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**DISTRICT BOARD OF TRUSTEES  
REGULAR MEETING  
TUESDAY, JULY 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. 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.

Absent: Mr. Al Hernandez

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. Chiquita Henderson, Ms. Lucy Miller, Dr. Donna Burdzinski, Dr. Kevin O'Farrell, Dr. Ed Goolsby, Dr. Pat Campbell, Ms. Sonia Thorn, Ms. Jan Scott, Ms. Kim Molina, Mr. Keith Braun, Mr. Mark Tennyson and Ms. Rhonda Dodge.

College faculty and students present: Ms. Stacey Thomson, Ms. Karen Lederer, Ms. Julie Hendriksen, Ms. Caitlyn Gille, Savannah Lugo, and Kaitlyn MacLean.

Guests present: Ms. Wendy Beard

1.3 Pledge of Allegiance and Moment of Silence

Dr. Beard led in the pledge of allegiance, followed by a moment of silence in memory of PHSC student Jillian Hitt.

1.3.1 Vision Statement and Mission Statement

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

#### 1.4 Welcome to Guests

##### 1.4.1 Recognition, Phi Beta Lambda (PBL) Students and Chapter Advisor, Katrina Bivona, Instructor, Information Technology Programs

Dr. Bade introduced Katrina Bivona, Instructor, Information Technology Programs and Phi Beta Lambda (PBL) Chapter Advisor, who recognized several PHSC students who competed in the PBL National Leadership Conference.

##### 1.4.2 Recognition, PHSC West Campus Facilities Grounds Staff and Wayne Miller, Director of Plant Operations

Mr. Rivas introduced Wayne Miller, Director of Plant Operations, who recognized several PHSC West Campus facilities grounds staff. Dr. Musunuru commended the staff for their role in keeping the West Campus grounds looking beautiful.

##### 1.4.3 Recognition, Steve Winterling, Athletic Director, Celebrated 700<sup>th</sup> Win As PHSC Baseball Coach

Dr. Bade recognized Steve Winterling, Athletic Director, who celebrated his 700<sup>th</sup> win as a PHSC baseball coach.

#### 1.5 Organizational Meeting of the Board

Dr. Musunuru stated that the Board would now discuss its reorganization and turned the meeting over to Dr. Beard. Dr. Beard advised that it was customary for the College President, as secretary to the Board, to preside over the annual organizational meeting. He related that these duties include the election of a Chair, a Vice Chair, and the determination of place, date, and time of the regular meetings for 2018-2019.

##### 1.5.1 Election of Chair

Mr. Mitten stated that he would nominate Vice Chair Schneider as Chair of the District Board of Trustees. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

##### 1.5.2 Election of Vice Chair

Dr. Harrington stated that he would nominate Trustee Hernandez as Vice Chair of the District Board of Trustees. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

##### 1.5.3 Approval, Proposed 2018-2019 Schedule of Dates, Time, Place of Regular Board Meetings

Dr. Beard invited attention to the schedule of proposed dates and location of meetings based on the third Tuesday of eight months. Mr. Hernandez proposed changing the September 18 DBOT meeting date to September 25.

Vice Chair Schneider moved to approve the amended 2018-2019 District Board of Trustees schedule of meeting dates and locations. The motion was seconded by Dr. Garcia and unanimously approved.

Dr. Beard congratulated the new officers and returned the gavel to Dr. Musunuru.

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, June 12, 2018

1.7.2 Acceptance, Hand-Out Agenda Items

1.7.3 Acceptance, Consent Agenda Items

Mr. Gadd moved to approve Agenda Items 1.7.1-1.7.3. The motion was seconded by Dr. Garcia and unanimously approved.

1.8 Public Hearing and Adoption of Board Rules/Policies

1.8.1 6Hx19-3.14 Grading System

1.8.2 6Hx19-4.01 Advertising, Bidding and Awarding Contracts for Construction or Improvement of Facilities

1.8.3 6Hx19-4.05 Sanitation and Maintenance

1.8.4 6Hx19-5.49 Identity Theft Prevention Program

1.8.5 6Hx19-6.04 Florida Residents for Purposes of Assessing Student Fees

1.8.6 6Hx19-6.18 Class Attendance and "No Show" Placeholder Grades

1.8.7 6Hx19-6.31 Administration of Student Repayments of Federal Title IV Financial Aid

Dr. Beard informed the Board that these Board Rules were lodged at the June 12 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.

Mr. Gadd moved to approve Agenda Items 1.8.1 – 1.8.7. The motion was seconded by Mr. Mitten 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 September meeting. Dr. Beard added that in addition to updating the legal authority, the following changes were made:

1.9.1 6Hx19-2.191 Family and Medical Leave Act

The purpose of this Board Rule is to establish Board policy for the administration of the Federal Family and Medical Leave Act. The proposed amendments revise designation of eligible employees who have been with the College 12 months by removing requirement of the 12 months to be *consecutive* months. A proposed amendment revises definition of "son," "daughter," and "child" by adding they may include and be "legal wards." A proposed amendment revises the definition of parent by adding and including "adoptive" and "step and foster" parent. A proposed amendment adds "bonding" of a son or daughter with the employee to be considered eligible leave entitlement. Finally, there is a proposed amendment which revises language regarding notice requirements if leave is needed under this Rule. If an employee cannot give 30 days notice because the leave requires that it begin less than 30 days from the date that it is needed, the employee must give as much notice as is practicable.

1.9.2 6Hx19-2.40 Resignation/Retirement

The purpose of this Board Rule is to establish Board policy as to the resignation of an employee. First, the proposed amendment changes the Board Rule title to Resignation/Retirement. Second, the proposed amendment clarifies that letters of resignation or retirement should be addressed to the President with a copy to immediate supervisor and human resources office. Finally, the proposed amendment adds language that states eligible employees who retire may also receive a percentage of sick leave balance as well as hours of accrued vacation leave balance.

1.9.3 6Hx19-3.28 College-Level Academic Skills (CLAS) Requirements

The Board Rule established Board policy regarding College-Level Academic Skills (CLAS) requirements. The purpose of the amendment is to delete the Board Rule in its entirety. The reason for the deletion is Rule 6A-10.0311, Florida Administrative Code was repealed in 2012. That rule provided for minimum scores on a nationally standardized examination and grade point averages in specific English or mathematics courses. Section 1007.25(12)(a), Florida Statutes, which required successful completion of an examination and coursework prior to receipt of an associate in arts or baccalaureate degree requirements, was repealed in 2011. Without that statutory requirement, Rule 6A-10.0311 was unnecessary.

- 1.9.4      6Hx19-3.35      Textbook Adoption and Affordability  
 The purpose of this Board Rule is to establish Board policy regarding textbook adoption and affordability in compliance with Florida Statute 1004.085, Textbook Affordability. First, the amendment clarifies who at PHSC a student should speak with if they are unable to pay the cost of textbooks. Second, the amendment adds a category of open access textbooks (i.e., open educational resource materials) for which the faculty and academic departments are encouraged to review and adopt.
- 1.9.5      6Hx19-6.13      Code of Student Conduct and Disciplinary Policy  
 The purpose of this Board Rule is to establish the PHSC Code of Student Conduct and Student Disciplinary Policy. First, one amendment is to clarify that the offenses listed in the Rule are not an exhaustive list and that any misconduct that adversely affects the interests of the College, its students, employees, or constituents may be grounds for an appropriate level of disciplinary action. Second, the proposed amendment adds “materially and substantially” with regard to student conduct of disrupting college operations or college activities. It further provides a definition of “materially and substantially disrupts” as being any conduct not otherwise protected by the First Amendment that hinders college operations or another person’s or group’s expressive rights. Finally, one section of the rule lists legally protected classes, the proposed rule amendments include an update to that list of legally protected classes.
- 1.9.6      6Hx19-6.30      Associate in Arts Degree Eligibility  
 The purpose of this Board Rule is to establish Board policy regarding Associate in Arts Degree eligibility. This amendment clarifies and expands the criteria that students must meet for admission to the Associate of Arts Degree program, including, adding specific language as to equivalency diplomas, home educated students, and students who have demonstrated postsecondary college credit coursework.
- 1.9.7      6Hx19-6.41      Student Ombudsman  
 The purpose of this Board Rule is to establish Board policy regarding student ombudsman services for students. With this Amendment, the Dean of Academic Affairs and Institutional Accreditation will serve as the Student Ombudsman to serve as a student advocate for unresolved issues relating to student access to courses and credit granted toward a degree.

1.10      Trustee Functions

- 1.10.1      Discussion, Summary, PHSC District Board of Trustees 2017-2018 Self-Evaluation  
 Dr. Musunuru facilitated further discussion, upon request, of the 2017-2018 PHSC District Board of Trustees Summary. Several revisions were suggested that will be implemented prior to the 2018-2019 DBOT self-evaluation.

1.10.2 News Clips, “ Dr. Musunuru Honors PHSC Board Members Marilyn Pearson-Adams and Robin Schneider,” “3 Reappointed to PHSC Board of Trustees,” and “Mitten Appointed By Scott to Replace Hernando Commissioner Nick Nicholson”

Dr. Beard brought attention to several news clips: “Dr. Musunuru Honors PHSC Board Members Marilyn Pearson-Adams and Robin Schneider” published in the *Tampa Bay Times* on June 15; “3 Reappointed to PHSC Board of Trustees” published in the *Tampa Bay Times* on June 22 and “Mitten Appointed By Governor Scott to Replace Hernando Commissioner Nick Nicholson” published in the *Tampa Bay Times* on June 19.

1.10.3 Note of Appreciation from PHSC Foundation Board Member Andy Barnes, Retired Chairman and CEO of the St. Petersburg Times, to Dr. Musunuru

Dr. Beard invited attention to a note of appreciation from Andy Barnes to Dr. Musunuru. Mr. Barnes is a PHSC Foundation Board Member and retired Chairman and CEO of the St. Petersburg Times.

1.10.4 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.

1.10.5 Trustee Items for Discussion

- ❖ Mr. Gadd invited attention to Agenda Item 4.2 Pasco-Hernando State College/Pasco County Schools Instructional Performing Arts Center Acquisition, Development, Shared Use, and Management Agreement, submitted for DBOT approval. He informed the Board members he has no monetary interest and pursuant to his position in the Pasco County school system he did help to prepare the document. Mr. Gadd reminded the Board that the document was a memorandum of understanding and the transfer of titles to the property had not been completed.
- ❖ Vice Chair Schneider proposed a resolution of recognition designating the conference center on the Spring Hill Campus as “Rao Musunuru, M.D. Conference Center.” Ms. Marilyn Pearson-Adams moved to approve the resolution of recognition for Dr. Musunuru. The motion was seconded by Mr. Mitten and unanimously approved.
- ❖ Vice Chair Schneider proposed that each Board member contribute \$72.25 for a \$650 Scholarship Sponsor to the PHSC Foundation Annual Golf Tournament scheduled on October 15. Vice Chair Schneider moved to approve the PHSC Foundation Golf Tournament contribution. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

1.11 President's Report

1.11.1 Information, Presidential Briefing, July 2018

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

1.11.2 Information, U.S. Department of Education, 4-Year or Above, Public With Lowest Tuition and Lowest Net Prices

Dr. Beard reviewed the information from the U.S. Department of Education, regarding 4-Year or Above, Public With Lowest Tuition and Lowest Net Prices.

1.11 Legislative Update

There was no Legislative Update provided at the Board meeting.

1.12 Communications

1.12.1 Letters of Congratulations, Mike Fasano, Pasco County Tax Collector

Dr. Beard brought attention to copies of several letters from Mike Fasano, Pasco County Tax Collector. The first letter is to Dr. Musunuru thanking him for his hard work and dedication on the opening of the Neuroscience Center at Regional Medical Center Bayonet Point. The next three letters are to Vice Chair Robin Schneider, Trustee Al Hernandez and Trustee Lee Maggard congratulating them on their reappointment/appointment to the PHSC District Board of Trustees.

1.12.2 Letters of Appointment, American Association of Community Colleges (AACC), Walter G. Bumphus, Ph.D., President and CEO

Dr. Beard noted copies of two letters of notification from Walter G. Bumphus, Ph.D., President and CEO, AACC (American Association of Community Colleges). The first letter is to me regarding my appointment to the Commission on Diversity, Inclusion and Equity and the second letter is to Dr. Giannet notifying him of his appointment to the Commission on Economic and Workforce Development. Both appointment term dates begin July 1, 2018 and end June 30, 2021.

## **APPROVAL/RATIFICATION ITEMS**

### **2. PERSONNEL**

There were no Personnel items submitted for approval/ratification.

### **3. ACADEMIC AFFAIRS**

3.4 Annual Textbook Affordability Analysis

Dr. Giannet provided a brief overview of the information relevant to the statutorily required Textbook Affordability Analysis and spreadsheet of general education textbook and instructional material costs.

Dr. Garcia moved to approve the Annual Textbook Affordability Analysis. The motion was seconded by Vice Chair Schneider and unanimously approved.

#### **4. FACILITIES**

4.2 Pasco-Hernando State College/Pasco County Schools Instructional Performing Arts Center Acquisition, Development, Shared Use, and Management Agreement

Mr. Rivas provided a brief overview of the agreement between the District Board of Trustees of PHSC and the District School Board of Pasco County for the Instructional Performing Arts Center (IPAC). He stated that the agreement is for the acquisition, development, shared use and management of this new facility. PHSC will design and build the IPAC on land donated by the District School Board of Pasco County and located on the school site off of Old Pasco Road near Wesley Chapel. The facility is intended for shared use by the College, schools and general public. Mr. Rivas informed the Board that the agreement was approved by the Pasco County School Board at their meeting on July 3, 2018.

Mr. Mitten moved to approve the Pasco-Hernando State College/Pasco County Schools Instructional Performing Arts Center Acquisition, Development, Shared Use, and Management Agreement. The motion was seconded by Dr. Garcia and unanimously approved.

#### **5. FINANCIAL SERVICES**

5.6 2017-18 Property Inventory

Mr. Horn invited attention to the 2017-2018 Property Inventory of all College-owned equipment that is updated annually. He advised the Board that the inventory value as of June 30, 2018 is \$13,920,366.60.

5.7 Florida Bright Futures Scholarship Program Operational Audit, Fiscal Year Ended June 30, 2018

Mr. Horn informed the Board that the State Auditor General's office conducts this operational audit in accordance with generally accepted government auditing standards. This audit focused on the administration of the Florida Bright Futures Scholarship Program by the State's 11 universities and 28 colleges for the fiscal year ended June 30, 2018. Mr. Horn stated that a valid finding was disclosed in the audit and corrective actions have been addressed for future processes.

5.8 Budget Amendment Approval Requests, Fund 1 Unrestricted Current Funds and Fund 2 Current Restricted

Mr. Horn provided a brief overview of the Budget Amendment Approval Requests, Fund 1 Unrestricted Current Funds and Fund 2 Current Restricted.

Dr. Garcia moved to approve Agenda Items 5.6 - 5.8. The motion was seconded by Mr. Mitten and unanimously approved.



## **6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT**

- 6.1 Take Stock in Children (TSIC) Legislative Funding Allocation for July 1, 2018 through June 30, 2019  
Mr. Asukile provided a brief report on the Take Stock in Children (TSIC) Legislative Funding Allocation. He stated that TSIC has been awarded \$28,875 in recurring funding by the Florida Legislature for the period of July 1, 2018 through June 30, 2019 to support PHSC program services.
- 6.2 Take Stock in Children (TSIC), Affidavit of Expenditures for 2017-2018 4th Quarter Legislative Funding  
Mr. Asukile presented the Take Stock in Children, Affidavit of Expenditures for 2017-2018 4<sup>th</sup> Quarter Legislative Funding period which is a report of the salary expenses that are utilized during the 4th quarter of the fiscal year (4/1/18 - 6/30/18).
- 6.3 College Reach-Out Program (CROP) Project Award Notification  
Mr. Asukile presented the 2018-2019 College Reach-Out Program (CROP) Florida Department of Education Project Application. He informed the Board that PHSC has been awarded \$82,383.00.

Dr. Garcia moved to approve Agenda Items 6.1 – 6.3. The motion was seconded by Vice Chair Schneider and unanimously approved.

- 6.4 EAB (Education Advisory Board) Contract  
Dr. Bade provided a brief overview of the EAB (Education Advisory Board) Contract. He advised the Board the EAB Navigate is a comprehensive technology tool that provides a care network and clear guided academic pathways to facilitate higher levels of student retention and completion.

Ms. Pearson-Adams moved to approve the EAB Contract. The motion was seconded by Dr. Garcia and unanimously approved.

## **7. INSTITUTIONAL ADVANCEMENT/COMMUNITY RELATIONS**

There were no Institutional Advancement/Community Relations items submitted for approval/ratification.

## **INFORMATION ITEMS**

### **ACADEMIC AFFAIRS**

- 3.5 Letters of Notification, Kevin W. Sightler, Ph.D., Director of Substantive Change, Southern Association of Colleges and Schools Commission On Colleges (SACSCOC)

## **FINANCIAL SERVICES**

5.9 Monthly Budget Summary

## **STUDENT AFFAIRS & ENROLLMENT MANAGEMENT**

6.5 2018-2019 Term I (Fall) Enrollment Summary (Hand-Out)

6.6 Performance Funding Report

## **INSTITUTIONAL ADVANCEMENT/COMMUNITY RELATIONS**

7.1 PHSC Foundation 9<sup>th</sup> Annual Golf Tournament Brochure

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**

- |                |  |
|----------------|--|
| July 19        | Nursing Pinning Ceremony, West Campus Performing Arts Center, 4:00 p.m.                        |
| 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            |
| February 10-13 | ACCT (Association of Community College Trustees) National Legislative Summit, Washington, D.C. |
| March 13-14    | Trustees Legislative Conference, Tallahassee   |

## **9. ADJOURNMENT**

Dr. Musunuru extended his congratulations to Vice Chair Schneider on her new role as the 2018-2019 Chair of the PHSC District Board of Trustees. Dr. Beard presented Dr. Musunuru with a framed certificate of appreciation for his service as 2017-2018 Chair of the PHSC District Board of Trustees.

There being no further business, Dr. Musunuru declared the meeting adjourned at 7:40 p.m.

\*Consent Items

*John L. Schneider*

CHAIR

ATTEST:

*John L. Schneider*

SECRETARY