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**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 20, 2018 - 6:00 P.M.
PORTER CAMPUS AT WIREGRASS RANCH BOARDROOM/A-413
2727 MANSFIELD BLVD, WESLEY CHAPEL 33543**

MINUTES

1. GENERAL FUNCTIONS

1.1 Call to Order

The meeting was called to order by Chair Schneider at 6:00 p.m.

1.2 Roll Call

Roll Call was taken and indicated the following Board members present: Ms. Robin Schneider, Chair, Dr. Rao Musunuru, Ms. Marilyn Pearson-Adams, Dr. Jeff Harrington, Mr. John Mitten, Mr. Ray Gadd, 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, Vice Chair and Dr. David Garcia

College administrators and staff present: Dr. Bob Bade, Dr. Stan Giannet, Dr. Melissa Harts, Mr. Brian Horn, Mr. Tony Rivas, Mr. Imani Asukile, Ms. Melanie Waxler, Dr. Amy Anderson, Dr. Kevin O'Farrell, Dr. Ed Goolsby, Dr. Billie Gabbard, Mr. Darrell Clark, Dr. Gerene Thompson, Ms. Sonia Thorn, Dr. Marcia Austin, Mr. David McCain, Mr. Mark Tennyson and Ms. Rhonda Dodge.

College faculty present: Dr. Karen Lederer, and Ms. Misty Price

College students present: No College students were present.

Guests present: Mr. Greg Lenners, Mr. Shawn Foster and Mr. Sam Wagoner

1.3 Pledge of Allegiance and Moment of Silence

Chair Schneider led in the pledge of allegiance, followed by a moment of silence.

- 1.3.1 Vision Statement and Mission Statement
Mr. Maggard read aloud the PHSC Vision Statement and Mission Statement.
- 1.4 Welcome to Guests
 - 1.4.1 PHSC Student Shane Salyer and Ahmy Arca, Coordinator of Student Life and Leadership
Dr. Bade recognized PHSC student, Shane Salyer, who was selected as a Florida College System Activities Association (FCSAA) Student Government Division Student of the Month. He was nominated by his PHSC advisor, Ahmy Arca, who was also present for recognition.
 - 1.4.2 Connie LaMarca-Frankel, Professor, Humanities, 30 Years of Service as Advisor of the Alpha Zeta Epsilon Chapter of Phi Theta Kappa
Ms. LaMarca-Frankel was unable to attend the Board meeting for recognition.
 - 1.4.3 SkillsUSA Student Participants and Chapter Advisor Jack Plant, Professor, Drafting and Design Technology
Dr. Austin introduced Mr. Jack Plant, Professor, Drafting and Design Technology and Chapter Advisor for SkillsUSA. Mr. Plant recognized several students who competed in the SkillsUSA State Intercollegiate Competition.
 - 1.4.4 PHSC Network Services Staff
Dr. Harts recognized several PHSC Network Services Staff who were instrumental in the implementation of Office 365 College-wide.
 - 1.4.5 Dr. Kevin O'Farrell, Provost, Porter Campus at Wiregrass Ranch
Dr. Beard recognized Dr. Kevin O'Farrell, Provost, Porter Campus at Wiregrass Ranch, who was named the 2018 Business Leader of the Year and the 2018 Chairman's Award at the Annual North Tampa Bay Chamber of Commerce Celebrating Excellence in Business Awards banquet.
- 1.5 Hearing of Citizens and Petitions
Chair Schneider 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, September 25, 2018
Dr. Musunuru moved to approve the Minutes, Regular Meeting, September 25, 2018. The motion was seconded by Mr. Mitten and unanimously approved.
 - 1.6.2 Acceptance, Hand-Out Agenda Items

- 1.6.3 Acceptance, Consent Agenda Items
Personnel 2.1-2.8; Academic Affairs 3.1-3.7; Financial Services 5.1-5.5
Dr. Musunuru moved to approve Agenda Items 1.6.2 and 1.6.3. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

1.7 Public Hearing and Adoption of Board Rules/Policies

- 1.7.1 6Hx19-1.16 College Vision Statement and Mission Statement
- 1.7.2 6Hx19-1.29 Copyright Compliance
- 1.7.3 6Hx19-2.65 Information Security
- 1.7.4 6Hx19-3.01 Instruction and Awards
- 1.7.5 6Hx19-3.03 Non-Credit Courses
- 1.7.6 6Hx19-3.21 Acceleration Mechanisms For Program Completion
- 1.7.7 6Hx19-3.29 Communication and Computation Requirements
(Gordon Rule)
- 1.7.8 6Hx19-3.30 Common Placement Testing and Basic Skills
Requirements
- 1.7.9 6Hx19-3.33 College Preparatory Remediation Alternatives
- 1.7.10 6Hx19-3.36 Definitions of Credit Hours
- 1.7.11 6Hx19-6.25 International Students
Dr. Beard informed the Board that these Board Rules were lodged at the September 25 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.

Dr. Musunuru moved to approve Agenda Items 1.7.1 – 1.7.11. The motion was seconded by Dr. Harrington 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 January meeting. Dr. Beard stated that in addition to updating the legal authority, the following changes were made:

- 1.8.1 6Hx19-1.35 Notification of Registered Sexual Offenders/Predators
The amendment to this rule provides a provision wherein PHSC will

provide a statement advising the campus community where information concerning registered sex offenders who are attending, employed, or carrying on a vocation at PHSC may be obtained.

1.8.2 6Hx19-1.39 Social Media Policy

The purpose of the Board Rule is to establish Board policy relating to the use of official College social media platforms by students, faculty and staff of PHSC. The proposed amendments change the term “social networking sites and related software” to “social medial platforms.” The amendments add that the social media platforms are a communication tool for the students, faculty and staff on official College social media sites. The current rule allows the President to enact procedures to implement this policy. The amendment adds that as part of those procedures, administrative access shall be addressed together with other social media considerations that are already listed in the rule.

1.8.3 6Hx19-7.03 Publications

The purposed amendments add that all publications of the College will reflect brand standards as well as other requirements that were already established in the rule, including graphic/style standards and accreditation status. The amendments change the name of the department that oversees design of official publications to the Office of Marketing and Communications.

1.9 Trustee Functions

1.9.1 Reminder, Commencement and Nursing Pinning Ceremonies, December 10 & 11, 2018, West Campus

Dr. Beard invited attention to his memorandum inviting the Board to the Nursing Pinning Ceremony on Monday, December 10 and the Winter Commencement Ceremonies on Tuesday, December 11 at the West Campus. He advised the Board that the nursing pinning will begin at 4:00 p.m. and the first commencement ceremony on Tuesday 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.

1.9.2 Resolution and News Clips, Resolution by the Board of County Commissioners of Pasco County Congratulating and Appreciating Dr. Rao Musunuru, “Pasco-Hernando State College Dedicates Spring Hill Conference Center to Cardiologist, Trustee Musunuru,” and “Rao Musunuru, M.D. Conference Center Dedicated”

Dr. Beard brought attention to a resolution and several news clips featuring Dr. Musunuru: Resolution by the Board of County Commissioners of Pasco County Congratulating and Appreciating Dr. Rao Musunuru; “Pasco-Hernando State College Dedicates Spring Hill Conference Center to Cardiologist, Trustee Musunuru” published in the *Tampa Bay Times* Hernando News on October 1; and “Rao Musunuru, M.D. Conference Center Dedicated” published in the *Hernando Sun* on

September 30.

1.9.3 News Articles, “ Memorial Service Scheduled for Former Pasco-Hernando State College President,” and “Pasco-Hernando State College Remembers Dr. Robert Judson, Jr.”

Dr. Beard noted several articles featuring former PHSC president Dr. Robert W. Judson, Jr. who recently passed away: “Memorial Service Scheduled for Former Pasco-Hernando State College President” published in the *Tampa Bay Times* on October 2 and “Pasco-Hernando State College Remembers Dr. Robert Judson, Jr.” published in *The Laker/Lutz News* on October 17.

1.9.4 Verbal Update, ACCT (Association of Community College Trustees) Annual Leadership Congress, New York City

Dr. Beard provided a brief overview of the Association of Community College Trustees (ACCT) Leadership Congress held in New York City on October 24-27, 2018 that he attended with Trustees Mitten and Garcia. Trustee Mitten shared comments with the Board regarding the ACCT Leadership Congress.

1.9.5 Information, Safety and Security 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. He also presented the 2018 Annual Security Report Campus Crime Statistics and copies of letters regarding the PHSC Ad Hoc Task Force created to make recommendations relative to campus security.

1.9.6 Review/Signature, In-District Trustee Travel

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.

1.9.7 Trustee Items for Discussion

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

1.10.1 President’s Report

1.10.1 Information, Presidential Briefing, October and November 2018

Dr. Beard provided a brief overview of the Presidential Briefing for October and November 2018.

1.10.2 Information, United States Department of Education, Official Cohort Default Rates, Fiscal Year 2015, 2014 and 2013

Dr. Beard reviewed with the Board the United States Department of Education, Official Cohort Default Rates, Fiscal Year 2015, 2014 and

2013.

1.10.3 Information, ERP (Enterprise Resource Planning) Implementation Timeline and Update

Dr. Beard presented an overview of the ERP (Enterprise Resource Planning) Implementation Timeline and Update.

1.11 Legislative Update

Mr. Shawn Foster provided a review of the 2019 Legislative Priorities including PECO Funding For Multi-Year Project and Funding For College General Operations And Operations Of The Joint Use Performing Arts Educational Center.

1.12 Communications

1.12.1 Letter of Appreciation, Sheriff Al Nienhuis, Hernando County

Dr. Beard brought attention to the letter of appreciation from Hernando County Sheriff Al Nienhuis thanking PHSC for participating in this year's National Night Out on October 6.

APPROVAL/RATIFICATION ITEMS

2. PERSONNEL

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

3. ACADEMIC AFFAIRS

3.8 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: USF World Courses, Effective 2019-3; Associate of Science Crime Scene/Forensic Science Technology, Effective 2021-1; College Credit Certificate Crime Scene Technician, Effective 2019-2; Technical Credit Phlebotomy, Effective 2019-2, Nursing Assistant, Effective 2019-2, Law Enforcement Basic Training for Special Operations Forces Recruits, Effective 2019-3 and Corrections Basic Recruit Training for Special Operations Forces Recruits, Effective 2019-3.

3.9 Proposed Fee Changes

Dr. Giannet brought attention to the listing of new proposed fee recommendations: BSC 1050 and BSC 1311. 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.

Dr. Musunuru moved to approve Agenda Items 3.8 and 3.9. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

- 3.10 2019 Pasco County and Hernando County Collegiate High School Agreements
Dean Thorn provided a brief overview of the 2019 Pasco County and Hernando County Collegiate High School Agreements.

Dr. Musunuru moved to approve the 2019 Pasco County and Hernando County Collegiate High School Agreements. The motion was seconded by Mr. Gadd and unanimously approved.

- 3.11 Memorandum of Understanding Between Florida A & M University and PHSC
Dr. Giannet reviewed the memorandum of understanding (MOU) between Florida A & M University and PHSC establishing a formal agreement that will facilitate the articulation of PHSC graduates into select degree programs at FAMU.

- 3.12 2019-2020 and 2020-2021 Academic Calendars
Dr. Giannet invited attention to the proposed 2019-2020 and 2020-2021 College Academic Calendars. He advised that significant dates for the proposed academic calendars such as the starting and ending dates for each academic term, course drop periods, course withdrawal deadlines, and winter break are comparable to dates in the 2018-2019 academic calendar.

- 3.13 Four-Day Work Week 2019
Dr. Giannet explained that the College has operated under a four day work week during the summer for a number of years. A substantial savings in utility costs during the summer is anticipated. The four-day work week would begin on Monday, May 6, 2019, and end on Friday, August 9, 2019. The College would be closed Friday, Saturday, and Sunday during the four day work period.

Dr. Musunuru moved to approve Agenda Items 3.11 – 3.13. The motion was seconded by Mr. Mitten and unanimously approved.

- 3.14 Appointment of the PHSC 2019 Workforce Development Technical Advisory Committees
Dr. Austin presented to the Board the 2019 Workforce Development Technical Advisory Committees.

Dr. Musunuru moved to approve the Appointment of the PHSC 2019 Workforce Development Technical Advisory Committees. The motion was seconded by Dr. Harrington and unanimously approved.

- 3.15 Community Councils
Dr. Giannet reviewed the proposed community committees for each of our PHSC campuses.

Dr. Musunuru moved to approve the Community Councils. The motion was seconded by Mr. Maggard and unanimously approved.

4. FACILITIES

- 4.1 Change Order #1, Walbridge (year 1 of 6), East Campus, Storm Water Modifications for Outdoor Firing Range, Design
- 4.2 Final Payment to Walbridge (year 1 of 6), East Campus, Storm Water Modifications for Outdoor Firing Range Design Project \$48.00
- 4.3 Change Order #2, Walbridge (year 1 of 6), East Campus, Storm Water Modifications for Outdoor Firing Range, Construction Management
- 4.4 Final Payment to Walbridge (year 1 of 6), East Campus, Storm Water Modifications for Outdoor Firing Range Construction Management Project \$49,495.35
- 4.5 Final Payment to Walbridge (year 1 of 6), East Campus, Skid Pad, ADA Parking and Canopy Slab Design Project \$14,848.00
- 4.6 Change Order #2, Walbridge (year 1 of 6), East Campus, Skid Pad, ADA Parking and Canopy Slab, Construction Management
- 4.7 Final Payment to Walbridge (year 1 of 6), East Campus, Skid Pad, ADA Parking and Canopy Slab Construction Management Project \$72,477.73
Mr. Rivas presented change orders and final payments for several East Campus projects including storm water modifications for the outdoor firing range and skid pad, ADA parking and canopy slab.

Dr. Musunuru moved to approve Agenda Items 4.1 – 4.7. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

5. FINANCIAL SERVICES

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

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.1 College Reach-Out Program (CROP), Florida Department of Education, Project Award Notification
Mr. Asukile briefly discussed the project award notification for the College Reach Out Program (CROP) in the amount of \$38,488.09 during the budget period August 1, 2018 – July 31, 2019.

Dr. Musunuru moved to approve College Reach-Out Program (CROP), Florida Department of Education, Project Award Notification. The motion was seconded by Mr. Mitten and unanimously approved.

7. INSTITUTIONAL ADVANCEMENT/COMMUNITY RELATIONS

There were no Institutional Advancement/Community Relations items presented for

approval at the Board meeting.

INFORMATION ITEMS

ACADEMIC AFFAIRS

- 3.16 Letters of Notification, Belle S. Wheelan, Ph.D., President, and Kevin W. Sighthler, Ph.D., Director of Substantive Change, Southern Association of Colleges and Schools Commission On Colleges
- 3.17 SACSCOC FACTS November 2018
- 3.18 Letter of Approval and Certification, 911 Public Safety Telecommunication Training Program

FINANCIAL SERVICES

- 5.6 Monthly Budget Summary

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.2 2018-2019 Term I (Fall) Enrollment Summary (Hand-Out)

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

- December 10 Nursing Pinning, 4:00 p.m., West Campus Gymnasium
- December 11 Fall Commencement Ceremony, 10:30 a.m., West Campus Gymnasium followed by lunch in J-105
- December 11 Fall Commencement Ceremony, 3:00 p.m., West Campus Gymnasium

2019

- January 15 District Board of Trustees Meeting, 6:00 p.m., North Campus, Brooksville, Library/McKethan Room
- February 1 PHSC Foundation Annual Clay Shoot, 1:30-6:00 p.m., Tampa Bay Sporting Clays, Land O' Lakes
- February 10-13 ACCT (Association of Community College Trustees) National Legislative

Summit, Washington, D.C.

- February 19 District Board of Trustees Meeting, 6:00 p.m., East Campus, Dade City, Conference Center, A-240/241
- March 1 PHSC Foundation Heart of Gold Donor Appreciation Luncheon, 11:45 a.m., West Campus Conference Center, R-151
- March 11-13 ACCT (Association of Community College Trustees) Governance Leadership Institute – Safeguarding Your College, Portland Community College, Oregon
- March 11-15 Spring Break/College Closed
- March 13-14 Trustees Legislative Conference, Tallahassee
- April 16 District Board of Trustees Meeting, 6:00 p.m., West Campus, New Port Richey, Conference Center, R-151
- April 27 PHSC Annual Fishing Tournament, 8:00 a.m.-4:00 p.m., Catches Waterfront Grille
- April 30 Nursing Pinning, 4:00 p.m., West Campus Gymnasium
- May 1 Spring Commencement Ceremony, 10:30 a.m., West Campus Gymnasium followed by lunch in J-105
- May 1 Spring Commencement Ceremony, 3:00 p.m., West Campus Gymnasium
- May 21 District Board of Trustees Meeting, 6:00 p.m., Spring Hill Campus, Boardroom, A-211
- June 18 District Board of Trustees Meeting, 6:00 p.m., North Campus, Brooksville, Library/McKethan Room
- July 16 District Board of Trustees Meeting, 6:00 p.m., West Campus, New Port Richey, Conference Center, R-151

9. ADJOURNMENT

There being no further business, Chair Schneider declared the meeting adjourned at 7:47 p.m.

*Consent Items

ROBIN SCHNEIDER, CHAIR

ATTEST:

DR. TIMOTHY BEARD, SECRETARY