

MINUTES: June 12, 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
Nellie Lupoli

ABSENT: Garry Lubi

Board Workshop began at 1:00 p.m.

The workshop consisted of a tour of academic programs in the Health Sciences Hall.

Board Meeting began at 2:04 p.m.

Distributed via email 6/9/25 @ 5:36pm. Revised Annual Budget pages (pages 163,173,180). Made an official part of the minutes as Supplemental A: 6/12/25.
Distributed via email 6/11/25 @ 10:27am. Revised Annual Budget pages (pages 174 and 179). Made an official part of the minutes as Supplemental B: 6/12/25. Distributed via email 6/12/25 @ 8:56am. Revised Annual Budget pages (pages 166,175,177,179, 180,185,194). Made an official part of the minutes as Supplemental C: 6/12/25.
Approval of Estimated Guaranteed Maximum Price (GMP) Daytona Campus Multi-Purpose Athletic Field memorandum. (page 224). Made an official part of the minutes as Supplemental D: 6/12/25. Distributed via email 6/12/25 @ 10:55am. Revised CIP memo and attachment (pages 196 and 199). Made an official part of the minutes as Supplemental E: 6/12/25.

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

Mr. Lubi was absent. All the 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 5/27/25 Board Meeting Minutes
- B. Approval of Agreements - Standard
- C. Approval of Budget Amendments
- D. Approval of Donation Items – Non-Cash
- E. Approval of Contractor Pre-qualification Certifications
- F. Approval of Deletion of Inventory Items
- G. Approval of Grant Applications
- H. Approval of Human Resource Recommendations

MOTION: 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. No donations this month.

VII. TIME RESERVED/PRESIDENT

A. President's Update

Dr. LoBasso thanked the Board for spending the extra time reviewing the budget with him and thanked Mr. Cass and his Finance team for their work. He participated in the Florida Chamber of Commerce's Prosperity Summit and served on its Steering Committee, along with Trustee Lupoli. He thanked Trustee Lloyd for joining him at the Commissioner's Summit in Miami. He hosted Executive Vice Chancellor Clifford Humphrey and provided a half-day tour of the campus and stated this was a good opportunity to showcase what Daytona State does.

B. Approval of Salary Increase Proposal

Dr. LoBasso presented the Salary Increase Proposal for approval. He shared the College is doing well and enrollment is very strong and this raise will certainly be appreciated by the employees.

MOTION: (Lupoli/Kwiatek) The District Board of Trustees approve the proposed recurring salary increases as specified below, which is included as a budgeted expense for fiscal year 2025-2026. Motion carried unanimously.

Type Of Employee	Actual % of Salary Increase	Total of Increase	Number of Employees
Part-Time Staff	4%	\$ 9,251	16
Full-Time Faculty & Staff	4%	\$ 1,725,986	792
Total Effective 7/1/2025		\$ 1,733,237	808

C. Approval of Salary Administration Plan 2025-2026

Dr. LoBasso presented for approval.

MOTION: (Freckleton/Kwiatek) The District Board of Trustees approve the 2025-2026 Salary Administration Plan, effective July 1, 2025. Motion carried unanimously.

Dr. LoBasso noted that the legislative session has not concluded yet so it is likely they will bring back budget adjustments at the August meeting.

VIII. FINANCE

A. Executive and Financial Summary Report as of 5/28/25

Mr. Marty Cass, Vice President of Finance, presented the financial report as of May 28, 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 23 major projects with an estimated cost of \$82.2 million.

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

Mr. Cass presented as information.

C. 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 recertification agreements, use of space and personnel costs for the Foundation and DSC Housing Corp.

MOTION: (Freckleton/Dye) 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.

D. 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/Freckleton) The District Board of Trustees authorize the College to allocate \$5,307,362 (\$2,225,000 for renovation and remodeling, \$2,500,000 for maintenance and repair, and \$582,362 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 2025-26. Motion carried unanimously.

E. 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 at the next meeting 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 \$6,000,000
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: (Freckleton/Lloyd) The District Board of Trustees approve the transfer of funds as outlined above. Motion carried unanimously.

F. Approval of 2025-2026 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 15 years.

Mr. Cass shared there were two student fee updates:

- Assessment Fee increased from \$34 to \$35 for one-time assessment.
- Graduation Fee increased from \$30 to \$32 for degrees and \$20 to \$22 for certificates

Mr. Cass reviewed student tuition rates which remain unchanged for both lower and upper divisions. He reviewed other student fees, student enrollment, projected revenue, expenditures and estimated fund balance; comparison of state appropriations for 2024/2025 and 2025/2026. 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	\$380,000	Fund 1 to Fund 2
Scholarships for Athletics/Other Student Population	\$750,000	Fund 3 to Fund 5
Marketing/Hospitality/Tuition Reimbursement	\$710,000	Fund 3 to Fund 1
Multi-Purpose Field	\$2,100,000	Fund 3 to Fund 8
Debt Services/Sun Trust Loan	\$323,936	Fund 3 to Fund 8
Debt Services/Sun Trust Loan	\$654,830	Fund 7 to Fund 8

He noted that the WDSC Operational Fund was originally \$300,000 but now reflects \$380,000.

MOTION: (Freckleton/Dye) The District Board of Trustees approve Daytona State College Annual Operating Fund 1 Budget, Fund 7 Capital Outlay Budget for Fiscal Year 2025-2026, transfers and student fee updates identified above. Motion carried unanimously.

Personnel Costs	\$82,247,699
Current Expense	23,560,741
Capital Outlay	1,355,231
Total:	\$ 107,163,671

IX. FACILITIES

A. Approval of Mandated Elevator Updates/Repairs

Mr. Allen Masters, Associate Vice President of Facilities Planning, explained the College has 36 elevators and are in need of continuing maintenance and presented for approval.

MOTION: (Kwiatek/Dye) The District Board of Trustees approve year three (3) estimated cost of \$655,000 with Kone Elevator to bring all elevators up to current codes and safety standards to be funded from Fund 7 Board Designated Reserves. Motion carried unanimously.

B. Approval of Capital Improvement Program (CIP) 2026-2027 through 2028-2029

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	2026-27	2027-28	2028-29
N/A - Maintenance & Repairs	\$12,340,000	\$15,635,000	\$16,680,000
1 - Aircraft Airframe/Power Plant - Daytona Beach	\$19,020,767		
2 - Center for Aerospace and Advanced Technical Education - Aero Space Technology, Avionics, HVAC and Welding Technology	\$19,459,791		
3 - Art Engineering, Commercial Photography, Digital Media, Photographic Technology & Creative Workforce Training Daytona Beach Campus	\$62,514,914		
4 - Welding & Advanced Welding Expansion ATC Campus	\$14,791,587		

MOTION: (Kwiatek/Lupoli) The District Board of Trustees approve the Capital Improvement Program for 2026-2027 through 2028-2029 for submittal to the Division of Florida Colleges on June 30, 2025. Motion carried unanimously.

C. Approval of 2024-2025 State Requirements for Educational Facilities Inspection (SREF)

Mr. Masters explained there are annual inspections of buildings and grounds to evaluate compliance with safety standards. Many issues found have been resolved.

MOTION: (Dye/Kwiatek) The District Board of Trustees approve the 2024-2025 SREF Inspection Report. Motion carried unanimously.

D. Approval of Estimated Guaranteed Maximum Price (GMP) Daytona Campus Multi-Purpose Athletic Field

Mr. Masters explained in February Scorpio Construction was selected as the top ranked firm for Construction Management at Risk Services on the

multi-purpose field project. An estimated GMP was developed by Scorpio so that the project can continue to move forward.

MOTION: (Kwiatek/Lupoli) The District Board of Trustees approve the estimated Guaranteed Maximum Price for the construction phase to Scorpio Construction in the amount not to exceed \$4,266,315 for the Daytona Campus Multi-Purpose Athletic Field project, with a revised total project budget of \$4.9 million. Motion carried unanimously.

X. ACADEMIC AFFAIRS

A. Approval of 2025-2026 Lab Fee Recommendations

Dr. Jodi Long, Vice President of Academic Affairs, presented for approval. There are 447 courses with lab fees which are reviewed annually by the respective departments. The recommendation includes deletions, decreases, increases and new lab fees. The costs for consumable items and services for all lab fees are itemized and justification included.

MOTION: (Dye/Kwiatek) The District Board of Trustees approve the lab fee recommendations as presented, effective Fall 2025. Motion carried unanimously.

B. Approval of Course Deletions

Dr. Long stated if courses are not offered after a five-year period, then they are removed from the catalog. Curriculum revisions also affect the removal of courses.

MOTION: (Kwiatek/Freckleton) The District Board of Trustees approve the course deletions, as presented, effective for the 2025-2026 academic year. Motion carried unanimously.

C. Approval of State Mandated Changes – General Education Curriculum

Dr. Long explained per statute, the Board is required to annually review and approve the general education course offerings.

MOTION: (Kwiatek/Lupoli) The District Board of Trustees approve the general education courses for the A.A., baccalaureate, and A.S. programs, effective for the 2026-2027 academic year. Motion carried unanimously.

XI. TIME RESERVED/CONSTITUENT HEADS

Dr. LoBasso gave an update on SGA President Natasha Powell. Reports were then presented by Enaris Inman, Administrators Council President; Jon Pinney, for Career and Professional Employee (CAPE) Council; and Paul Capps, Faculty Senate President.

XII. TIME RESERVED/BOARD CHAIR

A. Board Chair's Update

Dr. Howard enjoyed the tour of Health Sciences Hall and commented that those presenting had a very consistent theme of having more applicants than they have seen in the past. These programs have incredibly high pass rates and he appreciated the enthusiasm of the those that gave the tour and the examples of how they are working to find creative ways to solve capacity constraints.

B. Board Professional Development Opportunities

Developmental opportunities were provided in the agenda as information.

XIII. TIME RESERVED/BOARD MEMBERS

Comments were shared by each of the trustees.

XIV. ADJOURN

Meeting adjourned at 3:15 p.m.