



Excellence • Integrity • Success • Equity • Community

DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

THURSDAY, APRIL 25, 2024 - 12:00 NOON

FACILITATED FROM THE WEST CAMPUS

10230 RIDGE ROAD, NEW PORT RICHEY

CONFERENCE CENTER R151

A. GENERAL FUNCTIONS

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance and Invocation
 - 1.3.1 Vision Statement and Mission Statement
- 1.4 Recognition and Introduction of New Trustees
- 1.5 Recognition of President's Guests
 - 1.5.1 Courtney Dominique, Makiyo Lin, Christopher Lightfoot, Nix Torres, and Kyle Silver, In Recognition of Their Attendance at the NACCE STEM/SHIFT Innovation Summit 2024
- 1.6 Hearing of Citizens and Petitions
- 1.7 Approval, Minutes/February 20, 2024; Consent and Hand-Out Agenda Items
- 1.8 Public Hearing and Adoption of Board Rules/Policies
 - 1.8.1 6Hx19-6.41 Student Ombudsman
- 1.9 President's Report
- 1.10 Trustee Development/Association of Community College Trustees (ACCT)

APPROVAL/RATIFICATION & INFORMATION ITEMS

B. PERSONNEL

- 2.1 Approval, Request for Continuing Contract
- 2.2 Approval, Authorization of Reduction in Workforce Measures and Organizational Restructuring Strategies for Enhanced Efficiency and Adaptability

C. ACADEMIC AFFAIRS

- 3.3 Summer Camps
- 3.4 Money Back Guarantee
- 3.5 Articulation Agreements between Fred K. Marchman Technical College and PHSC
- 3.6 Articulation Agreements between Wilton Simpson Technical College and PHSC
- 3.7 2024-2025 Home School and Private/Non-Public School Template Dual Enrollment Agreements
- 3.8 2024-2025 Catalog and Student Handbook
- 3.9 Catalog/Program Changes

D. FACILITIES

- 4.3 East Campus STEM Building Change Order

E. FINANCIAL SERVICES

- 5.7 FY 2023-2024 Operating Budget Summary
- 5.8 Approval, Budget Amendments, 2023-2024
 - 5.8.1 Fund 2 Current Restricted
- 5.9 Financial Statement Audit
- 5.10 Bright Futures Scholarship and Student Assistance Grant Programs

F. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.1 2024 Sports Camps
- 6.2 Enrollment Update

G. ADVANCEMENT/FOUNDATION

- 7.1 2024 Distinguished Alumni Award

H. TRUSTEE REMARKS

I. ADJOURNMENT

6Hx19-1.16 COLLEGE VISION STATEMENT AND MISSION STATEMENT

The purpose of this Board Rule is to establish the Vision Statement and Mission Statement of Pasco-Hernando State College.

VISION STATEMENT

We will be the premier college of choice for our community, driving transformational change for intellectual, social, and economic mobility through educational opportunities.

MISSION STATEMENT

Pasco-Hernando State College, a comprehensive, learning-centered institution, serves its community by providing affordable, accessible, and diverse educational experiences that empower students to achieve academic success, personal enrichment, and socio-economic advancement.

Rule Adopted: 3/20/72; 12/16/74; 8/25/75; 11/19/79; 1/23/84; 5/20/85; 10/19/87; 4/10/90; 3/21/95; 4/16/96; 2/24/98; 2/18/02; 1/20/04; 4/18/06; 1/15/08; 10/28/10; 4/17/12;+01/21/14; 11/20/18; 05/18/21

Effective Date: 3/20/72; 12/16/74; 10/7/75; 11/19/79; 1/23/84; 5/20/85; 10/19/87; 4/10/90; 3/21/95; 4/16/96; 2/24/98; 2/18/02; 1/20/04; 4/18/06; 1/15/08; 10/28/10; 4/17/12;+01/21/14; 11/20/18; 05/18/21

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1004.65

Other References:

Law Implemented: Florida Statutes: 1001.64 (1)(2)(4);1001.65(1)(16)(24); 1004.65; 1011.82; 1011.84

Proposer: Timothy L. Beard, President

+Amendment renamed the College to "State College" and added Baccalaureate Degrees to the Mission.



Excellence • Integrity • Success • Equity • Community

DISTRICT BOARD OF TRUSTEES

**REGULAR MEETING *DRAFT MINUTES*
TUESDAY, FEBRUARY 20, 2024 - 12:00 NOON**

**FACILITATED FROM THE EAST CAMPUS
36727 BLANTON ROAD, DADE CITY
CONFERENCE CENTER A240/241**

A. GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call:

Roll call was taken and indicated the following Board members in attendance: Mr. Lee Maggard, Chair; Dr. Becky Schulkowski, Mrs. Nicole Newlon, Mr. John Mitten, and Student Representative Gilberto Mattei-Fernandez. Dr. Jesse Pisors, College President, and Mr. Andrea Brvenik, Chief of Staff and General Counsel, were also present.

Absent: Ms. Marilyn Pearson-Adams and Dr. Jeff Harrington

College administrators and staff present: Dr. Bob Bade, Mr. Harold Hedrick, Dr. Gerene Thompson, Mrs. Sonia Thorn, Mr. Aaron Ellerman, Mrs. Lucy Miller, Mr. Luther Buie, Dr. Yongmei Li, Dr. Lisa Richardson, Ms. Chiquita Henderson, Dr. Amy Anderson, Mrs. Courtney Boettcher, Mr. Brian Horn, Mr. Reggie Wilson, Dr. Billie Gabbard, Mrs. Margie Burnham, Dr. Davina Jones, Mr. John Fey, Mr. Thomas Hull, Dr. Dennis Feltwell, Mr. Andrea Brvenik, Mrs. Teresa Montanez, and Ms. Autumn Alexis.

1.3 Guests: Elizabeth Odum, Coach Madison Burr and the Women's Flag Football Team.
Pledge of Allegiance and Invocation

1.3.1 Vision Statement and Mission Statement

1.4 Recognition of President's Guests

1.4.1 Elizabeth Odum, In Recognition for Being Selected as the Florida College System Activities Association Student Government Association Student of the Month for December

1.4.2 Women's Flag Football Team and Coaches

1.5 Hearing of Citizens and Petitions

There were no hearing of citizens and petitions at this time.

- 1.6 Approval, Minutes/January 16, 2024; Consent and Hand-Out Agenda Items
 Dr. Schukowski moved to approve the Minutes/January 16, 2024; Consent and Hand-Out Agenda Items. The motion was seconded by Mrs. Newlon and unanimously approved.
- 1.7 Public Hearing and Adoption of Board Rules/Policies
- 1.7.1 6Hx19-6.41 Student Ombudsman
 Mr. Mitten moved to withdraw the Board Rule/Policy 6Hx19-6.41 Student Ombudsman. The motion was seconded by Mrs. Newlon and unanimously approved. Dr. Pisors explained that he would just like some more time to review. This will be placed on the next Board meeting's agenda for approval.
- 1.7.2 6Hx19-2.19 Vacation Leave
- 1.7.3 6Hx19-2.53 Payment of Accumulated Sick Leave Upon Separation or Death
- Teresa Montanez reviewed the Board Rules for 6Hx19-2.19 Vacation Leave and 6Hx19-2.53 Payment of Accumulated Sick Leave Upon Separation or Death. She explained that these Board Rules will streamline and provide consistency for determining employee pay outs. There was a brief dialogue to answer questions and clarify the changes to the discrepancies in the Board Rules.
- Dr. Schulkowski moved to approve items 1.7.2 Board Rule 6Hx19-2.19 Vacation Leave and 1.7.3 Board Rule 6Hx19-2.53 Payment of Accumulated Sick Leave Upon Separation or Death. The motion was seconded by Mr. Mitten and unanimously approved.
- 1.8 Trustee Functions
- 1.8.1 Approval, Request for Administrator Emerita Status
- 1.8.2 Approval, Request for Continuing Contract
- 1.8.3 Approval, Recommendation for Work Week Modification – Summer 2024
- Dr. Pisors reviewed items 1.8.1 Request for Administrator Emerita Status for Sonia Thorn, 1.8.2 Request for Continuing Contract for Curtis Scaglione, and 1.8.3 Recommendation for Work Week Modification – Summer 2024.
- Mr. Mitten moved to approve items 1.8.1 Request for Administrator Emerita Status, 1.8.2 Request for Continuing Contract, and 1.8.3 Recommendation for Work Week Modification – Summer 2024. The motion was seconded by Mrs. Newlon and unanimously approved.
- 1.9 President's Report/Correspondence of Note
 Dr. Pisors shared his President's Report and discussed:
- The announcement of the President's Cabinet
 - Get Acquainted Receptions held at each campus and the IPAC
 - Plans for his Listening Tours with staff, faculty and students
 - His recent meetings and community events he participated in
- Andrea Brvenik shared insight into the Trustees days at the Capital and provided legislative updates.

APPROVAL/RATIFICATION & INFORMATION ITEMS

D. FINANCIAL SERVICES

5.6 FY 2023-2024 Operating Budget Summary

5.7 Approval, Budget Amendments, 2023-2024

5.7.1 Fund 2 Current Restricted

Brian Horn reviewed the FY 2023-2024 Operating Budget Summary and the Budget Amendments, 2023-2024 for Fund 2 Current Unrestricted. Mrs. Newlon moved to approve the Budget Amendments, 2023-2024 for Fund 2 Current Unrestricted. The motion was seconded by Dr. Schulkowski and unanimously approved.

E. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

6.1 Ratify, Center of Excellence Fiscal Report

Luther Buie reviewed the Center of Excellence Fiscal Report. Dr. Schulkowski moved to ratify the Center of Excellence Fiscal Report. The motion was seconded by Mr. Mitten and unanimously approved.

Information Only

Andrea Brvenik provided updates on enrollment management as of February 16.

G. TRUSTEE REMARKS

- Dr. Schulkowski welcomed Dr. Pisors as the fifth President.
- Mr. Mitten gave his well wishes to Sonia Thorn as she prepares for her retirement.
- Mrs. Newlon congratulated Elizabeth Odum on being selected as the Florida College System Activities Association Student Government Association Student of the Month for December. She also congratulated Dr. Pisors on his new role as President.
- Mr. Mattei-Fernandez shared student concerns with the communication and implementation of closing the College stores at the other campuses. There were concerns about lack of satisfaction and the long-term ramifications of only one campus store. He reiterated that PHSC has had two students, Jayme Cardello-Peters and Elizabeth Odum be selected as the Florida College System Activities Association Student Government Division Student of the Month for November and December of 2023. He also emphasized how PHSC is perceived by other student Trustees and how invaluable his experiences at PHSC are.
- Mr. Maggard recognized and thanked Gilberto Mattei-Fernandez for his hard work and exemplary representation in his role as Student Representative to the District Board of Trustees. He also commended Dr. Pisors on his work ethic as he begins his role as President.

H. ADJOURNMENT:

There being no further business, Chair Maggard declared the meeting adjourned at 1:14 pm.

LEE MAGGARD, CHAIR

ATTEST:

DR. JESSE PISORS, SECRETARY

NEW COURSE PROPOSALS, CREDIT

MGF 1130 Mathematical Thinking

Rationale: Per SB 366 this is a new course used in transition from previous MGF 1106 and MGF 1107 courses.

New Course

Effective: 2025-1

MGF 1131 Mathematics in Context

Rationale: Per SB 366 this is a new course used in transition from previous MGF 1106 and MGF 1107 courses.

New Course

Effective: 2025-1

NUR 1006 Nursing Fundamentals (Transitions

Rationale: Revision to the course description and outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework.

Course Revision

Effective: 2025-1

NUR 1106L Nursing Fundamentals Clinical (Transitions)

Rationale: Revision to the course description and outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework.

Course Revision

Effective: 2025-1

NUR 1021 Fundamentals of Nursing

Rationale: Revision to the course description and outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework.

Course Revision

Effective: 2025-1

NUR 1021L Fundamentals of Nursing Clinical (Generic)

Rationale: Revision to the course description and outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework.

Course Revision
Effective: 2025-1

NUR 1200 Adult I Nursing (Transitions)

Rationale: Revision to the course description and outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework.

Course Revision
Effective: 2025-1

NUR 1200L Adult I Nursing Clinical (Transitions)

Rationale: Revision to the course description and outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework.

Course Revision
Effective: 2025-1

NUR 1211 Adult I Nursing (Generic)

Rationale: Revision to the course outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework.

Course Revision
Effective: 2025-1

NUR 1211L Adult I Nursing Clinical (Generic)

Rationale: Revision to the course outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework.

Course Revision
Effective: 2025-1

NUR 2261 Adult II Nursing (Generic & Transition)

Rationale: Revision to the course outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework.

Course Revision
Effective: 2025-1

NUR 2261L Adult II Nursing Clinical (Generic & Transition)

Rationale: Revision to the course outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework. Revision of preceptor hours.

Course Revision
Effective: 2025-1

NUR 2403 Maternal/Child Nursing (Transitions)

Rationale: Revision to the course description and outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework. Revised course title to be more inclusive.

Course Title Revision
From: Maternal/Child Nursing (Transitions)
To: Family Nursing Care (Transitions)
Effective: 2025-1

NUR 2403L Maternal/Child Nursing Clinical (Transitions)

Rationale: Revision to the course description and outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework. Revised title to be more inclusive.

Course Title Revision
From: Maternal/Child Nursing Clinical (Transitions)
To: Family Nursing Care Clinical (Transitions)
Effective: 2025-1

NUR 2460 Maternal/Child Nursing (Generic)

Rationale: Revision to the course outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework. Revision to the title of course to be more inclusive.

Course Title Revision

From: Maternal/Child Nursing (Generic)

To: Family Nursing Care (Generic)

Effective: 2025-1

NUR 2460L Maternal/Child Nursing Clinical (Generic)

Rationale: Revision to the course outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework. Revised course title to align with current curriculum. Revision to title of course to be more inclusive.

Course Title Revision

From: Maternal/Child Nursing Clinical (Generic)

To: Family Nursing Care Clinical (Generic)

Effective: 2025-1

NUR 2820 Nursing Role & Scope (Generic & Transition)

Rationale: Revision to the course outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework.

Course Revision

Effective: 2025-1

ENC 0056 Co-Requisite Writing Supplement

Rationale: This course is no longer required as we now offer a compressed course option. Students taking this course did not tend to be more successful in ENC1101, which was the intended outcome.

Course Deletion

Effective: 2025-1

REA 0056 Co-Requisite Reading Supplement

Rationale: This course is no longer required as we now offer a compressed course option. This course is a co-req to SLS1501 which we longer offer at the college campuses.

Course Deletion

Effective: 2025-1

MAC 2311 Calculus and Analytic Geometry I

Rationale: Update MCO to reflect change in FLDOE Course Description and Learning Objectives language.

Course Revision
Effective: 2025-1

MAT 1033 Intermediate Algebra

Rationale: Change in Course Description to include the new MGF 1130 and MGF 1131 courses and delete MGF 1106 and MGF 1107.

Course Revision
Effective: 2025-1

MUN 1341 Chamber Singers

Rationale: The course MUN 1340 has been modified to allow repeated enrollment so MUN 1341 is now redundant.

Course Deletion
Effective: 2025-1

MUN 1342 Chamber Singers

Rationale: The course MUN 1340 has been modified to allow repeated enrollment so MUN 1342 is now redundant.

Course Deletion
Effective: 2025-1

MUN 1343 Chamber Singers

Rationale: The course MUN 1340 has been modified to allow repeated enrollment so MUN 1343 is now redundant.

Course Deletion
Effective: 2025-1

MUN 1344 Chamber Singers

Rationale: The course MUN 1340 has been modified to allow repeated enrollment so MUN 1344 is now redundant.

Course Deletion
Effective: 2025-1

MUN 1345 Chamber Singers

Rationale: The course MUN 1340 has been modified to allow repeated enrollment so MUN 1345 is now redundant.

Course Deletion

Effective: 2025-1

MUT 1001 Fundamentals of Music

Rationale: This course has been replaced by MUT 1121 and is no longer part of the AA Music Pathway.

Course Deletion

Effective: 2025-1

THE 2925B Play Production II

Rationale: The course THE 2925 has been modified to allow repeated enrollment so this course is now redundant.

Course Deletion

Effective: 2025-1

THE 2925C Play Production III

Rationale: The course THE 2925 has been modified to allow repeated enrollment so this course is now redundant.

Course Deletion

Effective: 2025-1

PSC 1121 Survey of the Physical Sciences

Rationale: The course content in PSC 1121 is very similar to state required gen ed ESC 1000 Introduction to Earth Science.

Course Deletion

Effective: 2025-1

PSC 1341 Introduction to the Physical Sciences

Rationale: The course content in PSC 1341 is very similar to state required gen ed course PHY 1020C Fundamentals of Physics.

Course Deletion
Effective: 2025-1

BSC 1050 Introduction to Environmental Science

Rationale: Updating course number according to Rule 6A-14.0303, F.A.C and BOG Regulation 8.005.

Course Prefix and Number Revision

From: BSC 1050

To: EVR 1001

Effective: 2025-1

ESC 1000 Introduction to Earth Science

Rationale: Bringing back to offer as a gen ed core course according to Rule 6A-14.0303, F.A.C & BOG Regulation 8.005.

Course Revision

Effective: 2025-1

MUL 1110 Music Appreciation

Rationale: Updating course number, description, and objectives according to Rule 6A-14.0303, F.A.C and BOG Regulation 8.005.

Course Prefix and Number Revision

From: MUL 1110

To: MUL 1010

Effective: 2025-1

REVISED COURSES, CREDIT

MAC 1105 College Algebra

Rationale: Update MCO to reflect change in FLDOE Course Description and Learning Objectives language.

Course Revision

Effective: 2025-1

MAC 2233 Applied Calculus

Rationale: Remove language in MCO to allow students to earn credit for both MAC 2311 and MAC 2233.

Course Revision

Effective: 2025-1

MAT 1100 Pathways to Mathematical Literacy

Rationale: Update Course Description to include the two new math courses, MGF 1130 and MGF 1131.

Course Revision

Effective: 2025-1

REVISED COURSES, TECHNICAL CREDIT

STS 0003 Introduction to Surgical Technology

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0005 Principles of Surgical Asepsis

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0040 Pathophysiology for the Surgical Technologist

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0101 Patient Care for the Surgical Technologist

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0101L Patient Care for the Surgical Technologist

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0140 Fundamentals of Surgical Technology I

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0141 Fundamentals of Surgical Technology II

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0255 Surgical Technology Clinical I

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0150 Surgical Procedures I

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0155 Sterile Technique I

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0155L Sterile Technique I Lab

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0156 Sterile Technique

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0156L Sterile Technique II Lab

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0160 Surgical Procedures II

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0256 Surgical Technology Clinical II

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion

Effective: 2025-1

STS 0257 Surgical Technology Clinical III

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion
Effective: 2025-1

STS 0936 Surgical Technology Certification Review

Rationale: Changing from Technical Certificate to AS degree as required by ARC STSA.

Course Deletion
Effective: 2025-1

PHSC

PASCO-HERNANDO STATE COLLEGE

Dual Enrollment Agreements Home Schools/Non-Public Schools

TO: Dr. Jesse Pisors, President

FROM: Dr. Gerene Thompson, Interim Chief Academic Officer

SUBJECT: Dual Enrollment Agreements: Private/Non-Public Schools and Home Schools

DATE: April 11, 2024

Please see the attached list of the Private/Non-Public Schools and Home School institutions that have applied to participate in our dual enrollment program during the 2023-2024 academic year. I am requesting that you recommend that the District Board of Trustees approve the dual enrollment articulation agreements between Pasco-Hernando State College and the Private/Non-Public and Home Schools as identified in this correspondence. Upon approval by the District Board of Trustees, I will forward a copy of the approved list to the Florida Department of Education and a copy of the signed articulation agreement to the appropriate institution.

2023-2024 Academic Year

Home Schools	Home Schools
Garlock Home School Knights Academy	Lallis Home School Monarch Home School (Linebach) Stahley Home School
Non-public/Private Schools	Non-public/Private Schools



Skanska USA Building
400 N. Ashley Dr. Suite 400
Tampa, Florida 33602
Phone: (813) 282-7100
Fax: (813) 281-3262

Project: 2323004-000 - PHSC - Continuing Services
10230 Ridge Road
New Port Richey, Florida 34654
JDE Reporting Job No: 2323004-000

Prime Contract Change Order (PCCO)

TO:	Pasco Hernando State College 10230 Ridge Road New Port Richey, Florida 34654	FROM:	
PCCO NUMBER:	001	TITLE	Fire Academy Center
DATE CREATED:	4/09/2024	DUE DATE:	/
CONTRACT NUMBER:	OWNER-009	CONTRACT FOR:	PHSC EC - Fire Academy Phase 2
SCHEDULE IMPACT:	46 days	REVISED SUBSTANTIAL COMPLETION DATE:	07/15/2024
DESCRIPTION:	Skanska is requesting a no cost change order to extend the Substantial Completion from April 30, 2024 to July 15, 2024 due to the delay in getting the TECO Power transformer installed. The final completion will be extended from June 29, 2024 to August 12, 2024. The new burn tower, classroom portables, and fire truck canopy will be fully operational by August 12, 2024		COST IMPACT: \$0.00

ATTACHMENTS:

In Process

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
INT-009	CE #009-007 - Schedule Extension		\$0.00
Total:			\$0.00

The original (Contract Sum)	\$1,824,526.00
Net change by previously authorized Change Orders	\$0.00
The contract sum prior to this Change Order was	\$1,824,526.00
The contract sum will not be changed by this Change Order in the amount of	\$0.00
The new contract sum including this Change Order will be	\$1,824,526.00
The contract time will be increased by this Change Order by 46 days.	
The Revised Substantial Completion Date will be	7/15/2024

Pasco Hernando State College
10230 Ridge Road
New Port Richey, Florida 34654

DocuSigned by:
Brian Peterson April 10, 2024

SIGNATURE _____ **DATE** _____ **SIGNATURE** _____ **DATE** _____

Project Executive
Skanska USA Building



MEMORANDUM

TO: Dr. Jesse Pisors, President

FROM: Brian Horn, Executive Vice President of
Administration and Chief Financial Officer

DATE: April 11, 2024

SUBJECT: Approval of GMP for the West Campus, Building
M – Allied Health Science lab countertop
replacement project.

Approval of Skanska - Guaranteed Maximum Price (GMP) \$242,105 for the West Campus, Building M – Science lab countertop replacement project.

The Science lab countertops replacement project consist of replacing all the black countertops in the science labs, backsplashes, and some cabinets millwork doors that needs replacement. This work will be going on concurrently while the entire third floor is closed for the summer to replace all the HVAC equipment.

The materials for this project will be procured after the Notice of Proceed on April 26, 2024. The demolition and new countertops will be completed by Skanska by August 9, 2024. The science labs will be ready for students and faculty for the Fall Semester.

PHSC West Campus – Building M Countertop Replacement – GMP Narrative

100230 Ridge Rd, New Port Richey, FL 34654
April 5th, 2024

Executive Summary

Skanska USA Building, Inc. is pleased to present its Guaranteed Maximum Price (GMP) Deliverable for the PHSC West Campus – Building M Countertop Replacement project located in New Port Richey, Florida.

We have, to the best of our ability, provided you with a complete scope of work based on the site walk with PHSC on and based on Exhibit A dated 04/02/2024 attached to this GMP Deliverable.

Our GMP Deliverable includes the cost of all the construction products identified for this project based on current pricing at the time this proposal was developed.

We have developed a project timeline, which indicates the agreed upon schedule objectives for the project.

- | | |
|--------------------------|------------|
| - Notice to Proceed | 04/26/2024 |
| - Construction Start | 05/13/2024 |
| - Substantial Completion | 07/15/2024 |
| - Final Completion | 08/09/2024 |

From this data and our current understanding of the schedule and logistics issues involved with the project, we have arrived at a present Proposed Guaranteed Maximum Price of **Two Hundred Forty-Two Thousand, One Hundred Five Dollars (\$242,105)** for the scopes identified in this GMP Deliverable.

Sincerely,



Daniel Abou-Jaoude
Account Manager Vice President

PASCO-HERNANDO STATE COLLEGE
STATE BOARD OF ADMINISTRATION INVESTMENT REPORT
FEB 24

DBOT
4/25/2024
5.1
CONSENT

ACTUAL INVESTMENT FOR THE MONTH OF FEB 24

COLLEGE FUND	INVESTMENT BALANCE BEGINNING OF MONTH	INVESTMENT BALANCE END OF MONTH	% RATE OF INTEREST	AMOUNT OF INTEREST
CURRENT FUNDS - UNRESTRICTED	\$ 5,661,956.75	\$ 5,686,907.56	5.52%	24,950.81
CURRENT FUNDS - RESTRICTED	65,587.64	65,876.67	5.52%	289.03
AUXILIARY FUNDS	4,028,538.23	4,046,290.98	5.52%	17,752.75
SCHOLARSHIP FUNDS	75,132.98	75,464.07	5.52%	331.09
AGENCY FUNDS			5.52%	
UNEXPENDED PLANT FUND	<u>2,501,127.92</u>	<u>2,512,149.76</u>	5.52%	<u>11,021.84</u>
TOTALS	<u><u>12,332,343.52</u></u>	<u><u>\$ 12,386,689.04</u></u>		<u><u>54,345.52</u></u>

* Funds are invested with the State Board of Administration,
Local Government Surplus Trust Funds Investment Pool.

PASCO-HERNANDO STATE COLLEGE
STATE BOARD OF ADMINISTRATION INVESTMENT REPORT
MAR 24

ACTUAL INVESTMENT FOR THE MONTH OF MAR 24

COLLEGE FUND	INVESTMENT BALANCE BEGINNING OF MONTH	INVESTMENT BALANCE END OF MONTH	% RATE OF INTEREST	AMOUNT OF INTEREST
CURRENT FUNDS - UNRESTRICTED	\$ 5,686,907.56	\$ 5,713,578.05	5.52%	26,670.49
CURRENT FUNDS - RESTRICTED	65,876.67	66,185.62	5.52%	308.95
AUXILIARY FUNDS	4,046,290.98	4,065,267.30	5.52%	18,976.32
SCHOLARSHIP FUNDS	75,464.07	75,817.98	5.52%	353.91
AGENCY FUNDS			5.52%	
UNEXPENDED PLANT FUND	<u>2,512,149.76</u>	<u>2,523,931.25</u>	5.52%	<u>11,781.49</u>
TOTALS	<u>12,386,689.04</u>	<u>\$ 12,444,780.20</u>		<u>58,091.16</u>

* Funds are invested with the State Board of Administration,
Local Government Surplus Trust Funds Investment Pool.

PASCO-HERNANDO STATE COLLEGE
SPECIAL PURPOSE INVESTMENT ACCOUNT REPORT
JAN 24

ACTUAL INVESTMENT FOR THE MONTH OF JAN 24

COLLEGE FUND	INVESTMENT BALANCE BEGINNING OF MONTH	INVESTMENT BALANCE END OF MONTH	% RATE OF INTEREST **	AMOUNT OF INTEREST
CURRENT FUNDS - UNRESTRICTED	\$ 7,228,940.29	\$ 7,251,147.85	3.6250%	\$ 22,207.56
CURRENT FUNDS - RESTRICTED	641.44	643.41	3.6250%	1.97
AUXILLARY FUNDS	2,220,668.60	2,227,490.57	3.6250%	6,821.97
SCHOLARSHIP FUNDS	15,067.50	15,113.79	3.6250%	46.29
AGENCY FUNDS	0.00	0.00	3.6250%	0.00
UNEXPENDED PLANT FUND	<u>2,719,765.15</u>	<u>2,728,120.36</u>	3.6250%	<u>8,355.21</u>
TOTALS	<u>\$ 12,185,082.98</u> *	<u>\$ 12,222,515.98</u>		** <u>\$ 37,433.00</u>

* Funds are invested with the Florida State Division of Treasury Special Purpose Investment Account.

** Prior Month's Interest and Interest Rate

PASCO-HERNANDO STATE COLLEGE
SPECIAL PURPOSE INVESTMENT ACCOUNT REPORT
FEB 2024

ACTUAL INVESTMENT FOR THE MONTH OF FEB 2024

COLLEGE FUND	INVESTMENT BALANCE BEGINNING OF MONTH	INVESTMENT BALANCE END OF MONTH	% RATE OF INTEREST **	AMOUNT OF INTEREST
CURRENT FUNDS - UNRESTRICTED	\$ 7,251,147.85	\$ 7,270,431.46	3.1379%	\$ 19,283.61
CURRENT FUNDS - RESTRICTED	643.41	645.12	3.1379%	1.71
AUXILLARY FUNDS	2,227,490.57	2,233,414.33	3.1379%	5,923.76
SCHOLARSHIP FUNDS	15,113.79	15,153.98	3.1379%	40.19
AGENCY FUNDS	0.00	0.00	3.1379%	0.00
UNEXPENDED PLANT FUND	<u>2,728,120.36</u>	<u>2,735,375.49</u>	3.1379%	<u>7,255.13</u>
TOTALS	<u>\$ 12,222,515.98</u> *	<u>\$ 12,255,020.38</u>		<u>** \$ 32,504.40</u>

* Funds are invested with the Florida State Division of Treasury Special Purpose Investment Account.

** Prior Month's Interest and Interest Rate

Memorandum

TO: Dr. Jesse Pisors, President
FROM: Mr. Brian S. Horn, Executive Vice President of Administration & CFO
SUBJECT: Request Approval for Donation of Minor Equipment to the College
DATE: April 17, 2024

We have received three cars from the City of Zephyrhills to be used by the Law Enforcement Academy at East Campus.

Donations to the College require the approval of the President's Administrative Leadership Team and the District Board of Trustees. We recommend the donation of this minor equipment be approved by the President's Administrative Leadership Team and the District Board of Trustees.

Quantity	Description	Estimated Value
3	2013 Dodge Charger	\$1,000 each

Total Estimated Value of Donations \$3,000.00

PASCO-HERNANDO STATE COLLEGE
Warrant Register Summary
March 2024

	March 2024	February 2024
Accounts Payable		
<i>Warrant Number: 623625-623822</i>	3,407,035.09	3,157,112.97
Payroll		
<i>Warrant Number: 449568-451046</i>	2,014,006.29	2,087,120.52

Explanations:

**PASCO-HERNANDO STATE COLLEGE
EXECUTIVE SUMMARY
APPROVAL TO WRITE-OFF UNCOLLECTED ACCOUNTS**

In accordance with District Board of Trustees Rule 6Hx19-5.36 and District Board of Trustees practice, the college writes-off accounts that are or will be two years old or older as of June 30 of the current fiscal year.

All accounts to be written off have been assigned to Conserve Collection Agency and the college will continue to aggressively pursue collection of these accounts after write-off approval.

The annual write-off request is divided into four sections: State and Other Receivables, Title IV Receivables, Financial Aid Deferment Receivables and Veterans Deferments/ Receivables.

State and Other Receivables

This category consists of overpayments for Bright Futures Scholarships which are due to loss of eligibility based on a student's actions after the award was made. This category also contains debts for returned checks that cannot be submitted to the State Attorney's Office for collection, and debts of deceased students. The largest subcategory is the General Student Receivables for tuition and books. This subcategory includes debts for students whose accounts were not paid by the associated third party due to the student not complying with the third party's rules for tuition and book reimbursement.

Title IV Receivables

This category consists of debts caused by students withdrawing from all of their courses prior to completing 60% of the term. Title IV funds include Pell Grant, Supplemental Education Opportunity Grants (SEOG), and Direct Loans. The calculation of this debt is mandated by the Federal Department of Education.

Financial Aid Deferments Receivable

Financial Aid can choose to defer a student's fees if the college is waiting on final corrected information from the U.S. Department of Education. However, if a student takes actions that affect enrollment or a subsequent event happens that was not evident to financial aid prior to the deferment being awarded, the result may be that the student receives less funds than the amount deferred which results in the student owing a balance to the college.

Veterans Deferments Receivables.

Based on Florida Statute, the college is required to offer fee deferments for military veterans. The amount of fees that the Veterans Administration will cover is based on the specific chapter in law under which the veteran qualifies for educational benefits. The Pre-9/11 veteran's deferments are grouped by campus. Under the Pre-9/11 chapters, educational funds are directly sent to the veteran. It is the veteran's responsibility to pay off the fee deferment with the school. These receivables occur when students do not use their funds to pay off their deferment of fees. The Post-9/11 (Ch. 33) deferments

are in a separate category. Under this chapter, the veteran's funds are sent directly to the school based on the amount hours the school certifies for the student. These receivables occur when a student takes action that affects their enrollment after the student is certified by the college. If the changes cause the student's certified hours to be less than originally reported, the school will receive less VA funding for that student than originally anticipated.

PASCO-HERNANDO STATE COLLEGE

Financial Services Office

Memorandum

To: Jesse Pisors, President
CC: Brian Horn, Executive Vice President Administration & Finance
Date: April 10, 2024
Subject: Approval to Write-Off Uncollected Accounts

Approval is requested to write-off uncollected accounts that will be 2 years old or older as of June 30, 2024 consistent with Board Rule 6Hx19-5.36. All of the accounts listed herein for write-off are currently assigned to Conserve Inc. for further collection. The college will continue to pursue collection of these accounts after write-off approval. Due to these delinquent accounts, students are placed on a hold status and are unable to register, receive aid, and transcripts.

Category	FY 2024	
	Amount	% of Total
STATE & OTHER RECEIVABLES		
Bright Futures	\$ -	0.00%
FSAG Overpayment	456.85	0.09%
Deceased Students	624.86	0.13%
Returned Checks	632.04	0.13%
General Student Receivable Tuition	319,307.45	64.00%
General Student Receivable Books	15,928.05	3.19%
Non-Student Receivable	4,821.40	0.97%
Library Book Receivables	-	0.00%
SUB-TOTAL	341,770.65	68.50%
TITLE IV RECEIVABLES		
Pell Institutional Overpayment (1)	\$ 51,563.11	10.33%
Pell Institutional Overpayment Books	1,976.90	0.40%
Loan Institutional Overpayment	-	0.00%
Loan Title IV Overpayment	27,833.16	5.58%
Pell Title IV Overpayment Tuition (2)	61,319.19	12.29%
Pell Title IV Overpayment Books	7,122.70	1.43%
SEOG Overpayment	-	0.00%
SUB-TOTAL	149,815.06	30.03%
FINANCIAL AID DEFERMENT RECEIVABLES		
Financial Aid Deferment Tuition	\$ -	0.00%
Financial Aid Deferment Books	-	0.00%
Loan Deferment Tuition	861.26	0.17%
Loan Deferment Books	-	0.00%
Special Deferments Tuition	-	0.00%
SUB-TOTAL	861.26	0.17%
VETERANS DEFERMENT RECEIVABLES		
Veterans Deferment East	\$ 4,084.78	0.82%
Veterans Deferment North	716.08	0.14%
Veterans Deferment West	1,698.84	0.34%
Veterans Deferment Spring Hill	-	0.00%
Veterans Deferment Porter	-	0.00%
Veterans Deferment Ch 33	-	20.69%
SUB-TOTAL	6,499.70	1.30%
TOTAL	\$ 498,946.47	100.00%

- (1) When a student withdraws from their courses before completing 60% of the term the amount of Title IV Grant the student has earned as of their last date of attendance must be calculated. Any amount spent over the new calculated award must be billed to the student
- (2) Changes to student enrollment, non-attendance, and any other loss of eligibility for Title IV funding other than student withdrawals as stated above, must be billed to the student.

MEMORANDUM

TO: Dr. Jesse Pisors, President

FROM: Brian Horn, Executive Vice President of
Administration and Chief Financial Officer

DATE: April 16, 2024

SUBJECT: Approval of one year Unisys Contract

The previous agreement with Unisys to provide software and support service to operate the Legacy student system expired on September 28, 2023. Unisys has continued the service while we have been reviewing and negotiating the required volume and support levels that are needed to operate the college through September 28, 2024, as we transition to the new Ellucian Banner Student system.

The college administration is recommending the approval of the attached renewal of the contract for up to \$1,059,922.65 for the twelve-month period October 1, 2023, through September 30, 2024, that will meet the college's software and support service needs. We continue to work with the vendor to negotiate an additional reduction in the amount prior to initiating the final contract and payment. The funds for this expense have been previously budgeted in the ERP budget account.



Supplemental Schedule Order

Agreement Number

92090067

Client

PASCO HERNANDO STATE COLLEGE

Description of Products/Services

“ClearPath MCP Software Series Gold and Unity/Tape Maintenance Renewal”.

The renewal term is 10/1/23 – 9/30/24- CPQ-12422 & CPQ-15766

This Order consists of the Products and/or Services described on the forms listed and checked below:

Check if applicable	Number of pages	Total dollars	Form number	Description
<input type="checkbox"/>			4305 4931	Equipment Sale Schedule
<input checked="" type="checkbox"/>	3	\$78,788.68	4305 4933	Software Licenses Schedule
<input type="checkbox"/>			4305 4934	Information Services Schedule
<input checked="" type="checkbox"/>	3	NA	4305 4940	Support Services Addendum
<input checked="" type="checkbox"/>	4	\$169,670.26*	4305 4942	Support Services Schedule
<input type="checkbox"/>			4305 4935	Systems Integration Addendum
<input type="checkbox"/>			4305 4936	State and Local Government Addendum
<input type="checkbox"/>			4305 5383	Statement of Work
<input type="checkbox"/>			4305 7940	OS2200 Metering Software Schedule
<input checked="" type="checkbox"/>	3	\$811,463.71	4305 7942	ClearPath Software Series Consumption Based Software
<input type="checkbox"/>			4305 7944	NDP Measured Software Schedule
<input type="checkbox"/>			4305 7975	Application Support Services Addendum
<input type="checkbox"/>			4305 7983	Application Support Services Schedule
<input type="checkbox"/>			FM100057	Unisys Stealth Solution Product Addendum
<input type="checkbox"/>			FM100048	ClearPath Cloud Software Schedule
<input type="checkbox"/>				*Total Amount \$169,670.26

This Supplemental Schedule Order (“Order”) is placed under the Agreement identified by the Agreement Number listed above. Unisys may accept or decline this Order. The terms and conditions of the Agreement will govern this Order. If there is no Agreement Number listed above when Client signs this Order, the Order will be governed by the Agreement that is identified below and attached to this Order, and Unisys will assign an Agreement Number upon its acceptance of the Order.

Agreement title and form number (complete only if there is no Agreement Number in the block above)

[Click here to enter text.](#)

Agreed and Accepted

Unisys Corporation

Client: PASCO HERNANDO STATE COLLEGE

(Signature) (Date)

(Printed/typed name)

(Title)

(Signature) (Date)

Brian Horn

(Printed/typed name)

Executive VP of Administration and Chief Financial Officer

(Title)

Software License Schedule

Agreement Number

92090067

List of Products Applicable to this Agreement

Currency: USD

Equipment Location:

PASCO HERNANDO STATE COLLEGE
10230 Ridge Rd
New Port Richey ,FL ,34654 ,USA

Item No.	Style	Description	Qty	Warranty	License Plan	License Charge	Initial License Charge
1	ABL11504-PPC	AB Suite/EAE MCP Gold Activation License- 4 CPMs Pre-Paid	1		ETP12	0.00	0.00
2	ABM11500-UOE	ABSuite/EAE MCP Gold UOE Media Kit	1		ETP12	0.00	0.00
3	ECH10-CH	Call Home Service CS MCP	1		OTC	0.00	0.00
4	MCP200-RVL	CP MCP Rel 20.0	1		OTC	0.00	0.00
5	CS10-END	IOE Encryption Opt US	1		ETP12	0.00	0.00
6	CS10-LTR	MCP Systems Delivery Welcome Letter	1		OTC	0.00	0.00
7	CS10-OS9	Ops Sentinel Add-On Pkg	1		ETP12	0.00	0.00
8	ABS80-LTR	AB Suite 8.0 Welcome Letter	1		ETP12	0.00	0.00
9	UOP1090-DB1	dbaTOOLS Analyzer	1		ETP12	7,926.69	0.00
10	UOU1090-DB1	Subscrn:dbaTOOLS Analyzer	1		ETP12	2,831.31	0.00
11	ABR90-MCP	AB SUITE RT UNL G90 MCP	1		ETP12	53,532.86	0.00
12	ABR90-SUB	SSU:AB STE RT UNLMTD G90	1		ETP12	10,087.26	0.00
13	ABS80-RVL	ABSuite Rel 8.0	1		OTC	0.00	0.00

List of Products Applicable to this Agreement

Currency: USD

Equipment Location:

PASCO HERNANDO STATE COLLEGE
10230 Ridge Rd
New Port Richey ,FL ,34654 ,USA

Item No.	Style	Description	Qty	Warranty	License Plan	License Charge	Initial License Charge
1	DSS32-CTL	FILE MGT:EOM CENTRAL SVR	1		OTC	0.00	0.00
2	DSS32-PDF	FILE MGT:EOM PDF Writer	1		OTC	0.00	0.00
3	DSS5140-ADM	FILE MGT:EOM 14 DDA Designer/Web Assistant	1		OTC	0.00	0.00
4	DSS2140-UPG	FILE MGT:EOM 14 Enterprise Edition Upgrade	1		OTC	0.00	0.00

Software License Schedule

Agreement Number

92090067

5	DSU200-ENT	SUBSCRN: EOM ENTERPRISE EDITION SUBSCRIPTION	1		ETP12	2,497.44	0.00
6	DSU500-ADM	SUBSCRN: EOM DDA DESIGNER/WEB ASSISTANT SUBSCRIPTION	1		ETP12	1,098.94	0.00
7	DSS5140-UPG	FILE MGT:EOM 14 DDA Designer/Web Assistant Upgrade	1		OTC	0.00	0.00
8	DSU400-PRO	SUBSCRN: EOM PROFESSIONAL EDITION SUBSCRIPTION	1		ETP12	124.96	0.00

List of Products Applicable to this Agreement

Currency: USD

Equipment Location:

PASCO HERNANDO STATE COLLEGE
10230 Ridge Rd
New Port Richey ,FL ,34654 ,USA

Item No.	Style	Description	Qty	Warranty	License Plan	License Charge	Initial License Charge
1	CS106-WBM	ePortal Business Software Package for MCP	1		ETP12	689.22	0.00
Total License Charge:							78,788.68
Software Credit:							(0.00)
Unused Software Credit:							(0.00)
Grand Total:							78,788.68

License Plans

Unisys license plans are described below and may be supplemented by additional or different product-specific license plans and any separate license agreements either supplied with the Software or published at www.unisys.com/ms/terms-and-conditions/ or at <http://public.support.unisys.com/common/ShowWebPage.aspx?id=6316&pla=ps&nav=ps>

1. The initial license term (and the corresponding charges for licenses) will begin upon Unisys Shipment or Client's download of the Software or Software key. Temporary backup use of Software may require Client to purchase additional enabled performance for the backup SPU.
2. Software licenses for which Unisys charges either an **Annual License Charge (ALC)** or a **Monthly License Charge (MLC)** will continue on a month-to-month basis and the ALC will renew annually until the license is terminated or canceled in accordance with the Termination and Cancellation section in this Agreement.

3. For certain licenses, Unisys may charge an **Initial License Charge** which includes the first monthly or annual license charge.

4. **Extended Term Plan (ETP):** Software licenses for which Unisys charges a single fee may have a 12 to 84 month extended term. Upon expiration of the extended term the license will be automatically continued on a month-to-month basis for a Monthly License Charge, unless terminated in accordance with the Termination and Cancellation section of this Agreement, or Client may pay another ETP fee for an additional extended term, if available.

*Software designated **Subscription ("SUBSCRN")** entitles Client to receive functional update releases for the Software during the subscription term, provided Client has a current license and the latest applicable Maintenance Releases for the Software. Software designated **License Only ("LO")** is provided without media or documentation; Client may make (a) one copy of the item for each LO License granted by Unisys, and (b) one copy for backup purposes, with each copy retaining all original notices and legends. Software designated **Driver** is for use solely with the device models specified in the driver's then-current published specification; a separate license is required for each individual addressable device.

Software License Schedule

Agreement Number

92090067

5. **Fixed Term Plan (FTP):** Software licenses for which Unisys charges a single fee may have a 12 to 84 month fixed term. Upon expiration of the fixed term, the license will not automatically renew notwithstanding any conflicting terms in the Agreement, and will end unless the license is extended by Unisys acceptance of an Order from Client to purchase additional FTP license, if available.

6. **One Time Charge (OTC):** Client may use the Software for so long as Client continues to use the Software on the equipment, include SPU(s), for which it was licensed in accordance with the Agreement.

7. Software that has no license charges listed on this Schedule will have a license term that is coterminous with Client's possession and use of the equipment on which the Software is installed.

UNISYS SHALL HAVE NO LIABILITY FOR ANY CLAIM OF INFRINGEMENT OR MISAPPROPRIATION BASED SOLELY ON OPEN SOURCE SOFTWARE OR THIRD PARTY SOFTWARE CONTAINED IN ANY UNISYS PRODUCT.

4305 4933-009 (7/13)

The terms of this Support Services Addendum (this "Addendum") are in addition to the Unisys Master Agreement for Products and Services available at <http://www.unisys.com/ms/terms-and-conditions> or other written agreement you may have with Unisys, as applicable (the **Agreement**). This Addendum applies to Support Services for Products identified in a written schedule (**Schedule**) to the Agreement, whether ordered from Unisys or an authorized Unisys reseller or as part of a Marketplace Subscription License. The terms of this Addendum will control over any contradictions with terms of the Agreement. Except as defined in this Addendum, all capitalized terms shall have the meaning used in the Agreement.

Section A. Definitions and General Terms and Conditions

Principal Period of Maintenance (PPM) means 8:00 AM to 5:00 PM, Client's local time, Monday through Friday excluding Unisys designated holidays.

Commencement Date means, unless specified otherwise on the Schedule, (i) for the initial Order for Support Services for the Product, the latest of the date the Product is shipped by Unisys or downloaded by Client or Unisys accepts an Order for Support Services and (ii) for renewals and extensions, the anniversary of the Commencement Date of the initial Order for Support Services under (i) above.

7 X 24 means seven (7) days per week, twenty-four (24) hours per day including Unisys designated holidays.

Next Business Day (NBD) Service means Unisys will make every reasonable effort to respond to Client's request for on-site Support Services received during a PPM no later than the close of business of the next PPM.

4 Hour Response (4HR) means that if Client is located within a Primary Service City, Unisys will make every reasonable effort to respond to Client's requests for on-site Support Services within four (4) hours. Response is measured, during the Client's contracted hours of coverage, from the time that Unisys receives the request for service from Client until Unisys arrives at Client's site.

2 Hour Response (2HR) means that if Client is located within a Primary Service City, Unisys will make every reasonable effort to respond to the Client's request for on-site Support Services within two (2) hours. Response is measured from the time that Unisys receives the request for service from Client until Unisys arrives at Client's site.

Off Hours means all contracted hours of Support Services other than the PPM.

Primary Service City means an area that includes a 50-mile (80-kilometer in Canada) radius from the center of a Unisys designated Primary Service City. If Unisys moves its Primary Service City or Client relocates its site so that Client's site is no longer within a 50-mile (80-kilometer in Canada) radius from the center of a Unisys Primary Service City, Unisys reserves the right to adjust 2HR and 4HR or to change the contracted Service Level.

Failed Unit means a unit of equipment enrolled under Support Services, which is identified by Client as not in working order and deemed eligible by Unisys for exchange.

Client Replaceable Unit (CRU) means a component or other non-critical plug-in assembly delivered to the Client on the next business day for Client's personnel to affix the repair/replacement.

Exchange Unit means new, repaired, or previously used equipment in working order that Unisys conveys to Client as a replacement for a Failed Unit. The Failed Unit will become the property of Unisys upon Client's receipt of the Exchange Unit or, if later, upon receipt of the Failed Unit by Unisys. Client warrants that title to the Failed Unit and Unisys warrants that title to the Exchange Unit will be free and clear of all claims, liens, and encumbrances including security interests.

Service Levels mean various groupings of the Services Elements described in Section B.

Initial Term of Services means that unless specified otherwise on the Schedule or in the Agreement or a Marketplace Subscription License, the Initial Term for Support Services will be twelve (12) months from the Commencement Date. The Term of Services for Support Services included in a Marketplace Subscription License, whether Initial Term, renewal, or extension, is the subscription term of the applicable Marketplace Subscription License. Except as specified in Section C of this Addendum, Products subsequently added to a system already enrolled under Support Services must be enrolled at the same Service Level as the system to which it is attached. Unless otherwise specified on the Schedule, the Initial Term of Support Services for Products subsequently enrolled under Support Services will end with the applicable term of Support Services for those previously enrolled Products and, for purposes of changes to Support Services charges, will be deemed to have the same anniversary of the Commencement Date of Services as those previously enrolled Products. Unless otherwise provided in the Support Services Schedule, Unisys will invoice Client for Support Services for Metered Software for the Term in advance. If Client depletes its MIPS Balance to zero before the end of the Term of Usage for the Metered Software specified in Client's Metered Software Schedule, any Support Services charges for such Metered Software that have not already been prepaid for the remaining period of the Support Services Term will be immediately due and payable by Client. Unisys may change Support Services charges on each anniversary of the Commencement Date upon ninety (90) days prior written notice to Client. Unisys may charge Client time and material rates for service on Products that are not identified by the manufacturer's style and model number on the Schedule or for service on enrolled Products that are outside the scope of the contracted services. Unisys may terminate Support Services upon at least thirty (30) days advance written notice if Unisys determines that any alterations, attachments, or Software modifications not authorized by Unisys or failure to install a maintenance release will interfere with Unisys provision of Support Services. Unisys may terminate Support Services, modify Service Elements, Service Plans or discontinue Support Services for Products upon the earlier of (a) ninety (90) days prior notice via written notification or posting by Unisys at its support website: www.service.unisys.com or (b) at the expiration of the then-current Term, whether the Initial Term or any renewal or extension of the Initial Term, for those Support Services. If Client does not want to continue receiving the Support Services under such changed terms, Client may end contracted Support Services by giving Unisys written notice no later than thirty (30) days prior to the end of this ninety (90) day period and Unisys will refund any unearned payments for the Support Services. Either party may terminate Support Services effective upon expiration of the applicable term upon thirty (30) days prior written notice. Following the Initial Term, Support Services will continue on an annual renewal basis at Unisys then-current list prices until terminated or canceled according to the terms of the Agreement.

Hosting Provider means a provider of hosted public cloud resources and a marketplace or cloud based-storefront, or both, through which software applications may be acquired for use with and run only in the public cloud resources provisioned from the Hosting Provider.

Marketplace Subscription License means a license acquired in a Hosting Provider's marketplace or cloud-based storefront to install and run a Unisys Software Product only in the Hosting Provider's public cloud on a subscription basis.

Section B. Description of Service Elements

Equipment On-Call Remedial Maintenance includes on-site repair or Exchange Unit service of equipment, at Unisys option, if a problem remains unresolved after Client has utilized Support Center Services as prescribed.

Replacements for certain failed components such as keyboards, mice, and other non-critical plug-in assemblies designated by Unisys as Client Replaceable may, at Unisys option, be shipped directly to Client for Client installation. Should Client elect to have the Unisys Customer Infrastructure Representative visit the site to install such components, additional charges may apply.

Mail-In Service allows Client, at its expense and risk, to ship a Failed Unit to the Unisys designated location. Within seven (7) business days of receipt, Unisys will, at its option, either repair the Failed Unit or give Client an Exchange Unit.

Advance Exchange Service allows Client to notify Unisys of a Failed Unit enrolled in Support Services. Upon notification, Unisys will ship an Exchange Unit to the Client using a next day delivery service. Client will install the Exchange Unit and shall ship the Failed Unit to Unisys within fourteen (14) days after Client's receipt of the Exchange Unit. Client agrees to pay Unisys an additional fee, as determined by Unisys, if Client fails to return Failed Unit within fourteen (14) days of Client's receipt of Exchange Unit. Advance Exchange Service is limited to selected equipment.

Equipment Maintenance Parts are parts required for Product repairs made by Unisys personnel. NBD, 2HR and 4HR do not apply to Parts availability.

Essential Engineering Changes are changes released by Unisys for safety purposes or changes Unisys determines are essential to the performance of equipment. Changes will be installed at a mutually acceptable time during the applicable hours of contracted coverage. For non Unisys equipment, Unisys will install Essential Engineering Changes (a) based upon the availability of required materials at no cost to Unisys, and (b) at current hourly labor charges.

Electronic Call Home Support allows Unisys Support Centers to receive system data via the Internet from Client and perform remote failure analysis. Client will supply the equipment, software, and communication facilities to use the Electronic Call Home Support capabilities of the Product as outlined in the Unisys product support plan. If Client does not permit Unisys to use Electronic Call Home Support as defined in the Product's support plan, Client agrees to pay additional charges for Support Services as determined by Unisys. Electronic Call Home Support is limited to selected products.

Equipment Preventive Maintenance, including the installation of engineering changes deemed appropriate by Unisys, will be performed at Client's location according to the manufacturer's recommendations at a mutually acceptable time during the applicable hours of contracted coverage.

Support Center Service provides assistance, (7X24 by only voice communications for Support Services included in Marketplace Subscription Licenses and during the PPM by electronic or voice communication for Support Services for other than Marketplace Subscription Licenses), on operating the Products, identifying Product errors or malfunctions and advising on known detours, reporting software problems via a User Communication Form (UCF), and determining the need for on-site Support. On-site support is excluded from Support Services for any Marketplace Subscription License. Support Center Services during Off Hours consist of expediting response to network down and system emergencies.

Services Not Included in Support Services

Support Services do not include: (a) repair of failures due to manufacturer's design defects or workmanship; (b) repair of failures due to abuse, accidents, neglect, or improper use, including damage to LCD screens or other Laptop Computer components; (c) repair of failures due to disaster or external factors (including failure or fluctuation of electrical power or air conditioning, fire, or flood); (d) repair of failures due to excessive use, wear, and tear, which is in excess of manufacturer's recommended duty cycle;

(e) refurbishment including restorations due to obsolescence (when parts for Equipment are not readily available on commercially reasonable terms) or end of life cycle failures including phosphorus "burn in" or "low intensity" characteristics of monitors; (f) repair of machines not identified as Equipment; (g) the loading of software, software configurations or any data files; (h) the backup of any data files; (i) supplies not obtained from Unisys or replacement of supplies expended during operation of devices (including batteries, ink and other consumables); and, (j) Product(s) for which Unisys has discontinued engineering support.

If Unisys determines Equipment requires refurbishment rather than repair, Unisys will notify Client and remove the Equipment from Support Services.

Client may ask Unisys to do the refurbishment on an hourly billable service basis and Unisys may provide refurbishment of Equipment subject to the availability of parts, manufacturer's support, and trained personnel.

User Communication Service provides for reporting of suspected Product errors or malfunctions or suggested new feature changes. Unisys will make reasonable efforts to provide detours or corrections for Unisys Products or non Unisys Products if available to Unisys at no additional charge from the vendor. Client will install all error corrections except for Marketplace Subscription Licenses, which will be provided to, and installed by, the Hosting Provider according to the arrangements between the Hosting Provider and Unisys. User Communication Service and UCF submissions are available only for Products for which Unisys is then currently providing development center support (also called engineering support).

Software Maintenance Release Service provides error corrections and maintenance releases that Unisys develops or provides for currently supported Software level(s). Unisys licenses these releases only for use on the designated computer system(s) or, for Software licensed under a Marketplace Subscription License, in an environment provided and hosted by a Hosting Provider, in each instance under the applicable license agreement. Client will install all applicable error corrections and maintenance releases except for Marketplace Subscription Licenses, which will be provided to, and installed by, the Hosting Provider according to the arrangements between the Hosting Provider and Unisys. Certain software products may require a Unisys Subscription Service in order to receive Software Maintenance Release Service.

Electronic Support Service provides Client with access to an Internet web site to place Product service requests, to obtain information on known errors and corrections, and to receive information on Unisys products and services. Software Support Services included in a Marketplace Subscription License do not include Electronic Support Service as a Service Element.

Software On-Site Support provides software support at the Client's site if Unisys determines that a Software Product problem remains unresolved and on-site assistance is required, after Client has used Support Center Services as prescribed. Desktop and selected non Unisys software Products are not eligible for Software On-Site Support.

Systems Operations Review provides an annual meeting, at a time mutually agreed to between Unisys and Client, to conduct a computer systems operation review. Client is responsible for scheduling the meeting. This service applies to systems designated by Unisys as enterprise servers or mainframes.

Support Center Response Commitment (available only during the PPM) provides electronic or voice response by Unisys to Client's declared emergencies no later than one (1) hour after receipt of Client's request for service at the Support Center designated by Unisys.

Section C. Service Level Descriptions

The following describes the six Service Levels and the Service Elements included in each of the Service Levels. **Not all Service Elements and Service Levels are available for all Products. Refer to Descriptions of Service Elements for additional details.** Individual Service Elements contained in a higher Service Level than contracted are provided at Client request, as available, at then-current Unisys conditions and charges. All hardware and software Products within a system configuration must be enrolled under the same Service Level except for desktop and network products and application software. All Client Replaceable Units are shipped to the Client to arrive the next business day regardless of the service level subscribed.

Service Elements	Service Levels – Hardware Support Services					
	1 <i>Mail-In</i>	2 <i>Advanced Exchange</i>	3 <i>Standard PPM</i>	4 <i>Standard PPM</i>	5 <i>Business Critical 7X24*</i>	6 <i>Business Critical 7X24*</i>
Equipment On-Site Remedial Maintenance Service			NBD*	4HR	4HR	2HR
Mail-In Service	X					
Advance Exchange Service		X				
Equipment Maintenance Parts	X	X	X	X	X	X
Essential Engineering Changes	X	X	X	X	X	X
Electronic Call Home Support			X	X	X	X
Equipment Preventive Maintenance			X	X	X	X

*Note: CRU maintenance plans are required.

Service Elements	Service Levels – Software Support Services					
	1**	2	3	4	5	6
Support Center Service	X	X	X	X	X	X
User Communication Service	X	X	X	X	X	X
Software Maintenance Release Service	X	X	X	X	X	X
Electronic Support Service	X	X	X	X	X	X
Software On-Site Support					X	X
Systems Operations Review					X	X
Support Center Response Commitment						X

* Certain Support Services are only available during the PPM and/or may be limited during Off Hours as described in this Addendum.

** Support Services included in a Marketplace Subscription License consist of **Software Support Services, Service Level 1 minus** Electronic Support Services.

Support Services Schedule

Agreement Number

92090067

Bill To Location

Service Level

PASCO HERNANDO STATE COLLEGE
 10230 Ridge Rd
 New Port Richey , FL 34654
 USA

- (1) Mail In
- (2) Advanced Exchange
- (3) Standard NBD
- (4) Standard 4HR
- (5) Business Critical 4HR
- (6) Business Critical 2HR

Contact/Telephone Number

/

Email Address

Annual Rate Increase Cap

Coterminous Ending

Commencement Date

October 1, 2023

List of Products Applicable to this Agreement

Currency: USD

Equipment Location:

PASCO HERNANDO STATE COLLEGE
 10230 Ridge Rd
 New Port Richey, FL, 34654, USA

Svc Level	Style	Description	Qty	Billing Period	Initial Term (months)	Monthly Service Warranty Value (SWV) = Service Warranty (for SW Period) included in equipment purchase price ÷ Initial Term			Monthly Support Services	
						SW Period	Unit SWV	Total SWV	Unit Charge	Total Charge
4	ABR11500-CVU	AB Suite/EAE UOE 1 CVU Pre-Paid	29	Prepay	12		0.00	0.00	325.49	9,439.35
4	ABR90-MCP	AB SUITE RT UNL G90 MCP	1	Prepay	12		0.00	0.00	2,615.38	2,615.38
4	UOP1090-DB1	dbaTOOLS Analyzer	1	Prepay	12		0.00	0.00	342.68	342.68
4	ABL11504-PPC	AB Suite/EAE MCP Gold Activation License- 4 CPMs Pre-Paid	1	Prepay	12		0.00	0.00	0.00	0.00
4	ABM11500-UOE	ABSuite/EAE MCP Gold UOE Media Kit	1	Prepay	12		0.00	0.00	0.00	0.00
4	ECH10-CH	Call Home Service CS MCP	1	Prepay	12		0.00	0.00	0.00	0.00
4	CS10-END	IOE Encryption Opt US	1	Prepay	12		0.00	0.00	0.00	0.00
4	CS10-OS9	Ops Sentinel Add-On Pkg	1	Prepay	12		0.00	0.00	0.00	0.00

Support Services Schedule

Agreement Number

92090067

Equipment Location:

PASCO HERNANDO STATE COLLEGE
10230 Ridge Rd
New Port Richey, FL, 34654, USA

Svc Level	Style	Description	Qty	Billing Period	Initial Term (months)	Monthly Service Warranty Value (SWV) = Service Warranty (for SW Period) included in equipment purchase price ÷ Initial Term			Monthly Support Services	
						SW Period	Unit SWV	Total SWV	Unit Charge	Total Charge
4	DSS2140-UPG	FILE MGT:EOM 14 Enterprise Edition Upgrade	1	Prepay	12		0.00	0.00	179.11	179.11
4	DSS5140-UPG	FILE MGT:EOM 14 DDA Designer/Web Assistant Upgrade	1	Prepay	12		0.00	0.00	78.30	78.30
4	DSS5140-ADM	FILE MGT:EOM 14 DDA Designer/Web Assistant	1	Prepay	12		0.00	0.00	76.54	76.54
4	DSS32-CTL	FILE MGT:EOM CENTRAL SVR	1	Prepay	12		0.00	0.00	0.00	0.00
4	DSS32-PDF	FILE MGT:EOM PDF Writer	1	Prepay	12		0.00	0.00	0.00	0.00

Equipment Location:

PASCO HERNANDO STATE COLLEGE
10230 Ridge Rd
New Port Richey, FL, 34654, USA

Svc Level	Style	Description	Qty	Billing Period	Initial Term (months)	Monthly Service Warranty Value (SWV) = Service Warranty (for SW Period) included in equipment purchase price ÷ Initial Term			Monthly Support Services	
						SW Period	Unit SWV	Total SWV	Unit Charge	Total Charge
4	CS106-WBM	ePortal Business Software Package for MCP	1	Prepay	12		0.00	0.00	30.51	30.51

Monthly Amount (Total Monthly Support Services Charges - Total Monthly SWV): 0.00
Annual Amount (Total Annual Support Services Charges - Total Annual SWV): 0.00
Total Prepaid Value (Total Prepaid Support Services Charges - Total SWV): 153,142.22

4305-4942-007(7/22)

Support Services Schedule

Agreement Number

92090067

Bill To Location

Service Level

PASCO HERNANDO STATE COLLEGE
10230 Ridge Rd
New Port Richey , FL 34654
USA

- (1) Mail In
- (2) Advanced Exchange
- (3) Standard NBD
- (4) Standard 4HR
- (5) Business Critical 4HR
- (6) Business Critical 2HR

Contact/Telephone Number

/

Email Address

Annual Rate Increase Cap

Coterminous Ending

Commencement Date

List of Products Applicable to this Agreement

Currency: USD

Equipment Location:

PASCO HERNANDO STATE COLLEGE
10230 Ridge Rd
New Port Richey, FL, 34654, USA

Svc Level	Style	Description	Qty	Billing Period	Initial Term (months)	Monthly Service Warranty Value (SWV) = Service Warranty (for SW Period) included in equipment purchase price ÷ Initial Term			Monthly Support Services	
						SW Period	Unit SWV	Total SWV	Unit Charge	Total Charge
4	ALP672101-2FD	Tape Drive Dual LTO7 Rackmount, FC-AL, dual node, 2U	1	Annual	12		0.00	0.00	140.20	140.20

Equipment Location:

PASCO HERNANDO STATE COLLEGE
10230 Ridge Rd
New Port Richey, FL, 34654, USA

Svc Level	Style	Description	Qty	Billing Period	Initial Term (months)	Monthly Service Warranty Value (SWV) = Service Warranty (for SW Period) included in equipment purchase price ÷ Initial Term			Monthly Support Services	
						SW Period	Unit SWV	Total SWV	Unit Charge	Total Charge
3	CON6505-SRB	DS-6505R-B 12P/24P 16GB RTF BASE SWITCH	1	Annual	12		0.00	0.00	77.29	77.29
3	CON6505-SRB	DS-6505R-B 12P/24P 16GB RTF BASE SWITCH	1	Annual	12		0.00	0.00	77.29	77.29
3	DS65-MNT	DS-6510-B RACK MOUNT KIT	2	Annual	12		0.00	0.00	5.42	10.84
3	CS1070-CSM	MCP SMFII Group 70 License	1	Annual	12		0.00	0.00	261.98	261.98
3	UTY21228-DRV	UNITY 400 2U DPE 25X2.5 DRIVE FLD RCK	1	Annual	12		0.00	0.00	202.98	202.98
3	OPN3292-RPA	Dell RPA GEN6 for Unity	1	Annual	12		0.00	0.00	173.85	173.85

Support Services Schedule

Agreement Number

92090067

Svc Level	Style	Description	Qty	Billing Period	Initial Term (months)	Monthly Service Warranty Value (SWV) = Service Warranty (for SW Period) included in equipment purchase price ÷ Initial Term			Monthly Support Services	
						SW Period	Unit SWV	Total SWV	Unit Charge	Total Charge
3	OPN3292-RPA	Dell RPA GEN6 for Unity	1	Annual	12		0.00	0.00	173.85	173.85
3	UTY600152-DRV	UNITY 600GB 15K SAS 25X2.5 DRIVE	19	Annual	12		0.00	0.00	7.81	148.43
3	UTY316241-PRT	UNITY 2X4 PORT 16G FC IO	2	Annual	12		0.00	0.00	31.88	63.76
3	UTY366015-PCK	UNITY SYSPACK 6X600GB 15K SAS 25X2.5	1	Annual	12		0.00	0.00	46.87	46.87
3	UTY456109-803	APPSYNC BASIC FOR UNITY 400 =IC	1	Annual	12		0.00	0.00	0.00	0.00
3	UTY458001-375	RP BASIC FOR UNITY 400/400F =IC	1	Annual	12		0.00	0.00	0.00	0.00
3	VNX456113-338	STORAGE M&R FOR UNITY LIC=IC	1	Annual	12		0.00	0.00	0.00	0.00
3	UTY21227-KIT	UNITY 25 DRIVE DPE FLD INSTALL KIT	1	Annual	12		0.00	0.00	0.00	0.00
3	UTY416416-SFP	UNITY 4X16GB SFP FC CONNECTION	1	Annual	12		0.00	0.00	0.00	0.00
3	CX1312-PWR	EMC DISK: 2 C13 PWRCORDS W/ NEMA 5-15 PLUGS 125V 10A	2	Annual	12		0.00	0.00	0.00	0.00
3	VNX458002-287	STORAGE M&R FOR UNITY=IC	1	Annual	12		0.00	0.00	0.00	0.00
3	UTY458001-426	APPSYNC BASIC FOR UNITY 400 =IC	1	Annual	12		0.00	0.00	0.00	0.00

Monthly Amount (Total Monthly Support Services Charges - Total Monthly SWV): 1,377.34
Annual Amount (Total Annual Support Services Charges - Total Annual SWV): 16,528.04
Total Prepaid Value (Total Prepaid Support Services Charges - Total SWV): 0.00

4305-4942-007(7/22)

ClearPath Software Series Consumption
Based Software Schedule

Agreement Number

92090067

List of Products Applicable to this Agreement

Currency: USD

Software Installation Location

PASCO HERNANDO STATE COLLEGE
10230 Ridge Rd
New Port Richey, FL, 34654, 34654

Item No.	Style	Description	Term of Usage (in months)	Business Continuity CVU Balance	Per Unit License Charge	Initial CVU Balance	License Charge
1	ABR11500-CVU	AB Suite/EAE UOE 1 CVU Pre-Paid	12			348	727,921.09
2	ABU11500-CVU	SSU Scrn AB Suite/EAE UOE 1 CVU Pre-Paid	12				83,542.62

Total License Charge:
811,463.71

Consumption-based Software License Terms and Conditions

The software style(s) listed above provide consumption based rights for the described software according to the following terms, which, together with the terms of the above-referenced Agreement and Unisys License Plan descriptions, govern Client's use of the Software.

Definitions

Calibrator is specialized software within the Software that dynamically measures the capacity of a particular Capacity Set.

Calibration Factor is the ratio of capacity, as measured by the Calibrator, on a Unisys reference platform divided by the capacity, as measured each month by the Calibrator, on the specific Intel configuration chosen by Client.

Capacity Set is the combination of the operating environment software and a unique grouping of Virtual CSS Processors enabled by firmware functionality. The firmware layer presents a specific number of Virtual CSS Processors (or a % thereof), offering a workload processing capacity and capability relative to the underlying Intel platform chosen by Client.

CSS is ClearPath Software Series.

CSS Processor second: is a unit of active consumption of the capacity of a Virtual CSS Processor. A CSS Processor second is one second during which a Virtual CSS Processor is actively executing Client or system software, excluding idle time. A CSS Processor second is processing-time-based only and not performance-based. For example, if a 4-processor ClearPath Software Series Product actively executes Client or system software for an entire minute on all 4 processors, then 240 CSS Processor seconds are consumed.

CVU (Cloud Value Unit) is a metric used for pricing purposes that reflects the value of the Usage of a unique processing Capacity Set; where 1 CVU has an assigned CSS Processor second value of 26,298 (which is 1/100 of the number of seconds in a "standard month" where a "standard month" = 365.25 days / 12 = 30.4375 days = 2,629,800 seconds).

CVU Balance is the balance of CVU's available to Client at any given point during the Term of Usage, comprising the Initial CVU Balance listed above, plus any additional CVU's purchased by Client during the Term of Usage, less any CVU's used during the Term of Usage.

CSS Processor is a Central Processor Module (CPM) on MCP Software Series or an Instruction Processor (IP) on OS 2200 Software Series.

License Plans are license plan descriptions and any separate license agreements applicable to the Software either supplied with the Software or published at www.unisys.com/ms/terms-and-conditions/ or at

<http://public.support.unisys.com/common/ShowWebPage.aspx?id=6316&pla=ps&nav=ps>

Term of Usage is the time period during which the CVU Balance is available to Client for use, beginning with the date Unisys ships or makes available for download the associated software key and continuing for the number of months identified above, unless it ends earlier according to the Agreement.

Usage is the quantity of CVUs consumed each month, as described below.

Reference Architecture is Unisys' reference architecture described in Unisys published specifications for the Software.

Virtual CSS Processor is the CSS processing capability that translates the ClearPath operating system's instructions set into equivalent Intel instructions and then executes them.

Consumption Based Model

For the Initial License Charge listed above, Client will initially receive the stated amount of processing capacity, expressed in terms of CVUs. The CVU Balance will decrement based upon Client's Usage of processing capacity. Client may only use the ClearPath Software Series Software during the Term of Usage if its CVU Balance is greater than zero (0). The Term of Usage automatically ends if the CVU Balance reaches zero (0). Unisys will send Client a monthly statement describing Client's CVU Usage for the preceding month and current CVU Balance. Fees paid for any CVU Balance and associated Support Services are non-refundable. Unused CVU Balances expire at the end of the Term of Usage and are not transferable. Limited use of this Software with a backup machine is permitted, as described in the Agreement and the section, below, titled "Business Continuity CVUs".

CVU Usage Measurement

The ClearPath Software Series Software provides a workload processing capacity based on the number of Virtual CSS Processors selected when used according to Unisys published specifications and system requirements for Unisys Reference Architecture described in those specifications. Monthly Usage of the capacity of the Software product is reported by the Calibrator and expressed in terms of CSS Processor seconds.

The reported CSS Processor seconds consumed are then converted to monthly CVU Usage calculated as follows:

Monthly CVUs Usage =
(CSS Processor Seconds used x Calibration Factor) / 26,298

Business Continuity CVUs

Business Continuity CVUs ("BC CVUs") grant Client a means to help provide production processing continuity in the event of a planned or unplanned outage of its consumption-based ClearPath Software Series Software Product ("Outage"). The amount of BC CVUs, if any, purchased by Client is listed above ("BC CVU Balance"). The BC CVU Balance includes 12 days of

Consumption-based Software License Terms and Conditions

free test CVUs for each year of the Term of Usage (a day of CVUs is computed by dividing the Initial CVU balance by the Term of Usage and dividing this quotient by 30). In the event of an Outage, Client may, up to the amount of its BC CVU Balance, continue its production processing on a backup ClearPath Software Series Software enabled system ("BC System"). The BC CVU Balance will decrease based upon Client's consumption-based Usage on the BC System. Each BC CVU Balance is available for use only during the Term of Usage for the associated consumption-based Software style. Unused BC CVU Balances are not transferable.

Usage Tracking Software

Usage is measured and reported through the use of software-based measuring and reporting tool(s). Client shall not alter, disable or otherwise circumvent the reporting tool, system counters and log files embedded in its system. The reporting tool(s) shall be configured to automatically send Usage reports to Unisys by email on the first day of each month (based on universal time). In the event of a system console failure or any other event that causes a usage report not to be automatically sent to Unisys, Client shall, upon request, manually send such Usage report to Unisys.

Approximated Usage in Event of Disaster

If, in the event of a disaster, the Usage tracking Software is unable to complete a Usage report for a given month, Client's CVU Usage for that month will be the average of Client's monthly CVU usage for the prior three (3) months of reported Usage. Where the Usage tracking and reporting tool is able to report Usage for only a portion of a given month, CVU usage for the omitted period will be computed as follows and added to the reported usage to determine Client's Usage for the month: (a) Client's reported monthly CVU Usage for the prior three (3) months will be summed and divided by 91.3125 (365.25 days / 12 x 3 = 91.3125 days) to arrive at Client's average daily CVU usage; (b) the value determined in step (a) will be multiplied by the number of unreported days for the incomplete month's report (partially reported days will be approximated in quarter-day intervals).

4305 7942-004 (6/05)

6Hx19-6.41 STUDENT OMBUDSMAN

The purpose of this Board Rule is to establish Board policy regarding student ombudsman services for students.

In accordance with the requirements of Florida Statute 1006.51, a student ombudsman office has been established at Pasco-Hernando State College and is accountable to the President. The ~~Dean of Academic Affairs and Institutional Accreditation~~ Dean of Education Access and Engagement and Chief Equity Officer serves as the student ombudsman, or student advocate for certain specific issues. These areas are limited to unresolved disputes concerning:

- A. Student access to courses
- B. Credit granted toward the degree

Detailed information concerning these procedures are contained in the catalog/student handbook.

Rule Adopted: 2/18/97; ■6/14/04; ■03/09/09; 9/25/18; 2/20/24

Effective Date: 2/18/97; ■6/14/04; ■03/09/09; 9/25/18; 2/20/24

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1006.51

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(8)(43)(44);
1001.65(1)(16)(24);1006.51

Proposer: Timothy L. Beard, President

■President's Cabinet Approval - Non-Substantive/Editorial

**PASCO-HERNANDO STATE COLLEGE
STATEMENT OF ESTIMATED REGULATORY COSTS
FS 120.54 (2)(a)**

January 16, 2024

District Board of Trustees Rule 6Hx19-6.41

STUDENT OMBUDSMAN

PURPOSE:

The proposed amendment updates title and position of Student Ombudsman.

PROPOSED REGULATORY COSTS:

a) An estimate of the number of individuals and entities likely to be required to comply with the rule, together with a general description of the types of individuals likely to be affected by the rule:

The rule affects students who might need the services of the Student Ombudsman.

b) An estimate of the cost to the agency, and to any other state and local government entities, of implementing and enforcing the proposed rule, and any anticipated effect on state or local revenues:

Other than the cost of advertising the proposed amendments, there are no costs associated with the amendments.

c) An estimate of the transactional costs likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the rule (transactional costs are direct costs that are readily ascertainable based upon standard business practices, and include filing fees, the cost of obtaining a license, the cost of equipment required to be installed or used or procedures required to be employed in complying with the rule, additional operating costs incurred, and the cost of monitoring and reporting):

The revised policy is not expected to have any financial impact on any entity outside of the College.

d) An analysis of the impact on small business as defined by F.S. 288.703, and an analysis of the impact on small counties and small cities as defined by F.S. 120.52:

The revised rule is not expected to have an impact on small business as defined by FS 288.703, nor on small counties or small cities as defined by FS 120.52.

e) **Any additional information that the agency determines to be useful:**

There is no additional information necessary.

f) **A description of any good faith written proposal submitted under F.S. 120.54(1)(a) and either a statement adopting the alternative or a statement of the reasons for rejecting the alternative in favor of the proposed rule:**

There have been no good faith written proposals submitted under FS 120.54(1)(a).



PRESIDENT'S REPORT

APRIL 25, 2024



Esteemed PHSC Trustees,

The past few months have been full of College and community engagements. I am grateful for the opportunities I have had to connect with so many community leaders, colleagues at other institutions and our own faculty, staff and students.

I would like to extend a warm welcome to the three newly appointed Trustees: Mr. John Allocco Jr., Mr. Ryan Brady and Dr. Gino Collura. With their insight and leadership PHSC will continue to achieve great outcomes for students and for our community. I am grateful for these appointments by Governor Ron DeSantis. You can find more information on our new Trustees [HERE](#).

I recently announced the selection of the next Vice President of Academic Affairs (VPAA) and Chief Academic Officer, Dr. Daniel Powell, effective June 10.

Dr. Powell brings a wealth of both instructional and academic leadership experience, most recently having served for the past five years as Vice President of Academic Success at Northwest Vista College, with over 19,000 students in San Antonio, Texas. You can read more about Daniel [HERE](#).

My deepest thanks go to Dr. Gerene Thompson, who is serving as our Interim VPAA/Chief Academic Officer while continuing to shoulder her duties as Dean of Arts & Sciences. I am also grateful for Andrea Brvenik, Ann Barrett and the rest of the VPAA Search Committee that ably conducted the search that has brought us to this point.



Thus far I have engaged in 30 out of the 60 scheduled Listening Tours with staff, faculty and students from our five campuses and the IPAC. In addition to these sessions, all employees and students have been invited to share feedback directly with me via digital surveys that may be submitted anonymously, if preferred. I look forward to continuing these Listening Tour sessions over the next month and then generating a summary and key themes and findings from this multifaceted research project.

Community and External Engagements:

- Joined the Pasco EDC Board of Directors and attended my first Board of Directors meeting. Bill Cronin, President and CEO and Senior Vice President, Mike Bishop met with me prior to the Board of Directors meeting for orientation.
- Joined the HCA FL Bayonet Point Hospital Board and attended the Board of Directors meeting. I received an orientation from their CEO, Sally Seymour, and Chairperson, Christine Behan.
- Publix Graduation Summit
- Council of President's Meetings
- Heroes Among Us Congressional Award Ceremony with Rep. Gus Bilirakis
- American Association of Community Colleges Annual Conference
- Higher Learning Commission Annual Conference in Chicago, IL. Dr. Heather Bigard, President of Lake-Sumter State College, and I had the pleasure of meeting with the President of the Higher Learning Commission, Dr. Barbara Gellman-Danley. PHSC will be transitioning to this accrediting body in the next few years.
- How Community Colleges Are Building Tomorrow's Workforce Panel in Washington, D.C. at the invitation of Rep. Bilirakis. I was joined by the President and CEO of the Association of Community College Trustees (ACCT), Jee Hang Lee, and other community college leaders.
- New President Orientation with Chancellor Kathy Hebda in Tallahassee
- Community Conversations meeting in Brooksville
- 50th Annual Student Recognition Celebration (Hernando County)

College Engagements:

- Workforce Development Technical Advisory Annual Committee
- Empowered Women in Education Conference
- Heart of Gold Donor Appreciation Luncheon
- 50th Annual Student Recognition Celebration

We are currently in the midst of reorganizational efforts. This restructuring is intended to refocus on our core priorities more effectively and more efficiently use our resources. These priorities include enrolling, supporting, teaching and graduating students. We are facing a lean 2025 budget year, due to persistently high inflation and flat operational funding from the State. As the spring term comes to a close and we begin the summer semester, I am confident we will continue to provide excellent services at PHSC and continue our enrollment and completion growth trajectory. I am grateful and privileged to serve you and the College's many stakeholders as president.



Jesse Pisors Ed.D., President

Excellence • Integrity • Community • Success • Safety • Stewardship



PHSC PRESIDENT'S PROGRESS REPORT

March 2024

Welcome to the first edition of PHSC PRESIDENT'S PROGRESS REPORT, a monthly internal communication highlighting key activities, news and information from across the organization and its leadership. Related content is gathered from various sources, including submissions by the President's Administrative Leadership Team (PALT). – Jesse Pisors, Ed.D.

TRANSITIONS

After a transitional period of leadership, beginning on January 8, **Jesse Pisors, Ed.D.**, became the fifth president of PHSC on February 1, 2024, succeeding Timothy L. Beard, Ph.D., who served as president from 2015 until his retirement on January 31.

On his first day in office, Dr. Pisors distributed multiple introductory communications to faculty, staff and students. He also announced the appointment of his [President's Cabinet](#) as well as the appointment of **Gerene Thompson, Ph.D.**, as [interim chief academic officer](#). Dr. Thompson also continues to serve in her current role as Assistant Vice President and Dean, Division of Arts and Sciences, until the new chief academic officer position is filled.

The new president's first weeks on the job included meetings with PHSC trustees, administrators, faculty, staff, students, donors, and community leaders. The first **District Board of Trustees** meeting was hosted by Dr. Pisors at the East Campus on February 20.

Dr. Pisors traveled to Tallahassee for **Hernando County Day at the Capitol** and **Pasco County Day at the Capitol**. He and other PHSC administrators met with PHSC's legislative delegation and toured the house and senate chambers. [Tallahassee Visit](#)

The president also participated in multiple community events, appearing in the **Pasco County Fair Parade** and taking second place at the fair's cow milking contest.

In total, more than 500 employees and students attended the **President's Get Acquainted Receptions**, held at each of PHSC's six locations in February. After introductions and outlining his path to the presidency at PHSC, Dr. Pisors fielded questions and later interacted with instructors at faculty meetings moderated by **Misty Price, Ph.D.**, accounting professor, faculty senate chair and QEP Director. The **Faculty Conversations** meeting was hosted by the **Faculty Senate** and **Faculty Development Institute**.

Dr. Pisors is hosting **listening tours** with groups of faculty, staff, students and community leaders to gain a broader perspective on the College. Information gathered during these meetings will help guide PHSC's new **strategic plan**, to be in development this spring and summer.

DIVISION NEWS IN BRIEF

ARTS AND SCIENCES

Under the direction of Dr. Thompson, the **Office of Academic Affairs** is preparing for the transition of leadership as the search for a new chief academic officer nears completion.

The **Academic Affairs team** partnered with **MIS (Management Information Systems)** to create a dynamic registration form for public school students. The department also updated **transfer programs**, participated in the bi-annual **FUSE** meeting with PHSC colleagues and state college partners, and attended workshops focusing on **Early College Programs** with Hernando and Pasco County schools and Saint Leo University. FUSE is a guaranteed transfer program to the University of South Florida for students completing their AA degrees into specific programs.

Institutional Effectiveness and Assessment is finalizing **SACSCOC (Southern Association of Schools Commission on Colleges) fifth year readiness report**, collaborating with Workforce and Health Programs on corresponding changes in addition to updating IMM and board rules.

NURSING AND HEALTH PROGRAMS

The **Dental Hygiene Program** celebrated **Children's Dental Health Month** by providing free dental services for kids making parents and [children smile](#).

Social and Human Services, with the promotional efforts of **Eddie Williams, Ed.D.**, professor and program director, reported an increase in interest and program enrollment.

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

The March 3 **FTE Report** indicates that overall funded FTE is up 7.85 % over enrollment this time last year. Among the most significant gains in funded FTE is in the AA degree, up 9.38 % compared to last year. The College's Spring 2024 headcount is at 9,006 as compared to last spring's headcount of 8,530, reflecting a positive headcount change of 476. Other year-over-year gains were in postsecondary vocational at 7.85% and dual enrollment of 6.23%. The baccalaureate program declined 4.23%. [FTE Report](#).

Student Affairs collaborated with the **Student Success Committee** on developing better ways to collect and effectively evaluate data during an upcoming Data Summit. Data results are also among factors in developing **PHSC's strategic plan**.

The committee covered how the definition of success may differ from institutional and student perspectives; how late registration may negatively impact student completion rates; and why academic success is more likely among students engaged in campus activities. The committee also discussed surveying students about their classroom and campus experiences.

PHSC student leaders continue to garner statewide recognition. **Elizabeth Odum** was recognized at the February District Board of Trustees meeting for being selected as the Florida College System Activities Association Student Government Association Student of the Month—the second consecutive month a PHSC student was selected for this recognition.

FINANCIAL SERVICES

The budget planning process is kicking off this morning with the Budget Prep Workshop on Tuesday March 19 at 10 a.m. on zoom: [Budget Prep Workshop Zoom link](#).

WORKFORCE DEVELOPMENT/CAREER AND TECHNICAL EDUCATION

The **Technical Advisory Committee Dinner**, held on February 29 at the West Campus, was attended by approximately 200 faculty, staff and community members who met to relay career-specific trends and needs to help guide college programs.

In addition to hosting and participating in numerous events to engage and recruit Pasco and Hernando County students, Workforce is planning career fairs at **Zephyrhills High School, Kirkland Ranch, and Hudson High School**. More information is coming soon on popular **Summer Career Camps** for kids, including the popular BYOC (Build Your Own Computer), Robotics, and Forensic camps.

Workforce received **\$1,630,000** for the **Workforce Development Capitalization Grant**. Additionally, **\$227,943** was awarded from the state **Pathways to Career Opportunities Grant** to assist with apprenticeship programs. The Open Door grant will provide \$71,000 (based on completion) to 27 fire academy cadets.

OFFICE OF ADVANCEMENT, INNOVATION AND STRATEGIC PARTNERSHIPS

The PHSC Foundation concluded its 50th Anniversary fundraising campaign, collecting \$14,825,681 – more than \$4 million over the targeted goal. Special thanks to all who made such a highly successful campaign possible!

Congratulations to PHSC Alumnus **Donny Van Slee**, a full-time chiropractor and strong contender on NBC's The Voice. Donny, selected for "Team Reba," continues to advance to stardom on the hit show. The Weeki Wachee resident is the son of **Andre and Jodi Van Slee**, respectively the plant manager at the SHC and Health Lab Assistant at NC. Stream The Voice at no charge on NBC, USA Network, and Spectrum on Demand to view Donny's recent performance of [Greatest Love Story](#).

The recipient of the 2024 Distinguished Alumni of the Year Award will be recognized at the annual Student Life Awards to be held at the West Campus on April 25.

Will there be a new Bobcat Blend brew? The **Center for Innovation** will meet with a local coffee roaster to discuss this potential fundraiser.

The **PHSC Foundation** hosted a tribute to Olivia Newton-John in February and to the Beatles in March. For upcoming shows, visit: [PAC Schedule](#).

The **Office of Faculty Development and Corporate College** facilitated the **Greater Hernando County Chamber of Commerce's (GHCCC) Education Day for Leadership Development**. Among other activities, **Margie Burnham**, special assistant to the president for corporate college and professional development, facilitated the GHCCC Keys to Success Event and the PHSC Dental Clinic's celebration of **PHSC/LSAMP students** participated in the 2-day **NACCE STEM/SHIFT Innovation Summit**, clinching one of the top three spots – winning the incredible opportunity to turn their business idea into reality using one of NASA's patents.

ATHLETICS

- The **men's baseball** team currently leads the Sun-Lakes Conference with a 7-2 record.
- The **women's softball** team is tied for second place in the Sun-Lakes Conference with a 5-4 record, two games behind St. Johns River State College.
- The **men's basketball** season ended in the FCSAA DII/NJCAA Region 8 Championship semi-finals to Florida State College at Jacksonville, 107-56. FSCJ went on to win the championship over Florida Gateway College.
- **Valeria Rolon** was named **FCSAA DII Softball Player of the Week** for February 29th. Rolon batted .909 getting 10 hits in 11 at-bats.
- **Xavier Gordon-Somers** was named to the **DII All-FCSAA/All-Region 8** basketball team.

The formation of PHSC's Flag Football Team is making history during National Women's History Month, representing one of the fastest-growing college sports in the U.S. To learn more about the team, visit.: [Women's Flag Football.](#)

CAMPUS NEWS Summary

East Campus (EC)

Construction continues on the [Fire Tower](#) a new training facility for firefighters, with an estimated completion date of April 2024. **EC Provost Dennis Feltwell, Ph.D.**, also shared information on PHSC programs with students at the East Pasco Education Academy in Dade City.

North Campus (NC)

NC actively participates in the **South Brooksville Community Conversations**, the **Brooksville Rotary**, **Greater Hernando Chamber of Commerce**, and other community organizations. The **Association of Florida Colleges** (AFC) hosted a meet and greet and a Vision Awareness and Screening event, sponsored by Student Accessibility Services, held on February 28. Upcoming, NC will host a workshop on Resilience, sponsored by Student Accessibility, SGA and Human Services Club.

West Campus (WC)

WC hosted several events including **Mental Health First Aid Trainings** for staff, a virtual **FUSE Information Session**. Workforce led an **Apprenticeship Student Introduction Meeting**. **Chasco Middle School Visit**, and **Annual Technical Advisory Committee**, attracting approximately 250 guests, including leaders in workforce fields, faculty and staff. Associate Vice President/West Campus Provost **Sonia Thorn** was honored for her years of service. Several outside renters also held events on West Campus.

Spring Hill Campus (SHC)

The campus held engaging activities such as Boomer's Tips for Success, a Midterm party, and an FAFSA workshop. Upcoming events include Earth Day on April 1, and an art show April 4.

SHC participated in activities with local partners, such as the Hernando County Chamber of Commerce, including the Chamber's Keys to Success event. The campus also participated in activities with the Hernando County School District and Pasco-Hernando Early Learning Coalition.

Porter Campus at Wiregrass Ranch (PCWR)

PCWR hosted multiple events in February, including activities with **Orlando Health, Turner Construction, Pasco EDC and J.D. Porter**. Other events included the **Wiregrass Elementary PTA's All Pro Dad's** program, the **Pasco County School Principals' meeting** and the **Men of Excellence Barbershop Talk**.

Instructional Performing Arts Center (IPAC)

Special events included February's sold-out **Bethune Cookman Concert Choir**, hosted by **Educational Access and Engagement** and the **LIFE (Linking In Faith and Education)** program. The IPAC also hosted a **Faculty Voice Recital**, the **President's Institute**, and meetings with the **Student Affairs** team. Five organizations rented the William Weatherford Theater for productions and recitals and the IPAC also hosted three **Pasco County Schools** concerts.

The Empowered! Women in Education Conference was held at the IPAC on March 15, attracting more than 125 participants. Thanks to all of our contributors, panelists and workshop hosts. The event included keynote speaker **Cameesha Whittaker, Ph.D.**, and special guest **June Hall, Ph.D.**, **District Board of Trustees Marilyn Pearson-Adams, Becky Schulkowski, Pharm.D.**, and **Nicole Newlon, Esq.** also participated as well as student leader **Emmalise Feliciano**. Additional workshop hosts included **Hope Kennedy** and **Jen Tussing** from the **Upper Tampa Bay Chamber of Commerce**. [Women's Conference Panelists](#)

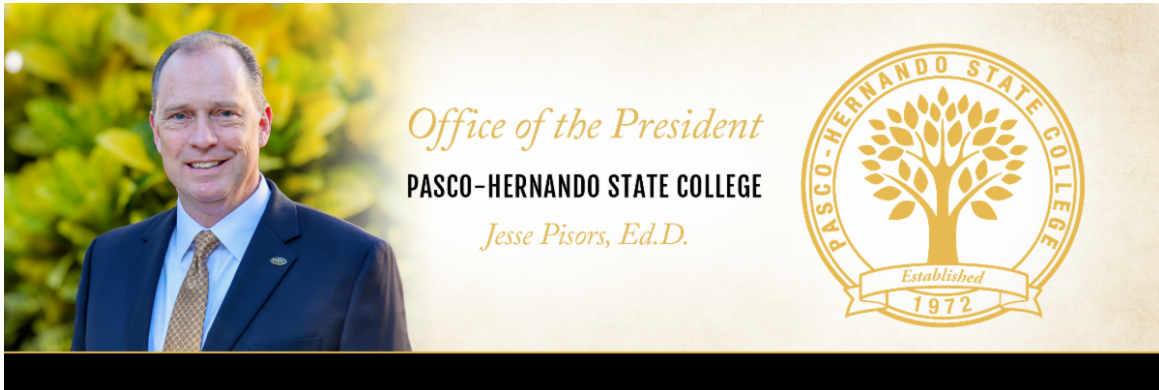
Thank you for reviewing the first edition of the PHSC President's Progress Report! I hope you found the content informative and interesting. The next issue will circulate in April.

Sincerely,



*Jesse Pisors, Ed.D.
PHSC President*





**Updated PHSC President's
Progress Report
April 2024
*Updated and Revised 4-17-24***

Dear Colleagues:

Witnessing the excitement and joy of graduating students is one of the many rewards of working in higher education. Everyone at PHSC is responsible for caring for, instructing or supporting our students. I hope you'll join us in celebrating the accomplishments of our students at **Spring 2024 Commencement Ceremonies**. Graduation, to be held at West Campus on May 1 and 2, along with the nurse pinning ceremony (also on May 1), will be particularly meaningful for me as I preside over the ceremonies as president for the first time. View details at phsc.edu/grad.

Three trustees were appointed to the District Board of Trustees by Gov. DeSantis on April 12. We look forward to the leadership of **John Allocco Jr., Ryan Brady** and **Gino Collura, Ph.D.** View the announcement and learn more about our newest board members [here](#).

My ongoing "**Listening Tour**" sessions have, to date, involved 24 meetings with small groups of faculty, staff and students at every PHSC location. These candid conversations have allowed me to view PHSC from a variety of perspectives. All employees and students have been invited to share feedback via digital surveys that may be submitted anonymously, if preferred. Your suggestions and opinions are truly

valued and appreciated. Watch your email for information about the remaining Listening Tour sessions and the online survey.



The **Empowered! Women's Conference** held at the IPAC on March 15 received an overall rating of 4.6 out of 5 stars. Thanks to all of our presenters as well as District Board of Trustees Vice Chair **Marilyn Pearson-Adams** and trustees **Nicole Newlon** and **Becky Schulkowski** who participated in the event.



PHSC welcomes **Dr. Daniel Powell**, PHSC's new Vice President of Academic Affairs/Chief Academic Officer, effective June 10. Learn more about the wealth of instructional and academic leadership experience Dr. Powell will bring to this position [here](#).



Alumni and College Relations/Foundation

Nearly ninety donors, scholarship recipients, college stakeholders and PHSC staff recently gathered at PHSC's West Campus for the **Heart of Gold Donor Appreciation Luncheon**. Hosted by the PHSC Foundation on April 12, the luncheon provides an opportunity for scholarship recipients to meet their benefactors to express their gratitude for the educational support they have received. Remarks were provided by PHSC **President Dr. Jesse Pisors**, District Board of Trustees Vice Chair **Marilyn Pearson-Adams**, Foundation Board Chair **Seth Mann** and Foundation scholarship recipient **Emmalise Feliciano**.



Successful meetings with administrators from HCA Bayonet Point Hospital and BayCare have been facilitated since the legislature has approved \$1.5 million in funding for the **PHSC Nursing and Allied Health Institute**, pending final approval by Gov. DeSantis. Stay tuned for updates on this exciting initiative.

PHSC Alumnus, **Donny Van Slee**, a top competitor on NBC's The Voice, has been selected as **PHSC's 2024 Distinguished Alumni Award Recipient**. Van Slee will be honored at the **Alumni and Student Life and Leadership Awards Recognition Ceremony**, to be held on Thursday, April 25 at the IPAC.



Athletics

The **men's baseball team** (25-20, 14-10) moved back into a tie for first place in the Sun-Lakes Conference with St. Johns River State by sweeping Florida State College at Jacksonville this weekend. The team will host the University of Tampa JV team on Tuesday at 7 p.m. before returning to conference action on Friday at Lake Sumter State College. On Saturday the Bobcats will host the Lakehawks in a 1 p.m. doubleheader.

The **women's softball team** (21-22, 12-12) took two out of three conference games from Florida Gateway College this past weekend. On Friday at the West Campus, the Bobcats won the extra inning game 1-0 on Saturday in Lake City, the Timberwolves took the first game of the doubleheader 11-4. In game two, the Bobcats scored six runs over the final two innings to win 7-5. The team will face Lake Sumter State (25-25, 11-13) on Friday at 5 p.m. before traveling to Leesburg for their Saturday doubleheader.

In **cross country** news we have three Bobcats running the Boston Marathon on Monday (Patriots Day). Both head coaches, Jacki Waller and Lee Rietsma along with men's runner Tom Palamar will compete in the 128th running of this 26.2 mile race. Look for their results in the next edition of the Bobcat Buzz.



Student Life and Leadership

Thirty-three students and approximately 80 family and friends gathered at the Instructional Performing Arts Center (IPAC) for **PHSC Honors Night**. The students were inducted to **Phi Theta Kappa**, **Psi Beta**—Psychology Honor Society, and **Sigma Kappa Delta**—English Honor Society. Special thanks to the faculty advisors of those groups for their support and encouragement of students. This event marks the largest in-person Honors Nights the college has held since 2020.

The **Resilience Speaker Series**, held in February and March at the Porter, East, and North Campuses, helped students understand how to adapt to difficult situations and being able to seek support when needed.

A full day of virtual and in-person training sessions were offered in March for Student Affairs staff. With a theme of "**Becoming a Change Agent: Lessons from Cartoons and Movies**," participants explored how narratives from popular media can inform strategies for effective student affairs management.

PHSC students netted nine awards, including multiple first place finishes, from the **Future Business Leaders of America, Inc. (FBLA) State Leadership Conference** in Orlando earlier this month. I am also proud of and grateful to the PHSC faculty and staff without whose dedication and effort these many successes would not have been possible.



Engagement Games

Join us for the **Spring Faculty/Staff vs. Student Softball Game**, to be held at the West Campus on May 3. Gates open at 2 p.m. with the first pitch at 3 p.m.

Enrollment Report

PHSC's summer enrollment, as of April 12, 2024, is trending upwards, at 17.27% over the same time last year. See the encouraging results of the latest Funded FTE Report and Headcount Comparison [here](#).

Senior Commitment Day

Senior Commitment Days kicked off at West Campus on April 2. Over two days, 140 high school seniors attended information sessions, toured the campus and, most importantly, registered for fall classes. Commitment Day events are forthcoming at our North, East, Porter, Spring Hill, and IPAC campuses this month.



Institutional Technology

PHSC is in the final stages of the **Banner ERP (Enterprise Resource Planning) system** including the Student Information System (SIS) implementation. IT has been successful in implementing Banner Finance, Banner HR and Payroll and NeoEd for new employees and recruiting positions. Banner project, implementation plans and a project timeline have been announced. Updates will be provided throughout the remainder of the implementation process through the July/August timeframe as we begin the Fall 2024 Term.

April is Florida State College Month

Florida College System Month, celebrated in April, recognizes the monumental impact PHSC and Florida state colleges have on our students, communities and economy. Look for upcoming promos to share the many of accomplishments of Florida's "Great 28."

Thank you for reviewing the updated April edition of the PHSC President's Progress Report! I hope you found the content informative and interesting. The next issue will circulate in May.

Sincerely,



*Jesse Pisors, Ed.D.
PHSC President*



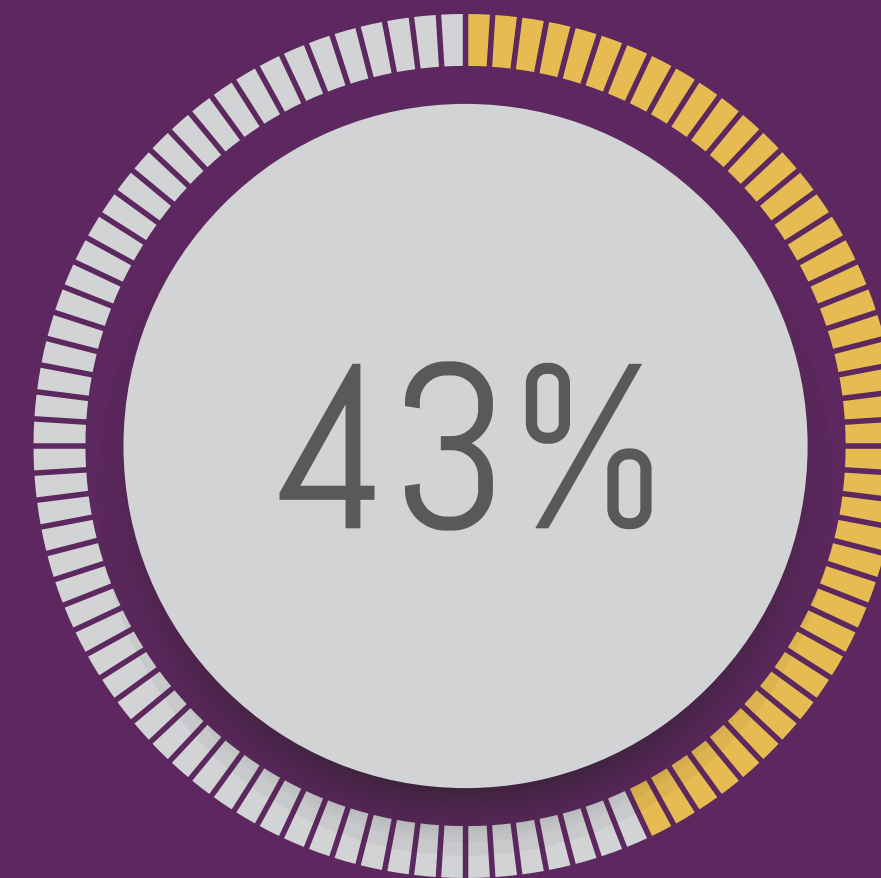
PASCO-HERNANDO STATE COLLEGE

EMPOWERED! Women in Education Conference



EVALUATION RESULTS

90 participants signed in.



39 participants
did the evaluation.




4.6 of 5 stars for event!


What was the best part about the workshop you attended?

The intimacy and vulnerability of the group. Able to dive deeper into each ones needs and make a true connection with each other and the presenter.

**What was the
best part about
the workshop
you attended?**



**The honest
discussion
around sometimes
you can't be
superwoman in all
areas everyday, and
that's ok.**




What was the best part about the workshop you attended?

They gave practical tips for networking which were very helpful. They didn't just tell you to network and go to events, they gave tips on how to approach people and suggestions of how to break the ice when you are in an unfamiliar group.


What can we do to make 2025 better?

...a real workshop on how to navigate a sexist conversation with real world examples. The man who is listening but not "hearing" you, walking into a room and the man behind you being spoken to instead of you, how to effectively assert yourself in a conversation with a male who is your employee etc.

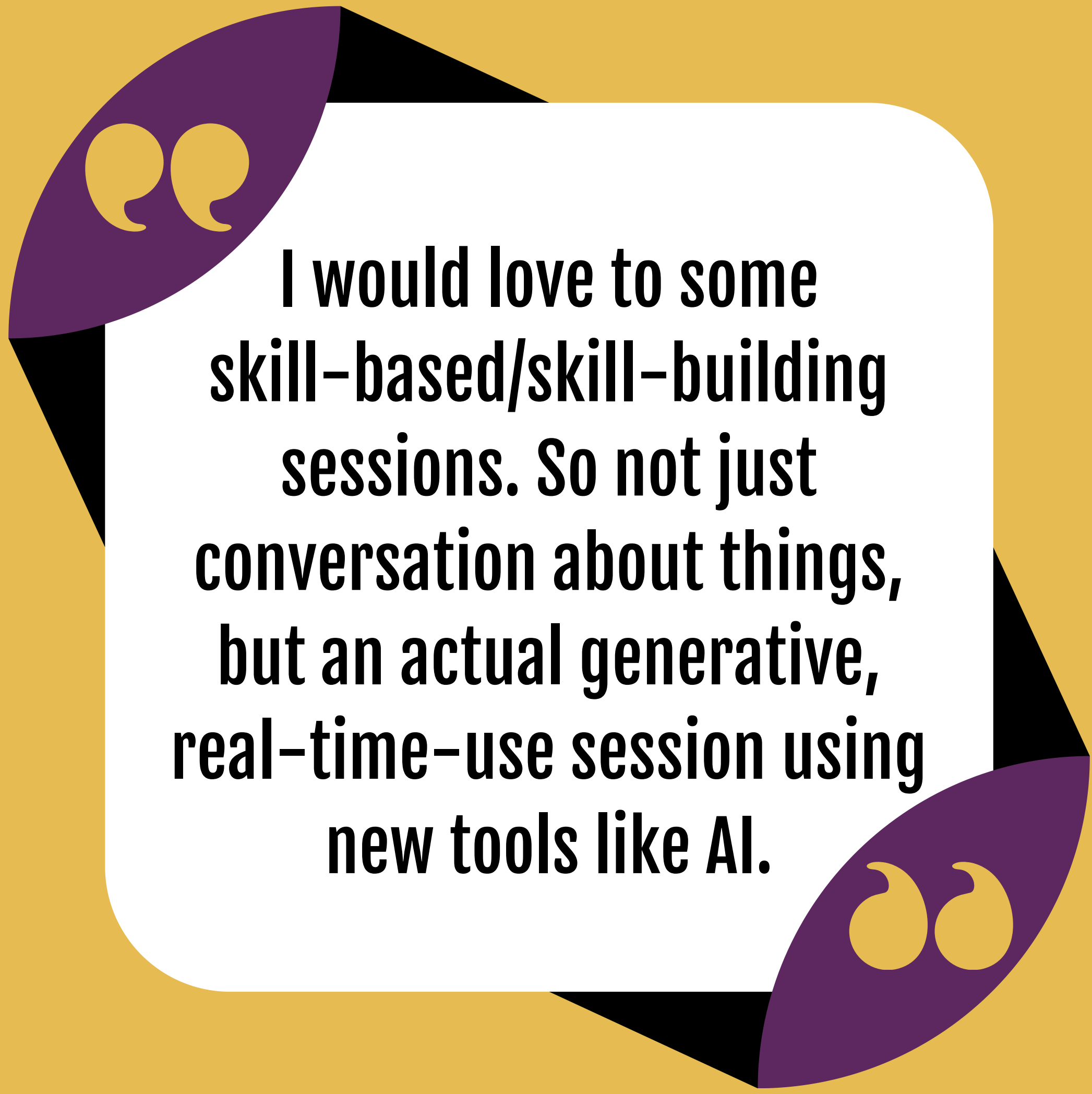
**What can we do
to make
2025 better?**



**Consider finding ways
to address some of the more
challenging issues that are
facing women in education,
such as lack of access to
childcare, healthcare, and
reproductive rights.**



**What can we do
to make
2025 better?**



**I would love to have some
skill-based/skill-building
sessions. So not just
conversation about things,
but an actual generative,
real-time-use session using
new tools like AI.**



Excellence • Integrity • Success • Equity • Community

**2023-24 DISTRICT BOARD OF TRUSTEES
REVISED MEETING DATES AND LOCATIONS
12:00 p.m.**

<u>Month/Date</u>	<u>Location</u>
<i>August 2023</i>	<i>No Meeting</i>
September 19, 2023	Spring Hill Campus, Spring Hill Rao Musunuru, M.D. Conference Center
<i>October 2023</i>	<i>No Meeting</i>
November 14, 2023	Porter Campus, Wesley Chapel Boardroom, A-413
<i>December 2023</i>	<i>No Meeting</i>
January 16, 2024	North Campus, Brooksville Library/McKethan Room
February 20, 2024	East Campus, Dade City Conference Center, A-240/241
<i>March 2024</i>	<i>No Meeting</i>
April 25, 2024	West Campus, New Port Richey Conference Center, R-151
May 21, 2024	Spring Hill Campus, Spring Hill Rao Musunuru, M.D. Conference Center
June 18, 2024	North Campus, Brooksville Library/McKethan Room
July 16, 2024	West Campus, New Port Richey Conference Center, R-151



Excellence • Integrity • Success • Equity • Community

2024-2025 DISTRICT BOARD OF TRUSTEES UPCOMING EVENTS INFORMATION

Nursing Pinning Ceremony

Wednesday, May 1, 2024 – 11:00 am

West Campus, New Port Richey

Suncoast Credit Union Academic Success Center Naming Ceremony

Wednesday, May 1, 2024 – 2:00 pm

West Campus, New Port Richey

Commencement Ceremonies

- Wednesday, May 1, 2024 – 4:30 pm
West Campus, New Port Richey

- Thursday, May 2, 2024 – 10:00 am
West Campus, New Port Richey

All College Day

Tuesday, October 15, 2024

West Campus, New Port Richey

Association of Community College Trustees (ACCT) 2024 Leadership Congress

Wednesday, October 23 – Saturday, October 26, 2024

Seattle, Washington

Nursing Pinning Ceremony

Tuesday, December 10, 2024 – 11:00 am

West Campus, New Port Richey

Commencement Ceremonies

- Tuesday, December 10, 2024 – 4:30 pm
West Campus, New Port Richey

- Wednesday, December 11, 2024 – 10:00 am
West Campus, New Port Richey



DBOT
4/25/2024
2.1

THE OFFICE OF THE PRESIDENT

From: Jesse Pisors, Ed.D.
To: District Board of Trustees
RE: Continuing Contracts for Faculty

Pursuant to District Board of Trustees Rule 6Hx19.2.55, the following faculty have met minimum requirements for issuance of a Continuing Contract starting with the 2024-2025 academic year.

Angelique O'Brien
Ariele Lindemeyer
Carolanne Kuntz
Charles Bogan
David Ratisher
Johnathan Spiewak
Karen Carpenter
Liwliwa Villagomez

Your approval to extend continuing contract is respectfully requested.

6Hx19-2.55 EMPLOYMENT CONTRACTS FOR FULL TIME FACULTY

The purpose of this Board Rule is to establish the District Board of Trustees policy for employment contracts for full-time faculty, in accordance with State Board of Education Rule 6A-14.0411.

Issuance of Continuing Contract

All faculty members hired after June 30, 2013, into a continuing contract position, must meet the following minimum requirements in order to be eligible for continuing contract:

- (1) Complete at least five (5) years of satisfactory service at Pasco-Hernando State College during a period not in excess of seven years. All service shall be continuous except for leave duly authorized and granted.
- (2) Receive the recommendation of the President and approval by the District Board of Trustees for a continuing contract based on successful performance of duties, demonstration of professional competence, and the needs of the college.

Criteria for Placement on Continuing Contract

In order to be considered for placement on continuing contract, full-time faculty members must present a portfolio of evidence that contains verification of the following:

- (1) Quantifiable measured effectiveness in the performance of faculty duties as indicated by successful faculty and student learning outcomes
- (2) Continuing professional development, as measured by additional coursework, licensure, industry certifications, or other confirmation of advancement in one's field
- (3) Currency and scope of subject matter knowledge, as evidenced by coursework, attendance and/or presentation at professional conferences, publication in professional journals, or other proof of educational qualifications within one's area of expertise
- (4) Relevant feedback from students, faculty, and employers of students through student and administrative evaluations, peer review, and input from advisory board members in cases where such feedback is available
- (5) Satisfactory completion of the following two graduate level courses:
 - The Community College in America
 - Seminar in College Teachingor an equivalent graduate level course approved by the Vice President of Academic Affairs and Faculty Development/College Provost,;

or

6Hx19-2.55

Employment Contracts for Full Time Faculty

Satisfactory completion of the following two undergraduate level courses:

- EDH 1930 Seminar in College Teaching
- EDH 2930 Seminar in Community and State College in Higher Education

or

an equivalent undergraduate level course approved by the Vice President of Instruction/Provost, West Campus

or

A combination of two of the previously identified graduate and undergraduate courses or equivalent courses approved by the Vice President of Academic Affairs and Faculty Development/College Provost,

and

The College's NCC 0091 E-Certification for Online Teaching and Model Course Development course offered by the Department of Academic Technology.

(6) Co-curricular service to the department, college, and community

Verification of the above criteria may be demonstrated through such evidence as additional educational qualifications, documented learning gains of students in the faculty member's courses, continued success of those students in subsequent courses, and/or graduation and/or certification rates.

Portfolio Requirements

Before their consideration for continuing contract, faculty members hired during and after the 2013-2014 academic year must demonstrate the above criteria through the presentation of a portfolio of accomplishments to be submitted to their academic dean for examination by a peer review committee in the middle of their fourth year of employment at the college. **Faculty members hired prior to the 2013-2014 academic year are only required to complete three years of satisfactory service before being considered for continuing contract. In addition, faculty members hired prior to the 2013-2014 academic year will be required to fulfill the following portfolio requirements beginning with the 2013-2014 academic year, in accordance with the provisions of**

6Hx19-2.55

Employment Contracts for Full Time Faculty

State Board of Education Rule 6A-14.0411. The portfolio must contain the following elements:

- Educational & Professional Background
 - Updated curriculum vitae
- Individualized Learning Plan
 - This is the candidate's professional development plan, which is written by the candidate in collaboration with his or her dean and/or provost. The plan should spell out what the faculty member expects to achieve during the pre-tenure process. The plan should also contain a "roadmap" of coursework and other requirements the candidate should complete prior to the granting of continuing contract. Such plan should be completed during the first semester of employment with the college.
- Supporting Documentation for Four Faculty Learning Outcomes (FLO), as follows:
 - Adequate Preparation
 - Faculty learning outcome statement
 - Explanation of what the faculty candidate did to achieve the outcome (e.g. workshops, articles, etc.)
 - Appropriate Methods
 - Specific teaching methods, student learning activities, and assessment methods used and the procedures/steps followed to achieve the FLO
 - Significant Results
 - Supporting documentation (e.g. official transcripts, conference agendas, copies of published articles, etc.)
 - Copies of student and administrative evaluations
 - Reflective Critique
 - General Reflection: In general, candidate reflects on what was learned while completing the FLO and how this might improve future work (approximately ½ to 1 page)

Term of Continuing Contract

Each employee issued a continuing contract shall be entitled to continue in his or her respective full-time faculty position at the college without the necessity for annual nomination or reappointment until the individual resigns from employment, except as provided in this Rule and/or District Board of Trustees Rule 6Hx19-2.23, *Dismissal, Return*

6Hx19-2.55
Employment Contracts for Full Time Faculty

to Annual Contract – Continuing Contract Personnel.

Successful completion of all requirements for being placed on continuing contract within the first five years of employment will simultaneously meet requirements for recertification credit. All faculty placed on continuing contract will be required to recertify every five (5) years thereafter, in accordance with the procedures set forth in Internal Management Memorandum (IMM) 2-7 *Guidelines for Receiving Recertification Credit.*

Non-Continuing Contract Positions

The District Board of Trustees may establish full time faculty positions that are not eligible for continuing contract. Such positions will be eligible for one year or multiple-year contracts as the Board may determine.

Rule Adopted: 12/17/79; 5/19/80; 10/19/81; 9/13/82; 12/16/85; 3/17/86; 6/15/87;
11/16/87; 3/20/89; 1/22/91; 10/17/95; 10/21/97; 5/15/01; 2/17/09;
07/16/13

Effective Date: 12/17/79; 5/19/80; 10/19/81; 9/13/82; 12/16/85; 3/17/86; 6/15/87;
11/16/87; 3/20/89; 1/22/91; 10/17/95; 10/21/97; 5/15/01; 2/17/09;
07/16/13

Reviewed:

President’s Administrative Leadership Team – Non-Substantive/Editorial: 6/11/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1012

Other References: Florida Administrative Code: 6A-14.041; 6A-14.0411

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)(43)(44);
1001.65(1)(3)(16)(4); 1012.83

Proposer: Timothy L. Beard, President



THE OFFICE OF THE PRESIDENT

Dear Colleagues,

As you may have heard, I recently made the very difficult decision to close the Department of Education Access and Engagement. This means the elimination of seven staff positions, effectively suspending five full-time staff members with pay, pending final approval which is expected later this month. Two staff members have been reassigned to other roles within the College. We are providing every support we can to those whose positions are ending.

Some of the community engagement work that had been carried out by this department will be concluded, while the rest will be reassigned to other departments and will thereby continue. Dr. Lisa Richardson is overseeing the transition of these activities in close consultation with me and with support from Luther Buie, who will be transitioning to a leadership role in Human Resources.

This is part of a restructuring effort intended to refocus on our core priorities more effectively. These priorities include enrolling, supporting, teaching and graduating students. We are facing a lean 2025 budget year, due to persistently high inflation and flat operational funding from the State. We must simultaneously cut costs while investing strategically for the future.

I want you to know that I only made this decision after extensive consultation, including discussion with Cabinet, and assessment of options. As president, it is my job to continually evaluate our resources for maximum efficiency and effectiveness. While it is difficult to discontinue any program or department at this or any college, we must recognize when doing so is the right course of action. PHSC is in a strong place financially, but it occasionally takes trying decisions like this one to keep it that way.

I will continue to listen carefully not only to our administrators but to all of you as we work together to support each other and serve our students, both present and future. Thank you for your hard work and unwavering commitment to our students' success.

Jesse Pisors, Ed.D.

President

Excellence • Integrity • Success • Equity • Community

District Office • 10230 Ridge Road • New Port Richey, FL 34654 • 855.NOW.PHSC • phsc.edu

Brooksville • Dade City • New Port Richey • Spring Hill • Wesley Chapel

An equal access/equal opportunity institution.

Statement Provided to the Media on Discontinuation of Department of Education Access and Engagement

Pasco-Hernando State College (PHSC) has discontinued the Department of Education Access and Engagement as part of a restructuring effort to refocus on our core priorities more effectively. These priorities include enrolling, supporting, teaching and graduating students.

We are facing a lean 2025 budget year, partly due to persistently high inflation, and we must simultaneously cut costs while investing strategically for the future. The elimination of this particular department will place us on a stronger financial footing and give us a sharper focus on our mission.

As president, it is my job to continually evaluate our deployment of public funds for maximum efficiency and effectiveness. While it is difficult to discontinue any program or department at a college, we must recognize when doing so is the right course of action. PHSC is in a strong place financially, but it occasionally takes difficult decisions like this one to keep it that way.

PHSC's commitment to serve all citizens of Pasco and Hernando Counties and to support our students, faculty and staff is undiminished.

Jesse Pisors, Ed.D.
President

PHSC

PASCO-HERNANDO STATE COLLEGE

TO: Dr. Jesse Pisors, President

VIA: Dr. Gerene Thompson, Interim Vice President and Chief Academic Officer
/ College Provost, and Assistant Vice President/Dean Arts and Sciences

FROM: Dr. Alysén Heil, Dean of Workforce Development, Career and Technical
Education

SUBJECT: Summer Camps

DATE: 2024 April 11, 2024

Please see the attached 2023 PHSC Summer Career Camp Schedule for approval by our District Board of Trustees. The program offering and schedule were approved by the President's Administrative Leadership Team. I would appreciate your recommendation approval at the April 2024 meeting.

Thank you for your consideration of this request.



**Are you interested in participating in Summer Camps?
Registration Starts April 17, 2024**

Build Your Own Computer Camp

When: June 10–13, 2024 at Porter Campus at Wiregrass Ranch
June 17–20, 2024 at Spring Hill Campus
Time: 9 a.m.–4 p.m.
Cost: Free*
Who: Rising 7th and 8th Grade Middle School Students

Robot Dog, Coding Camp

When: June 24–27, 2024 at West Campus
Time: 9 a.m.–4 p.m.
Cost: \$200
Who: Age appropriate for 14–16-year-old students with some basic coding knowledge

Crime Scene Forensics Camp

When: July 8–11, 2024 at East Campus, Dade City
Time: 8:30 a.m.–12:30 p.m.
Cost: \$125
Who: Age appropriate for 11–13-year-old students

Advanced Crime Scene Forensics Camp

When: July 22–25, 2024 at East Campus, Dade City
Time: 9 a.m.–3 p.m.
Cost: \$175
Who: Age appropriate for 14–17-year-old students with an interest in a career in Crime Scene Forensics

**All components for the computer build donated by PHSC Institutional Technology.*

Register at phsc.edu/about/events

PHSC | PASCO-HERNANDO
STATE COLLEGE

PHSC

PASCO-HERNANDO STATE COLLEGE

TO: Dr. Jesse Pisors, President

VIA: Dr. Gerene Thompson, Interim Vice President and Chief Academic Officer / College Provost, and Assistant Vice President/Dean Arts and Sciences

FROM: Dr. Alysén Heil, Dean of Workforce Development, Career and Technical Education

SUBJECT: Money Back Guarantee (Informational)

DATE: April 12, 2024

Senate Bill 240 (2023) amended section (s.) 1011.803, Florida Statutes (F.S.), and modified the Moneyback Guarantee Program, requiring Florida College System institutions to choose three programs. The program requires each educational entity to refund the cost of tuition to students who are not able to find a job in the field in which the student was trained within six months of successfully completing select workforce education programs that prepare students for in-demand, middle-level to high-level wage occupations.

PHSC has identified the following programs for the Money Back Guarantee program:

1. Practical Nursing Career Certificate
2. Fire Academy Career Certificate
3. Unmanned Vehicle Systems Operations Associate in Science Degree

Attached is a copy of the information to be posted on the PHSC website under Public Disclosure.

Money-Back Guarantee Program

The Money-Back Guarantee Program was created by the Florida Legislature in Senate Bill 240 in 2023 with the Reimagining Education and Career Help (REACH) Act. Students who complete a program designated for the money-back guarantee and are not employed six months after graduation are now eligible to request a full refund of their tuition costs.

Pasco-Hernando State College has designed the following programs for the Money-Back Guarantee:

- Practical Nursing Career Certificate
- Fire Academy Career Certificate
- Unmanned Vehicle Systems Operations Associate in Science Degree

Who qualifies?

Money-Back Guarantee Program Student Eligibility Criteria

To be eligible to apply for the program, a student must meet all the following criteria:

- A student who does not receive a job offer in their respective industry within six-months after graduation will be considered eligible to participate in the Money-Back Guarantee Program and may request a refund for out-of-pocket tuition not to include: non-resident fees, lab fees, uniform fees, student activity fees, financial aid fees, testing and examinations fees, insurance fees, or other fees or expenses (such as books).
- Students must apply for this program no later than 240 days (6 months of job searching plus 60 days to apply for the program) after the date the degree is conferred on the student's transcript.
- Students cannot be enrolled in an upper-level stackable program or continuing coursework in an advanced degree.

1. Student attendance

- Students must be continuously enrolled full-time (as defined by the program) through the duration of the program and meet the program's enrollment verification standards each term. Students must meet minimum attendance requirements as specified by the program of study.

2. Student program performance

- Students must successfully complete all required courses, earning a minimum grade point average of 3.5 or higher in all coursework.
- Students must remain in good academic standing throughout the duration of the program.

- Students must pass all credential and licensure exams associated with their program/required for employment in the field of study.
 - Students must be in good financial standing with PHSC.
3. Career Service or Career Day attendance
- Student must provide verifiable documentation as evidence of career service or career fair participation to include completion of at least 4 career development workshops while enrolled at the College or during the 6 months after graduation.
4. Participation in internship, work-based learning, clinical or practicum
- As applicable, students must provide verifiable documentation of satisfactory participation in an internship, work-based learning, clinical or practicum related to the degree for which the guarantee is being considered.
5. Job Search Documentation
- Student must be legally eligible for employment within the U.S.
 - Student must not have a criminal background that prevents employment within the career field.
 - Student must successfully pass background checks and drug screenings as required by prospective employers.
 - Student must provide verifiable documentation that they have worked with their local Career Source office to search for employment in the field of interest.
 - Student must demonstrate through verifiable documentation they have been actively searching for in-field employment for at least 6 months from the date of program completion. This search must include the verifiable submission of at least 30 applications that are related to the field of study. Student must provide documented evidence such as an email or letter of invitation to interview, documentation of application submission, confirmation of non-selection, etc.
6. Development of a student career plan with the PHSC's career services department.
- Students must provide verifiable documentation as evidence of the creation of, and adherence to, a career plan in conjunction with an PHSC Career Services.
 - Students must have met directly with PHSC Career Services department to receive resume/employment assistance within three months of completing the PHSC program of study. Students must have met with PHSC Career Services and completed the following activities:
 - Resume building
 - Portfolio development
 - Job search assessment
 - Interview preparation

Questions? Please email workforcedev@phsc.edu.



TO: Dr. Jesse Pisors, President

VIA: Dr. Gerene Thompson, Interim Vice President and Chief Academic Officer / College Provost, and Assistant Vice President/Dean Arts and Sciences

FROM: Dr. Alysen Heil, Dean of Workforce Development, Career and Technical Education

SUBJECT: Articulation Agreements between Fred K. Marchman Technical College and Pasco-Hernando State College

DATE: April 12, 2024

Attached are Articulation Agreements between the Fred K. Marchman Technical College and Pasco-Hernando State College. The agreements will allow students to receive certificates in select fields from the Fred K. Marchman Technical College and then enroll at PHSC to obtain an A.S. Degree in a related field and receive college credit for the hours earned at Fred K. Marchman Technical College. Below is a list of the programs included in the articulation agreements:

- Welding Technology Career Certificate to Industrial Management A.S. Degree
- Applied Cybersecurity Career Certificate to Cybersecurity and IT Security A.S. Degree
- Automotive Service Technology Technician Career Certificate to Industrial Management A.S. Degree
- Commercial Art Technology Career Certificate to Industrial Management A.S. Degree
- Computer Systems & Information Technology Certificate to Industrial Management A.S. Degree
- Computer Systems & Information Technology Certificate to Cybersecurity and IT Security A.S. Degree
- Cosmetology Certificate to Industrial Management Technology A.S. Degree
- Electricity Career Certificate to Industrial Management A.S. Degree
- Heating, Ventilation, Air-Conditioning & Refrigeration Career Certificate to Industrial Management A.S. Degree
- Professional Culinary Arts & Hospitality Career Certificate to Industrial Management A.S. Degree
- Digital Cinema Production Career Certificate to Industrial Management A.S. Degree
- Marine Service Technology Career Certificate to Industrial Management A.S. Degree

I would appreciate your recommending ratification of this agreement to our District Board of Trustees at its meeting on April 25, 2024.

Thank you for your consideration of this request.

**Career Pathways Agreement between Fred K. Marchman Technical College
and Pasco-Hernando State College for the
Applied Cybersecurity Career Certificate
to Cybersecurity and IT Security A.S. Degree**

In accordance with section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. To ensure students of this agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in this agreement. Furthermore, the award of credits described herein is contingent upon the conditional being met by Fred K. Marchman Technical College, Pasco-Hernando State College and the student.

Award of Credit Process:

- Students must meet with the designated college staff member to verify completion of the articulated program of study at the college.
- To be awarded the college credit guaranteed by this agreement, students must present an original career certificate of completion or an official transcript that delineates program completion.
- Students entering the associate degree program specified within this agreement must meet the admissions requirement of the college and the program to which they are applying, as well as the common placement testing requirements outlined in section 1008.30, F.S., Rule 6A-10.0315(2), Florida Administrative Code (F.A.C.)
- Students must enroll at the Florida College System institution in the program specified herein within three years of completion of the Career Certificate program in order to redeem the college credit. Students who enroll after three years may be eligible for the awarding of credits on a course-by-course basis at the discretion of the postsecondary institution. (This may be done through demonstration of current industry knowledge, i.e. employer letter, proof of industry certification passage, approved student assessments, portfolio of work, etc.)

Contact Names and Institutions:

School District: Pasco County School District

Name: Tonia Shook, M.A.T. and M.Ed.
Director, Fred K. Marchman Technical College

FCS: Pasco-Hernando State College

Name: Alysen Heil, Ed.D.
Dean of Workforce Development,
Career and Technical Education

Articulation of Credits:

Section 1007.233, F.S., requires that the career pathways agreement outline certificate program completion requirements and any licensures or industry certifications that must be earned before enrolling in the associate degree program.

Applied Cybersecurity Career Certificate

Course Number	Course Title	Course Length	PHSC Associate Degree Name	CIP Number	PHSC Course Number	Credit Awarded
CTS0018	Cybersecurity Associate	600 Hours	Cybersecurity and IT Security Program Length: 60 credits	1511100307	CGS1000 CGS1100	6 credits
CTS0019	Information Security Manager	150 Hours			CNT1000	3 credits

The articulation agreement is effective upon signature from both institutions' representatives, and shall remain active for three years, at which time it will be reviewed and evaluated for renewal. Terms and conditions of this agreement are subject to change, based on legislative mandates or amendments to the program curriculum. Modifications to this agreement must be made in writing and signed by all necessary parties.

Fred K. Marchman Technical College

Mr. Kurt S. Browning
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously
Approved by PHSC Legal Counsel

Initials PAN Date 4/10/2024

**Career Pathways Agreement between Fred K. Marchman Technical College
and Pasco-Hernando State College for the
Automotive Service Technology Career Certificate
to Industrial Management A.S. Degree**

In accordance with section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. To ensure students of this agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in this agreement. Furthermore, the award of credits described herein is contingent upon the conditional being met by Fred K. Marchman Technical College, Pasco-Hernando State College and the student.

Award of Credit Process:

- Students must meet with the designated college staff member to verify completion of the articulated program of study at the college.
- To be awarded the college credit guaranteed by this agreement, students must present an original career certificate of completion or an official transcript that delineates program completion.
- Students entering the associate degree program specified within this agreement must meet the admissions requirement of the college and the program to which they are applying, as well as the common placement testing requirements outlined in section 1008.30, F.S., Rule 6A-10.0315(2), Florida Administrative Code (F.A.C.)
- Students must enroll at the Florida College System institution in the program specified herein within three years of completion of the Career Certificate program in order to redeem the college credit. Students who enroll after three years may be eligible for the awarding of credits on a course-by-course basis at the discretion of the postsecondary institution. (This may be done through demonstration of current industry knowledge, i.e. employer letter, proof of industry certification passage, approved student assessments, portfolio of work, etc.)

Contact Names and Institutions:

School District: Pasco County School District

Name: Tonia Shook, M.A.T. and M.Ed.
Director, Fred K. Marchman Technical College

FCS: Pasco-Hernando State College

Name: Alysén Heil, Ed.D.
Dean of Workforce Development,
Career and Technical Education

Articulation of Credits:

Section 1007.233, F.S., requires that the career pathways agreement outline certificate program completion requirements and any licensures or industry certifications that must be earned before enrolling in the associate degree program.

Automotive Service Technology Career Certificate

Course Number	Course Title	Course Length	PHSC Associate Degree Name	CIP Number	PHSC Course Number	Credit Awarded
AER0014	Automobile Services Assistor	300 Hours	Industrial Management Program Length: 60 credits	1652020501	ETI1998 Industrial Skills I	24 credits
AER0110	Engine Repair Technician	150 Hours				
AER0257	Automatic Transmission and Transaxle Technician	150 Hours				
AER0274	Manual Drivetrain and Axle Technician	150 Hours				
AER0453	Automobile Suspension and Steering Technician	150 Hours				
AER0418	Automotive Brake System Technician	150 Hours				
AER0360	Automotive Electrical/Electronic System Technician	300 Hours				
AER0172	Automotive Heating and Air Conditioning	150 Hours				
AER0503	Automotive Engine Performance Technician	300 Hours				

The articulation agreement is effective upon signature from both institutions' representatives, and shall remain active for three years, at which time it will be reviewed and evaluated for renewal. Terms and conditions of this agreement are subject to change, based on legislative mandates or amendments to the program curriculum. Modifications to this agreement must be made in writing and signed by all necessary parties.

Fred K. Marchman Technical College

Mr. Kurt S. Browning
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously approved by
PHSC Legal Counsel
Initials PAN Date 4/10/2024

**Career Pathways Agreement between Fred K. Marchman Technical College
and Pasco-Hernando State College for the
Commercial Art Technology Career Certificate
to Industrial Management A.S. Degree**

In accordance with section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. To ensure students of this agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in this agreement. Furthermore, the award of credits described herein is contingent upon the conditional being met by Fred K. Marchman Technical College, Pasco-Hernando State College and the student.

Award of Credit Process:

- Students must meet with the designated college staff member to verify completion of the articulated program of study at the college.
- To be awarded the college credit guaranteed by this agreement, students must present an original career certificate of completion or an official transcript that delineates program completion.
- Students entering the associate degree program specified within this agreement must meet the admissions requirement of the college and the program to which they are applying, as well as the common placement testing requirements outlined in section 1008.30, F.S., Rule 6A-10.0315(2), Florida Administrative Code (F.A.C.)
- Students must enroll at the Florida College System institution in the program specified herein within three years of completion of the Career Certificate program in order to redeem the college credit. Students who enroll after three years may be eligible for the awarding of credits on a course-by-course basis at the discretion of the postsecondary institution. (This may be done through demonstration of current industry knowledge, i.e. employer letter, proof of industry certification passage, approved student assessments, portfolio of work, etc.)

Contact Names and Institutions:

School District: Pasco County School District

Name: Tonia Shook, M.A.T. and M.Ed.
Director, Fred K. Marchman Technical College

FCS: Pasco-Hernando State College

Name: Alysén Heil, Ed.D.
Dean of Workforce Development,
Career and Technical Education

Articulation of Credits:

Section 1007.233, F.S., requires that the career pathways agreement outline certificate program completion requirements and any licensures or industry certifications that must be earned before enrolling in the associate degree program.

Commercial Art Technology Career Certificate

Course Number	Course Title	Course Length	PHSC Associate Degree Name	CIP Number	PHSC Course Number	Credit Awarded
GRA0036	Graphic Designer	450 Hours	Industrial Management Program Length: 60 credits	1652020501	ETI1998 Industrial Skills I	24 credits
GRA0037	Digital Designer	450 Hours				
GRA0038	Print Media Artist	300 Hours				
GRA0039	Web Designer	300 Hours				

The articulation agreement is effective upon signature from both institutions' representatives, and shall remain active for three years, at which time it will be reviewed and evaluated for renewal. Terms and conditions of this agreement are subject to change, based on legislative mandates or amendments to the program curriculum. Modifications to this agreement must be made in writing and signed by all necessary parties.

Fred K. Marchman Technical College

Mr. Kurt S. Browning
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously
Approved by PHSC Legal Counsel

Initials PAN Date 4/10/2024

**Career Pathways Agreement between Fred K. Marchman Technical College
and Pasco-Hernando State College for the
Computer Systems & Information Technology Certificate
to Cybersecurity and IT Security A.S. Degree**

In accordance with section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. To ensure students of this agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in this agreement. Furthermore, the award of credits described herein is contingent upon the conditional being met by Fred K. Marchman Technical College, Pasco-Hernando State College and the student.

Award of Credit Process:

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Director, Fred K. Marchman Technical College

FCS: Pasco-Hernando State College

Name: Alysen Heil, Ed.D.
Dean of Workforce Development,
Career and Technical Education

Articulation of Credits:

Section 1007.233, F.S., requires that the career pathways agreement outline certificate program completion requirements and any licensures or industry certifications that must be earned before enrolling in the associate degree program.

Computer Systems & Information Technology Career Certificate

Course Number	Course Title	Course Length	PHSC Associate Degree Name	CIP Number	PHSC Course Number	Credit Awarded
CTS0082	Computer Systems Technician	300 Hours	Cybersecurity and IT Security Program Length: 60 credits	1511100307	CET1179	3 credits
CTS0083	Computer Network Technician	150 Hours			CTS1110	3 credits
CTS0084	Computer Networking Specialist	150 Hours				
CTS0069	Computer Security Technician	300 Hours			CNT1000	3 credits

The articulation agreement is effective upon signature from both institutions’ representatives, and shall remain active for three years, at which time it will be reviewed and evaluated for renewal. Terms and conditions of this agreement are subject to change, based on legislative mandates or amendments to the program curriculum. Modifications to this agreement must be made in writing and signed by all necessary parties.

Fred K. Marchman Technical College

Mr. Kurt S. Browning
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously
Approved by PHSC Legal Counsel

Initials PAN Date 4/10/2024

**Career Pathways Agreement between Fred K. Marchman Technical College
and Pasco-Hernando State College for the
Computer Systems & Information Technology Career Certificate
to Industrial Management A.S. Degree**

In accordance with section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. To ensure students of this agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in this agreement. Furthermore, the award of credits described herein is contingent upon the conditional being met by Fred K. Marchman Technical College, Pasco-Hernando State College and the student.

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Contact Names and Institutions:

School District: Pasco County School District

Name: Tonia Shook, M.A.T. and M.Ed.
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FCS: Pasco-Hernando State College

Name: Alysén Heil, Ed.D.
Dean of Workforce Development,
Career and Technical Education

Articulation of Credits:

Section 1007.233, F.S., requires that the career pathways agreement outline certificate program completion requirements and any licensures or industry certifications that must be earned before enrolling in the associate degree program.

Computer Systems & Information Career Technology

Course Number	Course Title	Course Length	PHSC Associate Degree Name	CIP Number	PHSC Course Number	Credit Awarded
CTS0082	Computer Systems Technician	300 Hours	Industrial Management Program Length: 60 credits	1652020501	ETI1998 Industrial Skills I	24 credits
CTS0083	Computer Network Technician	150 Hours				
CTS0084	Computer Networking Specialist	150 Hours				
CTS0069	Computer Security Technician	300 Hours				

The articulation agreement is effective upon signature from both institutions' representatives, and shall remain active for three years, at which time it will be reviewed and evaluated for renewal. Terms and conditions of this agreement are subject to change, based on legislative mandates or amendments to the program curriculum. Modifications to this agreement must be made in writing and signed by all necessary parties.

Fred K. Marchman Technical College

Mr. Kurt S. Browning
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously
Approved by PHSC Legal Counsel

Initials PAN Date 4/10/2024

**Career Pathways Agreement between Fred K. Marchman Technical College
and Pasco-Hernando State College for the
Cosmetology Career Certificate
to Industrial Management A.S. Degree**

In accordance with section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. To ensure students of this agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in this agreement. Furthermore, the award of credits described herein is contingent upon the conditional being met by Fred K. Marchman Technical College, Pasco-Hernando State College and the student.

Award of Credit Process:

- Students must meet with the designated college staff member to verify completion of the articulated program of study at the college.
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- Students must enroll at the Florida College System institution in the program specified herein within three years of completion of the Career Certificate program in order to redeem the college credit. Students who enroll after three years may be eligible for the awarding of credits on a course-by-course basis at the discretion of the postsecondary institution. (This may be done through demonstration of current industry knowledge, i.e. employer letter, proof of industry certification passage, approved student assessments, portfolio of work, etc.)

Contact Names and Institutions:

School District: Pasco County School District

Name: Tonia Shook, M.A.T. and M.Ed.
Director, Fred K. Marchman Technical College

FCS: Pasco-Hernando State College

Name: Alysen Heil, Ed.D.
Dean of Workforce Development,
Career and Technical Education

Articulation of Credits:

Section 1007.233, F.S., requires that the career pathways agreement outline certificate program completion requirements and any licensures or industry certifications that must be earned before enrolling in the associate degree program.

Cosmetology Career Certificate

Course Number	Course Title	Course Length	PHSC Associate Degree Name	CIP Number	PHSC Course Number	Credit Awarded
COS0002	Cosmetologist and Hairdresser 1	300 Hours	Industrial Management Program Length: 60 credits	1652020501	ETI1998 Industrial Skills I	24 credits
COS0003	Cosmetologist and Hairdresser 2	300 hours				
COS0009	Cosmetologist and Hairdresser 3	375 hours				
CSP0009	Grooming and Salon Services, Facials and Nails	225 Hours				

The articulation agreement is effective upon signature from both institutions' representatives, and shall remain active for three years, at which time it will be reviewed and evaluated for renewal. Terms and conditions of this agreement are subject to change, based on legislative mandates or amendments to the program curriculum. Modifications to this agreement must be made in writing and signed by all necessary parties.

Fred K. Marchman Technical College

Mr. Kurt S. Browning
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously
Approved by PHSC Legal Counsel

Initials PAN Date 4/10/2024

**Career Pathways Agreement between Fred K. Marchman Technical College
and Pasco-Hernando State College for the
Digital Cinema Production Career Certificate
to Industrial Management A.S. Degree**

In accordance with section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. To ensure students of this agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in this agreement. Furthermore, the award of credits described herein is contingent upon the conditional being met by Fred K. Marchman Technical College, Pasco-Hernando State College and the student.

Award of Credit Process:

- Students must meet with the designated college staff member to verify completion of the articulated program of study at the college.
- To be awarded the college credit guaranteed by this agreement, students must present an original career certificate of completion or an official transcript that delineates program completion.
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- Students must enroll at the Florida College System institution in the program specified herein within three years of completion of the Career Certificate program in order to redeem the college credit. Students who enroll after three years may be eligible for the awarding of credits on a course-by-course basis at the discretion of the postsecondary institution. (This may be done through demonstration of current industry knowledge, i.e. employer letter, proof of industry certification passage, approved student assessments, portfolio of work, etc.)

Contact Names and Institutions:

School District: Pasco County School District

Name: Tonia Shook, M.A.T. and M.Ed.
Director, Fred K. Marchman Technical College

FCS: Pasco-Hernando State College

Name: Alysén Heil, Ed.D.
Dean of Workforce Development,
Career and Technical Education

Articulation of Credits:

Section 1007.233, F.S., requires that the career pathways agreement outline certificate program completion requirements and any licensures or industry certifications that must be earned before enrolling in the associate degree program.

Digital Cinema Production Career Certificate

Course Number	Course Title	Course Length	PHSC Associate Degree Name	CIP Number	PHSC Course Number	Credit Awarded
FIL0085	Video Production Manager	300 Hours	Industrial Management Program Length: 60 credits	1652020501	ETI1998 Industrial Skills I	24 credits
FIL0086	Camera and Lighting Grip	150 Hours				
FIL0087	Advanced Production Crew	300 Hours				
FIL0088	Digital Video Editor	150 Hours				
FIL0089	Visual Effects Artist	150 Hours				

The articulation agreement is effective upon signature from both institutions' representatives, and shall remain active for three years, at which time it will be reviewed and evaluated for renewal. Terms and conditions of this agreement are subject to change, based on legislative mandates or amendments to the program curriculum. Modifications to this agreement must be made in writing and signed by all necessary parties.

Fred K. Marchman Technical College

Mr. Kurt S. Browning
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously
Approved by PHSC Legal Counsel

Initials PAN Date 4/10/2024

**Career Pathways Agreement between Fred K. Marchman Technical College
and Pasco-Hernando State College for the
Electricity Career Certificate
to Industrial Management A.S. Degree**

In accordance with section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. To ensure students of this agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in this agreement. Furthermore, the award of credits described herein is contingent upon the conditional being met by Fred K. Marchman Technical College, Pasco-Hernando State College and the student.

Award of Credit Process:

- Students must meet with the designated college staff member to verify completion of the articulated program of study at the college.
- To be awarded the college credit guaranteed by this agreement, students must present an original career certificate of completion or an official transcript that delineates program completion.
- Students entering the associate degree program specified within this agreement must meet the admissions requirement of the college and the program to which they are applying, as well as the common placement testing requirements outlined in section 1008.30, F.S., Rule 6A-10.0315(2), Florida Administrative Code (F.A.C.)
- Students must enroll at the Florida College System institution in the program specified herein within three years of completion of the Career Certificate program in order to redeem the college credit. Students who enroll after three years may be eligible for the awarding of credits on a course-by-course basis at the discretion of the postsecondary institution. (This may be done through demonstration of current industry knowledge, i.e. employer letter, proof of industry certification passage, approved student assessments, portfolio of work, etc.)

Contact Names and Institutions:

School District: Pasco County School District

Name: Tonia Shook, M.A.T. and M.Ed.
Director, Fred K. Marchman Technical College

FCS: Pasco-Hernando State College

Name: Alysén Heil, Ed.D.
Dean of Workforce Development,
Career and Technical Education

Articulation of Credits:

Section 1007.233, F.S., requires that the career pathways agreement outline certificate program completion requirements and any licensures or industry certifications that must be earned before enrolling in the associate degree program.

Electricity Career Certificate

Course Number	Course Title	Course Length	PHSC Associate Degree Name	CIP Number	PHSC Course Number	Credit Awarded
BCV0603	Electrician Helper	300 Hours	Industrial Management	1652020501	ETI1998 Industrial Skills I	24 credits
BCV0640	Residential Electrician	450 Hours	Program Length: 60 credits			
BCV0652	Commercial Electrician	450 Hours				

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Fred K. Marchman Technical College

Mr. Kurt S. Browning
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously
Approved by PHSC Legal Counsel

Initials PAN Date 4/10/2024

**Career Pathways Agreement between Fred K. Marchman Technical College
and Pasco-Hernando State College for the
Heating, Ventilation, Air-Conditioning/Refrigeration Career Certificate
to Industrial Management A.S. Degree**

In accordance with section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. To ensure students of this agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in this agreement. Furthermore, the award of credits described herein is contingent upon the conditional being met by Fred K. Marchman Technical College, Pasco-Hernando State College and the student.

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School District: Pasco County School District

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Director, Fred K. Marchman Technical College

FCS: Pasco-Hernando State College

Name: Alysén Heil, Ed.D.
Dean of Workforce Development,
Career and Technical Education

Articulation of Credits:

Section 1007.233, F.S., requires that the career pathways agreement outline certificate program completion requirements and any licensures or industry certifications that must be earned before enrolling in the associate degree program.

Heating, Ventilation, Air Conditioning/Refrigeration Career Certificate

Course Number	Course Title	Course Length	PHSC Associate Degree Name	CIP Number	PHSC Course Number	Credit Awarded
ACR0000	Introduction to HVAC/R	250 Hours	Industrial Management Program Length: 60 credits	1652020501	ETI1998 Industrial Skills I	24 credits
ACR0001	HVAC/R Fundamentals	250 Hours				
ACR0012	HVAC/R Service Practices	250 Hours				
ACR0013	HVAC/R Intermediate Service Practices	250 Hours				
ACR0044	HVAC/R Advanced Service Practices	350 Hours				

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Fred K. Marchman Technical College

Mr. Kurt S. Browning
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously
Approved by PHSC Legal Counsel

Initials PAN Date 4/10/2024

**Career Pathways Agreement between Fred K. Marchman Technical College
and Pasco-Hernando State College for the
Marine Service Technologies Career Certificate
to Industrial Management A.S. Degree**

In accordance with section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. To ensure students of this agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in this agreement. Furthermore, the award of credits described herein is contingent upon the conditional being met by Fred K. Marchman Technical College, Pasco-Hernando State College and the student.

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Contact Names and Institutions:

School District: Pasco County School District

Name: Tonia Shook, M.A.T. and M.Ed.
Director, Fred K. Marchman Technical College

FCS: Pasco-Hernando State College

Name: Alysen Heil, Ed.D.
Dean of Workforce Development,
Career and Technical Education

Articulation of Credits:

Section 1007.233, F.S., requires that the career pathways agreement outline certificate program completion requirements and any licensures or industry certifications that must be earned before enrolling in the associate degree program.

Marine Service Technologies Career Certificate

Course Number	Course Title	Course Length	PHSC Associate Degree Name	CIP Number	PHSC Course Number	Credit Awarded
MTE0003	Marine Rigger	300 Hours	Industrial Management Program Length: 60 credits	1652020501	ETI1998 Industrial Skills I	24 credits
MTE0090	Outboard Engine Technician	300 Hours				
MTE0074	Outboard Engine Diagnostics Technician	150 Hours				
MTE0092	Inboard Gas Engine Technician	300 Hours				
MTE0093	Drive Train Technician	150 Hours				
MTE0056	Inboard Diesel Technician	150 Hours				

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Fred K. Marchman Technical College

Mr. Kurt S. Browning
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously
Approved by PHSC Legal Counsel

Initials PAN Date 4/10/2024

**Career Pathways Agreement between Fred K. Marchman Technical College
and Pasco-Hernando State College for the
Professional Culinary Arts & Hospitality Career Certificate
to Industrial Management A.S. Degree**

In accordance with section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. To ensure students of this agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in this agreement. Furthermore, the award of credits described herein is contingent upon the conditional being met by Fred K. Marchman Technical College, Pasco-Hernando State College and the student.

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Contact Names and Institutions:

School District: Pasco County School District

Name: Tonia Shook, M.A.T. and M.Ed.
Director, Fred K. Marchman Technical College

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Name: Alysén Heil, Ed.D.
Dean of Workforce Development,
Career and Technical Education

Articulation of Credits:

Section 1007.233, F.S., requires that the career pathways agreement outline certificate program completion requirements and any licensures or industry certifications that must be earned before enrolling in the associate degree program.

Professional Culinary Arts & Hospitality Career Certificate

Course Number	Course Title	Course Length	PHSC Associate Degree Name	CIP Number	PHSC Course Number	Credit Awarded
HMV0100	Food Preparation	300 Hours	Industrial Management Program Length: 60 credits	1652020501	ETI1998 Industrial Skills I	24 credits
HMV0170	Cook - Restaurant	300 Hours				
HMV0171	Chef/Head Cook	300 Hours				
HMV0126	Food Service Management	300 Hours				

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Fred K. Marchman Technical College

Mr. Kurt S. Browning
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously
Approved by PHSC Legal Counsel

Initials PAN Date 4/10/2024

**Career Pathways Agreement between Fred K. Marchman Technical College
and Pasco-Hernando State College for the
Welding Technology Career Certificate
to Industrial Management A.S. Degree**

In accordance with section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. To ensure students of this agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in this agreement. Furthermore, the award of credits described herein is contingent upon the conditional being met by Fred K. Marchman Technical College, Pasco-Hernando State College and the student.

Award of Credit Process:

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Contact Names and Institutions:

School District: Pasco County School District

Name: Tonia Shook, M.A.T. and M.Ed,
Director, Fred K. Marchman Technical College

FCS: Pasco-Hernando State College

Name: Alysen Heil, Ed.D.
Dean of Workforce Development,
Career and Technical Education

Articulation of Credits:

Section 1007.233, F.S., requires that the career pathways agreement outline certificate program completion requirements and any licensures or industry certifications that must be earned before enrolling in the associate degree program.

Welding Technology Career Certificate

Course Number	Course Title	Course Length	PHSC Associate Degree Name	CIP Number	PHSC Course Number	PHSC Equivalent Course Number	Credit Awarded	
PMT0070	Welder Assistant 1	150 Hours	Industrial Management Program Length: 60 credits	1652020501	ETI1998 Industrial Skills I	PMT0070	24 credits	
PMT0071	Welder Assistant 2	150 Hours				PMT0071		
PMT0072	Welder, SMAW 1	150 hours				PMT0072		
PMT0073	Welder, SMAW 2	150 hours				PMT0073		
PMT0074	Welder	450 Hours	PMT0081					
			PMT0082					
			PMT0083					
			PMT0074					
						PMT0141		
						PMT0143		
						PMT0132		
						PMT0133		
						PMT0161		

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Fred K. Marchman Technical College

Mr. Kurt S. Browning
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously
Approved by PHSC Legal Counsel

Initials PAN Date 4/10/2024



TO: Dr. Jesse Pisors, President

VIA: Dr. Gerene Thompson, Interim Vice President and Chief Academic Officer / College Provost, and Assistant Vice President/Dean Arts and Sciences

FROM: Dr. Alysén Heil, Dean of Workforce Development, Career and Technical Education

SUBJECT: Articulation Agreements between Wilton Simpson Technical College and Pasco-Hernando State College

DATE: April 12, 2024

Attached are Articulation Agreements between the Wilton Simpson Technical College and Pasco-Hernando State College. The agreements will allow students to receive certificates in select fields from the Wilton Simpson Technical College and then enroll at PHSC to obtain an A.S. Degree in a related field and receive college credit for the hours earned at Wilton Simpson Technical College. Below is a list of the programs included in the articulation agreements:

- Cosmetology Certificate to Industrial Management Technology A.S. Degree
- Applied Cybersecurity Career Certificate to Cybersecurity and IT Security A.S. Degree
- Welding Technology Certificate to Industrial Management A.S. Degree

I would appreciate your recommending ratification of this agreement to our District Board of Trustees at its meeting on April 25, 2024.

Thank you for your consideration of this request.

**Career Pathways Agreement between Wilton Simpson Technical College
And Pasco-Hernando State College
for the
Cosmetology Certificate
To
Industrial Management Technology A.S. Degree**

In accordance with Section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. To ensure students of this agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco-Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in this agreement. Furthermore, the award of credits described herein is contingent upon the conditions being met by Wilton Simpson Technical College, Pasco-Hernando State College and the student.

Award of credit process:

- Students must meet with the designated college staff member to verify completion of the articulated program, initiate the credit award process, and discuss course requirements for intended program of study at the college.
- To be awarded the college credit guaranteed by this agreement, students must present an original career certificate of completion or an official transcript that delineates program completion.
- Students entering the associate degree program specified within this agreement must meet the admissions requirements of the college and the program to which they are applying, as well as the common placement testing requirements outlined in section 1008.30, F.S., and Rule 6A-10.0315(2), Florida Administrative Code (F.A.C).
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Contact Names and Institutions:

School District: Hernando County School District

Name: Ms. Sophia Watson, Director of Adult and Technical Education

FSC: Pasco-Hernando State College

Name: Alysen Heil, Ed.D., Dean of Workforce Development, Career and Technical Education

Articulation of credits:

Section 1007.233, F.S., requires that the career pathways agreement outline certificate program completion requirements and any licensures or industry certifications that must be earned before enrolling in the associate degree program.

Career Certificate Program Name	CIP Number	Course Number	Course Title	Length	PHSC Associate Degree Program Name	CIP Number	PHSC Equivalent Course Number	Credit Awarded
Cosmetology	0612040102	CSP0009	Grooming and Salon Services Core, Facials and Nails	225 hours	Industrial Management Technology Program Length: 60 credits	1652020501	ETI1998	24 credits
		COS0002	Cosmetologist and Hairdresser 1	300 hours				
		COS0003	Cosmetologist and Hairdresser 2	300 hours				
		COS0009	Cosmetologist and Hairdresser 3	375 hours				

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Hernando County School District

Mr. John Stratton
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously approved by PHSC
Legal Counsel

Initials PAN Date 4/10/2024

**Career Pathways Agreement between Wilton Simpson Technical College
And Pasco-Hernando State College
for the
Applied Cybersecurity Certificate
To
Cybersecurity and IT Security A.S. Degree**

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Career Certificate Program Name	CIP Number	Course Number	Course Title	Length	PHSC Associate Degree Program Name	CIP Number	PHSC Equivalent Course Number	Credit Awarded
Applied Cybersecurity	0511100302	CTS0018	Cybersecurity Associate	600 hours	Cybersecurity and IT Security Program Length: 60 credits	1511100307	CGS1005 CGS1100	6 credits
		CTS0019	Information Security Manager	150 hours			CNT1000	3 credits

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Mr. John Stratton
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously Approved by
PHSC Legal Counsel

Initials PAN Date 4/10/2024

**Career Pathways Agreement between Wilton Simpson Technical College
And Pasco-Hernando State College
for the
Welding Technology Certificate
To
Industrial Management Technology A.S. Degree**

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Career Certificate Program Name	CIP Number	Course Number	Course Title	Length	PHSC Associate Degree Program Name	CIP Number	PHSC Equivalent Course Number	Credit Awarded
Welding Technology	0648050805	PMT0070	Welder Assistant 1	150 hours	Industrial Management Technology Program Length: 60 credits	1652020501	PMT0070 PMT0080	24 credits (ETI1998)
		PMT0071	Welder Assistant 2	150 hours			PMT0071 PMT0081	
		PMT0072	Welder, SMAW 1	150 hours			PMT0072 PMT0082	
		PMT0073	Welder, SMAW 2	150 hours			PMT0073 PMT0083	
		PMT0074	Welder	450 hours			PMT0074 PMT0141 PMT0143 PMT0132 PMT0133 PMT0161	

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Hernando County School District

Mr. John Stratton
Superintendent

Date

Pasco-Hernando State College

Jesse Pisors, Ed.D.
President

Date

Legal Language Previously approved by PHSC
Legal Counsel
Initials PAN Date 4/10/2024

PHSC

PASCO-HERNANDO STATE COLLEGE

TO: Dr. Jesse Pisors, President

FROM: Dr. Gerene M. Thompson, Interim Chief Academic Officer and Dean of Arts and Sciences

SUBJECT: 2024-2025 Home School and Private/Non-Public School Template Dual Enrollment Agreements

DATE: April 11, 2024

I am submitting the attached proposed Dual Enrollment Articulation Agreement templates for review and approval by Pasco-Hernando State College's District Board of Trustees at its April 25, 2024 meeting:

- 2024-2025 Home School Dual Enrollment Articulation Agreement
- 2023-2025 Private/Non-Public Dual Enrollment Articulation Agreement

Once approved by District Board of Trustees, the templates will be utilized by approved home schools and private schools and submitted for signatures. Upon receipt of the approved Articulation Agreements from home schools and private schools, a copy of the approved list will be forwarded to the Florida Department of Education.

Thank you for your consideration of this request.

**HOME SCHOOL DUAL ENROLLMENT
ARTICULATION AGREEMENT FOR
COLLEGE LEVEL INSTRUCTION
202~~3~~4 - 202~~4~~5**

This Agreement is made and entered into by and between

(parent/guardian as defined in Section 1000.21, Florida Statutes)

on behalf of

(hereafter collectively referred to as "Student"),

and the District Board of Trustees of Pasco-Hernando State College (hereafter referred to as "PHSC"). The Student and PHSC hereafter shall collectively be referred to as the "Parties."

Whereas the Student wishes to be dually enrolled and pursue college level instruction at the campuses of PHSC, and

Whereas PHSC wishes to offer certain college level courses to students of the School on a dual enrollment basis,

Now Therefore, in consideration of the mutual promises contained herein, the parties agree to the following terms and conditions.

I. Authority for and Purpose of this Agreement

This Agreement is entered into pursuant to the authority of Chapters 1002, 1004 and 1007, Florida Statutes.

The purpose of this Agreement is to shorten the time necessary for a student to complete the requirements for obtaining a degree, broaden the scope of curricular options available to students, and to increase the depth of study available for a particular subject.

II. Term of this Agreement

This Agreement shall be effective for the 12-month period beginning August 1, 202~~4~~3 until July 31, 202~~4~~5. If the Student wishes to renew this arrangement for an additional period, the Student must submit the required documentation (found on the PHSC website) to PHSC by the published deadline, evidencing continuing compliance with Chapters 1002, 1004, and 1007, Florida Statutes. A current valid articulation agreement must be in effect before a student will be permitted to register for courses pursuant to this arrangement.

III. Student Eligibility Requirements and Responsibilities

Pasco-Hernando State College's District Board of Trustees may establish additional initial student eligibility requirements to ensure student readiness for postsecondary instruction (Section 1007.271(3), Florida Statutes).

Initial and Continued Eligibility Requirements, Testing, and Advisement:

Initial Eligibility Requirements: To be eligible to enroll at PHSC as a dual enrollment student under this Agreement, the student must meet the following eligibility requirements:

1. The student must meet the requirements of Sections 1002.41, 1007.27(4) and 1007.271(13), Florida Statutes.
2. Provide written verification from the school board office of student's enrollment in a home education program in the Pasco or Hernando County school district.
3. Students who plan to enroll in dual enrollment academic college credit courses must achieve a minimum score on a common placement test approved by the Florida Department of Education (FLDOE) which will demonstrate a student's readiness for college level work as established in State Board of Education Rule 6A-10.0315. A complete common placement score (all subjects: English, Reading, and Mathematics) must be on file with PHSC prior to the student registering for classes.
4. The Home School must submit, for each dual enrollment student, a Home School Dual Enrollment Grade Level Certification Form (found on the PHSC website) to be used to accurately verify a student's grade level. This form must be submitted for each student along with the dual enrollment articulation agreement.

The student's eligibility for number of credit hours taken per semester with PHSC is based on their recorded grade level.

Sixth grade through ninth grade: students who are eligible to take dual enrollment courses may enroll in ~~up to three (3) credit hours~~ one class of courses offered *online only* by PHSC per semester. They may take classes in any term available.

Tenth grade: students who are eligible to take dual enrollment courses may enroll in up to seven (7) credit hours offered on PHSC campuses, or online, per semester. They may take classes in any term available.

Eleventh grade: students who are eligible to take dual enrollment courses may enroll in up to sixteen (16) credit hours offered on PHSC campuses, or online, in fall and spring semesters and up to eight (8) credit hours in summer semester. They may take classes in any term available.

Twelfth grade: students who are eligible to take dual enrollment courses may enroll in up to sixteen (16) credit hours offered on PHSC campuses, or online, in fall and spring semesters and up to eight (8) credit hours in summer semester. They may take classes in any term available in fall and spring, but only term III or IIIA in the summer semester.

Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course.

Maximum Course Loads

The maximum student course load in fall (Term I) and spring (Term II) is sixteen (16) credit hours. The maximum

course load in summer (Term III) is determined by grade level.

Students will be permitted one attempt per dual enrollment course. A withdrawal from a dual enrollment course will count as an attempt at the course. Dual enrollment students will **NOT** be permitted to audit any dual enrollment course.

Testing

At PHSC testing sites, students are permitted two (2) attempts to achieve a minimum common placement test score. Additionally, dual enrollment students whose college placement test scores have not placed them into college level coursework in mathematics may take a maximum of 12 college credits that do not have a mathematics prerequisite before providing adequate college placement mathematics test scores. If college levels in mathematics are not achieved by the time the student completes 12 college credits, the student will be restricted from continuing as a dual enrollment student. Students who do not achieve a minimum score (test into ENC 1101 in both Reading and English/Sentence Skills) on a common placement test approved by the Florida Department of Education will not be eligible for any dual enrollment academic college credit course.

Advisement

Each dual enrollment student must meet with a PHSC academic advisor prior to registration at least once per semester that the student plans to enroll in dual enrollment courses. Dual enrollment students are limited to taking only those courses in their chosen program of study. For additional information on program(s) of study, please refer to the Academic Programs section in the current PHSC catalog. In addition, students must have the approval of a parent or legal guardian and/or their school's designee.

Academic advising will include, but is not limited to, requirements for PHSC programs, prerequisites for classes, common university transfer requirements, information regarding the College's established and approved registration, drop/add, and withdrawal dates which will not be altered; that two to three hours of homework are expected for each hour spent in class, that assignment deadlines are firm; that General Education courses require completion with a grade of "C" or higher; and that all grades, including withdrawals, will become part of the student's permanent collegiate, academic transcript.

It should also be noted that the curriculum offered is a college level curriculum. ~~The Statement of Standards E3, Educational Planning indicates that e~~College course materials and class discussions will be appropriate for college-level instruction and may reflect topics not typically included in secondary courses and as such may contain content deemed to be controversial or of an adult nature. Courses will not be modified to the high school level to accommodate variations in student age and/or maturity. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course. Course descriptions are available in the online PHSC College Catalog/Student Handbook.

Requests for late add, late drop, or late withdrawal

Under exceptional circumstances, a dual enrollment student may request a late add, late drop or late withdrawal in accordance with College policy and DBOT Rule 6Hx19-5.08. The student must contact the Assistant Dean of Student Affairs and Enrollment Management and submit the Exception Request form, a letter of explanation, and needed documentation.

If the request is approved by the Assistant Vice President and Dean of Student Affairs, the student will be added, dropped, or withdrawn from the class. The College will notify the student once the process has been completed, regardless of outcome.

Civic Literacy Requirement

Effective fall 2021, Florida Rule 6A-10.04213 will be updated to align with SB 1108 which amends s. 1007.25, F.S. This amendment will require students initially entering an FCS institution in 2021-22 and thereafter to demonstrate competency in civic literacy by completing a course and passing an approved assessment.

The civic literacy requirement can be met as outlined below.

Option 1 - complete a. (course) and b. (assessment)

a. Complete one of the following:

- Successfully pass POS 2041 American Federal Government
- Successfully pass AMH 2020 History of the United States II
- Successfully pass AMH 2020 or POS 2041 via credit-by-exam

Note: If credit by exam is AP or CLEP then see Option 2

b. Achieve Standard Score on the following Assessment

- Florida Civic Literacy Exam (Passing Score=60)

Note: Students who pass the Florida Civic Literacy Exam (FCLE) in high school will still be required to pass an approved course once they enter the Florida College System (FCS).

Option 2 - complete one of the following assessments. Meets both the course and assessment requirement

- Advanced Placement (AP) Test – Government & Politics: U.S. (Passing Score = 3)
- Advanced Placement (AP) Test – U.S. History (Passing Score = 4)
- CLEP American Government (Passing Score = 50)

Students may also elect to complete POS 2041 or AMH 2020 as a transient student online at another institution via the Floridashines transient student request procedure.

High school students who are dually enrolled (including dual enrollment students who are completing the requirements towards an Associates in Arts degree while in high school) are **not** required to demonstrate postsecondary civic literacy competency. As a result, the postsecondary civic literacy competency requirement is neither a condition of high school graduation nor a requirement for all dual enrollment students (public school, home education, and private school). However, if dual enrollment students plan to matriculate after high school graduation to a Florida College System (FCS) or State University System (SUS) institution to pursue an associate or baccalaureate degree, then they will have to comply with the postsecondary civic literacy competency requirement to obtain those degrees.

Attendance

Students taking classes on PHSC campuses, or online with PHSC, should be aware that faculty are required to take and record class attendance and confirm active participation in online course assignments. Students who fail to attend class for a period of two consecutive weeks, or are not active in an online class, are reported as a W2 using the attendance verification process. This effectively removes the student from the class and the student will not see the course as active in Canvas or have access to the course. The student may not be reinstated by the instructor but may request reinstatement through the Exception Memo process, which would require approval from the instructor and the appropriate dean. Students should contact the Student Affairs/Academic Advising office for guidance.

Continued Eligibility Requirements:

Student eligibility requirements for continued enrollment in college credit dual enrollment courses include the maintenance of good academic standing, which is defined as a 2.0 cumulative grade point average (GPA) for all hours attempted at PHSC. "Attempted" means all credit hours in which students are enrolled after the drop/add deadline date. PHSC evaluates students for academic progress at the end of fall, spring, and summer semesters. Students who do not maintain good academic standing will be notified in writing by PHSC through the U.S. mail. Those students who do not maintain a 2.0 cumulative GPA in all PHSC dual enrollment courses will not be allowed to continue participating in the dual enrollment program with PHSC. Any requests for exceptions to the 2.0 GPA requirement for each semester will require a written letter from the student and documentation supporting grave extenuating circumstances. This formal request for an exception will be submitted to the Executive Vice President and Chief Academic Officer / College Provost for consideration.

Students who complete the required credits for the four-year option for high school graduation by the middle of their senior year and elect to stay in high school for the second semester and who satisfy dual enrollment eligibility requirements may take dual enrollment courses. A student must complete his/her initial program of study with PHSC prior to being eligible to take further courses in an additional program of study under the dual enrollment articulation agreement. Students, who complete their program of study while enrolled in the Dual Enrollment Program, may continue to take DE courses to satisfy SUS program prerequisites.

Delineation of courses and programs available to the home school student:

Once enrolled as a dual enrollment student pursuant to this Agreement, the student shall be eligible to register for any course or courses, except for developmental courses and physical education skills courses, included on the Dual Enrollment Course-High School Subject Area Equivalency List provided the student has met any prerequisite requirement noted in the course description. To access Dual Enrollment information, visit, the Florida Department of Education website. This listing shall be updated from year to year and courses may be added to the list or deleted from the list at the sole discretion of PHSC.

Limited access programs (Dental Assisting, Dental Hygiene, Paramedic, Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections, Fire Academy, and Professional Pilot,) are not eligible for dual enrollment.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), as an elective.

Please note: PSY X012 "Introduction to Psychology" is offered or accepted by all institutions as part of their general education programs, but is a high school elective, and therefore not included on this list.

Student Conduct

The student shall be required to meet the campus conduct and disciplinary standards set forth in the rules and policies of the College as well as in the PHSC College Catalog/Student Handbook.

Students disruptive to the learning environment may be denied dual enrollment opportunities. All dual enrollment students must agree to abide by all PHSC policies and procedures. Students understand that if they violate any items in the PHSC code of student conduct, they may be denied participation in the PHSC dual enrollment program.

Equal Access

The District Board of Trustees of Pasco-Hernando State College shall provide equal access to and equal opportunity in admission to programs for qualified applicants without regard to race, color, age, national origin, religion, marital status, gender, gender identity, sexual orientation, disabling condition, ethnicity, pregnancy, or any other factor or condition protected by law. In addition, the college shall not solicit, collect, maintain, or utilize genetic information, as defined in Federal regulations for any purpose.

IV. Student Registration Procedures

To register for a course, drop a course, or withdraw from a course, dual enrollment students must follow deadline dates published in the academic calendar located in the online PHSC College Catalog/Student Handbook. Students should contact the Academic Advising office on any PHSC campus for guidance to be sure they are using the most up-to-date processes.

Students may only request overrides into full class sections if they are in their final semester of the AA degree and the course is required for graduation.

V. Responsibilities of PHSC

PHSC shall be responsible for providing the following educational services for the benefit of the students enrolled pursuant to this Agreement:

- a) qualified faculty who meet the criteria and guidelines of the Southern Association of Colleges and Schools Commission on Colleges,
- b) instructor evaluation and instruction quality assurance in accordance with the rules and procedures as adopted by PHSC and as amended from time to time,
- c) curriculum development and evaluation, textbook selection, and course assessment in accordance with the rules and procedures as adopted by PHSC and as amended from time to time,
- d) assistance with student application and registration procedures and providing all appropriate placement testing and test evaluation. Students taking the common placement test are limited to two attempts at PHSC or as stipulated by Florida Statutes and/or the Florida Administrative Code,
- e) student academic and career advisement and assistance with course selection as

requested by the student, and

- f) maintenance of student records and transcripts and forwarding of such records and transcripts upon proper authorization of the student or the legal guardian of the student as appropriate.

All services to be performed by PHSC shall be provided either at the campuses of PHSC, or virtually, and in accordance with all the applicable rules and procedures of the College, and in accordance with the information contained in the PHSC College Catalog/Student Handbook. The grading policy and attendance policy of every course offered pursuant to this Agreement shall be consistent with the policies contained in the PHSC College Catalog/Student Handbook.

VI. Responsibilities of the School and/or Student

Instructional Materials and Fees

The student will not be responsible for his or her own instructional materials. There shall be no cost to the Student for registration and laboratory fees for any course taken pursuant to this Agreement.

Pursuant to SB 52 (2021) creating Section (s)1009.30 Florida Statutes (F.S), Dual Enrollment Scholarship Program, beginning with the 2021 Fall term Pasco-Hernando State College will seek reimbursement from the Florida Department of Education (FLDOE) for the costs of tuition for dual enrollment courses taken by home school secondary students during the fall, spring and summer terms. Beginning with the 2022 Spring term Pasco-Hernando State College will also seek reimbursement for instructional materials for dual enrollment courses taken with the college by home school secondary students in the Fall, Spring and Summer terms. Reimbursement is contingent upon an appropriation and reimbursement amounts may be prorated.

Transportation

The Student shall be responsible for his or her own transportation to and from any campus of PHSC.

Services for Students with Disabilities

Qualified students with disabilities who wish to receive accommodations will provide appropriate documentation relevant to the student's disability that meets PHSC's published guidelines to the College's Office of Student Accessibility Services that will review the documentation provided, determine whether the student is eligible to receive accommodations and will then arrange for approved accommodations to be provided. Any costs for interpreters for students with a hearing impairment will be paid 50% by the student and 50% by PHSC for classes taken at any PHSC campus. Any costs for students with visual impairments will be paid 50% by the student and 50% by PHSC for classes taken at any PHSC campus.

PHSC is an equal access college and does not discriminate against persons with disabilities. PHSC, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and ADA Amendment Act, makes every reasonable effort to accommodate persons with disabilities. Students requiring any special services or accommodations because of a disability should contact the Director of Student Accessibility Services at the West Campus or the Assistant Coordinator of Student Accessibility Services at any

other campus and complete a Self-Identification Form. The College requires documentation of a student's disability before providing accommodations for students with disabilities. Accommodations for students may include but are not limited to use of recording device, use of calculator, use of spell checker/dictionary, note taker, laptop, large print/braille, substitution of written work for oral, adapted test format, time extension, lecture outlines, scribe, reduced distraction location for exams, substitution of oral work for written, special seating, interpreter, reader, tutor, modified furniture, or course substitution.

Confidentiality: Each party acknowledges that during the term of this agreement both parties will send and receive information on students which is considered confidential under Federal and Florida laws. Each party agrees to protect and hold confidential all such information. Neither party may release any confidential information except by written authorization from the student, or unless otherwise authorized or required by law or rules. The College will release appropriate information regarding students attending dual enrollment classes on PHSC campuses.

VII. Miscellaneous Provisions

This Agreement shall be construed in accordance with the laws and rules of the State of Florida, and any litigation arising under this Agreement shall be brought in Pasco County, Florida.

If a party to this Agreement waives a provision or condition of this Agreement for any reason, whether intentional or unintentional, such a waiver shall not be deemed a permanent waiver or a modification of this agreement, and such party may insist on full compliance in the future. This Agreement may not be amended or modified except in a written document signed by the parties to the Agreement.

Student hereby covenants and agrees to indemnify and hold harmless and defend PHSC and its respective employees and agents from and against any and all claims, losses, liens, fines, demands, suits, actions, taxes, penalties, expenses, assessments, premiums or liability and settlements of any kind or nature, arising from or in any way connected with this Agreement, or any of the rights and responsibilities required, or referred to, in this Agreement, including reasonable attorneys' fees, expert witness fees, and court costs. These indemnifications shall survive the term and any renewals of this Agreement.

In accordance with Section 768.28, F.S., PHSC assumes liability for personal injury and property damage attributable to its negligent or wrongful acts or omissions and its officers, employees and agents while acting within the scope of their employment or service. Nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the State of Florida or its agents and agencies to be sued; or (3) a waiver of sovereign immunity of the State of Florida beyond the waiver provided in Section 768.28, F.S.

VIII. Dual Enrollment Transfer Guarantees

The dual enrollment program at PHSC is an opportunity to take challenging courses and accelerate educational opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/language arts, mathematics, natural sciences, social sciences, or world languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who do not know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

DISTRICT BOARD OF TRUSTEES OF
PASCO-HERNANDO STATE COLLEGE

STUDENT

By: _____
~~Timothy L. Beard~~ Jesse Pisors, PEdh.D.
As its: President

By: _____
(signature of student)

Date: _____

Print name: _____

By: _____
Lee Maggard, Chair, District Board of Trustees
of Pasco-Hernando State College

Date: _____

PARENT/GUARDIAN

Date: _____

By: _____
(signature of parent/guardian)

Print name: _____

Date: _____

Legal Language Approved
By PHSC Legal Counsel

Initials PAN Date 3/26/2024

**NON-PUBLIC/PRIVATE SCHOOL DUAL ENROLLMENT
ARTICULATION AGREEMENT FOR
COLLEGE LEVEL INSTRUCTION
202~~3~~4 - 202~~5~~4**

This Agreement is made on this ____ day of _____, 20__, by and between:

NAME OF NON-PUBLIC/PRIVATE SCHOOL

ADDRESS

CITY STATE ZIP CODE

(hereafter referred to as "the School") and the District Board of Trustees of Pasco-Hernando State College (hereafter referred to as "College" or "PHSC"). The School and PHSC hereafter shall collectively be referred to as the "Parties."

Whereas the School wishes to make dual enrollment college level instruction available to its students at the campuses of PHSC, and

Whereas PHSC wishes to offer certain college level courses to students of the School on a dual enrollment basis,

Now Therefore, in consideration of the mutual promises contained herein, the parties agree to the following terms and conditions.

I. Authority for and Purpose of this Agreement

This Agreement is entered into pursuant to the authority of Chapters 1002, 1004 and 1007, Florida Statutes.

The purpose of this Agreement is to shorten the time necessary for a student to complete the requirements for obtaining a degree, broaden the scope of curricular options available to students, and to increase the depth of study available for a particular subject.

II. Term of this Agreement

This Agreement shall be effective for the 12- month period beginning August 1, 202~~3~~4 until July 31, 202~~4~~5. If the School wishes to renew this arrangement for an additional period, the School must submit the required documentation (found on the PHSC website) to PHSC by the published deadline, evidencing continuing compliance with Chapters 1002, 1004, and 1007, Florida Statutes. A current valid articulation agreement must be in effect before a student will be permitted to register for courses pursuant to this arrangement.

III. Student Initial and Continued Eligibility Requirements, Testing, and Advisement:

Pasco-Hernando State College's District Board of Trustees may establish additional initial student eligibility requirements to ensure student readiness for postsecondary instruction (Section 1007.271(3), Florida Statutes).

Initial Eligibility Requirements: To be eligible to enroll at PHSC as a dual enrollment student under this Agreement, the student must meet the following eligibility requirements:

1. The student must be enrolled in a Florida non-public secondary school which is in compliance with the Department of Education registration requirements contained in Sections 1002.01 and 1002.42, Florida Statutes.
2. The student must have a documented unweighted cumulative high school grade point average of at least 3.0 on a 4.0 scale.
3. Students who plan to enroll in dual enrollment academic college credit courses must achieve a minimum score on a common placement test approved by the Florida Department of Education (FLDOE) which will demonstrate a student's readiness for college level work as established in State Board of Education Rule 6A-10.0315. A complete common placement test score (all subjects: English, Reading, and Mathematics) must be on file with PHSC prior to the student registering for classes.
4. The Non-Public/Private School must submit, for each dual enrollment student, documentation acceptable to PHSC, such as a transcript, to be used to accurately verify a student's grade level.

Based on test scores and course placement, students may be eligible for a maximum of 16 credit hours in fall and spring semesters, taken at the non-public secondary school and with PHSC. The student's eligibility for number of credit hours per semester with PHSC is based on their recorded grade level.

Sixth grade through ninth grade: students who are eligible to take dual enrollment courses may enroll in up to ~~three (3) credit hours of courses~~ one class offered *online only* by PHSC per semester. They may take classes in any term available.

Tenth grade: students who are eligible to take dual enrollment courses may enroll in up to seven (7) credit hours of their maximum course load per semester in courses offered on PHSC campuses or online. They may take classes in any term available.

Eleventh grade: students who are eligible to take dual enrollment courses may enroll in up to sixteen (16) credit hours offered at the School and/or on PHSC campuses, or online, in fall and spring semesters and up to eight (8) credit hours in summer semester. They may take classes in any term available.

Twelfth grade: students who are eligible to take dual enrollment courses may enroll in up to sixteen (16) credit hours offered at the School and/or on PHSC campuses, or online, in fall and spring semesters and up to eight (8) credit hours in summer semester. They may take classes in any term available in fall and spring semesters, but only Term III or IIIA classes in the summer semester.

Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course.

Maximum Course Loads

The maximum student course load in fall (Term I) and spring (Term II) is sixteen (16) credit hours. The maximum course load in summer (Term III) is determined by grade level.

Students will be permitted one attempt per dual enrollment course. A withdrawal from a dual enrollment course will count as an attempt at the course. Dual enrollment students will **NOT** be permitted to audit any dual enrollment course.

Testing: At PHSC testing sites, students are permitted two (2) attempts to achieve a minimum common placement test score. Additionally, dual enrollment students whose college placement test scores have not placed them into college level coursework in mathematics may take a maximum of 12 college credits that do not have a mathematics prerequisite before providing adequate college placement mathematics test scores. If college levels in mathematics are not achieved by the time the student completes 12 college credits, the student will be restricted from continuing as a dual enrollment student. Students who do not achieve a minimum score (test into ENC 1101 in both Reading and English/Sentence Skills) on a common placement test approved by the Florida Department of Education will not be eligible for any dual enrollment academic college credit course.

Advisement: Each dual enrollment student must meet with a PHSC academic advisor prior to registration at least once per semester that the student plans to enroll in dual enrollment courses. Dual enrollment students are limited to taking only those courses in their chosen program of study. For additional information on program(s) of study, please refer to the Academic Programs section in the current PHSC catalog.

Academic advising will include, but is not limited to, requirements for PHSC programs, prerequisites for classes, common university transfer requirements, information regarding the College's established and approved registration, drop/add, and withdrawal dates which will not be altered; that two to three hours of homework are expected for each hour spent in class, that assignment deadlines are firm; that General Education courses require completion with a grade of "C" or higher; and that all grades, including withdrawals, will become part of the student's permanent collegiate, academic transcript.

It should also be noted that the curriculum offered is a college level curriculum. ~~The Statement of Standards E3, Educational Planning indicates that college-College~~ course materials and class discussions will be appropriate for college-level instruction and may reflect topics not typically included in secondary courses and as such, may contain content deemed to be controversial or of an adult nature. Courses will not be modified to the high school level to accommodate variations in student age and/or maturity. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course. Course descriptions are available in the online PHSC College Catalog/Student Handbook.

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The civic literacy requirement can be met as outlined below.

Option 1 - complete a. (course) and b. (assessment)

a. Complete one of the following:

- Successfully pass POS 2041 American Federal Government
- Successfully pass AMH 2020 History of the United States II
- Successfully pass AMH 2020 or POS 2041 via credit-by-exam

Note: If credit by exam is AP or CLEP then see Option 2

b. Achieve Standard Score on the following Assessment

- Florida Civic Literacy Exam (Passing Score=60)

Note: Students who pass the Florida Civic Literacy Exam (FCLE) in high school will still be required to pass an approved course once they enter the Florida College System (FCS).

Option 2 - complete one of the following assessments

Meets both the course and assessment requirement

- Advanced Placement (AP) Test – Government & Politics: U.S. (Passing Score = 3)
- Advanced Placement (AP) Test – U.S. History (Passing Score = 4)
- CLEP American Government (Passing Score = 50)

Students may also elect to complete POS 2041 or AMH 2020 as a transient student online at another institution via the Floridashines transient student request procedure.

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or baccalaureate degree, then they will have to comply with the postsecondary civic literacy competency requirement to obtain those degrees.

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Students taking classes on PHSC campuses, or online with PHSC, should be aware that faculty are required to take and record class attendance and confirm active participation in online course assignments. Students who fail to attend class for a period of two consecutive weeks, or are not active in an online class, are reported as a W2 using the attendance verification process. This effectively removes the student from the class and the student will not see the course as active in Canvas or have access to the course. The student may not be reinstated by the instructor but may request reinstatement through the Exception Memo process, which would require approval from the instructor and the appropriate dean. Students should contact the Student Affairs/Academic Advising office for guidance.

Continued Eligibility Requirements

Student eligibility requirements for continued enrollment in college credit dual enrollment courses include the maintenance of a 3.0 cumulative unweighted high school grade point average and the maintenance of good academic standing, which is defined as a 2.0 cumulative grade point average (GPA) for all hours attempted at PHSC. "Attempted" means all credit hours in which students are enrolled after the drop/add deadline date. PHSC evaluates students for academic progress at the end of fall, spring, and summer semesters. Students who do not maintain good academic standing will be notified in writing by PHSC through the U.S. mail. Those students who do not maintain a 2.0 cumulative GPA in all PHSC dual enrollment courses will not be allowed to continue participating in the dual enrollment program with PHSC. Any requests for exceptions to the 2.0 GPA requirement for each semester will require a written letter from the student and documentation supporting grave extenuating circumstances. This formal request for an exception will be submitted to the Executive Vice President and Chief Academic Officer / College Provost for consideration.

Students who complete the required credits for the four-year option for high school graduation by the middle of their senior year and elect to stay in high school for the second semester and who satisfy dual enrollment eligibility requirements may take dual enrollment courses. A student must complete his/her initial program of study with PHSC prior to being eligible to take further courses in an additional program of study under the dual enrollment articulation agreement. Students, who complete their program of study while enrolled in the Dual Enrollment Program, may continue to take DE courses to satisfy SUS program prerequisites.

Delineation of Courses and Programs Available to the Student:

Once enrolled as a dual enrollment student pursuant to this Agreement, the student shall be eligible to register for any course or courses, except for developmental courses and physical education skills courses, included on the Dual Enrollment Course-High School Subject Area Equivalency List provided the student has met any prerequisite requirement noted in the course description. To access Dual Enrollment information, visit, the Florida Department of Education website. This listing shall be updated from year to year and courses may be added to the list or deleted from the list at the sole discretion of PHSC.

Limited access programs (Dental Assisting, Dental Hygiene, Paramedic, Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections, Fire Academy, and Professional Pilot) are not eligible for dual enrollment.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), as an elective.

Please note: PSY X012 "Introduction to Psychology" is offered or accepted by all institutions as part of their general education programs, but is a high school elective, and therefore not included on this list.

Student Conduct

The student shall be required to meet the campus conduct and disciplinary standards set forth in the rules and policies of the College as well as in the PHSC College Catalog/Student Handbook.

Students disruptive to the learning environment may be denied dual enrollment opportunities. All dual enrollment students must agree to abide by all PHSC policies and procedures. Students understand that if they violate any items in the PHSC code of student conduct, they may be denied participation in the PHSC dual enrollment program.

Equal Access

The District Board of Trustees of Pasco-Hernando State College shall provide equal access to and equal opportunity in admission to programs for qualified applicants without regard to race, color, age, national origin, religion, marital status, gender, gender identity, sexual orientation, disabling condition, ethnicity, pregnancy, or any other factor or condition protected by law. In addition, the college shall not solicit, collect, maintain, or utilize genetic information, as defined in Federal regulations for any purpose.

IV. Student Registration Procedures

To register for a course, drop a course, or withdraw from a course, dual enrollment students must follow deadline dates published in the academic calendar located in the online PHSC College Catalog/Student Handbook. Students should contact the Academic Advising office on any PHSC campus for guidance to be sure they are using the most up-to-date processes.

Students may only request overrides into full class sections if they are in their final semester of the AA degree and the course is required for graduation.

V. Responsibilities of PHSC

PHSC shall be responsible for providing the following educational services for the benefit of the students enrolled pursuant to this Agreement:

- a) qualified faculty who meet the criteria and guidelines of the Southern Association of Colleges and Schools Commission on Colleges,
- b) instructor evaluation and instruction quality assurance in accordance with the rules and procedures as adopted by PHSC and as amended from time to time,
- c) curriculum development and evaluation, textbook selection, and course assessment in accordance with the rules and procedures as adopted by PHSC and as amended from time to time,
- d) assistance with student application and registration procedures and providing appropriate placement testing and test evaluation. Students taking the common placement test are limited to two attempts at PHSC or as stipulated by Florida Statutes and/or the Florida Administrative Code,

- e) student academic and career advisement and assistance with course selection as requested by the student, and
- f) maintenance of student records and transcripts and forwarding of such records and transcripts upon proper authorization of the student or the legal guardian of the student as appropriate.

All the services to be performed by PHSC shall be provided either at the campuses of PHSC, or virtually, in accordance with all applicable rules and procedures of the College, and with the information contained in the PHSC College Catalog/Student Handbook. The grading policy and attendance policy of every course offered pursuant to this Agreement shall be consistent with the policies contained in the PHSC College Catalog/Student Handbook.

VI. Responsibilities of the School and/or Student

Instructional Materials and Fees

Pursuant to SB 52 (2021) creating Section (s)1009.30 Florida Statutes (F.S), Dual Enrollment Scholarship Program, beginning with the 2021 Fall term Pasco-Hernando State College will seek reimbursement from the Florida Department of Education (FLDOE) for the costs of tuition for dual enrollment courses taken by private school secondary students during the fall, spring and summer terms. Beginning with the 2022 Spring term Pasco-Hernando State College will also seek reimbursement for instructional materials for dual enrollment courses taken with the college by private school secondary students in the Fall, Spring and Summer terms.

Reimbursement is contingent upon an appropriation and reimbursement amounts may be prorated. If the reimbursed amount from the FDOE is less than the costs incurred, Pasco-Hernando State College reserves the right to submit an invoice to the private school, representing the difference between the costs incurred and the prorated FDOE reimbursement amount received. That invoice will be submitted to the school no later than 15 days following the College's receipt of FDOE reimbursement funds. All outstanding amounts shall be remitted to the College by the private school not more than 30 days after the date of submission of the invoice. Costs for tuition and instructional materials may not be passed on to the students.

Transportation

The School and/or the student shall be responsible for providing transportation for the student to and from any campus of PHSC.

Services for Students with Disabilities

Qualified students with disabilities who wish to receive accommodations will provide appropriate documentation relevant to the student's disability that meets PHSC's published guidelines to the College's Office of Student Accessibility Services that will review the documentation provided, determine whether the student is eligible to receive accommodations and will then arrange for approved accommodations to be provided. Any costs for interpreters for students with a hearing impairment will be paid 50% by the school and/or the student and 50% by PHSC for classes taken at any PHSC campus. Any costs for students with visual impairments will be paid 50% by the school and/or the student and 50% by PHSC for classes taken at any PHSC campus.

PHSC is an equal access college and does not discriminate against persons with disabilities. PHSC, in

compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and ADA Amendment Act, makes every reasonable effort to accommodate persons with disabilities. Students requiring any special services or accommodations because of a disability should contact the Director of Student Accessibility Services at the West Campus or the Assistant Coordinator of Student Accessibility Services at any other campus and complete a Self-Identification Form. The College requires documentation of a student's disability before providing accommodations for students with disabilities. Accommodations for students may include but are not limited to use of recording device, use of calculator, use of spell checker/dictionary, note taker, laptop, large print/braille, substitution of written work for oral, adapted test format, time extension, lecture outlines, scribe, reduced distraction location for exams, substitution of oral work for written, special seating, interpreter, reader, tutor, modified furniture, or course substitution.

Confidentiality: Each party acknowledges that during the term of this agreement both parties will send and receive information on students which is considered confidential under Federal and Florida laws. Each party agrees to protect and hold confidential all such information. Neither party may release any confidential information except by written authorization from the student, or unless otherwise authorized or required by law or rules. The College will release appropriate information regarding students attending dual enrollment classes on PHSC campuses.

VII. Tuition Costs & Dispute Resolution

For non-public private school students who attend classes on the PHSC campuses or through distance education, the College will submit an invoice representing the amount of tuition per credit hour aggregated by the total number of dual enrollment credits being taken on the College's campuses. The tuition shall be the standard tuition rate for Florida College System institutions as established by the 2021 – 2022 General Appropriations Act. The invoice will contain the names, student identification numbers, course numbers and titles, and credit hours for each dual enrolled student and will be submitted no later than 15 days following the last day of the "Drop" period for that semester. All amounts shall be remitted to the College by the School not more than 30 days after the date of submission of the invoice. Such invoices and payments may be submitted electronically. In the event the School disagrees with the amount invoiced, it shall pay the amount it agrees is due within the time proscribed herein and shall notify the College, in writing, of the basis for disputing the remaining balance. The parties agree to meet and resolve the disagreement as soon as practicable before the end of the College semester for which the invoice was submitted. These timelines shall apply to any terms, full or mini, in which dual enrollment students may be enrolled.

In the event of a dispute of any or all of an invoice submitted hereunder, the parties agree that the dispute is best resolved between them without involving third parties, including mediators, arbitrators, or the judicial system. To resolve disputes, the parties agree that each will appoint an administrator who is familiar with the terms and implementation of the dual enrollment agreement. These individuals shall meet within 10 days of notice to the other of a dispute and attempt to resolve the issues. Each administrator so appointed shall appear at the meeting with full authority to resolve the issue. In the event the appointed administrators determine that they are unable to reach an agreement, then the School Principal/Director and the President of the College shall meet and resolve the issue. The School Principal/Director and President may bring such administrators as they deem appropriate to the resolution meeting. In the event no resolution is achieved at this level then either party may elect to file a civil action in the appropriate Court.

In the event the School does not respond to the submission of an invoice and does not pay the balance due by the prescribed deadline, the College may restrict students from the School from registering for further classes. In addition, if students from the School have already registered for classes, they may be removed. In this situation the College may choose not to enter into future articulation agreements with the School.

VIII. Miscellaneous Provisions

This Agreement shall be construed in accordance with the laws and rules of the State of Florida, and any litigation arising under this Agreement shall be brought in Pasco County, Florida.

If a party to this Agreement waives a provision or condition of this Agreement for any reason, whether intentional or unintentional, such a waiver shall not be deemed a permanent waiver or a modification of this agreement, and such party may insist on full compliance in the future. This Agreement may not be amended or modified except in a written document signed by the parties to the Agreement.

School hereby covenants and agrees to indemnify and hold harmless and defend PHSC and its respective employees and agents from and against any and all claims, losses, liens, fines, demands, suits, actions, taxes, penalties, expenses, assessments, premiums or liability and settlements of any kind or nature, arising from or in any way connected with this Agreement, or any of the rights and responsibilities required, or referred to, in this Agreement, including reasonable attorneys' fees, expert witness fees, and court costs. These indemnifications shall survive the term and any renewals of this Agreement.

In accordance with Section 768.28, F.S., PHSC assumes liability for personal injury and property damage attributable to its negligent or wrongful acts or omissions and its officers, employees and agents while acting within the scope of their employment or service. Nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the State of Florida or its agents and agencies to be sued; or (3) a waiver of sovereign immunity of the State of Florida beyond the waiver provided in Section 768.28, F.S.

IX. Dual Enrollment Transfer Guarantees

The dual enrollment program at PHSC is an opportunity to take challenging courses and accelerate educational opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/language arts, mathematics, natural sciences, social sciences, or world languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time

it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who do not know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

**DISTRICT BOARD OF TRUSTEES OF
PASCO-HERNANDO STATE COLLEGE**

Name of Non-Public/Private School

By: _____

~~Timothy L. Beard~~ Jesse Pisors, PhEd.D.

As its: President

Date: _____

By: _____

Signature

As its: Principal/Director

Date: _____

By: _____

Lee Maggard, Chair

As its: Board of Trustees

Date: _____

Legal Language Approved

By PHSC Legal Counsel

Initials PAN Date 3/26/2024

PHSC

PASCO-HERNANDO STATE COLLEGE

TO: Dr. Jesse Pisors, President

FROM: Dr. Gerene M. Thompson, Interim Chief Academic Officer and Dean of Arts and Sciences

SUBJECT: 2024-2025 Catalog and Student Handbook

DATE: April 11, 2024

Based on Board rule 6Hx19-8.0, College Catalog, The College is required to maintain a catalog of all Board-approved academic programs, fees, and policies. The Academic Affairs Office updates the *Catalog and Student Handbook* monthly so current and prospective students have an updated, comprehensive reference throughout the year.

I would appreciate your requesting approval of the *2024-2025 PHSC Catalog and Student Handbook* at the next meeting of the District Board of Trustees.

Please inform me if you have any questions or require clarification.

PHSC

PASCO-HERNANDO STATE COLLEGE

TO: Dr. Jesse Pisors, President
FROM: Dr. Gerene M. Thompson, Interim Chief Academic Officer
SUBJECT: Catalog / Program Changes
DATE: April 11, 2024

I am submitting the attached proposed Catalog/program changes for review and approval by the District Board of Trustees at its April 25, 2024 meeting. These corrections/additions, deletions, and/or changes have been submitted and approved by the College's Council on Academic Affairs.

General Education Requirements	<u>Associate in Arts</u>	<u>Effective: 2025-1</u>
Surgical Technology	<u>Associate in Science</u> NEW	<u>Effective: 2025-2</u>
Radiography		<u>Effective: 2025-1</u>
Social and Human Services		<u>Effective: 2025-1</u>
Paramedic	<u>College Credit Certificate</u>	<u>Effective: 2024-3</u>
Surgical Technology	<u>Career Certificate</u> DELETION	<u>Effective: 2025-1</u>

2.3.04
CAA
03124

PASCO-HERNANDO STATE COLLEGE ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

Effective Date: Fall 2024

- Change in Program
- Deletion of Program
- Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE Associate in Arts	TOTAL NUMBER OF <input type="checkbox"/> COLLEGE CREDIT TECHNICAL <input checked="" type="checkbox"/> CREDIT HOURS 60
Check Box for Program Type	
<input type="checkbox"/> Advanced Technical Certificate (Post Associate in Science Degree) <input type="checkbox"/> Associate in Science Degree <input type="checkbox"/> Associate in Applied Science Degree <input type="checkbox"/> Baccalaureate Degree	<input type="checkbox"/> College Credit Certificate <input type="checkbox"/> Applied Technology Diploma <input type="checkbox"/> Technical Credit Program
AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: If no CIP code, date submitted to DCC/DWE.	AA Common Course Prerequisite <input type="checkbox"/> Yes <input type="checkbox"/> No
CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM	
General Education Requirements:	
Arts and Sciences From: see attached track changes document.	
To:	
Health Occupations From:	
To:	
Workforce Development, Career, and Technical Education From:	
To:	
Program Specified Elective(s) AS or AAS Degree only: From:	
To:	
Program Requirement Changes: From:	
To:	
Total Current College Credit or Technical Credit Hours From:	
To:	
JUSTIFICATION FOR CHANGE	
Check Box for Change Justification	
<input type="checkbox"/> Programmatic Accreditation Requirement <input type="checkbox"/> Florida Department of Education Curriculum Framework Changes	<input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> Student Learning Outcome Assessment <input checked="" type="checkbox"/> Other
Other Explanation: Updating General Education core courses according to Rule 6A-14.0303, F.A.C and	
BOG Regulation 8.005. Updating language for Categories A and B for Areas II-V to distinguish between Gen Ed Core/State Required and Gen Ed Non-Core.	

PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED
FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS

SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF ACADEMIC DIVISION(S) AFFECTED

<i>Jessica Henrich</i>	3/22/24
Proposer's Signature	Date
Department Chair/Program Director's Signature	Date
<i>Geren Thompson</i>	3/27/24
Academic Dean's Signature	Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?

No Yes

Recommended Not Recommended

<i>Geren Thompson</i>	4/1/24						
Chair, Council on Academic Affairs' Signature	Date						
ADMINISTRATIVE USE ONLY							
Program Code	AA	Audit		DBOT	4/1/24	Catalog	4/1/24
Distribution:		Admissions		MIS		Advising	
		Fin. Aid					



General Education Requirements for the Associate in Arts (AA) Degree Program

Area I. Communication and Information Literacy	9 Semester Credit Hours
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The following three (3) courses are required for all students:

ENC 1101	English Composition I (3 cr.)	SPC 2608	Introduction to Public Speaking (3 cr.)
ENC 1102	English Composition II (3 cr.)		

Students are encouraged to enroll in ENC1101 during the first term of their enrollment at the College.

Area II. Mathematics	6 Semester Credit Hours
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Select two (2) courses from Category A or one course from each Category A and Category B

Students are encouraged to select the math sequence that supports their intended transfer major.

Category A (State Required)		Category B	
MAC 1105	College Algebra (3 cr.)	MGF 1106	Mathematics for Liberal Arts I (3 cr.)
MAC 1114	Trigonometry (3 cr.)	MGF 1131	Mathematics in Context
MAC 1140	Precalculus Algebra (3 cr.)	MTG 2206	College Geometry (3 cr.)
MAC 2233	Applied Calculus (4 cr.)		
MAC 2311	Calculus and Analytic Geometry I (5 cr.)		
MAC 2312	Calculus and Analytic Geometry II (5 cr.)		
MAC 2313	Calculus and Analytic Geometry III (4 cr.)		
MAP 2302	Differential Equations (3 cr.)		
MGF 1107	Explorations in Mathematics (3 cr.)		
MGF 1130	Mathematical Thinking		
STA 2023	Introduction to Statistics (3 cr.)		

Note: Credit earned in courses not offered by PHSC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area II requirement. Courses must begin with the following prefixes: MAC, MAP, MGF, MTG, or STA. The credit hour requirement noted above must still be met.

Area III. Natural Sciences	6 Semester Credit Hours
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Option 1 – Non-Science Majors: Choose one 3 or 4 semester credit hour course from Category A and one from Category B. This option is usually selected by students who do not intend to major in the natural sciences, engineering or health related professions. Some courses have a co-requisite laboratory.

Category A (Gen Ed Core/State Required)		Category B	
AST 1002	Intro to Astronomy (3 cr.)	AST 1002	Intro to Astronomy (3 cr.)
BSC 1005	Intro to Biology (3 cr.)	CHM 1020	Chemistry in Your Life (3 cr.)
BSC 1020	Human Biology (3 cr.) (Not on the list)	CHM 1025	Introductory Chemistry (3 cr.) and Introductory Chemistry Lab (1 cr.)
BSC 1050 (EVR 1001)	Intro to Environmental Science (3 cr.)	CHM 2045	Gen Chemistry & Qualitative Analysis I (3 cr.) and Gen Chemistry & Qualitative Analysis I Lab (1 cr.)
BSC 1085	Human Anatomy and Physiology (3 cr.) and Human Anatomy and Physiology Lab (1 cr.)	CHM 2045L	
BSC 1085L		GLY 2010	Intro to Geology (3 cr.)
BSC 1311	Marine Biology (3 cr.)	MET 2010	Intro to Meteorology (3 cr.)
BSC 2010	Biology I (3 cr.) and	OCE 2001	Intro to Oceanography (3 cr.)
BSC 2010L	Biology I Lab (1 cr.)	PHY 1053	General Physics I (3 cr.) and
		PHY 1053L	General Physics Lab (1 cr.)
CHM 1020	Chemistry in Your Life (3 cr.)	PHY 2048C	General Physics I with Calculus (4 cr.)
CHM 2045	Gen Chemistry & Qualitative Analysis I (3 cr.) and	PHY 4124	Survey of the Physical Sciences (3 cr.)
CHM 2045L	Gen Chemistry & Qualitative Analysis I Lab (1 cr.)	PSC 1341	Introduction to the Physical Sciences (3 cr.)
ESC 1000	Introduction to Earth Science	BSC 1311	Marine Biology (3 cr.)
GLY 2010	Intro to Geology (3 cr.)		
OCE 2001	Intro to Oceanography (3 cr.)		
PHY 1020	Fundamentals of Physics		
PHY 2048C	General Physics I with Calculus (4 cr.)		
PHY 1053	General Physics I (3 cr.) and		
PHY 1053L	General Physics Lab (1 cr.)		
MCB 2010	Microbiology (3 cr.) and		
MCB 2010L	Microbiology Lab (1 cr.)		

Option 2 – Science Majors: Choose two courses with the co-requisite laboratories. Both the course and the corresponding laboratory course must be passed to receive credit in Option 2. This option is usually selected by students who intend to major in the natural sciences, engineering or health professions. Courses with the suffix of C, such as Organic Chemistry – CHM 2210C – have the lecture and laboratory combined in one course.

BSC 1085	Human Anatomy and Physiology I (3 cr.) and	CHM 2045	Gen Chemistry & Qualitative Analysis II (3 cr.) and
BSC 1085L	Human Anatomy and Physiology I Lab (1 cr.)	CHM 2045L	Gen Chemistry & Qualitative Analysis II Lab (1 cr.)
BSC 1086	Human Anatomy and Physiology II (3 cr.) and	CHM 2210C	Organic Chemistry I (5 cr.)

BSC-1006L	Human Anatomy and Physiology II Lab (1 cr.)	CHM-2211C	Organic Chemistry II (5 cr.)
BSC-2010	Biology I (3 cr.) and Biology I Lab (1 cr.)	MCB-2010	Micriobiology (3 cr.) and Micriobiology Lab (1 cr.)
BSC-2011	Biology II (3 cr.) and Biology II Lab (1 cr.)	PHY-1053	General Physics I (3 cr.) and General Physics I Lab (1 cr.)
CHM-1025	Introductory Chemistry (3 cr.) and Introductory Chemistry Lab (1 cr.)	PHY-1054	General Physics II (3 cr.) and General Physics II Lab (1 cr.)
CHM-2045	Gen Chemistry & Qualitative Analysis I (3 cr.) and Gen Chemistry & Qualitative Analysis I Lab (1 cr.)	PHY-2048C	General Physics I with Calculus (4 cr.)
CHM-2045L		PHY-2049C	General Physics II with Calculus (4 cr.)

Note: Credit earned in courses not offered by PHSC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area III requirement. Courses must begin with the following prefixes: AST, BOT, BSC, CHM, GLY, MCB, MET, OCE, PHY, or PSC. The credit hours and laboratory requirement noted above must still be met.

Area IV. Social and Behavioral Sciences **6 Semester Credit Hours**

Select two (2) courses from Category A or one course from each Category A and Category B

Category A (Gen Ed Core/State Required)		Category B	
AMH 2010	History of the United States I (3 cr.)	AMH 2020	History of the United States II (3 cr.)
AMH 2020	History of the United States II (3 cr.)	CLP 2140	Abnormal Psychology (3 cr.)
ANT 2000	Intro to Anthropology (3 cr.)	DEP 2002	Child Psychology (3 cr.)
ECO 2013	Principles of Macroeconomics (3 cr.)	DEP 2004	Lifespan Development (3 cr.)
POS 2041	American Federal Government (3 cr.)	DEP 2302	Adolescent Psychology (3 cr.)
PSY 1012	Intro to Psychology (3 cr.)	SYG 2000	Intro to Sociology (3 cr.)
SYG 2000	Intro to Sociology (3 cr.)	SYG 2010	Social Problems (3 cr.)
		SYG 2221	Women in American Society (3 cr.)

Note: Credit earned in courses not offered by PHSC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area IV requirement. Courses must begin with the following prefixes: AMH, ANT, CLP, DEP, POS, PSY, or SYG. The credit hour requirement noted in Area IV must still be met.

Area V. Humanities **6 Semester Credit Hours**

Select two (2) courses from Category A or one course from each Category A and Category B

Category A (Gen Ed Core/State Required)		Category B	
ARH 1000	Art Appreciation (3 cr.)	HUM 2210	Ancient World to the Middle Ages (3 cr.)
HUM 1020	Intro to Humanities (3 cr.)	HUM 2230	Renaissance to the Modern Day (3 cr.)
LIT 2000	Introduction to Literature (3 cr.)	PHI 1630	Applied Ethics (3 cr.)
MUL 1110 (MUL 1010)	Music Appreciation (3 cr.)	REL 2300	World Religions (3 cr.)
PHI 1010	Introduction to Philosophy (3 cr.)		
THE 1000	Theatre Appreciation (3 cr.)		

Note: Credit earned in courses not offered by PHSC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area V requirement. Courses must begin with the following prefixes: ARH, HUM, MUL, PHI, REL, THE, AML, ENC, ENG, ENL, or LIT. The credit hour requirement noted above must still be met.

Area VI. Technological Fluency **3 Semester Credit Hours**

The following course is required for all students:

CGS 1100	Microcomputer Applications (3 cr.)	<i>Students are encouraged to enroll in this course during the first term of their enrollment at the college. College level reading and writing are strongly encouraged.</i>
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Electives **24 Semester Credit Hours**

Sixty (60) credit hours of college-level work are required in the AA program. Beyond the 36 hours of general education requirements, the remaining 24 hours may be completed from courses at the 1000 or 2000 level listed in the online catalog/handbook.

Developmental Education

Developmental education courses may be required for students based on placement test scores. Developmental education courses are not considered to be college credit hours and do not count toward a degree.

Foreign Language Requirement

All students pursuing an Associate in Arts (AA) degree starting in Fall 2014, will be required to meet the Foreign Language Competency Requirement to graduate with their AA degree. Refer to the College Catalog for more information. This requirement can be met by one of the following:

- A. Two years of the same high school foreign language.
- B. Two semesters of the same college-level foreign language.
- C. Documented proficiency of a foreign language.
- D.A. _____ Met the satisfactory score on the CLEP Exam for foreign language or other PHSC approved external testing.

Civic Literacy Requirement

Effective fall 2021, Florida Rule 6A-10.04213 will be updated to align with SB 1108 which amends s. 1007.25, F.S. This amendment will require **students initially entering an FCS institution in 2021-22 are required to meet the Civic Literacy Requirement to graduate with their AA degree. Refer to the College Catalog for more information and thereafter to demonstrate competency in civic literacy by ~~completing a course and passing an approved assessment.~~** The civic literacy requirement can be met as outlined below.

Option 1—complete a (course) and b (assessment)

- a. Complete one of the following:
- Successfully pass POS 2041 American Federal Government with a grade of "C" or above
 - Successfully pass AMH 2020 History of the United States II with a grade of "C" or above
 - Successfully pass AMH 2020 or POS 2041 via credit-by-exam
- Note: If credit-by-exam is AP or CLEP then see Option 2
- b. Achieve Standard Score on the following Assessment:
- Florida Civic Literacy Exam (Passing Score=50)
- Note: Students who pass the Florida Civic Literacy Exam (FCLLE) in high school will still be required to pass an approved course once they enter the Florida College System (FCS)

Option 2—complete one of the following assessments

Meets both the course and assessment requirement

- Advanced Placement (AP) Test—Government & Politics—U.S.—(Passing Score = 3)
- Advanced Placement (AP) Test—U.S. History (Passing Score = 3)
- CLEP—American Government (Passing Score = 50)

Students may also elect to complete POS 2041 or AMH 2020 as a transient student online at another institution via the FloridaShines transient student request procedure.

Dual-Enrollment Students should refer to the college catalog program descriptions for information related to the dual enrollment civic literacy competency.

Important Notes

The Associate in Arts (AA) degree requires the completion of 60 credit hours, including 36 credit hours of general education courses and 24 credit hours of elective courses. Students are encouraged to select courses that support their intended transfer major. All general education and foreign language courses must be completed with a grade of "C" or higher. Consult with an academic advisor and the College Catalog for specific requirements and acceptable course substitutes. Course descriptions are available in the College Catalog. Some classes are not offered every semester.

General Education Requirements for the Associate in Arts (AA) Degree Program

Name: _____

PHSC ID: _____

Date: _____

Area I. Communication and Information Literacy, 9 cr.	
ENC 1101 English Composition I, 3 cr.	◆
ENC 1102 English Composition II, 3 cr.	PR
SPC 2608 Introduction to Public Speaking, 3 cr.	◆

Area II. Mathematics, 6 cr.	
<i>Select two courses from Category A or one course each from Category A and Category B.</i>	
Category A (Gen Ed Core/State Required)	
MAC 1105 College Algebra, 3 cr.	PR
MAC 1114 Trigonometry, 3 cr.	PR
MAC 1140 Precalculus Algebra, 3 cr.	PR
MAC 2233 Applied Calculus, 4 cr.	PR
MAC 2311 Calculus and Analytic Geometry I, 5 cr	PR
MAC 2312 Calculus and Analytic Geometry II, 5 cr.	PR
MAC 2313 Calculus and Analytic Geometry III, 4 cr	PR
MAP 2302 Differential Equations, 3 cr.	PR
MGF 1130 Mathematical Thinking, 3 cr.	PR
STA 2023 Introduction to Statistics, 3 cr.	PR
Category B (Gen Ed Non-Core)	
MGF 1131 Mathematics in Context, 3 cr.	PR
MTG 2206 College Geometry, 3 cr.	PR

Area III. Natural Sciences, 6 cr.	
<i>Select two courses from Category A or one course each from Category A and Category B.</i>	
Category A (Gen Ed Core/State Required)	
AST 1002 Introduction to Astronomy, 3 cr.	◆
BSC 1005 Introduction to Biology, 3 cr.	◆
BSC 1085 Human Anatomy and Physiology I, 3 cr. and	PR
BSC 1085L Human Anatomy and Physiology I Lab, 1 cr.	
BSC 1086 Human Anatomy and Physiology II, 3 cr. and	PR
BSC 1086L Human Anatomy and Physiology II Lab, 1 cr.	
BSC 2010 Biology I, 3 cr. and	PR
BSC 2010L Biology I Lab, 1 cr.	
BSC 2011 Biology II, 3 cr. and	PR
BSC 2011L Biology II Lab, 1 cr.	
CHM 1020 Chemistry in Your Life, 3 cr.	◆
CHM 2045 Gen. Chem. & Qualitative Analysis I, 3 cr. and	PR
CHM 2045L Gen. Chem. & Qualitative Analysis I Lab, 1 cr.	
CHM 2046 Gen. Chem. & Qualitative Analysis II, 3 cr. and	PR
CHM 2046L Gen. Chem. & Qualitative Analysis II Lab, 1 cr.	
CHM 2210C Organic Chemistry I, 5 cr.	PR
CHM 2211C Organic Chemistry II, 5 cr.	PR
ESC 1000 Introduction to Earth Science, 3 cr.	◆
EVR 1001 Introduction to Environmental Science, 3 cr.	◆
GLY 2010 Introduction to Geology, 3 cr.	◆

Area III. Natural Sciences, 6 cr.	
Category A (Gen Ed Core/State Required) continued	
MCB 2010 Microbiology, 3 cr. and	PR
MCB 2010L Microbiology Lab, 1 cr.	
OCE 2001 Introduction to Oceanography, 3 cr.	◆
PHY 1020C Fundamentals of Physics, 3 cr.	PR
PHY 1053 General Physics I, 3 cr. and	PR
PHY 1053L General Physics Lab, 1 cr.	
PHY 1054 General Physics II, 3 cr. and	PR
PHY 1054L General Physics II Lab, 1 cr.	
PHY 2048C General Physics I with Calculus, 4 cr.	PR
PHY 2049C General Physics II with Calculus, 4 cr.	PR
Category B (Gen Ed Non-Core)	
BSC 1020 Human Biology, 3 cr.	◆
BSC 1311 Marine Biology, 3 cr.	◆
CHM 1025 Introductory Chemistry, 3 cr. and	◆
CHM 1025L Introductory Chemistry Lab, 1 cr.	
MET 2010 Introduction to Meteorology, 3 cr.	◆

Area IV. Social and Behavioral Sciences, 6 cr.	
<i>Select two courses from Category A or one course each from Category A and Category B.</i>	
Category A (Gen Ed Core/State Required)	
AMH 2010 History of the United States I, 3 cr.	◆
AMH 2020 History of the United States II, 3 cr.	CL
ANT 2000 Introduction to Anthropology, 3 cr.	◆
ECO 2013 Principles of Macroeconomics, 3 cr.	◆
POS 2041 American Federal Government, 3 cr.	CL
PSY 1012 Introduction to Psychology, 3 cr.	◆
Category B (Gen Ed Non-Core)	
CLP 2140 Psychopathology, 3 cr.	PR
DEP 2002 Child Psychology, 3 cr.	PR
DEP 2004 Lifespan Development, 3 cr.	PR
DEP 2302 Adolescent Psychology, 3 cr.	PR
SYG 2000 Introduction to Sociology, 3 cr.	◆
SYG 2010 Social Problems, 3 cr.	◆
SYG 2221 Women in American Society, 3 cr.	◆

Area V. Humanities, 6 cr.	
<i>Select two courses from Category A or one course each from Category A and Category B.</i>	
Category A (Gen Ed Core/State Required)	
ARH 1000 Art Appreciation, 3 cr.	◆
HUM 1020 Introduction to Humanities, 3 cr.	◆
LIT 2000 Introduction to Literature, 3 cr.	PR
MUL 1010 Music Appreciation, 3 cr.	◆
PHI 1010 Introduction to Philosophy, 3 cr.	◆
THE 1000 Theatre Appreciation, 3 cr.	◆

Area V. Humanities, 6 cr.	
Category B (Gen Ed Non-Core)	
HUM 2210 Ancient World to the Middle Ages, 3 cr.	◆
HUM 2230 Renaissance to the Modern Day, 3 cr.	◆
PHI 1630 Applied Ethics, 3 cr.	◆
REL 2300 World Religions, 3 cr.	◆

Area VI. Technological Fluency, 3 cr.	
CGS 1100 Microcomputer Applications, 3 cr.	◆

Electives, 24 cr.

Many 1000 or 2000 level courses listed in the College Catalog may satisfy elective requirements. Please consult with an advisor to confirm elective options available for the AA program.

Foreign Language Requirement

All students pursuing an Associate in Arts (AA) degree are required to meet the Foreign Language Competency Requirement to graduate with the AA degree. Refer to the College Catalog for more information.

Civic Literacy Requirement	
Students initially entering an FCS institution in 2021-22 and thereafter are required to meet the Civic Literacy Requirement to graduate with the AA degree. Refer to the College Catalog for more information.	

Form Legend	
CL	Civic Literacy Requirement Course option (1 course required). Course has at least one prerequisite that may satisfy general education or elective requirements. Prerequisites must be satisfied prior to enrollment. Refer to the College Catalog for more information.
PR	Course has a developmental education prerequisite that may be required depending on the student's exemption status and placement test scores. Refer to the College Catalog for more information.
◆	

Important Notes	
The Associate in Arts (AA) degree requires the completion of 60 credit hours, including 36 credit hours of general education courses and 24 credit hours of elective courses. Students are encouraged to select courses that support their intended transfer major. All general education and foreign language courses must be completed with a grade of "C" or higher. Consult with an academic advisor and the College Catalog for specific requirements and acceptable course substitutes. Course descriptions are available in the College Catalog. Some classes are not offered every semester.	

Associate in Arts Degree

Associate in Arts Degree

PHSC provides programs of instruction consisting of college-credit courses offered to freshmen and sophomores who intend to transfer to a baccalaureate degree program. The State of Florida has identified common prerequisites for all majors within the State University System (SUS) programs. For the most current information, students should meet with an academic advisor. Students are strongly encouraged to schedule regular advising appointments to discuss their Associate in Arts (AA) degree progression.

Some college/university majors have no common prerequisites while others have very specific prerequisites. These differing requirements should be considered when students make course selections to satisfy the 36 credit-hour General Education Requirement as well as the remaining 24 credit hours needed to complete the AA degree. (See AA degree General Education Requirements (p. 3) for more information.)

It is the student's responsibility to verify the transfer prerequisites and grade point average (GPA) requirements for the specific program at the selected university.

A growing number of Associate of Arts (AA) Degree Pathways are also available to students. An AA pathway is a planned course of study that includes courses to satisfy general education requirements as well as suggested electives that support transfer to specific majors at most Florida public universities.

PHSC will review student files to verify completion of the degree requirements for the student's declared program of study. Upon earning the credits required to meet the 60-credit AA degree, students will be graduated. Students who graduate cannot continue to receive Title IV financial aid and/or Florida Bright Futures while completing the transfer courses.

Intermediate Algebra (MAT 1033) and Pathways to Mathematical Literacy (MAT 1100) may be required as a prerequisite for college-level math courses based on placement test scores and will count as elective credit. Also, students who have not met the foreign language requirement in high school may be required to complete two consecutive semesters of a college-level foreign language to complete the AA degree.

Gordon Rule

Rule 6A-10.030, Florida Administrative Code, hereafter referred to as the Gordon Rule, applies to students who entered college for the first time after spring term of the 1982-83 academic year. The rule stipulates the requirements of student performance in both the communications and mathematics areas. A grade of "C" or higher is required for all General Education courses, whether they are being used to fulfill program or elective requirements.

Prior to the award of an Associate in Arts degree, students at the College must fulfill the communication and computation requirements of the Gordon Rule by successfully completing the following courses with a grade of "C" or higher:

1. Six (6) credit hours consisting of English Composition I (ENC 1101), and English Composition II (ENC 1102) or a course equivalent to English Composition II (ENC 1102)
2. Three (3) credit hours of humanities course work
3. Three (3) credit hours of social and behavioral sciences course work
4. Six (6) credit hours of mathematics course work at the level of College Algebra (MAC 1105), or higher

Course descriptions for all courses that fulfill the Gordon Rule communication and computation requirements will include a statement indicating that the course satisfies the Gordon Rule and that a grade of "C" or higher must be attained. These course descriptions are contained in the PHSC *Catalog and Student Handbook*. Students taking any course that is identified in the PHSC *Catalog and Student Handbook* as a Gordon Rule course must fulfill the writing requirements of that course whether they are taking the course to fulfill General Education requirements or as an elective.

Gordon Rule Writing-Intensive Courses

PHSC's faculty has established the following rationale for identifying writing-intensive courses that may be used to satisfy the college-level communication portion of the Gordon Rule:

A writing-intensive course is a content-specific course that has as major instructional, learning and assessment objectives, a substantial discipline-based writing component that consists of instructor-assessed, college-level writing assignments. College-level writing exhibits critical and analytical skills to discuss a topic; presents paragraphs that are focused, developed, organized, coherent and unified; expresses ideas in complete, clear, well-structured sentences; and enhances ideas through discipline-appropriate diction, conventions and rhetorical strategies. In a writing-intensive course, students are expected to produce a substantial amount of discipline based writing, of which the majority is assessed by faculty toward refining college level writing skills in a specific discipline.

General Education Core Digital Badges

House Bill 1507 required public postsecondary institutions to award students a nationally recognized digital badge upon completion of general education core courses that demonstrate career readiness, beginning with students who initially enter a postsecondary institution in the 2022-2023 academic year. The first of these badges is "Fundamentals of Written Communication", which will be available in Fall 2022. Awarded to any student who successfully completed English Composition I (ENC 1101), English Composition II (ENC 1102), or Introduction to Literature (LIT 2000) with a grade of C or Better.

Foreign Language Requirement

All students pursuing an Associate in Arts (AA) degree starting in fall, 2014 will be required to meet the Foreign Language Competency Requirement in order to graduate with their AA degree.

This degree requirement can be met by one of the following:

1. 2 years of the same high school foreign language
2. 2 semesters of college-level foreign language
3. Documented proficiency of a foreign language

Documented Proficiency

The College Level Examination Program (CLEP) offers exams for credit in French, German and Spanish. CLEP exams are scheduled at the West and East campuses. Between 4 and 8 credits may be earned based upon a student's CLEP test score.

Examination	Minimum Score	Maximum Score
French	62	8
	50	4
German	63	8
	50	4
Spanish	66	8
	50	4

Objectives of the AA Degree

The purpose of the AA degree program is to prepare students for transfer at the junior level, especially to the State University System (SUS) of Florida, by providing academic courses that are parallel in content and quality to those taught within the SUS.

General Education Student Learning Outcomes

The General Education curriculum at PHSC provides students with varied opportunities to integrate knowledge, skills, and attitudes that are essential for personal, intellectual and professional enrichment. The College's General Education curriculum assures breadth that cannot be found in any specific discipline. It exposes all degree seeking students to a diversity of disciplines. A student learning outcome is a statement of the knowledge, skills, or attitudes a student will be able to demonstrate, represent, or produce as a result of a given educational experience. The College's General Education Student Learning Outcomes are:

- **Communication and Information Literacy:** Students will display effective reading, writing, speaking, listening and nonverbal communication skills.
- **Critical Thinking:** Students will think creatively, logically, critically, and reflectively analyze, synthesize, use, and evaluate information.
- **Scientific and Quantitative Reasoning:** Students will apply scientific inquiry and quantitative reasoning to solve problems
- **Technological Fluency:** Students will demonstrate the fluent use of technology to locate, organize, analyze and document information from a variety of sources.
- **Cultural Literacy and Global Awareness:** Students will develop a critical understanding of the social, behavioral, cultural, ethical, global and historical processes that define human diversity.

General Education Requirements for the AA Program

Additional courses may be required for nonexempt students based on placement test scores.

Note: Developmental education courses are not considered to be college-credit courses, and do not count toward a degree.

A grade of "C" or higher is required for all General Education courses, whether they are being used to fulfill program or elective requirements.

General Education Requirements for the AA Program

English/Reading Developmental Education Courses (0-8 Hours)

ENC 0021	Modularized Developmental Writing	4 cr.
ENC 0022	Compressed Developmental Writing	4 cr.
ENC-0056	Gorequisite-Writing ✓ and/or ✓	2-cr.
REA 0011	Modularized Developmental Reading	4 cr.
REA 0019	Compressed Developmental Reading	4 cr.
REA-0056	Gorequisite-Reading ✓	2-cr.

Math Developmental Education Courses (0-6 Hours)

MAT 0028	Introductory Algebra	4 cr.
MAT 0055	Accelerate in Mathematics	1 cr.
MAT 0056	Foundations of Mathematics	2 cr.

ARFA I

Communications and Information Literacy: 9 Semester Credit Hours

The following (3) courses are required for all students:

ENC 1101	English Composition I (3 cr.)	SPC 2608	Introduction to Public Speaking (3 cr.)
ENC 1102	English Composition II (3 cr.)		

Students are encouraged to enroll in ENC1101, during the first term of their enrollment at the College.

AREA II.

Mathematics: 6 Semester Credit Hours

~~Option I: Non-Stem Majors—Choose two courses from category A.~~

~~Option II: Stem Majors—Choose two courses from category B. This option is selected for mathematics majors, engineering majors, most business majors, most science majors, some health majors, computer science majors and physics majors.~~

~~Note: Specific courses needed will depend on the student's major, program requirement and transfer institution.~~

~~SB 366 modified section 1007.23, Florida Statutes, to establish three mathematics pathways for students by aligning mathematics courses to programs, meta-majors and careers. The three pathways are: Algebra through Calculus, Statistical Reasoning and Mathematical Thinking in Context. A brief description of each pathways follows:~~

~~**Algebra through Calculus:** This pathway is intended for students whose academic program requires a foundation of algebra, followed by a sequence of courses that may lead to calculus.~~

~~**Statistical Reasoning:** This pathway will allow students to gain a statistical knowledge foundation in areas such as descriptive statistics, probability and inferential statistics that will allow them to use and interpret data.~~

~~**Mathematical Thinking in Context:** This pathway is intended for students in the broadest range of programs of study. In this pathway students will explore a variety of mathematical concepts utilizing multiple ways of thinking to formulate and solve problems in context.~~

~~Intermediate Algebra (MAT 1033) and Pathways to Mathematical Literacy (MAT 1100) may be required as a prerequisite for college-level math courses based on placement test scores and will count as elective credit.~~

Select two courses from Category A or one course each from each Category A and Category B:

Students are encouraged to select the math sequence that supports their intended transfer major.

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
MGF 1106	Mathematics for Liberal Arts I (3-cr.)	MGF 1131	Mathematics in Context (3-cr.)
MGF 1107	Explorations in Mathematics	MAC 1105	College Algebra (3-cr.)
MAC 1105	College Algebra (3-cr.)	MAC 1114	Trigonometry (3-cr.)
MAC 1114	Trigonometry (3-cr.)	MAC 1140	Precalculus Algebra (3-cr.)
MAC 1140	Precalculus Algebra (3-cr.)	MAC 2233	Applied Calculus (4-cr.)
MAC 2233	Applied Calculus (4-cr.)	MAC 2311	Calculus and Analytic Geometry I (5-cr.)
MAC 2311	Calculus and Analytic Geometry I (5-cr.)	MAC 2312	Calculus and Analytic Geometry II (5-cr.)
MAC 2312	Calculus and Analytic Geometry II (5-cr.)	MAC 2313	Calculus and Analytic Geometry III (4-cr.)
MAC 2313	Calculus and Analytic Geometry III (4-cr.)	MAP 2302	Differential Equations (2-cr.)
MAP 2302	Differential Equations (2-cr.)	MTG 2206	College Geometry (3-cr.)
MGF 1130	Mathematical Thinking (3-cr.)	STA 2024	Introduction to Statistics (3-cr.)
STA 2023	Introduction to Statistics I-Statistics (3-cr.)		

Note: Credit earned in courses not offered by PHSC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area II requirement. Courses must begin with the following prefixes: MAC, MAP, MGF, MTG, or STA. The credit hour requirement noted above must still be met.

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AREA III.

Natural Sciences: 6 Semester Credit Hours

Select two courses from Category A or one course each from each Category A and Category B:

Students are encouraged to select the science sequence that supports their intended transfer major.

Select courses from either Option One or Option Two.

Option One

Non-Science Majors: Choose one 3 or 4 semester credit hour course from Category A and one from Category B. This option is usually selected by students who do not intend to major in the natural sciences, engineering or health related professions. Some courses have a co-requisite laboratory.

Category A

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
AST 1002	Introduction to Astronomy ✓	AST 1002	Intro to Astronomy (3 cr.)
BSC 1005	Introduction to Biology (3 cr.) ✓	CHM 1020	Chemistry in Your Life (3 cr.)
BSC 1020	Human Biology (3 cr.)	CHM 1025	Introductory Chemistry (3 cr.) and ✓
BSC 1050 EXR 1001	Introduction to Environmental Science (3 cr.)	CHM 1025L	Introductory Chemistry Lab (1 cr.) ✓
BSC 1085	Human Anatomy and Physiology I (3 cr.) and ✓	CHM 2045	Gen. Chemistry & Qualitative Analysis I (3 cr.) and
BSC 1085L	Human Anatomy and Physiology I Lab (1 cr.) ✓	CHM 2045L	Gen. Chemistry & Qualitative Analysis I Lab (1 cr.)
BSC 1311	Marine Biology (3 cr.)	GLY 2010	Intro to Geology (3 cr.)
BSC 1086	Human Anatomy and Physiology II (3 cr.) and ✓	MET 2010	Introduction to Meteorology (3 cr.) ✓
BSC 1086	Human Anatomy and Physiology II Lab (1 cr.) ✓	OCE 2001	Intro to Oceanography (3 cr.)
BSC 2010	Biology I (3 cr.) and ✓	PHY 1053	General Physics I (3 cr.) and
BSC 2010L	Biology I Lab (1 cr.) ✓	PHY 1053L	General Physics Lab (1 cr.)
BSC 2011	Biology II (3 cr.) and ✓	PHY 2048C	General Physics I with Calculus (4 cr.)
BSC 2011L	Biology II Lab (1 cr.) ✓	PSC 1121	Survey of the Physical Sciences (3 cr.)
MCB 2010	Microbiology (3 cr.) and ✓	PSC 1341	Introduction to the Physical Sciences (3 cr.)
MCB 2010L	Microbiology Lab (1 cr.) ✓	BSC 1020	Human Biology (3 cr.) ✓
CHM 1020	Chemistry in your Life (3 cr.) ✓	BSC 1311	Marine Biology (3 cr.) ✓
CHM 2045	General Chemistry and Qualitative Analysis I (3 cr.) and ✓		
CHM 2045L	General Chemistry and Qualitative Analysis I Lab (1 cr.)		
CHM 2046	General Chemistry and Qualitative Analysis II (3 cr.) and ✓		
CHM 2046L	General Chemistry and Qualitative Analysis II Lab (1 cr.) ✓		

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6] PASCO-HERNANDO STATE COLLEGE 2023-2024 CATALOG AND STUDENT HANDBOOK

CHM 2210C	Organic Chemistry I (5 cr.)	✓		
CHM2211C	Organic Chemistry II (5 cr.)	✓		
ESC 1000	Introduction to Earth Science (3 cr.)	✓		
GLY 2010	Introduction to Geology (3 cr.)	✓		
OCE 2001	Introduction to Oceanography (3 cr.)	✓		
PHY 1020C	Fundamentals of Physics (3 cr.)	✓		
PHY 1053	General Physics I (3 cr.) and	✓		
PHY 1053L	General Physics I Lab (1 cr.)	✓		
PHY 1054	General Physics II (3 cr.) and			
PHY 1054L	General Physics II Lab (1 cr.)			
PHY 2048C	General Physics I with Calculus (4 cr.)			
PHY 2049C	General Physics II with Calculus (4 cr.)			

Category-B

Option Two

Science Majors: Choose two courses with the co-requisite laboratories—both the course and the corresponding laboratory course must be passed to receive credit in Option 2. This option is usually selected by students who intend to major in the natural sciences, engineering, or health professions—Courses with the suffix of C, such as Organic Chemistry—CHM2210C have the lecture and laboratory combined in one course.

BSC 1085	Human Anatomy and Physiology I (3 cr.) and	CHM 2046	Gen. Chemistry & Qualitative Analysis II (3 cr.) and
BSC 1085L	Human Anatomy and Physiology I Lab (1 cr.)	CHM 2046L	Gen. Chemistry & Qualitative Analysis II Lab (1 cr.)
BSC 1086	Human Anatomy and Physiology II (3 cr.) and	CHM 2210C	Organic Chemistry I (5 cr.)
BSC 1086L	Human Anatomy and Physiology II Lab (1 cr.)	CHM 2211C	Organic Chemistry II (5 cr.)
BSC 2010	Biology I (3 cr.) and	MCB 2010	Microbiology (3 cr.) and
BSC 2010L	Biology I Lab (1 cr.)	MCB 2010L	Microbiology Lab (1 cr.)
BSC 2011	Biology II (3 cr.) and	PHY 1053	General Physics I (3 cr.) and
BSC 2011L	Biology II Lab (1 cr.)	PHY 1053L	General Physics I Lab (1 cr.)
CHM 1025	Introductory Chemistry (3 cr.) and	PHY 1054	General Physics II (3 cr.) and
CHM 1025L	Introductory Chemistry Lab (1 cr.)	PHY 1054L	General Physics II Lab (1 cr.)
CHM 2045	Gen. Chemistry & Qualitative Analysis I (3 cr.) and	PHY 2048C	General Physics I with Calculus (4 cr.)
CHM 2045L	Gen. Chemistry & Qualitative Analysis I Lab (1 cr.)	PHY 2049C	General Physics II with Calculus (4 cr.)

Note—Credit earned in courses not offered by PHSC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area III requirement. Courses must begin with the following prefixes: AST, BGT, BSG, CHM, CLY, MCB, MET, OCE, PHY, or PSC. The credit hour and laboratory requirement noted above must still be met.

ARFA IV

Social and Behavioral Sciences: 6 Semester Credit Hours

Select two (2) courses from Category A or one course each from each Category A and Category B:

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Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
AMH 2010	History of the United States I	AMH 2020	History of the United States II (3 cr.)
AMH 2020	History of the United States II		
ANT 2000	Introduction to Anthropology (3 cr.)	CLP 2140	Abnormal Psychology/ Psychopathology (3 cr.)
ECO 2013	Principles of Macroeconomics (3 cr.)		
POS 2041	American Federal Government (3 cr.)	DEP 2002	Child Psychology (3 cr.)
PSY 1012	Introduction to Psychology (3 cr.)	DEP 2004	Lifespan Development (3 cr.)
SYG 2000	Intro to Sociology (3 cr.)	DEP 2302	Adolescent Psychology (3 cr.)
		SYG 2000	Introduction to Sociology (3 cr.)
ECO 2013	Principles of Macroeconomics (3 cr.)	SYG 2010	Social Problems (3 cr.)
		SYG 2221	Women in American Society (3 cr.)

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Note: Credit earned in courses not offered by PHSC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area IV requirement. Courses must begin with the following prefixes: AMH, ANT, CLP, DEP, POS, PSY, or SYG. The credit hour requirement noted above must still be met.

AREA V.

Humanities: 6 Semester Credit Hours

Select two (2) courses from Category A or one course each from each Category A and Category B:

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Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
ARH 1000	Art Appreciation (3 cr.)	HUM 2210	Ancient World to the Middle Ages (3 cr.)
HUM 1020	Introduction to Humanities (3 cr.)	HUM 2230	Renaissance to the Modern Day (3 cr.)
LIT 2000	Introduction to Literature (3 cr.)	PHI 1630	Applied Ethics (3 cr.)
MUL 110, 1010	Music Appreciation (3 cr.)	REL 2300	World Religions (3 cr.)
PHI 1010	Introduction to Philosophy (3 cr.)		
THE 1000	Theatre Appreciation (3 cr.)		
LIT-2000	Introduction to Literature (3 cr.)		

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Note: Credit earned in courses not offered by PHSC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area V requirement. Courses must begin with the following prefixes: ARH, HUM, MUL, PHI, REL, THE, AML, ENC, ENG, ENL, or LIT. The credit hour requirement noted above must still be met.

AREA VI.

Technological Fluency: 3 Semester Credit Hours

The following course is required for all students with the exception of select health program students:

CGS 1100 Microcomputer Applications (3 cr.)

Students are encouraged to enroll in this course during the first term of their enrollment at the college. College level reading and writing is strongly encouraged.

Electives: 24 Semester Credit Hours

Sixty (60) credit hours of college-level work are required in the AA program.

Beyond the 36 hours of general education requirements, the remaining 24 hours may be completed from courses at the 1000 or 2000 level listed in the online catalog/handbook. ~~Starting in Fall-2024 all first-time-in-college students (students who have completed six or less credit hours) must complete SLS 1100 (Journey to Success) with a grade of C or better. This SLS course will count as elective credit.~~

Foreign Language Requirement

All students pursuing an Associate in Arts (AA) degree starting in fall 2014, will be required to meet the FOREIGN LANGUAGE COMPETENCY REQUIREMENT to graduate with their degree. This requirement can be met by one of the following:

- A. Two years of the same high school foreign language.
- B. Two semesters of the same college-level foreign language.
- C. Documented proficiency of a foreign language.
- D. Met the satisfactory score on the CLEP Exam for foreign language or other PHSC approved external testing.

Civic Literacy Requirement

Effective fall 2021, Florida Rule 6A-10.04213, will be updated to align with SB 1108 which amends s. 1007.25, F.S. This amendment will require students initially entering an FCS institution in 2021-22 and thereafter to demonstrate competency in civic literacy by completing a course and passing an approved assessment. The civic literacy requirement can be met as outline below.

Option 1- complete a. (course) and b. (assessment)

a. Complete one of the following:

- successfully pass POS 2041 American Federal Government with a grade of "C" or above.
- successfully pass AMH 2020 History of the United States II with a grade of "C" or above.
- successfully pass AMH 2020 or POS 2041 via credit-by-exam

Note: If credit by exam is AP or CLEP then see Option 2

b. Achieve Standard Score on the following Assessment

- Florida Civic Literacy Exam (Passing Score=60)
- Note: Students who pass the Florida Civic Literacy Exam (FCLE) in high school will still be required to pass an approved course once they enter the Florida College System (FCS).

Option 2 - complete one of the following assessments

Meets both the course and assessment requirement

- Advanced Placement (AP) Test - Government & Politics: U.S. (Passing Score = 3)
- Advanced Placement (AP) Test - U.S. History (Passing Score = 4)
- CLEP American Government (Passing Score = 50)

Students may also elect to complete POS 2041 or AMH 2020 as a transient student online at another institution via the Floridashines transient student request procedure. (p. Error! Bookmark not defined.)

Students who have entered PHSC prior to Fall semester 2018 and have maintained consistent enrollment should meet with an Academic Advisor to find out if they are exempt from this requirement.

To whom does the civic literacy requirement apply?

For students entering in:	The civic literacy requirement applies to:	In the following programs:	These students must:
2018-19 - 2020-21	First-time-in-college students	A.A.Baccalaureate	Pass a course OR pass an assessment
2021-22	Students entering FCS under 2021-22 catalog year*	A.A.Baccalaureate	Pass a course AND pass an assessment
2022-23**	Students entering FCS 2022-23 catalog year	A.S./A.A.S.	Pass a course AND pass an assessment

* There is not a state requirement governing policy on catalog year in effect for returning students. Policies and procedures relating to assigning catalog years are left to institutions to determine.

** The Florida Department of Education (Department) anticipates entering into rule development to add the civic literacy requirement as a condition of A.S./A.A.S. degree completion to coincide with general education changes from House Bill 1507, which will be effective with the 2022-23 catalog year.

Dual Enrollment Students and Civic Literacy Competency Requirements

Questions	Current Dual Enrollment Students	Former Dual Enrollment Students
Are dual enrollment students required to pass an approved course and assessment to demonstrate civic literacy competency?	No. Current dual enrollment students are not required to demonstrate postsecondary civic literacy competency while in high school, including those who are working towards an associate degree. However, current dual enrollment students may opt to take the Florida Civic Literacy Exam (FCLE).	Yes, under the following conditions: Former dual enrollment students who matriculate to an FCS or SUS institution will have to demonstrate civic literacy competency if they enroll in the degree programs below.
Where should dual enrollment students be guided to take the FCLE?	Public School Students Home Education Students Private School students	At the FCS or SUS institution of enrollment.

*Public high schools are not required to offer the FCLE to dually enrolled students but may choose to do so at their discretion.

**FCS institutions are not required to offer the FCLE to dually enrolled students buy may choose to do so at their discretion.

- For public school dually enrolled students, this would be through a partnership arrangement with the public high school.
- For home education or private school dually enrolled students, below are items that should be considered when deciding to allow them to take the FCLE:
 - How and where home education/private school students will obtain a FLEID
 - How home education/private school students will be informed where they can test
 - How often the test will be available to home education/private school students
 - Procedures for testing home education/private school students
 - How the score will be recorded on a home education/private school student's record

Associate in Arts Degree

Associate in Arts Degree

PHSC provides programs of instruction consisting of college-credit courses offered to freshmen and sophomores who intend to transfer to a baccalaureate degree program. The State of Florida has identified common prerequisites for all majors within the State University System (SUS) programs. For the most current information, students should meet with an academic advisor. Students are strongly encouraged to schedule regular advising appointments to discuss their Associate in Arts (AA) degree progression.

Some college/university majors have no common prerequisites while others have very specific prerequisites. These differing requirements should be considered when students make course selections to satisfy the 36 credit-hour General Education Requirement as well as the remaining 24 credit hours needed to complete the AA degree. (See AA degree General Education Requirements (p. 3) for more information.)

It is the student's responsibility to verify the transfer prerequisites and grade point average (GPA) requirements for the specific program at the selected university.

A growing number of Associate of Arts (AA) Degree Pathways are also available to students. An AA pathway is a planned course of study that includes courses to satisfy general education requirements as well as suggested electives that support transfer to specific majors at most Florida public universities.

PHSC will review student files to verify completion of the degree requirements for the student's declared program of study. Upon earning the credits required to meet the 60-credit AA degree, students will be graduated. Students who graduate cannot continue to receive Title IV financial aid and/or Florida Bright Futures while completing the transfer courses.

Gordon Rule

Rule 6A-10.030, Florida Administrative Code, hereafter referred to as the Gordon Rule, applies to students who entered college for the first time after spring term of the 1982-83 academic year. The rule stipulates the requirements of student performance in both the communications and mathematics areas. A grade of "C" or higher is required for all General Education courses, whether they are being used to fulfill program or elective requirements.

Prior to the award of an Associate in Arts degree, students at the College must fulfill the communication and computation requirements of the Gordon Rule by successfully completing the following courses with a grade of "C" or higher:

1. Six (6) credit hours consisting of English Composition I (ENC 1101), and English Composition II (ENC 1102) or a course equivalent to English Composition II (ENC 1102)
2. Three (3) credit hours of humanities course work
3. Three (3) credit hours of social and behavioral sciences course work
4. Six (6) credit hours of mathematics course work at the level of College Algebra (MAC 1105), or higher

Course descriptions for all courses that fulfill the Gordon Rule communication and computation requirements will include a statement indicating that the course satisfies the Gordon Rule and that a grade of "C" or higher must be attained. These course descriptions are contained in the PHSC *Catalog and Student Handbook*. Students taking any course that is identified in the PHSC *Catalog and Student Handbook* as a Gordon Rule course must fulfill the writing requirements of that course whether they are taking the course to fulfill General Education requirements or as an elective.

Gordon Rule Writing-Intensive Courses

PHSC's faculty has established the following rationale for identifying writing-intensive courses that may be used to satisfy the college-level communication portion of the Gordon Rule:

A writing-intensive course is a content-specific course that has as major instructional, learning and assessment objectives, a substantial discipline-based writing component that consists of instructor-assessed, college-level writing assignments. College-level writing exhibits critical and analytical skills to discuss a topic; presents paragraphs that are focused, developed, organized, coherent and unified; expresses ideas in complete, clear, well-structured sentences; and enhances ideas through discipline-

appropriate diction, conventions and rhetorical strategies. In a writing-intensive course, students are expected to produce a substantial amount of discipline-based writing of which the majority is assessed by faculty toward refining college-level writing skills in a specific discipline.

General Education Core Digital Badges

House Bill 1507 required public postsecondary institutions to award students a nationally recognized digital badge upon completion of general education core courses that demonstrate career readiness, beginning with students who initially enter a postsecondary institution in the 2022-223 academic year. The first of these badges is "Fundamentals of Written Communication", which will be available in Fall 2022. Awarded to any student who successfully completed English Composition I (ENC 1101), English Composition II (ENC 1102), or Introduction to Literature (LIT 2000) with a grade of C or Better.

Foreign Language Requirement

All students pursuing an Associate in Arts (AA) degree starting in fall, 2014 will be required to meet the Foreign Language Competency Requirement in order to graduate with their AA degree.

This degree requirement can be met by one of the following:

1. 2 years of the same high school foreign language
2. 2 semesters of college-level foreign language
3. Documented proficiency of a foreign language

Documented Proficiency

The College Level Examination Program (CLEP) offers exams for credit in French, German and Spanish. CLEP exams are scheduled at the West and East campuses. Between 4 and 8 credits may be earned based upon a student's CLEP test score.

Examination	Minimum Score	Maximum Score
French	62	8
	50	4
German	63	8
	50	4
Spanish	66	8
	50	4

Objectives of the AA Degree

The purpose of the AA degree program is to prepare students for transfer at the junior level, especially to the State University System (SUS) of Florida, by providing academic courses that are parallel in content and quality to those taught within the SUS.

General Education Student Learning Outcomes

The General Education curriculum at PHSC provides students with varied opportunities to integrate knowledge, skills, and attitudes that are essential for personal, intellectual and professional enrichment. The College's General Education curriculum assures breadth that cannot be found in any specific discipline. It exposes all degree seeking students to a diversity of disciplines. A student learning outcome is a statement of the knowledge, skills, or attitudes a student will be able to demonstrate, represent, or produce as a result of a given educational experience. The College's General Education Student Learning Outcomes are:

- **Communication and Information Literacy:** Students will display effective reading, writing, speaking, listening and nonverbal communication skills.
- **Critical Thinking:** Students will think creatively, logically, critically, and reflectively analyze, synthesize, use, and evaluate information.

- **Scientific and Quantitative Reasoning:** Students will apply scientific inquiry and quantitative reasoning to solve problems.
- **Technological Fluency:** Students will demonstrate the fluent use of technology to locate, organize, analyze and document information from a variety of sources.
- **Cultural Literacy and Global Awareness:** Students will develop a critical understanding of the social, behavioral, cultural, ethical, global and historical processes that define human diversity.

General Education Requirements for the AA Program

Additional courses may be required for nonexempt students based on placement test scores.

Note: Developmental education courses are not considered to be college-credit courses, and do not count toward a degree.

A grade of "C" or higher is required for all General Education courses, whether they are being used to fulfill program or elective requirements.

General Education Requirements for the AA Program

English/Reading Developmental Education Courses (0-8 Hours)

ENC 0021	Modularized Developmental Writing	4 cr.
ENC 0022	Compressed Developmental Writing	4 cr.
REA 0011	Modularized Developmental Reading	4 cr.
REA 0019	Compressed Developmental Reading	4 cr.

Math Developmental Education Courses (0-6 Hours)

MAT 0028	Introductory Algebra	4 cr.
MAT 0055	Accelerate in Mathematics	1 cr.
MAT 0056	Foundations of Mathematics	2 cr.

AREA I.

Communications and Information Literacy: 9 Semester Credit Hours

The following (3) courses are required for all students:

ENC 1101	English Composition I (3 cr.)	SPC 2608	Introduction to Public Speaking (3 cr.)
ENC 1102	English Composition II (3 cr.)		

Note: Students are encouraged to enroll in ENC1101, during the first term of their enrollment at the College.

AREA II.

Mathematics: 6 Semester Credit Hours

SB 366 modified section 1007.23, Florida Statutes, to establish three mathematics pathways for students by aligning mathematics courses to programs, meta-majors and careers. The three pathways are: Algebra through Calculus, Statistical Reasoning and Mathematical Thinking in Context. A brief description of each pathways follows:

Algebra through Calculus: This pathway is intended for students whose academic program requires a foundation of algebra, followed by a sequence of courses that may lead to calculus.

Statistical Reasoning: This pathway will allow students to gain a statistical knowledge foundation in areas such as descriptive statistics, probability and inferential statistics that will allow them to use and interpret data.

Mathematical Thinking in Context: This pathway is intended for students in the broadest range of programs of study. In this pathway students will explore a variety of mathematical concepts utilizing multiple ways of thinking to formulate and solve problems in context.

Intermediate Algebra (MAT 1033) and Pathways to Mathematical Literacy (MAT 1100) may be required as a prerequisite for college-level math courses based on placement test scores and will count as elective credit.

Select two courses from Category A or one course each from Category A and Category B:

Students are encouraged to select the math sequence that supports their intended transfer major.

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
MAC 1105	College Algebra (3 cr.)	MGF 1131	Mathematics in Context (3 cr.)
MAC 1114	Trigonometry (3 cr.)	MTG 2206	College Geometry (3 cr.)
MAC 1140	Precalculus Algebra (3cr.)		
MAC 2233	Applied Calculus (4 cr.)		
MAC 2311	Calculus and Analytic Geometry I (5 cr.)		
MAC 2312	Calculus and Analytic Geometry II (5 cr.)		
MAC 2313	Calculus and Analytic Geometry III (4 cr.)		
MAP 2302	Differential Equations (3 cr.)		
MGF1130	Mathematical Thinking (3 cr.)		
STA 2023	Introduction to Statistics (3cr.)		

Note: Credit earned in courses not offered by PHSC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area II requirement. Courses must begin with the following prefixes: MAC, MAP, MGF, MTG, or STA. The credit hour requirement noted above must still be met.

AREA III.

Natural Sciences: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Students are encouraged to select the science sequence that supports their intended transfer major.

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
AST 1002	Introduction to Astronomy	BSC 1020	Human Biology (3 cr.)
BSC 1005	Introduction to Biology (3 cr.)	BSC 1311	Marine Biology (3 cr.)
BSC 1085	Human Anatomy and Physiology I (3 cr.) and	CHM 1025	Introductory Chemistry (3 cr.) and
BSC 1085L	Human Anatomy and Physiology I Lab (1 cr.)	CHM 1025L	Introductory Chemistry Lab (1 cr.)
BSC 1086	Human Anatomy and Physiology II (3 cr.) and	MET 2010	Introduction to Meteorology (3 cr.)
BSC 1086	Human Anatomy and Physiology II Lab (1 cr.)		
BSC 2010	Biology I (3 cr.) and		
BSC 2010L	Biology I Lab (1 cr.)		
BSC 2011	Biology II (3 cr.) and		
BSC 2011L	Biology II Lab (1 cr.)		
CHM 1020	Chemistry in your Life (3 cr.)		

CHM 2045	General Chemistry and Qualitative Analysis I (3 cr.) and
CHM 2045L	General Chemistry and Qualitative Analysis I Lab (1 cr.)
CHM 2046	General Chemistry and Qualitative Analysis II (3 cr.) and
CHM 2046L	General Chemistry and Qualitative Analysis II Lab (1 cr.)
CHM 2210C	Organic Chemistry I (5 cr.)
CHM 2211C	Organic Chemistry II (5 cr.)
ESC 1000	Introduction to Earth Science (3 cr.)
EVR-1001	Introduction to Environmental Science (3 cr.)
GLY 2010	Introduction to Geology (3 cr.)
MCB 2010	Microbiology (3 cr.) and
MCB 2010L	Microbiology Lab (1 cr.)
OCE 2001	Introduction to Oceanography (3 cr.)
PHY 1020C	Fundamentals of Physics (3 cr.)
PHY 1053	General Physics I (3cr.) and
PHY 1053L	General Physics I Lab (1 cr.)
PHY1054	General Physics II (3cr.) and
PHY 1054L	General Physics II Lab (1 cr.)
PHY 2048C	General Physics I with Calculus (4 cr.)
PHY 2049C	General Physics II with Calculus (4 cr.)

AREA IV.

Social and Behavioral Sciences: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
AMH 2010	History of the United States I	CLP 2140	Psychopathology (3 cr.)
AMH 2020	History of the United States II	DEP 2002	Child Psychology (3 cr.)
ANT 2000	Introduction to Anthropology (3 cr.)	DEP 2004	Lifespan Development (3 cr.)
ECO 2013	Principles of Macroeconomics (3 cr.)	DEP 2302	Adolescent Psychology (3 cr.)
POS 2041	American Federal Government (3 cr.)	SYG 2000	Introduction to Sociology (3 cr.)
PSY 1012	Introduction to Psychology (3 cr.)	SYG 2010	Social Problems (3 cr.)
		SYG 2221	Women in American Society (3 cr.)

Note: Credit earned in courses not offered by PHSC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area IV requirement. Courses must begin with the following prefixes: AMH, ANT, CLP, DEP, POS, PSY, or SYG. The credit hour requirement noted above must still be met.

AREA V.

Humanities: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
ARH 1000	Art Appreciation (3 cr.)	HUM 2210	Ancient World to the Middle Ages (3 cr.)
HUM 1020	Introduction to Humanities (3 cr.)	HUM 2230	Renaissance to the Modern Day (3 cr.)
LIT 2000	Introduction to Literature (3 cr.)	PHI 1630	Applied Ethics (3 cr.)
MUL 1010	Music Appreciation (3 cr.)	REL 2300	World Religions (3 cr.)
PHI 1010	Introduction to Philosophy (3 cr.)		
THE 1000	Theatre Appreciation (3 cr.)		

Note: Credit earned in courses not offered by PHSC but awarded via transfer evaluations, examinations, and other external credit mechanisms may also be used to meet the Area V requirement. Courses must begin with the following prefixes: ARH, HUM, MUL, PHI, REL, THE, AML, ENC, ENG, ENL, or LIT. The credit hour requirement noted above must still be met.

AREA VI.

Technological Fluency: 3 Semester Credit Hours

The following course is required for all students with the exception of select health program students:

CGS 1100 Microcomputer Applications (3 cr.)

Note: Students are encouraged to enroll in this course during the first term of their enrollment at the college. College level reading and writing is strongly encouraged.

Electives: 24 Semester Credit Hours

Sixty (60) credit hours of college-level work are required in the AA program.

Beyond the 36 hours of general education requirements, the remaining 24 hours may be completed from courses at the 1000 or 2000 level listed in the online catalog/handbook.

Foreign Language Requirement

All students pursuing an Associate in Arts (AA) degree starting in fall 2014, will be required to meet the FOREIGN LANGUAGE COMPETENCY REQUIREMENT to graduate with their degree. This requirement can be met by one of the following:

- A. Two years of the same high school foreign language.
- B. Two semesters of the same college-level foreign language.
- C. Documented proficiency of a foreign language.
- D. Met the satisfactory score on the CLEP Exam for foreign language or other PHSC approved external testing.

Civic Literacy Requirement

Effective fall 2021, Florida Rule 6A-10.04213, will be updated to align with SB 1108 which amends s. 1007.25, F.S. This amendment will require students initially entering an FCS institution in 2021-22 and thereafter to demonstrate competency in civic literacy by completing a course and passing an approved assessment. The civic literacy requirement can be met as outline below.

Option 1- complete a. (course) and b. (assessment)

a. Complete one of the following:

- successfully pass POS 2041 American Federal Government with a grade of "C" or above.
- successfully pass AMH 2020 History of the United States II with a grade of "C" or above.
- successfully pass AMH 2020 or POS 2041 via credit-by-exam

Note: If credit by exam is AP or CLEP then see Option 2

b. Achieve Standard Score on the following Assessment

- Florida Civic Literacy Exam (Passing Score=60)

Note: Students who pass the Florida Civic Literacy Exam (FCLE) in high school will still be required to pass an approved course once they enter the Florida Collogo System (FCS).

Option 2 - complete one of the following assessments

Meets both the course and assessment requirement

- Advanced Placement (AP) Test - Government & Politics: U.S. (Passing Score = 3)
- Advanced Placement (AP) Test - U S History (Passing Score = 4)
- CLEP American Government (Passing Score = 50)

Students may also elect to complete POS 2041 or AMH 2020 as a transient student online at another institution via the Floridashines transient student request procedure. (p. **Error! Bookmark not defined.**)

Students who have entered PHSC prior to Fall semester 2018 and have maintained consistent enrollment should meet with an Academic Advisor to find out if they are exempt from this requirement.

To whom does the civic literacy requirement apply?

For students entering in:	The civic literacy requirement applies to:	In the following programs:	These students must:
2018-19 - 2020-21	First-time-in-college students	<ul style="list-style-type: none"> • A.A. • Baccalaureate 	Pass a course OR pass an assessment
2021-22	Students entering FCS under 2021-22 catalog year*	<ul style="list-style-type: none"> • A.A. • Baccalaureate 	Pass a course AND pass an assessment
2022-23**	Students entering FCS 2022-23 catalog year	<ul style="list-style-type: none"> • A.S. • A.A.S. 	Pass a course AND pass an assessment

* There is not a state requirement governing policy on catalog year in effect for returning students. Policies and procedures relating to assigning catalog years are left to institutions to determine.

** The Florida Department of Education (Department) anticipates entering into rule development to add the civic literacy requirement as a condition of A.S./A.A.S. degree completion to coincide with general education changes from House Bill 1507, which will be effective with the 2022 23 catalog year.

Dual Enrollment Students and Civic Literacy Competency Requirements

Questions	Current Dual Enrollment Students	Former Dual Enrollment Students
Are dual enrollment students required to pass an approved course and assessment to demonstrate civic literacy competency?	No. Current dual enrollment students are not required to demonstrate postsecondary civic literacy competency while in high school, including those who are working towards an associate degree. However, current dual enrollment students may opt to take the Florida Civic Literacy Exam (FCLE).	Yes, under the following conditions: Former dual enrollment students who matriculate to an FCS or SUS institution will have to demonstrate civic literacy competency if they enroll in the degree programs below.

Where should dual enrollment students be guided to take the FCLE?	<p>Public School Students</p> <ul style="list-style-type: none"> • At the public high school* • At the FCS institution, if available** <p>Home Education Students</p> <ul style="list-style-type: none"> • At the FCS institution, if available** <p>Private School students</p> <ul style="list-style-type: none"> • At the FCS institution, if available** 	At the FCS or SUS institution of enrollment.
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*Public high schools are not required to offer the FCLE to dually enrolled students but may choose to do so at their discretion.

**FCS institutions are not required to offer the FCLE to dually enrolled students but may choose to do so at their discretion.

- For public school dually enrolled students, this would be through a partnership arrangement with the public high school.
- For home education or private school dually enrolled students, below are items that should be considered when deciding to allow them to take the FCLE:
 - How and where home education/private school students will obtain a FLEID
 - How home education/private school students will be informed where they can test
 - How often the test will be available to home education/private school students
 - Procedures for testing home education/private school students
 - How the score will be recorded on a home education/private school student's record

2.3.01
CAA
03/24

PASCO-HERNANDO STATE COLLEGE ACADEMIC PROGRAM PROPOSAL FORM

NEW PROGRAM

CURRENT OR PROPOSED TITLE Surgical Technology	TOTAL NUMBER OF: ▪ COLLEGE CREDIT TECHNICAL CREDIT HOURS
Check Box for Program Type Advanced Technical Certificate (Post Associate in Science Degree) College Credit Certificate ■ Associate in Science Degree Applied Technology Diploma Associate in Applied Science Degree Technical Credit Program Baccalaureate	
AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: 51-0909 <small>If no CIP code, date submitted to DCC/DWE.</small>	
Meta Major: 05-Health Sciences	
AA Common Course Prerequisite	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Pell Eligible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
PROPOSED NEW PROGRAM	
General Education Requirements	
Arts and Sciences	
Health Occupations See attachment	
Workforce Development, Career, and Technical Education	
Program Specified Elective(s) AS or AAS Degree Only N/A	
New (title only) and or Existing Courses (course prefix/number): TBD	
Total New College Credit or Technical Credit Hours 64 credit hours	
Justification: Please attach information regarding how this proposal supports the College's mission and goals.	

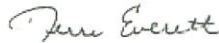
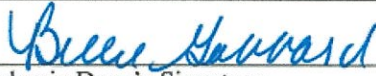
PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED FOR AS, AAS, AND TECHNICAL CREDIT PROGRAMS


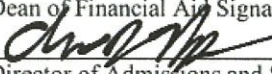
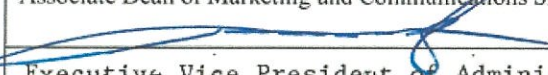
DEMONSTRATION OF NEED FOR NEW PROGRAM

Program Title Surgical Technology	Academic Division/Cluster	Total Credit Hours 64
Advanced Technical Certificate (Post A.S.) ■ Associate in Science Associate in Applied Science College Credit Certificate Applied Technology Diploma Technical Certificate Baccalaureate	Effective Date (Year, Term) Year: 2025 Term: 2025-2	
The following information must be submitted for a new program.		
1. Describe the target population for the proposed program. The population will consist of the Pasco-Hernando community which will contain those who desires to become a surgical technologists.		

2. Provide evidence of a substantial and continuing need for program graduates. Include a copy of the need assessment survey report that was conducted in support of development of the program. This is a requirement of the ARC/STSA to transition to the AS degree based on feedback from community partners the focus is to transition to the AS Degree.
3. List all institutions offering the same program or emphasis in the College's service area and surrounding four counties (Pinellas, Hillsborough, Citrus, Polk) HCC, Keiser University, Rasmussen, and SPC.
4. Additional comments to support the need for the proposed program This is a requirement of the ARC/STSA to transition to the AS degree based on feedback from community partners the focus is to transition to the AS Degree.
5. Identify required resources such as faculty, equipment, and facilities that will be needed to implement this proposed program. There is an estimate in place for the remodel of the old Pharmacy Tech space. Additional necessities have been requested for consideration in 2024-25 budget.

SIGNATURES/APPROVALS

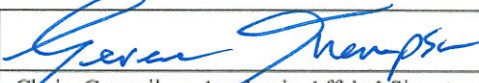
	03/15/2024
Proposer's Signature	Date
Comments:	
	3/18/24
Academic Dean's Signature	Date

	3-26-24
Dean of Student Affairs and Enrollment Management's Signature	Date
See attached	
Dean of Financial Aid Signature	Date
	3/26/24
Director of Admissions and Student Records Signature	Date
Associate Dean of E-Learning & Instructional Technology Signature (If online program)	Date
See attached	
Associate Dean of Marketing and Communications Signature	Date
	3/26/24
Executive Vice President of Administration and Chief Financial Officer	Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
 No Yes

Recommended Not Recommended

	4/1/24
Chair, Council on Academic Affairs' Signature	Date

ADMINISTRATIVE USE ONLY

Program Code		Audit		DBOT		Catalog	
Distribution:	Admissions			MIS		Advising	
	Fin. Aid						

Fw: Surg Tech New Program request for CAA

Mandy Cabrera <cabrerm@phsc.edu>

Mon 3/25/2024 12:55 PM

To: Marissa Binder <binderm@phsc.edu>

Marissa,

Please see Courtney Approval.

Mandy Cabrera

Administrative Assistant, Dean Billie Gabbard

Division of Nursing and Health Program

West Campus, M177

10230 Ridge Rd

New Port Richey, FL 34654

727-816-3299



From: Courtney Boettcher <boettcc@phsc.edu>

Sent: Friday, March 22, 2024 11:54 AM

To: Mandy Cabrera <cabrerm@phsc.edu>

Subject: Re: Surg Tech New Program request for CAA

Hi Mandy,

I approve.

Courtney

Courtney Boettcher, MSM

Senior Director, Marketing and Communications

Pasco-Hernando State College

10230 Ridge Road

New Port Richey, FL 34654

boettcc@phsc.edu

727.816.3738

From: Mandy Cabrera <cabrerm@phsc.edu>
Sent: Friday, March 22, 2024 7:55 AM
To: Christopher Bibbo <bibboc@phsc.edu>; Arnold Head <heada@phsc.edu>; Chiquita Henderson <henderc@phsc.edu>; Courtney Boettcher <boettcc@phsc.edu>
Cc: Terri Everett <everett@phsc.edu>
Subject: Re: Surg Tech New Program request for CAA

Good Morning,
I apologize I missed the attachments.

Have a wonderful Friday.

Mandy Cabrera
Administrative Assistant, Dean Billie Gabbard
Division of Nursing and Health Program
West Campus, M177
10230 Ridge Rd
New Port Richey, FL 34654
727-816-3299



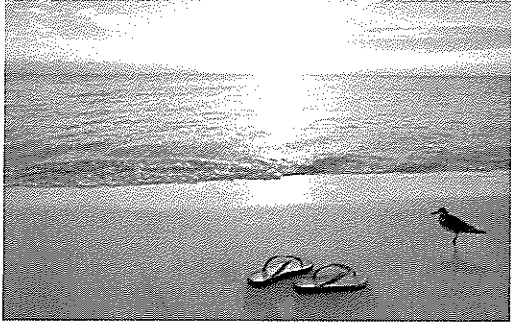
PHSC
PASCAGOULA HEALTH SERVICES CENTER

From: Mandy Cabrera <cabrerm@phsc.edu>
Sent: Thursday, March 21, 2024 2:39 PM
To: Christopher Bibbo <bibboc@phsc.edu>; Arnold Head <heada@phsc.edu>; Chiquita Henderson <henderc@phsc.edu>; Courtney Boettcher <boettcc@phsc.edu>
Cc: Terri Everett <everett@phsc.edu>
Subject: Surg Tech New Program request for CAA

Good Afternoon,
I hope this message finds you well. I am reaching out regarding the Surgical Tech program. We are in the process of converting the Surg Tech program from a technical credit program to an AS degree. This is required by ARC/STSA. We are asking for your review of our current changes and request your approval on ICU-1D for submission to CAA for the March 29th meeting date. Marissa has granted us time to complete prior to the meeting date.. Please feel free to reach out with any questions to the program director Terri Everett or me.

Thank you for your time. Have a nice day.

Mandy Cabrera
 Administrative Assistant, Dean Billie Gabbard
 Division of Nursing and Health Program
 West Campus, M177
 10230 Ridge Rd
 New Port Richey, FL 34654
 727-816-3299



PHSC
 PASCO-HERNANDO STATE COLLEGE

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2. Provide evidence of a substantial and continuing need for program graduates. Include a copy of the need assessment survey report that was conducted in support of development of the program.
 This is a requirement of the ARC/STSA to transition to the AS degree based on feedback from community partners the focus is to transition to the AS Degree.

3. List all institutions offering the same program or emphasis in the College's service area and surrounding four counties (Pinellas, Hillsborough, Citrus, Polk)
 HCC, Keiser University, Rasmussen, and SPC.

4. Additional comments to support the need for the proposed program.
 This is a requirement of the ARC/STSA to transition to the AS degree based on feedback from community partners the focus is to transition to the AS Degree.

5. Identify required resources such as faculty, equipment, and facilities that will be needed to implement this proposed program
 There is an estimate in place for the remodel of the old Pharmacy Tech space. Additional necessities have been requested for consideration in 2024-25 budget.

SIGNATURES/APPROVALS

	03/15/2024
Proposer's Signature	Date
Comments:	
	3/18/24
Academic Dean's Signature	Date

Dean of Student Affairs and Enrollment Management's Signature	Date
	3-22-24
Dean of Financial Aid Signature	Date
Director of Admissions and Student Records Signature	Date
Associate Dean of E-Learning & Instructional Technology Signature (If online program)	Date
Associate Dean of Marketing and Communications Signature	Date
Vice President of Finance and Auxiliary Services (For Programs requiring structural changes)	Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
 No Yes

Recommended Not Recommended

Chair, Council on Academic Affairs' Signature		Date					
ADMINISTRATIVE USE ONLY							
Program Code	Audit	DBOT	Catalog				
Distribution:	Admissions	MIS	Advising				
	Fin. Aid						

META MAJOR CODES

01	Art, Humanities, and Communication
02	Business
03	Education
04	Industry/Manufacturing and Construction
05	Health Sciences
06	Public Safety
07	Science, Technology, Engineering, and Mathematics
08	Social Sciences, Behavioral Sciences, and Human Services

Surgical Technology AS Degree program Proposed Curriculum

COURSE PREFIX	COURSE TITLE	CREDITS	TERM
	Prerequisites		
HSC2531	Medical Terminology	3	
BSC1085	Human Anatomy and Physiology I	3	
BSC1085L	Human Anatomy and Physiology I Lab	1	
BSC1086	Human Anatomy and Physiology II	3	
BSC1086L	Human Anatomy and Physiology II Lab	1	
MAC1105	College Algebra	3	
	Total Credits	14	
	Semester 1	Spring	
TBD	Intro to Surgical Tech	4	A
TBD	Patient Care	2	B
TBD	Patient Care Lab	3	B
TBD	Pharmacology	2	A
ENC1101	English Composition	3	
	Total Credits	14	
	Semester 2	Fall	
TBD	Surg Tech	4	A
TBD	Surg Tech Lab	4	A
TBD	Surgical Procedures I	4	B
PHI1630	Ethics	3	B
	Total Credits	15	
	Semester 3	Spring	
TBD	Surgical Procedures II	4	A
TBD	Clinical I	4	B
PSY1012	Introduction to Psychology	3	
	Total Credits	11	
	Semester 4	Fall	
TBD	Certification Review	2	B
TBD	Clinical II	5	
POS2041	American Federal Government	3	
	Total Credits	10	
	Program Total Credits	64	

*General Educations are highlighted in yellow.

2.3.02
CAA
03/24

PASCO-HERNANDO STATE COLLEGE ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

Effective Date: 2025-1

- Change in Program
- Deletion of Program
- Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE Radiography Program	TOTAL NUMBER OF <input type="checkbox"/> COLLEGE CREDIT TECHNICAL <input checked="" type="checkbox"/> CREDIT HOURS 77
Check Box for Program Type <input type="checkbox"/> Advanced Technical Certificate (Post Associate in Science Degree) <input type="checkbox"/> College Credit Certificate <input checked="" type="checkbox"/> Associate in Science Degree <input type="checkbox"/> Applied Technology Diploma <input type="checkbox"/> Associate in Applied Science Degree <input type="checkbox"/> Technical Credit Program <input type="checkbox"/> Baccalaureate Degree	
AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: <small>If no CIP code, date submitted to DCC/DWE.</small>	AA Common Course Prerequisite <input type="checkbox"/> Yes <input type="checkbox"/> No
CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM	
General Education Requirements:	
Arts and Sciences From:	
To:	
Health Occupations From: MAC 1105 or MAC 2233 or MAC 2311 or MAC 2312 or MAC 2313 or MAP 2302	
To: MAC 1105 or MAC 2233 or MAC 2311 or MAC 2312 or MAC 2313 or MAP 2302 or MAC 1147 or MAC 1140 or MAC 1114	
Workforce Development, Career, and Technical Education From:	
To:	
Program Specified Elective(s) AS or AAS Degree only: From:	
To:	
Program Requirement Changes: From:	
To:	
Total Current College Credit or Technical Credit Hours	
From:	To:
JUSTIFICATION FOR CHANGE	
Check Box for Change Justification <input type="checkbox"/> Programmatic Accreditation Requirement <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> Florida Department of Education Curriculum Framework Changes <input type="checkbox"/> Student Learning Outcome Assessment <input checked="" type="checkbox"/> Other	
Other Explanation: Math courses have been changed by general education/math department. Update to prerequisites to reflect these changes.	

**PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED
FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS**

SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF ACADEMIC DIVISION(S) AFFECTED

<i>Tina Lischak B.A. R.T.(R)</i>	3/13/24
Proposer's Signature	Date
Department Chair/Program Director's Signature	Date
<i>Bruce Hubbard</i>	3/18/24
Academic Dean's Signature	Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
 No Yes

Recommended Not Recommended

<i>Gene Thompson</i>	4/1/24
Chair, Council on Academic Affairs' Signature	Date

ADMINISTRATIVE USE ONLY

Program Code	<i>AS-RAD</i>	Audit		DBOT	<i>4/2024</i>	Catalog	<i>4/2024</i>
Distribution:	Admissions			MIS		Advising	
	Fin. Aid						

Math course titles and prefixes have changed. Due to this the program is updating prerequisite requirement to match.

The new radiography program prerequisites for math are listed below. We are keeping the current ones listed in the college catalog but adding MAC 1147, MAC 1140, and MAC 1114.

It is my understanding that the MAC 1147 was one course and has now been broken into two courses. (MAC 1140 and MAC 1114) The program is keeping MAC 1147 even though it is no longer offered for students who may have taken it and are transferring into the college/program.

MAC 1105 College Algebra 3 cr.

Or

MAC 2233 Applied Calculus 4 cr.

Or

MAC 2311 Calculus and Analytic Geometry I 5 cr.

Or

MAC 2312 Calculus and Analytic Geometry II 5 cr.

Or

MAC 2313 Calculus and Analytic Geometry III 4 cr.

Or

MAP 2302 Differential Equations 3 cr.

Or

MAC 1147 Precalculus Algebra/Trigonometry 3 cr.

Or

MAC 1140 Precalculus Algebra 3 cr.

Or

Mac 1114 Trigonometry 3 cr.

Radiography, Associate in Science

This 77 credit-hour, 24-month program begins each January and contains academic and clinical components as part of the curriculum. Upon successful completion of all program requirements, the graduates will earn an AS degree in Radiography and are eligible to apply to take the American Registry of Radiologic Technologist (ARRT) credentialing examination.

The purpose of this program is to prepare individuals for transfer to the State University System and for entering the workforce as a radiographer. The radiographer is a vital member of the health care team by providing quality patient care and assisting in the diagnosis of disease and injury by using ionizing radiation. Most radiographers are employed by hospitals and diagnostic imaging centers and clinics.

Program Code: AS RAD / APP RAD

Prerequisites

BSC 1085	Human Anatomy and Physiology I	3 cr.
BSC 1085L	Human Anatomy and Physiology I Laboratory	1 cr.
BSC 1086	Human Anatomy and Physiology II	3 cr.
BSC 1086L	Human Anatomy and Physiology II Laboratory	1 cr.
MAC 1105	College Algebra	3 cr.
	or	
MAC 2233	Applied Calculus	4 cr.
	or	
MAC 2311	Calculus and Analytic Geometry I	5 cr.
	or	
MAC 2312	Calculus and Analytic Geometry II	5 cr.
	or	
MAC 2313	Calculus and Analytic Geometry III	4 cr.
	or	
MAP 2302	Differential Equations	3 cr.
	or	
MAC 1147	Precalculus Algebra/Trigonometry	3 cr.
	Or	
MAC 1140	Precalculus Algebra	3 cr.
	Or	
MAC 1114	Trigonometry	3 cr.

Subtotal: 0

Freshman—Session I

RTE 1513	Radiographic Procedures II	2 cr.
RTE 1513L	Radiographic Procedures II Laboratory	1 cr.
RTE 1458	Radiographic Imaging and Exposure II with Quality Management	4 cr.
RTE 1458L	Radiographic Imaging and Exposure II with Quality Management Laboratory	1 cr.
RTE 1814	Radiography Clinical Practicum II	4 cr.

Subtotal: 12

Freshman—Session II

RTE 1000	Introduction to Radiologic Science Principles	2 cr.
RTE 1503	Radiographic Procedures I	3 cr.
RTE 1503L	Radiographic Procedures I Laboratory	1 cr.
RTE 1111	Introduction to Radiographic Patient Care	2 cr.
RTE 1111L	Radiography Patient Care Laboratory	2 cr.

Subtotal: 10

Freshman—Session III

RTE 1804	Radiography Clinical Practicum I	3 cr.
RTE 1418	Principles of Radiographic Imaging and Exposure I	3 cr.
RTE 1418L	Principles of Radiographic Imaging Exposure I Laboratory	1 cr.
ENC 1101	English Composition I	3 cr.

Subtotal: 10

Sophomore—Session I

RTE 1523	Radiographic Procedures III	3 cr.
RTE 1523L	Radiographic Procedures III Laboratory	1 cr.
RTE 2824	Radiography Clinical Practicum III	4 cr.
RTE 2782	Pathology for Radiographers	2 cr.

AMH 2020	History of the United States II	3 cr.
	or	
POS 2041	American Federal Government	3 cr.

Subtotal: 13

Sophomore—Session II

RTE 2834	Radiography Clinical Practicum IV	3 cr.
PHI 1630	Applied Ethics	3 cr.
RTE 2385	Radiation Biology and Protection	3 cr.

Subtotal: 9

Sophomore—Session III

RTE 2061	Radiographic Seminar	3 cr.
RTE 2844	Radiography Clinical Practicum V	6 cr.
PSY 1012	Introduction to Psychology	3 cr.

Subtotal: 12

Note(s): Graduates interested in earning a bachelor's degree in radiological sciences should contact the radiography program director or contact an advisor for information about schools offering bachelor degrees in radiological sciences.

General Education and Support Courses: 23 Semester Hours

Radiography Education: 54 Semester Hours

Total Hours: 77 Semester Hours

Special Program Requirements

CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers", is a requirement of this program.

A grade of "C" or higher in all courses must be earned for successful completion of this program.

Radiography courses may be repeated only on the recommendation of the radiography faculty, the Radiography Program Director, the Dean of Nursing and Health Programs and approval of the Executive Vice President and Chief Academic Officer/College Provost, West Campus, and if space is available.

Form IIN-27 must be completed by the program director for program/course re-entry.

PASCO-HERNANDO STATE COLLEGE ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

Effective Date: 2025-1

- Change in Program
- Deletion of Program
- Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE Social and Human Services	TOTAL NUMBER OF <input type="checkbox"/> COLLEGE CREDIT TECHNICAL <input checked="" type="checkbox"/> CREDIT HOURS
Check Box for Program Type <input type="checkbox"/> Advanced Technical Certificate (Post Associate in Science Degree) <input type="checkbox"/> College Credit Certificate <input checked="" type="checkbox"/> Associate in Science Degree <input type="checkbox"/> Applied Technology Diploma <input type="checkbox"/> Associate in Applied Science Degree <input type="checkbox"/> Technical Credit Program <input type="checkbox"/> Baccalaureate Degree	
AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: If no CIP code, date submitted to DCC/DWE.	AA Common Course Prerequisite <input type="checkbox"/> Yes <input type="checkbox"/> No
CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM	
General Education Requirements:	
Arts and Sciences From:	
To:	
Health Occupations From:	
To:	
Workforce Development, Career, and Technical Education From:	
To:	
Program Specified Elective(s) AS or AAS Degree only: From: SYG 2000 Introduction to Sociology	
To: DEP 2002 Child Psychology	
Program Requirement Changes: From:	
To:	
Total Current College Credit or Technical Credit Hours From:	
To:	
JUSTIFICATION FOR CHANGE	
Check Box for Change Justification <input type="checkbox"/> Programmatic Accreditation Requirement <input type="checkbox"/> Program Review Recommendation <input checked="" type="checkbox"/> Florida Department of Education Curriculum Framework Changes <input type="checkbox"/> Student Learning Outcome Assessment <input type="checkbox"/> Other	
Other Explanation:	

PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED
FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS

SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF ACADEMIC DIVISION(S) AFFECTED

Proposer's Signature	<i>Cele</i>	Date	3/14/24
Department Chair/Program Director's Signature	<i>[Signature]</i>	Date	3/14/24
Academic Dean's Signature	<i>Bellee Hubbard</i>	Date	3/18/24

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?

No Yes

Recommended Not Recommended

Chair, Council on Academic Affairs' Signature	<i>[Signature]</i>	Date	4/1/24				
ADMINISTRATIVE USE ONLY							
Program Code	ASHS	Audit		DBOT	4/2024	Catalog	4/2024
Distribution:	Admissions			MIS		Advising	
	Fin. Aid						

Social and Human Services, Associate in Science

The social and human services field focuses on improving the lives of others. Under the supervision of social workers, psychologists, sociologists and other professionals, social and human service providers work to ease and prevent problems caused by poverty, inadequate housing, unemployment, and illness. These professionals work with people in family settings, group settings and as individuals, primarily providing counseling and life skill lessons.

The purpose of this program is to prepare students to be human service workers who will serve in a variety of positions in community, social and behavioral agencies. Students who complete the AS degree in Social & Human Services complete the education requirements to become a Certified Addiction Counselor (CAC), Certified Prevention Specialist (CPS), Certified Behavioral Health Technician (CBHT), or Certified Community Health Worker (CCHW). Students who complete the Addiction Services certificate program are eligible for the Certified Addiction Counselor (CAC) and Certified Prevention Specialist (CPS) credentials.

Program Code: AS-SHS / AS-HS

General Education Requirements - 36 credit hours

ENC 1101	English Composition I	3 cr.
PSY 1012	Introduction to Psychology	3 cr.
SYG 2000	Introduction to Sociology	3 cr.
DEP 2002	Child Psychology	3 cr.
CLP 2140	Abnormal Psychology	3 cr.
DEP 2004	Lifespan Development	3 cr.
ENC 1102	English Composition II	3 cr.
CGS 1100	Microcomputer Applications	3 cr.
BSC 1020	Human Biology	3 cr.
	Any Area II Mathematics course listed in the Associate in Science Degree Program Requirements	3 cr.
SYG 2010	Social Problems	3 cr.
POS 2041	American Federal Government	3 cr.
PHI 1630	Applied Ethics	3 cr.

Subtotal: 36

Program Common Core Courses - 24 credit hours

HUS 1001	Introduction to Human Services	3 cr.
HUS 1302	Basic Counseling Skills	3 cr.

HUS 2400	Substance Abuse Counseling	3 cr.
HUS 2525	Issues in Mental Health	3 cr.
HUS 2200	Introduction to Group Dynamics	3 cr.
	or	
HUS 1540	Principles for Understanding and Working with Families	3 cr.
HUS 2940	Human Services Internship I	3 cr.
HUS 2941	Human Services Internship II	6 cr.

Subtotal: 24

Optional: Addiction Certificate Courses - 12 credit hours

HUS 1431	Issues in Addiction Prevention	3 cr.
HUS 1450	Dual Diagnosis	3 cr.
HUS 2420	Evaluation of Treatment Environments	3 cr.
HUS 2428	Treatment & Resources in Substance Abuse	3 cr.

Subtotal: 12

Freshman—Session I

HUS 1001	Introduction to Human Services	3 cr.
HUS 1302	Basic Counseling Skills	3 cr.
	Any Area II Mathematics course listed in the Associate in Science Degree Program Requirements	3 cr.
PSY 1012	Introduction to Psychology	3 cr.
ENC 1101	English Composition I	3 cr.

Subtotal: 15

Freshman—Session II

HUS 2525	Issues in Mental Health	3 cr.
SYG 2000	Introduction to Sociology	3 cr.
DEP 2002	Child Psychology	3 cr.
CLP 2140	Abnormal Psychology	3 cr.

ENC 1102	English Composition II	3 cr.
CGS 1100	Microcomputer Applications	3 cr.

Subtotal: 15

Sophomore—Session I

HUS 2400	Substance Abuse Counseling	3 cr.
DEP 2004	Lifespan Development	3 cr.
BSC 1020	Human Biology	3 cr.
HUS 1540	Principles for Understanding and Working with Families	3 cr.
	or	
HUS 2200	Introduction to Group Dynamics	3 cr.
HUS 2940	Human Services Internship I	3 cr.

Subtotal: 15

Sophomore—Session II

SYG 2010	Social Problems	3 cr.
HUS 2941	Human Services Internship II	6 cr.
POS 2041	American Federal Government	3 cr.
PHI 1630	Applied Ethics	3 cr.

Subtotal: 15

Note(s): A grade of "C" or higher must be earned in each course for successful completion of the program.

HUS 1001 - Note: It is strongly encouraged that all students take HUS 1001 as their first course in the Human Services program. All other courses should be taken in the order shown.

Subtotal: 60

2.3.02
CAA
02/24

PASCO-HERNANDO STATE COLLEGE ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM




Effective Date: 2024-2

- Change in Program
- Deletion of Program
- Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE Paramedic-Certificate	TOTAL NUMBER OF <input type="checkbox"/> COLLEGE CREDIT <input type="checkbox"/> TECHNICAL <input checked="" type="checkbox"/> CREDIT HOURS 42 Hours
Check Box for Program Type <input type="checkbox"/> Advanced Technical Certificate (Post Associate in Science Degree) <input checked="" type="checkbox"/> College Credit Certificate <input type="checkbox"/> Associate in Science Degree <input type="checkbox"/> Applied Technology Diploma <input type="checkbox"/> Associate in Applied Science Degree <input type="checkbox"/> Technical Credit Program <input type="checkbox"/> Baccalaureate Degree	
AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: <small>If no CIP code, date submitted to DCC/DWE.</small>	AA Common Course Prerequisite <input type="checkbox"/> Yes <input type="checkbox"/> No
CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM	
General Education Requirements:	
Arts and Sciences From:	
To:	
Health Occupations From:	
To:	
Workforce Development, Career, and Technical Education From:	
To:	
Program Specified Elective(s) AS or AAS Degree only: From:	
To:	
Program Requirement Changes: From:	
To:	
Total Current College Credit or Technical Credit Hours From:	
To:	
JUSTIFICATION FOR CHANGE	
Check Box for Change Justification <input checked="" type="checkbox"/> Programmatic Accreditation Requirement <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> Florida Department of Education Curriculum Framework Changes <input type="checkbox"/> Student Learning Outcome Assessment <input type="checkbox"/> Other	
Other Explanation: College catalog require update in wording for accreditation.	
See attached word document for changes.	

PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED
FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS

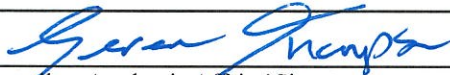
SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF ACADEMIC DIVISION(S) AFFECTED

Proposer's Signature 	Date 2/13/24
Department Chair/Program Director's Signature 	Date 2/13/24
 Academic Dean's Signature	Date 2/14/24

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
 No Yes

Recommended Not Recommended

	Date 4/11/24						
Chair, Council on Academic Affairs' Signature	Date						
ADMINISTRATIVE USE ONLY							
Program Code	CCC-PARA	Audit		DBOT	4/20/24	Catalog	3/20/24
Distribution:	Admissions			MIS		Advising	
	Fin. Aid						

Paramedic—Certificate

The purpose of this certificate program is to provide a theoretical base to understand and implement life-saving techniques in an emergency situation. The program curriculum adheres to the National EMS Education Standards. College laboratory experience is provided for learning skills. A supervised clinical rotation enables the trainee to gain confidence and expertise in order to implement the life-saving and supportive measures necessary at the emergency scene and during transportation to a medical facility.

Paramedic program's minimum expectation goal is:

"To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the ~~Advanced Emergency Medical Technician and / or Emergency Medical Technician and/or Emergency Medical Responder Levels~~ to enter the profession"

Upon successful completion of the program and successful completion of final comprehensive written and practical examinations, the graduate is eligible to apply to take the NREMT examination and if successful apply for the Florida State certification.. A two-year Associate in Science degree in Emergency Medical Services (p. 66) also is available.

The program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) through the Committee on Accreditation of Educational Programs for EMS Professionals (CoAEMSP). The program curriculum follows the standards established by the National EMS Education Standards and is approved by the Florida Department of Health, Bureau of Emergency Medical Services.

The Committee on Accreditation of Educational Programs for EMS Professionals can be contacted at the following address or phone number. For additional information, visit www.coaemsp.org.

Committee on Accreditation of Educational Programs for EMS Professionals

8301 Lakeview Parkway, Suite #111-312
Rowlett, TX 75088
214-703-8445
Advanced Placement Policy:

Currently, Pasco-Hernando State College does not have an official policy referencing advanced placement for EMS programs. The Florida Department of Health, (EMS Bureau) has Florida Statutes and/or Florida Administrative Code that addresses certification for advanced practitioners, such as physicians, physician's assistant, dentists, or registered nurses. The following link is to the F.S. 401.27 (7), (12).

<https://www.flsenate.gov/Laws/Statutes/2011/401.27>

Program Code: CCC-PARA

Prerequisites

Admission into the Paramedic Certificate program.

CPR certification, PHSC course NCH 0050, American Heart Association, "Basic Life Support for Health Care Providers", is a requirement of this program.

HSC 2531	Medical Terminology	3 cr.
Session I		
EMS 2620	Paramedics I	9 cr.
EMS 2620L	Paramedics I Laboratory	2.5 cr.
EMS 2621	Paramedics I Clinical	2 cr.

Subtotal: 13.5

Session II

EMS 2622	Paramedics II	7 cr.
EMS 2622L	Paramedics II Laboratory	2 cr.
EMS 2623	Paramedics Clinical II	4.5 cr.

Subtotal: 13.5

Session III

EMS 2624	Paramedics III	4 cr.
EMS 2624L	Paramedics III Laboratory	1.5 cr.
EMS 2625	Paramedic Internship	6.5 cr.

Subtotal: 12

Note(s): A grade of "C" or higher in each paramedic course must be earned in order to continue in the program. Successful completion of Advanced Cardiac Life Support (ACLS) with the program medical director in EMS 2620L is required for continuation in the Paramedic program.

Courses may be repeated only on the recommendation of the paramedic faculty, EMS program director, the Dean of Nursing and Health Programs and approval of the Executive Vice President and Chief Academic Officer/College Provost, and if space is available.

EMS 2620, EMS 2621, EMS 2622, EMS 2623, EMS 2624, EMS 2625 - These courses include computer competencies.

Subtotal: 42

Paramedic: "To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

2.3.01
CAA
02/24

PASCO-HERNANDO STATE COLLEGE ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

Effective Date: Fall 2025-1

- Change in Program
 Deletion of Program
 Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE Surgical Technology	TOTAL NUMBER OF <input type="checkbox"/> COLLEGE CREDIT TECHNICAL <input checked="" type="checkbox"/> CREDIT HOURS 1330
Check Box for Program Type <input type="checkbox"/> Advanced Technical Certificate (Post Associate in Science Degree) <input type="checkbox"/> Associate in Science Degree <input type="checkbox"/> Associate in Applied Science Degree <input type="checkbox"/> Baccalaureate Degree	
<input type="checkbox"/> College Credit Certificate <input type="checkbox"/> Applied Technology Diploma <input checked="" type="checkbox"/> Technical Credit Program	
AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: <small>If no CIP code, date submitted to DCC/DWE.</small>	AA Common Course Prerequisite <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM	
General Education Requirements:	
Arts and Sciences From:	
To:	
Health Occupations From:	
To:	
Workforce Development, Career, and Technical Education From:	
To:	
Program Specified Elective(s) AS or AAS Degree only: From:	
To:	
Program Requirement Changes: From:	
To:	
Total Current College Credit or Technical Credit Hours From:	
To:	
JUSTIFICATION FOR CHANGE	
Check Box for Change Justification <input type="checkbox"/> Programmatic Accreditation Requirement <input type="checkbox"/> Florida Department of Education Curriculum Framework Changes <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> Student Learning Outcome Assessment <input checked="" type="checkbox"/> Other	
Other Explanation: We are changing the Surgical Technology Program to an AS Degree to meet the requirements	
set forth by our ARC STSA which states that all Surgical Technology programs must be at the AS Degree no later than August of 2024.	

PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED
FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS

SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF ACADEMIC DIVISION(S) AFFECTED

Proposer's Signature	Date
<i>Terri Everett</i>	<i>February 7, 2024</i>
Department Chair/Program Director's Signature	Date
<i>Bellie Hubbard</i>	<i>2/7/24</i>
Academic Dean's Signature	Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
 No Yes

Recommended Not Recommended

<i>Gerson Thompson</i>		Date	
Chair, Council on Academic Affairs' Signature		<i>4/1/24</i>	
ADMINISTRATIVE USE ONLY			
Program Code	<i>CC-ST</i>	Audit	
		DBOT	<i>4/1/2024</i>
		Catalog	<i>3/1/2024</i>
Distribution:	Admissions	MIS	
	Fin. Aid		



PASCO-HERNANDO STATE COLLEGE

Nursing and Health Programs Memorandum

Date: 02/01/2024

To: CAA

Via: Dr. Gerene Thompson, Assistant Vice President and Interim Chief Academic Officer

From: Terri, Everett as Surgical Technology Program Director

Dr. Billie Gabbard, Dean of Nursing and Health Programs

Subject: Surgical Technology Program Closure

CAA Members:

The Surgical Technology program will graduate its final certificate program student(s) in the Fall semester of 2024.

We are finalizing closure of the program as with official notification and documentation through CAA. The reason for program closure is the mandatory requirement of the Surgical Technology accreditation body, ARC/STSA, which requires all ST programs to transition from a technical certificate to an associate degree effective August 2024 and after.

Thank you for your consideration,

A handwritten signature in black ink that reads "Terri Everett".

Terri Everett, AAS, CST
Surgical Technology Program Director



MEMORANDUM

TO: Dr. Jesse Pisors, Ed.D., President

FROM: Brian Horn, Executive Vice President of Administration and Chief Financial Officer

DATE: April 12, 2024

SUBJECT: STEM Center for Student Success and Community Engagement at the East Campus

The attached agenda item is Change Order No. 1 to the original contract signed between Lema Construction and the College. The major revisions in the Scope of Work in the Change Order were presented to the Board in 2023. This Change Order is required to officially document the contractual changes which if approved will be signed by both parties to the Contract.

The changes include removing the building's third floor and the roof top terrace; modifying parking spaces and main entrance; reduction in the square footage of the building; and modifications to the building materials. Additionally, the building will now include an auditorium. All changes have been approved by the College and the Design Criteria Professional, Florida Architects.

The Change Order also changes the construction contract time to 17 months from the Board's approval of the final GMP which is anticipated to be presented to the Board on July 16, 2024. If the final GMP is approved at that meeting, the substantial completion date of the building will be December 19, 2025.

The College administration seeks approval of the Change Order. If approved, the Design-Builder will begin publicly advertising the bid scopes for the Project. After the bidding process is complete, the final Guaranteed Maximum Price and the Design-Build Amendment will be presented at the July 2024 District Board of Trustee meeting for final approval and construction of the project will begin.



AIA Document G741™ – 2015

Change Order for a Design-Build Project

PROJECT (Name and address):	CHANGE ORDER NUMBER: 001	OWNER: <input type="checkbox"/>
Pasco-Hernando State College East	DATE: 04/03/2024	DESIGN-BUILDER: <input type="checkbox"/>
Campus STEM Center for Student		ARCHITECT: <input type="checkbox"/>
Success & Community Engagement		FIELD: <input type="checkbox"/>
Dade City, FL		OTHER: <input type="checkbox"/>
TO DESIGN-BUILDER (Name and address):	OWNER'S PROJECT NUMBER: RFP-2022-02	
LEMA Construction, Inc.	DESIGN-BUILD CONTRACT DATE: 04/19/2022	
1631 Commerce Avenue North	DESIGN-BUILD CONTRACT FOR: Design & General	
St. Petersburg, FL 33716	Construction	

THE DESIGN-BUILD CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Change Directives)

ITEM #1 - SCOPE

- a) CHANGE the Site Plan Design to delete one entrance driveway at S.E. corner of site to the main campus entrance boulevard and delete 227-parking spaces. These modifications were reviewed and approved by the Owner and Design Criteria Professional based on total existing campus parking spaces available. Increase size of retention pond and utilize fill for cost savings.
- b) CHANGE design criteria from a three-story building including a Rooftop Terrace to a two-story building without a Rooftop Terrace.
- c) CHANGE from an approx. 50,935-GSF with 45,149-NSF building to an approx. 32,641-GSF with 25,043-NSF building.
- d) CHANGE the main vertical structure from insulated concrete forming system (ICF) with an exterior insulation finish system (EIFS) as indicated in the Design Criteria Package, to tilt-up cast concrete panels with a textured coating finish. Other minor interior finish modifications as reviewed and accepted by the Owner and Design Criteria Professional (DCP) and as shown in the Architect's final Construction Documents reviewed by the Department of Education, Office of Educational Facilities.

ITEM #2 - COST

- a) CLARIFICATION: The guaranteed maximum price (GMP) is to be Twenty-Two Million Dollars (\$22,000,000) and must include the Auditorium and related parking lot expansion identified as an Alternate in the Architect's Construction Drawings and Specifications.
- b) CLARIFICATION: The Design-Builder shall publicly advertise the bid scopes for the Project and the Owner shall be present at the Bid Openings.
- c) CHANGE the General Conditions Cost from \$916,449.96 to \$1,078,315.53 (\$161,865.56 increase) by adding construction time (noted below) and an additional part-time Assistant Superintendent. This change is included in the \$22,000,000 GMP amount.
- d) DELETE the federal wage requirements described in the Contract Exhibit K, Paragraph D, and Exhibits L.

ITEM #3 - TIME

- a) INCREASE the contract time from 868-calendar days to achieve Owner and DCP accepted Substantial Completion from Notice-to-Proceed (NTP issued June 15, 2022) including 16-months of construction time to: 1,306-calendar days from NTP to include 17-months for construction to achieve Substantial Completion by December 19, 2025.
- b) New Substantial Completion date based on Owner approval of the GMP Amendment at the July 2024 District Board of Trustees regular meeting.

The original Contract Sum was	\$ 22,000,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 22,000,000.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 22,000,000.00

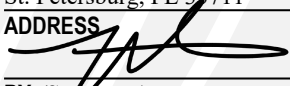
The Contract Time will be increased by Four-Hundred-Eight (408) days.

The date of Substantial Completion as of the date of this Change Order therefore is November 19, 2025

NOTE: This Change Order does not include changes in the Design-Builder's compensation, Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Change Directive until the cost and time have been agreed upon by both the Owner and Design-Builder, in which case a Change Order is executed to supersede the Change Directive. Not Applicable.

When executing this Change Order, the Design-Builder represents that all changes to Project design implemented by this Change Order have been reviewed and approved in writing by the Architect or other licensed design professional(s) of record for the Project.

NOT VALID UNTIL SIGNED BY THE DESIGN-BUILDER AND OWNER.

LEMA Construction, Inc.
DESIGN-BUILDER (Firm name)
1631 Commerce Avenue N.
St. Petersburg, FL 33711
ADDRESS

BY (Signature)
Johnathan Stanton, President
(Typed name)
DATE

Pasco-Hernando State College
OWNER (Firm name)
10230 Ridge Road New Port Richey, Florida 34654
ADDRESS
BY (Signature)
Jesse Pisors, Ed.D., President
(Typed name)
DATE

Pasco Hernando State College
Current Funds-Unrestricted (Operating Budget)
Period Ending 3/31/24

Percentage of Year Complete	0.75%				FY 2023-2024		
	FY 2023-2024 Original Budget	FY 2023-2024 Current Budget	FY 2023-2024 Actual 03/31/24	%	Year-End Estimated Total	%	Estimated Budget Variance

Revenues	FY 2023-2024 Original Budget	FY 2023-2024 Current Budget	FY 2023-2024 Actual 03/31/24	% Collected	Year-End Estimated Total	% To budget	Estimated Budget Variance
Student Fees							
Tuition	11,560,774	11,560,774	10,526,363	91.05%	12,324,201	106.60%	763,427
Lab & Other Fees	2,403,500	2,403,500	3,088,630	128.51%	2,446,600	101.79%	43,100
Student Technology Fees	578,226	578,226	524,805	90.76%	615,005	106.36%	36,779
Total Student Fees	14,542,500	14,542,500	14,139,799	97.23%	15,385,806	105.80%	843,306

State Support	FY 2023-2024 Original Budget	FY 2023-2024 Current Budget	FY 2023-2024 Actual 03/31/24	% Collected	Year-End Estimated Total	% To budget	Estimated Budget Variance
State Appropriation & TIER	40,970,434	40,970,434	30,727,774	75.00%	40,970,434	100.00%	0
STEM	2,306,271	2,306,271	1,729,700	75.00%	2,306,271	100.00%	0
Nursing Pipeline	1,722,262	1,722,262	1,291,698	75.00%	1,722,262	100.00%	0
Performance Funding	685,955	685,955	514,466	75.00%	685,955	100.00%	0
Lottery	6,741,093	6,741,093	2,696,438	40.00%	6,741,093	100.00%	0
Industrial Certificates	150,000	150,000	0	0.00%	150,000	100.00%	0
Dual Enrollment	0	0	0	0.00%	0	0.00%	0
Other	5,000	5,000	0	0.00%	5,000	100.00%	0
Total State Support	52,581,015	52,581,015	36,960,076	70.29%	52,581,015	100.00%	0

Other Revenue	FY 2023-2024 Original Budget	FY 2023-2024 Current Budget	FY 2023-2024 Actual 03/31/24	% Collected	Year-End Estimated Total	% To budget	Estimated Budget Variance
Local Support-Dual Enrollment	1,282,720	1,282,720	1,396,530	108.87%	1,396,530	108.87%	113,810
Other Revenue	364,750	364,750	365,662	100.25%	531,680	145.77%	166,930
Federal Support	60,000	60,000	34,993	58.32%	60,000	100.00%	0
Total Other Revenue	1,707,470	1,707,470	1,797,186	105.25%	1,988,210	116.44%	280,740

Total Revenue	68,830,985	68,830,985	52,897,061	76.85%	69,955,032	101.63%	1,124,047
Fund Balance PO Carryforward		635,985			635,985		
Total Revenue & Carryforward	68,830,985	69,466,970			70,591,017		

Expenditures	FY 2023-2024 Original Budget	FY 2023-2024 Current Budget	FY 2023-2024 Actual 03/31/24	% Collected	Year-End Estimated Total	% To budget	Estimated Budget Variance
Personnel	46,896,223	46,819,463	34,959,386	74.67%	45,909,718	98.06%	(909,745)
Current	17,710,707	18,039,826	9,843,837	54.57%	18,039,826	100.00%	0
Capital	754,397	1,366,870	304,742	22.29%	1,366,870	100.00%	0
Contingency	3,469,658	3,240,811	0	0.00%	3,240,811	100.00%	0
Year End Transfers	0	0	0	0.00%	0	0.00%	0
Total Expenditures	68,830,985	69,466,970	45,107,965	64.93%	68,557,225	98.69%	(909,745)

Revenue/Expense Change including PO Carryforward **2,033,792**

Fund Balance	Original		Estimated		
	7/1/23	%	Change	%	6/30/2024
College Required Balance	4,120,655	5.00%	106,224	5.00%	4,226,879
College Spending Plan	9,825,908	11.92%	1,890,789	13.86%	11,716,697
Student Technology Fee	-	0.00%	36,779	0.04%	36,779
Total Fund Balance	13,946,563	16.92%	2,033,792	18.90%	15,980,355

**Budget Amendment Approval Request
Pasco-Hernando State College**

Budget Amendment Number 2450014 **Fiscal Year** 2023-2024
Fund Name: Current Restricted Fund 2

Be it Resolved that the Board of Trustees of Pasco-Hernando State College, State of Florida, in meeting assembled, Pursuant to Section 1011.30, Florida Statutes, and Rule 6A-14.0716, Florida Administrative Code hereby requests the State Board of Education to approve amendments to the State college budget for the fiscal year as follows:

Category	Current Budget	Increase	Decrease	Change	Revised Budget
Fund Balance(1)	\$850,297.81	\$0.00	\$0.00	\$0.00	\$850,297.81
Reserve for Encumbrance	\$144,093.72	\$0.00	\$0.00	\$0.00	\$144,093.72
Total Reserve and Fund Balance	\$994,391.53	\$0.00	\$0.00	\$0.00	\$994,391.53
Budgeted Revenue	\$4,882,741.06	\$1,679,807.29	\$0.00	\$1,679,807.29	\$6,562,548.35
Available Fund Balance/Revenue	\$5,877,132.59	\$1,679,807.29	\$0.00	\$1,679,807.29	\$7,556,939.88
Personnel	\$1,833,416.09	\$6,159.29	\$0.00	\$6,159.29	\$1,839,575.38
Current Expense	\$2,486,828.01	\$191,167.00	\$0.00	\$191,167.00	\$2,677,995.01
Capital Outlay	\$1,556,888.49	\$1,482,481.00	\$0.00	\$1,482,481.00	\$3,039,369.49
Total Budgeted Expenditures	\$5,877,132.59	\$1,679,807.29	\$0.00	\$1,679,807.29	\$7,556,939.88
Total Reserve & Unallocated Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

(1) excluding amount expected to be financed in future year

Justification (Budget Requisition #)

	Fund	Revenue	Personnel	Current	Capital	Total
Add: Increase in Foundation Support budgets for Athletics and 10 year anniversary at Porter Campus	\$0.00	\$49,807.29	\$6,159.29	\$43,648.00	\$0.00	\$49,807.29
Add: Original Capitalization Incentive Grant (CAP) Budget FY23-24	\$0.00	\$1,630,000.00	\$0.00	\$147,519.00	\$1,482,481.00	\$1,630,000.00
Total	\$0.00	\$1,679,807.29	\$6,159.29	\$191,167.00	\$1,482,481.00	\$1,679,807.29

President

Date

Adopted

Report No. 2024-172
March 2024

STATE OF FLORIDA AUDITOR GENERAL

Financial Audit

PASCO-HERNANDO STATE COLLEGE

For the Fiscal Year Ended
June 30, 2023



Sherrill F. Norman, CPA
Auditor General

Board of Trustees and President

During the 2022-23 fiscal year, Dr. Timothy L. Beard served as President of Pasco-Hernando State College and the following individuals served as Members of the Board of Trustees:

	<u>County</u>
John Richard Mitten, Chair	Hernando
Lee Maggard, Vice Chair	Pasco
Dr. David A. Garcia	Hernando
Dr. Jeffrey E. Harrington	Pasco
Alvaro A. Hernandez	Pasco
Nicole Newlon from 6-30-23 ^a	Pasco
Marilyn Pearson-Adams	Hernando
Robin Schneider through 4-17-23 ^a	Hernando
Dr. Rebecca Schulkowski	Pasco

^a Trustee position vacant from 4-18-23, through 6-29-23.

Note: One Trustee position was vacant for the entire period.

The Auditor General conducts audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations.

The team leader was Joseph Coverdill, CPA, and the audit was supervised by Anna A. McCormick, CPA.

Please address inquiries regarding this report to Jaime N. Hoelscher, CPA, Audit Manager, by e-mail at jaimehoelscher@aud.state.fl.us or by telephone at (850) 412-2868.

This report and other reports prepared by the Auditor General are available at:

FLAuditor.gov

Printed copies of our reports may be requested by contacting us at:

State of Florida Auditor General

Claude Pepper Building, Suite G74 · 111 West Madison Street · Tallahassee, FL 32399-1450 · (850) 412-2722

PASCO-HERNANDO STATE COLLEGE
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SUMMARY

SUMMARY OF REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Our audit disclosed that the basic financial statements of Pasco-Hernando State College (a component unit of the State of Florida) were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

SUMMARY OF REPORT ON INTERNAL CONTROL AND COMPLIANCE

Our audit did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* issued by the Comptroller General of the United States.

AUDIT OBJECTIVES AND SCOPE

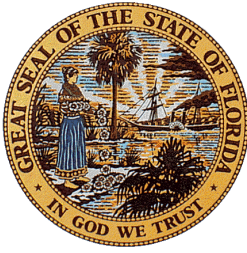
Our audit objectives were to obtain reasonable assurance about whether the financial statements as a whole were free from material misstatements, whether due to fraud or error, and to issue an auditor's report that included our opinion. In doing so we:

- Exercised professional judgment and maintained professional skepticism throughout the audit.
- Identified and assessed the risks of material misstatement of the financial statements, whether due to fraud or error, and designed and performed audit procedures responsive to those risks.
- Obtained an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluated the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluated the overall presentation of the financial statements.
- Concluded whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.
- Examined various transactions to determine whether they were executed, in both manner and substance, in accordance with governing provisions of laws, rules, regulations, contracts, and grant agreements.

An examination of Federal awards administered by the College is included within the scope of our Statewide audit of Federal awards administered by the State of Florida.

AUDIT METHODOLOGY

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.



Sherrill F. Norman, CPA
Auditor General

AUDITOR GENERAL STATE OF FLORIDA

Claude Denson Pepper Building, Suite G74
111 West Madison Street
Tallahassee, Florida 32399-1450



Phone: (850) 412-2722
Fax: (850) 488-6975

The President of the Senate, the Speaker of the
House of Representatives, and the
Legislative Auditing Committee

INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of Pasco-Hernando State College, a component unit of the State of Florida, and its discretely presented component unit as of and for the fiscal year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

In our opinion, based on our audit and the report of other auditors, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of Pasco-Hernando State College and of its discretely presented component unit as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the discretely presented component unit, which represent 100 percent of the transactions and account balances of the discretely presented component unit columns as of June 30, 2023. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the discretely presented component unit, is based solely on the report of the other auditors.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the **Auditor's Responsibilities for the Audit of the Financial Statements** section of our report. We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with the relevant ethical

requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 2. to the financial statements, the College adopted new accounting guidance Governmental Accounting Standards Board Statement No. 96, *Subscription-Based Information Technology Arrangements*, which is a change in accounting principle that addresses accounting and financial reporting for subscription-based information technology arrangements. This affects the comparability of amounts reported for the 2022-23 fiscal year with amounts reported for the 2021-22 fiscal year. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that **MANAGEMENT'S DISCUSSION AND ANALYSIS**, the **Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios**, **Schedule of the College's Proportionate Share of the Net Pension Liability – Florida Retirement System Pension Plan**, **Schedule of College Contributions – Florida Retirement System Pension Plan**, **Schedule of the College's Proportionate Share of the Net Pension Liability – Health Insurance Subsidy Pension Plan**, **Schedule of College Contributions – Health Insurance Subsidy Pension Plan**, and **Notes to Required Supplementary Information** be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 25, 2024, on our consideration of the Pasco-Hernando State College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements and other matters included under the heading **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the

College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

Respectfully submitted,



Sherrill F. Norman, CPA
Tallahassee, Florida
March 25, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

Management's discussion and analysis (MD&A) provides an overview of the financial position and activities of the College for the fiscal year ended June 30, 2023, and should be read in conjunction with the financial statements and notes thereto. The MD&A, and financial statements and notes thereto, are the responsibility of College management. The MD&A contains financial activity of the College for the fiscal years ended June 30, 2023, and June 30, 2022.

FINANCIAL HIGHLIGHTS

The College's assets and deferred outflows of resources totaled \$261.2 million at June 30, 2023. This balance reflects an increase of \$32.1 million compared to the 2021-22 fiscal year mainly resulting from the following: an increase in due from other governmental agencies of \$6.8 million primarily related to Public Education Capital Outlay funds (PECO) and a deferred maintenance appropriation, an increase of \$4.1 million related to deferred outflows associated with the Florida Retirement System (FRS) Pension Plan, and an increase in cash and cash equivalents of \$23.2 million mainly due to increased State appropriations and PECO funding. There was also a decrease in fixed assets of \$1.7 million.

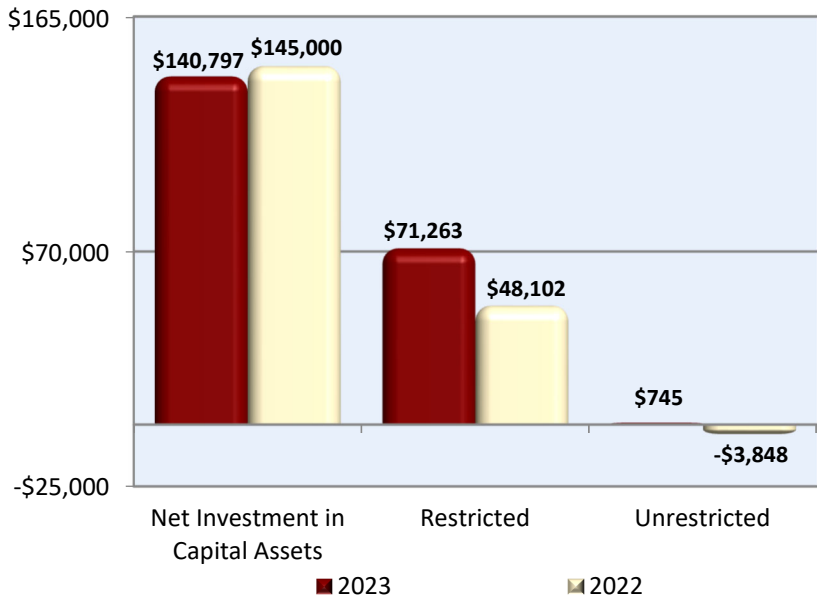
While assets and deferred outflows of resources increased, liabilities and deferred inflows of resources also increased by \$8.5 million, or 21.3 percent, totaling \$48.4 million at June 30, 2023, compared to \$39.9 million at June 30, 2022. The increase is mainly attributed to an increase in the net pension liability of \$18.7 million and a decrease in related deferred inflows of resources of \$14.1 million, and an increase in accounts payable of \$1.8 million. Consequently, ending net position increased \$23.6 million resulting in a year-end net position balance of \$212.8 million.

The College's operating revenues totaled \$11.9 million for the 2022-23 fiscal year, representing a 3.9 percent decrease compared to the 2022-23 fiscal year. The decrease is mainly attributed to a decrease in student tuition and fees of \$0.5 million.

Operating expenses totaled \$87.9 million for the 2022-23 fiscal year, representing a decrease of 4.2 percent as compared to the 2021-22 fiscal year due to a decrease in scholarships and waivers of \$12.1 million due to the ending of the Higher Education Emergency Relief Fund (HEERF) related to the COVID-19 pandemic, an increase in personnel expenses of \$3.9 million attributed to a 5 percent across the board salary increase, an increase in other services and expenses of \$3.7 million, and an increase in depreciation expense of \$0.6 million.

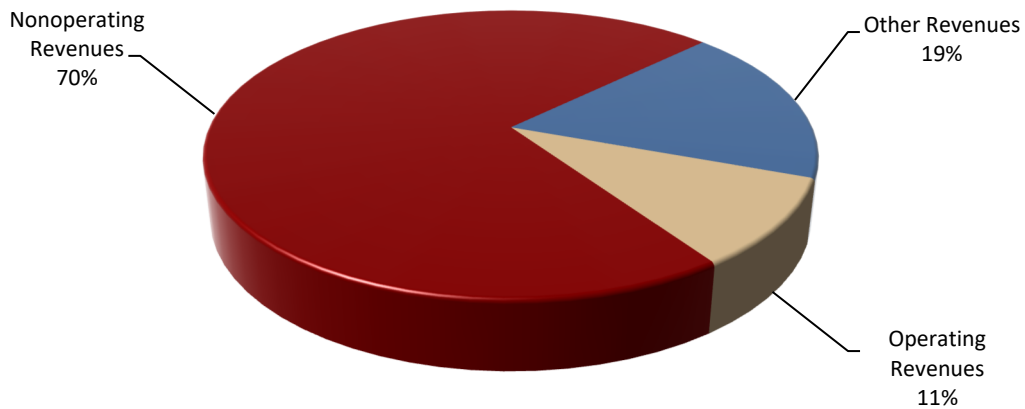
Net position represents the residual interest in the College's assets and deferred outflows of resources after deducting liabilities and deferred inflows of resources. The College's comparative total net position by category for the fiscal years ended June 30, 2023, and June 30, 2022, is shown in the following graph:

**Net Position
(In Thousands)**



The following chart provides a graphical presentation of College revenues by category for the 2022-23 fiscal year:

**Total Revenues
2022-23 Fiscal Year**



OVERVIEW OF FINANCIAL STATEMENTS

Pursuant to the Governmental Accounting Standards Board (GASB) Statement No. 35, the College’s financial report consists of three basic financial statements: the statement of net position; the statement of revenues, expenses, and changes in net position; and the statement of cash flows. The financial statements, and notes thereto, encompass the College and its component unit, Pasco-Hernando State College Foundation, Inc. (Foundation). Although legally separate, this component unit is important because the College is financially accountable for it, as the College reports its financial activities to the

State of Florida. Based on the application of the criteria for determining component units, the Foundation is included within the College reporting entity as a discretely presented component unit.

Information regarding the Foundation including copies of their separately issued financial statements can be obtained from the Executive Vice President of Administration and Chief Financial Officer, 10230 Ridge Road, New Port Richey, Florida, 34654. This MD&A focuses on the College, excluding the discretely presented component unit. For this component unit reporting under GASB standards, MD&A information is included in their separately issued audit report.

The Statement of Net Position

The statement of net position reflects the assets, deferred outflows of resources, liabilities, and deferred inflows of resources of the College, using the accrual basis of accounting, and presents the financial position of the College at a specified time. Assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources, equals net position, which is one indicator of the College's current financial condition. The changes in net position that occur over time indicate improvement or deterioration in the College's financial condition.

The following summarizes the College's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position at June 30:

Condensed Statement of Net Position at June 30 (In Thousands)

	2023	2022
Assets		
Current Assets	\$ 71,514	\$ 51,191
Capital Assets, Net	143,559	145,257
Other Noncurrent Assets	33,387	24,057
Total Assets	248,460	220,505
Deferred Outflows of Resources	12,757	8,653
Liabilities		
Current Liabilities	6,670	4,681
Noncurrent Liabilities	39,180	18,656
Total Liabilities	45,850	23,337
Deferred Inflows of Resources	2,562	16,567
Net Position		
Net Investment in Capital Assets	140,797	145,000
Restricted	71,263	48,102
Unrestricted	745	(3,848)
Total Net Position	\$ 212,805	\$ 189,254

The College's assets and deferred outflows of resources totaled \$261.2 million at June 30, 2023. This balance reflects an increase of \$32.1 million compared to the 2021-22 fiscal year mainly resulting from the following: an increase in due from other governmental agencies of \$6.8 million related to PECO and

deferred maintenance appropriations, an increase of \$4.1 million related to deferred outflows of resources associated with the FRS Pension Plan, and an increase in cash and cash equivalents of \$23.2 million mainly due to increased State appropriations PECO and deferred maintenance funding. There were also decreases in fixed assets of \$1.7 million.

Total liabilities and deferred inflows increased by \$8.5 million, or 21.3 percent, totaling \$48.4 million at June 30, 2023, compared to \$39.9 million at June 30, 2022. The increase is mainly attributed to an increase in the net pension liability of \$18.7 million with a decrease in related deferred inflows of resources of \$14.1 million, and an increase in accounts payable of \$1.8 million.

The Statement of Revenues, Expenses, and Changes in Net Position

The statement of revenues, expenses, and changes in net position presents the College’s revenue and expense activity, categorized as operating and nonoperating. Revenues and expenses are recognized when earned or incurred, regardless of when cash is received or paid.

The following summarizes the College’s activity for the 2022-23 and 2021-22 fiscal years:

**Condensed Statement of Revenues, Expenses, and Changes in Net Position
For the Fiscal Years
(In Thousands)**

	2022-23	2021-22
Operating Revenues	\$ 11,906	\$ 12,393
Less, Operating Expenses	87,902	91,797
Operating Loss	(75,996)	(79,404)
Net Nonoperating Revenues	78,034	84,500
Income Before Other Revenues	2,038	5,096
Other Revenues	21,513	22,679
Net Increase In Net Position	23,551	27,775
Net Position, Beginning of Year	189,254	161,479
Net Position, End of Year	\$ 212,805	\$ 189,254

Operating Revenues

GASB Statement No. 35 categorizes revenues as either operating or nonoperating. Operating revenues generally result from exchange transactions where each of the parties to the transaction either gives or receives something of equal or similar value.

The following summarizes the operating revenues by source that were used to fund operating activities for the 2022-23 and 2021-22 fiscal years:

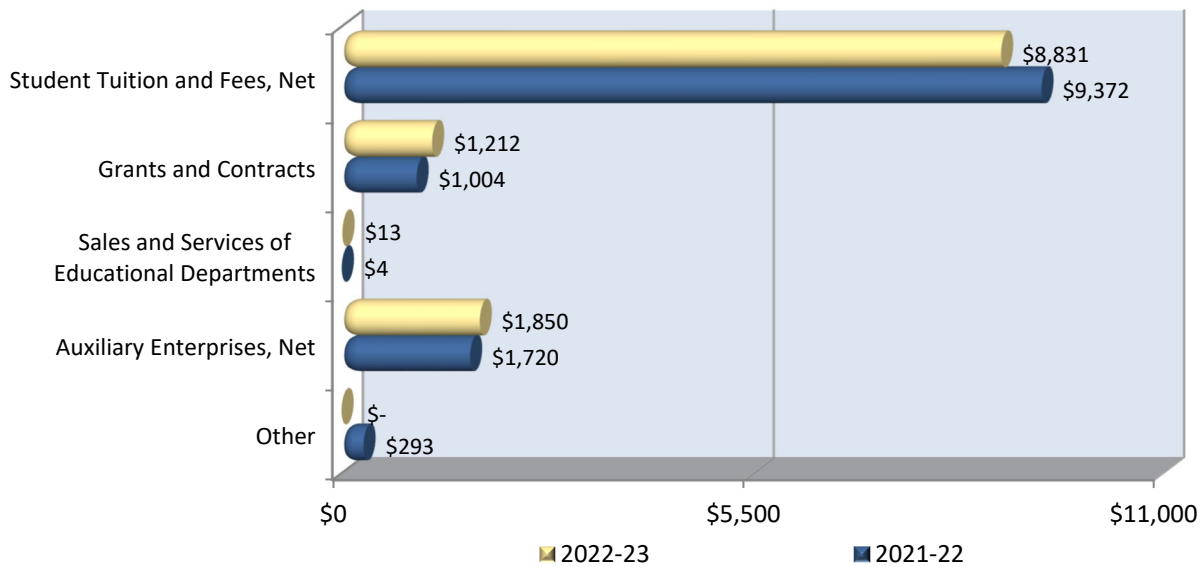
**Operating Revenues
For the Fiscal Years**

(In Thousands)

	<u>2022-23</u>	<u>2021-22</u>
Student Tuition and Fees, Net	\$ 8,831	\$ 9,372
Grants and Contracts	1,212	1,004
Sales and Services of Educational Departments	13	4
Auxiliary Enterprises, Net	1,850	1,720
Other	-	293
Total Operating Revenues	\$ 11,906	\$ 12,393

The following chart presents the College’s operating revenues for the 2022-23 and 2021-22 fiscal years:

**Operating Revenues
(In Thousands)**



College operating revenues totaled \$11.9 million for the 2022-23 fiscal year, representing a 3.9 percent decrease compared to the 2021-22 fiscal year. The decrease is mainly attributed to a decrease in student tuition and fees of \$0.5 million.

Operating Expenses

Expenses are categorized as operating or nonoperating. The majority of the College’s expenses are operating expenses as defined by GASB Statement No. 35. GASB gives financial reporting entities the choice of reporting operating expenses in the functional or natural classifications. The College has chosen to report the expenses in their natural classification on the statement of revenues, expenses, and changes in net position and has displayed the functional classification in the notes to financial statements.

The following summarizes operating expenses by natural classification for the 2022-23 and 2021-22 fiscal years:

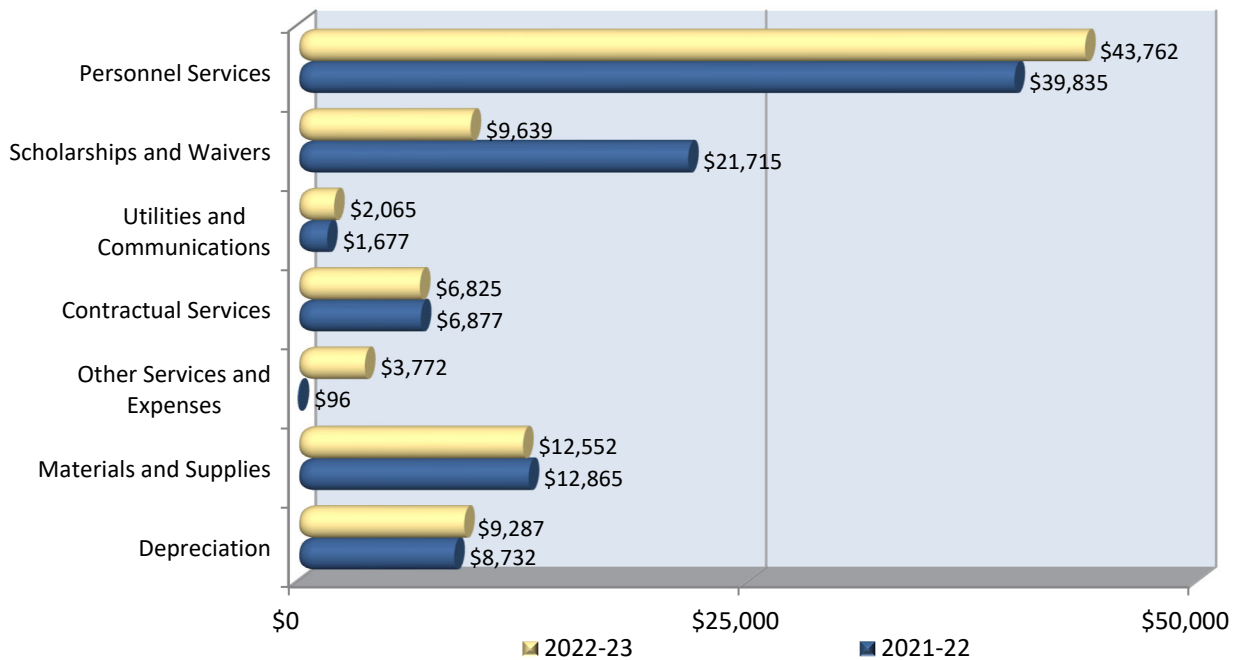
**Operating Expenses
For the Fiscal Years**

(In Thousands)

	<u>2022-23</u>	<u>2021-22</u>
Personnel Services	\$ 43,762	\$ 39,835
Scholarships and Waivers	9,639	21,715
Utilities and Communications	2,065	1,677
Contractual Services	6,825	6,877
Other Services and Expenses	3,772	96
Materials and Supplies	12,552	12,865
Depreciation	9,287	8,732
Total Operating Expenses	\$ 87,902	\$ 91,797

The following chart presents the College’s operating expenses for the 2022-23 and 2021-22 fiscal years:

**Operating Expenses
(In Thousands)**



College operating expenses decreased by \$3.9 million, or 4.2 percent, from \$91.8 million to \$87.9 million for the 2022-23 fiscal year due to a decrease in scholarships and waivers of \$12.1 million due to HEERF for students ending, an increase in personnel expenses of \$3.9 million attributed to realignment of the salary schedule, a 5 percent across the board increase, an increase in other services and expenses of \$3.7 million, and an increase in depreciation expense of \$0.6 million.

Nonoperating Revenues and Expenses

Certain revenue sources that the College relies on to provide funding for operations, including State noncapital appropriations, Federal and State student financial aid, certain gifts and grants, and

investment income, are defined by GASB as nonoperating. Nonoperating expenses include capital financing costs and other costs related to capital assets. The following summarizes the College's nonoperating revenues and expenses for the 2022-23 and 2021-22 fiscal years:

**Nonoperating Revenues (Expenses)
For the Fiscal Years**

(In Thousands)

	2022-23	2021-22
State Noncapital Appropriations	\$ 50,956	\$ 38,453
Federal and State Student Financial Aid	15,361	28,203
Gifts and Grants	10,888	17,754
Investment Income	843	125
Other Nonoperating Revenues	66	22
Interest on Capital Asset-Related Debt	(80)	(57)
Net Nonoperating Revenues	\$ 78,034	\$ 84,500

Total net nonoperating revenues for the College decreased by \$6.5 million, or 7.7 percent, to \$78 million for the 2022-23 fiscal year due primarily to an increase in State general revenue recurring appropriations of \$12.5 million, a decrease of \$12.8 million in Federal and State student financial aid, a decrease of \$6.9 million in gifts and grants related to HEERF grant funding ending, and a \$0.7 million increase in investment income.

Other Revenues

This category is composed of State capital appropriations and capital grants, contracts, gifts, and fees. The following summarizes the College's other revenues for the 2022-23 and 2021-22 fiscal years:

**Other Revenues
For the Fiscal Years**

(In Thousands)

	2022-23	2021-22
State Capital Appropriations	\$ 5,241	\$ 20,690
Capital Grants, Contracts, Gifts, and Fees	16,272	1,989
Total	\$ 21,513	\$ 22,679

Total other revenues for the College decreased by \$1.2 million to \$21.5 million. This decrease is based on a reduction of \$15.4 million in PECO funding over the prior fiscal year and an increase in capital grants, contracts, gifts, and fees of \$14.3 million for deferred maintenance projects.

The Statement of Cash Flows

The statement of cash flows provides information about the College's financial results by reporting the major sources and uses of cash and cash equivalents. This statement will assist in evaluating the College's ability to generate net cash flows, its ability to meet its financial obligations as they come due, and its need for external financing. Cash flows from operating activities show the net cash used by the operating activities of the College. Cash flows from capital financing activities include all plant funds and

related long-term debt activities. Cash flows from investing activities show the net source and use of cash related to purchasing or selling investments, and earning income on those investments. Cash flows from noncapital financing activities include those activities not covered in other sections.

The following summarizes the College's cash flows for the 2022-23 and 2021-22 fiscal years:

**Condensed Statement of Cash Flows
For the Fiscal Years
(In Thousands)**

	2022-23	2021-22
Cash Provided (Used) by:		
Operating Activities	\$ (64,888)	\$ (71,411)
Noncapital Financing Activities	84,505	76,345
Capital and Related Financing Activities	2,729	(1,303)
Investing Activities	829	129
Net Increase in Cash and Cash Equivalents	23,175	3,760
Cash and Cash Equivalents, Beginning of Year	40,675	36,915
Cash and Cash Equivalents, End of Year	\$ 63,850	\$ 40,675

Major sources of funds came from State noncapital appropriations (\$51 million), capital gifts and grants (\$5.6 million), Federal and State student financial aid (\$22.7 million), noncapital gifts and grants (\$10.9 million), and net student tuition and fees (\$9.2 million).

Major uses of funds were for payments to employees for salaries and benefits (\$42.9 million), payments to students for scholarships (\$9.6 million), and payments to suppliers (\$22.6 million).

Changes in cash and cash equivalents were the result of the following factors:

- Cash used by operating activities decreased by \$6.5 million as compared to the prior fiscal year due primarily to:
 - A decrease in payments to students for scholarships of \$12.1 million.
 - An increase in payments to suppliers of \$2.2 million related to rising costs.
- Cash receipts from noncapital financing activities increased by \$8.2 million related to an increase in State appropriations of \$12.5 million, an increase in Federal and State financial aid of \$2.5 million, and a decrease in other gifts and grants of \$6.8 million.
- Cash receipts from capital related financing activities amounted to \$2.7 million for the 2022-23 fiscal year, which represents a \$4 million increase as compared to the 2021-22 fiscal year. The increase was primarily due to a \$3.9 million increase in capital grants and gifts due to funding received from the State for deferred maintenance projects.

CAPITAL ASSETS, CAPITAL EXPENSES AND COMMITMENTS, SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS COMMITMENT AND DEBT ADMINISTRATION
--

Capital Assets

At June 30, 2023, the College had \$277 million in capital assets, less accumulated depreciation of \$133.4 million, for net capital assets of \$143.6 million. Depreciation charges for the current fiscal year totaled \$9.3 million. The following table summarizes the College's capital assets, net of accumulated depreciation, at June 30:

Capital Assets, Net at June 30
(In Thousands)

	2023	2022
Land	\$ 4,407	\$ 4,407
Construction in Progress	1,044	2,040
Subscription-Based Information Technology Arrangements in Progress	924	-
Buildings	118,676	121,801
Other Structures and Improvements	13,488	16,018
Furniture, Machinery, and Equipment	2,345	734
Lease Assets	189	257
Subscription-Based Information Technology Arrangements	2,486	-
Capital Assets, Net	\$ 143,559	\$ 145,257

Additional information about the College's capital assets is presented in the notes to financial statements.

Capital Expenses and Commitments

Major capital expenses through June 30, 2023, were incurred on the following projects:

- Construction in progress additions included construction costs for the East Campus STEM Center for Student Success, remodeling costs of the N-Building at the West Campus, and Fire Academy architect services for the East Campus Burn Center.
- Additions to other structures and improvements included completion of improvements to the West Campus Baseball Field and ground preparation for the West Campus T-Building.
- Furniture, machinery, and equipment additions consisted of educational equipment, grounds equipment, and maintenance carts.

The College's major construction commitments, totaling \$21.8 million at June 30, 2023, are as follows:

- East Campus STEM Center for Student Success
- West Campus N-Building remodel
- East Campus Fire Academy/Burn Center

	Amount (In Thousands)
Total Committed	\$ 22,770
Completed to Date	<u>(942)</u>
Balance Committed	<u>\$ 21,828</u>

Subscription-Based Information Technology Arrangements (SBITA) Commitment

Capital expenses related to GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, implementation costs for transitioning to a new enterprise resource planning software. The College's SBITA commitment at June 30, 2023, was as follows:

<u>Project Description</u>	Amounts (In Thousands)		
	<u>Total Commitment</u>	<u>Completed to Date</u>	<u>Balance Committed</u>
SaaS Banner	<u>\$ 3,135</u>	<u>\$ 924</u>	<u>\$ 2,211</u>

Additional information about the College's construction commitments and SBITA commitment is presented in the notes to financial statements.

Debt Administration

As of June 30, 2023, the College had \$3.7 million in outstanding bonds, subscription arrangements, and leases payable representing an increase of \$2.4 million, or 176.8 percent, from the prior fiscal year. The following table summarizes the outstanding long-term debt by type for the fiscal years ended June 30:

Long-Term Debt at June 30

(In Thousands)

	<u>2023</u>	<u>2022</u>
SBE Capital Outlay Bonds	\$ 978	\$ 1,094
Subscription Arrangement	2,572	-
Leases Payable	<u>190</u>	<u>257</u>
Total	<u>\$ 3,740</u>	<u>\$ 1,351</u>

Additional information about the College's long-term debt is presented in the notes to financial statements.

ECONOMIC FACTORS THAT WILL AFFECT THE FUTURE

Pasco-Hernando State College's economic condition is closely tied to that of the State of Florida. The College received an increase in its State General Revenue Recurring Appropriations of \$3.1 million and Lottery appropriations of \$0.8 million for operating enhancements and a decrease for the State appropriations Nursing PIPELINE funds from \$2.9 million in the 2022-23 fiscal year to \$1.7 million for the 2023-24 fiscal year. The College's approved 2023-24 fiscal year budget is based on projected student fee revenues of \$11.6 million calculated on an anticipated fee-paying enrollment of 4,795 full-time

equivalent (FTE). FTE fee-paying enrollment reflects a 1.86 percent decrease due to the lingering effect of COVID-19 as the College continues to recover.

The College did not recommend an increase in baccalaureate, credit, or post-secondary adult vocational fees consistent with the Governor's request. This is the tenth consecutive year that the College has not increased tuition. Pasco-Hernando State College's approved tuition rates remain within the allowable range of statutory adjustment flexibility and therefore will continue to be compliant with Florida Statutes.

The College continues to implement cost-saving measures to reduce expenses and has maintained an appropriate level of unallocated fund balance and board-designated reserves as a preventative measure to offset potential State funding reductions and enrollment declines.

REQUESTS FOR INFORMATION

Questions concerning information provided in the MD&A or other required supplementary information, and financial statements and notes thereto, or requests for additional financial information should be addressed to the Executive Vice President of Administration and Chief Financial Officer, Pasco-Hernando State College, 10230 Ridge Road, New Port Richey, Florida 34654.

BASIC FINANCIAL STATEMENTS

PASCO-HERNANDO STATE COLLEGE A Component Unit of the State of Florida Statement of Net Position

June 30, 2023

	College	Component Unit
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 26,972,307	\$ 3,195,125
Restricted Cash and Cash Equivalents	3,517,487	-
Investments	-	273,816
Accounts Receivable, Net	871,208	-
Notes Receivable, Net	-	122,895
Due from Other Governmental Agencies	37,850,954	60,012
Due from Component Unit	234,247	-
Inventories	984,348	-
Prepaid Expenses	967,032	2,483
Deposits	116,493	-
Total Current Assets	71,514,076	3,654,331
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	33,360,084	-
Investments	-	32,189,195
Restricted Investments	25,008	28,136,822
Notes Receivable, Net	-	82,669
Prepaid Expenses	1,558	-
Depreciable Capital Assets, Net	137,184,484	2,785
Nondepreciable Capital Assets	6,375,154	288,863
Total Noncurrent Assets	176,946,288	60,700,334
TOTAL ASSETS	248,460,364	64,354,665
DEFERRED OUTFLOWS OF RESOURCES		
Other Postemployment Benefits	303,725	-
Pensions	12,453,658	-
TOTAL DEFERRED OUTFLOWS OF RESOURCES	12,757,383	-
LIABILITIES		
Current Liabilities:		
Accounts Payable	2,262,803	49,690
Salary and Payroll Taxes Payable	2,765,003	-
Retainage Payable	10,738	-
Due to Other Governmental Agencies	16,496	-
Due to College	-	285,978
Unearned Revenue	81,795	5,480
Deposits Held for Others	53,085	-
Long-Term Liabilities - Current Portion:		
Bonds Payable	119,000	-
Leases Payable	67,076	-
Subscription Arrangements Liability	632,985	-
Compensated Absences Payable	634,355	-
Other Postemployment Benefits Payable	26,564	-
Total Current Liabilities	6,669,900	341,148

	<u>College</u>	<u>Component Unit</u>
LIABILITIES (Continued)		
Noncurrent Liabilities:		
Bonds Payable	859,000	-
Leases Payable	123,007	-
Subscription Arrangements Liability	1,939,085	-
Compensated Absences Payable	4,467,828	-
Other Postemployment Benefits Payable	635,181	-
Net Pension Liability	31,156,500	-
Total Noncurrent Liabilities	39,180,601	-
TOTAL LIABILITIES	45,850,501	341,148
DEFERRED INFLOWS OF RESOURCES		
Other Postemployment Benefits	146,609	-
Pensions	2,415,950	-
TOTAL DEFERRED INFLOWS OF RESOURCES	2,562,559	-
NET POSITION		
Net Investment in Capital Assets	140,797,484	-
Restricted:		
Nonexpendable:		
Endowment	-	28,136,822
Expendable:		
Endowment	-	15,002,162
Grants and Loans	898,577	-
Scholarships	278,466	17,053,472
Capital Projects	70,060,574	-
Debt Service	25,008	-
Unrestricted	744,578	3,821,061
TOTAL NET POSITION	\$ 212,804,687	\$ 64,013,517

The accompanying notes to financial statements are an integral part of this statement.

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PASCO-HERNANDO STATE COLLEGE
A Component Unit of the State of Florida
Statement of Revenues, Expenses, and Changes in Net Position
For the Fiscal Year Ended June 30, 2023

	College	Component Unit
REVENUES		
Operating Revenues:		
Student Tuition and Fees, Net of Scholarship Allowances of \$7,442,899	\$ 8,831,144	\$ -
Federal Grants and Contracts	1,172,882	-
State and Local Grants and Contracts	39,367	60,012
Nongovernmental Grants and Contracts	-	405,167
Sales and Services of Educational Departments	12,550	-
Auxiliary Enterprises, Net of Scholarship Allowances of \$893,465	1,849,894	-
Other Operating Revenues	-	522,047
Total Operating Revenues	11,905,837	987,226
EXPENSES		
Operating Expenses:		
Personnel Services	43,761,750	663,051
Scholarships and Waivers	9,638,503	2,304,741
Utilities and Communications	2,065,394	-
Contractual Services	6,824,898	81,720
Other Services and Expenses	3,772,608	122,884
Materials and Supplies	12,552,399	40,891
Depreciation	9,286,738	796
Total Operating Expenses	87,902,290	3,214,083
Operating Loss	(75,996,453)	(2,226,857)
NONOPERATING REVENUES (EXPENSES)		
State Noncapital Appropriations	50,955,898	-
Federal and State Student Financial Aid	15,361,207	-
Gifts and Grants	10,887,342	-
Investment Income	843,463	1,746,311
Net Loss on Investments	-	(9,284,261)
Other Nonoperating Revenues	66,379	-
Interest on Capital Asset-Related Debt	(80,529)	-
Net Nonoperating Revenues (Expenses)	78,033,760	(7,537,950)
Income (Loss) Before Other Revenues	2,037,307	(9,764,807)
State Capital Appropriations	5,240,800	-
Capital Grants, Contracts, Gifts, and Fees	16,272,160	-
Additions to Endowments	-	94,287
Total Other Revenues	21,512,960	94,287
Increase (Decrease) in Net Position	23,550,267	(9,670,520)
Net Position, Beginning of Year	189,254,420	73,684,037
Net Position, End of Year	\$ 212,804,687	\$ 64,013,517

The accompanying notes to financial statements are an integral part of this statement.

PASCO-HERNANDO STATE COLLEGE
A Component Unit of the State of Florida
Statement of Cash Flows

For the Fiscal Year Ended June 30, 2023

	College
CASH FLOWS FROM OPERATING ACTIVITIES	
Student Tuition and Fees, Net	\$ 9,194,824
Grants and Contracts	1,749,432
Payments to Suppliers	(22,559,329)
Payments for Utilities and Communications	(2,065,394)
Payments to Employees	(32,130,390)
Payments for Employee Benefits	(10,743,114)
Payments for Scholarships	(9,638,503)
Auxiliary Enterprises, Net	2,035,019
Sales and Services of Educational Departments	12,550
Other Payments	(742,914)
	(64,887,819)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
State Noncapital Appropriations	50,955,898
Federal and State Student Financial Aid	22,661,177
Gifts and Grants Received for Other Than Capital or Endowment Purposes	10,887,342
	84,504,417
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
State Capital Appropriations	1,683,068
Capital Grants and Gifts	5,609,423
Proceeds from Sale of Capital Assets	66,379
Purchases of Capital Assets	(4,366,343)
Principal Paid on Capital Debt and Leases	(182,621)
Interest Paid on Capital Debt and Leases	(80,529)
	2,729,377
CASH FLOWS FROM INVESTING ACTIVITIES	
Investment Income	829,065
	23,175,040
Net Increase in Cash and Cash Equivalents	40,674,838
Cash and Cash Equivalents, Beginning of Year	40,674,838
	\$ 63,849,878

	<u>College</u>
RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES	
Operating Loss	\$ (75,996,453)
Adjustments to Reconcile Operating Loss to Net Cash Used by Operating Activities:	
Depreciation Expense	9,286,738
Changes in Assets, Liabilities, Deferred Outflows of Resources, and Deferred Inflows of Resources:	
Accounts Receivable, Net	136,911
Due from Other Governmental Agencies	313,849
Due from Component Unit	369,294
Due to Other Governmental Agencies	16,496
Inventories	434,078
Prepaid Expenses	(693,488)
Accounts Payable	1,020,480
Salaries and Payroll Taxes Payable	180,373
Unearned Revenue	687
Deposits Held for Others	(664,658)
Compensated Absences Payable	222,384
Other Postemployment Benefits Payable	(111,108)
Net Pension Liability	18,705,289
Deferred Outflows of Resources Related to Other Postemployment Benefits	27,548
Deferred Inflows of Resources Related to Other Postemployment Benefits	133,922
Deferred Outflows of Resources Related to Pensions	(4,132,271)
Deferred Inflows of Resources Related to Pensions	(14,137,890)
NET CASH USED BY OPERATING ACTIVITIES	<u><u>\$ (64,887,819)</u></u>

The accompanying notes to financial statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

Reporting Entity. The governing body of Pasco-Hernando State College, a component unit of the State of Florida, is the College Board of Trustees. The Board of Trustees constitutes a corporation and is composed of nine members appointed by the Governor and confirmed by the Senate. The Board of Trustees is under the general direction and control of the Florida Department of Education, Division of Florida Colleges, and is governed by State law and State Board of Education (SBE) rules. However, the Board of Trustees is directly responsible for the day-to-day operations and control of the College within the framework of applicable State laws and SBE rules. The College serves Pasco and Hernando Counties.

Criteria for defining the reporting entity are identified and described in the Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. These criteria were used to evaluate potential component units for which the Board of Trustees is financially accountable and other organizations for which the nature and significance of their relationship with the Board of Trustees are such that exclusion would cause the College's financial statements to be misleading. Based on the application of these criteria, the College is a component unit of the State of Florida, and its financial balances and activities are reported in the State's Annual Comprehensive Financial Report by discrete presentation.

Discretely Presented Component Unit. Based on the application of the criteria for determining component units, the Pasco-Hernando State College Foundation, Inc. (Foundation), a legally separate entity, is included within the College's reporting entity as a discretely presented component unit and is governed by a separate board.

The Foundation is also a direct-support organization, as defined in Section 1004.70, Florida Statutes, and although legally separate from the College, is financially accountable to the College. The Foundation is managed independently, outside the College's budgeting process, and its powers generally are vested in a governing board pursuant to various State statutes. The Foundation receives, holds, invests, and administers property, and makes expenditures to or for the benefit of the College.

The Foundation is audited by other auditors pursuant to Section 1004.70(6), Florida Statutes. The Foundation's audited financial statements are available to the public and can be obtained from the Executive Vice President of Administration and Chief Financial Officer, Pasco-Hernando State College, 10230 Ridge Road, New Port Richey, FL 34654. The financial data reported on the accompanying financial statements was derived from the Foundation's audited financial statements for the fiscal year ended December 31, 2022.

Basis of Presentation. The College's accounting policies conform with accounting principles generally accepted in the United States of America applicable to public colleges and universities as prescribed by GASB. The National Association of College and University Business Officers (NACUBO) also provides the College with recommendations prescribed in accordance with generally accepted accounting principles promulgated by GASB and the Financial Accounting Standards Board (FASB). GASB allows public colleges various reporting options. The College has elected to report as an entity engaged in only

business-type activities. This election requires the adoption of the accrual basis of accounting and entitywide reporting including the following components:

- Management’s Discussion and Analysis
- Basic Financial Statements:
 - Statement of Net Position
 - Statement of Revenues, Expenses, and Changes in Net Position
 - Statement of Cash Flows
 - Notes to Financial Statements
- Other Required Supplementary Information

Measurement Focus and Basis of Accounting. Basis of accounting refers to when revenues, expenses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied. The College’s financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange activities are generally recognized when all applicable eligibility requirements, including time requirements, are met. The College follows GASB standards of accounting and financial reporting.

The College’s component unit uses the economic resources measurement focus and accrual basis of accounting whereby revenues are recognized when earned and expenses are recognized when incurred, and follows GASB standards of accounting and financial reporting.

Significant interdepartmental sales between auxiliary service departments and other institutional departments have been accounted for as reductions of expenses and not revenues of those departments.

The College’s principal operating activity is instruction. Operating revenues and expenses generally include all fiscal transactions directly related to instruction as well as administration, academic support, student services, physical plant operations, and depreciation of capital assets. Nonoperating revenues include State noncapital appropriations, Federal and State student financial aid, gifts and grants, and investment income (net of unrealized gains or losses on investments). Interest on capital asset-related debt is a nonoperating expense. Other revenues generally include revenues for capital construction projects.

The statement of net position is presented in a classified format to distinguish between current and noncurrent assets and liabilities. When both restricted and unrestricted resources are available to fund certain programs, it is the College’s policy to first apply the restricted resources to such programs followed by the use of the unrestricted resources.

The statement of revenues, expenses, and changes in net position is presented by major sources and is reported net of tuition scholarship allowances. Tuition scholarship allowances are the difference between

the stated charge for goods and services provided by the College and the amount that is actually paid by the student or the third party making payment on behalf of the student. The College applied the “Alternate Method” as prescribed in NACUBO Advisory Report 2000-05 to determine the reported net tuition scholarship allowances. Under this method, the College computes these amounts by allocating the cash payments to students, excluding payments for services, using a ratio of total aid to aid not considered third-party aid.

The statement of cash flows is presented using the direct method in compliance with GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*.

Cash and Cash Equivalents. The amount reported as cash and cash equivalents consist of cash on hand, cash in demand accounts, and cash invested with the State Treasury Special Purpose Investment Account (SPIA) and State Board of Administration (SBA) Florida PRIME Investment Pools. For reporting cash flows, the College considers all highly liquid investments with original maturities of 3 months or less, that are not held solely for income or profit, to be cash equivalents. Under this definition, the College considers amounts invested in the State Treasury SPIA and SBA Florida PRIME investment pools to be cash equivalents.

College cash deposits are held in banks qualified as public depositories under Florida law. All such deposits are insured by the Federal Deposit Insurance Corporation (FDIC), up to specified limits, or collateralized with securities held in Florida’s multiple financial institution collateral pool required by Chapter 280, Florida Statutes. Cash and cash equivalents that are externally restricted to make debt service payments, maintain sinking or reserve funds, or to purchase or construct capital or other restricted assets are classified as restricted.

At June 30, 2023, the College reported as cash equivalents at fair value \$12,036,083 in the State Treasury SPIA investment pool representing ownership of a share of the pool, not the underlying securities (Level 3 inputs, as discussed in Note 4.). Pooled investments with the State Treasury are not registered with the Securities and Exchange Commission. Oversight of the pooled investments with the State Treasury is provided by the Treasury Investment Committee per Section 17.575, Florida Statutes. The authorized investment types are set forth in Section 17.57, Florida Statutes. The State Treasury SPIA investment pool carried a credit rating of AA-f by Standard & Poor’s, had an effective duration of 3.02 years and fair value factor of 0.9667 at June 30, 2023. Participants contribute to the State Treasury SPIA investment pool on a dollar basis. These funds are commingled and a fair value of the pool is determined from the individual values of the securities. The fair value of the securities is summed and a total pool fair value is determined. A fair value factor is calculated by dividing the pool’s total fair value by the pool participant’s total cash balance. The fair value factor is the ratio used to determine the fair value of an individual participant’s pool balance. The College relies on policies developed by the State Treasury for managing interest rate risk or credit risk for this investment pool. Disclosures for the State Treasury SPIA investment pool are included in the notes to financial statements of the State’s Annual Comprehensive Financial Report.

At June 30, 2023, the College reported as cash equivalents \$11,935,395 in the Florida PRIME investment pool administered by the SBA pursuant to Section 218.405, Florida Statutes. The College’s investments

in the Florida PRIME investment pool, which the SBA indicates is a Securities and Exchange Commission Rule 2a7-like external investment pool, are similar to money market funds in which shares are owned in the fund rather than the underlying investments. The Florida PRIME investment pool carried a credit rating of AAAm by Standard & Poor's and had a weighted-average days to maturity (WAM) of 37 days as of June 30, 2023. A portfolio's WAM reflects the average maturity in days based on final maturity or reset date, in the case of floating-rate instruments. WAM measures the sensitivity of the Florida PRIME investment pool to interest rate changes. The investments in the Florida PRIME investment pool are reported at amortized cost.

Section 218.409(8)(a), Florida Statutes, provides that "the principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the executive director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board [State Board of Administration] can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the trustees, the Joint Legislative Auditing Committee, and the Investment Advisory Council. The trustees shall convene an emergency meeting as soon as practicable from the time the executive director has instituted such measures and review the necessity of those measures. If the trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the executive director until the trustees are able to meet to review the necessity for the moratorium. If the trustees agree with such measures, the trustees shall vote to continue the measures for up to an additional 15 days. The trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the trustees exceed 15 days." As of June 30, 2023, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100 percent of their account value.

Inventories. Inventories consist of items for resale by the campus bookstore, and are valued using the last invoice cost, which approximates the first-in, first-out method of inventory valuation. Consumable laboratory supplies, teaching materials, and office supplies on hand in College departments are expensed when purchased, and are not considered material. Accordingly, these items are not included in the reported inventory.

Capital Assets. College capital assets consist of land, subscription-based information technology arrangements in progress, construction in progress, buildings, other structures and improvements, furniture, machinery, and equipment, lease assets, and subscription-based information technology arrangements. These assets are capitalized and recorded at cost at the date of acquisition or at acquisition value at the date received in the case of gifts and purchases of State surplus property. Additions, improvements, and other outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The College has a capitalization threshold of \$5,000 for tangible personal property, \$25,000 for buildings and other structures and improvements, and \$3,000,000 for subscription-based information technology arrangements. Depreciation is computed on the straight-line basis over the following estimated useful lives:

- Buildings – 40 years
- Other Structures and Improvements – 10 years
- Furniture, Machinery, and Equipment:
 - Computer Equipment – 3 years
 - Vehicles, Office Machines, and Educational Equipment – 5 years
 - Furniture – 7 years
- Lease Assets – 5 years
- Subscription-Based Information Technology Arrangements – 5 years

Noncurrent Liabilities. Noncurrent liabilities include bonds payable, leases payable, compensated absences payable, other postemployment benefits (OPEB) payable, subscription arrangement liabilities and net pension liabilities that are not scheduled to be paid within the next fiscal year.

Pensions. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net positions of the Florida Retirement System (FRS) defined benefit plan and the Health Insurance Subsidy (HIS) defined benefit plan and additions to/deductions from the FRS and HIS fiduciary net positions have been determined on the same basis as they are reported by the FRS and the HIS plans. Benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

2. Reporting Change

The College implemented GASB Statement No 96, *Subscription-Based Information Technology Arrangements*, which addresses the accounting and financial reporting for subscription assets by colleges. This statement requires the College to recognize right-to-use subscription assets and liabilities for subscriptions that previously were classified as operating expenses. Under this statement, the College is required to recognize a subscription liability and an intangible right to use the subscription asset. There is no effect to beginning net position.

3. Deficit Net Position in Individual Funds

The College reported an unrestricted net position which included a deficit in the current funds - unrestricted, as shown below. This deficit can be attributed to the full recognition of long-term liabilities (i.e., compensated absences payable, other postemployment benefits payable, and net pension liabilities) in the current unrestricted funds.

<u>Fund</u>	<u>Net Position</u>
Current Funds - Unrestricted	\$ (11,049,929)
Auxiliary Funds	11,794,507
Total	\$ 744,578

4. Investments

The Board of Trustees has adopted a written investment policy providing that surplus funds of the College shall be invested in those institutions and instruments permitted under the provisions of Florida Statutes. Section 218.415(16), Florida Statutes, authorizes the College to invest in the Florida PRIME investment pool administered by the SBA; Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency; interest-bearing time deposits and savings accounts in qualified public depositories, as defined by Section 280.02, Florida Statutes; direct obligations of the United States Treasury; obligations of Federal agencies and instrumentalities; securities of, or interests in, certain open-end or closed-end management type investment companies; and other investments approved by the Board of Trustees as authorized by law. SBE Rule 6A-14.0765(3), Florida Administrative Code, provides that College loan, endowment, annuity, and life income funds may also be invested pursuant to Section 215.47, Florida Statutes. Investments authorized by Section 215.47, Florida Statutes, include bonds, notes, commercial paper, and various other types of investments.

Investments set aside to make debt service payments, maintain sinking or reserve funds, or to purchase or construct capital assets are classified as restricted.

Fair Value Measurement. The College categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs.

State Board of Administration Debt Service Account. The College reported investments totaling \$25,008 at June 30, 2023, in the SBA Debt Service Accounts. These investments are used to make debt service payments on bonds issued by the SBE for the benefit of the College. The College's investments consist of United States Treasury securities, with maturity dates of 6 months or less, and are reported at fair value (Level 1 inputs). The College relies on policies developed by the SBA for managing interest rate risk and credit risk for these accounts. Disclosures for the Debt Service Accounts are included in the notes to financial statements of the State's Annual Comprehensive Financial Report.

Component Unit Investments. *Fair Value Measurement:* Generally accepted accounting principles in the United States of America establishes a hierarchy for which assets and liabilities must be grouped, based on significant levels of inputs (assumptions that market participants would use in pricing an asset or liability) as follows:

- Level 1 Input Valuations, where the valuation is based on quoted market prices for identical assets or liabilities traded in active markets (which include exchanges and over-the-counter markets with sufficient volume);
- Level 2 Input Valuations, where the valuation is based on quoted market prices for similar instruments traded in active markets, quoted prices for identical or similar instruments in markets that are not active and model-based valuation techniques for which all significant assumptions are observable in the market; and

- Level 3 Input Valuations, where the valuation is generated from model-based techniques that use significant assumptions not observable in the market, but observable based on Foundation specific data.

Investments held by the Foundation, at December 31, 2022, are reported at fair value (Level 1 and 3 inputs) as follows:

<u>Investment Type</u>	<u>Amount</u>	<u>Fair Value Measurement Using</u>	
		<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Unobservable Inputs (Level 3)</u>
United States Government Obligations	\$ 1,510,715	\$ 1,510,715	\$ -
Federal Agency Obligations	1,738,284	1,738,284	-
Corporate Bonds and Notes	2,933,906	2,933,906	-
Asset-Backed Securities	49,508	49,508	-
Mortgage-Backed Securities	2,558,062	2,558,062	-
Equity Mutual Funds	36,608,249	36,608,249	-
Domestic Stocks	14,758,843	5,791,334	8,967,509
Taxable Municipal Bonds	401,182	401,182	-
CFTB Investment Pool	41,084	41,084	-
Total Component Unit Investments	\$ 60,599,833	\$ 51,632,324	\$ 8,967,509

The following risks apply to the Foundation's investments other than stocks and other equity securities:

Interest Rate Risk: Interest rate risk is the risk that changing interest rates will adversely affect the fair value of the investment. The prices of fixed income securities with a longer time to maturity tend to be more sensitive to changes in the interest rate and, therefore, more volatile than those with shorter maturities. The Foundation's investment policy, as a means of mitigating this risk, calls for maintaining significant balances in cash equivalents and other short-term investments, as changing interest rates have limited impact on these securities prices and limiting the duration of bond investments to 80 to 120 percent of the fixed-income benchmark. Maturities for the Foundation's investments in debt securities and mutual funds are shown on the following schedule:

<u>Investment Type</u>	<u>Investment Maturities (In Years)</u>				
	<u>Fair Value</u>	<u>Less Than 1</u>	<u>1-5</u>	<u>6-10</u>	<u>More Than 10</u>
United States Government Obligations	\$ 1,510,715	\$ -	\$ 367,427	\$ 722,743	\$ 420,545
Federal Agency Obligations	1,738,284	156,230	651,440	76,803	853,811
Corporate Bonds and Notes	2,933,906	30,160	1,384,692	1,196,259	322,795
Asset-Backed Securities	49,508	-	20,107	1,416	27,985
Mortgage-Backed Securities	2,558,062	-	-	24,425	2,533,637
Equity Mutual Funds	36,608,249	36,608,249	-	-	-
Taxable Municipal Bonds	401,182	-	-	8,036	393,146
Total	\$ 45,799,906	\$ 36,794,639	\$ 2,423,666	\$ 2,029,682	\$ 4,551,919

Credit Risk: Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Credit quality is an assessment of the issuer's ability to pay interest on the bond, and

ultimately pay the principal. Credit quality is evaluated by independent investment rating organizations such as Standard & Poor's and Moody's Investor Services. The lower the rating, the greater the risk that the bond issuer may default or fail to meet its payment obligations. Generally, the lower the bond's credit rating, the higher its yield should be to compensate for the additional risk. Obligations of the United States Government or obligations explicitly guaranteed by the United States Government, are not considered to have credit risk. The Foundation's investment policy limits fixed income securities to those that are rated Baa2 and higher by Moody's and BBB (mid) by Standard & Poor's is preferred. In addition, if investments are downgraded below the minimum rating, the security shall be sold within 10 trading days. At December 31, 2022, the Foundation's fixed income securities were rated as follows:

<u>Investment Type</u>	<u>Standard & Poor's</u>	<u>Moody's</u>	<u>Percentage Total Debt Securities Investments</u>
United States Government Obligations	AA+	Aaa	16%
Federal Agency Obligations	AA+	Aaa	19%
Corporate Bonds and Notes	AAA - N/A	A1 - Baa2	32%
Asset-Backed Securities	AAA	Aaa - N/A	1%
Mortgage-Backed Securities	AAA - AA-	Aaa - N/A	28%
Taxable Municipal Bonds	AAA - AA+	Aaa - Aa3	4%

Custodial Credit Risk: Custodial credit risk is the risk that in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of its investments or collateral securities that are in the possession of another party. Exposure to custodial risk relates to the investment securities that are held by someone other than the Foundation and are not registered in the Foundation's name. The Foundation's Investment policy states that custodial credit risk for deposits will be mitigated by limiting deposits to the amount insured by the FDIC for each banking institution. Custodial credit risk for investment will be mitigated by prohibiting investments in securities that are not eligible for depository trust company holding. The Foundation's fixed income securities are registered in the name of the Foundation and, according to industry standard, held in "book entry" format per the investment management agreements with the individual financial institutions managing those assets.

Concentration of Credit Risk: Concentration of credit risk is the risk of loss attributed to the magnitude of investments in a single issuer. Securities issued or explicitly guaranteed by the United States Government, Fannie Mae and Government agencies are not considered by management to be a concentration of credit risk. The Foundation's investment policy limits the amount of investments with any one issuer to 5 percent of an investment manager's equity portfolio, except for investments in: United States Government guaranteed investments, mutual funds, external investment pools, and other pooled investments. In addition, investments in nongovernmental bonds are limited to 2 percent of an investment manager's fixed income portfolio. From time to time the Foundation holds deposits in excess of the amount insured by the FDIC. Management believes that the risk of loss on these deposits is remote.

Foreign Currency Risk: Foreign currency risk is the possibility that changes in exchange rates between the United States dollar and foreign currencies could adversely affect a deposit or investment's fair value. As of December 31, 2022, the Foundation's portfolio did not hold any foreign bonds. The Foundation's

investment policy limits foreign investments to 15 percent of the Foundation's assets and prohibits the use of non-Depository Trust company eligible securities.

5. Accounts Receivable

Accounts receivable represent amounts for Federal Title IV repayments, student fee deferments, various student services provided by the College, and third-party nongovernmental receivables. The accounts receivable are reported net of a \$409,134 allowance for doubtful accounts.

6. Due From Other Governmental Agencies

The amount due from other governmental agencies primarily consists of \$36,675,875 of Public Education Capital Outlay allocations and deferred maintenance funding due from the State for construction and maintenance of College facilities.

7. Due From Component Unit

The amount due from component unit consists of amounts owed to the College by the Foundation for scholarships and student aid, and agreements to support a portion of the College's programs. The College's financial statements are reported for the fiscal year ended June 30, 2023. The College's component unit's financial statements are reported for the fiscal year ended December 31, 2022. Accordingly, amounts reported by the College as due from component unit on the Statement of Net Position do not agree with amounts reported by the component unit as due to the College.

8. Capital Assets

Capital assets activity for the fiscal year ended June 30, 2023, is shown in the following table:

<u>Description</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Nondepreciable Capital Assets:				
Land	\$ 4,407,231	\$ -	\$ -	\$ 4,407,231
Subscription-Based Information				
Technology Arrangements in Progress (1)	-	924,308	-	924,308
Construction in Progress	2,039,758	691,651	1,687,794	1,043,615
Total Nondepreciable Capital Assets	\$ 6,446,989	\$ 1,615,959	\$ 1,687,794	\$ 6,375,154
Depreciable Capital Assets:				
Buildings	\$ 191,657,453	\$ -	\$ -	\$ 191,657,453
Other Structures and Improvements	64,817,251	2,051,809	-	66,869,060
Furniture, Machinery, and Equipment	6,474,520	2,501,382	338,004	8,637,898
Subscription-Based Information				
Technology Arrangements (1)	-	3,107,355	-	3,107,355
Lease Assets	333,904	775	-	334,679
Total Depreciable Capital Assets	263,283,128	7,661,321	338,004	270,606,445
Less, Accumulated Depreciation:				
Buildings	69,856,175	3,125,441	-	72,981,616
Other Structures and Improvements	48,799,643	4,581,741	-	53,381,384
Furniture, Machinery, and Equipment	5,740,255	890,212	338,004	6,292,463
Subscription-Based Information				
Technology Arrangements (1)	-	621,471	-	621,471
Lease Assets	77,154	67,873	-	145,027
Total Accumulated Depreciation	124,473,227	9,286,738	338,004	133,421,961
Total Depreciable Capital Assets, Net	\$ 138,809,901	\$ (1,625,417)	\$ -	\$ 137,184,484

(1) Subscription-Based Information Technology Arrangements in Progress and Subscription-Based Information Technology Arrangements were added due to implementation of GASB Statement No. 96. The beginning balance was not restated.

9. Unearned Revenue

Unearned revenue at June 30, 2023, includes amounts collected for Pay-for-Print and College Gift Cards that have not been used. As of June 30, 2023, the College reported the following amounts as unearned revenue:

<u>Description</u>	<u>Amount</u>
Pay-for-Print Collections	\$ 80,313
College Gift Cards Not Used	1,482
Total Unearned Revenue	\$ 81,795

10. Long-Term Liabilities

Long-term liabilities activity for the fiscal year ended June 30, 2023, is shown in the following table:

<u>Description</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Bonds Payable	\$ 1,094,000	\$ -	\$ 116,000	\$ 978,000	\$ 119,000
Leases Payable	256,704	442	67,063	190,083	67,076
Subscription Arrangement Liability	-	3,107,355	535,285	2,572,070	632,985
Compensated Absences Payable	4,879,799	652,194	429,810	5,102,183	634,355
Other Postemployment Benefits Payable	772,853	60,318	171,426	661,745	26,564
Net Pension Liability	12,451,211	28,753,352	10,048,063	31,156,500	-
Total Long-Term Liabilities	\$ 19,454,567	\$ 32,573,661	\$ 11,367,647	\$ 40,660,581	\$ 1,479,980

Bonds Payable. The SBE issues capital outlay bonds on behalf of the College. These bonds mature serially and are secured by a pledge of the College's portion of the State-assessed motor vehicle license tax and by the State's full faith and credit. The SBE and the SBA administer the principal and interest payments, investment of debt service resources, and compliance with reserve requirements. The College had the following bonds payable at June 30, 2023:

<u>Bond Type</u>	<u>Amount Outstanding</u>	<u>Interest Rate (Percent)</u>	<u>Annual Maturity To</u>
SBE Capital Outlay Bonds: Series 2020A	\$ 978,000	5.0	2030

Annual requirements to amortize all bonded debt outstanding as of June 30, 2023, are as follows:

<u>Fiscal Year Ending June 30</u>	<u>SBE Capital Outlay Bonds</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 119,000	\$ 48,900	\$ 167,900
2025	125,000	42,950	167,950
2026	133,000	36,700	169,700
2027	139,000	30,050	169,050
2028	146,000	23,100	169,100
2029-2030	316,000	23,900	339,900
Total	\$ 978,000	\$ 205,600	\$ 1,183,600

Leases Payable. Copier equipment in the amount of \$311,209 is being acquired under a lease agreement. The imputed interest rate is 0.02 percent. Future minimum payments under the lease agreement and the present value of the minimum payments as of June 30, 2023, are as follows:

<u>Fiscal Year Ending June 30</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
2024	\$ 67,108	\$ 67,076	\$ 32
2025	67,107	67,089	18
2026	55,923	55,918	5
Total Minimum Lease Payments	\$ 190,138	\$ 190,083	\$ 55

Subscription Arrangement Liability. The College has a 5-year subscription-based information technology arrangement (SBITA) for the right to use the Ellucian Banner SaaS Enterprise Resource Planning system totaling \$3,107,355. The College has discounted the future minimum payments using its incremental borrowing rate of 5 percent. Future minimum payments under SBITA and present value of the minimum payments as of June 30, 2023, are as follows:

<u>Fiscal Year Ending June 30</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
2024	\$ 663,127	\$ 632,985	\$ 30,142
2025	671,832	640,786	31,046
2026	671,534	639,556	31,978
2027	691,680	658,743	32,937
Total	\$2,698,173	\$2,572,070	\$ 126,103

Compensated Absences Payable. College employees may accrue annual and sick leave based on length of service, subject to certain limitations regarding the amount that will be paid upon termination. The College reports a liability for the accrued leave; however, State noncapital appropriations fund only the portion of accrued leave that is used or paid in the current fiscal year. Although the College expects the liability to be funded primarily from future appropriations, generally accepted accounting principles do not permit the recording of a receivable in anticipation of future appropriations. At June 30, 2023, the estimated liability for compensated absences, which includes the College's share of the Florida Retirement System and FICA contributions, totaled \$5,102,183. The current portion of the compensated absences liability, \$634,355, is the amount expected to be paid in the coming fiscal year and represents a historical percentage of leave used applied to total accrued leave liability.

Other Postemployment Benefits Payable. The College follows GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, for other postemployment benefits administered by the Florida College System Risk Management Consortium (Consortium).

General Information about the OPEB Plan

Plan Description. The Other Postemployment Benefits Plan (OPEB Plan) is a single-employer defined benefit plan administered by the Consortium that provides OPEB for all employees who satisfy the College's retirement eligibility provisions. Pursuant to the provisions of Section 112.0801, Florida Statutes, former employees who retire from the College are eligible to participate in the College's health and life insurance benefits. The College subsidizes the premium rates paid for by retirees by allowing them to participate in the OPEB Plan at reduced or blended group (implicitly subsidized) premium rates for both active and retired employees. These rates provide an implicit subsidy for retirees because, on an actuarial basis, their current and future claims are expected to result in higher costs to

the OPEB Plan on average than those of active employees. The College does not offer any explicit subsidies for retiree coverage. Retirees are required to enroll in the Federal Medicare (Medicare) program for their primary coverage as soon as they are eligible. The OPEB Plan contribution requirements and benefit terms of the College and the OPEB Plan members are established and may be amended by action from the Board of Trustees. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

Benefits Provided. The OPEB Plan provides healthcare benefits for retirees and their dependents as well as life insurance for retirees. The OPEB Plan only provides an implicit subsidy as described above.

Employees Covered by Benefit Terms. At June 30, 2021, the following employees were covered by the benefit terms:

Inactive Employees or Beneficiaries Currently Receiving Benefits	34
Inactive Employees Entitled to But Not Yet Receiving Benefits	35
Active Employees	448
Total	<u>517</u>

Total OPEB Liability

The College’s total OPEB liability of \$661,745 was measured as of June 30, 2022, and was determined by an actuarial valuation as of June 30, 2021.

Actuarial Assumptions and Other Inputs. The total OPEB liability in the June 30, 2021, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.40 percent
Real wage growth	0.85 percent
Wage inflation	3.25 percent
Salary increases	
Regular Employees	3.40 percent – 7.80 percent
Senior Management Employees	4.10 percent – 8.20 percent
Discount rate	
Prior Measurement Date	2.16 percent
Measurement Date	3.54 percent
Healthcare cost trend rates	
Pre-Medicare	7.00 percent for 2021, decreasing to an ultimate rate of 4.40 percent by 2032
Medicare	5.125 percent for 2021 decreasing to an ultimate rate of 4.40 percent by 2025

The discount rate was based on the Bond Buyer General Obligation 20-year Municipal Bond Index.

Mortality rates were based on the PUB-2010 mortality tables, with adjustments for FRS experience and generational mortality improvements using Scale MP-2018.

The demographic actuarial assumptions for retirement, disability incidence, withdrawal, and salary increases used in the June 30, 2021, valuation were based on the results of an actuarial experience study for the period July 1, 2013, through June 30, 2018, adopted by the FRS.

The remaining actuarial assumptions (e.g., initial per capita costs, health care cost trends, rate of plan participation, rates of plan election, etc.) used in the June 30, 2021, valuation were based on a review of recent plan experience done concurrently with the June 30, 2021, valuation.

Changes in the Total OPEB Liability

	Amount
Balance at 6/30/22	<u>\$ 772,853</u>
Changes for the year:	
Service Cost	42,916
Interest	17,402
Changes in Assumptions or Other Inputs	(151,074)
Benefit Payments	<u>(20,352)</u>
Net Changes	<u>(111,108)</u>
Balance at 6/30/23	<u><u>\$ 661,745</u></u>

Changes of assumptions and other inputs reflect a change in the discount rate from 2.16 percent in 2021 to 3.54 percent in 2022 due to a change in the Municipal Bond Rate.

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate. The following table presents the total OPEB liability of the College, as well as what the College’s total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.54 percent) or 1 percentage point higher (4.54 percent) than the current rate:

	<u>1% Decrease (2.54%)</u>	<u>Current Discount Rate (3.54%)</u>	<u>1% Increase (4.54%)</u>
Total OPEB liability	\$766,275	\$661,745	\$578,128

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates. The following table presents the total OPEB liability of the College, as well as what the College’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

	<u>1% Decrease</u>	<u>Healthcare Cost Trend Rates</u>	<u>1% Increase</u>
Total OPEB liability	\$548,009	\$661,745	\$811,703

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2023, the College recognized OPEB expense of \$76,926. At June 30, 2023, the College reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 142,206	\$ -
Change of assumptions or other inputs	134,955	146,609
Transactions subsequent to the measurement date	26,564	-
Total	\$ 303,725	\$ 146,609

Of the total amount reported as deferred outflows of resources related to OPEB, \$26,564 resulting from benefits paid subsequent to the measurement date and before the end of the fiscal year will be included as a reduction of the total OPEB liability in the fiscal year ending June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2024	\$ 16,608
2025	16,634
2026	19,119
2027	20,414
2028	20,414
Thereafter	37,363
Total	\$ 130,552

Net Pension Liability. As a participating employer in the FRS, the College recognizes its proportionate share of the collective net pension liabilities of the FRS cost-sharing multiple-employer defined benefit plans. As of June 30, 2023, the College’s proportionate share of the net pension liabilities totaled \$31,156,500. Note 11. includes a complete discussion of defined benefit pension plans.

11. Retirement Plans – Defined Benefit Pension Plans

General Information about the Florida Retirement System (FRS)

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program (DROP) under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 121, Florida Statutes, also provides for nonintegrated, optional retirement programs in lieu of the FRS to certain members of the Senior Management Service Class employed by the State and faculty and specified employees of State

colleges. Chapter 112, Florida Statutes, established the HIS Program, a cost-sharing multiple-employer defined benefit pension plan to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the College are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of two cost-sharing multiple-employer defined benefit plans and other nonintegrated programs. An annual comprehensive financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services Web site (www.dms.myflorida.com).

The College's FRS and HIS pension expense totaled \$3,889,786 for the fiscal year ended June 30, 2023.

FRS Pension Plan

Plan Description. The FRS Pension Plan (Plan) is a cost-sharing multiple-employer defined benefit pension plan, with a DROP for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
- *Senior Management Service Class* – Members in senior management level positions.

Employees enrolled in the Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of creditable service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Employees enrolled in the Plan may include up to 4 years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

The DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS-participating employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

Benefits Provided. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the

average final compensation is the average of the 5 highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the 8 highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on retirement plan and/or the class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following table shows the percentage value for each year of service credit earned:

<u>Class, Initial Enrollment, and Retirement Age/Years of Service</u>	<u>% Value</u>
Regular Class members initially enrolled before July 1, 2011	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 or more years of service	1.68
Regular Class members initially enrolled on or after July 1, 2011	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 or more years of service	1.68
Senior Management Service Class	2.00

As provided in Section 121.101, Florida Statutes, if the member was initially enrolled in the Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member was initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

Contributions. The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2022-23 fiscal year were:

<u>Class</u>	<u>Percent of Gross Salary</u>	
	<u>Employee</u>	<u>Employer (1)</u>
FRS, Regular	3.00	11.91
FRS, Senior Management Service	3.00	31.57
Deferred Retirement Option Program (applicable to members from all of the above classes)	0.00	18.60
FRS, Reemployed Retiree	(2)	(2)

(1) Employer rates include 1.66 percent for the postemployment health insurance subsidy. Also, employer rates, other than for DROP participants, include 0.06 percent for administrative costs of the Investment Plan.

(2) Contribution rates are dependent upon retirement class in which reemployed.

The College's contributions to the Plan totaled \$3,135,869 for the fiscal year ended June 30, 2023.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At June 30, 2023, the College reported a liability of \$23,193,298 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2022. The College's proportionate share of the net pension liability was based on the College's 2021-22 fiscal year contributions relative to the total 2021-22 fiscal year contributions of all participating members. At June 30, 2022, the College's proportionate share was 0.062332709 percent, which was an increase of 0.006902952 from its proportionate share measured as of June 30, 2021.

For the fiscal year ended June 30, 2023, the College recognized pension expense of \$3,508,626. In addition, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 1,101,523	\$ -
Change of assumptions	2,856,287	-
Net difference between projected and actual earnings on FRS Plan investments	1,532,416	-
Changes in proportion and differences between College FRS contributions and proportionate share of contributions	1,894,931	482,152
College FRS contributions subsequent to the measurement date	3,135,869	-
Total	<u>\$ 10,521,026</u>	<u>\$ 482,152</u>

The deferred outflows of resources totaling \$3,135,869, resulting from College contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2024	\$ 1,620,651
2025	845,301
2026	(68,635)
2027	4,124,888
2028	380,800
Total	<u>\$ 6,903,005</u>

Actuarial Assumptions. The total pension liability in the July 1, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40 percent
Salary increases	3.25 percent, average, including inflation
Investment rate of return	6.70 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the PUB-2010 base table, projected generationally with Scale MP-2018.

The actuarial assumptions used in the July 1, 2022, valuation were based on the results of an actuarial experience study for the period July 1, 2013, through June 30, 2018.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation (1)</u>	<u>Annual Arithmetic Return</u>	<u>Compound Annual (Geometric) Return</u>	<u>Standard Deviation</u>
Cash	1.0%	2.6%	2.6%	1.1%
Fixed Income	19.8%	4.4%	4.4%	3.2%
Global Equity	54.0%	8.8%	7.3%	17.8%
Real Estate (Property)	10.3%	7.4%	6.3%	15.7%
Private Equity	11.1%	12.0%	8.9%	26.3%
Strategic Investments	3.8%	6.2%	5.9%	7.8%
Total	<u>100.0%</u>			
Assumed inflation - Mean			2.4%	1.3%

(1) As outlined in the Plan's investment policy.

Discount Rate. The discount rate used to measure the total pension liability was 6.70 percent. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. The discount rate used in the 2022 valuation was updated from 6.80 percent to 6.70 percent.

Sensitivity of the College's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate. The following presents the College's proportionate share of the net pension liability calculated using the discount rate of 6.70 percent, as well as what the College's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (5.70 percent) or 1 percentage point higher (7.70 percent) than the current rate:

	<u>1% Decrease (5.70%)</u>	<u>Current Discount Rate (6.70%)</u>	<u>1% Increase (7.70%)</u>
College's proportionate share of the net pension liability	\$40,110,313	\$23,193,298	\$9,047,704

Pension Plan Fiduciary Net Position. Detailed information about the Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Annual Comprehensive Financial Report.

HIS Pension Plan

Plan Description. The HIS Pension Plan (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided. For the fiscal year ended June 30, 2023, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which can include Medicare.

Contributions. The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2023, the contribution rate was 1.66 percent of payroll pursuant to Section 112.363, Florida Statutes. The College contributed 100 percent of its statutorily required contributions for the current and preceding 3 years. HIS Plan contributions are deposited in a separate trust fund from which HIS payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The College's contributions to the HIS Plan totaled \$454,964 for the fiscal year ended June 30, 2023.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At June 30, 2023, the College reported a net pension liability of \$7,963,202 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2022. The College's proportionate share of the net pension liability was based on the College's 2021-22 fiscal year contributions relative to the total 2021-22 fiscal year contributions of all participating members. At June 30, 2022, the College's proportionate share was 0.075184148 percent, which was an increase of 0.007816934 from its proportionate share measured as of June 30, 2021.

For the fiscal year ended June 30, 2023, the College recognized pension expense of \$381,160. In addition, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 241,702	\$ 35,039
Change of assumptions	456,456	1,231,902
Net difference between projected and actual earnings on HIS Plan investments	11,529	-
Changes in proportion and differences between College HIS contributions and proportionate share of HIS contributions	767,981	666,857
College contributions subsequent to the measurement date	454,964	-
Total	\$ 1,932,632	\$ 1,933,798

The deferred outflows of resources totaling \$454,964, resulting from College contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2024	\$ (176,075)
2025	(139,821)
2026	(3,461)
2027	(47,982)
2028	(67,394)
Thereafter	(21,397)
Total	\$ (456,130)

Actuarial Assumptions. The total pension liability in the July 1, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40 percent
Salary increases	3.25 percent, average, including inflation
Municipal bond rate	3.54 percent

Mortality rates were based on the PUB-2010 base table, projected generationally with Scale MP-2018.

While an experience study had not been completed for the HIS Plan, the actuarial assumptions that determined the total pension liability for the HIS Plan were based on certain results of the most recent experience study for the FRS Plan.

Discount Rate. The discount rate used to measure the total pension liability was 3.54 percent. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to

discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index. The discount rate used in the 2022 valuation was updated from 2.16 percent to 3.54 percent.

Sensitivity of the College’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate. The following presents the College’s proportionate share of the net pension liability calculated using the discount rate of 3.54 percent, as well as what the College’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.54 percent) or 1 percentage point higher (4.54 percent) than the current rate:

	<u>1% Decrease (2.54%)</u>	<u>Current Discount Rate (3.54%)</u>	<u>1% Increase (4.54%)</u>
College’s proportionate share of the net pension liability	\$9,110,557	\$7,963,202	\$7,013,790

Pension Plan Fiduciary Net Position. Detailed information about the HIS Plan’s fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Annual Comprehensive Financial Report.

12. Retirement Plans – Defined Contribution Pension Plans

FRS Investment Plan. The SBA administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA’s annual financial statements and in the State’s Annual Comprehensive Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. College employees already participating in the State College System Optional Retirement Program or DROP are not eligible to participate in the Investment Plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Service retirement benefits are based upon the value of the member’s account upon retirement. Benefit terms, including contribution requirements, are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contributions rates, that are based on salary and membership class (Regular Class, Senior Management Service Class, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06 percent of payroll and by forfeited benefits of Investment Plan members. Allocations to the Investment Plan member accounts during the 2022-23 fiscal year were as follows:

<u>Class</u>	<u>Percent of Gross Compensation</u>
FRS, Regular	9.30
FRS, Senior Management Service	10.67

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings regardless of membership class. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5-year period, the employee will regain control over their account. If the employee does not return within the 5-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended June 30, 2023, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the College.

After termination and applying to receive benefits, the member may roll over vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided in which the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The College's Investment Plan pension expense totaled \$1,477,830 for the fiscal year ended June 30, 2023.

State College System Optional Retirement Program. Section 1012.875, Florida Statutes, provides for an Optional Retirement Program (Program) for eligible college instructors and administrators. The Program is designed to aid colleges in recruiting employees by offering more portability to employees not expected to remain in the FRS for 8 or more years.

The Program is a defined contribution plan, which provides full and immediate vesting of all contributions submitted to the participating companies on behalf of the participant. Employees in eligible positions can make an irrevocable election to participate in the Program, rather than the FRS, and purchase retirement and death benefits through contracts provided by certain insurance carriers. The employing college contributes 5.15 percent of the participant's salary to the participant's account and 4.23 percent to cover the unfunded actuarial liability of the FRS pension plan, for a total of 9.38 percent, and employees contribute 3 percent of the employee's salary. Additionally, the employee may contribute, by payroll deduction, an amount not to exceed the percentage contributed by the college to the participant's annuity account. The contributions are invested in the company or companies selected by the participant to create a fund for the purchase of annuities at retirement.

The College's contributions to the Program totaled \$57,691 and employee contributions totaled \$30,428 for the 2022-23 fiscal year.

Senior Management Service Optional Annuity Program. Section 121.055, Florida Statutes, created the Senior Management Service Optional Annuity Program (Annuity Program) as an optional retirement program for College employees who are members of the FRS Senior Management Service Class.

The Annuity Program is a defined contribution plan, which provides full and immediate vesting of all contributions submitted to the participating companies on behalf of the participant. College employees in eligible positions make an irrevocable election to participate in the Annuity Program in lieu of the Senior Management Service Class of FRS and purchase retirement and death benefits through contracts with participating provider companies. The College contributes 6.27 percent of the participant’s salary to the participant’s account and 22.15 percent to cover the unfunded actuarial liability of the FRS pension plan for a total of 28.42 percent, and employees contribute 3 percent of the employee’s salary. Additionally, the employee may contribute, by salary reduction, an additional amount not to exceed the percentage contributed by the College. These contributions are invested in the companies selected by the employee to create a fund for the purchase of annuities at retirement.

The College’s contributions to the Annuity Program totaled \$10,585 and employee contributions totaled \$3,388 for the 2022-23 fiscal year.

13. Construction Commitments

The College’s major construction commitments at June 30, 2023, were as follows:

<u>Project Description</u>	<u>Total Commitment</u>	<u>Completed to Date</u>	<u>Balance Committed</u>
East Campus Fire Academy/Burn Center			
Architect	\$ 498,491	\$ -	\$ 498,491
Construction Manager	846,414	-	846,414
East Campus STEM Center Student Success			
Architect	585,813	283,349	302,464
Construction Manager	20,474,899	600,999	19,873,900
West Campus N-Building Remodel			
Architect	364,556	57,500	307,056
Total	\$ 22,770,173	\$ 941,848	\$ 21,828,325

14. Subscription-Based Information Technology Arrangement Commitment

The College’s SBITA commitment at June 30, 2023, was as follows:

<u>Project Description</u>	<u>Total Commitment</u>	<u>Completed to Date</u>	<u>Balance Committed</u>
SaaS Banner	\$ 3,135,114	\$ 924,308	\$ 2,210,806

15. Risk Management Programs

The College is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The College provided coverage for these risks primarily through the Florida College System Risk Management Consortium (Consortium), which was created under authority of Section 1001.64(27), Florida Statutes, by the boards

of trustees of the Florida public colleges for the purpose of joining a cooperative effort to develop, implement, and participate in a coordinated Statewide college risk management program. The Consortium is self-sustaining through member assessments (premiums) and purchases excess insurance through commercial companies for claims in excess of specified amounts. Excess insurance from commercial companies provided coverage of up to \$100 million to February 28, 2023, and up to \$75 million from March 1, 2023, for property insurance. Insurance coverage obtained through the Consortium included fire and extended property, general and automobile liability, workers' compensation, health, life, and other liability coverage. Settled claims resulting from these risks have not exceeded commercial coverage in any of the past 3 fiscal years.

16. Capital Credits

The College participates in a nonprofit electrical cooperative, the Withlacoochee River Electric Cooperative, Inc., established under Chapter 425, Florida Statutes. In accordance with this Statute, revenues in excess of operating expenses, unless otherwise determined by a vote of membership, are distributed by the Cooperative on a pro rata basis to its members' accounts. Capital credits are distributed only after the Cooperative meets a certain margin of profit required by the Rural Electrification Administration. At June 30, 2023, the accumulated credits to the College's account were \$1,175,517.

17. Functional Distribution of Operating Expenses

The functional classification of an operating expense (instruction, academic support, etc.) is assigned to a department based on the nature of the activity, which represents the material portion of the activity attributable to the department. For example, activities of an academic department for which the primary departmental function is instruction may include some activities other than direct instruction such as public service. However, when the primary mission of the department consists of instructional program elements, all expenses of the department are reported under the instruction classification. The operating expenses on the statement of revenues, expenses, and changes in net position are presented by natural classifications. The following are those same expenses presented in functional classifications as recommended by NACUBO:

<u>Functional Classification</u>	<u>Amount</u>
Instruction	\$ 15,878,325
Academic Support	7,674,556
Student Services	9,568,661
Institutional Support	17,121,431
Operation and Maintenance of Plant	16,051,782
Scholarships and Waivers	9,638,503
Depreciation	9,286,738
Auxiliary Enterprises	<u>2,682,294</u>
Total Operating Expenses	<u>\$ 87,902,290</u>

OTHER REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Total OPEB Liability						
Service cost	\$ 42,916	\$ 31,622	\$ 26,890	\$ 19,369	\$ 19,663	\$ 66,868
Interest	17,402	11,079	16,039	12,657	11,941	11,100
Difference between expected and actual experience	-	160,580	-	17,298	-	-
Changes of assumptions or other inputs	(151,074)	107,110	6,703	72,583	(10,465)	(19,942)
Benefit Payments	(20,352)	(14,343)	(8,323)	(26,670)	(32,330)	(58,026)
Net change in total OPEB liability	(111,108)	296,048	41,309	95,237	(11,191)	-
Total OPEB Liability - beginning	772,853	476,805	435,496	340,259	351,450	351,450
Total OPEB Liability - ending	<u>\$ 661,745</u>	<u>\$ 772,853</u>	<u>\$ 476,805</u>	<u>\$ 435,496</u>	<u>\$ 340,259</u>	<u>\$ 351,450</u>
Covered-Employee Payroll	\$ 23,301,778	\$ 23,301,778	\$ 21,758,476	\$ 21,758,476	\$ 29,424,883	\$ 23,539,654
Total OPEB Liability as a percentage of covered-employee payroll	2.84%	3.32%	2.19%	2.00%	1.16%	1.49%

**Schedule of the College's Proportionate Share of the Net Pension Liability –
Florida Retirement System Pension Plan**

	<u>2022 (1)</u>	<u>2021 (1)</u>	<u>2020 (1)</u>	<u>2019 (1)</u>
College's proportion of the FRS net pension liability	0.062332709%	0.055429757%	0.52683273%	0.055713324%
College's proportionate share of the FRS net pension liability	\$ 23,193,298	\$ 4,187,609	\$ 22,834,228	\$ 19,186,893
College's covered payroll (2)	\$ 29,034,257	\$ 26,032,046	\$ 26,333,977	\$ 26,524,075
College's proportionate share of the FRS net pension liability as a percentage of its covered payroll	79.88%	16.09%	86.71%	72.34%
FRS Plan fiduciary net position as a percentage of the FRS total pension liability	82.89%	96.40%	78.85%	82.61%

- (1) The amounts presented for each fiscal year were determined as of June 30.
- (2) Covered payroll includes defined benefit plan actives, investment plan members, State college system optional retirement plan members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes.

Schedule of College Contributions – Florida Retirement System Pension Plan

	<u>2023 (1)</u>	<u>2022 (1)</u>	<u>2021 (1)</u>	<u>2020 (1)</u>
Contractually required FRS contribution	\$ 3,135,869	\$ 2,547,091	\$ 2,388,243	\$ 1,992,556
FRS contributions in relation to the contractually required contribution	<u>(3,135,869)</u>	<u>(2,547,091)</u>	<u>(2,388,243)</u>	<u>(1,992,556)</u>
FRS contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
College's covered payroll (2)	\$ 29,552,092	\$ 29,034,257	\$ 26,032,046	\$ 26,333,977
FRS contributions as a percentage of covered payroll	10.61%	8.77%	9.17%	7.57%

- (1) The amounts presented for each fiscal year were determined as of June 30.
- (2) Covered payroll includes defined benefit plan actives, investment plan members, State college system optional retirement plan members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes.

<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>	<u>2014 (1)</u>	<u>2013 (1)</u>
0.055525118%	0.57836089%	0.059134887%	0.061694177%	0.057753781%	0.048670666%
\$ 16,724,454	\$ 17,107,527	\$ 14,931,605	\$ 7,968,630	\$ 3,523,830	\$ 8,378,388
\$ 25,681,996	\$ 26,336,408	\$ 26,407,053	\$ 25,914,778	\$ 23,635,469	\$ 21,039,301
65.12%	64.96%	56.54%	30.75%	14.91%	39.82%
84.26%	83.89%	84.88%	92.00%	96.09%	88.54%

<u>2019 (1)</u>	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>	<u>2014 (1)</u>
\$ 1,954,421	\$ 1,779,735	\$ 1,563,940	\$ 1,744,156	\$ 1,504,156	\$ 1,265,053
<u>(1,954,421)</u>	<u>(1,779,735)</u>	<u>(1,563,940)</u>	<u>(1,744,156)</u>	<u>(1,504,156)</u>	<u>(1,265,053)</u>
\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -
\$ 26,524,075	\$ 25,681,996	\$ 26,336,408	\$ 26,407,053	\$ 25,914,778	\$ 23,635,469
7.37%	6.93%	5.94%	6.60%	5.80%	5.35%

**Schedule of the College's Proportionate Share of the Net Pension Liability –
Health Insurance Subsidy Pension Plan**

	<u>2022 (1)</u>	<u>2021 (1)</u>	<u>2020 (1)</u>	<u>2019 (1)</u>
College's proportion of the HIS net pension liability	0.075184148%	0.067367214%	0.071344756%	0.074662721%
College's proportionate share of the HIS net pension liability	\$ 7,963,202	\$ 8,263,602	\$ 8,711,079	\$ 8,354,011
College's covered payroll (2)	\$ 28,137,852	\$ 24,356,116	\$ 25,014,431	\$ 25,179,740
College's proportionate share of the HIS net pension liability as a percentage of its covered payroll	28.30%	33.93%	34.82%	33.18%
HIS Plan fiduciary net position as a percentage of the HIS total pension liability	4.81%	3.56%	3.00%	2.63%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP.

Schedule of College Contributions – Health Insurance Subsidy Pension Plan

	<u>2023 (1)</u>	<u>2022 (1)</u>	<u>2021 (1)</u>	<u>2020 (1)</u>
Contractually required HIS contribution	\$ 454,964	\$ 431,512	\$ 422,366	\$ 437,144
HIS contributions in relation to the contractually required HIS contribution	<u>(454,964)</u>	<u>(431,512)</u>	<u>(422,366)</u>	<u>(437,144)</u>
HIS contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
College's covered payroll (2)	\$ 28,397,005	\$ 28,137,852	\$ 24,356,116	\$ 25,014,431
HIS contributions as a percentage of covered payroll	1.60%	1.53%	1.73%	1.75%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP.

<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>	<u>2014 (1)</u>	<u>2013 (1)</u>
0.073283861%	0.077301096%	0.079220723%	0.079448582%	0.073779618%	0.066630531%
\$ 7,756,446	\$ 8,265,390	\$ 9,232,847	\$ 8,102,506	\$ 6,898,574	\$ 5,801,064
\$ 24,096,980	\$ 24,639,632	\$ 24,528,540	\$ 24,103,338	\$ 22,038,581	\$ 19,516,678
32.19%	33.55%	37.64%	33.62%	31.30%	29.72%
2.15%	1.64%	0.97%	0.50%	0.99%	1.78%

<u>2019 (1)</u>	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>	<u>2014 (1)</u>
\$ 440,300	\$ 426,321	\$ 400,723	\$ 354,702	\$ 303,702	\$ 252,744
<u>(440,300)</u>	<u>(426,321)</u>	<u>(400,723)</u>	<u>(354,702)</u>	<u>(303,702)</u>	<u>(252,744)</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ 25,179,740	\$ 24,096,980	\$ 24,639,632	\$ 24,528,540	\$ 24,103,338	\$ 22,038,581
1.75%	1.77%	1.63%	1.45%	1.26%	1.15%

1. Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios

No assets are accumulated in a trust that meet the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

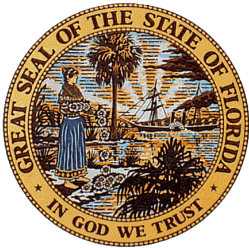
Changes of Assumptions. The Municipal Bond Index Rate increased from 2.16 percent to 3.54 percent.

2. Schedule of Net Pension Liability and Schedule of Contributions – Florida Retirement System Pension Plan

Changes of Assumptions. In 2022, the long-term expected rate of return decreased from 6.80 percent to 6.70 percent.

3. Schedule of Net Pension Liability and Schedule of Contributions – Health Insurance Subsidy Pension Plan

Changes of Assumptions. In 2022, the municipal rate used to determine total pension liability increased from 2.16 percent to 3.54 percent. In addition, the election assumption for vested terminated members was updated from 20 percent to 50 percent to reflect recent experience.



Sherrill F. Norman, CPA
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The President of the Senate, the Speaker of the
House of Representatives, and the
Legislative Auditing Committee

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the Pasco-Hernando State College, a component unit of the State of Florida, and its discretely presented component unit as of and for the fiscal year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated March 25, 2024, included under the heading **INDEPENDENT AUDITOR'S REPORT**. Our report includes a reference to other auditors who audited the financial statements of the discretely presented component unit, as described in our report on the College's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected, on

a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,



Sherrill F. Norman, CPA
Tallahassee, Florida
March 25, 2024

Report No. 2024-194
April 2024

STATE OF FLORIDA AUDITOR GENERAL

Operational Audit

**ADMINISTRATION OF THE
FLORIDA BRIGHT FUTURES
SCHOLARSHIP PROGRAM AND FLORIDA
STUDENT ASSISTANCE GRANT PROGRAMS**

By Florida Public Educational Institutions



Sherrill F. Norman, CPA
Auditor General

This audit was coordinated by Stellar Lee, CPA.

Please address inquiries regarding this report to Jaime N. Hoelscher, CPA, Audit Manager, by e-mail at jaimehoelscher@aud.state.fl.us or by telephone at (850) 412-2868.

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ADMINISTRATION OF THE FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM AND FLORIDA STUDENT ASSISTANCE GRANT PROGRAMS

By Florida Public Educational Institutions

SUMMARY

This operational audit focused on the administration of the Florida Bright Futures Scholarship Program, Florida Public Student Assistance Grant Program (FSAG – Public Program), and Florida Public Postsecondary Career Education Student Assistance Grant Program (FSAG – Career Ed Program) by selected Florida public educational institutions for the fiscal years ended June 30, 2022, and June 30, 2023, and included a follow-up on applicable findings noted in our report No. 2023-026. Our operational audit disclosed the following:

Finding 1: Contrary to State Board of Education rules, Eastern Florida State College returned FSAG – Public Program advances totaling \$1.2 million without identifying eligible students who could have used the advances for education.

Finding 2: University of South Florida did not comply with State law and Florida Department of Education (FDOE) policies as the University did not timely refund to the FDOE Bright Futures Scholarship Program funds for courses students dropped or withdrew from after the end of the drop and add period. Specifically, the University made 146 refunds totaling \$141,476 an average of 99 days after the required due dates.

Finding 3: Pensacola State College procedures need improvement to ensure that Bright Futures Scholarship Program and FSAG – Public Program funds received are promptly reconciled of record with funds disbursed to students. The College also needs to improve procedures for reporting information and timely refunding to the FDOE applicable funds for those programs.

BACKGROUND

FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

The Legislature established the Florida Bright Futures Scholarship Program¹ to provide lottery-funded scholarships to any Florida high school graduate who merits recognition of high academic achievement and enrolls in a degree, certificate, or applied technology program at an eligible Florida public or private educational institution. The Bright Futures Scholarship Program consists of four award types: the Florida Academic Scholarship, the Florida Medallion Scholarship, the Florida Gold Seal CAPE Scholarship, and the Florida Gold Seal Vocational Scholarship.

¹ Section 1009.53, Florida Statutes.

Table 1 shows the number of students who received Bright Futures Scholarship Program award disbursements and the amounts disbursed by the 12 public universities and 28 public colleges for the 2021-22 and 2022-23 fiscal years.

Table 1
Bright Futures Scholarship Program Awards
For the 2021-22 and 2022-23 Fiscal Years

	2021-22	2022-23
Number of Students Receiving Disbursements	111,015	109,646
Award Amounts Disbursed:		
By the Public Universities	\$527,040,239	\$525,241,572
By the Public Colleges	22,021,580	22,458,463
Total Amount Disbursed	<u>\$549,061,819</u>	<u>\$547,700,035</u>

Source: FDOE Office of Student Financial Assistance, *2021-22 End-of-Year Report* and *2022-23 End-of-Year Report* and auditor-compiled disbursement amounts using university, college, and FDOE records.

The Florida Department of Education (FDOE) determines the eligibility of students based on general criteria for Bright Futures Scholarship Program awards and specific criteria for each scholarship type. After students qualify for an award, they must continue to meet eligibility criteria for renewal awards. Renewal awards eligibility criteria include achieving and maintaining specified grade point averages and completing at least 24 semester credit hours in the last academic year in which the student earned a scholarship if enrolled full time, or a prorated number of credit hours as determined by the FDOE if the student was enrolled less than full time for any part of the academic year.

The FDOE is responsible for administering the Bright Futures Scholarship Program and the disbursement and reconciliation process. Each term, the FDOE provides to the institutions a list of eligible students and advances scholarship award moneys for eligible students enrolled at each respective institution. The institutions are to verify that the students have enrolled in the required number of hours to receive the scholarship, calculate the amount of the disbursement based on the type of scholarship for which the student was eligible, and disburse the money for the student. Any moneys not disbursed for eligible students for the Fall and Spring Terms must be returned to the FDOE within 60 days after the end of the regular registration period and, for the Summer Term, within 30 days after the end of that Term. For courses dropped by a student and courses from which a student withdrew after the end of the drop and add period, institutions must return Bright Futures Scholarship Program funds to the FDOE within 30 days after the end of a term, unless the FDOE grants a student an exception. For certain award overpayments, such as overpayments that occur because scholarship recipients withdrew from courses after term end due to extenuating circumstances, the refund must be made within 60 days of the date the overpayment was discovered, unless an exception is granted by the FDOE. The institutions are also required to report disbursements, enrolled hours, earned hours, and grade point averages to the FDOE. **EXHIBIT A** to this report provides a summary of the Bright Futures Scholarship Program awards advances and disbursements reported by Florida public universities and colleges for the 2021-22 and 2022-23 fiscal years.

FLORIDA PUBLIC STUDENT ASSISTANCE GRANT PROGRAM AND FLORIDA PUBLIC
POSTSECONDARY CAREER EDUCATION STUDENT ASSISTANCE GRANT PROGRAM

The Legislature established the Florida Public Student Assistance Grant Program (FSAG – Public Program)² to provide financial assistance for degree-seeking, Florida resident, undergraduate students who attend a Florida public university or college. The Legislature also established the Florida Public Postsecondary Career Education Student Assistance Grant Program (FSAG – Career Ed Program)³ to provide financial assistance for certificate-seeking, Florida resident, students at a Florida public college or career center operated by a district school board (DSB).

Pursuant to State law,⁴ the FDOE must distribute FSAG – Public Program and FSAG – Career Ed Program funding in accordance with a State Board of Education (SBE) approved formula that establishes a minimum base allocation for each institution at 90 percent of its previous fiscal year disbursements, or a proportional amount when funds are insufficient to make such allocation. From remaining funds, each institution will receive a proportional amount based on the average number of full-time equivalent disbursed students and total number of unfunded eligible students reported by each institution for the prior 3 years. The allocation amounts each year are dependent upon the approved State budget. Table 2 shows the FSAG – Public Program award amounts disbursed by the 12 public universities and 28 public colleges and the FSAG – Career Ed Program award amounts disbursed by the 31 participating DSBs⁵ and the 28 public colleges during the 2021-22 and 2022-23 fiscal years.

Table 2
FSAG – Public Program and FSAG – Career Ed Program Awards
For the 2021-22 and 2022-23 Fiscal Years

	2021-22	2022-23
FSAG – Public Program:		
Number of Students Receiving Disbursements	139,283	143,424
Award Amounts Disbursed:		
By the Public Universities	\$122,392,911	\$123,269,527
By the Public Colleges	111,599,705	112,506,252
Total Amount Disbursed	<u>\$233,993,916</u>	<u>\$235,775,779</u>
FSAG – Career Ed Program:		
Number of Students Receiving Disbursements	4,065	4,018
Award Amounts Disbursed:		
By the Participating DSBs	\$2,420,421	\$2,479,533
By the Public Colleges	810,477	794,096
Total Amount Disbursed	<u>\$3,230,898</u>	<u>\$3,273,629</u>

Source: FDOE Office of Student Financial Assistance, *2021-22 End-of-Year Report* and *2022-23 End-of-Year Report* and auditor-compiled disbursement amounts using university, college, and FDOE records.

² Section 1009.50, Florida Statutes.

³ Section 1009.505, Florida Statutes.

⁴ Sections 1009.50(4)(a) and 1009.505(4)(a), Florida Statutes.

⁵ Bradford County DSB participated in the FSAG – Career Ed Program for the 2021-22 fiscal year only and Hernando County DSB began participating in the Program in the 2022-23 fiscal year.

For the 2021-22 and 2022-23 fiscal years, FSAG – Public Program and FSAG – Career Ed Program award amounts ranged from \$200 to the maximum award amount of \$3,260 established by the General Appropriations Acts.⁶ To be eligible, students must demonstrate a substantial financial need by completing the Free Application for Federal Student Aid (FAFSA) each year. Institutions determine student eligibility based on information from the FAFSA, cumulative grade point average, and earned credit information, considering the expected family contribution cut-off established by the FDOE. The institutions then estimate individual award amounts taking into consideration a standard cost of education budget and a student’s expected family contribution and other estimated grants and scholarship amounts including amounts awarded by the Federal Pell Grant.⁷ Renewal eligibility criteria to determine whether students continue to meet eligibility requirements include achieving and maintaining specified grade point averages and completing at least 12 semester credit hours per term in the last academic year if enrolled full time or, if the student was enrolled less than full time for any part of the academic year, a prorated number of credit hours determined by the FDOE.

Within 30 days after the end of regular registration each term,⁸ institutions are required to report to the FDOE each awarded student and award amount for FSAG – Public Program and FSAG – Career Ed Program funding and each student eligible but not awarded. Institutions are also required to report to the FDOE enrolled hours, earned hours, and grade point averages. Any moneys not disbursed for eligible students for the Fall and Spring Terms must be returned to the FDOE within 60 days after the end of regular registration each Spring Term. Institutions may use undisbursed FSAG – Public Program advances for the subsequent Summer Term if the institution submits to the FDOE documentation of plans to disburse awards to students. Any undisbursed funds for the Summer Term must be returned within 30 days after the end of that Term. **EXHIBIT B** to this report provides a summary of the FSAG – Public Program advances and disbursements reported by Florida public universities and colleges for the 2021-22 and 2022-23 fiscal years. **EXHIBIT C** to this report provides a summary of the FSAG – Career Ed Program advances and disbursements reported by Florida’s 31 participating DSBs and 28 public colleges for the 2021-22 and 2022-23 fiscal years.

FINDINGS AND RECOMMENDATIONS

Finding 1: Florida Public Student Assistance Grant Program Advances

The Florida Department of Education (FDOE) allocates Florida Public Student Assistance Grant Program (FSAG – Public Program) funds to each eligible institution using a formula approved by the State Board of Education (SBE),⁹ which provides a minimum base allocation of 90 percent of previous fiscal year disbursements to each institution and also considers additional information such as a total number of

⁶ Sections 1009.50(3) and 1009.505(3), Florida Statutes; Chapter 2021-036, Laws of Florida, Specific Appropriation 72, and Chapter 2022-156, Laws of Florida, Specific Appropriation 66.

⁷ SBE Rules 6A-20.031(6) and 20.0071(6), Florida Administrative Code.

⁸ SBE Rules 6A-20.031(7) and 20.0071(7), Florida Administrative Code.

⁹ Section 1009.50(4)(a), Florida Statutes.

unfunded eligible students reported by each institution for the prior 3 years.¹⁰ State law¹¹ and SBE rules¹² require an institution receiving funds to certify the amount of funds disbursed to each student and remit any undisbursed advances to the FDOE. Moreover, SBE rules require an institution to report to the FDOE each eligible student who did not receive an award.

The 40 public universities and colleges received FSAG – Public Program fund advances totaling \$235.3 million for the 2021-22 fiscal year and \$235.8 million for the 2022-23 fiscal year. As part of our audit, we examined records at 11 selected institutions¹³ with FSAG – Public Program fund advances totaling \$138 million each for the 2021-22 and 2022-23 fiscal years and found that most of those institutions disbursed their available FSAG – Public Program funds to eligible students. However, we noted that Eastern Florida State College (College) did not fully disburse the \$4.3 million in FSAG – Public Program fund advances received for the 2021-22 fiscal year and returned advances totaling \$1.2 million to the FDOE without reporting any unfunded eligible students.

In addition, according to FDOE records,¹⁴ the number of College students awarded Program funds for the 2021-22 fiscal year totaled 1,877, which is a decrease of 1,582 (46 percent) from the 2020-21 fiscal year and a decrease of 1,820 students (49 percent) from the 2019-20 fiscal year. Consequently, since the FDOE allocation formula includes consideration of prior fiscal year disbursements and the reported number of unfunded eligible students, the 2022-23 fiscal year FSAG – Public Program fund allocation amount for the College was \$3.1 million or \$1.2 million less than the 2021-22 fiscal year.

We requested documentation to demonstrate College procedures for identifying eligible students for the 2021-22 fiscal year, reasons for the significant decrease in the number of awarded students, and the basis for refunding Program funds totaling \$1.2 million instead of identifying and awarding the funds to eligible students. According to College personnel, after disbursing FSAG Program funds each term, Financial Aid Office personnel generate a system query to identify students who met the eligibility criteria but did not receive funds; however, due to Financial Aid Office personnel turnover, they were not able to properly investigate and provide documentation supporting the College process for identifying eligible students for the 2021-22 fiscal year or reasons for returning the Program funds. In addition, College personnel indicated that, to enhance procedures during the 2023-24 fiscal year, the College created a new position to oversee all State and institutional financial aid and implemented improved, comprehensive procedures to monitor FSAG awarding, disbursement, and reconciliations of Program funds received with funds disbursed to students.

Since fiscal year funding is based primarily on the previous fiscal year disbursements, including consideration of the reported number of unfunded eligible students, it is important that all eligible students are properly identified and reported to the FDOE and all available funds are disbursed to the eligible students. We noted a similar finding for two other colleges in our report No. 2023-026.

Recommendation: Eastern Florida State College management should continue efforts to ensure that all students eligible for the FSAG – Public Program are reported to the FDOE. In addition,

¹⁰ FDOE Memorandum for 2021-22 FSAG Expected Family Contribution and Allocation Policy, dated February 24, 2021.

¹¹ Section 1009.50(4)(d), Florida Statutes.

¹² SBE Rule 6A-20.031(7), Florida Administrative Code.

¹³ From the 12 public universities and 28 public colleges, we selected for examination 5 universities and 6 colleges.

¹⁴ College information in the FDOE Office of Student Financial Assistance, *2019-20 End-of-Year Report*, *2020-21 End-of-Year Report*, and *2021-22 End-of-Year Report*.

the College should ensure that all eligible students receive Program funding or properly report to the FDOE each eligible student who did not receive an award.

Finding 2: Bright Futures Scholarship Program Refunds

State law¹⁵ requires the FDOE to transmit, before the registration period each term, payment for the Florida Bright Futures Scholarship Program awards to each institution, except that the FDOE may withhold payment if the receiving institution fails to report or to make refunds to the FDOE as required. Within 30 days after the end of each term, an institution is to refund the FDOE for any Bright Futures Scholarship Program funds received for courses dropped by a student or courses from which a student withdrew after the end of the drop and add period, unless the FDOE granted the student an exception. In addition, pursuant to SBE rules¹⁶ and FDOE policies,¹⁷ refunds for certain award overpayments¹⁸ are to be made within 60 days of the date the overpayment was discovered. During the 2021-22 and 2022-23 fiscal years, the 40 public universities and colleges refunded the FDOE Bright Futures Scholarship Program funds totaling \$10 million because students dropped or withdrew from courses.

As part of our audit, we evaluated the timeliness of the refunds totaling \$8 million from 7 selected institutions for the Fall 2021 through Summer 2023 Terms and found that most of those public universities and colleges timely refunded amounts to the FDOE as required. However, as shown in Table 3, University of South Florida (USF) did not refund Bright Futures Scholarship Program funds for 146 individual student refunds, ranging from \$157 to \$3,147 and totaling \$141,476, until an average of 99 days after the required due dates.

**Table 3
Bright Futures Scholarship Program Untimely Refunds
(University of South Florida)
For the Fall 2021 Through Spring 2023 Terms**

Term	Amount Refunded	Number of Individual Student Refunds	Amount Range	Number of Days Late
Fall 2021	\$ 7,177	6	\$470 – 3,147	30 – 197
Spring 2022	95,735	92	157 – 2,730	14 – 216
Summer 2022	11,728	11	470 – 1,895	10 – 127
Fall 2022	9,081	5	626 – 2,313	94 – 170
Spring 2023	17,755	32	157 – 1,878	23
Total	<u>\$141,476</u>	<u>146</u>		<u>99</u>
		Average Number of Days Late		

Source: Auditor-compiled information from institution records.

¹⁵ Section 1009.53(5), Florida Statutes.

¹⁶ SBE Rule 6A-20.002(1)(k), Florida Administrative Code.

¹⁷ FDOE Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual* – General State Policies: Refund.

¹⁸ Such overpayments occur, for example, when scholarship recipients withdraw from courses after term end due to extenuating circumstances defined by institution policies.

In response to our inquiries, USF personnel indicated that the delayed refunds occurred because the University experienced staff shortages and information technology (IT) system programming errors were identified that required manual corrections. Absent timely refunds to the FDOE, USF cannot demonstrate compliance with State law and FDOE policies, and payment for Florida Bright Futures Scholarship Program awards may be withheld by the FDOE. We noted a similar finding for eight other universities and colleges in our report No. 2023-026.

Recommendation: USF management should enhance procedures to ensure that Bright Futures Scholarship Program funds are timely refunded to the FDOE for courses students dropped or withdrew from after the end of the drop and add period. Such enhancements should include appropriate consideration and related modifications to the University IT system to help avoid future programming errors.

Finding 3: Administration of Bright Futures Scholarship and FSAG – Public Program Funds

SBE rules¹⁹ address institution responsibilities in administering State scholarships and grants programs and require an institution to maintain complete, accurate, and auditable student records; verify and certify student enrollment and eligibility; and complete and return to the FDOE all reports for the administration of State scholarships and grants program in the format and by the date established by the FDOE. State law²⁰ requires an institution to certify to the FDOE the amount of Bright Futures Scholarship and FSAG – Public Program funds disbursed to each student and to remit any undisbursed advances to the FDOE within 60 days after the end of regular registration²¹ and, for the Summer Term, within 30 days after the end of that term.

In addition, within 30 days after the end of each term, State law²² requires an institution to refund the FDOE for any Bright Futures Scholarship Program funds received for courses dropped by a student or courses from which a student withdrew after the end of the drop and add period, unless the FDOE granted the student an exception. The FDOE requires each institution to reconcile State scholarships and grants program funds received with funds disbursed to students no later than 60 days after the last day of drop and add period and to return any unused funds to the FDOE.²³ If the receiving institution fails to report or to make refunds to the FDOE as required, the FDOE may withhold payment.²⁴

To determine whether the 40 public universities and colleges submitted to the FDOE accurate information for each program fund disbursement and timely identified and returned applicable program funds, we requested, for 12 selected public universities and colleges,²⁵ records supporting reconciliations of program funds received with funds disbursed to students, documentation supporting the required refunds

¹⁹ SBE Rule 6A-20.002, Florida Administrative Code.

²⁰ Sections 1009.50(4)(d) and 1009.53(5)(b), Florida Statutes.

²¹ For FSAG – Public Program, the remittance of undisbursed funds is required only in Spring Term.

²² Section 1009.53(5), Florida Statutes.

²³ The FDOE Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual – State Programs Annual Calendar and Institutional Responsibilities and Procedures*.

²⁴ Sections 1009.50(4)(e) and 1009.53(5), Florida Statutes.

²⁵ The institutions included 7 institutions selected for evaluating compliance with the Bright Futures Scholarship and 11 institutions (including 6 selected for the Bright Futures Scholarship) selected for evaluating the FSAG – Public Program requirements.

for undisbursed advances of each program fund, and Bright Futures Scholarship Program refunds for dropped or withdrawn from courses.

We found that Pensacola State College (College) controls over reconciliation and refund procedures for the two Program funds needed improvements. For the 2021-22 and 2022-23 fiscal years, the College awarded Bright Futures Scholarship Program funds totaling \$285,371 and \$266,743, respectively; and FSAG – Public Program funds totaling \$3.2 million each year. At the time of our review in July 2023, FDOE records showed for the 2022-23 fiscal year that:

- FSAG – Public Program advances totaling \$919,199 were excess funds that the College owed to the FDOE. However, according to College personnel, the excess funds in FDOE records represented Fall 2022 Term funds disbursed to students in the Spring 2023 Term that, due to oversights, College personnel did not timely report to the FDOE. Additionally, the College did not timely reconcile of record the funds disbursed to students with FDOE records. As a result, the FDOE withheld the 2023-24 fiscal year Program funding from the College until College personnel reconciled the 2022-23 fiscal year funds and made necessary edits to FDOE records in September 2023. Since the reconciliation was due within 60 days from the Spring 2023 last day of drop and add period, the reconciliation was 181 days late.
- Bright Futures Scholarship Program funds were not returned to the FDOE. Subsequent to our audit inquires, in October 2023 College personnel reconciled the 2022-23 fiscal year Program funds received with funds disbursed to students and identified funds totaling \$1,255 for courses students dropped or withdrew from which required refund to the FDOE. Additionally, in that month, the College returned the funds to the FDOE; however, the returns were 290, 139, and 47 days after the required due dates. Also, during the month, College personnel identified undisbursed Bright Futures Program funds totaling \$2,747 and returned those funds to the FDOE; however, the returns were 372, 225, and 47 days after the required due dates.

According to College personnel, program fund reconciliations were not timely performed during the 2022-23 fiscal year due to key personnel turnover and implementation of a new IT system. In addition, although College personnel indicated that reconciliations were performed for the 2021-22 fiscal year, College records were not maintained to support the reconciliations. Absent accurate, promptly documented reconciliations and timely refunds and remittances to the FDOE, the College cannot demonstrate compliance with State law, SBE rules, and FDOE policies and may have payment for Program awards withheld by the FDOE.

Recommendation: Pensacola State College management should enhance procedures to ensure that Bright Futures and FSAG – Public Program funds disbursements are timely and accurately reported to the FDOE, funds received from the FDOE are timely reconciled with funds disbursed to students, and undisbursed advances or overpayments are timely remitted to the FDOE.

PRIOR AUDIT FOLLOW-UP

Applicable institutions²⁶ had taken corrective actions for the four findings in our report No. 2023-026; however, we found that Finding Nos. 1 and 2 were similarly cited at different institutions in Finding Nos.1 and 2 of this report.

²⁶ The applicable institutions include Miami Dade College, Palm Beach State College, Pasco-Hernando State College, Broward DSB, and Miami-Dade DSB.

OBJECTIVES, SCOPE, AND METHODOLOGY

The Auditor General conducts operational audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations. Pursuant to Sections 1009.53(5)(c), 1009.50(4)(e), and 1009.505(4)(e), Florida Statutes, we conducted an operational audit of the administration of the Florida Bright Futures Scholarship Program, Florida Public Student Assistance Grant Program (FSAG – Public Program), and the Florida Public Postsecondary Career Education Student Assistance Grant Program (FSAG – Career Ed Program) by selected Florida public educational institutions for the fiscal years ended June 30, 2022, and June 30, 2023.

The 12 public universities and 28 public colleges participated in the Bright Futures Scholarship and FSAG – Public Programs. For audit of the Bright Futures Scholarship Program, we selected the 7 public universities and colleges that disbursed, in total, 78 percent of the Program's disbursements for each of the 2021-22 and 2022-23 fiscal years and examined Program records. For audit of the FSAG – Public Program, we selected the 11 public universities and colleges that disbursed, in total, 59 percent of the Program's disbursements for each of the 2021-22 and 2022-23 fiscal years and examined Program records. The 28 public colleges and 31 district school boards (DSBs) participated in the FSAG – Career Ed Program and, for audit testing, we selected the 3 DSBs and 1 public college that disbursed, in total, 27 percent and 28 percent of the Program's disbursements for the 2021-22 and 2022-23 fiscal years, respectively, and examined Program records.

We conducted this operational audit from April 2023 through January 2024 in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The objectives of this operational audit were to:

- Determine the extent to which educational institutions administered Bright Futures Scholarship Program, FSAG – Public Program, and FSAG – Career Ed Program funds in accordance with applicable laws, rules, and other guidelines relating to the programs; properly accounted for funds received and distributed through the programs; maintained and prepared reliable financial records and reports; and safeguarded program assets.
- Determine whether management had taken corrective actions for applicable findings included in our report No. 2023-026.
- Identify statutory and fiscal changes that may be recommended to the Legislature pursuant to Section 11.45(7)(h), Florida Statutes.

This audit was designed to identify, for the activities or functions of the Bright Futures Scholarship, FSAG – Public, and FSAG – Career Ed Programs included within the scope of our audit, weaknesses in management's internal controls; instances of noncompliance with applicable laws, rules, regulations, and other guidelines; and instances of inefficient or ineffective operational policies, procedures, or practices. The focus of this audit was to identify problems so that they may be corrected in such a way as to improve

government accountability and efficiency and the stewardship of management. Professional judgment has been used in determining significance and audit risk and in selecting the particular transactions, legal compliance matters, records, and controls considered.

As described in more detail below, for the activities and functions of the programs included within the scope of our audit, our audit work included, but was not limited to, communicating to management and those charged with governance the scope, objectives, timing, overall methodology, and reporting of our audit; obtaining an understanding of the programs, activity, or function; identifying and evaluating internal controls significant to our audit objectives; exercising professional judgment in considering significance and audit risk in the design and execution of the research, interviews, tests, analyses, and other procedures included in the audit methodology; obtaining reasonable assurance of the overall sufficiency and appropriateness of the evidence gathered in support of our audit findings and conclusions; and reporting on the results of the audit as required by governing laws and auditing standards.

Our audit included the selection and examination of transactions and records, as well as events and conditions, occurring during the audit period of July 2021 through June 2023, and selected institution actions taken subsequent thereto. Unless otherwise indicated in this report, these records and transactions were not selected with the intent of statistically projecting the results, although we have presented for perspective, where practicable, information concerning relevant population value or size and quantifications relative to the items selected for examination.

An audit by its nature does not include a review of all records and actions of agency management, staff, and vendors and, as a consequence, cannot be relied upon to identify all instances of noncompliance, fraud, waste, abuse, or inefficiency.

In conducting our audit, we:

- Examined documentation supporting Bright Futures Scholarship Program awards made to 60 students, selected from the population of students who attended the 40 public universities and colleges and received \$1.1 billion in Program awards during the 2021-22 and 2022-23 fiscal years to evaluate institution compliance. Specifically, we evaluated whether applicable institutions complied with Sections 1009.53 through 1009.536, Florida Statutes; State Board of Education (SBE) Rule 6A-20.028, Florida Administrative Code; and the Florida Department of Education (FDOE) Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual* by:
 - Properly classifying students by residency, who had earned high school diplomas and were registered for a minimum of 6 credit hours per term.
 - Awarding the proper amount for the scholarship type earned.
 - Accurately and properly supporting enrolled credit hours shown on the Disbursement Eligibility Reports (DERs) submitted to the FDOE.
 - Accurately and properly supporting credit hours earned and the cumulative grade point averages shown on the grade and hours reports submitted to the FDOE.
- Examined documentation supporting FSAG – Public Program awards made to 90 students, selected from the population of students who attended the 40 public universities and colleges and received \$470 million in Program awards during the 2021-22 and 2022-23 fiscal years to evaluate institution compliance. Specifically, we evaluated whether applicable institutions complied with Section 1009.50, Florida Statutes; SBE Rule 6A-20.031, Florida Administrative Code; and

FDOE Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual* by:

- Properly classifying the students by residency, who were enrolled in a degree program, registered in a minimum of 6 credit hours per term, and had not earned more than 110 percent of the credit hours required to complete the degree program.
- Verifying that students demonstrated financial needs by completing the Free Application for Federal Student Aid (FAFSA).
- Properly awarding amounts, ranging from \$200 to the maximum amount established by the respective General Appropriations Act, to students based on their unmet financial needs.
- Accurately and properly supporting enrolled credit hours shown on the DERs submitted to the FDOE.
- Accurately and properly supporting credit hours earned and the cumulative grade point averages shown on the grade and hours reports submitted to the FDOE.
- Examined documentation supporting FSAG – Career Ed Program awards to 50 students, selected from the population of students who attended the 31 participating DSBs and 28 public colleges and received \$6.5 million in Program funds during the 2021-22 and 2022-23 fiscal years to evaluate institution compliance. Specifically, we evaluated whether applicable institutions complied with Section 1009.505, Florida Statutes; SBE Rule 6A-20.0071, Florida Administrative Code; and FDOE Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual* by:
 - Properly classifying students by residency, who were enrolled in a certificate program, were registered in a minimum of 180 clock hours or 6 credits per term, and had not earned more than 110 percent of clock or credit hours required to complete the certificate program.
 - Verifying that the students demonstrated financial needs by completing the FAFSA.
 - Properly awarding amounts, ranging from \$200 to the maximum amount established by the respective General Appropriations Act, to students based on their unmet financial needs.
 - Accurately and properly supporting enrolled credit hours shown on the DERs submitted to the FDOE.
 - Accurately and properly supporting credit hours earned and the cumulative grade point averages shown on the grade and hours reports submitted to the FDOE.
- Examined records for 5 public universities, 6 public colleges, and 3 DSBs selected from the 40 public universities and colleges and 31 participating DSBs to determine whether the applicable institution complied with Sections 1009.50(4)(d), 1009.505(4)(d), and 1009.53(5)(a), Florida Statutes, by filing DERs with the FDOE within 30 days of the last day of the drop and add period for each term.
- Examined records for 5 public universities, 6 colleges, and 3 DSBs selected from the 40 public universities and colleges and the 31 participating DSBs to determine whether applicable institution complied with FDOE Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual* by filing grade and hours reports with the FDOE within 30 days of the last day of classes.
- Examined records for 7 public universities and colleges selected from the 40 public universities and colleges to determine whether the applicable institution complied with Section 1009.53(5)(b), Florida Statutes, by returning undisbursed Bright Futures Scholarship Program funds to the FDOE within 60 days of the last day of regular registration for the Fall and Spring Terms, and within 30 days after the end of the Summer Term.

- Examined records for 7 public universities and colleges selected from the 40 public universities and colleges to determine whether the applicable institution complied with Section 1009.53(5)(a), Florida Statutes, by refunding to the FDOE within 30 days after the end of each term Bright Futures Scholarship Program funds received for courses dropped by students or courses from which students withdrew after the end of the drop and add period.
- Examined records for 5 public universities and 6 public colleges selected from the 40 public universities and public colleges to determine whether the applicable institution complied with Section 1009.50(4)(d), Florida Statutes, by returning undisbursed FSAG – Public Program funds to the FDOE within 60 days of the last day of regular registration for the Spring Term or, if applicable, within 30 days after the end of the Summer Term.
- Examined records for 3 DSBs and 1 public college selected from the 31 participating DSBs and 28 public colleges to determine whether the applicable institution complied with Section 1009.505(4)(d), Florida Statutes, by returning undisbursed FSAG – Career Ed Program funds to the FDOE within 60 days of the last day of regular registration for the Spring Term or, if applicable, within 30 days after the end of the Summer Term.
- Examined records for 5 public universities, 8 public colleges, and 3 DSBs selected from the 40 public universities and colleges and 31 participating DSBs to determine whether the applicable institution, after determining an award overpayment, refunded the overpayment to the FDOE within 60 days in accordance with SBE Rule 6A-20.002(1)(k), Florida Administrative Code, and FDOE Office of Student Financial Assistance *State Scholarship and Grant Programs Policy Manual*.
- Communicated on an interim basis with applicable officials to ensure the timely resolution of issues involving controls and noncompliance.
- Performed various other auditing procedures, including analytical procedures, as necessary, to accomplish the objectives of the audit.
- Prepared and submitted for management response the findings and recommendations that are included in this report and which describe the matters requiring corrective actions. Management's response is included in this report under the heading **MANAGEMENT'S RESPONSE**.

AUTHORITY

Sections 1009.50(4)(e), 1009.505(4)(e), and 1009.53(5)(c), Florida Statutes, requires a periodic audit of the administration of, and accounting of the moneys for, the Florida Public Student Assistance Grant, the Florida Public Postsecondary Career Education Student Assistance Grant, and the Florida Bright Futures Scholarship Programs by Florida's public universities, colleges, and district school boards. Pursuant to the provisions of Section 11.45, Florida Statutes, I have directed that this operational audit report be prepared to present the results of that audit.



Sherrill F. Norman, CPA
Auditor General

EXHIBIT A

SUMMARY OF FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM ADVANCES AND DISBURSEMENTS BY PUBLIC UNIVERSITY AND COLLEGE FOR THE FISCAL YEAR ENDED JUNE 30, 2022

Institution	Advances ^a	Disbursements ^a			Disbursements Over/(Under) Advances
	From the FDOE	Awards to Students	Refunds to the FDOE	Total Disbursements	
Florida State University	\$106,142,075	\$105,013,384	\$ 1,128,691	\$106,142,075	\$ -
University of Central Florida	108,997,829	108,190,212	807,755	108,997,967	(138) ^c
University of Florida	149,054,580	145,933,567	3,007,400	148,940,967	113,613 ^d
University of South Florida	64,478,357	63,809,072	669,285	64,478,357	-
Subtotal for 4 Public Universities Audited	428,672,841	422,946,235	5,613,131	428,559,366	113,475
Other 8 Public Universities ^b	104,607,395	104,094,004	2,611,470	106,705,474	(2,098,079)
Total for the 12 Public Universities	533,280,236	527,040,239	8,224,601	535,264,840	(1,984,604)
Miami Dade College	2,694,104	2,635,646	58,458	2,694,104	-
Pensacola State College	285,371	285,371	-	285,371	-
Santa Fe College	2,536,916	2,401,771	135,145	2,536,916	-
Subtotal for 3 Public Colleges Audited	5,516,391	5,322,788	193,603	5,516,391	-
Other 25 Public Colleges ^b	18,559,226	16,698,792	2,146,051	18,844,843	(285,617)
Total for the 28 Public Colleges	24,075,617	22,021,580	2,339,654	24,361,234	(285,617)
Total for the 7 Institutions Audited	434,189,232	428,269,023	5,806,734	434,075,757	113,475
Total for Other 33 Institutions	123,166,621	120,792,796	4,757,521	125,550,317	(2,383,696)
Total for all 40 Institutions	\$557,355,853	\$549,061,819	\$10,564,255	\$559,626,074	\$(2,270,221)

^a Amounts reported by institutions for the funding year.

^b Auditor-compiled information from FDOE end-of-year records.

^c Amount represents what the FDOE owed the University due to additional disbursements.

^d Amount subsequently refunded to the FDOE for student withdrawals.

**SUMMARY OF FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM
ADVANCES AND DISBURSEMENTS BY PUBLIC UNIVERSITY AND COLLEGE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Institution	Advances ^a	Disbursements ^a			Disbursements Over/(Under) Advances
	From the FDOE	Awards to Students	Refunds to the FDOE	Total Disbursements	
Florida State University	\$102,483,782	\$101,968,290	\$ 515,492	\$102,483,782	\$ -
University of Central Florida	112,493,768	110,735,466	1,749,095	112,484,561	9,207 ^c
University of Florida	149,187,708	147,208,909	1,930,341	149,139,250	48,458 ^c
University of South Florida	63,992,837	63,067,566	925,271	63,992,837	-
Subtotal for 4 Public Universities Audited	428,158,095	422,980,231	5,120,199	428,100,430	57,665
Other 8 Public Universities ^b	113,826,640	102,261,341	11,522,901	113,784,242	42,398
Total for the 12 Public Universities	541,984,735	525,241,572	16,643,100	541,884,672	100,063
Miami Dade College	2,638,277	2,607,902	30,375	2,638,277	-
Pensacola State College	270,745	266,743	4,002	270,745	-
Santa Fe College	3,211,500	2,793,884	417,616	3,211,500	-
Subtotal for 3 Public Colleges Audited	6,120,522	5,668,529	451,993	6,120,522	-
Other 25 Public Colleges ^b	17,725,735	16,789,934	855,074	17,645,008	80,727
Total for the 28 Public Colleges	23,846,257	22,458,463	1,307,067	23,765,530	80,727
Total for the 7 Institutions Audited	434,278,617	428,648,760	5,572,192	434,220,952	57,665
Total for the Other 33 Institutions	131,552,375	119,051,275	12,377,975	131,429,250	123,125
Total for all 40 Institutions	\$565,830,992	\$547,700,035	\$17,950,167	\$565,650,202	\$180,790

^a Amounts reported by institutions for the funding year.

^b Auditor-compiled information from FDOE end-of-year records.

^c Amount subsequently refunded to the FDOE for student withdrawals.

EXHIBIT B

SUMMARY OF FLORIDA PUBLIC STUDENT ASSISTANCE GRANT PROGRAM ADVANCES AND DISBURSEMENTS BY PUBLIC UNIVERSITY AND COLLEGE FOR THE FISCAL YEAR ENDED JUNE 30, 2022

Institution	Advances ^a	Disbursements ^a			Disbursements Over/(Under) Advances
	From the FDOE	Awards to Students	Refunds to the FDOE	Total Disbursements	
Florida International University	\$ 24,103,663	\$ 24,103,663	\$ -	\$ 24,103,663	\$ -
Florida State University	13,372,418	13,372,418	-	13,372,418	-
University of Central Florida	22,020,215	22,020,215	-	22,020,215	-
University of Florida	15,014,294	15,014,294	-	15,014,294	-
University of South Florida	17,813,810	17,812,510	1,300	17,813,810	-
Subtotal for 5 Public Universities Audited	92,324,400	92,323,100	1,300	92,324,400	-
Other 7 Public Universities ^b	30,175,989	30,069,811	-	30,069,811	106,178
Total for the 12 Public Universities	122,500,389	122,392,911	1,300	122,394,211	106,178
Broward College	14,514,034	14,514,034	-	14,514,034	-
Eastern Florida State College	4,307,546	3,076,251	1,231,295	4,307,546	-
Miami Dade College	14,081,895	14,081,895	-	14,081,895	-
Palm Beach State College	8,549,062	8,549,062	-	8,549,062	-
Pasco-Hernando State College	1,390,589	1,390,589	-	1,390,589	-
Pensacola State College	3,172,540	3,172,540	-	3,172,540	-
Subtotal for 6 Public Colleges Audited	46,015,666	44,784,371	1,231,295	46,015,666	-
Other 22 Public Colleges ^b	66,815,455	66,815,334	61	66,815,395	60
Total for the 28 Public Colleges	112,831,121	111,599,705	1,231,356	112,831,061	60
Total for the 11 Institutions Audited	138,340,066	137,107,471	1,232,595	138,340,066	-
Total for the Other 29 Institutions	96,991,444	96,885,145	61	96,885,206	106,238
Total for all 40 Institutions	\$235,331,510	\$233,992,616	\$1,232,656	\$235,225,272	\$106,238

^a Amounts reported by institutions for the funding year.

^b Auditor-compiled information from FDOE end-of-year records.

**SUMMARY OF FLORIDA PUBLIC STUDENT ASSISTANCE GRANT PROGRAM
ADVANCES AND DISBURSEMENTS BY PUBLIC UNIVERSITY AND COLLEGE
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Institution	Advances ^a	Disbursements ^a			Disbursements Over/(Under) Advances
	From the FDOE	Awards to Students	Refunds to the FDOE	Total Disbursements	
Florida International University	\$ 24,288,204	\$ 24,288,204	\$ -	\$ 24,288,204	\$ -
Florida State University	13,454,228	13,454,228	-	13,454,228	-
University of Central Florida	22,203,443	22,203,443	-	22,203,443	-
University of Florida	15,100,164	15,100,164	-	15,100,164	-
University of South Florida	17,934,429	17,934,429	-	17,934,429	-
Subtotal for 5 Public Universities Audited	92,980,468	92,980,468	-	92,980,468	-
Other 7 Public Universities ^b	30,289,059	30,289,059	-	30,289,059	-
Total for the 12 Public Universities	123,269,527	123,269,527	-	123,269,527	-
Broward College	14,606,354	14,606,354	-	14,606,354	-
Eastern Florida State College	3,098,245	3,098,245	-	3,098,245	-
Miami Dade College	14,173,677	14,173,677	-	14,173,677	-
Palm Beach State College	8,598,357	8,598,357	-	8,598,357	-
Pasco-Hernando State College	1,421,996	1,421,996	-	1,421,996	-
Pensacola State College	3,199,841	3,199,433	408	3,199,841	-
Subtotal for 6 Public Colleges Audited	45,098,470	45,098,062	408	45,098,470	-
Other 22 Public Colleges ^b	67,408,497	67,408,190	307	67,408,497	-
Total for the 28 Public Colleges	112,506,967	112,506,252	715	112,506,967	-
Total for the 11 Institutions Audited	138,078,938	138,078,530	408	138,078,938	-
Total for the Other 29 Institutions	97,697,556	97,697,249	307	97,697,556	-
Total for all 40 Institutions	\$235,776,494	\$235,775,779	\$715	\$235,776,494	\$ -

^a Amounts reported by institutions for the funding year.

^b Auditor-compiled information from FDOE end-of-year records.

EXHIBIT C

SUMMARY OF FLORIDA PUBLIC POSTSECONDARY CAREER EDUCATION STUDENT ASSISTANCE GRANT PROGRAM ADVANCES AND DISBURSEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2022

Institution	Advances ^a		Disbursements ^a		Disbursements Over/(Under) Advances
	From the FDOE	Awards to Students	Refunds to the FDOE	Total Disbursements	
Broward County District School Board	\$ 170,634	\$ 170,634	\$ -	\$ 170,634	\$ -
Miami-Dade County District School Board	247,922	247,829	93	247,922	-
Orange County District School Board	264,352	264,352	-	264,352	-
Florida Gateway College	<u>173,369</u>	<u>173,369</u>	-	<u>173,369</u>	-
Subtotal for 4 Institutions Audited	856,277	856,184	93	856,277	-
Other 54 District School Boards and Public Colleges ^b	<u>2,380,094</u>	<u>2,374,714</u>	<u>3,363</u>	<u>2,378,077</u>	<u>2,017</u>
Total for the 58 Institutions	<u>\$3,236,371</u>	<u>\$3,230,898</u>	<u>\$3,456</u>	<u>\$3,234,354</u>	<u>\$2,017</u>

FOR THE FISCAL YEAR ENDED JUNE 30, 2023

Institution	Advances ^a		Disbursements ^a		Disbursements Over/(Under) Advances
	From the FDOE	Awards to Students	Refunds to the FDOE	Total Disbursements	
Broward County District School Board	\$ 171,526	\$ 171,526	\$ -	\$ 171,526	\$ -
Miami-Dade County District School Board	286,676	286,676	-	286,676	-
Orange County District School Board	267,846	267,846	-	267,846	-
Florida Gateway College	<u>174,682</u>	<u>174,682</u>	-	<u>174,682</u>	-
Subtotal for 4 Institutions Audited	900,730	900,730	-	900,730	-
Other 54 District School Boards and Public Colleges ^b	<u>2,380,817</u>	<u>2,372,899</u>	<u>7,884</u>	<u>2,380,783</u>	<u>34</u>
Total for the 58 Institutions	<u>\$3,281,547</u>	<u>\$3,273,629</u>	<u>\$7,884</u>	<u>\$3,281,513</u>	<u>\$ 34</u>

^a Amounts reported by institutions for the funding year.

^b Auditor-compiled information from FDOE end-of-year records.

MANAGEMENT'S RESPONSE



President
James H. Richey, J.D.

Board of Trustees
Ronald Howse, Chair
Dr. Edgar Figueroa, Vice Chair
R. Bruce Deardoff
Laura Moody
Winston Scott

Cocoa Campus
1519 Clearlake Road
Cocoa, Florida 32922
321/632-1111
Fax: 321/433-7064

Melbourne Campus
3865 N. Wickham Road
Melbourne, Florida 32935
321/632-1111
Fax: 321/433-5618

Palm Bay Campus
250 Community College Pkwy.
Palm Bay, Florida 32909
321/632-1111
Fax: 321/433-5305

Titusville Campus
1311 North U.S. 1
Titusville, Florida 32796
321/632-1111
Fax: 321/433-5113

easternflorida.edu



March 13, 2024

Sherrill F. Norman
Auditor General
Claude Denson Pepper Building, Suite G74
111 West Madison Street
Tallahassee, FL 32399-1450

Dear Ms. Norman:

We received your letter regarding the operational audit of the Florida Student Assistance Grant Program for the fiscal years ending June 30, 2022, and June 30, 2023. Below is our corrective action plan that already has been implemented to improve efficiencies for the Florida Student Assistance Grant Program:

1. The college hired a new Executive Director of Financial Aid in November 2023, who has undertaken a thorough assessment of employees' job functions and implemented streamlined processes. One initiative involved the development of an Institutional Aid Coordinator who is responsible for overseeing all state and federal aid.
2. The Executive Director of Financial Aid has implemented procedures to monitor the awarding, expenditures, and reconciliation of all state funds.
3. The Executive Director of Financial Aid and the Institutional Aid Coordinator meet weekly to document the expenditures in alignment with the allocation received from the Florida State System.

We want to assure you that we have made every effort to improve the efficiency of the Florida Student Assistance Grant Program.

Sincerely,

A handwritten signature in blue ink, appearing to read "James H. Richey".

Dr. James H. Richey, President
Eastern Florida State College

JHR/mm



April 10, 2024

Sherrill F. Norman, CPA
Claude Denson Pepper Building, Suite G74
111 West Madison Street
Tallahassee, FL 32399-1450

Dear Ms. Norman,

Please find attached, the University of South Florida's response for the audit finding that is included in the operational audit of the Administration of the Florida Bright Futures Scholarship Program and Student Assistance Grant Programs by Florida Public Educational Institutions for the Fiscal Years Ended June 30, 2022 and June 30, 2023.

Please do not hesitate to contact me with any questions regarding this response.

Sincerely,

A handwritten signature in blue ink that reads 'Jennifer Condon'.

Jennifer Condon
Vice President and Chief Financial Officer
University of South Florida
813-974-7696

Enclosure

Copy to: President Rhea Law
 Dr. Prasant Mohapatra
 Dr. Cynthia DeLuca
 Billie Jo Hamilton
 Virginia Kalil
 Gerard Solis

BUSINESS & FINANCE
University of South Florida • 4202 East Fowler Avenue, CGS301 • Tampa, FL 33620
(813) 974-3297

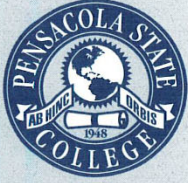
University of South Florida
Florida Bright Futures Scholarship Program and Student Assistance Grant Programs
Management Response to Fiscal Year 2022 and 2023 Audit
Conducted by the Florida Auditor General's Office

Finding: University of South Florida did not comply with State Law and Florida Department of Education (FDOE) policies as the University did not timely refund to the FDOE Bright Futures Scholarship Program funds for courses students dropped or withdrew from after the end of the drop and add period. Specifically, the University made 146 refunds totaling \$141,476 an average of 99 days after the required due date.

Recommendation: USF management should enhance procedures to ensure that Bright Futures Scholarship Program funds are timely refunded to the FDOE for courses students dropped or withdrew from after the end of the drop and add period. Such enhancements should include appropriate consideration and related modifications to the University IT system to help avoid future programming errors.

Management's Response: USF has enhanced procedures to assure compliance with the timely refund of Florida Bright Futures Scholarship funds. We have accelerated reconciliation of this fund to 30 days, which exceeds the state requirement of 60 days. Additionally, we are in the process of recruiting and hiring a fiscal position within the Office of Financial Aid that will be dedicated to reconciliation duties. This new position will also be able to identify and escalate any programming issues which would have an impact on our ability to meet our fiduciary responsibilities.

Implementation Date:	June 1, 2024
Responsible Party:	Billie Jo Hamilton, 813/974-5050 Associate Vice President, Enrollment Planning & Management



Office of the President

Pensacola State College
1000 College Boulevard
Pensacola, FL 32504-8998

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PENSACOLA STATE COLLEGE

March 12, 2024

Sherrill F. Norman, CPA
Auditor General
Claude Pepper Building, Suite G74
111 West Madison Street
Tallahassee, Florida 32399-1450

Dear Ms. Norman:

Let me express our sincere appreciation for the professional manner in which your staff conducted the audit. Following are the College's responses to the preliminary and tentative findings to be included in the Bright Futures and Florida Student Assistance Grant Programs operational audit report.

Finding No. 3: Administration of Bright Futures Scholarship and FSAG – Public Program Funds

Recommendation: Pensacola State College management should enhance procedures to ensure that Bright Futures and FSAG – Public Program fund disbursements are timely and accurately reported to the FDOE, funds received from the FDOE are timely reconciled with funds disbursed to students, and undisbursed advances or overpayments are timely remitted to the FDOE.

Response: The College has reviewed and implemented Bright Futures and FSAG procedures to ensure accurate and timely reporting to the FDOE. Reconciliation procedures have been put into place to reconcile funds received to funds disbursed so that any undisbursed advances or overpayments are timely remitted to the FDOE.


Should you have any questions or concerns, please feel free to call me.

Sincerely,

Edward Meadows
President

Pensacola State College
is a member of the
Florida College System

Memo

To: Dr. Pisors, President
From: Bob Bade 
Senior Vice President of Student Affairs & Enrollment Management
Date: 4/12/2024
Re: 2024 Sport Camps

I am requesting the following 2024 Sport Camps and fees to be placed on the next District Board of Trustees agenda for approval:

2024 Sport Camps

Cross Country Running Camp

West Campus – New Port Richey
June 3 - June 5

Fee: \$80.00 first child, \$40 each additional child

Volleyball Camp

West Campus – New Port Richey
June 17 - June 19

Fee: \$150.00

Basketball Camp

West Campus – New Port Richey
June 10 - June 12

Fee: \$100.00 first child, \$60 each additional child



PASCO-HERNANDO STATE COLLEGE

FOUNDATION, INC.

DBOT
4/25/2024
7.1

TO: Jesse Pisors, Ed.D.
FROM: Lisa Richardson, Ed.D.
Vice President of Advancement, Innovation and Strategic Partnerships
DATE: March 21, 2024
RE: Distinguished Alumni Award – 2024

As Chair of the PHSC Alumni Relations Committee, it is my pleasure to inform you that the committee reviewed nominations for the 2024 Distinguished Alumni Award and voted to recommend **Dr. Donny Van Slee**, a 2014 recipient of an Associate in Arts degree and a 2017 recipient of a Bachelor of Applied Science in Supervision and Management degree from PHSC.

Raised in Weeki Wachee, Donny Van Slee realized at a young age that music was more than just a passion – it was his life’s art. After graduating high school in 2011, Van Slee started to perform at local establishments while attending PHSC, even performing at the Foundation’s annual fishing tournament.

After graduating from PHSC in 2017, Van Slee continued his education at Palmer College of Chiropractic where he received his Doctor of Chiropractic degree in 2021. During this time, he continued to perform on the weekend while still excelling in his studies. Van Slee received the *Virgil Strang Chiropractic Philosophy Award* which is presented to one student each graduating class for leadership in the profession.

While making the trip to Colorado for a chiropractic internship, Van Slee discovered Nashville, Tennessee, where he currently resides. When not on stage, “Dr. Don” is seeing patients, writing songs, or recording new music. He has released a 10-song album “31” and recently competed on NBC’s *The Voice* where he was selected to be on Team Reba.

We, respectfully, request the President’s Administrative Leadership Team officially approve this recommendation at their April 1, 2024 meeting.

NOTE: Should PALT approve, we will seek approval by the District Board of Trustees at their April 16, 2024 meeting.