to recover over \$69,000 this fiscal year that was previously written off.

MOTION: (Lubi/Lloyd) The District Board of Trustees approve the write-off of uncollectible accounts receivables in the amount of \$11,608.84 for fiscal year 2023-2024. Motion carried unanimously.

D. Approval of Recertification Agreements, Use of Space and Personnel Cost - DSC Foundation and DSC Housing Authority

Mr. Cass explained per F.S. 1004.70, the College is required to annually bring forward for approval the personnel costs and use of space for the Foundation and DSC Housing Corp.

MOTION: (Lloyd/Kwiatek) The District Board of Trustees approve the re-certification agreements, use of space and personnel costs for the DSC Foundation and DSC Housing Corporation. Motion carried unanimously.

E. Approval of Deferred Maintenance/Personnel Funding Proposal

Mr. Cass explained this request will provide funding for ongoing maintenance projects for all campuses and salary/benefits for the Facilities Planning department.

MOTION: (Lloyd/Lubi) The District Board of Trustees authorize the College to allocate \$4,511,553 (\$2,225,000 for renovation and remodeling, \$1,750,000 for maintenance and repair, and \$536,553 for salary/benefits) for ongoing deferred maintenance projects and Facilities Planning salaries and fringe benefits from the Board Designated Reserve in Fund 7 for FY'2024-25. Motion carried unanimously.

F. Approval of Budget Transfer Requests

Mr. Cass explained at year-end the College assesses areas of need that require funding and presented the two requests below. He will report back to the Board on the exact transfer amounts that were made.

Request 1: Funding: Fund 1 to Fund 7 Capital Projects Fund (Board Designated Reserves)
Amount: Up to \$5,000,000
Description: Provide future funding for necessary renovations/remodels and support for new capital projects due to limited Public Education Capital Outlay (PECO) funding.

Request 2: Funding: Fund 1 to Fund 3 Unallocated Reserves
Amount: Up to \$2,000,000
Description: Non-state revenue sources (i.e. facilities rentals, tower leases, etc.) to provide funding for future college initiatives which may include student scholarships, athletic facilities, etc.

MOTION: (Lubi/Kwiatek) The District Board of Trustees approve the transfer of funds as outlined above. Motion carried unanimously.

G. Approval of 2024-2025 Annual Budget

Mr. Cass reviewed the budget planning/design principles; description of fund accounts; budget priorities; summary of key budget points which included no increase to student tuition in 14 years; non-recurring appropriation for Auto Service Tech Program, Fire Fighting Breathing Apparatus, EMS Training Equipment, DeLand Law Enforcement and Emergency Services Training Center and Airframe/Power Plant.

Mr. Cass shared there were three student fee updates:

- Access Fees increased from \$1.28 per credit hour to \$1.50
- Graduation Fee increased from \$25 to \$30 for degrees/\$15 to \$20 for certificates
- Other Web Enhanced Lab Fee (WE) increased from \$24 to \$25 per course

Mr. Cass reviewed student tuition rates which remain unchanged for both lower and upper divisions. He reviewed student enrollment, projected revenue, expenditures and estimated fund balance; comparison of state appropriations for 2023/2024 and 2024/2025. He reviewed a comparison of projected Fund 1 Revenues to Expenses, Capital Outlay Budget Fund 7; and summary of budgets, transfers and fund balances for Funds 1-7. He reviewed the year-end account transfers that are part of the annual budget and consisted of the following:

Grant Matching	\$500,000	Fund 1 to Fund 2
WDSC Operational Fund	\$300,000	Fund 1 to Fund 2
Scholarships for Athletics	\$750,000	Fund 3 to Fund 5

Marketing/Hospitality/Tuition Reimbursement	\$700,000	Fund 3 to Fund 1
Debt Services/Sun Trust Loan	\$326,952	Fund 3 to Fund 8
Debt Services/Sun Trust Loan	\$982,554	Fund 7 to Fund 8

MOTION: (Lloyd/Lubi) The District Board of Trustees approve Daytona State College Annual Operating Fund 1 Budget, Fund 7 Capital Outlay Budget for Fiscal Year 2024-2025, transfers and student fee updates identified above. Motion carried unanimously.

Personnel Costs	\$75,292,974
Current Expense	22,848,451
Capital Outlay	1,897,309
Non-recurring Special Projects (Auto Svc Tech, Firefighting Equip & EMS Training Equip)	2,611,000
Total:	\$ 102,649,734

IX. FACILITIES

A. Approval of Daytona Campus Hurricane Ian Roof Damage and Replacement Wetherell Center (Bldg. 100) Final Completion and Final Payment

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

MOTION: (Lubi/Dye) The District Board of Trustees approve final payment and release of retainage for the Daytona Campus Hurricane Ian Roof Damage and Replacement, Wetherell Center (Building 100) project in the amount of \$112,526.95 be made to Garland/DBS, Inc. Motion carried unanimously.

B. Approval of News-Journal Center Hurricane Ian Damage Exhaust Fan Replacements Final Completion and Final Payment

Mr. Masters reviewed and presented for approval.

MOTION: (Kwiatek/Lloyd) The District Board of Trustees approve final payment for the Hurricane Ian Damage, News-Journal Center Exhaust Fan Replacements project in the amount of \$105,933.66 be made to Vista Cooling Services. Motion carried unanimously.

C. Approval of Pre-Construction Purchase Orders, DeLand Campus Tactical Pavilion, P.T. Course and Driving Pad

Mr. Masters reviewed and presented for approval.

MOTION: (Lubi/Lloyd) The District Board of Trustees approve the following preconstruction purchase order to Kalex Steel Buildings, Corp. in the amount of \$378,567 for a Prefabricated Metal Building for the Deland Campus Tactical Training Pavilion, P.T. Course and Driving Pad through the approved Charles Perry Partners CM at risk contract. Motion carried unanimously.

D. Approval of Guaranteed Maximum Price (GMP) Deltona Campus Welding Lab

Mr. Masters reviewed the project and shared Ajax Building Company, LLC was selected to provide CM at Risk services for this project. The total project budget is \$2,505,849.

MOTION: (Lubi/Dye) The District Board of Trustees approve the Guaranteed Maximum Price for the construction phase in the amount not to exceed \$1,849,799 for the Deltona Campus Welding Lab Project and to be funded from Fund 7 Board Designated Reserves. Motion carried unanimously.

E. Approval of Daytona Campus High Voltage Upgrade Phase II

Mr. Masters explained this is phase II of a multi-phase project to upgrade the high voltage on the Daytona Campus.

MOTION: (Kwiatek/Lloyd) The District Board of Trustees approve a budget of \$600,000 for Phase II, part A of the Daytona Campus High Voltage Upgrade Project. Motion carried unanimously.

F. Approval of Mandated Elevator Updates/Repairs

Mr. Masters explained the updates/repairs are for the continued operation of thirty-six elevators and this is year two of a three-year plan.

MOTION: (Lloyd/Kwiatek) The District Board of Trustees approve the year two (2) estimated cost of \$998,000 with Kone Elevator to bring all the elevators up to current codes and safety standards to be funded from Fund 7 Board Designated Reserves. Motion carried unanimously.

G. Approval of Capital Improvement Program (CIP) 2025-2026 Through 2027-2028

Mr. Masters reviewed the Capital Improvement Plan which is presented each year. Projects are developed and prioritized for the next three-year cycle based upon the needs set forth in the Educational Plant Survey.

Priority/Project	2025-26	2026-27	2027-28
N/A - Maintenance & Repairs	\$5,458,000	\$3,708,000	\$3,708,000
1 – Aircraft Airframe/Power Plant Daytona Beach Campus	\$17,251,578		
2 – Emergency Services Training Center DeLand Campus	\$3,280,869		
3 – Welding & Advanced Welding Expansion ATC Campus	\$9,590,245		
4 –Art Engineering, Commercial Photography, Digital Media, Photographic Technology & Creative Workforce Training Daytona Beach Campus	\$60,421,943		

MOTION: (Lloyd/Lubi) The District Board of Trustees approve the Capital Improvement Program for 2025-2026 through 2027-2028 for submittal to the Division of Florida Colleges on June 30, 2024. Motion carried unanimously.

H. Approval of 2023-2024 State Requirements for Educational Facilities Inspection (SREF)

Mr. Masters explained an inspection of building and grounds is required by the State and is done annually by independent inspectors who concentrate on three areas – fire safety, casualty/sanitation and portables. He reviewed the summary of findings and presented for approval.

MOTION: (Lloyd/Lubi) The District Board of Trustees approve the 2023-2024 SREF inspection report. Motion carried unanimously.

X. ACADEMIC AFFAIRS

A. Approval of 2024-2025 Lab Fee Recommendations

Dr. Amy Locklear, Executive Vice President and Provost, explained overall there are approximately 425 courses that have lab fees. This recommendation includes deletions, decreases, increases and new lab fees, which came to a total of twenty-six (26).

MOTION: (Kwiatek/Dye) The District Board of Trustees approve the lab fee recommendations as presented, effective Fall 2024. Motion carried unanimously.

B. Approval of State Mandated Changes – General Education Curriculum

Dr. Locklear explained some of the course descriptions were adjusted and the amended list ensures compliance with State statutes and rules.

MOTION: (Lubi/Dye) The District Board of Trustees approve the general education courses for the A.A., baccalaureate, and A.S. programs, effective Fall 2024. Motion carried unanimously.

C. Approval of Major Curriculum Revisions, Massage Therapy, Vocational Certificate

Dr. Locklear explained it is anticipated that the State will reduce the number of hours required for licensure to 650. By aligning the College's program with the State requirement will also allow the program to remain eligible for Title IV student loan funding.

MOTION: (Lloyd/Kwiatek) The District Board of Trustees approve the Major Curriculum Revisions – Massage Therapy, Vocational Certificate, effective Fall 2024. Motion carried unanimously.

D. Approval of Course Deletions

Dr. Locklear reviewed and presented for approval.

MOTION: (Kwiatek/Lubi) The District Board of Trustees approve course deletions, as presented, effective for the 2024-2025 academic year. Motion carried unanimously.

XI. 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 Gina Clark, Professional Council President.

XII. TIME RESERVED/BOARD CHAIR

A. Approval of Deferred Compensation Plan

Dr. Howard explained in a previous meeting the Board approved terminating the existing Deferred Compensation Plan and have legal counsel create a new plan which is now being presented for approval.

MOTION: (Lubi/Lloyd) The District Board of Trustees approve the Deferred Compensation Plan, as presented. Motion carried unanimously.

B. Board Chair's Update

Dr. Howard commended the College on not raising tuition in 14 years and how it was the only College that reduced tuition one year. He shared that to still be able to offer salary increases to employees was an amazing testament to the College's leadership. The College has kept quality and students at the top of its focus and stated this was the most important message and is one reason that salary increases are well deserved. He spoke on the news release regarding the College's Law Enforcement

Academy and how it has 100% job placement rate and how having new facilities will keep the quality of this program the best in the state. He thanked everyone for always keeping students first and maintaining quality.

C. Board Professional Development Opportunities

Developmental opportunities were provided in the agenda as information.

XIII. TIME RESERVED/BOARD MEMBERS

Comments were shared by the trustees.

XIV. ADJOURN

Meeting adjourned at 3:26 p.m.