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**DISTRICT BOARD OF TRUSTEES  
REGULAR MEETING  
TUESDAY, MAY 21, 2019 - 6:00 P.M.  
SPRING HILL CAMPUS BOARDROOM A-211  
450 BEVERLY COURT, SPRING HILL 34606**

**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, Mr. Shawn Foster and Sam Wagoner Government Relations Consultants, 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, Dr. Donna Burdzinski, Dr. Amy Anderson, Dr. Ed Goolsby, Ms. Billie Gabbard, Mr. Darrell Clark, Dr. Marcia Austin, Dr. Gerene Thompson, Ms. Jan Scott, Ms. Sonia Thorn, Ms. Carla Rossiter-Smith, Mr. David McCain, Ms. Melanie Waxler, Mr. Chris Bibbo, Ms. Wendy Villa, Ms. Tanya Weakland, Mr. Mark Tennyson and Ms. Rhonda Dodge.

College faculty present: Ms. Jessica LaBossiere and Ms. Caitlin Gille

College students present: No College students were present.

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

Vice Chair Hernandez read aloud the PHSC Vision Statement and Mission Statement.

1.4 Recognition of President's Guests

1.4.1 PHSC Students Andrea Alvarez and Steeven Andrade, Florida College System Activities Association Student Government Division's Students of the Month for February 2019; Laura Raposa, Coordinator of Student Life and Leadership

Dr. Bob Bade recognized PHSC students, Andrea Alvarez and Steeven Andrade, who were selected as Florida College System Activities Association (FCSAA) Student Government Division Students of the Month for February. They were nominated by Laura Raposa, Coordinator of Student Life and Leadership, who was also present at the DBOT meeting for recognition.

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, April 16, 2019

1.6.2 Acceptance, Hand-Out Agenda Items

1.6.3 Acceptance, Consent Agenda Items  
Personnel 2.1-2.4; Academic Affairs 3.1-3.4; Facilities 4.1; and 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 6HX19-6.15 Student Dismissal – Health Programs

Dr. Beard informed the Board that this Board Rule was lodged at the April 16 Board meeting and he would answer any questions. He stated that the Board Rule had been duly advertised and no concerns have been brought to his attention.

Mr. Mitten moved to approve Agenda Items 1.7.1. The motion was seconded by Dr. Harrington and unanimously approved.

1.8 Lodging of Board Rules/Policies

There were no Board Rules lodged at the Board meeting.

## 1.9 Trustee Functions

### 1.9.1 Approval, PHSC 2018-2019 Board Self Evaluation

Dr. Beard brought attention to the annual Board Self Evaluation. He noted the self-addressed stamped envelope attached and asked, if the Board approved, for each Trustee to complete the form and return it to Rhonda Dodge no later than June 3 so the results can be included in the June Board packets.

Ms. Pearson-Adams moved to approve the PHSC Board Self Evaluation. The motion was seconded by Vice Chair Hernandez and unanimously approved.

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

Dr. Beard stated that the spring commencement ceremonies went very well. He thanked Chair Schneider and Vice Chair Hernandez for their comments at each commencement ceremony and expressed his appreciation for the support of those Trustees who attended the events.

### 1.9.3 News Clip, Local Street Named in Honor of Dr. Rao Musunuru

Dr. Beard brought attention to a photo of Dr. Musunuru with several Pasco County Commissioners and participants who presented Dr. Musunuru with a street sign, DR. RAO MUSUNURU LP, and a resolution. He informed the Board that the street sign will be erected in Beacon Woods near the CARES (Community Aging & Retirement Services, Inc.) Rao Musunuru, M.D. Enrichment Center facility in Hudson.

### 1.9.4 Report, 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 update of College safety policies, procedures, manuals and plans.

### 1.9.5 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 Presidential Briefing, May 2019

Dr. Beard provided a brief overview of the Presidential Briefing for May 2019.

### 1.10.2 Correspondence from the United States Department of Education, Office for Civil Rights (OCR)

Dr. Harts provided a brief overview of informational correspondence from the United States Department of Education, Office for Civil Rights (OCR) concerning an investigation of PHSC to assess the College's compliance with Federal civil rights laws with respect to the accessibility of its website

and online programs to individuals with disabilities.

1.10.3 From the Office of Governor Ron DeSantis: *Governor Ron DeSantis Announces U.S. News and World Report Ranks Florida #1 in Higher Education for Third Consecutive Year*

Dr. Beard noted a press release from The Office of Governor Ron DeSantis: *Governor Ron DeSantis Announces U.S. News and World Report Ranks Florida #1 in Higher Education for Third Consecutive Year.*

1.11 Legislative Update

Mr. Shawn Foster and Mr. Sam Wagner presented a PowerPoint presentation and provided a verbal update on the current legislative activities in Tallahassee.

1.12 Communications

1.12.1 Letter of Appreciation, Kurt S. Browning, Superintendent, Pasco County Schools

Dr. Beard invited attention to a letter of appreciation from Kurt S. Browning, Superintendent, Pasco County Schools, thanking PHSC for taking part in the Pasco County Schools Financial Literacy Expp.

1.12.2 Letter of Appreciation, Heather J. Rose-Fiorentino

Dr. Beard noted the letter of appreciation from Heather J. Rose-Fiorentino thanking PHSC for presenting her with the 2019 Distinguished Alumni Award.

## **APPROVAL/RATIFICATION ITEMS**

### **2. PERSONNEL**

There were no Personnel items presented at the Board meeting.

### **3. ACADEMIC AFFAIRS**

3.5 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/Social and Human Services, Criminal Justice Technology, Computer Programming and Analysis, Cyber and Information Security, Drafting and Design Technology, E-Business Technology, Internet Services Technology, Marketing Management, Network Systems Technology, Office Administration, and Professional Pilot Technology. College Technical Credit/Florida CMS Correctional Basic Recruit Training, Law Enforcement Officer Crossover to FL CMS Correctional Basic Recruit Training, Corrections Basic Recruit Training for Special Operations Forces Recruits, CMS Law Enforcement Auxiliary Officer Basic Recruit Training Program, Correctional Officer Crossover Training to FL

CMS Law Enforcement Basic Recruit Training Program, and Correctional Probation Officer Crossover to FL CMS Law Enforcement Basic Recruit Training. College Credit Certificate/ Autocad Foundations, Cybersecurity, E-Business Technology, Engineering Technology Support, Entrepreneurship, Hydraulics Motors for Manufacturing, and Mortgage Finance Operations. All are effective 2020-1.

Dr. Musunuru moved to approve Catalog/Program Changes. The motion was seconded by Dr. Garcia and unanimously approved.

3.6 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.

Mr. Mitten moved to approve Proposed Fee Changes. The motion was seconded by Dr. Garcia and unanimously approved.

3.7 Florida Department of Education, Project Amendment Request, Carl D. Perkins, Career and Technical Postsecondary Section 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 Carl D. Perkins Career Technical Education, Postsecondary Programs, Florida Department of Education Project Award Notification. The motion was seconded by Dr. Musunuru and unanimously approved.

**4. FACILITIES**

4.2 Approval, Change Order #1, Skanska USA Building, Inc. (year 2 of 5), Spring Hill Campus, Additional Railings at Sidewalk Systems

4.3 Approval, Final Payment to Skanska USA Building, Inc. (year 2 of 5), Spring Hill Campus, Additional Railings at Sidewalk Systems Project \$56,703.90

4.4 Approval, Final Payment to Florida Architects (year 2 of 5), Spring Hill Campus, Additional Railings at Sidewalk Systems Project \$776.00

Mr. Rivas reviewed Agenda Items 4.2 - 4.4 that included one change order and several final payments for the Spring Hill Campus Additional Railings at Sidewalk Systems Project.

Dr. Musunuru moved to approve Agenda Items 4.2 - 4.4. The motion was seconded by Dr. Garcia and unanimously approved.

- 4.5 Approval, State Requirements for Educational Facilities Annual Safety Inspection  
Mr. Rivas informed the Board that PHSC received a PERFECT Florida College System Risk Management Consortium Annual Safety Inspection Report for all campuses for the tenth year in a row.

Dr. Garcia moved to approve State Requirements for Educational Facilities Annual Safety Inspection. The motion was seconded Dr. Musunuru and unanimously approved.

## **5. FINANCIAL SERVICES**

- 5.6 Childcare Fee Schedule and Operating Budget 2019-2020  
Mr. Horn presented the proposed childcare center tuition fee schedule for the 2019-2020 academic year at the TodayCare Center at PHSC. He brought attention to the attached chart which outlines the recommended 2019-2020 tuition schedule as compared to the 2018-2019 tuition schedule, as well as tuition comparisons from other area childcare facilities.

Dr. Garcia moved to approve the Childcare Fee Schedule 2018-2019. The motion was seconded by Dr. Musunuru and unanimously approved.

- 5.7 Transcript Fee  
Dr. Bade presented a proposal for transcript processing fees in order to provide better service to PHSC students.

Dr. Garcia moved to approve the Transcript Fee. The motion was seconded by Dr. Musunuru and unanimously approved.

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

- 6.1 Center of Excellence, Quarterly Performance and Fiscal Report  
Mr. Asukile presented the Center of Excellence Quarterly Performance and Fiscal Report. He noted that 46 Unduplicated and 162 Duplicated students were served during the reporting period of January-March 2019.

Dr. Garcia moved to approve the Center of Excellence, Quarterly Performance and Fiscal Report. The motion was seconded by Dr. Musunuru and unanimously approved.

## **7. ALUMNI & COLLEGE RELATIONS/ FOUNDATION**

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

## **INFORMATION ITEMS**

### **ACADEMIC AFFAIRS**

- 3.8 Letter of Notification, Dr. Belle S. Wheelan, President, Southern Association of Colleges and Schools Commission On Colleges
- 3.9 2018-2019 Fact Book

### **FACILITIES**

- 4.6 Instructional Performing Arts Center Ground Breaking Ceremony Program

### **FINANCIAL SERVICES**

- 5.8 Monthly Budget Summary
- 5.9 Presentation, 2019-2020 College Budget Workshop

### **STUDENT AFFAIRS & ENROLLMENT MANAGEMENT**

- 6.2 2018-2019 Term III (Summer) Enrollment Summary (Hand-Out)
- 6.3 College Board, College Access and Readiness Experiences for Success Letter of Commitment
- 6.4 PHSC Response to the 2017-2018 Equity Plan Review
- 6.5 College Reach-Out Program Summer Academy Flyer

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**

- |                         |   |
|-------------------------|---|
| 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 |
| August 16<br>(Proposed) | DBOT Fall Workshop, 8:30 a.m.-12:30 p.m., Homewood Suites, Port Richey                                |
| October 16-19           | ACCT (Association of Community College Trustees) Leadership Congress, San Francisco                   |

  
ROBIN SCHNEIDER, CHAIR

ATTEST:

  
DR. TIMOTHY BEARD, SECRETARY