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**DISTRICT BOARD OF TRUSTEES  
ORGANIZATIONAL MEETING  
TUESDAY, JULY 16, 2019 - 6:00 P.M.  
WEST CAMPUS CONFERENCE CENTER/R-151  
10230 RIDGE RD, 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, 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

College administrators and staff present: Dr. Bob Bade, Dr. Stan Giannet, Dr. Melissa Harts, Mr. Brian Horn, Dr. Lisa Richardson, Mr. Imani Asukile, Dr. Donna Burdzinski, Dr. Amy Anderson, Dr. Billie Gabbard, Mr. Darrell Clark, Ms. Chiquita Henderson, Ms. Jan Scott, Ms. Sonia Thorn, Ms. Lucy Miller, Ms. Melanie Waxler, Mr. Mark Tennyson and Ms. Rhonda Dodge.

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

College students present: Alumnus Christopher Grech

Guests: Ms. Wendy Beard and Mr. Greg Lenner

1.3 Pledge of Allegiance and Moment of Silence

Dr. Musunuru 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 Dealaney Allen, 2019-2020 Florida College System Student Government Association Statewide President and Jessica White, Director of Student Life and Leadership

Dr. Bade introduced PHSC student, Dealaney Allen, who was elected by her peers as the Florida College System Student Government Association (FCSSGA) Statewide President for 2019-2020. He also recognized Jessica White, Director of Student Life and Leadership, and SGA (Student Government Association) Advisor, who was present at the Board meeting.

1.5 Organizational Meeting of the Board

Chair Schneider stated that the Board would now discuss its reorganization and turned the meeting over to Dr. Beard. Dr. Beard advised that it was customary for the College President, as secretary to the Board, to preside over the annual organizational meeting. He related that these duties include the election of a Chair, a Vice Chair, and the determination of place, date, and time of the regular meetings for 2019-2020.

1.5.1 Election of Chair

Dr. Musunuru stated that he would nominate Vice Chair Al Hernandez as the 2019-2020 Chair of the District Board of Trustees. The motion was seconded by Chair Schneider and unanimously approved.

1.5.2 Election of Vice Chair

Dr. Musunuru stated that he would nominate Trustee Pearson-Adams as the 2019-2020 Vice Chair of the District Board of Trustees. The motion was seconded by Mr. Mitten and unanimously approved.

1.5.3 Approval, Proposed 2019-2020 Schedule of Dates, Time, and Campus Location of Board Meetings

Dr. Beard invited attention to the schedule of proposed dates and location of meetings based on the third Tuesday of eight months.

Dr. Garcia moved to approve the 2019-2020 District Board of Trustees schedule of meeting dates and locations. The motion was seconded by Dr. Musunuru and unanimously approved.

Dr. Beard congratulated the new officers and returned the gavel to Chair Schneider.

1.6 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.

1.7 Approval

1.7.1 Minutes, Regular Meeting, June 18, 2019

Dr. Musunuru moved to approve Minutes, Regular Meeting, June 18, 2019. The motion was seconded by Mr. Mitten and unanimously approved.

1.7.2 Acceptance, Hand-Out Agenda Items

Ms. Pearson-Adams moved to accept Hand-Out Agenda Items. The motion was seconded by Mr. Mitten and unanimously approved.

1.7.3 Acceptance, Consent Agenda Items

Personnel 2.1-2.5; Academic Affairs 3.1-3.2; Facilities 4.1; and Financial Services 5.1-5.5

Dr. Beard advised the Board that Agenda Item 4.1 be removed from the Consent Agenda for further discussion.

Dr. Musunuru moved to accept the revised Consent Agenda Items with the exception of Agenda Item 4.1. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

1.8 Public Hearing and Adoption of Board Rules/Policies

There were no Board Rules adopted at the Board meeting.

1.9 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 September meeting. Dr. Beard added that in addition to updating the legal authority, the following changes were made:

1.9.1 6Hx19-1.21 College Catalog/Student Handbook

The purpose of this Board Rule is to establish Board policy for the issuance, approval and amendment of the College Catalog/Student Handbook. Generally, the amendment allows students to meet graduation requirements from the previous five catalog years if that student was enrolled in courses during the selected catalog year. This may not be allowed for health students who may have to be held to the current catalog requirements.

1.9.2 6Hx19-3.22 Requirements For Graduation and Participation in Commencement Ceremonies

This rule is being deleted in its entirety. The purpose for the deletion is policy language regarding the college catalog has been moved to an existing Board Rule under College Catalog/Student Handbook. This better organizes all policy regarding College Catalog under one Board Rule. The remaining language in the Board Rule was procedural. Procedural language regarding graduation procedures is more appropriate for Internal Management Memorandum.

1.10 Trustee Functions

1.10.1 News Clip, "Hospital Receives Award"

Dr. Beard brought attention to a news clip featuring Dr. Musunuru, "Hospital Receives Award" published in the *Tampa Bay Times* on June 28.

1.10.2 Trustee Items for Discussion

A motion was made by Dr. Harrington for Human Resources to review and compile economic data comparing Dr. Beard's current compensation to that of his fellow peers. The motion was seconded by Dr. Garcia.

After extension discussion, a modified motion was made by Dr. Harrington to present the compiled data from Human Resources for further discussion at the August 16 District Board of Trustees Workshop and then be presented at the September 17 DBOT meeting. The motion was seconded by Dr. Musunuru and unanimously approved.

1.11 President's Report

1.11.1 Presidential Briefing, July 2019

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

1.11.2 News Clip, "Timothy Beard Aces Review"

Dr. Beard noted the news clip: "Timothy Beard Aces Review" published in *Chalk Talk* on June 26.

1.12 Legislative Update

Dr. Beard provided a brief overview of the Council of Presidents' meeting that was held last evening in Orlando and was attended by Commissioner of Education, Richard Corcoran. He informed the Board it was a very positive meeting and several topics were addressed.

1.13 Communications

1.13.1 Letter of Congratulations, Chauncey Fagler, Executive Director, Florida College System Risk Management Consortium (FCSRMC)

Dr. Beard invited attention to a letter of congratulations from Chauncey Fagler, Executive Director, Florida College System Risk Management Consortium (FCSRMC), congratulating PHSC for creating a robust wellness business plan for 2019 and qualifying for a \$5,000 monetary incentive to facilitate future wellness programs.

## **APPROVAL/RATIFICATION ITEMS**

### **2. PERSONNEL**

There were no Personnel agenda items presented for approval/ratification.

### **3. ACADEMIC AFFAIRS**

There were no Academic Affairs agenda items presented for approval/ratification.

### **4. FACILITIES**

#### **4.2 Guaranteed Maximum Price (GMP), Walbridge, PHSC East Campus, Parking Lots 2 & 3**

Mr. Horn provided a brief overview of the Guaranteed Maximum Price (GMP) from Walbridge for the East Campus Parking Lots 2 & 3 Reconfiguration Project in the amount of \$1,999,209.

Dr. Musunuru moved to approve the Guaranteed Maximum Price (GMP), Walbridge, PHSC East Campus, Parking Lots 2 & 3. The motion was seconded by Dr. Garcia and unanimously approved.

Mr. Horn informed the Board that Agenda Item 4.1 should not have been submitted as a consent item but rather an approval item. It was a deductive change order from Walbridge for the East Campus Parking Lots 2 & 3 Reconfiguration Project for initial owner direct purchase order of materials in the amount of \$373,000, lowering the original GMP cost from \$1,999,209 to \$1,626,209.

Ms. Pearson-Adams moved to approve the Walbridge Change Order for the East Campus Parking Lot 2 & 3. The motion was seconded by Mr. Mitten and unanimously approved.

### **5. FINANCIAL SERVICES**

#### **5.6 2018-19 Property Inventory**

Mr. Horn invited attention to the 2018-2019 Property Inventory of all College-owned equipment that is updated annually. He advised the Board that the inventory value as of June 30, 2019 is \$14,465,917.55.

Mr. Mitten moved to approve 2018-19 Property Inventory. The motion was seconded by Dr. Garcia and unanimously approved.

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

#### **6.1 College Reach-Out Program Proposed 2019-20 Consortium Budget**

Mr. Asukile reviewed the College Reach-Out Program Proposed 2019-20 Consortium Budget.

Dr. Musunuru moved to ratify the College Reach-Out Program Proposed 2019-20 Consortium Budget. The motion was seconded by Dr. Garcia and unanimously approved.

6.2 Take Stock in Children (TSIC), Affidavit of Expenditures for 2018-2019 4th Quarter Legislative Funding

Mr. Asukile presented the Take Stock in Children, Affidavit of Expenditures for 2018-2019 4<sup>th</sup> Quarter Legislative Funding period which is a report of the salary expenses that are utilized during the 4th quarter of the fiscal year (4/1/19 - 6/30/19).

Dr. Garcia moved to ratify Take Stock in Children (TSIC), Affidavit of Expenditures for 2018-2019 4<sup>th</sup> Quarter Legislative Funding. The motion was seconded by Mr. Maggard and unanimously approved.

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

7.1 PHSC Foundation Audit Report, December 31, 2018 and 2017

Dr. Richardson brought attention to the PHSC Foundation Audit Report, December 31, 2018 and 2017. She informed the Board that the PHSC Foundation received a “clean” audit with no audit findings, which are required to be reported under the *Florida Single Audit Act*.

Dr. Musunuru moved to ratify the PHSC Foundation Audit Report, December 31, 2018 and 2017. The motion was seconded by Dr. Garcia and unanimously approved.

7.2 Form 990, Return of Organization Exempt From Income Tax

Dr. Richardson advised that the Foundation is required to file a Form 990, Return of Organization Exempt from Income Tax, every year and share this document with the Board.

Mr. Mitten moved to ratify Form 990, Return of Organization Exempt From Income Tax. The motion was seconded by Dr. Garcia and unanimously approved.

7.3 Direct-Support Organizations (DSO) Audit Review Check List, Year Ending December 31, 2018

Dr. Richardson noted the Direct-Support Organization Audit Review Check List, Year Ending December 2018, which the PHSC Foundation is required to submit to the Board each year for approval.

Dr. Garcia moved to ratify Direct-Support Organizations (DSO) Audit Review Check List, Year Ending December 31, 2018. The motion was seconded by Ms. Pearson-Adams and unanimously approved.

## **INFORMATION ITEMS**

### **ACADEMIC AFFAIRS**

3.3     SACSCOC FACTS July 2019

3.4     ATI Cost Comparison

### **FINANCIAL SERVICES**

5.7     Monthly Budget Summary

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

6.3     Take Stock in Children (TSIC), Balanced Score Card Report

6.4     2019-2020 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**

July 18	Nursing Pinning Ceremony, West Campus Performing Arts Center, 2:00 p.m.
July 18	Law Enforcement Graduation Ceremony, West Campus Performing Arts Center, 6:00 p.m.
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
January 15-16	AFC (Association of Florida Colleges) Trustees Commission Legislative Conference, Tallahassee
February 10-13	ACCT (Association of Community College Trustees) National Legislative Summit, Washington, D.C.

**9. ADJOURNMENT**

Dr. Beard presented Chair Schneider with a framed certificate of appreciation for her service as 2018-2019 Chair of the PHSC District Board of Trustees.

There being no further business, Chair Schneider declared the meeting adjourned at 6:55 p.m.

\*Consent Items



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**ROBIN SCHNEIDER, CHAIR**

**ATTEST:**



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**DR. TIMOTHY BEARD, SECRETARY**