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**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, SEPTEMBER 17, 2019 - 6:00 P.M.
SPRING HILL CAMPUS BOARDROOM/A-211**

MINUTES

1. GENERAL FUNCTIONS

1.1 Call to Order

The meeting was called to order by Chair Hernandez at 6:10 p.m.

1.2 Roll Call

Roll Call was taken and indicated the following Board members present: Mr. Al Hernandez, Chair, Ms. Marilyn Pearson-Adams, Vice Chair, Dr. Rao Musunuru, Ms. Robin Schneider, Dr. Jeff Harrington, Mr. John Mitten, Mr. Ray Gadd, Mr. 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, Mr. Brian Horn, Dr. Lisa Richardson, Mr. Imani Asukile, Mr. Tony Rivas, Dr. Donna Burdzinski, Dr. Amy Anderson, Dr. Ed Goolsby, Dr. Marcia Austin, Dr. Gerene Thompson, Dr. Billie Gabbard, Mr. Darrell Clark, Ms. Chiquita Henderson, Ms. Sonia Thorn, Ms. Lucy Miller, Ms. Joyce Myers, Mr. Mark Tennyson and Ms. Rhonda Dodge.

College faculty present: Dr. Jessica LaBossiere, Dr. Misty Price and Dr. Barbara Booker

College students present: Ryan Morris

Guests: Ms. Wendy Beard and Mr. Greg Lenners

1.3 Pledge of Allegiance and Moment of Silence

Chair Hernandez 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 Dr. Eddie Williams, Assistant Professor/Program Director, Human Services, Published Author

Dr. Beard recognized Dr. Eddie Williams, Assistant Professor/Program Director, Human Services, who recently wrote and published a book titled "Human Services Board-Certified Examination Study Guide."

1.5 Hearing of Citizens and Petitions

Chair Hernandez 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, July 16, 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 & 3.4; Facilities 4.1; Financial Services 5.1-5.6

Dr. Beard advised the Board that Vice Chair Pearson-Adams requested Consent Agenda Item 4.1 be removed from the Consent Agenda for further discussion.

Dr. Musunuru moved to approve Agenda Items 1.6.1-1.6.3 with the exception of Consent Agenda Item 4.1. The motion was seconded by Mr. Mitten and unanimously approved.

1.7 Public Hearing and Adoption of Board Rules/Policies

1.7.1 6Hx19-1.21 College Catalog/Student Handbook

1.7.2 6Hx19-3.22 Requirements For Graduation and Participation in Commencement Ceremonies

Dr. Beard informed the Board that these Board Rules were lodged at the July 16 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. Musunuru moved to approve Agenda Items 1.7.1 & 1.7.2. 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 November meeting. Dr. Beard added that in addition to updating the legal authority, the following changes were made:

- 1.8.1 6Hx19-2.19 Vacation Leave
The purpose of this Board Rule is to establish Board policy relating to eligibility of College employees for accrual, carry-over and payment of accumulated vacation leave. One proposed amendment is to delete language that prohibited staff from taking vacation leave during the initial probationary period or extension of same. Another amendment adds that employees transferring to non-vacation earning positions will be paid up to 240 hours of accrued leave time in their final paycheck. Hours over the 240 hours will be voided.
- 1.8.2 6Hx19-6.34 Anti-Hazing Policy
The purpose of this Board Rule is to prohibit conduct defined as hazing activities, establish the College's process of communicating this information to students and establish policy for addressing alleged hazing incidents. The amendments further describe the purposes for which hazing is not allowed.

1.9 Trustee Functions

- 1.9.1 Information, District Board of Trustees Directory Information 2019-2020
Dr. Beard invited attention to the updated District Board of Trustees Directory Information for 2019-2020.
- 1.9.2 News Clips, "Reopening Ceremony," "Loop Named In His Honor," "New Look At History," "PHSC Exhibit Features Artwork By Adults With Developmental Disabilities," "Leaders Elected To Board Of Trustees," and "Collaboration Creates Connectivity"
Dr. Beard brought attention to several news clips: "Reopening Ceremony" published in the *Tampa Bay Times* on August 2; "Loop Named In His Honor" published in the *Tampa Bay Times* on August 2; "New Look At History," published in the *Tampa Bay Times Pasco Times* on August 9; "PHSC Exhibit Features Artwork By Adults With Developmental Disabilities" published in the *Tampa Bay Times Things To Do* on August 30; "Leaders Elected To Board Of Trustees" published in *The Laker/Lutz News* on August 21 and "Collaboration Creates Connectivity" published in *The Laker/Lutz News* on July 29.
- 1.9.3 Verbal Report, Nursing Pinning Ceremony, July 18, 2019 and Annual DBOT Workshop, August 16, 2019
Dr. Beard provided a brief overview of the Nursing Pinning Ceremony held on July 18 at the West Campus and the Annual DBOT Retreat held on August 16 at Homewood Suites in Port Richey.
- 1.9.4 Trustee Items for Discussion
Chair Hernandez advised the Board that after extensive deliberation and analysis at both the July DBOT meeting and the August DBOT workshop of the economic data compiled by Human Resources comparing Dr. Beard's current salary of that of his fellow peers, he would like to readdress the topic.

Mr. Gadd moved to increase Dr. Beard's compensation package by \$15,000 per year to include the full term of his current contract. The motion was seconded by Dr. Garcia and unanimously approved.

1.10.1 President's Report

1.10.1 Information, Presidential Briefing, August and September 2019

Dr. Beard provided a brief overview of the Presidential Briefing for August and September 2019.

1.10.2 Letter of Congratulations, Blaise Ingoglia, State Representative, District 35

Dr. Beard brought attention to a letter of congratulations from Blaise Ingoglia, State Representative, District 35, on his excellent annual review.

1.11 Legislative Update

1.11.1 PHSC 2020 Legislative Priorities

Dr. Beard provided a brief overview of the PHSC 2020 Legislative Priorities: Funding for College general operations and operations of the joint use performing arts educational center (\$2,000,000), Construction completion of IPAC (\$3,000,000), and PECO funding for multi-year project (\$10,000,000)

1.12 Communications

1.12.1 Letter of Appreciation, Eduardo J. Padron, President, Miami Dade College

Dr. Beard noted a letter of appreciation from Eduardo J. Padron, President, Miami Dade College, in regards to the latest edition of the *PHSC Perspective*. He especially enjoyed the article, *From Battlefield to Classroom*.

1.12.2 Notes of Appreciation, Pasco County Schools, James Irvin Adult Education Team; and PHSC Employee, Lorna Schultz, Admissions & Student Records, Porter Campus

Dr. Beard invited attention to several notes of appreciation. The first note of appreciation from Pasco County Schools, James Irvin Adult Education Team, thanking the PHSC Foundation for providing scholarships to several of their graduating students; and the second note of appreciation from PHSC employee Lorna Schultz, Admissions & Student Records, Porter Campus, thanking PHSC and the District Board of Trustees for the non-recurring 2% salary increase for all eligible full-time faculty and staff.

APPROVAL/RATIFICATION ITEMS

2. PERSONNEL

There were no items of Personnel presented at the Board meet.

3. ACADEMIC AFFAIRS

3.5 Memorandum of Understanding on Compensation, Benefits, and Creation of Compensation Structure Research Work Group

Mr. Koji reviewed the memorandum of understanding (MOU) on compensation, benefits, and creation of compensation structure research work group.

Dr. Musunuru moved to approve the Memorandum of Understanding on Compensation, Benefits, and Creation of Compensation Structure Research Work Group. The motion was seconded by Mr. Gadd and unanimously approved.

3.6 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, Engineering Technology, effective 2020-2 and College Credit Certificates, Information Technology Administration, effective 2020-2.

3.7 Annual Textbook Affordability Analysis

Dr. Giannet provided a brief overview of the information relevant to the statutorily required Textbook Affordability Analysis and spreadsheet of general education textbook and instructional material costs.

3.8 College Contract Agreement Between PHSC and Power Generation Institute

Dr. Giannet reviewed the College Contract Agreement Between PHSC and Power Generation Institute. He informed the Board PHSC would partner to provide specific industry training opportunities to students.

3.9 Second Amendment to Agreement for Flight Training

Dr. Giannet invited attention to the Second Amendment to Agreement for Flight Training. He stated the amendment includes additions and deletions designed to augment the College's Professional Pilot program.

3.10 Fourth Amendment to Interlocal Agreement

Dr. Giannet provided a brief overview of the Fourth Amendment to Interlocal Agreement Between Pasco-Hernando State College and the Pasco Sheriff's Office highlighting the continuation of our successful partnership.

Mr. Gadd moved to approve Agenda Items 3.6 – 3.10. The motion was seconded by Dr. Musunuru and unanimously approved.

- 3.11 Florida Department of Education Project Award Notification, Strengthening Career & Technical Education for the 21st Century Act- Perkins V Postsecondary Sec. 132
Dr. Austin briefly discussed the Perkins V Postsecondary Sec. 132 Strengthening Career & Technical Education for the 21st Century Act, Florida Department of Education Project Award Notification in the amount of \$508,189 during the budget period of July 1, 2019 – June 30, 2019.

Mr. Mitten moved to ratify Florida Department of Education Project Award Notification, Strengthening Career & Technical Education for the 21st Century Act- Perkins V Postsecondary Sec. 132. The motion was seconded by Dr. Garcia and unanimously approved.

- 3.12 2020 Quality Enhancement Plan: Bridge to Success
Dr. Misty Price, Professor, Accounting, provided a brief presentation on the QEP: Bridge to Success – The College Readiness Experience, that focuses on improving student success by providing engaging, meaningful and relevant learning experiences in four specific areas of college readiness: problem solving, intellectual openness, time management and persistence for first-time-in-college students.

Mr. Mitten moved to approve the 2020 Quality Enhancement Plan: Bridge to Success. The motion was seconded by Dr. Garcia and unanimously approved.

4. FACILITIES

- * 4.1 Sunrise Land Care, Inc. Amendment
Mr. Horn and Mr. Rivas provided a brief overview of the amendment to Sunrise Land Care, Inc. explaining that the amended items will be added to the existing contract dated June 22, 2017 and upon approval will become effective October 1, 2019.

Dr. Musunuru moved to approve the Sunrise Land Care, Inc. Amendment. The motion was seconded by Dr. Garcia and unanimously approved.

5. FINANCIAL SERVICES

- 5.7 2018-2019 Annual Financial Report (AFR) Executive Summary
Mr. Horn invited attention to the Executive Summary of the Annual Financial Report for fiscal year 2018-2019. He stated that the Annual Financial Report (AFR) is prepared in accordance with the standards and requirements for governmental accounting and reporting established by the Governmental Accounting Standards Board (GASB). Mr. Horn informed Board members that complete copies of the AFR were available on the Board table should they wish to review the report in its entirety. He briefly reviewed each section of the AFR.

Dr. Musunuru moved to approve the 2018-2019 Annual Financial Report (AFR) Executive Summary. The motion was seconded by Dr. Garcia and unanimously approved.

- 5.8 Unisys Mainframe System Support Contract
Mr. Horn provided a brief overview of the Unisys Mainframe System Support Contract. He informed the Board this will continue the operation of the existing ERP system as we migrate to the new Campus Management ERP.

Ms. Schneider moved to approve the Unisys Mainframe System Support Contract. The motion was seconded by Dr. Harrington and unanimously approved.

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.1 Florida Department of Education, Project Award Notification, College Reach Out Program CROP CSFA#
Mr. Asukile briefly discussed the Florida Department of Education, Project Award Notification for the College Reach Out Program (CROP) CSFA# in the amount of \$38,488 during the budget period of August 1, 2019 – July 31, 2020.

Mr. Mitten moved to ratify the Florida Department of Education, Project Award Notification, College Reach Out Program CROP CSFA#. The motion was seconded by Dr. Garcia and unanimously approved.

- 6.2 2019-2020 Center of Excellence (COE) Program Funding, Florida Education Fund
Mr. Asukile reviewed the letter of notification from Lawrence Morehouse, Ph.D., President and CEO, Florida Education Fund. He informed the Board that the PHSC Center of Excellence (COE) Program will receive \$12,500 for the July 1, 2019 – June 30, 2020 program award period.

Mr. Mitten moved to ratify the 2019-2020 Center of Excellence (COE) Program Funding, Florida Education Fund. The motion was seconded by Dr. Garcia and unanimously approved.

7. ALUMNI & COLLEGE RELATIONS/FOUNDATION

- 7.1 PHSC Foundation Naming Opportunities, Dr. Bharat and Meena Desai; and Mr. Naresh and Dr. Bina Jain

Dr. Richardson informed the Board that Dr. Bharat and Meena Desai have provided on-going substantial support to PHSC, and in compliance with DBOT Rule 6Hx19-7.06 Naming of College Facilities, has recommended the Patient Simulator Lab, Room M-214 on the West Campus be named in their honor.

In addition, Mr. Naresh and Dr. Bina Jain, who have also provided substantial support, Dr. Richardson has recommended that two study rooms, located in the Academic Success Center on the West Campus, be named in their honor.

Dr. Richardson advised the Board that Dr. Beard approved both naming opportunity recommendations.

Dr. Musunuru moved to ratify the PHSC Foundation Naming Opportunities for Dr. Bharat and Meena Desai; and Mr. Naresh and Dr. Bina Jain. The motion was seconded by Dr. Garcia and unanimously approved.

INFORMATION ITEMS

ACADEMIC AFFAIRS

- 3.13 Letter of Notification, Kevin W. Sightler, Ph.D., Director of Substantive Change, Southern Association of Colleges and Schools Commission On Colleges
- 3.14 SACSCOC FACTS September 2019

FACILITIES

FINANCIAL SERVICES

- 5.9 Monthly Budget Summary

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.3 2019-2020 Term I (Fall) Enrollment Summary (Hand-Out)

ALUMNI & COLLEGE RELATIONS/FOUNDATION

- 7.2 10th Annual Golf Tournament, October 30 at Black Diamond Ranch Quarry Course
Ms. Schneider proposed that each Board member contribute \$72.25 for a \$650 Scholarship Sponsor to the PHSC Foundation Annual Golf Tournament scheduled on October 30 at Black Diamond Ranch Quarry Course. Ms. Schneider moved to approve the PHSC Foundation Golf Tournament contribution. The motion was seconded by Mr. Mittenand unanimously approved.

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

- October 16-19 ACCT (Association of Community College Trustees) Leadership Congress, San Francisco
- October 30 PHSC Foundation Annual Golf Tournament, Black Diamond Ranch

January 15	AFC (Association of Florida Colleges) Trustees Commission Legislative Conference, Tallahassee
November 19	District Board of Trustees Meeting, 6:00 p.m., Porter Campus at Wiregrass Ranch, Wesley Chapel, Boardroom, A-413
December 4	Joint Board Social, 6:00 p.m., Fox Hollow
December 10	Nursing Pinning, 4:00 p.m., West Campus Gymnasium
December 11	Fall Commencement Ceremony, 10:30 a.m., West Campus Gymnasium followed by lunch in J-105
December 11	Fall Commencement Ceremony, 3:00 p.m., West Campus Gymnasium 2020
January 21	District Board of Trustees Meeting, 6:00 p.m., North Campus, Brooksville, Library/McKethan Room
February 10-13	ACCT (Association of Community College Trustees) National Legislative Summit, Washington, D.C.
February 18	District Board of Trustees Meeting, 6:00 p.m., East Campus, Dade City, Conference Center, A-240/241
February 28	PHSC Foundation Heart of Gold Donor Appreciation Luncheon, 11:45 a.m., West Campus Conference Center, R-151
March 9-13	Spring Break/College Closed
April 21	District Board of Trustees Meeting, 6:00 p.m., West Campus, New Port Richey, Conference Center, R-151
TBD	PHSC Annual Fishing Tournament, 8:00 a.m. - 4:00 p.m., Catches Waterfront Grille
May 5	Nursing Pinning, 4:00 p.m., West Campus Gymnasium
May 6	Spring Commencement Ceremony, 10:30 a.m., West Campus Gymnasium followed by lunch in J-105
May 6	Spring Commencement Ceremony, 3:00 p.m., West Campus Gymnasium
May 19	District Board of Trustees Meeting, 6:00 p.m., Spring Hill Campus, Boardroom, A-211

June 16 District Board of Trustees Meeting, 6:00 p.m., North Campus,
Brooksville, Library/McKethan Room

July 21 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 Hernandez declared the meeting adjourned at
7:37 p.m.

*Consent Item

AL HERNANDEZ, CHAIR

ATTEST:

DR. TIMOTHY BEARD, SECRETARY