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**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, JANUARY 15, 2019 - 6:00 P.M.
NORTH CAMPUS LIBRARY/MCKETHAN ROOM
11415 PONCE DE LEON BLVD, BROOKSVILLE 34601**

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, Mr. Al Hernandez, Vice Chair, Dr. Rao Musunuru, 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.

College administrators and staff present: Dr. Bob Bade, Dr. Stan Giannet, Dr. Melissa Harts, Mr. Brian Horn, Mr. Tony Rivas, Ms. Lisa Richardson, Mr. Imani Asukile, Ms. Melanie Waxler, Dr. Donna Burdzinski, Dr. Amy Anderson, Dr. Kevin O'Farrell, Dr. Ed Goolsby, Ms. Lucy Miller, Dr. Billie Gabbard, Ms. Chiquita Henderson, Mr. Darrell Clark, Dr. Gerene Thompson, Ms. Becky Shanafelt, Ms. Jan Scott, Ms. Sonia Thorn, Dr. Marcia Austin, Mr. David McCain, Dr. Emory Ailes, Ms. Arlene York, Ms. Wendy Villa, Mr. Sam Eshelman, Mr. Mark Tennyson and Ms. Rhonda Dodge.

College faculty present: Dr. Karen Lederer, Ms. Caitlin Gille and Ms. Misty Price
College students present: No College students were present.

Guests present: Mr. Philip Trezza, Mr. Shawn Foster, Mr. Sam Wagoner and Mr. Jason Hayes

1.3 Pledge of Allegiance and Moment of Silence

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

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

1.4 Welcome to Guests

- 1.4.1 PHSC Student Kaitlyn MacLean and Jessica White, Director of Student Life and Leadership

Dr. Bade introduced PHSC student, Kaitlyn MacLean, who was selected for the Florida College System Activities Association (FCSAA) Student Government Division Student of the Month and Jessica White, Director of Student Life and Leadership, who nominated Kaitlyn.

- 1.4.2 Dr. Lisa Richardson, Associate Vice President of Alumni & College Relations/Executive Director of the Foundation, The Honorable Order of Kentucky Colonels

Dr. Beard recognized Dr. Lisa Richardson, Associate Vice President of Alumni & College Relations/Executive Director of the Foundation, who was selected for the prestigious “Honorable Order of Kentucky Colonels” award. He stated that Kentucky colonelships are commissioned for an individual’s contributions to his or her community, state or nation, and for special achievements.

- 1.4.3 Connie LaMarca-Frankel, Professor, Humanities, 30 Years of Service as Advisor of the Alpha Zeta Epsilon Chapter of Phi Theta Kappa and Kathleen Kneiss, Staff Assistant, Student Life and Leadership, 10 Years of Service as Advisor of the Beta Phi Epsilon Chapter of Phi Theta Kappa

Dr. Bade recognized Connie LaMarca-Frankel, Professor, Humanities, who has served as advisor of the Alpha Zeta Epsilon Chapter of Phi Theta Kappa (PTK) for the past 30 years and Kathleen Kneiss, Staff Assistant, Student Life and Leadership, who has served as advisor of the Beta Phi Epsilon Chapter of Phi Theta Kappa for the past 10 years.

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, November 20, 2018

- 1.6.2 Acceptance, Hand-Out Agenda Items

- 1.6.3 Acceptance, Consent Agenda Items
Personnel 2.1-2.6; Academic Affairs 3.1-3.2; Financial Services 5.1-5.5

Dr. Musunuru moved to approve Agenda Items 1.6.1 - 1.6.3. The motion was seconded by Dr. Garcia and unanimously approved.

1.7 Public Hearing and Adoption of Board Rules/Policies

1.7.1 6Hx19-1.35 Notification of Registered Sexual Offenders/Predators

1.7.2 6Hx19-1.39 Social Media Policy

1.7.3 6Hx19-7.03 Publications

Dr. Beard informed the Board that these Board Rules were lodged at the November 20 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. Garcia moved to approve Agenda Items 1.7.1 – 1.7.3. The motion was seconded by Mr. Mitten 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 February meeting. Dr. Beard stated that in addition to updating the legal authority, the following changes were made:

1.8.1 6Hx19-1.34 Electronic Mail and Voice Mail Policy

The proposed amendments change the name of the rule, and expresses that voice mail, instant messaging, and text messaging shall only be used for transitory transmissions of college related information. The amendments further provide a definition of transitory and states that if non-transitory communication is created through these methods, the message shall be transcribed or printed in paper form and retain pursuant to the required state retention schedule.

1.9 Trustee Functions

1.9.1 News Clip and Letter to the Editor, "Musunuru Recognized," and Pasco County Letters to the Editor

Dr. Beard invited attention to the news clip and letter to the editor featuring Dr. Musunuru: "Musunuru Recognized" featured in *Tampa Bay Online* on November 23 and Pasco County Letters to the Editor featured in *Tampa Bay Online* on December 3.

1.9.2 Information, 26th Annual Business Development Week Program, January 14 - 18, 2019

Dr. Beard noted the flyer of scheduled events, workshops, and seminars for the 26th Annual Business Development Week being held January 14-18. He invited Board members to attend any of the scheduled events that might be of interest.

1.9.3 Trustee Items for Discussion

- Chair Schneider proposed that each Board member contribute \$72.25 for a \$650 Scholarship Sponsor to the PHSC Foundation Annual Sporting Clays Tournament scheduled on February 1. Dr. Musunuru moved to approve the PHSC Foundation Sporting Clays Tournament contribution. The motion was seconded by Ms. Pearson-Adams and unanimously approved.
- Trustee Gadd invited attention to a book by Robert Putnam titled *Our Kids*. He shared with the Board a hand-out regarding several talking points on early college expansion and House Bill 189 that was filed by Representative Ardian Zika. He informed the Board that HB 189 provides for the establishment of Early College Program for High Schools and State Colleges.

1.10.1 President's Report

1.10.1 Information, Presidential Briefing, December 2018 and January 2019

Dr. Beard provided a brief overview of the Presidential Briefing for December 2018 and January 2019.

1.10.2 Information, 2018-2019 Book of Lists, Tampa Bay Business Journal

Dr. Beard invited attention to the 2018-2019 Book of Lists published by the Tampa Bay Business Journal. He noted that PHSC ranked 4th out of 25 Tampa Bay colleges and universities as of Fall 2018.

1.10.3 Information and Presentation, New PHSC GOLD Marketing Campaign and Commercials

Ms. Miller provided an overview of the New PHSC GOLD Marketing Campaign followed by a presentation of several commercial advertisements.

1.11 Legislative Update

Mr. Sam Wagoner and Mr. Shawn Foster of Sunrise Consulting Group provided an update of the current legislative activities in Tallahassee. Dr. Beard provided Trustees with several hand-outs concerning the 2019 Council of Presidents Legislative Budget Requests and the AFC (Association of Florida Colleges) Florida College System Workforce Degrees.

1.12 Communications

1.12.1 Letter of Appreciation, Patricia Crowley, President/CEO, Greater Hernando County Chamber of Commerce

Dr. Beard noted a letter of appreciation from Patricia Crowley, President/CEO, Greater Hernando County Chamber of Commerce, thanking him for participating as a guest speaker at the November monthly membership meeting.

APPROVAL/RATIFICATION ITEMS

2. PERSONNEL

There were no Personnel items presented at the Board meeting.

3. ACADEMIC AFFAIRS

3.3 2019 Summer Career Camp Schedule

Dr. Giannet reviewed the 2019 Summer Career Camp Schedule. He advised the Board that the program offerings and schedule have been approved by PHSC's Council on Academic Affairs.

3.4 Articulation Agreement Between the University of Phoenix and PHSC

Dr. Giannet provided a brief overview of the articulation agreement between the University of Phoenix and PHSC that will establish a formal agreement to facilitate the articulation of PHSC Associate Degree graduates into baccalaureate degree programs at University of Phoenix.

Dr. Garcia moved to approve Agenda Items 3.3 & 3.4. The motion was seconded by Mr. Hernandez and unanimously approved.

3.5 American Aviation Flight Simulator Agreement

Dr. Austin reviewed the American Aviation Flight Simulator Agreement with PHSC.

Mr. Mitten moved to approve the American Aviation Flight Simulator Agreement. The motion was seconded by Dr. Garcia and unanimously approved.

3.6 Project Award Notification, Carl D. Perkins Career Technical Education, Postsecondary Sec. 132

Dr. Austin briefly discussed the Carl D. Perkins Career Technical Education, Postsecondary Section 132, Florida Department of Education Project Award Notification in the amount of \$554,730 during the budget period of July 1, 2018 – June 30, 2019.

Dr. Garcia moved to ratify the Project Award Notification, Carl D. Perkins Career Technical Education Postsecondary Sec. 132. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

4. FACILITIES

4.1 Presentation, Instructional Performing Arts Center (IPAC) Phase III Construction Documents

Mr. Tony Rivas of PHSC and Mr. Philip Trezza of Harvard Jolly Architecture presented a brief overview of the Instructional Performing Arts Center (IPAC) Phase III Construction Documents.

Dr. Garcia moved to approve the Instructional Performing Arts Center (IPAC) Phase III Construction Documents. The motion was seconded by Mr. Gadd and unanimously approved.

5. FINANCIAL SERVICES

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

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

6.1 Ratification, Take Stock in Children, Affidavit of Expenditures for 2018-2019 2nd Quarter Legislative Funding

Mr. Asukile presented the Take Stock in Children, Affidavit of Expenditures for 2018-2019 2nd Quarter Legislative Funding period, which is a report of the salary expenses that are utilized during 2nd quarter of the fiscal year (10/1/18-12/31/18).

Dr. Musunuru moved to ratify the Take Stock in Children, Affidavit of Expenditures for 2018-2019 2nd Quarter Legislative Funding. The motion was seconded by Mr. Mitten and unanimously approved.

7. ALUMNI & COLLEGE RELATIONS/ FOUNDATION

7.1 Ratification, Technology Projects Funded by the PHSC Foundation

Dr. Harts presented Technology Project proposals that will be funded by the PHSC Foundation. She informed the Board that the first technology recommendations is a proposal for *Augmented Reality* requesting \$1,989.90 for funding; the second proposal is for *Improving Student Learning Outcomes: Creating a Culture of Realism and Safety Through Technology* requesting \$5,902.41; and the third proposal is for *WePresent Wireless Presentation Device* requesting \$4,548.00

Dr. Garcia moved to ratify the 2018-2019 Technology Projects Funded by the PHSC Foundation. The motion was seconded by Mr. Hernandez and unanimously approved.

INFORMATION ITEMS

ACADEMIC AFFAIRS

3.7 SACSCOC FACTS January 2019

FINANCIAL SERVICES

5.6 Monthly Budget Summary

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

6.2 MLK Lecture Series Flyer: and Career and College Readiness Summit Flyer

6.3 2018-2019 Term II (Spring) 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

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|----------------|---|
| 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 7:33 p.m.

*Consent Items



ROBIN SCHNEIDER, CHAIR

ATTEST:



DR. TIMOTHY BEARD, SECRETARY