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**DISTRICT BOARD OF TRUSTEES  
REGULAR MEETING  
TUESDAY, FEBRUARY 20, 2018 - 6:00 P.M.  
NORTH CAMPUS, LIBRARY/McKETHAN ROOM**

**MINUTES**

**1. GENERAL FUNCTIONS**

1.1 Call to Order

The meeting was called to order by Dr. Musunuru at 6:00 p.m.

1.2 Roll Call

Roll Call was taken and indicated the following Board members present: Dr. Rao Musunuru, Chair, Ms. Robin Schneider, Vice Chair, Ms. Marilyn Pearson-Adams, Dr. Jeff Harrington, Mr. Al Hernandez, Mr. John Mitten, Mr. Ray Gadd and Dr. David Garcia. Dr. Timothy Beard, College President, and Mr. Brian Koji, Esq., Allen Norton & Blue, P.A., were also present.

College administrators and staff present: Dr. Bob Bade, Dr. Stan Giannet, Dr. Melissa Harts, Mr. Brian Horn, Mr. Tony Rivas, Dr. Bill Shustowski, Mr. Imani Asukile, Ms. Lucy Miller, Dr. Amy Anderson, Dr. Donna Burdzinski, Dr. Kevin O'Farrell, Dr. Lisa Richardson, Ms. Chiquita Henderson, Dr. Ed Goolsby, Dr. Pat Campbell, Dr. Billie Gabbard, Ms. Sonia Thorn, Ms. Becky Shanafelt, Mr. David McCain, Ms. Tracy Horn, Ms. Jan Scott, Mr. Mark Tennyson and Ms. Rhonda Dodge.

College staff and faculty present: Ms. Connie LaMarca-Frankel, Ms. Regina Mirabella and Ms. Alysén Heil

Guests present: Ms. Wendy Beard and Mr. Steve Hickman

1.3 Pledge of Allegiance and Moment of Silence

Dr. Musunuru led in the pledge of allegiance, followed by a moment of silence in remembrance of the lives lost during the Marjorie Stoneman Douglas High School shooting.

- 1.4 Vision Statement and Mission Statement  
Mr. Hernandez read aloud the PHSC Vision Statement and Mission Statement.

New Trustee Introduction

Prior to the Guest Recognition, Dr. Beard welcomed and introduced the newly appointed Trustees: Mr. Ray Gadd, Mr. David Garcia and Mr. John Mitten.

Dr. Musunuru requested that the remaining Trustees seated at the Board table please introduce themselves to the new Trustees, state their occupation and years of service as a PHSC Trustee. He emphasized the importance of The Sunshine Law and stated that each Trustee, beginning the day they are officially appointed by the Governor, have the same rights and responsibilities as their fellow Trustees.

- 1.5 Guest Recognition

1.5.1 Recognition, PHSC Women's Volleyball Team and Kimberly Whitney, Assistant Athletic Director/Head Coach

Mr. Steve Winterling, PHSC Athletic Director, recognized Kimberly Whitney, Assistant Athletic Director/Head Coach and several members of the PHSC women's volleyball team. Ms. Whitney informed the Board that the volleyball team won the Regional Volleyball Tournament in North Carolina and then placed 7<sup>th</sup> in the National Championship Tournament in West Virginia.

- 1.6 Hearing of Citizens and Petitions

Dr. Musunuru inquired as to whether there were any hearings of citizens and petitions. Dr. Beard advised that none had been brought to his attention.

- 1.7 Approval

1.7.1 Approval, Minutes, Regular Meeting, January 16, 2018

Ms. Pearson-Adams moved to approve Minutes, Regular Meeting, January 16, 2018. The motion was seconded by Mr. Hernandez and unanimously approved.

1.7.2 Acceptance, Hand-Out Agenda Items

Vice Chair Schneider moved to accept Hand-Out Agenda Items. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

1.7.3 Acceptance and Approval, Consent Agenda Items

Ms. Pearson-Adams requested that Agenda Item 4.1 be removed from the Consent Agenda for further discussion.

Ms. Pearson-Adams moved to accept the revised Consent Agenda Items. The motion was seconded by Mr. Mitten and unanimously approved.

**PERSONNEL**

\*2.1 Approval, Retirement/Last Day of Employment, Instructional Personnel, Continuing Contract

<u>Name/Position</u>	<u>Instructional Level</u>	<u>Effective Date</u>
Jenette Flow Professor, Humanities/Language Arts	I	05/02/18
Kay McKamy Professor, Language Arts	I	05/02/18

\*2.2 Appointment, Instructional Personnel to Part-Time Supplemental Contract, Credit and Continuing Education Courses, Term II, 2017-2018 (See Attachment)

\*2.3 Appointment, Personnel to Corrections Academy #48, 01/16/18 to 04/05/18 (See Attachment)

\*2.4 Appointment, Personnel to Law Enforcement Academy #104, 01/16/18 to 06/18/18 (See Attachment)

\*2.5 Appointment, Personnel to Law Enforcement Academy #105, 01/16/18 to 11/04/18 (See Attachment)

\*2.6 Appointment, Personnel to Law Enforcement Academy #106, 01/29/18 to 07/03/18 (See Attachment)

\*2.7 Approval, Resignation/Last Day of Employment, Managerial and Other Academic Personnel on Contract, Half-Time or Full-Time, Regular

<u>Name/Position</u>	<u>Pay Group</u>	<u>Effective Date</u>
Kimberly Whitney Assistant Athletic Director/Instructor	II	06/28/18

\*2.8 Approval, Retirement/Last Day of Employment, Managerial/Technical Personnel, Full-Time, Regular

<u>Name/Position</u>	<u>Pay Group</u>	<u>Effective Dates</u>
Cynthia Bellamy Executive Administrative Assistant	I	06/28/18

\*2.9 Approval, Resignation/Last Day of Employment, Managerial/Technical Personnel, Full-Time, Regular

<u>Name/Position</u>	<u>Pay Group</u>	<u>Effective Date</u>
Lissette St. Michele Reference Librarian, East Campus	III	01/25/18

\*2.10 Approval, Termination/Last Day of Employment, Managerial/Technical Personnel, Full-Time, Regular

<u>Name/Position</u>	<u>Pay Group</u>	<u>Effective Date</u>
Joanne DeFeo Accounting Specialist II	I	01/24/18

\*2.11 Appointment, Managerial/Technical Personnel, Full-Time, Regular

<u>Name/Position</u>	<u>Pay Group</u>	<u>Effective Date</u>
Carlos Agard Computer/Network Support Specialist	IV	01/16/18

\*2.12 Approval, Family and Medical Leave, Leave of Absence Without Pay, Managerial/Technical Personnel, Full-Time, Regular

<u>Name/ Position</u>	<u>No. of Hours</u>	<u>Date(s) From:</u>	<u>To:</u>
Stacie Vasquez Advisor, Financial Aid	109.0	02/09/18	02/28/18

\*2.13 Approval, Leave of Absence Without Pay, Managerial/Technical Personnel, Full-Time, Regular

<u>Name/ Position</u>	<u>No. of Hours</u>	<u>Dates From:</u>	<u>To:</u>
Katherine Brantley Advisor	19.50	01/24/18	01/26/18
Amy McCain Institutional Research and Assessment Specialist	21.25	01/22/18	01/24/18

\*2.14 Approval, CROP Instructor, Term II, 2017-2018, Part-Time, Temporary (Grant)

<u>Name</u>	<u>Dates From:</u>	<u>To:</u>
Tanell Allen	01/06/18	03/31/18
Tameca Bowens	01/06/18	04/30/18

\*2.15 Approval, CROP Program Assistants, Term II, 2017-2018, Part-Time, Temporary (Grant)

<u>Name</u>	<u>Date(s) From:</u>	<u>To:</u>
Tyrone Harris	01/06/18	03/31/18

\*2.16 Approval, Reclassification, Supervisory/Career Confidential Employees, Full-Time, Regular

<u>Name/Position</u>	<u>Pay Group</u>	<u>Effective Dates</u>
Geralyn Coss Health Programs Clinical Support Assistant	IV	01/16/18
Andre Van Slee Assistant Plant Manager	V	02/12/18

\*2.17 Approval, Resignation/Last Day of Employment, Supervisory/Career Confidential Employee, Half-Time Regular

<u>Name/Position</u>	<u>Pay Group</u>	<u>Effective Date</u>
Tammie Padilla Senior Office Assistant, Financial Aid	IV	02/15/18

\*2.18 Approval, Supervisory/Career Confidential Employee, Half-Time, Regular

<u>Name/Position</u>	<u>Pay Group</u>	<u>Effective Date</u>
Joyce Bearden Senior Office Assistant, Faculty Support	IV	02/05/18

\*2.19 Approval, Family and Medical Leave, Leave of Absence Without Pay, Supervisory/Career Confidential Employees, Full-Time, Regular

<u>Name/ Position</u>	<u>No. of Hours</u>	<u>Dates From:</u>	<u>To:</u>
Mary Ann Branscomb Administrative Assistant I, Academic Affairs and Institutional Accreditation	160.0	02/01/18	02/28/18
Concepcion Tijerino Senior Office Assistant, Global & Multicultural Awareness and Equity Services	12.50	01/31/18	02/02/18

\*2.20 Approval, Correction, Leave of Absence Without Pay, Supervisory/Career Confidential Employees, Full-Time, Regular

<u>Name/ Position</u>	<u>Hours From:</u>	<u>To:</u>	<u>Beginning Date From</u>	<u>To:</u>
Denise Savolidis Advisor	24.0	16.0	01/03/18	01/04/18

\*2.21 Approval, Enrollment Management Assistant, Term II, 2017-2018, Part-Time, Temporary

<u>Name</u>	<u>Dates From:</u>	<u>To:</u>
Kirsty Fisher	01/02/18	05/31/18

\*2.22 Approval, Tutor, Term II and Term III, 2017-2018, Part-Time, Temporary

<u>Name</u>	<u>Dates</u>	
	<u>From:</u>	<u>To:</u>
Minh-Nhat Do	02/01/18	04/30/18
Christian Gonzalez	02/01/18	06/28/18
Kyle McInerney Solberg	02/01/18	06/28/18
Parth Mehra	01/22/18	04/30/18
David Laforme	01/08/18	04/27/18
Giselle Perez	02/01/18	04/30/18
Austin Sapp	01/08/18	05/31/18
Stacy Streily	01/09/18	05/31/18

\*2.23 Approval, Associated Personnel & Volunteer Employees Non-Compensated

<u>Name</u>	<u>Course# or</u>	<u>Date</u>
	<u>Work Location</u>	
Sonia Thorn	NCL0063/0225	02/02/18

**ACADEMIC AFFAIRS**

\*3.1 Approval, New Course Proposal, Non-Credit (CWE)

\*3.2 Approval, Revised Courses (Credit)

\*3.3 Approval, Dual Enrollment Agreements: Private/Non-Public Schools and Home Schools

**FACILITIES**

\*4.1 Approval, Change Order #1, Walbridge (year 5 of 5), East Campus, Storm Water Modifications for Outdoor Firing Range

Mr. Rivas stated that the \$50,000 change order from Walbridge for the East Campus Storm Water Modification for Outdoor Firing Range was due to initial owner direct purchase order of materials. He informed the Board that the GMP (Guaranteed Maximum Price) for the East Campus project of \$440,748 was approved at the November 21, 2017 DBOT meeting.

Ms. Pearson-Adams moved to approve Change Order #1, Walbridge (year 5 of 5), East Campus, Storm Water Modifications for Outdoor Firing Range. The motion was seconded by Mr. Garcia and unanimously approved.

**FINANCIAL SERVICES**

\*5.1 Approval, Warrant Register, January 2018

\*5.2 Approval, State Board of Administration (SBA) Investment Report, January 2018

\*5.3 Approval, Special Purpose Investment Account (SPIA) Report, December 2017

\*5.4 Approval, Budget Amendment 2017-2018

5.4.1 #1850010 Restricted Current Fund Fund 2

\*5.5 Approval, Request for Disposal/Write-Off of College Property

1.8 Public Hearing and Adoption of Board Rules/Policies

1.8.1 6Hx19-1.15 Succession To Presidential Authority And Responsibilities

Dr. Beard informed the Board that this Board Rule was lodged at the January 16 Board meeting and he would answer any questions. He stated the Board Rule had been duly advertised and no concerns have been brought to his attention.

Mr. Hernandez moved to approve Board Rule 6Hx19-1.15. The motion was seconded by Vice Chair Schneider and unanimously approved.

1.9 Lodging of Board Rules/Policies

Dr. Beard invited attention to the revised Board Rules lodged with the DBOT. He stated that these rules will be advertised and presented for approval at the Board's April meeting. Dr. Beard added that in addition to updating the legal authority, the following changes were made:

1.9.1 6Hx19-1.20 College Colors

The proposed amendment changes the gold color to be used with the black as the official colors of the College in Marketing, advertising, publications, and in other applications

1.9.2 6Hx19-1.33 Sexual Assault Prevention And Response Measures

The proposed amendment clarifies that in addition to this policy, the College also maintains a policy related to Educational and Workplace Harassment wherein all students, employees, volunteers, and visitors of the College must comply with both Board rules. Additionally, the amendment revises the definition of Sexual Assault to include, without limitation to, the definition of Sexual Battery as defined by Florida Statutes. Finally, the amendment clarifies that acts that do not rise to the level of sexual assault may constitute prohibited harassment within the meaning of the Board policy on Educational and Workplace Harassment.

1.9.3 6Hx19-2.56 Educational And Workplace Harassment

The proposed amendment clarifies that in addition to this policy, the College also maintains a policy related to Sexual Assault Prevention and Response Measures wherein all students, employees, volunteers, and visitors of the College must comply with both Board rules. Additionally, the amendment adds additional classes of people as protected against harassment.

## 1.10 Trustee Functions

1.10.1 Information, District Board of Trustees Directory Information 2017-2018  
Dr. Beard invited attention to the updated District Board of Trustees Directory Information for 2017-2018.

1.10.2 News Clips, “Hudson Hospital to Offer Free CPR Lessons February 3” and “Hometown Pasco for February 9,” Dr. Rao Musunuru  
Dr. Beard brought attention to several news clips featuring Dr. Musunuru: “Hudson Hospital to Offer Free CPR Lessons February 3” published in the *Suncoast News* on February 2, 2018 and “Hometown Pasco for February 9,” published in the *Tampa Bay Times* on February 9, 2018.

1.10.3 Information, Safety and Security Report/Update for the District Board of Trustees of Pasco-Hernando State College  
Mr. McCain, Director of College Safety and Security, provided a brief overview of the Safety and Security Report/Update concerning safety policies, procedures, manuals and plans.

There was much discussion among Board members concerning potential security improvements and enhancements on all PHSC College campuses. Mr. Rivas provided an update on affordable pricing options for security camera equipment and social media threat alert monitoring.

1.10.4 Information, Pasco Economic Development Council Annual Report, Fiscal Year 2016-2017  
Dr. Beard noted the Pasco Economic Development Council Annual Report, Fiscal Year 2016-2017.

1.10.5 Trustee Items for Discussion  
There were no Trustee Items for Discussion presented at the Board meeting.

## 1.11 President’s Report

1.11.1 Information, Presidential Briefing, February 2018  
Dr. Beard provided a brief overview of the Presidential Briefing for February 2018.

1.11.2 Note of Appreciation, Governor Rick Scott  
Dr. Beard invited attention to a note of appreciation sent to Dr. Beard by Governor Rick Scott thanking him for working hard.

1.11.3 Information, Scholarship Letter  
Dr. Beard brought attention to the sample scholarship letter detailing the required acceptance process. He stated that the letter will be sent to students who were in the top 10% of their General Equivalent Diploma graduating class of 2018 and are eligible to receive an Academic Merit Scholarship at PHSC. He noted that the scholarship will provide \$2,000



per academic year (\$1,000 per semester fall/spring) for two years.

- 1.11.4 Report, Enrollment, Completion and Retention Report & Analysis  
Dr. Bade provided a brief overview of a report concerning enrollment, completion and retention as well as an analysis of the report. He also provided a hand-out of an article from *Inside Higher Ed* entitled "The Many Faces of Transfer" submitted on February 6, 2018.
- 1.11.5 Information, Florida College System Data Dashboard, Statewide and Pasco-Hernando State College  
Dr. Beard reviewed with the Board two sets of graphs created for Chancellor Pumariega's Best Practices Convening held on February 8. He noted the first set of graphs represented The Florida College System Dashboard Statewide and the second set of graphs was a data dashboard for PHSC.
- 1.11.6 Information, Proposed Timeline for Annual President's Evaluation  
Dr. Beard brought attention to the proposed timeline for his Annual President's Evaluation.

1.12 Legislative Update

Dr. Beard provided a hand-out and a brief overview of the 2018 Community College Federal Legislative Priorities provided by the AACC (American Association of Community Colleges) that included Reauthorize The Higher Education Act, Invest In Education And Workforce Development, Deferred Action For Childhood Arrivals And The Dream Act, and Reauthorize The Perkins Career And Technical Education Act.

1.13 Communications

1.13.1 Letter of Appreciation, Governor Rick Scott

Dr. Beard noted the letter of appreciation from Governor Rick Scott thanking us for welcoming any students who were displaced by the devastation of Hurricane Maria in Puerto Rico and for extending in-state tuition through the 2018-2019 academic year.

## **APPROVAL/RATIFICATION ITEMS**

**2. PERSONNEL**

There were no Personnel items presented for approval at the Board meeting.

**3. ACADEMIC AFFAIRS**

3.4 Approval, Memorandum of Agreement Between Pasco-Hernando State College and Gulfcoast North Area Health Education Center, Inc. (AHEC or GNAHEC)

Dr. Giannet provided a brief overview of the Memorandum of Agreement Between Pasco-Hernando State College and Gulfcoast North Area Health Education Center, Inc. (AHEC or GNAHEC).

Vice Chair Schneider moved to approve Memorandum of Agreement Between Pasco-Hernando State College and Gulfcoast North Area Health Education Center, Inc. (AHEC or GNAHEC). The motion was seconded by Mr. Hernandez and unanimously approved.

**4. FACILITIES**

There were no Facilities items presented for approval at the Board meeting.

**5. FINANCIAL SERVICES**

There were no Financial Services items presented for approval at the Board meeting.

**6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT**

There were no Student Affairs & Enrollment Management items presented for approval at the Board meeting.

**7. INSTITUTIONAL ADVANCEMENT/COMMUNITY RELATIONS**

7.1 Approval, Distinguished Alumni Award - 2018

Dr. Shustowski advised the Board that the Alumni Relations Committee reviewed nominations for the 2017-2018 Distinguished Alumni Award and voted to recommend Margarita Romo, a 1980 graduate of PHCC.

Ms. Pearson-Adams moved to approve Distinguished Alumni Award - 2018. The motion was seconded by Mr. Garcia and unanimously approved.

**8. COMMUNITY ENGAGEMENT, PLANNING, AND STRATEGIC PARTNERSHIP DEVELOPMENT**

8.1 Ratification, Center of Excellence (COE), Quarterly Performance and Fiscal Report

Mr. Asukile presented the Center of Excellence, Quarterly Performance and Fiscal Report. He noted that 46 unduplicated students and 281 duplicated students were served during the reporting period of October-December 2017.

Mr. Garcia moved to ratify Center of Excellence (COE), Quarterly Performance and Fiscal Report. The motion was seconded by Mr. Hernandez and unanimously approved.

**INFORMATION ITEMS**

**ACADEMIC AFFAIRS**

3.5 Information, Letter of Notification, Belle S. Wheelan, Ph.D., President, Southern Association of Colleges and Schools Commission On Colleges (SACSCOC)

3.6 Report, SACSCOC FACTS, February 2018

3.7 Information, Letter of Notification, Doreen R. Eberley, Director, Federal Deposit Insurance Corporation (FDIC)

## **FINANCIAL SERVICES**

5.6 Review, Monthly Budget Summary

## **STUDENT AFFAIRS & ENROLLMENT MANAGEMENT**

6.1 Report, 2017-2018 Term II (Spring) Enrollment Summary (Hand-Out)

## **INSTITUTIONAL ADVANCEMENT/COMMUNITY RELATIONS**

7.2 Report, Year-to-Date Constituent Donation Report

7.3 Information, 2018 PHSC Foundation Board of Directors Roster

## **COMMUNITY ENGAGEMENT, PLANNING, AND STRATEGIC PARTNERSHIP DEVELOPMENT**

8.2 Information, Career & College Readiness Summit Flyer

## **9. SCHEDULE OF MEETINGS – Public Notice is Hereby Given of the Following Meetings and Activities for Trustees and College President**

February 23	PHSC Foundation Heart of Gold Donor Appreciation Luncheon, 11:45 a.m., West Campus, Conference Center R-151
March 5-9	Spring Break/College Closed
March 21-23	ACCT (Association of Community College Trustees) Governance Leadership Institute, San Antonio, TX
March 23	All College Day, Employee Recognition Luncheon, 11:45 a.m.-1:30 p.m., West Campus Gymnasium
March 29	Law Enforcement Graduation, 6:00 p.m., West Campus, Performing Arts Center, New Port Richey
April 17	Regular Meeting, District Board of Trustees, 6:00 p.m., West Campus, Conference Room R-151, New Port Richey
April 19	Student Life & Leadership Awards and Distinguished Alumni Recognition Ceremony, 6:00 p.m., West Campus, Gymnasium, New Port Richey
April 20	PHSC Annual Fishing Tournament, 8:00 a.m.- 4:00 p.m., Catches Waterfront Grille
May 1	Nursing Pinning, 4:00 p.m., West Campus Gymnasium

- May 2 Spring Commencement Ceremony, 10:30 a.m., West Campus  
Gymnasium followed by lunch in J-105, 12:00 p.m.
- May 2 Spring Commencement Ceremony, 3:00 p.m., West Campus Gymnasium
- May 15 Regular Meeting, District Board of Trustees, 6:00 p.m., Spring Hill  
Campus, Boardroom A-211, Spring Hill
- May 17 District Board of Trustees/Foundation Board Appreciation Dinner, 6:00  
p.m., Southern Hills, Brooksville
- June 12 Regular Meeting, District Board of Trustees, 6:00 p.m., North Campus,  
Library/McKethan Room, Brooksville
- July 17 Regular Meeting, District Board of Trustees, 6:00 p.m., West Campus,  
Conference Room R-151, New Port Richey

**10. ADJOURNMENT**

There being no further business, Dr. Musunuru declared the meeting adjourned at 7:45 p.m.

\* Consent Items

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**CHAIR**

**ATTEST:**

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**SECRETARY**