

MINUTES: May 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 Southeast Museum of Photography.

Board Meeting began at 2:03 p.m.

Distributed via email 5/22/25 @ 8:35am. Amendment Number Two to President's Employment Contract (Attachment 19) (pages 208-208b). Made an official part of the minutes as Supplemental A: 5/27/25.

I. CALL TO ORDER

Dr. Howard called the meeting to order at 2:03 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 Second Reading – Policy 1.02 (Revised): Institutional Mission Statement

Rodnie Marquinez, College Counsel, explained the Board previously revised the Mission Statement but it was never updated in College Policy.

MOTION: (Lubi/Lupoli) The District Board of Trustees approve the second and final reading of revised College Policy 1.02: Institutional Mission Statement. Motion carried unanimously.

VI. CONSENT AGENDA

- A. Approval of 4/23/25 Board Retreat Minutes
- B. Approval of 4/23/25 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 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 hoped the trustees enjoyed the workshop which was a tour of the Southeast Museum of Photography. He shared the Museum is not only an asset to the College and its students, but to the community.

He shared of his meeting with Boeing and Embry-Riddle Aeronautical University to talk about Boeing's relocation and how Daytona State can help with their needs. He shared the Athletic Banquet was held and thanked Dr. Howard and Mr. Freckleton for attending. Mr. Freckleton received a special recognition as the number one fan and received a signed soccer ball from the Women's Soccer team. The College hosted the 7th Songwriters Festival and held the ribbon cutting for the expanded Amphitheater which was well attended. The Foundation hosted their annual Cork and Fork event which had a record-breaking attendance of almost 400 people.

Dr. LoBasso stated the Women's Flag Football team, in their inaugural year, made it to the national championship but unfortunately came up short. He shared how that was quite a run for the first year and gave kudos to the team. He thanked trustees for attending the commencement ceremonies and what joy it was to watch students crossing the stage.

This year the College graduated a few students from its new Bachelor's of Science in Cardiopulmonary Science program. He shared of his visit to the airport to further discuss potential locations of the airframe and power plant building.

IX. COLLEGE COUNSEL

A. Approval of Easement – Daytona Beach Campus - Florida Power & Light

Mr. Marquinez reviewed and presented for approval.

MOTION: (Freckleton/Lloyd) The District Board of Trustees approve the easement with Florida Power & Light for the re-routing of primary and new underground transformer on Daytona Beach Campus for the Residence Hall II project. Motion carried unanimously.

B. Approval of Easement – ATC – Peoples Gas System, Inc.

Mr. Marquinez reviewed and presented for approval.

MOTION: (Freckleton/Kwiatek) The District Board of Trustees approve the easement with Peoples Gas System, Inc. for the natural gas line at the ATC for a new generator. Motion carried unanimously.

X. FINANCE

A. Executive and Financial Summary Report as of 4/30/25

Mr. Marty Cass, Vice President of Finance, presented the financial report as of April 30, 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 24 major projects with an estimated cost of \$84.7 million.

Discussed the completion of the multi-purpose field and may need a special board meeting called to approve the GMP if it isn't ready for the June meeting. Dr. Howard suggested language could be crafted where the Board could approve an "up to a certain amount" to keep the project moving forward.

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 each year the College will bring forward the uncollectible student accounts receivable to the Board. He shared the College has exhausted all measures to collect these funds and are now being written-off. He shared the collection efforts include sending due diligence letters, phone calls, and then referred to collection agencies. The uncollectible amount for 2024-2025 represents only 0.10% of the gross student fees. The College was able to collect over \$38,000 for accounts previously written off. He shared how HERF funding has helped with student debt and kept the write-offs low, but that funding has ended and anticipates seeing the write-offs increase next year.

Discussed if it would be beneficial to pursue collecting through the courts.

MOTION: (Lubi/Freckleton) The District Board of Trustees approve the write-off of uncollectible account receivables in the amount of \$31,705.38 for fiscal year 2024-2025 . Motion carried unanimously.

XI. FACILITIES

A. Approval of Architect Continuing Services

Mr. Allen Masters, Associate Vice President of Facilities Planning, explained every three-five years the continuing service contracts for architectural services are brought forward and six firms are being recommended.

MOTION: (Lupoli/Lloyd) The District Board of Trustees approve DLR Group, Inc., Houseman Architecture, LLC., HuntonBrady Architects, IMEG Consultants Corp., PQH Group Design, Inc., and Spiezle Architectural Group, Inc. for Architect Continuing Services and direct the President or his designee to enter into agreements, pursuant to the provisions of Florida Statute s.287.055 for these services. Motion carried unanimously.

B. Approval of Aircraft Airframe Mechanics & Aircraft Power Plant Mechanics Contract

Mr. Masters shared the Board approved the final ranking of prequalified construction firms in January and have now negotiated the pre-construction phase fee and contract.

MOTION: (Lupoli/Kwiatek) The District Board of Trustees approve the contract for Construction Management at Risk Services with Barton Malow Builders for the pre-construction phase of the Daytona Aircraft Airframe Mechanics & Aircraft Power Plant New Building project in the amount of \$97,785. Motion carried unanimously.

XII. ACADEMIC AFFAIRS

A. Cost of Textbooks and Instructional Materials - Summer

Dr. Jodi Long, Vice President of Academic Affairs, presented as information.

XIII. TIME RESERVED/CONSTITUENT HEADS

Reports were presented by Enaris Inman, Administrators Council President via email; April Brunning for Career and Professional Employee (CAPE) Council; and Paul Capps, Faculty Senate President.

XIV. TIME RESERVED/BOARD CHAIR

A. Approval of Amendment to President's Employment Contract

Dr. Howard shared Dr. LoBasso has agreed to extend his contract another year and thanked Dr. LoBasso for his leadership and was grateful for all he does.

MOTION: (Dye/Kwiatek) The District Board of Trustees approve Amendment Number Two to the President's Employment Contract, as presented. Motion carried unanimously.

B. Approval of Daytona State College 2025/2026 District Board of Trustees Meeting Schedule

Dr. Howard presented for approval.

MOTION: (Lloyd/Kwiatek) The District Board of Trustees approve the 2025/2026 meeting schedule. Motion carried unanimously.

C. Board Chair's Update

Dr. Howard thanked Dr. LoBasso again for all he does for the institution. He thanked the faculty and staff for their work and shared commencement is one of his favorite ceremonies and how exciting it was to see the proud students and parents. He shared there is no better investment than higher education to change the life of a student and their families. He shared what a pleasure it was to be associated with the Board and how they are a very diverse group with their backgrounds and thoughts. He appreciates the Board asking questions and how this may improve some small aspect of what the College is doing. He looked forward to another great year.

D. 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.

XVI. ADJOURN

Meeting adjourned at 2:44 p.m.