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**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, APRIL 16, 2019 - 6:00 P.M.
WEST CAMPUS CONFERENCE CENTER R-151
10230 RIDGE ROAD, NEW PORT RICHEY 34654**

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, Dr. Timothy Beard, College President, and Mr. Brian Koji, Esq., Allen Norton & Blue, P.A., were also present.

Absent: Mr. Lee Maggard

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, Dr. Donna Burdzinski, Dr. Amy Anderson, Dr. Kevin O'Farrell, Dr. Ed Goolsby, Ms. Billie Gabbard, Ms. Chiquita Henderson, Mr. Darrell Clark, Dr. Marcia Austin, Ms. Jan Scott, Ms. Becky Shanafelt, Ms. Sonia Thorn, Ms. Carla Rossiter-Smith, Mr. David McCain, Ms. Kim Molina, Mr. Chris Bibbo, Mr. Ahmy Arca, Ms. Tanya Weakland, Mr. Mark Tennyson and Ms. Rhonda Dodge.

College faculty present: Dr. Karen Lederer, Ms. Julie Hendriksen, Misty Price and Ms. Caitlin Gille

College students present: Ryan Morris

Guests present: Mrs. Wendy Beard and Ms. Jayne Goldstein

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

1.4 Recognition of President's Guests

- 1.4.1 PHSC Financial Aid, Financial Services and Human Resources Staff
Mr. Horn recognized staff members from the PHSC Financial Aid, Financial Services and Human Resources areas for their specific roles that contribute to the outstanding audits we continue to receive.

- 1.4.2 Ms. Sonia Thorn, Dean of Academic Affairs & Institutional Accreditation and Ms. Carla Rossiter-Smith, Associate Dean of Institutional Effectiveness
Dr. Giannet recognized Sonia Thorn, Dean of Academic Affairs & Institutional Accreditation and Carla Rossiter-Smith, Associate Dean of Institutional Effectiveness, for their exemplary efforts organizing and overseeing the SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) compliance certification process.

- 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, February 19, 2019
- 1.6.2 Acceptance, Hand-Out Agenda Items
- 1.6.3 Acceptance, Consent Agenda Items
Personnel 2.1-2.6; Academic Affairs 3.1-3.6; Financial Services 5.1-5.4

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

- 1.7 Public Hearing and Adoption of Board Rules/Policies
There were no Board Rules/Policies presented for adoption at the Board meeting.

- 1.8 Lodging of Board Rules/Policies
Dr. Beard invited attention to the revised Board Rule lodged with the DBOT. He stated that this rule will be advertised and presented for approval at the Board's May meeting. Dr. Beard added that in addition to updating the legal authority, the following changes were made:

- 1.8.1 6HX19-6.15 Student Dismissal – Health Programs
The proposed amendments change the name of the rule to "Student Suspension and Dismissal – Health Programs." The amendment also deletes the specific names of the health related programs and now

generally states that a student may be dismissed from any health related degree, certificate, or diploma program pursuant to college procedures set forth in IMM 6-16 and as established in the College Catalog/Student Handbook. The amendment further allows the College President or designee to authorize faculty to provide for immediate, temporary suspension of health program students in appropriate circumstances and who are in clinical activities pursuant to College procedures in IMM 6-16.

1.9 Trustee Functions

1.9.1 Approval, Assessment Form for the Evaluation of the President by the District Board of Trustees 2019

Mr. Koji provided an overview of the 2019 Assessment Form for the Evaluation of the President by the District Board of Trustees.

Dr. Musunuru moved to approve the Assessment Form for the Evaluation of the President by the District Board of Trustees 2019. The motion was approved by Mr. Mitten and unanimously approved.

1.9.2 Reminder, Nursing Pinning Ceremony, April 30, 2019 and Commencement Ceremonies, May 1, 2019, West Campus Gymnasium

Dr. Beard brought attention to his memorandum inviting the Board to the Nursing Pinning Ceremony on Tuesday, April 30 and the Spring Commencement Ceremonies on May 1 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.

1.9.3 Letter of Appreciation to Dr. Musunuru from Governor DeSantis; and News Clips, "CARES Top Donor" and "New Board of CARES"

Dr. Beard invited attention to a letter of appreciation to Dr. Musunuru from Governor DeSantis thanking him for his professional, philanthropic and humanitarian efforts with CARES (Community Aging & Retirement Services, Inc.) and several news clips featuring Dr. Musunuru: "CARES Top Donor" featured in the *Tampa Bay Times* on March 1; and "New Board of CARES" featured in *Tampa Bay Times Hometown Pasco* on March 8.

1.9.4 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.

1.9.5 Trustee Items for Discussion

- Dr. Musunuru acknowledged Melanie Waxler, Executive Director of Marketing, Communications and Media Relations, whose first novel, *The Muse*, was recently published. He purchased several copies and distributed them to each Board member present.
- Dr. Musunuru recognized Jessica White, Director of Student Life, who was selected as the recipient of the FCSSGA (Florida College System Student Government Association) 2019 Vee-Severs Choate Statewide Advisor Award and honored at the Annual Student Life Awards that Dr. Musunuru recently attended on the West Campus.

Dr. Bade recognized Ahmy Arca, Coordinator of Student Life and Leadership, who nominated Ms. White for the award. He informed the Board that Mr. Arca was selected as the Region 2 FCSSGA Advisor of the Year.

- Dr. Musunuru acknowledged the volunteers that help out in the Performing Arts Center and suggested that we explore expanding the program to other areas of the College.

1.10.1 President's Report

1.10.1 Presidential Briefing, March and April 2019

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

1.10.2 Legislative Hall of Fame

Dr. Musunuru proposed adding Mike Fasano, Pasco County Tax Collector, to the PHSC Legislative Hall of Fame. He stated that as a former State Representative and Senator, Mr. Fasano should be honored for his contributions to PHSC during his tenure in the Florida Legislature.

Dr. Musunuru also proposed to present Mr. Fasano with a PHSC Honorary Bachelor's degree for his years of service. Dr. Beard informed the Board this would be the first honorary degree presented by PHSC. Dr. Musunuru suggested honoring Mr. Fasano at the afternoon Spring commencement ceremony as he has consented to be the guest speaker and present The Charge to the Graduates.

Dr. Musunuru moved to approve the addition of Mike Fasano, Pasco County Tax Collector, to the PHSC Legislative Hall of Fame on each campus and to also receive an Honorary PHSC Bachelor's Degree. The motion was seconded by Dr. Garcia and unanimously approved.

1.11 Legislative Update

After extensive discussion and consideration among Board members regarding House Bill (HB) 189 and Senate Bill (SB) 1342 it was suggested that a letter be composed to the legislature expressing their concerns.

Dr. Musunuru moved to propose a letter from the PHSC District Board of Trustees to the legislature be created and signed by each member of the Board. The motion was seconded by Mr. Gadd and unanimously approved.

1.12 Communications

1.12.1 Letter of Notification, Jeff Holcomb, Chairman, Board of County Commissioners, Hernando County

Dr. Beard noted the letter of notification from Jeff Holcomb, Chairman, Board of County Commissioners, Hernando County, that he has been appointed to serve as a member on the Hernando County Airport Advisory Committee until December 31, 2022.

1.12.2 Letter of Appreciation, Jemith Rosa, President/CEO, CARES (Community Aging & Retirement Services, Inc.)

Dr. Beard invited attention to the letter of appreciation from Jemith Rosa, President/CEO, CARES (Community Aging & Retirement Services, Inc.) thanking PHSC for the Silver Sponsorship of CARES annual signature fundraising event held February 1 celebrating "Pasco County's Dr. Rao Musunuru Day."

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

Dr. Beard brought attention to the letter of appreciation from Patricia Crowley, President/CEO, Greater Hernando County Chamber of Commerce, thanking PHSC for being a Gold Sponsor for the 5th Annual Keys to Success and for hosting the Friday – Community Excellence sessions and Finale lunch.

APPROVAL/RATIFICATION ITEMS

2. **PERSONNEL**

There were no Personnel items presented at the Board meeting.

3. **ACADEMIC AFFAIRS**

3.7 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 Science, Marketing Management, Effective 2019-3; Unmanned Vehicles Systems Operations, Effective 2020-1; and College Technical Credit, Cross Over from Correctional Probation Officer to CMS Correctional Basic Recruit Training Program, Effective 2020-1.

3.8 Proposed Fee Changes
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.

3.9 PHSC/American Aviation Flight Academy, LLC Agreement Amendment
Dr. Giannet provided a brief overview of the PHSC/American Aviation Flight Academy, LLC Agreement Amendment. He informed the Board that the amendment addresses flight training cost modification deadlines, flight instructors' qualifications, and flight training cost updates.

Dr. Musunuru moved to approve Agenda Items 3.7-3.9. The motion was seconded by Vice Chair Hernandez and unanimously approved.

3.10 Demonstration and Approval, PHSC Online 2019-2020 Catalog/Student Handbook <http://catalog.phsc.edu/>
Dean Thorn gave a brief demonstration of the new PHSC Online 2019-2020 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.

Vice Chair Hernandez moved to approve the PHSC Online 2019-2020 Catalog/Student Handbook. The motion was seconded by Mr. Mitten and unanimously approved.

4. FACILITIES

There were no Facilities items presented at the Board meeting.

5. FINANCIAL SERVICES

5.5 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, 2019. 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.

5.6 Acceptance, Statewide Federal Awards Audit, Fiscal Year Ended June 30, 2018
Mr. Horn invited attention to the PHSC Statewide Financial Aid Audit, Fiscal Year Ended June 30, 2018 submitted by the Office of the Auditor General. He stated that there were no audit findings reported.

Mr. Mitten moved to approve Agenda Items 5.5 & 5.6. The motion was seconded by Dr. Musunuru and unanimously approved.

5.7 ERP (Enterprise Resource Planning) Vendor Recommendation
Dr. Harts provided a brief overview of the ERP (Enterprise Resource Planning) Steering Committee's recommendation of Campus Management as the vendor

of choice after extensive review and deliberation.

Dr. Musunuru moved to approve ERP (Enterprise Resource Planning) Vendor Recommendation. The motion was seconded by Mr. Mitten and unanimously approved.

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.1 Ratification, Take Stock in Children, Affidavit of Expenditures for 2018-2019 3rd Quarter Legislative Funding
Mr. Asukile presented the Take Stock in Children, Affidavit of Expenditures for 2018-2019 3rd Quarter Legislative Funding period, which is a report of the salary expenses that are utilized during 3rd quarter of the fiscal year (1/1/19-3/31/19).

7. ALUMNI & COLLEGE RELATIONS/ FOUNDATION

- 7.1 Resolution of Recognition, Annual PHSC Distinguished Alumni Award
This agenda item is informational; no approval was needed.

INFORMATION ITEMS

ACADEMIC AFFAIRS

- 3.11 SACSCOC FACTS, April 2019
3.12 SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) Compliance Certification Presentation

FINANCIAL SERVICES

- 5.8 Safety and Security Update
5.9 TodayCare Children's Center at PHSC, 2019 Parent Satisfaction Survey Report
5.10 Monthly Budget Summary

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.2 Take Stock in Children (TSIC) End-of-Year Program Flyer

ALUMNI & COLLEGE RELATIONS/ FOUNDATION

- 7.2 PHSC Foundation Annual Fishing Tournament Brochure

Dr. Musunuru proposed that each Board member contribute \$72.25 towards a

collective contribution of \$650.00 to the PHSC Foundation Annual Fishing Tournament scheduled for April 26, 2019. Dr. Musunuru moved to approve the PHSC Foundation Annual Fishing Tournament contribution. The motion was seconded by Mr. Mitten and unanimously approved.

Mr. Hernandez and Mr. Gadd pledged to match the collective contribution of \$650 for an additional scholarship sponsorships.

7.3 PHSC Hosts Moffitt Hoops for Hope

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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| April 23 | PHSC Instructional Performing Arts Center Ground Breaking Ceremony, 8:30-9:00 am Light Refreshments, 9:00 am Ground Breaking, Next to Cypress Creek Middle/High School in Wesley Chapel |
| April 26 | 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 8:30 p.m.


ROBIN SCHNEIDER, CHAIR

ATTEST:


DR. TIMOTHY BEARD, SECRETARY