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**DISTRICT BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
TUESDAY, JULY 21, 2020 - 6:00 P.M.**

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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, Mr. John Mitten, Mr. 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: Dr. Jeff Harrington

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. Amy Anderson, Dr. Ed Goolsby, Ms. Sonia Thorn, Ms. Chiquita Henderson, Dr. Billie Gabbard, Dr. Gerene Thompson, Ms. Jan Scott, Ms. Becky Shanafelt, Ms. Lucy Miller, Mr. Dennis Feltwell, Ms. Carla Rossiter-Smith, Ms. Karen Swetland, Mr. Mark Tennyson, Mr. Adam Christiansen, Mr. Harold Hedrick, Ms. Joyce Myers, and Ms. Rhonda Dodge

College faculty present: Dr. Jessica LaBossiere, Ms. Caitlin Gille, Dr. Stacey Thomson, Ms. Julie Hendriksen, Mr. Fred Prescott, and Ms. Karen Carpenter
College students present: No students present.

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

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 Welcome to Guests

There were no guests given special recognition by the President and District Board of Trustees.

1.5 Organizational Meeting of the Board

Chair Hernandez stated that the Board would now discuss its reorganization and turned the meeting over to Dr. Beard. Dr. Beard advised that it was customary for the College President, as secretary to the Board, to preside over the annual organizational meeting. He related that these duties include the election of a Chair, a Vice Chair, and the determination of place, date, and time of the regular meetings for 2020-2021.

1.5.1 Election of Chair

Ms. Schneider stated that she would nominate Vice Chair Marilyn Pearson-Adams as the 2020-2021 Chair of the District Board of Trustees. The motion was seconded by Dr. Garcia and unanimously approved.

1.5.2 Election of Vice Chair

Mr. Maggard stated that he would nominate Dr. Musunuru as the 2020-2021 Vice Chair of the District Board of Trustees. The motion was seconded by Ms. Schneider and unanimously approved.

1.5.3 Approval, Proposed 2020-2021 Schedule of Dates, Time, and Campus Location of Board Meetings

Dr. Beard invited attention to the schedule of proposed dates and location of meetings based on the third Tuesday of eight months.

Dr. Musunuru moved to approve the 2020-2021 District Board of Trustees schedule of meeting dates and locations. The motion was seconded by Dr. Garcia and unanimously approved.

Dr. Beard congratulated the new officers and returned the gavel to Chair Schneider.

1.6 Hearing of Citizens and Petitions

Dr. Beard informed the Board there was one citizen who would like to make public comments regarding Agenda Item 5.6: Childcare Services Contract. He stated that Chair Hernandez would allow three minutes for the speaker.

Citizen Speaker: Jayne Goldstein

1.7 Approval

1.7.1 Minutes, Regular Meeting, June 16, 2020

Ms. Pearson-Adams moved to approve Minutes, Regular Meeting, June 16, 2020. The motion was seconded by Dr. Garcia and unanimously approved.

1.7.2 Acceptance, Hand-Out Agenda Items

Dr. Garcia moved to accept Hand-Out Agenda Items. The motion was seconded by Mr. Maggard and unanimously approved.

1.7.3 Acceptance, Consent Agenda Items

Personnel 2.1-2.6; Academic Affairs 3.1-3.2; Facilities 4.1-4.7; and Financial Services 5.1-5.3

Dr. Garcia moved to accept Consent Agenda Items. The motion was seconded by Mr. Mitten and unanimously approved.

1.8 Public Hearing and Adoption of Board Rules/Policies

1.8.1 6Hx19-1.40 District Board of Trustees Student Trustee

Dr. Beard informed the Board that this Board Rule was lodged at the June 16 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 6Hx19-1.40 District Board of Trustees Student Trustee. The motion was seconded by Dr. Garcia and unanimously approved.

1.9 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 September meeting. Dr. Beard added that in addition to updating the legal authority, the following changes were made:

1.9.1 6Hx19-5.27 Bank Depository

The rule currently allows for competitive bidding for bank depositories, but the proposed amendment adds that piggybacking on Florida State Contracts, or contracts of other public entities, including Florida State Colleges, for the purpose of bank depositories for Pasco-Hernando State College is also an alternative to competitive bidding. The amendments also delete the language that requires that contracts be for a term of three years with the option of three, one-year renewals and that they must be competitively bid every three years or at the end of the extension periods.

1.10 Trustee Functions

1.10.1 Trustee Items for Discussion

Dr. Musunuru shared with Trustees that he has observed people fishing in the main pond next to Ridge Road on the West Campus. He expressed his concerns and inquired as to whether this practice is accepted or prohibited.

1.11 President's Report

1.11.1 Presidential Briefing, July 2020

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

1.11.2 CampusNexus ERP Implementation Q2 Status Updates and ERP Project Recognitions

Dr. Harts informed the Board with a brief summary of the CampusNexus ERP Implementation Q2 Status Updates and ERP Project Recognitions, along with input from CampusNexus Project Managers, Ms. KellyAnn Davis and Ms. Magdala Randolphe.

1.12 Legislative Update

There was no Legislative Update presented at the Board meeting.

1.13 Communications

1.13.1 Letter of Appreciation, Patricia Crowley, President/CEO, Greater Hernando County Chamber of Commerce

Dr. Beard invited attention to a letter of appreciation from Patricia Crowley, President/CEO, Greater Hernando County Chamber of Commerce, thanking PHSC for their sponsorship of the 46th Annual Student Recognition Celebration.

APPROVAL/RATIFICATION ITEMS

2. PERSONNEL

2.7 President's 2019-2020 Employment Evaluation Summary

Chair Hernandez brought attention to the President's 2019-2020 Employment Evaluation Summary prepared by Mr. Koji.

Dr. Musunuru moved to ratify the President's 2019-2020 Employment Evaluation Summary. The motion was seconded by Dr. Garcia and unanimously approved.

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

Chair Hernandez brought attention to his recommendation to the Board regarding the President's 2020-2021 Contract Renewal. He informed the Board that all Trustees had submitted a completed evaluation form. Chair Hernandez explained that his recommendation had been discussed with the President prior to the meeting. He informed the Board that all the numeric ratings were positive assessing a total of 4.9 out of 5.0.

Chair Hernandez stated that Dr. Beard's performance as President this past year has been stellar and he has exceeded performance standards in all areas of his evaluation. The Board's comprehensive evaluation of Dr. Beard indicated he is displaying excellent communications with the Board and community stakeholders, as well as the College administrative leadership team.

Vice Chair Pearson-Adams moved to approve the Chairman's Recommendation to the Board Regarding President's Contract Renewal. The motion was seconded by Dr. Garcia and unanimously approved.

2.9 Appointment, Executive/Administrative Personnel, One and Two-Year Contracts
Dr. Beard reviewed the Appointment, Executive/Administrative Personnel, One and Two-Year Contracts.

Dr. Garcia moved to approve Appointment, Executive/Administrative Personnel, One and Two-Year Contracts. The motion was seconded by Dr. Musunuru and unanimously approved.

3. ACADEMIC AFFAIRS

3.3 Proposed 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, Generic RN and Radiography, both effective 2021-2.

Dr. Garcia moved to approve Proposed Catalog/Program Changes. The motion was seconded by Dr. Musunuru 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 Proposed Dual Enrollment Articulation Agreements Addendums
Ms. Thorn provided a brief overview of the Proposed Dual Enrollment Articulation Agreements Addendums.

Dr. Garcia moved to approve Proposed Dual Enrollment Articulation Agreements Addendums. The motion was seconded by Dr. Musunuru and unanimously approved.

- 3.6 Textbook Affordability Analysis
Dr. Giannet provided a brief overview of the information relevant to the statutorily required Textbook Affordability Analysis and spreadsheet of general education textbook and instructional material costs.

Dr. Musunuru moved to approve Textbook Affordability Analysis. The motion was seconded by Dr. Garcia and unanimously approved.

4. FACILITIES

There were no Facilities items presented at the Board meeting.

5. FINANCIAL SERVICES

- 5.4 Budget Amendment Approval Request 2019-2020 Fund 2, Current Restricted and 2020-2021 Fund 2, Current Restricted

Mr. Horn reviewed the 2019-2020 and 2020-2021 Fund 2, Current Restricted Account Budget Amendment Approval Requests with Board members.

Dr. Garcia moved to approve Budget Amendment Approval Request 2019-2020 Fund 2, Current Restricted and 2020-2021 Fund 2, Current Restricted. The motion was seconded by Dr. Musunuru and unanimously approved.

- 5.5 2019-20 Property Inventory
Mr. Horn invited attention to the 2019-2020 Property Inventory of all College-owned equipment that is updated annually. He advised the Board that the inventory value as of June 30, 2020 is \$14,350,610.82.

Dr. Garcia moved to approve 2019-2020 Property Inventory. The motion was seconded by Dr. Musunuru and unanimously approved.

- 5.6 Childcare Services Contract
Mr. Horn reviewed with Board members the RFP (Request For Proposal) process and the proposed childcare services contract with HGH Enterprises, LLC dba Great Hope Preschool.

Dr. Garcia moved to approve Childcare Services Contract. The motion was seconded by Dr. Musunuru and unanimously approved.

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.1 Ratification, Take Stock in Children (TSIC), Affidavit of Expenditures for 2019-2020 4th Quarter Legislative Funding
Mr. Asukile presented the Take Stock in Children, Affidavit of Expenditures for 2019-2020 4th Quarter Legislative Funding period which is a report of the salary expenses that are utilized during the 4th quarter of the fiscal year (4/1/20 - 6/30/20).
- Dr. Musunuru moved to ratify Take Stock in Children (TSIC), Affidavit of Expenditures for 2019-2020 4th Quarter Legislative Funding. The motion was seconded by Dr. Garcia and unanimously approved.

7. ALUMNI & COLLEGE RELATIONS/ FOUNDATION

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

INFORMATION ITEMS

PERSONNEL

- 2.10 PHSC Organizational Charts 2020-2021

ACADEMIC AFFAIRS

- 3.7 PHSC Fact Book 2019-2020

FINANCIAL SERVICES

- 5.7 PHSC Fiscal Year 2020-2021 Appropriation Holdback
- 5.8 Monthly Budget Summary

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.2 Take Stock in Children (TSIC), Balanced Score Card Report 2019-2020
- 6.3 College Reach Out Program (CROP) Project Award Notification, Florida Department of Education
- 6.4 2020-2021 Term I (Fall) 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

9. ADJOURNMENT

There being no further business, Chair Hernandez declared the meeting adjourned at 7:30 p.m.

*Consent Item



AL HERNANDEZ, CHAIR

ATTEST:



DR. TIMOTHY BEARD, SECRETARY