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**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, FEBRUARY 18, 2020 - 6:00 P.M.
EAST CAMPUS CONFERENCE CENTER A240/241
36727 BLANTON ROAD, DADE CITY 33523**

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, Ms. Marilyn Pearson-Adams, Vice Chair, Dr. Rao Musunuru, Ms. Robin Schneider, Mr. Ray Gadd, Dr. David Garcia and Mr. Lee Maggard. Dr. Timothy Beard, College President, and Mr. Matthew Stefany, Esq., Allen Norton & Blue, P.A. were also present.

Absent: Dr. Jeff Harrington and Mr. John Mitten

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, Ms. Melanie Waxler, Dr. Kevin O'Farrell, 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. Jan Scott, Ms. Lucy Miller, Ms. Carla Rossiter-Smith, Mr. David McCain, Ms. Karen Swetland, Ms. Joyce Myers, Mr. Mike Nycx, and Ms. Rhonda Dodge.

College faculty present: Dr. Jessica LaBossiere, Ms. Connie LaMarca-Frankel, Ms. Lydia Massias, Dr. Misty Price, Mr. Kelvin Faison, Mr. Brady Nash (wife Krystal) and Ms. Caitlin Gille

College students present: Ms. Dealaney Allen and Mr. Hunter Karius

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 Gadd read aloud the PHSC Vision Statement and Mission Statement.

1.4 Recognition of President's Guests
There were no guests given special recognition.

1.5 Hearing of Citizens and Petitions
Dr. Beard informed the Board there were several citizens who would like to make public comments regarding Agenda Item 1.8.1, Lodging of Board Rules/Policies, Board Rule 6Hx19-1.11 Conducting Official College Business By The Board, Citizen Involvement. He stated that Chair Hernandez would allow three minutes for each speaker.

Citizen Speakers: Dealaney Allen, Kaitlyn Downing, Caitlin Gille, Hunter Karius, Connie LaMarca-Frankel, and Lydia Massias

1.6 Approval

1.6.1 Minutes, Regular Meeting, January 21, 2020

1.6.2 Acceptance, Hand-Out Agenda Items

1.6.3 Acceptance, Consent Agenda Items
Personnel 2.1-2.4; Academic Affairs 3.1-3.2; Facilities 4.1-4.2; Financial Services 5.1-5.4

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 6Hx19-2.191 Family and Medical Leave Act
Dr. Beard informed the Board that this Board Rule was lodged at the January 21 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. Garcia moved to approve Board Rule 6Hx19-2.191 Family and Medical Leave Act. The motion was seconded by Ms. Schneider 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 April 21 meeting. Dr. Beard added that in addition to updating the legal authority, the following changes were made:

- 1.8.1 6Hx19-1.11 Conducting Official College Business By The Board, Citizen Involvement
The purpose of this Board Rule is to establish Board policy relating to the role of the Board in official College business, including hearings of citizens and petitions and challenges to Board action. The proposed amendments establish parameters for public comment at District Board of Trustees (DBOT) Board meetings and when submissions need to be presented to the President to be included on the agenda for unspecified agenda items.

1.9 Trustee Functions

- 1.9.1 News Clips and Thank You Note Featuring Dr. Musunuru; “Land Donation,” “CARES Announce New Board of Directors,” Thank You Note From Skip Miller and News Clip Featuring Trustee Mitten “Hernando Commission Elects New Officers”
Dr. Beard brought attention to several news clips and a thank you note featuring Dr. Musunuru: “Land Donation” published in the *Tampa Bay Times* on January 24, “CARES Announce New Board of Directors” published in the *Tampa Bay Times* on February 9, and a thank you note from Skip Miller, PHSC Foundation Board member. Also included is a news clip featuring Trustee Mitten: “Hernando Commission Elects New Officers” published as a media release.
- 1.9.2 Pasco Economic Development Council Annual Report, Fiscal Year 2018-2019
Dr. Beard noted the Pasco Economic Development Council Annual Report, Fiscal Year 2018-2019.
- 1.9.3 Safety and Security Report/Update for the District Board of Trustees of Pasco-Hernando State College
Mr. McCain provided a brief overview of the Safety and Security Report/Update concerning safety policies, procedures, manuals and plans.
- 1.9.4 Trustee Items for Discussion
- Dr. Musunuru shared with Trustees regarding “The History of Pasco County, Florida” presented by the West Pasco Historical Society, Rao Musunuru, M.D. Museum & Library that was held on Pasco’s Dr. Rao Musunuru Day, Saturday, February 1. The event was held on the PHSC West Campus in the Performing Arts Building and was well-attended.
 - Trustee Gadd announced Pasco County Schools is working with WREC (Withlacoochee River Electric Cooperative) on an agreement that would allow them to build a substation on a portion of the property adjacent to Cypress Creek High School. This partnership will allow WREC to restore power early to the schools on this site. This early restoration of power may also be

extended to the PHSC IPAC.

1.10.1 President's Report

1.10.1 Presidential Briefing, January 2020

Dr. Beard provided a brief overview of the Presidential Briefing for January 2020.

1.10.2 Proposed Timeline for Annual President's Evaluation

Chair Hernandez reviewed the proposed Timeline for Annual President's Evaluation with Board members. He informed the Board that Mr. Koji would be sending them last year's Annual Evaluation form for the President. He asked Board members to please send back to Mr. Koji by March 27 any modifications.

1.10.3 Note of Appreciation, Representative Amber Mariano, Florida House of Representatives

Dr. Beard invited attention to a note of appreciation from Representative Amber Mariano, Florida House of Representatives, thanking him for meeting with her.

1.11 Legislative Update

1.11.1 Session Update

Dr. Beard reviewed a memorandum prepared by Sunrise Consulting Group, Shawn Foster and Sam Wagner, including updates on capital, appropriations, legislative and recent committees/meetings.

1.12 Communications

There were no Communications items presented at the Board meeting.

APPROVAL/RATIFICATION ITEMS

2. **PERSONNEL**

There were no Personnel items presented at the Board meeting.

3. **ACADEMIC AFFAIRS**

3.3 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, Digital Media/Multimedia Technology and College Credit Certificates, Digital Media/Multimedia Technology Production; both are effective 2021-1.

- 3.4 Proposed Fee Changes for Board Review and Approval
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.

Dr. Garcia moved to approve Agenda Items 3.3 and 3.4. The motion was seconded by Mr. Maggard and unanimously approved.

4. FACILITIES

There were no Facilities items presented at the Board meeting.

5. FINANCIAL SERVICES

- 5.5 2019-2020 Budget Amendment Approval Request #2050012, Fund 2, Current Restricted
Mr. Horn reviewed the 2019-2020 Fund 2, Current Restricted Account #2050012 Budget Amendment Approval Request with Board members.

Dr. Musunuru moved to approve 2019-2020 Budget Amendment Approval Request #2050012, Fund 2, Current Restricted. The motion was seconded by Dr. Garcia and unanimously approved.

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.1 Ratification, Center of Excellence 2nd Quarterly Performance and Fiscal Report, October-December 2019
Mr. Asukile presented the Center of Excellence, 2nd Quarterly Performance and Fiscal Report. He noted that 72 unduplicated students and 288 duplicated students were served during the reporting period of October-December 2019.

Dr. Musunuru moved to ratify Center of Excellence 2nd Quarterly Performance and Fiscal Report, October-December 2019. The motion was seconded by Vice Chair Pearson-Adams and unanimously approved.

7. ALUMNI & COLLEGE RELATIONS/ FOUNDATION

- 7.1 Ratification, Sabbatical Leave Request for Fall 2020 – Dr. Gary Carson
Dr. Richardson informed the Board that the President's Administrative Leadership Team (PALT) has approved a sabbatical leave request submitted by Dr. Gary Carson, Professor, Speech, in the amount of \$8,674 and is funded by the PHSC Foundation.

Dr. Musunuru moved to ratify Sabbatical Leave Request for Fall 2020 – Dr. Gary Carson. The motion was seconded by Dr. Garcia and unanimously approved.

- 7.2 Ratification, 2020 Distinguished Alumni Award
Dr. Richardson advised the Board that the Alumni Relations Committee reviewed nominations for the 2020 Distinguished Alumni Award and voted to recommend

Angela Y. Lewis-Bennett, a 1977 graduate of PHCC.

Dr. Musunuru moved to ratify 2020 Distinguished Alumni Award. The motion was seconded by Dr. Garcia and unanimously approved.

INFORMATION ITEMS

ACADEMIC AFFAIRS

- 3.5 Letter of Notification, Chuck Peterman, Education Compliance Survey Specialist, Department of Veterans Affairs
- 3.6 SACSCOC FACTS, February 2020

FINANCIAL SERVICES

- 5.6 Monthly Budget Summary
- 5.7 Letter of Notification, United States Department of Education, Federal Student Aid Approval Notice

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.2 Five Year Dual Enrollment Trends

ALUMNI & COLLEGE RELATIONS/ FOUNDATION

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

- March 6 Empowered! PHSC Women in Education Conference 2020, 8:00 a.m. – 3:00 p.m., West Campus
- 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 Organizational 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 7:42 p.m.

*Consent Item



AL HERNANDEZ, CHAIR

ATTEST:



DR. TIMOTHY BEARD, SECRETARY