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**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, JUNE 16, 2020 - 6:00 P.M.
JOIN ZOOM MEETING AT [HTTPS://PHSC.ZOOM.US/J/99575287987](https://phsc.zoom.us/j/99575287987)
MEETING ID: 995 7528 7987
OR DIAL BY YOUR LOCATION +1 646 558 8656 US**

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, Dr. Rao Musunuru, Ms. Robin Schneider, 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.

College administrators and staff present: Dr. Bob Bade, Dr. Stan Giannet, Dr. Melissa Harts, Mr. Brian Horn, Dr. Lisa Richardson, Mr. Imani Asukile, Mr. Darrell Clark, Mr. Tony Rivas, Ms. Melanie Waxler, Dr. Kevin O'Farrell, Dr. Donna Burdzinski, Dr. Ed Goolsby, Ms. Sonia Thorn, Ms. Chiquita Henderson, Dr. Marcia Austin, Dr. Billie Gabbard, Dr. Gerene Thompson, Ms. Jan Scott, Ms. Lucy Miller, Ms. Karen Swetland, Mr. Mike Nycz, Ms. Joyce Myers, and Ms. Rhonda Dodge

College faculty present: Dr. Jessica LaBossiere, Ms. Caitlin Gille, Dr. Stacey Thomson, Mr. Fred Prescott, and Ms. Regina Mirabella

College students present: No students present

Guests present: Ms. Wendy Beard

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 by the President and District Board of Trustees.
- 1.5 Hearing of Citizens and Petitions
Dr. Beard inquired as to whether there were any hearings of citizens and petitions participating in the Zoom meeting; there were none. Dr. Beard informed the Board that none had been brought to his attention since the last DBOT meeting.
- 1.6 Approval
 - 1.6.1 Minutes, Regular Meeting, May 19, 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; and Financial Services 5.1-5.4

Mr. Gadd moved to approve Agenda Items 1.6.1 - 1.6.3. The motion was seconded by Mr. Maggard and unanimously approved.
- 1.7 Public Hearing and Adoption of Board Rules/Policies
There were no Board Rules/Policies presented for adoption at the Board meeting.
- 1.8 Lodging of Board Rules/Policies
Dr. Beard invited attention to the new Board Rule lodged with the DBOT: 6Hx19-1.40 District Board of Trustees Student Trustee. He stated that this rule will be advertised and presented for approval at the Board's July 21 meeting.
- 1.9 Trustee Functions
 - 1.9.1 Report, Summary, PHSC District Board of Trustees 2019-2020 Self-Evaluation
Chair Hernandez and fellow Trustees briefly discussed and reviewed the outcomes of the District Board of Trustees Self-Evaluation for 2019-2020.
 - 1.9.2 From the Archives of Trustee Musunuru "Trustees to PHCC Officials: Form Plan to Offer Day Care" and "Board of PHCC Requires Balance"
Dr. Beard brought attention to several articles from the archives of Trustee Musunuru: "Trustees to PHCC Officials; Form Plan to Offer Day Care" published May 17, 2001 and "Board of PHCC Requires Balance" published March 16, 2001 in the *Tampa Bay Times*.

- 1.9.3 Trustee Items for Discussion
There were no Trustee Items for Discussion presented at the DBOT meeting.
- 1.10.1 President's Report
 - 1.10.1 Presidential Briefing, June 2020
Dr. Beard provided a brief overview of the Presidential Briefing for June 2020.
 - 1.10.2 Largest Employers in Pasco County Ranked by Total Local Employment, Tampa Bay Business Journal
Dr. Beard noted the listing of the "Largest Employers in Pasco County Ranked by Total Local Employment" from the *Tampa Bay Business Journal* dated May 8.
 - 1.10.3 Student Trustee Board Rule Proposal
Dr. Beard previously addressed this agenda item under 1.8 Lodging of Board Rules/Policies.
- 1.11 Legislative Update
Mr. Sam Wagner, Government Relations Consultant, provided a verbal update on the current legislative activities in Tallahassee.
- 1.12 Communications
There were no Communications items presented at the Board meeting.

APPROVAL/RATIFICATION ITEMS

Dr. Beard requested that the Board move Agenda Item 5.6, Proposed FY 2020-2021 College Operating Budget Executive Summary and Agenda Item 5.6.1, Required State Operating Budget Forms, up in the agenda for review and approval. He advised that the 2020-2021 personnel recommendations contained under Agenda Item 2.5-2.12 are predicated on the new budget, which needed to be approved first. The Board agreed.

- 5.6 Proposed 2020-2021 College Operating Budget Executive Summary
 - 5.6.1 Required State Operating Budget Forms

Mr. Horn reviewed the 2020-2021 College Operating Budget Executive Summary and State Forms with the Board. He explained the major revenue and expenditure elements of the proposed budget which included no increase in college course tuition fees; no recurring or non-recurring salary increase for faculty or staff except longevities and degree attainment; and a total net increase of 6.5 Full-Time Equivalent (FTE) operating budget positions to support current College operations at the various campuses and district office.

Dr. Garcia moved to approved Proposed 2020-2021 College Operating Budget Executive Summary. The motion was seconded by Vice Chair Pearson-Adams and unanimously approved.

Dr. Garcia moved to approve Required State Operating Budget Forms. The motion was seconded by Mr. Maggard and unanimously approved.

2. PERSONNEL

2.5 President's 2019-2020 Employment Evaluation Summary

2.6 Chairman's Recommendation to the Board Regarding President's Contract Renewal

After much discussion of Agenda Item 2.5 and 2.6 Mr. Gadd moved to table both Agenda Items until the July 21 DBOT meeting, contingent upon Governor DeSantis' approval of the 2020-2021 budget.

2.7 Classification Plan and Salary Schedules, 2020-2021

Dr. Beard invited attention to the 2020-2021 Classification Plan and Salary Schedules. This document includes all full-time positions at the College. He noted the Instructional Pay Plan and the Supplemental Salary Schedule that are also included.

Dr. Garcia moved to approve the Classification Plan and Salary Schedules, 2020-21. The motion was seconded by Mr. Gadd and unanimously approved.

2.8 Longevity Compensation for Eligible Staff and Faculty, 2020-2021

Dr. Beard brought attention to the listing of Longevity Compensation for Eligible Staff and Faculty, 2020-2021.

Dr. Garcia moved to approve Longevity Compensation for Eligible Staff and Faculty, 2020-2021. The motion was seconded by Mr. Gadd and unanimously approved.

2.9 Educational Achievement, Earned Degrees, Non-Recurring and Recurring, 2020-2021

Dr. Beard noted the Educational Achievement, Earned Degrees, Non-Recurring and Recurring, 2020-2021.

Dr. Musunuru moved to approve Educational Achievement, Earned Degrees, Non-Recurring and Recurring, 2020-2021. The motion was seconded by Dr. Garcia and unanimously approved.

2.10 Appointment, Head and Assistant Coaches, Athletics, Supplemental Contract, 2020-2021

Dr. Beard invited attention to the listing for Appointment, Head and Assistant Coaches, Athletics, Supplemental Contract, 2020-2021.

Dr. Musunuru moved to approve Appointment, Head and Assistant Coaches, Athletics, Supplemental Contract, 2020-2021. The motion was seconded by Dr. Garcia and unanimously approved.

2.11 Instructional Personnel Supplemental Contract, Program Directors and Co-Directors, 2020-2021

Dr. Beard brought attention to the listing of Instructional Personnel Supplemental Contract, Program Directors and Co-Directors, 2020-2021.

Dr. Garcia moved to approve Instructional Personnel Supplemental Contract, Program Directors and Co-Directors, 2020-2021. The motion was seconded by Dr. Musunuru and unanimously approved.

2.12 Instructional Personnel to be Issued Continuing Contract for Academic Year 2020-2021

Dr. Beard noted the Instructional Personnel to be Issued Continuing Contract for Academic Year 2020-2021.

Dr. Garcia moved to approve Instructional Personnel to be Issued Continuing Contract for Academic Year 2020-2021. The motion was seconded by Mr. Maggard and unanimously approved.

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; Computer Programming and Analysis, Internet Services Technology, Cyber and IT Security, Network Systems Technology, Unmanned Vehicle Systems Operations, and Computer Programmer; College Credit Certificate; Computer Programming Specialist, Network Systems Certificate, Network Infrastructure Certificate, Network Support Technician Certificate, and Web Development Specialist Certificate; all effective 2021-2 and Applied Technology Diploma; Fire Academy, effective 2021-1.

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

3.4 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.

Dr. Garcia moved to approve Proposed Fee Changes. The motion was seconded by Dr. Musunuru and unanimously approved.

3.5 Articulation Agreements Between Hernando and Pasco County School Districts and PHSC

Dr. Giannet provided a brief overview of the Articulation Agreements Between Hernando and Pasco County School Districts and PHSC.

Mr. Gadd moved to approve Articulation Agreements Between Hernando and Pasco County School Districts and PHSC. The motion was seconded by Dr. Garcia and unanimously approved.

3.6 2020-2021 Pasco and Hernando County Dual Enrollment Agreements
Dean Thorn reviewed the 2020-2021 Hernando and Pasco County Dual Enrollment Agreements with the Board.

Dr. Garcia moved to approve the 2020-2021 Pasco and Hernando County Dual Enrollment Agreements. The motion was seconded by Dr. Musunuru 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 Fund 2, Current Restricted and Fund 5, Scholarships

Mr. Horn reviewed the 2019-2020 Fund 2, Current Restricted and Fund 5, Scholarships Account Budget Amendment Approval Requests with Board members.

Dr. Garcia moved to approve the 2019-2020 Budget Amendment Approval Request Fund 2, Current Restricted and Fund 5, Scholarships. The motion was seconded by Mr. Maggard and unanimously approved.

5.6 Proposed 2020-2021 College Operating Budget Executive Summary

5.6.1 Required State Operating Budget Forms

These items were previously reviewed and approved under Approval/Ratification Items.

5.7 Budget Amendments, 2020-2021

- 5.7.1 Fund 1 Unrestricted Current Funds
- 5.7.2 Fund 2 Current Restricted
- 5.7.3 Fund 3 Auxiliary Services
- 5.7.4 Fund 5 Scholarships
- 5.7.5 Fund 7 Unexpended Plant Fund

Dr. Musunuru moved to approve Budget Amendments, 2020-2021. The motion was seconded by Dr. Garcia and unanimously approved.

- 5.8 Banking Services Exemption Request
Mr. Horn reviewed the Banking Services Exemption Request with Board members. He advised this is a one-time exemption to the DBOT Rule 6Hx19-5.27 Bank Depository and will allow PHSC to piggyback on the St. Petersburg College contract.

After much discussion, Mr. Gadd moved to approve the Banking Services Exemption Request and requested to bring forward Board Rule 6Hx19-5.27 Bank Depository at the next Board meeting in July for possible modification. The motion was seconded by Dr. Garcia and approved. Mr. Mitten opposed.

6. **STUDENT AFFAIRS & ENROLLMENT MANAGEMENT**

There were no Student Affairs & Enrollment Management items presented at the Board meeting.

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

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

INFORMATION ITEMS

ACADEMIC AFFAIRS

- 3.7 SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) Position Statements

FINANCIAL SERVICES

- 5.9 Monthly Budget Summary

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.2 2019-2020 Term III (Summer) Enrollment Summary (Verbal Report)

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**

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 8:00 p.m.

*Consent Item



AL HERNANDEZ, CHAIR

ATTEST:



DR. TIMOTHY BEARD, SECRETARY