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**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, APRIL 17, 2018 - 6:00 P.M.
WEST CAMPUS, CONFERENCE CENTER, R-151**

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, Dr. David Garcia and Mr. Lee Maggard. 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, Mr. Chris Bibbo, Ms. Becky Shanafelt, Mr. Kevin Curtis, Ms. Tanya Weakland, Ms. Tracy Horn, Ms. Jan Scott, Mr. Mark Tennyson and Ms. Rhonda Dodge.

College staff, faculty and students present: Ms. Connie LaMarca-Frankel, Ms. Regina Mirabella, Ms. Barbara Craig, Ms. Valerie LaFrance, Ms. Ellen Soash, Ms. Caitlin Gille and Ms. Dealaney Allen

Guests present: Ms. Wendy Beard, Mr. Shawn Foster and Mr. Greg Lenners

1.3 Pledge of Allegiance and Moment of Silence

Dr. Musunuru led in the pledge of allegiance, followed by a moment of silence.

1.4 Vision Statement and Mission Statement

Dr. Harrington read aloud the PHSC Vision Statement and Mission Statement.

1.5 Welcome to Guests

Prior to the Guest Recognition, Dr. Musunuru welcomed and introduced the newest member to our District Board of Trustees: Mr. Lee Maggard, of Zephyrhills, assistant vice president and commercial relationship manager for CenterState Bank. Mr. Maggard received his bachelor's degree from the University of Florida and is an alumnus of PHSC. He fills a vacant seat and is appointed for a term ending May 31, 2022.

Dr. Musunuru requested that the remaining Trustees seated at the Board table please introduce themselves to Mr. Maggard, state their occupation and years of service as a PHSC Trustee.

1.5.1 Recognition, PHSC Foundation and Marketing & Communications Staff, The National Council of Marketing & Public Relations (NCMPR) Medallion Competition Awards and Higher Ed Marketing Awards

Lucy Miller introduced several employees from the PHSC Foundation and Marketing & Communications who were present for recognition. She informed the Board that these areas had received several awards from The National Council of Marketing & Public Relations (NCMPR) Medallion Competition Awards and Higher Ed Marketing Awards.

1.5.2 Recognition, PHSC Employees Celebrating 30, 35 and 40 Years of Dedicated Service at Pasco-Hernando State College

Dr. Musunuru recognized several employees who were present for recognition celebrating 30, 35 and 40 years of dedicated service with the College.

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 Minutes, Regular Meeting, February 20, 2018

1.7.2 Acceptance, Hand-Out Agenda Items

1.7.3 Approval, Consent Agenda Items

Mr. Mitten moved to approve Agenda Items 1.7.1-1.7.3. The motion was seconded by Mr. Hernandez 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>
Barbara Craig Associate Professor, Nursing (ADN)	II+15	05/10/18

*2.2 Approval, Correction to Retirement Date/Last Day of Employment, Instructional Personnel, Continuing Contract

<u>Name/Position</u>	<u>Instructional Level</u>	<u>From</u>	<u>To</u>
Kay McKamy, Professor, Language Arts	I	05/02/18	07/31/18

*2.3 Approval, Resignation/Last Day of Employment, Instructional Personnel, Annual Contract

<u>Name/Position</u>	<u>Instructional Level</u>	<u>Effective Date</u>
Linda Oaklely-Hankins Associate Professor, Nursing (PN)	II	06/28/18

*2.4 Appointment, Instructional Personnel to Annual Contract, Academic Year 2017-2018

<u>Name/Position</u>	<u>Instructional Level</u>	<u>Duty Days</u>	<u>Dates From:</u>	<u>To:</u>
Robert Trsek Instructor, Aviation Administration & Aviation Maintenance Administration	II + 30	33	03/19/18	05/02/18

*2.5 Appointment to Supplemental Contract, Program Director, Instructional Personnel, March 19, 2018 to July 31, 2018

<u>Name</u>	<u>Program</u>
Robert Trsek	Aviation Administration & Aviation Maintenance Administration

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

*2.7 Appointment, Additional Personnel to Law Enforcement Academy #102, 02/14/18 to 04/04/18

<u>Name</u>
Stephen Gassen

- *2.8 Appointment, Managerial and Other Academic Personnel to Annual Contract, Full-Time, Regular
- | <u>Name/ Position</u> | <u>Pay Group</u> | <u>Dates From:</u> | <u>To:</u> |
|--|------------------|--------------------|------------|
| Alysen Heil
Assistant Dean of STEM Programs | III | 04/09/18 | 06/28/18 |
| Karen Swetland
Associated Director of Libraries | II | 04/09/18 | 06/28/18 |
- *2.9 Approval, Reclassification, Managerial/Technical Personnel, Full-Time, Regular
- | <u>Name/Position</u> | <u>Pay Group</u> | <u>Effective Date</u> |
|---|------------------|-----------------------|
| Kadie Sharp
Financial Aid Specialist | I | 03/26/18 |
- *2.10 Approval, Retirement/Last Day of Employment, Managerial/Technical Personnel, Half-Time, Regular
- | <u>Name/Position</u> | <u>Pay Group</u> | <u>Effective Date</u> |
|--|------------------|-----------------------|
| Kevin Cronin
Human Patient Simulator Technician | III | 03/30/18 |
- *2.11 Appointment, Managerial/Technical Personnel, Full-Time, Regular, and Full-Time, Grant Funded
- | <u>Name/Position</u> | <u>Pay Group</u> | <u>Effective Date</u> |
|---|------------------|-----------------------|
| Amy Gallaher
Advisor, Financial Aid | III | 03/19/18 |
| Albert Morfesi
Campus Maintenance Mechanic I | II | 04/09/18 |
| James Whitehead
Health Programs Laboratory Assistant | IV | 04/02/18 |
- *2.12 Approval, Resignation/Last Day of Employment, Managerial/Technical Personnel, Full-Time, Regular
- | <u>Name/Position</u> | <u>Pay Group</u> | <u>Effective Date</u> |
|---|------------------|-----------------------|
| Amy Gallaher
Advisor, Financial Aid | III | 04/03/18 |
| Carly Walters
Coordinator of Retention & Counseling Services | IV | 02/23/18 |
| William Watson
Instructor/Coordinator Fire Science Programs | III | 03/30/18 |
- *2.13 Appointment, Managerial/Technical Personnel, Part-Time, Regular
- | <u>Name/Position</u> | <u>Pay Group</u> | <u>Effective Date</u> |
|--|------------------|-----------------------|
| Pangri Mehta
Research and Grants Specialist | III | 03/26/18 |

*2.14 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>Dates</u>	
		<u>From:</u>	<u>To:</u>
Sophia Fluellen Advisor	268.50	04/09/18	05/23/18
Anna Stoiber Nursing Programs Lab Assistant	321.00	03/29/18	05/23/18

*2.15 Approval, Leave of Absence Without Pay, Managerial/Technical Personnel, Full-Time, Regular, Part-Time, Regular, and Part-Time, Grant Funded

<u>Name/ Position</u>	<u>No. of Hours</u>	<u>Dates</u>	
		<u>From:</u>	<u>To:</u>
Nicole Bilodeau-McKay Assistant Coordinator of Disabilities Services	2.5	03/23/18	03/23/18
Katherine Brantley Advisor	13.0	03/14/18	03/15/18
Kelly Ray STEM Program Specialist	14.0	02/12/18	02/19/18

*2.16 Approval, Advisor, Term II and III, 2017-2018, Part-Time, Temporary

<u>Name</u>	<u>Dates</u>	
	<u>From:</u>	<u>To:</u>
Karen Aanes	04/02/18	06/28/18
Vickie Ferguson	02/27/18	02/28/18
	04/02/18	06/28/18

*2.17 Approval, Miscellaneous Activities, Part-Time, Temporary

<u>Name/Position</u>	<u>Dates</u>	
	<u>From:</u>	<u>To:</u>
William Beets College Van Driver	01/31/18	05/01/18

*2.18 Approval, Retirement/Last Day of Employment, Supervisory/Career Confidential Employee, Full-Time, Regular

<u>Name/Position</u>	<u>Pay Group</u>	<u>Effective Date</u>
Susan Planer Senior Office Assistant, Placement Center Facilitator	IV	07/31/18

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

<u>Name/Position</u>	<u>Pay Group</u>	<u>Effective Date</u>
Joseph Zarobinski, Staff Asst, Dental Programs	V	04/09/18

*2.20 Approval, Resignation/Last Day of Employment, Supervisory/Career Confidential Employee, Full-Time Regular

<u>Name/Position</u>	<u>Pay Group</u>	<u>Effective Dates</u>
Amanda Connors Senior Office Assistant, Arts and Sciences	VI	03/28/18
Courtney Higgins Information Center Representative	V	02/16/18
Suzette Torres Senior Office Assistant, Faculty Support	IV	03/30/18

*2.21 Approval, Termination/Last Day of Employment, Supervisory/Career Confidential Employee, Full-Time Regular

<u>Name/Position</u>	<u>Pay Group</u>	<u>Effective Date</u>
Laura Davis-Rotolo Senior Office Assistant, Academic Success Center	IV	03/13/18

*2.22 Approval, Correction to Resignation/Last Day of Employment, Supervisory/Career Confidential Employee, Part-Time Regular

<u>Name/Position</u>	<u>Pay Group</u>	<u>Date From</u>	<u>To</u>
Tammie Padilla Senior Office Assistant, Financial Aid	IV	02/15/18	02/14/18

*2.23 Approval, Career Confidential Employee, Full-Time, Regular

<u>Name/Position</u>	<u>Pay Group</u>	<u>Effective Date</u>
Allen Porterfield Groundskeeper	III	04/02/18

*2.24 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	16.0	03/01/18	03/02/18
Administrative Assistant I, Academic Affairs & Institutional Accreditation	128.0	03/12/18	04/02/18
Courtney Higgins Information Center Representative	272.0	01/02/18	02/16/18
Melissa Pagliaro Senior Office Assistant, Student Affairs	360.0	04/24/18	06/25/18

*2.25 Approval, Leave of Absence Without Pay, Supervisory/Career Confidential Employees, Full-Time, and Part-Time, Regular

<u>Name/ Position</u>	<u>No. of Hours</u>	<u>Dates</u>	
		<u>From:</u>	<u>To:</u>
Mary Ann Branscomb Administrative Assistant I, Academic Affairs & Institutional Accreditation	40.0	03/05/18	03/09/18
Mary Shaw College Store Associate	5.0	02/27/18	02/27/18
Concepcion Tijerino Senior Office Assistant, Global & Multicultural Awareness and Equity Services	12.50	03/29/18	03/30/18

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

<u>Name</u>	<u>No. of Hours Per Week</u>	<u>Dates</u>	
		<u>From:</u>	<u>To:</u>
Wislet Joseph	7.0	02/19/18	05/31/18
Lauren Reed	15.0	03/27/18	04/30/18
Ashley Winderler	10.0	02/08/18	04/30/18

*2.27 Approval, Correction to End Date, Tutor, Term II, 2017-2018, Part-Time, Temporary

<u>Name</u>	<u>Date</u>	
	<u>From:</u>	<u>To:</u>
Christian Gonzalez	06/28/18	03/15/18
Betty Quinones	04/30/18	02/14/18

*2.28 Approval, Volunteer Services

<u>Name</u>	<u>Course# or Work Location</u>	<u>Dates</u>	
John Evans	Pre-Collegiate, Mentoring	03/16/18	03/16/19
Domonique Jackson	Brain Bowl	03/21/18	03/21/19
LaTasha Jackson	Brain Bowl	03/21/18	03/21/19
Carla Richardson	Brain Bowl	02/21/18	02/21/19
Rickey Richardson	Brain Bowl	02/21/18	02/21/19
Alexsis Torres	English/Math	03/26/18	04/30/18

*2.29 Appointment, Personnel to Fire Academy #02, 03/12/18 to 04/30/18
(See Attachment)

*2.30 Approval, Faculty Emeriti

<u>Name</u>	
Barbara Craig	Associate Professor Emerita
Jenette Flow	Professor Emerita
Kay McKamy	Professor Emerita

ACADEMIC AFFAIRS

- *3.1 Approval, New Course Proposal, Non-Credit
- *3.2 Approval, Revised Courses, Credit

FACILITIES

FINANCIAL SERVICES

- *5.1 Approval, Warrant Register, February and March 2018
- *5.2 Approval, State Board of Administration (SBA) Investment Report, February and March 2018
- *5.3 Approval, Special Purpose Investment Account (SPIA) Report, January and February 2018
- *5.4 Approval, Budget Amendments
 - *5.4.1 #1850011 Restricted Current Fund Fund 2
 - *5.4.2 #1850012 Scholarships Fund 5
- *5.5 Approval, Request for Disposal/Write-Off of College Property

1.8 Public Hearing and Adoption of Board Rules/Policies

1.8.1 6Hx19-1.20 College Colors

Dr. Beard informed the Board that this Board Rule was lodged at the February 20 Board meeting and he would answer any questions. He stated that the Board Rule had been duly advertised and no concerns have been brought to his attention.

Vice Chair Schneider moved to approve Board Rule 6Hx19-1.20. The motion was seconded by Mr. Hernandez and unanimously approved.

1.9 Lodging of Board Rules/Policies

There were no Board Rules/Policies lodged at the Board meeting.

1.10 Trustee Functions

1.10.1 Approval, Assessment Form for the Evaluation of the President by the District Board of Trustees 2018

Mr. Koji provided an overview of the 2018 assessment form for the evaluation of the president by the District Board of Trustees.

Ms. Pearson-Adams moved to approve the Assessment Form for

the Evaluation of the President by the District Board of Trustees 2018. The motion was seconded by Mr. Hernandez and unanimously approved.

- 1.10.2 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.
- 1.10.3 Reminder, Nursing Pinning Ceremony, May 1, 2018 and Commencement Ceremonies, May 2, 2018, West Campus Gymnasium
Dr. Beard brought attention to his memorandum inviting the Board to the Nursing Pinning Ceremony on Tuesday, May 1 and the Spring Commencement Ceremonies on May 2 at the West Campus. He advised the Board that the nursing pinning will begin at 4:00 p.m. on Tuesday and the first commencement ceremony on Wednesday will begin at 10:30 a.m followed by the second commencement ceremony beginning at 3:00 p.m. He reminded the Board members that all ceremonies will be held in the gymnasium.
- 1.10.4 Letters to the Editor and News Clip Featuring Dr. Musunuru, "Help for Pasco's Hungry," "Doctor Thanked for his Generosity;" and "Environmental Theme to Mark PHSC Art Gallery Exhibit"
Dr. Beard noted several letters to the editor and a news clip featuring Dr. Musunuru: "Help for Pasco's Hungry" published in the *Tampa Bay Times* on April 6, 2018; "Doctor Thanked for his Generosity" published in the *Tampa Bay Times* on March 2, 2018 and "Environmental Theme to Mark PHSC Art Gallery Exhibit" published in *The Suncoast News* on February 21, 2018.
- 1.10.5 News Articles, "Three Members Join Pasco-Hernando State College Board of Trustees" and "2018-2019 Best Community Colleges in Florida"
Dr. Beard invited attention to several news articles including: "Three Members Join Pasco-Hernando State College Board of Trustees" published in the *Tampa Bay Times* and "Best Community Colleges in Florida" featured on the www.schools.com website.
- 1.10.6 Information, All College Day Schedule of Events, March 23, 2018
Dr. Beard noted the All College Day Schedule of Events held on the West Campus, March 23, 2018.
- 1.10.7 Review/Sign, In-District Travel Reimbursement Forms
Dr. Beard invited attention to the in-district travel reimbursement form placed at each Trustee's chair. He asked that each Trustee please review, sign, and return the form to Ms. Dodge prior to

leaving the meeting.

- 1.10.8 Trustee Items for Discussion
PHSC Foundation Annual Fishing Tournament
Vice Chair Schneider proposed that each Board member contribute \$73.00 towards a collective contribution of \$650.00 to the PHSC Foundation Annual Fishing Tournament scheduled for April 20, 2018. Vice Chair Schneider moved to approve the PHSC Foundation Annual Fishing Tournament contribution. The motion was seconded by Mr. Mitten and unanimously approved.

1.11 President's Report

- 1.11.1 Information, Presidential Briefing, March and April 2018
Dr. Beard provided a brief overview of the Presidential Briefing for April 2018.

1.12 Communications

- 1.12.1 Note of Appreciation, The James Irvin Adult Ed Team
Dr. Beard invited attention to the note of appreciation from The James Irvin Adult Ed Team thanking PHSC for the scholarships given to their GED students in the Adult Education programs.
- 1.12.2 Letter of Notification, Melanie M. Storms, Senior Vice President, WorldWide Operations, Saint Leo University
Dr. Beard brought attention to the letter of notification from Melanie M. Storms, Senior Vice President, WorldWide Operations, Saint Leo University, stating their tuition fees for the 2018-2019 academic year.
- 1.12.3 Letter of Appreciation, Patricia Crowley, President/CEO, Greater Hernando County Chamber of Commerce
Dr. Beard noted the letter of appreciation from Patricia Crowley, President/CEO, Greater Hernando County Chamber of Commerce, thanking PHSC for hosting the March 2 workshops of the 4th Annual Business Development Series – Keys to Success.
- 1.12.4 Letter of Appreciation, Eduardo J. Padron, President, Miami Dade College
Dr. Beard invited attention to the letter of appreciation from Eduardo J. Padron, President, Miami Dade College, expressing his gratitude for sending him the latest copy of the *PHSC Perspective* magazine.
- 1.12.5 Letter of Remembrance, Senator Bill Nelson, United States Senate
Dr. Beard brought attention to the letter of remembrance from Senator Bill Nelson, United States Senate, recognizing a key pillar

in our nation's history, Rev. Dr. Martin Luther King, Jr.

1.13 Legislative Review

Shawn Foster gave a brief overview of the legislative session and provided a hand-out containing a summary of the highlights.

APPROVAL/RATIFICATION ITEMS

2. PERSONNEL

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

3. ACADEMIC AFFAIRS

3.3 Approval, 2018 Summer Career and Sport Camp Schedule

Dr. Giannet presented the 2018 Summer Career Camp Schedule. He stated that the program offering and schedule were approved by the College's Council on Academic Affairs. Dr. Bade presented the 2018 Summer Sport Camp Schedule.

Mr. Mitten moved to approve the 2018 Summer Career and Sport Camp Schedule. The motion was seconded by Mr. Hernandez and unanimously approved.

3.4 Approval, Proposed Course Fee Removal

Dr. Giannet brought attention to a proposed course fee removal of \$34 from NUR 1200L Adult Nursing I Clinical/ADN Transition.

3.5 Approval, Catalog/Program Changes

Dr. Giannet briefly discussed the proposed catalog/program changes. The Board members were informed that these corrections, additions and/or changes have been submitted and approved by the College's Council on Academic Affairs. Dr. Giannet stated that the changes include: Associate in Arts, revised general education requirements for the AA degree program, effective 2019-1; Associate in Science, Digital Media/Multimedia Technology, effective 2020-1; College Credit Certificate, Digital Media/Multimedia Authoring, Digital Media/Multimedia Production, Digital Media/Multimedia Video Production, Digital Media/Multimedia Web Production/Graphic Designer, effective 2020-1; and Technical Credit, Medical Assistant Program, effective 2019-2.

3.6 Approval, Memorandum of Agreement: Tampa Bay Area Regional Career Pathways Consortium

Dr. Giannet provided a brief overview of the Memorandum of Agreement: Tampa Bay Area Regional Career Pathways Consortium. He stated that the memorandum of agreement renews the College's commitment to membership by

extending credit to graduates that complete programs of study from a school district leading to an articulated program at PHSC.

3.7 Approval, Facility Shared Use Agreement Between PHSC and the District School Board of Pasco County

Dr. Giannet reviewed with the Board the Facility Shared Use Agreement Between PHSC and the District School Board of Pasco County who we are partnering with to offer Welding Technology Technical Credit Certificate Programs at Marchman Technical College.

Mr. Gadd stated he would like the minutes to reflect that he was actively involved in the shared use agreement between PHSC and the District School Board of Pasco County.

Dr. Garcia moved to approve Agenda Items 3.4 – 3.7. The motion was seconded by Mr. Mitten and unanimously approved.

3.8 Demonstration and Approval, PHSC Online 2018-2019 Catalog/Student Handbook <http://catalog.phsc.edu/>

Sonia Thorn gave a brief demonstration of the new PHSC Online 2018-2019 Catalog/Student Handbook. Dr. Beard stated that the catalog incorporates all of the changes that have been approved throughout the year and becomes our “contract” with our students.

Dr. Garcia moved to approve the PHSC Online 2018-2019 Catalog/Student Handbook. The motion was seconded by Ms. Schneider and unanimously approved.

4. FACILITIES

4.1 Approval, Final Payment to Williamson Dacar Associates (year 5 of 5), West Campus, Envelope Enclosure Buildings A,B,C,D, & E Project \$8,784.00

4.2 Approval, Change Order #3, Skanska USA Building, Inc. (year 5 of 5), West Campus, Envelope Enclosure Buildings A,B,C,D, & E Project

4.3 Approval, Final Payment to Skanska USA Building, Inc. (year 5 of 5), West Campus, Envelope Enclosure Buildings A,B,C,D, & E Project \$211,409.63

4.4 Approval, Final Payment to Williamson Dacar Associates (year 5 of 5), East Campus, Door & Window Replacement Project \$1,1224.00

4.5 Approval, Change Order #7, Batson-Cook (year 5 of 5), East Campus, Door & Window Replacement Project

4.6 Approval, Final Payment to Batson-Cook Co. (year 5 of 5), East Campus, Door & Window Replacement Project \$92,816.57

- 4.7 Approval, Final Payment to Williamson Dacar Associates (year 5 of 5), East Campus, Chiller Plant & Library HVAC Upgrades Project \$4,139.00
- 4.8 Approval, Change Order #6, Batson-Cook (year 5 of 5), East Campus, Chiller Plant & Library HVAC Upgrades Project
- 4.9 Approval, Final Payment to Batson-Cook Co. (year 5 of 5), East Campus, Chiller Plant & Library HVAC Upgrades Project \$12,902.40
- 4.10 Approval, Final Payment to Williamson Dacar Associates (year 5 of 5), West Campus, M Building Restroom Renovation Project \$2,063.80
- 4.11 Approval, Change Order #3, Skanska USA Building, Inc. (year 5 of 5), West Campus, M Building Restroom Renovation Project
- 4.12 Approval, Final Payment to Skanska USA Building, Inc. (year 5 of 5), West Campus, M Building Restroom Renovation Project \$67,730.52
- 4.13 Approval, Final Payment to Florida Architects (year 5 of 5), College-Wide, No Smoking Signage Project \$606.00
- 4.14 Approval, Change Order #1, Skanska USA Building, Inc. (year 5 of 5), College-Wide, No Smoking Signage Project
- 4.15 Approval, Final Payment to Skanska USA Building, Inc. (year 5 of 5), College-Wide, No Smoking Signage Project \$3,906.39
- 4.16 Approval, Final Payment to Florida Architects (year 5 of 5), Porter Campus, Pharmacy-LPN Lab Renovation Project \$1,152.00
- 4.17 Approval, Change Order #1, Skanska USA Building, Inc. (year 5 of 5), Porter Campus, Pharmacy-LPN Lab Renovation Project
- 4.18 Approval, Final Payment to Skanska USA Building, Inc. (year 5 of 5), Porter Campus, Pharmacy-LPN Lab Renovation Project \$13,358.17

Mr. Rivas reviewed Agenda Items 4.1 - 4.18 that included several change orders and final payments for campus projects including the West Campus Envelope Enclosure Buildings A,B,C,D, & E; East Campus Door & Window Replacement; East Campus Chiller Plant & Library HVAC Upgrades; West Campus M Building Restroom Renovation; College-Wide No Smoking Signage; and Porter Campus Pharmacy-LPN Lab Renovation.

Mr. Gadd moved to approve Agenda Items 4.1 - 4.18. The motion was seconded by Ms. Marilyn Pearson-Adams and unanimously approved.

- 4.19 Approval, Educational Plant Five Year Survey Report -- "SPOT" Survey
Mr. Rivas informed the Board that Florida Statutes requires the College to prepare and submit an Educational Plant Survey (EPS) every five years. The EPS is a

standards-based planning process for identifying facility needs based on projected future enrollments. The present EPS was Board approved June 17, 2014. To include the IPAC (Instructional Performing Arts Center) into the current EPS, a “spot” survey must be added to the EPS and approved by the Board of Trustees, followed by submission and approval by the Department of Education (DOE).

Dr. Garcia moved to approve the Educational Plant Five Year Survey Report – “SPOT” Survey. The motion was seconded by Mr. Maggard and unanimously approved.

5. FINANCIAL SERVICES

5.6 Approval, Write-Off Uncollected Accounts

Mr. Horn informed the Board that this accounting transaction reclassifies receivables into a bad debt category. These uncollected receivables include amounts that are two years old or older as of June 30, 2018. He further stated that the College will continue to pursue collection of these accounts after write-off approval with the exception of those relating to deceased students.

Mr. Mitten moved to approve Write-Off Uncollected Accounts. The motion was seconded by Mr. Hernandez and unanimously approved.

5.7 Acceptance, Financial Statement Audit, Fiscal Year Ended June 30, 2017

Mr. Horn invited attention to the Financial Audit for the fiscal year ended June 30, 2016. He stated that the audit revealed that PHSC’s financial statements were presented fairly and disclosed no instances of noncompliance or recommendations, in accordance with prescribed financial reporting standards.

Mr. Hernandez moved to accept the Financial Statement Audit, Fiscal Year Ended June 30, 2017. The motion was seconded by Dr. Garcia and unanimously approved.

5.8 Acceptance, Statewide Federal Awards Audit, Fiscal Year Ended June 30, 2017

Mr. Horn invited attention to the PHSC Statewide Financial Aid Audit, Fiscal Year Ended June 30, 2017 submitted by the Office of the Auditor General. He stated that two audit findings were noted in the Student Financial Assistance (SFA) Cluster. The audit findings have been reviewed and recommended changes have been implemented.

Ms. Pearson-Adams moved to accept the Statewide Federal Awards Audit, Fiscal Year Ended June 30, 2017. The motion was seconded by Mr. Hernandez and unanimously approved.

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

6.1 Approval, 2017-2018 Annual Equity Update Report

Mr. Asukile informed the Board that the College is required by State Statute, under the Florida Educational Equity Act, to review and update the Annual Equity Report

each year and present it to the District Board of Trustees for approval. He reviewed the major points and highlights of the 2017-2018 Annual Equity Update Report with the Board.

6.2 Ratification, Take Stock in Children, Affidavit of Expenditures for 2017-2018 3rd Quarter Legislative Funding

Mr. Asukile presented the Take Stock in Children, Affidavit of Expenditures for 2017-2018 3rd Quarter Legislative Funding period, which is a report of the salary expenses that are utilized during 3rd quarter of the fiscal year (1/1/18-3/31/18).

Dr. Garcia moved to approve Agenda Items 6.1 & 6.2. The motion was seconded by Mr. Hernandez and unanimously approved.

7. INSTITUTIONAL ADVANCEMENT/COMMUNITY RELATIONS

7.1 Approval, Resolution of Recognition, Annual PHSC Distinguished Alumni Award
Dr. Shustowski advised the Board that the Alumni Relations Committee reviewed nominations for the 2018 Distinguished Alumni Award and voted to recommend Margarita Romo, who completed the Certificate in General Studies from PHSC in 1980.

Mr. Hernandez moved to approve the Resolution of Recognition, Annual PHSC Distinguished Alumni Award. The motion was seconded by Vice Chair Schneider and unanimously approved.

INFORMATION ITEMS

ACADEMIC AFFAIRS

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

3.10 Report, SACSCOC FACTS, April 2018

3.11 Information, Nursing Resolution, Board of County Commissioners, Hernando and Pasco Counties

FINANCIAL SERVICES

5.9 Overview and Report, TodayCare Children's Center at PHSC, Parent Satisfaction Survey, 2018

5.10 Review, Monthly Budget Summary

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

6.3 Report, Social Media

6.4 Information, Take Stock in Children Golf Tournament Fundraiser Brochure

INSTITUTIONAL ADVANCEMENT/COMMUNITY RELATIONS

7.2 Overview, PHSC Foundation

ANY INFORMATION ITEMS REQUESTED BY THE BOARD WERE REVIEWED AND DISCUSSED.

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

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
August 6-8	ACCT (Association of Community College Trustees) Governance Leadership Institute, Washington, DC
October 24-27	ACCT (Association of Community College Trustees) Leadership Congress, New York City

10. ADJOURNMENT

There being no further business, Dr. Musunuru declared the meeting adjourned at 8:20 p.m.

*Consent Items

Wes Anderson

CHAIR

ATTEST:

John Bond

SECRETARY