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**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, JANUARY 21, 2020 - 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 Vice Chair Pearson-Adams at 6:00 p.m.

1.2 Roll Call

Roll Call was taken and indicated the following Board members present: Ms. Marilyn Pearson-Adams, Vice Chair, Dr. Rao Musunuru, Ms. Robin Schneider, Dr. Jeff Harrington, Mr. John Mitten, Mr. Ray Gadd, Dr. David Garcia 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, Chair

College administrators and staff present: Dr. Bob Bade, Dr. Stan Giannet, Dr. Melissa Harts, Dr. Lisa Richardson, Mr. Imani Asukile, Mr. Tony Rivas, Dr. Kevin O'Farrell, Dr. Donna Burdzinski, Dr. Amy Anderson, Dr. Ed Goolsby, Ms. Becky Shanafelt, Ms. Chiquita Henderson, Dr. Marcia Austin, Dr. Gerene Thompson, Dr. Billie Gabbard, Mr. Darrell Clark, Ms. Sonia Thorn, Ms. Jan Scott, Ms. Lucy Miller, Mr. Reggie Wilson, Ms. Carla Rossiter-Smith, Ms. Karen Swetland, Ms. Joyce Myers, Mr. Mike Nycx, Mr. Mark Tennyson and Ms. Rhonda Dodge.

College faculty present: Dr. Jessica LaBossiere, Ms. Julie Hendriksen, and Ms. Caitlin Gille

College students present: Ms. Dealaney Allen

Guests: CampusNexus Project Managers, Ms. KellyAnn Davis and Ms. Magdala Randolphe

- 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
Trustee Schneider read aloud the PHSC Vision Statement and Mission Statement.
- 1.4 Welcome to Guests
- 1.4.1 PHSC Student Hunter Karius and Ahmy Arca, Coordinator of Student Life and Leadership
Dr. Bade recognized PHSC student, Hunter Karius, who was selected as a Florida College System Activities Association (FCSAA) Student Government Division Student of the Month. He was nominated by Ahmy Arca, Coordinator of Student Life and Leadership, who was unable to attend the DBOT meeting for recognition.
- 1.4.2 Licensed Practical Nursing (LPN) Program Faculty, #1 LPN Program in the State of Florida
Dr. Giannet reminded the Board that the Licensed Practical Nursing (LPN) program at PHSC is the #1 LPN program in the state of Florida. He then recognized Dr. Gabbard, Dean of Nursing and Health Programs, who introduced several LPN faculty members who were present for recognition.
- 1.5 Hearing of Citizens and Petitions
Vice Chair Pearson-Adams 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, November 19, 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; Financial Services 5.1-5.7
- Mr. Gadd 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 6Hx19-3.14 Grading System
Dr. Beard informed the Board that this Board Rule was lodged at the November 19 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.

Dr. Musunuru moved to approve Board Rule 6Hx19-3.14 Grading System. The motion was seconded by Dr. Garcia 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 February 18 meeting. Dr. Beard added that in addition to updating the legal authority, the following changes were made:

1.8.1 6Hx19-2.191 Family and Medical Leave Act

The purpose of this Board Rule is to establish Board policy for the administration of the Federal Family and Medical Leave Act (FMLA). One amendment adds clarity to the leave criteria for employees with a serious health condition. The other amendment adds criteria for an employee whose family members are covered military members on "covered active duty."

1.9 Trustee Functions

1.9.1 News Clips Featuring Dr. Musunuru: "Musunuru Named Philanthropist of the Year," Check Presentation, "Commencement Speaker," and News Clips Featuring Trustee Mitten: "Kentucky Colonel Commissioned," "Hernando Commission Elects New Officers"

Dr. Beard brought attention to several news clips featuring Dr. Musunuru: "Musunuru Named Philanthropist of the Year," featured in Suncoast News on November 20; a check presentation photo featured in the Suncoast News on January 8; "Commencement Speaker," featured in the Tampa Bay Times on January 10, and several news clips featuring Trustee Mitten: "Kentucky Colonel Commissioned," featured in the Tampa Bay Times on November 15; and "Hernando Commission Elects New Officers."

1.9.2 Information, 27th Annual Business Development Week Program, January 27 - 31, 2020

Dr. Beard noted the flyer of scheduled events, workshops, and seminars for the 27th Annual Business Development Week being held January 27 - 31. He invited Board members to attend any of the scheduled events that might be of interest.

1.9.3 Trustee Items for Discussion

Vice Chair Pearson-Adams proposed that in the future, all budget amendments, currently designated as consent items, be relocated under the approval/ratification section of the DBOT agenda.

Dr. Musunuru moved to approve the proposal regarding future budget amendments. The motion was seconded by Dr. Garcia and unanimously approved.

1.10.1 President's Report

1.10.1 Information, Presidential Briefing, December 2019 and January 2020
Dr. Beard provided a brief overview of the Presidential Briefing for December 2019 and January 2020.

1.10.2 News Article, "Supplies to be Donated to the Bahamas"
Dr. Beard noted the news article titled "Supplies to be Donated to the Bahamas" published in the *Suncoast News* on January 10.

1.10.3 Information, CampusNexus 90 Day Overall Project Timeline
Dr. Harts provided a brief overview of the CampusNexus 90 Day Overall Project Timeline.

1.11 Legislative Update

Dr. Beard provided an update of the current legislative activities in Tallahassee.

1.12 Communications

1.12.1 Letter of Appreciation, Hope Kennedy Allen, FCCP, President/CEO, North Tampa Bay Chamber

Dr. Beard invited attention to a letter of appreciation from Hope Kennedy Allen, FCCP, President/CEO, North Tampa Bay Chamber, thanking Dr. Beard for his support of Dr. O'Farrell as he becomes the 2020 Chairman of the Board for the North Tampa Bay Chamber.

APPROVAL/RATIFICATION ITEMS

2. PERSONNEL

No Personnel items were presented for approval/ratification 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, Unmanned Vehicles Operations Systems, effective 2020-3; College Credit Certificates, Real Estate Paralegal, New Program effective 2021-1; and Technical Credit, Pharmacy Technician, Deletion effective 2020-3, Health Unit Coordinator/Monitor Technician, Deletion effective 2020-3 and Nursing Assistant, Deletion effective 2020-3.

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

- 3.6 2020 Collegiate High School Program Contracts
Dean Thorn provided a brief overview of the 2020 Collegiate High School Program Contracts.

Dr. Musunuru moved to approve the 2020 Collegiate High School Program Contracts. The motion was seconded by Mr. Mitten and unanimously approved.

- 3.7 Ratification/Project Award Notification, Strengthening Career & Technical Education for the 21st Century Act-Perkins V Postsecondary Sec. 132
Dr. Austin briefly discussed the Strengthening Career & Technical Education for the 21st Century Act-Perkins V Postsecondary Sec. 132 Project Award Notification in the amount of \$547,487 during the budget period of July 1, 2019 – June 30, 2020.

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

- 3.8 Memorandum of Understanding on Family and Medical Leave Act (FMLA) Concerning Computation of FMLA 12-Month Period
Mr. Koji reviewed the Memorandum of Understanding (MOU) on Family and Medical Leave Act (FMLA) Concerning Computation of FMLA 12-Month Period 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 on Family and Medical Leave Act (FMLA) Concerning Computation of FMLA 12-Month Period. The motion was seconded by Dr. Garcia and unanimously approved.

4. FACILITIES

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

5. FINANCIAL SERVICES

- 5.8 Acceptance, Operational Audit, Fiscal Year Ended June 30, 2019
Dr. Beard provided a brief overview of the Operational Audit, Fiscal Year Ended June 30, 2019.

Dr. Musunuru moved to accept the Operation Audit, Fiscal Year Ended June 30, 2019. The motion was seconded by Dr. Garcia and unanimously approved.

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.1 Ratification, Take Stock in Children, Affidavit of Expenditures for 2019-2020 2nd Quarter Legislative Funding; and 2019-2020 Mini-Grant Award
Mr. Asukile presented the Take Stock in Children, Affidavit of Expenditures for 2019-2020 2nd Quarter Legislative Funding period, which is a report of the salary expenses that are utilized during 2nd quarter of the fiscal year (10/1/19 -

12/31/19) and provided a brief overview of the 2019-2020 Mini-Grant Award in the amount of \$3,500.

Dr. Musunuru moved to ratify the Take Stock in Children, Affidavit of Expenditures for 2019-2020 2nd Quarter Legislative Funding; and 2019-2020 Mini-Grant Award 9. The motion was seconded by Dr. Garcia and unanimously approved.

7. ALUMNI & COLLEGE RELATIONS/FOUNDATION

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

INFORMATION ITEMS

ACADEMIC AFFAIRS

3.9 Letter of Notification, Richard Corcoran, Commissioner of Education, Florida Department of Education

FACILITIES

4.1 College-Wide Project Updates

FINANCIAL SERVICES

5.9 Monthly Budget Summary

5.10 Astro Turf Corporation Contract

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

6.2 MLK Lecture Series Flyer

6.3 2019-2020 Term II (Spring) Enrollment Summary (Hand-Out)

ALUMNI & COLLEGE RELATIONS/FOUNDATION

7.1 PHSC Campaign Feasibility Study Executive Summary

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**

- 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
- 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
- April 10 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, Vice Chair Pearson-Adams declared the meeting adjourned at 7:51 p.m.

*Consent Item



AL HERNANDEZ, CHAIR

ATTEST:



DR. TIMOTHY BEARD, SECRETARY