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**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, JUNE 12, 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. 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.

Absent: Mr. John Mitten

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, Dr. Ed Goolsby, Dr. Billie Gabbard, Dr. Pat Campbell, Ms. Sonia Thorn, Ms. Becky Shanafelt, Ms. Jan Scott, Mr. Shawn Foster, Mr. Mark Tennyson and Ms. Rhonda Dodge.

College staff, faculty and students present: Ms. Phyllis Wrench, Mr. Ray Calvert, Ms. Stacey Thomson, Ms. Jennifer Lewallen, Ms. Wendy Villa, Ms. Karen Swetland, Savannah Lugo, and Ryan Morris.

Guests present: Ms. Wendy Beard, Steve Hickman and Jason Hayes

1.3 Pledge of Allegiance and Moment of Silence

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

1.3.1 Vision Statement and Mission Statement

- 1.4 Welcome to Guests
There were no guests presented for recognition at the Board meeting.
- 1.5 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.
- 1.6 Approval
 - 1.6.1 Minutes, Regular Meeting, May 15, 2018
 - 1.6.2 Acceptance, Hand-Out Agenda Items
 - 1.6.3 Acceptance, Consent Agenda Items
Mr. Gadd moved to approve Agenda Items 1.6.1-1.6.3. The motion was seconded by Mr. Hernandez and unanimously approved.

PERSONNEL (See Attachment)

ACADEMIC AFFAIRS

- *3.1 Approval, Revised Courses (Credit)
- *3.2 Approval, Dual Enrollment Agreements: Private/Non-Public Schools and Home Schools

FACILITIES

- *4.1 Approval, Florida Board of Education, Capital Improvement Program FY 2019-20 Through FY 2023-24
- *4.2 Approval, Amendment to the Professional Services Agreement, Harvard Jolly, Inc., Instructional Performing Arts Center (IPAC)

FINANCIAL SERVICES

- *5.1 Approval, Warrant Register, May 2018
- *5.2 Approval, State Board of Administration (SBA) Investment Report, May 2018
- *5.3 Approval, Special Purpose Investment Account (SPIA) Report, April 2018
- *5.4 Approval, Budget Amendments
 - 5.4.1 #1850013 Restricted Current Fund Fund 2
- *5.5 Approval, Request for Disposal/Write-Off of College Property

1.7 Public Hearing and Adoption of Board Rules/Policies

- 1.7.1 6Hx19-1.09 Legal Counsel
- 1.7.2 6Hx19-1.18 District-Wide Service
- 1.7.3 6Hx19-2.46 Release of Employee Information
- 1.7.4 6Hx19-2.47 Filing of "Statement of Financial Interests" Form
- 1.7.5 6Hx19-3.08 Technical Advisory & General Advisory Committees
- 1.7.6 6Hx19-3.15 Grade Reports
- 1.7.7 6Hx19-5.02 Expenditures
- 1.7.8 6Hx19-5.04 Bidding Policy
- 1.7.9 6Hx19-5.08 Refunds of Student Tuition and Fees
- 1.7.10 6Hx19-5.13 Donations of Gifts to the College
- 1.7.11 6Hx19-5.15 Property Records
- 1.7.12 6Hx19-5.17 Disposing of College Property
- 1.7.13 6Hx19-5.25 Budget and Budget Amendments
- 1.7.14 6Hx19-5.27 Bank Depositories
- 1.7.15 6Hx19-5.29 Use of Auxiliary Enterprise Funds and Undesignated Gifts
- 1.7.16 6Hx19-5.34 Official College Travel
- 1.7.17 6Hx19-5.35 Funds for Student Activities
- 1.7.18 6Hx19-5.36 Delinquent Accounts
- 1.7.19 6Hx19-5.47 Scholarship Fund
- 1.7.20 6Hx19-6.05 Financial Aid
- 1.7.21 6Hx19-6.08 Deferment of Fees for Veterans
- 1.7.22 6Hx19-6.20 Fund-Raising Activities
- 1.7.23 6Hx19-6.27 Consequences of Students' Unmet Financial Obligations
Dr. Beard informed the Board that these Board Rules were lodged at the May 15 Board meeting and he would answer any questions. He stated

that the Board Rules had been duly advertised and no concerns have been brought to his attention.

Vice Chair Schneider moved to approve Agenda Items 1.7.1 – 1.7.23. The motion was seconded by Mr. Hernandez and unanimously approved.

1.8 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 June meeting. Dr. Beard added that in addition to updating the legal authority, the following changes were made:

1.8.1 6Hx19-4.01 Advertising, Bidding and Awarding Contracts for Construction or Improvement of Facilities

The proposed amendment establishes Board policy regarding to the advertising, bidding and awarding of contracts for construction related activities. Currently, the Board must approve all construction contracts for projects that exceed \$300,000. This amendment proposes that the Board must approve all construction contracts for projects that exceed \$200,000.

1.8.2 6Hx19-4.05 Sanitation and Maintenance

The proposed amendment establishes Board policy relating to the responsibility for ensuring proper sanitation and maintenance of all College facilities, periodic inspections and reports to the Board. The Florida College System Risk Management Consortium performs an annual safety inspection and a report of any corrective action required is reported to the Board of Trustees. Currently, the report to the Board is January 1 of each year. This amends that date to June 1 of each year.

1.8.3 6Hx19-5.49 Identity Theft Prevention Program

The proposed amendment establishes Board policy regarding the delegation of responsibility of the College's identity theft prevention program. The amendment identifies the current citations of federal law as it relates to development, implementation and oversight of the college's identity theft prevention program and identifies the College President and senior management as being responsible for compliance with the Fair and Accurate Credit Transactions Act of 2004 and the Code of Federal Regulations.

1.8.4 6Hx19-6.04 Florida Residents for Purposes of Assessing Student Fees

The proposed amendment establishes Board policy relating to residency for purposes of assessing student fees. First, the amendment clarifies that wherever the residency requirement is stated as 12 months, that it is clear that it is 12 *consecutive* months. Second, if the student resides with an adult relative, not the parent, and the adult has resided in Florida for 12 consecutive months, the student must have resided with the

relative for three years, which is an amendment from five years, prior to the child's qualification for residence of the state for tuition purposes. Third, the amendment proposes to add additional qualifying persons for residency as follows 1) active duty members of the Canadian military residing or stationed in this state under NORAD and their spouse and dependent children, attending PHSC if they are stationed within 50 miles from PHSC 2) active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, if they are stationed within 50 miles from PHSC. Fourth, the amendment adds that appropriate documentation must be submitted for purposes of proof of residency and the application for changing Florida resident status must be made to the Admissions and Student Records Office.

1.8.5 6Hx19-6.31 Administration of Student Repayments of Federal Title IV Financial Aid

The proposed amendment establishes Board policy regarding administration of student repayments for federal Title IV Financial Aid. The amendment changes the name of the loans from "Stafford and Plus Loans" to "Federal Direct Loans (Subsidized and Unsubsidized, and PLUS Loans."

1.9 Trustee Functions

1.9.1 Report, Summary, PHSC District Board of Trustees 2017-2018 Self-Evaluation

Dr. Musunuru briefly discussed and reviewed the outcomes of the District Board of Trustees Self-Evaluation for 2017-2018. He proposed that #23 on the self-evaluation, (The Board's liaison structure is effective.) either be eliminated from the evaluation or worded differently for better clarification.

1.9.2 News Articles and Note of Appreciation, "Kids at the Point Day Care Observe 20th Anniversary," "Hospital's Employee Childcare Celebrates Anniversary" Featuring Dr. Musunuru and Note of Appreciation Written to Dr. Musunuru By a PHSC Student

Dr. Beard brought attention to several news articles: "Kids at the Point Day Care Observe 20th Anniversary" published in the *Suncoast News* on May 23 and "Hospital's Employee Childcare Celebrates Anniversary" published in the *Tampa Bay Times* on May 25, both articles featuring Dr. Musunuru and a note of appreciation written to Dr. Musunuru by a PHSC student.

1.9.3 Review/Sign, In-District Travel Reimbursement Forms

Dr. Beard brought 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.

1.9.4 Trustee Items for Discussion

- Dr. Musunuru brought attention to several books authored by fellow Trustee, Dr. Garcia.
- Dr. Musunuru thanked Trustee Gadd for his generous donation to the PHSC Foundation that will be used for student scholarships.
- Dr. Musunuru reminded fellow Trustees that their Financial Disclosure Form 1, Statement of Financial Interests will be due July 1 and should be sent to the Supervisor of Elections of the county in which they reside.
- Dr. Musunuru disclosed that he will honor past Trustee Judy Parker and Rhonda Dodge, Executive Assistant to the President and the DBOT, at the winter commencement ceremonies in December presenting each of them with a \$10,000 donation to the PHSC Foundation creating endowed scholarships in their names.

1.10 President's Report

1.10.1 Information, Presidential Briefing, June 2018

Dr. Beard provided a brief overview of the Presidential Briefing for June 2018.

1.11 Legislative Update

Mr. Foster provided a verbal update on the current legislative activities in Tallahassee.

1.12 Communications

1.12.1 Letters of Appreciation, Al Nienhuis, Hernando County Sheriff

Dr. Beard noted the letters of appreciation from Al Nienhuis, Hernando County Sheriff to Dr. Amy Anderson, Provost, Spring Hill Campus and Dr. Donna Burdzinski, Provost, North Campus, thanking them for the use of College facilities for their training needs.

APPROVAL/RATIFICATION ITEMS

Dr. Beard requested that the Board move Agenda Item 5.6, Proposed FY 2018-2019 College Operating Budget Executive Summary and Agenda Item 5.6.1, Required State Operating Budget Forms, up in the agenda for review and approval. He advised that the 2018-2019 personnel recommendations contained under Agenda Item 2.2.1-2.2.11 are predicated on the new budget, which needed to be approved first. The Board agreed.

5.6 Approval, Proposed FY 2018-2019 College Operating Budget Executive Summary

5.6.1 Required State Operating Budget Forms

Mr. Horn reviewed the 2018-2019 College Operating Budget Executive Summary and State Forms with the Board. He explained the major revenue and expenditure elements of the proposed budget which included no increase in credit course tuition fees consistent with the Governor's request; an across the board 2.0% salary increase for all eligible full-time faculty and staff with 1.0% of the increase being applied to the salary schedule to

remain competitive totaling \$525,806 and a total net increase of 9.8 Full-Time Equivalent (FTE) positions to support current College operations at the various campuses and district office.

Ms. Pearson-Adams moved to approve the 2018-2019 College Operating Budget Executive Summary and the Required State Operating Budget Forms. The motion was seconded by Dr. Garcia and unanimously approved.

2.2 Personnel Actions, 2018-2019

2.2.1 President's 2017-2018 Employment Evaluation Summary (Hand-Out)

Ms. Dodge distributed the President's 2017-2018 Employment Evaluation Summary prepared by Mr. Koji. Dr. Musunuru reviewed the President's 2017-2018 Employment Evaluation Summary with the Board.

Ms. Pearson-Adams moved to approve President's 2017-2018 Employment Evaluation Summary (Hand-Out). The motion was seconded by Dr. Garcia and unanimously approved.

2.2.2 Approval, Chairman's Recommendation to the Board Regarding President's Contract Renewal (Hand-Out)

Ms. Dodge distributed the Chairman's Recommendation to the Board Regarding President's Contract Renewal stating his recommendation to the President's 2018-19 contract. Dr. Musunuru stated that all Trustees had submitted a completed evaluation form. He explained that his recommendation had been discussed with the President prior to the meeting. Dr. Musunuru informed the Board that all the numeric ratings were positive assessing a total of 4.69 out of 5.0.

Dr. Musunuru stated that Dr. Beard exceeded performance standards in all areas of his evaluation. The Board's comprehensive evaluation of Dr. Beard indicated he is displaying excellent communications with the Board as well as the College administrative leadership team. After discussion by the Board, the President's 2018-2019 Employment Evaluation Summary was accepted and approved.

Dr. Garcia moved to approve the Chairman's Recommendation to the Board regarding the President's Contract Renewal (Hand-Out). The motion was seconded by Mr. Hernandez.

Ms. Pearson-Adams moved to amend the motion of a two-year contract to a one-year contract. There was no second by the Board; the motion died.

The original motion made by Dr. Garcia was approved; Ms. Pearson-Adams voted no.

2.2.3 Approval, Classification Plan and Salary Schedules, 2018-2019

Dr. Beard invited attention to the 2018-2019 Classification Plan and Salary Schedules. This document includes all full-time positions at the College. He

noted the Instructional Pay Plan and the Supplemental Salary Schedule that are also included.

- 2.2.4 Approval, Longevity Compensation for Eligible Employees, 2018-2019
- 2.2.5 Approval, Instructional Personnel to be Issued Continuing Contract Beginning Academic Year 2018-2019
- 2.2.6 Approval, Upgrade, Instructional Personnel on Annual or Continuing Contract for Academic Year 2018-2019
- 2.2.7 Reappointment, Executive/Administrative Personnel to Annual Contract, July 1, 2018 to June 30, 2019 and Two Year Contract, July 1, 2018 to June 30, 2020
- 2.2.8 Reappointment, Continuing Contract Instructional Personnel, and Annual Contract Instructional Personnel for the 2018-2019 Academic Year, According to the 2018-2019 Classification Plan and Salary Schedules
- 2.2.9 Reappointment, Managerial/Other Academic Personnel, Managerial/Technical Personnel on Annual Contract for the 2018-2019 Fiscal Year, July 1, 2018 to June 30, 2019, According to the 2018-2019 Classification Plan and Salary Schedules
- 2.2.10 Appointment, Department Chairs, Program Directors, and Program Co-Directors to Supplemental Contract, August 15, 2018 to July 31, 2019
- 2.2.11 Appointment, Managerial/Other Academic Personnel to 3 Month Contract, July 1, 2018 to September 21, 2018 for Vivian Friend, Executive Director of Human Resources

Dr. Garcia moved to approve Agenda Items 2.2.3 – 2.2.11. The motion was seconded by Vice Chair Schneider and unanimously approved.

3. ACADEMIC AFFAIRS

- 3.3 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: Civic Literacy Requirement, Effective 2019-1; Associate of Science, Network Systems Technology/Advance Network Infrastructure Specialization, Effective 2019-1; Professional Pilot Technology and Aviation Maintenance Administration, Effective 2019-2.
- 3.4 Approval, 2018-2019 Pasco and Hernando County Dual Enrollment Agreements
Dean Thorn reviewed the 2018-2019 Pasco and Hernando County Dual Enrollment Agreements with the Board.

Mr. Hernandez moved to approve 2018-2019 Pasco and Hernando County Dual Enrollment Agreements. The motion was seconded by Mr. Gadd and unanimously approved.

3.5 Approval, 2018-2019 Home School and Private/Non-public School Template Dual Enrollment Agreements

Dean Thorn reviewed the 2018-2019 Home School and Private/Non-public School Template Dual Enrollment Agreements.

Mr. Gadd moved to approve 2018-2019 Home School and Private/Non-public School Template Dual Enrollment Agreements. The motion was seconded by Dr. Garcia and unanimously approved.

3.6 Approval, Proposed Fee Changes for Board Review and Approval

Dr. Giannet brought attention to the listing of new proposed fee recommendations. He informed the Board that the College must publicly notice and notify all enrolled students of tuition or fee increase proposals at least 28 days prior to Board consideration as required by Florida Statute.

3.7 Approval, Fee Changes for Dental Hygiene Program

Dr. Giannet informed the Board of the approved HESI (Health Education Systems Incorporated) A-2 entrance exam for the Dental Hygiene program that did not require notification of the fee because it does not affect current PHSC students.

3.8 Approval, Articulation Agreement Between PHSC and Springfield College

Dr. Giannet provided a brief overview of the Articulation Agreement Between PHSC and Springfield College establishing a formal agreement to facilitate the transfer and matriculation of PHSC Associate of Science degree in Human Services graduates into the Springfield College Bachelor of Science degree in Human Services program.

3.9 Approval, USF World Education Abroad Program and PHSC Articulation Agreement

Dr. Giannet reviewed the USF World Education Abroad Program and PHSC Articulation Agreement.

Dr. Garcia moved to approve Agenda Items 3.3 and 3.6-3.9. The motion was seconded by Dr. Harrington and unanimously approved.

3.10 Ratification, Carl D. Perkins Career Technical Education, Postsecondary Programs, Florida Department of Education Project Award Notification

Dr. Goolsby briefly discussed the Carl D. Perkins Career Technical Education, Postsecondary Section 132, Florida Department of Education Project Award Notification in the amount of \$539,571 during the budget period of July 1, 2017 – June 30, 2018.

Dr. Garcia moved to ratify Carl D. Perkins Career Technical Education, Postsecondary Programs, Florida Department of Education Project Award

Notification. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

4. FACILITIES

4.3 Approval, Guaranteed Maximum Price (GMP), Walbridge, East Campus, Skid Pad, ADA Parking and Canopy Slab Project

Mr. Rivas brought attention to the Guaranteed Maximum Price proposal from Walbridge for the East Campus Skid Pad, ADA Parking and Canopy Slab Project. He stated that the Guaranteed Maximum Price is \$408,700.

4.4 Approval, Guaranteed Maximum Price (GMP), Skanska USA Building, Inc., North Campus, Parking Lot Re-Design/Phase I Project

Mr. Rivas invited attention to the Guaranteed Maximum Price proposal from Skanska USA Building, Inc. for the North Campus Parking Lot Re-Design/Phase I Project. He stated that the Guaranteed Maximum Price is \$1,995,359.

Mr. Gadd moved to approve Agenda Items 4.3 & 4.4. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

5. FINANCIAL SERVICES

5.6 Approval, Proposed FY 2018-2019 College Operating Budget Executive Summary

5.6.1 Required State Operating Budget Forms

These items were previously reviewed and approved under Approval/Ratification Items.

5.7 Approval, Budget Amendments, Fiscal Year 2018-2019

5.7.1	#1950001	Unrestricted Current Funds	Fund 1
5.7.2	#1950001	Current Restricted Fund	Fund 2
5.7.3	#1950001	Auxiliary Services	Fund 3
5.7.4	#1950001	Scholarships	Fund 5
5.7.5	#1950001	Unexpended Plant Fund	Fund 7

Dr. Garcia moved to approve the 2018-2019 Budget Amendments. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

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

7. INSTITUTIONAL ADVANCEMENT/COMMUNITY RELATIONS

There were no Institutional Advancement/Community Relations items presented at the Board meeting.

INFORMATION ITEMS

ACADEMIC AFFAIRS

- 3.11 Letters of Notification, Kevin W. Sightler, Ph.D., Director of Substantive Change, Southern Association of Colleges and Schools Commission On Colleges (SACSCOC)
- 3.12 Presentation, PHSC Library Resources, Services and Support Overview

FINANCIAL SERVICES

- 5.8 Review, Monthly Budget Summary

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.1 Report, 2018-2019 Term I (Fall) Enrollment Summary (Hand-Out)
- 6.2 Presentation, Marketing and Communications Overview

INSTITUTIONAL ADVANCEMENT/COMMUNITY RELATIONS

- 7.1 Information, PHSC Foundation Investment Performance Analysis for the Twelve Months Ending March 31, 2018 and the Quarter Ending March 31, 2018

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

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

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|---------------|---|
| 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 |
| August 17 | DBOT Annual Retreat, 8:30 a.m. – 12:30 p.m., Homewood Suites, Port Richey |
| October 24-27 | ACCT (Association of Community College Trustees) Leadership Congress, New York City |

9. ADJOURNMENT

There being no further business, Dr. Musunuru declared the meeting adjourned at 7:38 p.m.

*Consent Items

Was Anderson.

CHAIR

ATTEST:

[Handwritten Signature]

SECRETARY