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**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 19, 2019 - 6:00 P.M.
PORTER CAMPUS AT WIREGRASS RANCH BOARDROOM/A-413
2727 MANSFIELD BLVD, WESLEY CHAPEL 33543**

MINUTES

1. GENERAL FUNCTIONS

1.1 Call to Order

The meeting was called to order by Chair Hernandez at 6:00 p.m.

1.2 Roll Call

Roll Call was taken and indicated the following Board members present: Mr. Al Hernandez, Chair, Dr. Rao Musunuru, Dr. Jeff Harrington, Mr. John Mitten, Mr. David Garcia and Mr. Lee Maggard. Dr. Timothy Beard, College President, Mr. Brian Koji, Esq., Allen Norton & Blue, P.A., and Mr. Sam Wagoner, Government Relations Consultant, were also present.

Absent: Ms. Marilyn Pearson-Adams, Vice Chair, Ms. Robin Schneider, and Mr. Ray Gadd

College administrators and staff present: Dr. Bob Bade, Dr. Stan Giannet, Dr. Melissa Harts, Mr. Brian Horn, Dr. Lisa Richardson, Mr. Imani Asukile, Mr. Tony Rivas, Dr. Kevin O'Farrell, Dr. Donna Burdzinski, Dr. Amy Anderson, Dr. Ed Goolsby, Dr. Marcia Austin, Dr. Gerene Thompson, Dr. Billie Gabbard, Mr. Darrell Clark, Ms. Becky Shanafelt, Ms. Sonia Thorn, Ms. Jan Scott, Mr. David McCain, Ms. Lucy Miller, Ms. Natalie Epo, Mr. John Fey, Mr. Mike Nycx, Mr. Mark Tennyson and Ms. Rhonda Dodge.

College faculty present: Dr. Misty Price and Caitlin Gille

College students present: Dealaney Allen

Guests: Mr. Greg Lenners

- 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 Welcome to Guests
- 1.4.1 PHSC Students Selected To The Florida College System Activities Association (FCSAA) 2018-2019 All-Academic Team
Dr. Bade recognized several PHSC students selected to the Florida College System Activities Association (FCSAA) 2018-2019 All-Academic Team. He informed the Board that this year 955 students participating in FCSAA programs were recognized for having achieved a minimum 3.30 GPA (on a 4.00 scale) during the 2018-2019 academic year and 73 of those students attend PHSC.
- 1.4.2 PHSC Student Daphne Bolivar, Florida College System Activities Association (FCSAA) Student Government Division Student of the Month for September 2019 and Laura Raposa, Coordinator of Student Life and Leadership
Dr. Bade recognized PHSC student, Daphne Bolivar, who was selected as a Florida College System Activities Association (FCSAA) Student Government Division Student of the Month. She was nominated by Laura Raposa, Coordinator of Student Life and Leadership, who was also present for recognition.
- 1.4.3 PHSC/North Tampa Bay Chamber of Commerce 5K Honor Run
Dr. O'Farrell recognized several participants and representatives of the recent PHSC/North Tampa Bay Chamber of Commerce 5K Honor Run. He informed the Board that the race raised \$5,000; \$2,500 went to the PHSC Foundation for scholarship funding for veteran students and \$2,500 went to PHSC Porter Campus student Tim Read who desires to begin a non-profit helping Veterans transition into civilian life after suffering combat injuries. Dr. O'Farrell also recognized Tim Read who was present for recognition along with his therapy dog Shadow.
- 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, September 17, 2019
- 1.6.2 Acceptance, Hand-Out Agenda Items

1.6.3 Acceptance, Consent Agenda Items
Personnel 2.1-2.9; Academic Affairs 3.1 & 3.5; Facilities 4.1; 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 6Hx19-2.19 Vacation Leave

1.7.2 6Hx19-6.34 Anti-Hazing Policy

Dr. Beard informed the Board that these Board Rules were lodged at the September 17 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 Rule lodged with the DBOT. He stated that this rule will be advertised and presented for approval at the Board's January 21 meeting. Dr. Beard added that in addition to updating the legal authority, the following changes were made:

1.8.1 6Hx19-3.14 Grading System

The proposed amendments change grading for students in college developmental mathematics courses. Students may be awarded a grade of "N" (No Credit) if they have progressed through the course established by the mathematics department, but with the amendment they will not be allowed to start at the next course module when they enroll in the same course in the next semester.

1.9 Trustee Functions

1.9.1 Reminder, Commencement and Nursing Pinning Ceremonies, December 10 & 11, 2019, West Campus

Dr. Beard invited attention to his memorandum inviting the Board to the Nursing Pinning Ceremony on Monday, December 10 and the Winter Commencement Ceremonies on Tuesday, December 11 at the West Campus. He advised the Board that the nursing pinning will begin at 4:00 p.m. and the first commencement ceremony on Tuesday 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.

1.9.2 News Clips Featuring Dr. Musunuru, “Paul Harris Award,” “Rotary Hosts ‘Polio Day’ Luncheon,” “Art Events, #AVGEEK Exhibit,” “CARES Strives To Keep Seniors Moving, In The Stream Of Life,” and “Philanthropist Of The Year Award”

Dr. Beard brought attention to several news clips featuring Dr. Musunuru: “Paul Harris Award” published in the *Tampa Bay Times Pasco News* on September 27; “Rotary Hosts ‘Polio Day’ Luncheon” and Art Events #AVGEEK Exhibit” published in the *Tampa Bay Times Pasco News* on October 11; “CARES Strives To Keep Seniors Moving, In the Stream Of Life” published in the *Suncoast News/North Pasco* on October 2; and Philanthropist of the Year announcement.

1.9.3 Verbal Update, ACCT (Association of Community College Trustees) Annual Leadership Congress, San Francisco

Dr. Beard provided a brief overview of the Association of Community College Trustees (ACCT) Leadership Congress held in San Francisco on October 16-17, 2019 that he attended with Trustee Garcia. Dr. Garcia shared comments with the Board regarding the ACCT Leadership Congress.

1.9.4 Information, 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 overview of the Safety and Security Report/Update concerning safety policies, procedures, manuals and plans.

1.9.5 Review/Signature, In-District Trustee Travel

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.

1.9.6 Trustee Items for Discussion

There were no Trustee Items for Discussion presented at the Board meeting.

1.9.6.1 “The CRISPR Generation, The Story of the World’s First Gene-Edited Babies,” Written By Kiran Musunuru

Kiran Musunuru (Dr. Musunuru’s son) has written and published a book titled “The CRISPR Generation, The Story of the World’s First Gene-Edited Babies.” Dr. Musunuru provided a brief synopsis of his son’s book.

1.10.1 President’s Report

1.10.1 Information, Presidential Briefings, October and November 2019

Dr. Beard provided a brief overview of the Presidential Briefing for October and November 2019.

- 1.10.2 Letter of Appreciation, Larry Robinson, Ph.D., President, FAMU (Florida Agricultural and Mechanical University)
Dr. Beard brought attention to the letter of appreciation from Larry Robinson, Ph.D., President, FAMU (Florida Agricultural and Mechanical University), thanking him for participating in the 2019 Homecoming festivities.
- 1.11 Legislative Update
Mr. Sam Wagoner, Government Relations Consultant, provided an update of the current legislative activities in Tallahassee.
- 1.12 Communications
No Communications items were presented at the Board meeting.

APPROVAL/RATIFICATION ITEMS

2. PERSONNEL

No Personnel items were presented for approval/ratification at the Board meeting.

3. ACADEMIC AFFAIRS

- 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, Financial Services; and Internet Services Technology, Baccalaureate, RN to BSN (effective 2020-3), College Credit Certificates, Computer Programmer; Computer Programming Specialist; E-Business Ventures; Mortgage Finance Management; Web Development Specialist; and Social and Human Services Assistant (Program Deletion, effective 2020-3), Applied Technology Diploma, Emergency Medical Technician, Technical Credit, Health Unit Coordinator; and Medical Assistant, all others effective 2020-2.
- 3.7 Proposed Fee Changes for Board Review and Approval
Dr. Giannet brought attention to the listing of new proposed fee recommendations for Board review and approval. 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.
- 3.8 Facility Shared Use Agreement Between PHSC and the District School Board of Hernando County
Dr. Giannet reviewed the Facility Shared Use Agreement Between PHSC and the District School Board of Hernando County. He informed the Board that this will establish a formal agreement to utilize Nature Coast Technical High School space for select Aviation Program courses.

- 3.9 USF World Summer 2020 Courses
Dr. Giannet reviewed the memorandum of understanding (MOU) with the University of South Florida to co-brand the USF World Study Abroad experience for PHSC students and the proposed course equivalents.
- 3.10 License Agreement Between PHSC and Campus Labs, Inc.
Dr. Giannet brought attention to the license agreement for PHSC to utilize the Campus Labs, Inc. ePortfolio Chalk and Wire program for students participating in the Quality Enhancement Plan (QEP) experience.
- 3.11 City of New Port Richey Police Vehicle Donation
Dr. Giannet informed the Board that the City of New Port Richey has offered to donate a 2009 Ford Crown Victoria police vehicle to PHSC for law enforcement academy use.
- 3.12 Four-Day Work Week 2020
Dr. Giannet explained that the College has operated under a four day work week during the summer for a number of years. A substantial savings in utility costs during the summer is anticipated. The four-day work week would begin on Monday, May 11, 2020, and end on Friday, August 7, 2020. The College would be closed Friday, Saturday, and Sunday during the four day work period.

Dr. Garcia moved to approve Agenda Items 3.6-3.12. The motion was seconded by Mr. Mitten and unanimously approved.

- 3.13 Perkins V Comprehensive Local Needs Assessment Memorandum of Understanding
Dr. Austin reviewed the memorandum of understanding to establish a partnership with PHSC's local school districts and authorize the pooling of funds to contract with an external consultant for the development of the Perkins V Comprehensive Local Needs Assessment.
- Dr. Garcia moved to approve Perkins V Comprehensive Local Needs Assessment Memorandum of Understanding. The motion was seconded by Dr. Harrington and unanimously approved.
- 3.14 Appointment of the Pasco-Hernando State College 2020 Workforce Development Technical Advisory Committees
Dr. Austin presented to the Board the 2020 Workforce Development Technical Advisory Committees.
- Dr. Garcia moved to approve Appointment of the Pasco-Hernando State College 2020 Workforce Development Technical Advisory Committees. The motion was seconded by Mr. Maggard and unanimously approved.

4. FACILITIES

4.2 Change Order #4R1, Skanska USA (year 3 of 6), North Campus Parking Lot Redesign Project

Mr. Rivas informed the Board that Change Order #4R1 from Skanska USA deducts \$15,767.81 from the North Campus Parking Lot Redesign Project and adds \$58,593.95 to the GMP (Guaranteed Maximum Price) for reconciliation of unspent owner direct purchases, plus \$8,536.68 in tax savings.

Dr. Musunuru moved to approve Change Order #4R1, Skanska USA (year 3 of 6), North Campus Parking Lot Redesign Project. The motion was seconded by Mr. Mitten and unanimously approved.

4.3 Final Payment to Skanska USA (year 3 of 6), North Campus Parking Lot Redesign Project \$144,254.28

Mr. Rivas reviewed the final payment to Skanska USA for the North Campus Parking Lot Redesign Project in the amount of \$144,254.28.

Dr. Musunuru moved to approve Final Payment to Skanska USA (year 3 of 6), North Campus Parking Lot Redesign Project \$144,254.28. The motion was seconded by Dr. Harrington and unanimously approved.

4.4 Change Order #002, Creative Contractors, IPAC (Instructional Performing Arts Center) Project

Mr. Rivas informed the Board that Change Order #002 from Creative Contractors for the IPAC (Instructional Performing Arts Center) Project will deduct \$1,167,000 from the contract sum.

Dr. Musunuru moved to approve Change Order #002, Creative Contractors, IPAC (Instructional Performing Arts Center) Project. The motion was seconded by Mr. Mitten and unanimously approved.

4.5 Guaranteed Maximum Price (GMP), Skanska USA (year 3 of 6), West Campus, Building K (Gym) Roofing Project

Mr. Rivas provided a brief overview of the Guaranteed Maximum Price (GMP) from Skanska USA for the West Campus Building K (Gym) Roofing Project in the amount of \$1,477,024.

Mr. Mitten moved to approve Guaranteed Maximum Price (GMP), Skanska USA (year 3 of 6), West Campus, Building K (Gym) Roofing Project. The motion was seconded by Dr. Garcia and unanimously approved.

4.7 Synthetic Turf Proposal Non-Binding Letter of Intent (Hand-Out)

Mr. Rivas informed the Board of a non-binding Letter of Intent (LOI) issued to AstroTurf Corporation for the conversion of a natural grass infield to synthetic turf located on the West Campus in the amount of \$370,000.

Mr. Mitten moved to approve the Synthetic Turf Proposal Non-Binding Letter of Intent. The motion was seconded by Dr. Garcia and unanimously approved with

authorization for Dr. Beard and his administration to negotiate and enter into the contract since it is over the \$250,000 President's approval level.

5. FINANCIAL SERVICES

- 5.6 CampusWorks Implementation Project Management Support Contract
Dr. Harts provided a brief overview of the CampusWorks Implementation Project Management Support Contract.

Dr. Musunuru moved to approve CampusWorks Implementation Project Management Support Contract. The motion was seconded by Dr. Garcia and unanimously approved.

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.1 Center of Excellence (COE), Quarterly Performance and Fiscal Report
Mr. Asukile presented the Center of Excellence, Quarterly Performance and Fiscal Report. He noted that 50 unduplicated students and 96 duplicated students were served during the reporting period of July-September 2019.

Dr. Musunuru moved to approve Center of Excellence (COE), Quarterly Performance and Fiscal Report. The motion was seconded by Mr. Mitten and unanimously approved.

7. ALUMNI & COLLEGE RELATIONS/FOUNDATION

No Alumni & College Relations/Foundation items were presented for approval at the Board meeting.

INFORMATION ITEMS

ACADEMIC AFFAIRS

- 3.15 Letter of Notification, Glen W. Hopkins, Bureau Chief, Bureau of Standards, Florida Department of Law Enforcement, Criminal Justice Professionalism Program
- 3.16 Letters of Notification, Belle S. Wheelan, Ph.D., President; John S. Hardt, Ph.D., Vice President and Kevin W. Sightler, Ph.D., Director of Substantive Change, Southern Association of Colleges and Schools Commission On Colleges
- 3.17 SACSCOC FACTS November 2019

FACILITIES

- 4.6 Health and Wellness Trail, West Campus

FINANCIAL SERVICES

5.7 Monthly Budget Summary

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

6.2 Letter of Notification, Jillian Hasner, President & CEO, Take Stock in Children

6.3 High School Enrollment Yields, Term 2019-1

6.4 Letter of Support, Adam Thomas, CDME, Tourism Director, Experience Florida's Sports Coast

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

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 15	AFC (Association of Florida Colleges) Trustees Commission Legislative Conference, Tallahassee
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 7:35 p.m.

*Consent Item



AL HERNANDEZ, CHAIR

ATTEST:



DR. TIMOTHY BEARD, SECRETARY