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**DISTRICT BOARD OF TRUSTEES
REMOTE MEETING**

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**TUESDAY, APRIL 21, 2020 - 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 6:00 p.m.

1.2 Roll Call

Roll Call was taken and indicated the following Board members present: Ms. Robin Schneider, Chair, Mr. Al Hernandez, Vice Chair, Dr. Rao Musunuru, Ms. Marilyn Pearson-Adams, Dr. Jeff Harrington, Mr. John Mitten, Mr. Ray Gadd, Dr. David Garcia and Mr. Lee Maggard. Dr. Timothy Beard, College President, Mr. Shawn Foster and Sam Wagoner, Government Relations Consultants, and Mr. Brian Koji, Esq., Allen Norton & Blue, P.A., were also present.

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. Sonia Thorn, Dr. Marcia Austin, Dr. Gerene Thompson, Dr. Billie Gabbard, Ms. Lucy Miller, Mr. Mark Tennyson, Ms. Joyce Myers, and Ms. Rhonda Dodge.

College faculty present: Ms. Connie LaMarca-Frankel and Ms. Caitlin Gille
College students present: Ms. Dealaney Allen

Guests present: Ms. KellyAnn Davis, Campus Management and Ms. Magdala Randolphe, CampusNexus

- 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 Mitten read aloud the PHSC Vision Statement and Mission Statement.
- 1.4 Recognition of President's Guests
There were no guests given special recognition by the President and District Board of Trustees.
- 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 1.7.1, Public Hearing and Adoption 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: Connie LaMarca-Frankel and Caitlin Gille
- 1.6 Approval
- 1.6.1 Minutes, Regular Meeting, February 18, 2020
- 1.6.2 Acceptance, Hand-Out Agenda Items
- 1.6.3 Acceptance, Consent Agenda Items
Personnel 2.1-2.5; Academic Affairs 3.1; Facilities 4.1 – 4.11; Financial Services 5.1-5.3
- Vice Chair Pearson-Adams moved to approve Agenda Items 1.6.1 - 1.6.3. The motion was seconded by Dr. Musunuru and unanimously approved.
- 1.7 Public Hearing and Adoption of Board Rules/Policies
- 1.7.1 6HX19-1.11 Conducting Official College Business By The Board, Citizen Involvement
Dr. Beard informed the Board that this Board Rule was lodged at the February 18 Board meeting and he would answer any questions. He stated that the Board Rule had been duly advertised, concerns have been brought to his attention, and appropriate modifications have been made.
- Mr. Gadd moved to approve Board Rule 6Hx19-1.11 Conducting Official College Business By The Board, Citizen Involvement. 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 Rules lodged with the DBOT. He stated that these rules will be advertised and presented for approval at the Board's May 19 meeting. Dr. Beard added that in addition to updating the legal authority, the following changes were made:

1.8.1 6HX19-5.15 Property Records

The proposed amendment raises the monetary amount from \$1,000 to \$5,000 pertaining to the inventory of tangible personal property of a non-consumable nature and non-expendable nature with a life expectancy of more than one year, will be marked in a manner consistent with guidelines established by Florida Administrative Code. Items are inventoried and capitalized for accounting purpose per federal standards.

1.8.2 6HX19-5.17 Disposing of College Property

The proposed amendment raises the monetary value of surplus property that the DBOT can designate as obsolete, damaged, or beyond repair from at or about \$1,000 to at or about \$5,000. Additionally, the proposed amendment raises the monetary threshold from less than \$1,000 to less than \$5,000 property value for which the College President has the authority to approve disposal of surplus property. Finally, the proposed amendment changes the title of the Senior Vice President who will receive the final report of surplus property.

1.9 Trustee Functions

1.9.1 Approval, Assessment Form for the Evaluation of the President by the District Board of Trustees 2020

Mr. Koji provided an overview of the 2020 Assessment Form for the Evaluation of the President by the District Board of Trustees.

Dr. Musunuru moved to approve the Assessment Form for the Evaluation of the President by the District Board of Trustees 2020. The motion was approved by Mr. Mitten and unanimously approved.

1.9.2 News Editorial Featuring Dr. Musunuru, "Museum and Library is Worth the Visit"

Dr. Beard invited attention to the news editorial featuring Dr. Musunuru titled "Museum and Library is Worth the Visit," published in the *Tampa Bay Times/Pasco County Community News* on February 11.

1.9.3 Trustee Items for Discussion

Trustee Gadd informed the Board members that a Pasco County Food Drive would soon be initiated. He stated that any assistance from the College would be much appreciated and more information would soon follow.

1.10.1 President's Report

1.10.1 Presidential Briefing, March and April 2020

Dr. Beard provided a brief overview of the Presidential Briefing for March and April 2020.

1.10.2 News Clips, "NISOD (National Institute for Staff and Organizational Development) News Member Spotlight" and "Trailblazer Awards"

Dr. Beard brought attention to several news clips: "NISOD (National Institute for Staff and Organizational Development) News Member Spotlight" featured on the NISOD website and "Trailblazer Awards" published in the *Tampa Bay Times/Hometown Hernando* on March 27.

1.10.3 Security Assessment Report, Executive Summary, Secure Anchor Consulting

Dr. Harts presented a brief overview of the Security Assessment Report, Executive Summary provided by Secure Anchor Consulting.

1.10.4 ERP (Enterprise Resource Planning) Project Review, CampusNexus

Dr. Harts, along with Ms. Davis, Campus Management, Ms. Randolphe, CampusNexus, and Mr. Tennyson, PHSC ERP Project Manager, provided a brief overview of the ERP (Enterprise Resource Planning) Project Review from CampusNexus.

1.11 Legislative Update

Mr. Foster and Mr. Wagoner of Sunrise Consulting Group provided an update of the current legislative activities in Tallahassee. They also discussed a Power Point presentation, previously sent to Trustees, that included topics on Legislation Filed and Passed; Florida College System Funding; New College and PHSC Funding Highlights; Stem Stackable; and Higher Education Bills Passed.

1.12 Communications

1.12.1 Note of Appreciation, Rick Scott, United States Senate, Washington, D.C.

Dr. Beard brought attention to a note of appreciation from Rick Scott, United States Senate, Washington, D.C.

1.12.2 Letter of Appreciation, Jennifer Worth, Senior Vice President, Workforce and Economic Development, American Association of Community Colleges

Dr. Beard noted a letter of appreciation from Jennifer Worth, Senior Vice President, Workforce and Economic Development, American Association of Community Colleges, thanking him for participating as a guest speaker at the annual Workforce Development Institute.

1.12.3 Letter of Appreciation, Jemith Rosa, MPA, President/CEO, CARES (Community Aging & Retirement Services, Inc.)

Dr. Beard invited attention to a letter of appreciation from Jemith Rosa, MPA, President/CEO, CARES (Community Aging & Retirement Services,

Inc.), thanking PHSC for a Silver Sponsorship of \$1,000 to the CARES Celebrating Seniors: Roaring 20's Annual Benefit.

APPROVAL/RATIFICATION ITEMS

2. PERSONNEL

There were no Personnel items presented at the Board meeting.

3. ACADEMIC AFFAIRS

3.2 Academic Calendar and Commencement Recommendation

Dr. Giannet advised the Board that in response to the COVID-19 pandemic and as part of the College's operational and academic continuity, an updated Academic Calendar and Commencement Recommendation has been created and approved by the PALT (President's Administrative Leadership Team).

3.3 Proposed Fee Changes

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.

3.4 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 Technology; Technical Credit Certificates, Medical Assistant Paramedic; and Applied Technology Diploma, Emergency Medical Technician. All changes effective 2021-1.

Vice Chair Pearson-Adams moved to approve Agenda Items 3.2-3.4. After discussion, the motion was seconded by Mr. Mitten and unanimously approved.

3.5 Florida Department of Education Project Award Notification, Strengthening Career & Technical Education for the 21st Century Act- Perkins V Postsecondary Section 132

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

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

3.6 Ratification, Memorandum of Understanding Between PHSC and the United Faculty of Florida Concerning the COVID-19 Health Emergency

Mr. Koji provided a brief overview of the Memorandum of Understanding between PHSC and the United Faculty of Florida concerning the COVID-19 Health Emergency.

3.7 Ratification, Memorandum of Understanding Department Chairs and Program Directors

Mr. Koji reviewed the Memorandum of Understanding (MOU) Department Chairs and Program Directors.

Mr. Gadd moved to approve Agenda Items 3.6 & 3.7. 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

5.4 2019-2020 Budget Amendment Approval Request #2050013, Fund 2, Current Restricted

Mr. Horn reviewed the 2019-2020 Fund 2, Current Restricted Account #2050013 Budget Amendment Approval Request with Board members.

5.5 Write-Off Uncollected Accounts

Mr. Horn informed the Board that this accounting transaction reclassifies receivables into a bad debt category. These uncollected receivables include amounts that are two years old or older as of June 30, 2020. He further stated that the College will continue to pursue collection of these accounts after write-off approval with the exception of those relating to deceased students.

5.6 Acceptance, Statewide Federal Awards Audit, Fiscal Year Ended June 30, 2019

Mr. Horn invited attention to the PHSC Statewide Financial Aid Audit, Fiscal Year Ended June 30, 2019 submitted by the Office of the Auditor General. He stated that there were no audit findings reported.

5.7 Acceptance, Financial Statement Audit, Fiscal Year Ended June 30, 2019

Mr. Horn invited attention to the Financial Audit for the fiscal year ended June 30, 2019. He stated that the audit revealed PHSC's financial statements were presented fairly and disclosed no instances of noncompliance or recommendations, in accordance with prescribed financial reporting standards.

Vice Chair Pearson-Adams moved to approve Agenda Items 5.4-5.7. The motion was seconded by Mr. Gadd and unanimously approved.

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

6.1 2019-2020 Annual Equity Update Report

Mr. Asukile reviewed Part 1 and Part 2 of the 2019-2020 Annual Equity Update

Report.

Mr. Mitten moved to approve the 2019-2020 Annual Equity Update Report. The motion was seconded by Dr. Harrington and unanimously approved.

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

There were no Alumni & College Relations/Foundation items presented at the Board meeting.

INFORMATION ITEMS

ACADEMIC AFFAIRS

- 3.8 Letters of Notification, Belle S. Wheelan, Ph.D., President; and Kevin W. Sichtler, Ph.D., Director of Substantive Change, Southern Association of Colleges and Schools Commission On Colleges
- 3.9 SACSCOC FACTS, April 2020
- 3.10 SACSCOC Report of the Reaffirmation Committee
- 3.11 PHSC Response Report to the On-Site SACSCOC Visiting Committee

FINANCIAL SERVICES

- 5.8 Monthly Budget Summary

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.2 2019-2020 College Board Florida Partnership College Access and Readiness Experiences For Success Grant
- 6.3 2019-2020 Term III (Summer) Enrollment Summary (Verbal Report)
- 6.4 News Article, "Bobcats Get a New Baseball Field as Their Season Comes to an Early End"

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**

- 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 7:35 p.m.

*Consent Item



AL HERNANDEZ, CHAIR

ATTEST:



DR. TIMOTHY BEARD, SECRETARY