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**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, JUNE 18, 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, and Mr. Lee Maggard. Dr. Timothy Beard, College President, Sam Wagoner, Government Relations Consultant, and Mr. Brian Koji, Esq., Allen Norton & Blue, P.A., were also present.

Absent: Dr. David Garcia

College administrators and staff present: Dr. Bob Bade, Dr. Stan Giannet, Mr. Brian Horn, Mr. Tony Rivas, Dr. Lisa Richardson, Mr. Imani Asukile, Dr. Donna Burdzinski, Dr. Amy Anderson, Dr. Ed Goolsby, Dr. Kevin O'Farrell, Dr. Billie Gabbard, Mr. Darrell Clark, Ms. Becky Shanafelt, Dr. Gerene Thompson, Ms. Jan Scott, Ms. Sonia Thorn, Ms. Lucy Miller, Ms. Melanie Waxler, Ms. Wendy Villa, Mr. Earl Vizza, Ms. Tanya Weakland, Mr. Mark Tennyson and Ms. Rhonda Dodge.

College faculty present: Ms. Jessica LaBossiere, Dr. Misty Price, Dr. Stacey Thomson and Ms. Caitlin Gille

College students present: No College students were present.

Guests: Ms. Wendy Beard, Mr. Greg Lenner, Dr. Bill Crouch, Mr. Michael Strader and Dr. Lennie Barton

- 1.3 Pledge of Allegiance and Moment of Silence
Mr. Mitten led in the pledge of allegiance, followed by a moment of silence.
- 1.3.1 Vision Statement and Mission Statement
Mr. Gadd read aloud the PHSC Vision Statement and Mission Statement.
- 1.4 Recognition of President's Guests
- 1.4.1 Steve Winterling, Athletic Director and Lyndon Coleman, Head Coach, Baseball, National Junior College Athletic Association (NJCAA) 2019 Division II Baseball World Series
Dr. Bade recognized Steve Winterling, Athletic Director and Lyndon Coleman, Head Coach, Baseball, who were present to represent the men's baseball team who participated in the National Junior College Athletic Association (NJCAA) 2019 Division II Baseball World Series in Enid, Oklahoma and placed third in the nation.
- 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, May 21, 2019
- 1.6.2 Acceptance, Hand-Out Agenda Items
- 1.6.3 Acceptance, Consent Agenda Items
Personnel 2.1-2.8; Academic Affairs 3.1-3.6; Facilities 4.1; and Financial Services 5.1-5.4
- Mr. Mitten 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 adopted at the Board meeting.
- 1.8 Lodging of Board Rules/Policies
There were no Board Rules lodged at the Board meeting.
- 1.9 Trustee Functions
- 1.9.1 Report, Summary, PHSC District Board of Trustees 2018-2019 Self-Evaluation
Chair Schneider briefly discussed and reviewed the outcomes of the PHSC District Board of Trustees Self-Evaluation for 2018-2019. Dr. Musunuru shared with fellow Trustees his personal understanding of the self-evaluation and it's purpose.
It was suggested that in the future, a designated line be added for each Trustee to sign and date their evaluation form.

- 1.9.2 Pasco County Letters to the Editor, Time to Invest in Pasco's Children, Dr. Rao Musunuru
Dr. Beard noted a news clip from the Pasco County Letters to the Editor, "Time to Invest in Pasco's Children" written by Dr. Musunuru and published June 3 in the *Tampa Bay Times*.
- 1.9.3 Review/Sign, In-District Travel Reimbursement Forms
Dr. Beard brought 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.
- 1.9.4 Trustee Items for Discussion
Dr. Musunuru distributed to each Trustee a copy of Board Rule 6Hx19-7.06 Naming of College Facilities. He shared his thoughts regarding the naming opportunity for the PHSC Instructional Performing Arts Center (IPAC).
- 1.10.1 President's Report
 - 1.10.1 Presidential Briefing, June 2019
Dr. Beard provided a brief overview of the Presidential Briefing for May 2019.
- 1.11 Legislative Update
Mr. Sam Wagner provided a verbal update on the current legislative activities in Tallahassee.
- 1.12 Communications
 - 1.12.1 Letter of Congratulations, Blaise Ingoglia, State Representative, District 35
Dr. Beard noted the letter of congratulations from Blaise Ingoglia, State Representative, District 35, congratulating PHSC for working together with Homes for Our Troops in building a home for a veteran student with a disability.
 - 1.12.2 Letter of Appreciation, Mike Fasano, Tax Collector, Pasco County
Dr. Beard brought attention to the letter of appreciation from Mike Fasano, Tax Collector, Pasco County, thanking PHSC and the District Board of Trustees for presenting him with an honorary degree.
 - 1.12.3 Letter of Appreciation, Patricia Crowley, President/CEO, Greater Hernando County Chamber of Commerce
Dr. Beard noted the letter of appreciation from Patricia Crowley, President/CEO, Greater Hernando County Chamber of Commerce, thanking PHSC for being a scholarship sponsor for the 45th Annual

Student Recognition Celebration.

APPROVAL/RATIFICATION ITEMS

Dr. Beard requested that the Board move Agenda Item 5.5, Proposed FY 2019-2020 College Operating Budget Executive Summary and Agenda Item 5.5.1, Required State Operating Budget Forms, up in the agenda for review and approval. He advised that the 2019-2020 personnel recommendations contained under Agenda Item 2.2.1-2.2.9 are predicated on the new budget, which needed to be approved first. The Board agreed.

5.5 Approval, Proposed FY 2018-2019 College Operating Budget Executive Summary 5.5.1 Required State Operating Budget Forms

Mr. Horn reviewed the 2019-2020 College Operating Budget Executive Summary and State Forms with the Board. He explained the major revenue and expenditure elements of the proposed budget which included no increase in credit course tuition fees consistent with the Governor's request; an across the board non-recurring 2.0% (minimum of \$1,000) salary increase for all eligible full-time faculty in the amount of \$345,930 from non-recurring performance funds will be distributed in the fall; and a total net decrease of 0.825 Full-Time Equivalent (FTE) positions to support current College operations at the various campuses and district office.

Dr. Musunuru moved to approve the 2019-2020 College Operating Budget Executive Summary and the Required State Operating Budget Forms. The motion was seconded by Vice Chair Hernandez and unanimously approved.

2. PERSONNEL 2019-2020

2.2.1 President's 2018-2019 Employment Evaluation Summary (Hand-Out)

Ms. Dodge distributed the President's 2018-2019 Employment Evaluation Summary prepared by Mr. Koji. Chair Schneider reviewed the President's 2018-2019 Employment Evaluation Summary with the Board.

Dr. Harrington questioned Dr. Beard's presidential compensation as compared to his peers in the area. After discussion among the Board members, he suggested that an assessment or evaluation be completed of Dr. Beard's compensation package and contract to evaluate the comparison to the other local colleges in the region.

Mr. Mitten moved to ratify the President's 2018-2019 Employment Evaluation Summary (Hand-Out). The motion was seconded by Vice Chair Hernandez and unanimously approved.

2.2.2 Chairman's Recommendation to the Board Regarding President's Contract Renewal (Hand Out)

Ms. Dodge distributed Chair Schneider's recommendation to the Board regarding the President's Contract Renewal stating her recommendation to the President's

2019-2020 contract. Chair Schneider stated that all Trustees had submitted a completed evaluation form. She explained that her recommendation had been discussed with the President prior to the meeting. Chair Schneider informed the Board that all the numeric ratings were positive assessing a total of 4.80 out of 5.0.

Chair Schneider stated that Dr. Beard's performance as President this past year has been stellar and he has exceeded performance standards in all areas of his evaluation. The Board's comprehensive evaluation of Dr. Beard indicated he is displaying excellent communications with the Board and community stakeholders, as well as the College administrative leadership team. After extensive discussion and deliberation regarding Chair Schneider's recommendation to the Board regarding the President's 2019-2020 Contract Renewal, it was unanimously approved with stipulations as stated below:

A motion was made by Ms. Pearson-Adams to approve the Chair's recommendation as stated in her memorandum to the Board. The motion was seconded by Mr. Gadd followed by much discussion and consideration to extend the President's contract by one year to coincide with his administrative staff and maintain continuity of operations.

Mr. Gadd proposed an amendment to the motion to extend Dr. Beard's contract by one year to 2021. Mr. Mitten seconded the motion. A lengthy discussion followed the amendment proposal.

A motion was made by Mr. Gadd requesting Chair Schneider to call the question and debate. Dr. Musunuru seconded the motion; followed by a show of hands in favor of calling the question. Chair Schneider declared a two thirds majority, seven to one, in favor of calling the question and debate.

The original motion to approve the Chairman's Recommendation to the Board regarding the President's Contract Renewal and including the amendment to extend the President's contract by one year (2021), was voted on by a show of hands and unanimously approved.

2.2.3 Classification Plan and Salary Schedules, 2019-2020

Dr. Beard invited attention to the 2019-2020 Classification Plan and Salary Schedules. This document includes all full-time positions at the College. He noted the Instructional Pay Plan and the Supplemental Salary Schedule that are also included.

2.2.4 Longevity Compensation for Eligible Staff and Faculty, 2019-2020

2.2.5 Educational Achievement, Earned Degrees, Non-Recurring and Recurring

2.2.6 Instructional Personnel to be Issued Continuing Contract for Academic Year 2019-2020

2.2.7 Executive/Administrative Personnel to One and Two Year Contracts

- 2.2.8 Reappointment, Continuing Contract Instructional Personnel, and Annual Contract Instructional Personnel for the 2019-2020 Academic Year, According to the 2019-2020 Classification Plan and Salary Schedules
- 2.2.9 Reappointment, Managerial/Other Academic Personnel, Managerial/Technical Personnel on Annual Contract for the 2019-2020 Fiscal Year, July 1, 2019 to June 30, 2020, According to the 2019-2020 Classification Plan and Salary Schedules

Dr. Musunuru moved to approve Agenda Items 2.2.3 – 2.2.9. The motion was seconded by Mr. Mitten and unanimously approved.

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/Accounting Technology, Business Administration, Financial Services, Marketing Management, Office Administration, and Industrial Management Technology; College Technical Credit/FL Law Enforcement Academy; College Credit Certificate/Business Specialist, Mortgage Finance Specialist, and Office Management; Institutional Credit/Educator Preparation Institute, effective 2020-2021.
- 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 Overseas Study in Humanities, March 2020
Dr. Giannet advised that this request, to offer a program or course out-of-state, is the College's annual "Overseas Study in Humanities" European tour. He noted this would be the 23rd year this type of program has been offered. The nine-day trip will include visits to Classical Greece (Athens, Delphi, and Olympia) in the spring of 2020.
- 3.10 Memorandum of Understanding, Department Chairs and Program Directors
Mr. Koji provided a brief overview of the Memorandum of Understanding (MOU) negotiated between the College and the Union representing the full-time faculty (United Faculty of Florida).

Dr. Musunuru moved to ratify the Memorandum of Understanding, Department Chairs and Program Directors. The motion was seconded by Ms. Pearson-

Adams and unanimously approved.

- 3.11 2019-2020 Hernando and Pasco County Dual Enrollment Agreements
Dean Thorn reviewed the 2019-2020 Hernando and Pasco County Dual Enrollment Agreements with the Board.

Dr. Musunuru moved to approve the 2019-2020 Hernando and Pasco County Dual Enrollment Agreements. The motion was seconded by Mr. Mitten and unanimously approved.

4. FACILITIES

- 4.2 Guaranteed Maximum Price (GMP), Creative Contractors, Inc., PHSC Instructional Performing Arts Center Construction Phase
Mr. Rivas brought attention to the Guaranteed Maximum Price proposal from Creative Contractors, Inc. for the PHSC Instructional Performing Arts Center Construction Phase Project. He stated that the Guaranteed Maximum Price is \$15,647,639.

- 4.3 Change Order #1, Creative Contractors, Inc., PHSC Instructional Performing Arts Center Construction Phase
Mr. Rivas informed the Board that the change order from Creative Contractors, Inc. for the PHSC Instructional Performing Arts Center Construction Phase Project in the amount of \$2,175,000 is a direct purchase order deduction from the initial estimate.

- 4.4 Instructional Performing Arts Center (IPAC) Purchase Order to Trane, US

- 4.5 Instructional Performing Arts Center (IPAC) Purchase Order to Tampa Bay Trane
Mr. Rivas provided a brief overview of the two proposed purchase orders to Tampa Bay Trane and Trane, US. He informed the Board that both purchase orders pertain to the PHSC Instructional Performing Arts Center (IPAC).

Dr. Musunuru moved to approve Agenda Items 4.2 – 4.5. The motion was seconded by Mr. Gadd and unanimously approved.

5. FINANCIAL SERVICES

- 5.5 Proposed 2019-2020 College Operating Budget Executive Summary

5.5.1 Required State Operating Budget Forms
These items were previously reviewed and approved under Approval/Ratification Items.

- 5.6 Budget Amendments, 2019-2020

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|-------|----------|----------------------------|--------|
| 5.6.1 | #2050001 | Unrestricted Current Funds | Fund 1 |
| 5.6.2 | #2050001 | Current Restricted | Fund 2 |

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|-------|----------|-----------------------|--------|
| 5.6.3 | #2050001 | Auxiliary Services | Fund 3 |
| 5.6.4 | #2050001 | Scholarships | Fund 5 |
| 5.6.5 | #2050001 | Unexpended Plant Fund | Fund 7 |

Dr. Musunuru moved to approve the 2019-2020 Budget Amendments. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

5.7 Todaycare Budget 2019-2020

Mr. Horn reviewed the Todaycare budget for fiscal year 2019-2020.

Dr. Musunuru moved to approve the Todaycare Budget 2019-2020. The motion was seconded by Vice Chair Hernandez and unanimously approved.

5.8 Campus Management Contract – ERP System

Mr. Horn provided a brief overview of the Campus Management ERP (Enterprise Resource Planning) System Contract. He informed the Board that the contract is for a five year term with the option of five (5) one (1) year renewals.

Dr. Musunuru moved to approve the Campus Management Contract – ERP System. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

6.1 2018-2019 Annual Equity Update Report

Mr. Asukile reviewed Part 1 and Part 2 of the 2018-2019 Annual Equity Update Report.

Dr. Musunuru moved to ratify Part 1 of the 2018-2019 Annual Equity Update Report. The motion was seconded by Mr. Mitten and unanimously approved. Dr. Musunuru moved to approve Part 2 of the 2018-2019 Annual Equity Update Report. The motion was seconded by Ms. Marilyn Pearson-Adams and unanimously approved.

7. ALUMNI & COLLEGE RELATIONS/ FOUNDATION

There were no Alumni & College Relations/Foundation items presented at the Board meeting.

INFORMATION ITEMS

ACADEMIC AFFAIRS

3.12 SACSCOC FACTS June 2019

3.13 Paramedic Program Progress Report, Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

FINANCIAL SERVICES

5.9 Monthly Budget Summary

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

6.2 2018-2019 Term III (Summer) 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

- July 16 District Board of Trustees Meeting, 6:00 p.m., West Campus, New Port Richey, Conference Center, R-151
- August 16 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
- December 4 Joint Board Social, 6:00 p.m., Fox Hollow

9. ADJOURNMENT

There being no further business, Chair Schneider declared the meeting adjourned at 8:19 p.m.



 ROBIN SCHNEIDER, CHAIR

ATTEST:



 DR. TIMOTHY BEARD, SECRETARY