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**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 17, 2020 - 6:00 P.M.**

JOIN ZOOM MEETING AT [HTTPS://PHSC.ZOOM.US/J/94759795155](https://phsc.zoom.us/j/94759795155)

**MEETING ID: 947 5979 5155
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MINUTES

1. GENERAL FUNCTIONS

1.1 Call to Order

The meeting was called to order by 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, Chair, Ms. Robin Schneider, Dr. Jeff Harrington, Mr. Al Hernandez, Mr. John Mitten, Mr. Lee Maggard and Student Trustee Zachary Kleisley. Dr. Timothy Beard, College President, Mr. Brian Koji, Esq., Allen Norton & Blue, P.A. and Mr. Sam Wagoner, Government Relations Consultant, were also present.

Absent: Vice Chair Dr. Rao Musunuru, Mr. Ray Gadd and Dr. David Garcia

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. Amy Anderson, Dr. Ed Goolsby, Ms. Sonia Thorn, Ms. Chiquita Henderson, Dr. Billie Gabbard, Dr. Marcia Austin, Ms. Lucy Miller, Dr. Chris Bibbo, Mr. David McCain, Mr. Dennis Feltwell, Ms. Carla Rossiter-Smith, Ms. Kim Molina, Ms. Edith Buffington, Ms. Carol Lewis, Ms. Karen Swetland, Ms. Karen Connell, Ms. Christy Aulicino, Ms. Mildred Diaz-Santiago, Mr. Mark Tennyson, Mr. Adam Christiansen, Mr. Harold Hedrick, Ms. Joyce Myers, and Ms. Rhonda Dodge

College faculty present: Ms. Connie LaMarca-Frankel, Ms. Julie Hendriksen, Mr. Wesley Johnson, Ms. Patricia Garcia, Ms. Donna Earnest, Dr. Kristi Campoe, Dr.

Stacey Thomson, Dr. Eddie Williams, Ms. Caitlin Gille and Mr. Wojciech Chojna
College students present: Ms.Emily McCann, Mr. Charlie West and Ms. Carly
Stein

Guests: Ms. Magdala Randolphe and Graham Picklesimer

1.3 Pledge of Allegiance and Moment of Silence

Dr. Beard led the DBOT members in a moment of silence.

1.3.1 Vision Statement and Mission Statement

Student Trustee Kleisley read aloud the PHSC Vision Statement and
Mission Statement.

1.4 Welcome to Guests

1.4.1 Dr. Eddie Williams, Assistant Professor/Program Director, Human
Services, Recipient of the NAMI (National Alliance on Mental Illness) of
Pasco 2020 Hero of Hope Award

Dr. Beard recognized Dr. Eddie Williams, Assistant Professor/Program
Director, Human Services, as the recipient of the NAMI (National Alliance
on Mental Illness) of Pasco 2020 Hero of Hope Award.

1.4.2 Mildred Diaz-Santiago, Administrative Assistant III, Provost, Porter
Campus at Wiregrass Ranch, Recipient of the AFC (Association of
Florida Colleges) Distinguished Service Award

Dr. O'Farrell recognized Mildred Diaz-Santiago, Administrative Assistant
III, Provost, Porter Campus at Wiregrass Ranch, as the recipient of the
AFC (Association of Florida Colleges) Distinguished Service Award.

1.4.3 CampusNexus Finance Implementation Team, One Team One College
One System

Dr. Harts recognized several individuals of the CampusNexus Finance
Implementation Team, One Team One College One System, for their
expertise and involvement in the application of the College's new ERP
(Enterprise Resource Planning) system.

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 3.3: UFF (United Faculty of
Florida)/PHSC Administration Presentations. He stated that Chair Pearson-Adams
would allow three minutes for the speakers.

Citizen Speakers: Ms. Donna Earnest, Ms. Caitlin Gille, Ms. Julie Hendriksen, Mr.
Wesley Johnson and Ms. Connie LaMarca-Frankel

1.6 Approval

1.6.1 Minutes, Regular Meeting, September 15, 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 4.1-4.5;
Financial Services 5.1-5.4

Dr. Beard advised the Board that Agenda Item 4.5 be removed from the Consent Agenda for further discussion.

Mr. Mitten moved to accept Agenda Items 1.6.1 and 1.6.2 in addition to revised Consent Agenda Items, 1.6.3, with the exception of Agenda Item 4.5. The motion was seconded by Mr. Maggard and unanimously approved.

1.7 Public Hearing and Adoption of Board Rules/Policies

1.7.1 6Hx19-1.XX Free Speech and Assembly

1.7.2 6Hx19-2.56 Educational and Workplace Harassment

Dr. Beard informed the Board that these Board Rules was lodged at the September 15 Board meeting and he would answer any questions. He stated that the Board Rules had been duly advertised and no concerns have been brought to his attention.

Mr. Hernandez moved to approve Board Rule 6Hx19-1.XX Free Speech and Assembly. The motion was seconded by Ms. Schneider and unanimously approved.

Mr. Mitten moved to approve Board Rule 6Hx19-2.56 Educational and Workplace Harassment. 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 January meeting. Dr. Beard added that in addition to updating the legal authority, the following changes were made:

1.8.1 6Hx19-3.23 Academic Honors

The proposed amendments provide designated honors categories for students who achieve certain grade point averages (GPAs) prior to graduation. This includes honor designations for students seeking an Associate in Arts Degree, Associate in Science Degree, or a Bachelor of Science Degree or a Bachelor of Applied Science Degree. The students who fall within these categories will be given the opportunity to receive honors cords for graduation. The amendment deletes the designation of "Honor Graduate with Highest Honors" for the student with the highest grade point average for any degree.

- 1.8.2 6Hx19-4.10 Construction Contracts and Payments
The proposed amendment increases the retainage amount in construction contracts to match the revised statutory percentage.
- 1.8.3 6Hx19-4.12 Official Hours of College Operation and Unauthorized Trespass
The proposed amendments update this Board Rule by adding that there shall be no swimming, fishing, boating, and feeding wildlife on College property.
- 1.9 Trustee Functions
 - 1.9.1 News Clip, "Governor Appoints Elijah "Ed" Armstrong, III and John Mitten to the Southwest Florida Water Management District's Governing Board"
Dr. Beard brought attention to the news clip featuring Trustee Mitten: "Governor Appoints Elijah "Ed" Armstrong, III and John Mitten to the Southwest Florida Water Management District's Governing Board," dated October 8.
 - 1.9.2 Information, Safety and Security 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.
 - 1.9.3 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 Information, Presidential Briefing, October and November 2020
Dr. Beard provided a brief overview of the Presidential Briefing for October and November 2020.
 - 1.10.2 News Article, "Panel Discusses Race, Social Justice Issues in America"
Dr. Beard brought attention to the news article entitled "Panel Discusses Race, Social Justice Issues in America," published in the *Laker Lutz News* on September 30.
 - 1.10.3 PHSC CampusNexus ERP (Enterprise Resource Planning), Q3 Status Updates
Dr. Harts provided an overview of the CampusNexus ERP (Enterprise Resource Planning), Q3 Status Updates. Ms. Magdala Randolphe, CampusNexus, Project Manager, provided a brief project status summary of finance, human resources/payroll and student/portals.
- 1.11 Legislative Update
Mr. Sam Wagner, Government Relations Consultant, provided a verbal update on

the current legislative activities in Tallahassee.

1.12 Communications

- 1.12.1 Letter of Appreciation, Crystal Baird, Ph.D., Vice President, Southern Association of Colleges and Schools Commission On Colleges
Dr. Beard noted the letter of appreciation from Crystal A. Baird, Ph.D., Vice President, SACSCOC (Southern Association of Colleges and Schools Commission On Colleges), thanking Dr. Beard for serving on a visiting committee to Midland College Concerning their peer review process.

APPROVAL/RATIFICATION ITEMS

2. PERSONNEL

- 2.5 Senior Management Service Class Designation
Mr. Clark reviewed the proposed memorandum concerning Senior Management Service Designation.

Mr. Mitten moved to approve Senior Management Service Class Designation. The motion was seconded by Dr. Harrington and unanimously approved.

3. ACADEMIC AFFAIRS

- 3.3 UFF (United Faculty of Florida)/PHSC Administration Presentations
Presentations were conducted by UFF (United Faculty of Florida) Staff Advocate, Graham Picklesimer, on behalf of the Union followed by Brian Koji, Esq., Allen Norton & Blue, P.A., on behalf of the PHSC Administration. Each presenter addressed concerns and recommendations regarding the issue in dispute as to the extent to which the parties' agreement should contain a provision governing discipline. Dr. Harrington, Mr. Hernandez and Mr. Mitten each shared their thoughts and concerns regarding the impasse.

Mr. Mitten moved to accept the PHSC Administration Presentation addressing the UFF (United Faculty of Florida) and PHSC impasse resolution. The motion was seconded by Mr. Maggard and unanimously approved.

- 3.4 2021 Pasco County and Hernando County Collegiate High School Agreements
Ms. Thorn provided a brief overview of the 2021 Pasco County and Hernando County Collegiate High School Program Contracts.

Dr. Harrington moved to approve the 2021 Pasco County and Hernando County Collegiate High School Agreements. The motion was seconded by Ms. Schneider and unanimously approved.

- 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: Financial Services; Emergency Medical Services, both effective 2021-2, Practical Nursing; Radiography; Nursing (RN) Generic; Surgical Technology; Nursing (RN) ADN Transition; Business Administration AS to BS, all effective 2021-3 College Credit Certificate: Paramedic, effective 2021-2, Computer Aided Drafting and Design Certificate; Office Specialist Certificate; Marketing Operations Certificate; all effective 2021-3, and Applied Technology Diploma: Emergency Medical Technician, effective 2021-2.
- 3.6 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.
- 3.7 Google IT Support Professional Certificate Articulated Credit at PHSC
Dr. Giannet provided a brief overview of the Google IT Support Professional Certificate Articulated Credit at PHSC that will provide students the opportunity to participate in a credit-earning program towards their PHSC degree.
- 3.8 Articulation Agreement Between Marchman Technical College and PHSC
Dr. Giannet reviewed the Articulation Agreement Between Marchman Technical College and PHSC that will allow students to receive a welding technology career certificate from Marchman Technical College and then enroll at PHSC to obtain college credit and an A.S. Degree in Industrial Management.
- 3.9 Articulation Agreement Between St. Petersburg College and PHSC
Dr. Giannet provided a brief overview of the Articulation Agreement Between St. Petersburg College and PHSC that will allow students the opportunity to participate in credit-earning study abroad activities towards a PHSC degree program.
- 3.10 Fifth Amendment to Interlocal Agreement
Dr. Giannet noted the Fifth Amendment to Interlocal Agreement between Pasco-Hernando State College and the Pasco Sheriff's Office highlighting the continuation of our successful partnership.
- 3.11 Donation of Minor Equipment to the College
Dr. Giannet informed the Board that PHSC received a 3-piece Craftsman toolbox to be used in the Aviation Program. He stated that donations to the College require the approval of the President's Administrative Leadership Team and the District Board of Trustees.
- 3.12 Summer 2021 Work Week Modification Recommendation
Dr. Giannet explained that the College has operated under a four-day work week

during the summer for a number of years. A substantial savings in utility costs during the summer is anticipated. The four-day work week would begin on Monday, May 10, 2021, and end on Friday, August 6, 2021. The College would be closed Friday, Saturday, and Sunday during the four-day work period.

Mr. Hernandez moved to approve Agenda Items 3.5-3.12. The motion was seconded by Mr. Mitten and unanimously approved.

4. FACILITIES

4.5 Change Order #5, Creative Contractors, Inc., Instructional Performing Arts Center (IPAC)

This agenda item was pulled from 1.6.3 Consent Items for Approval with concerns regarding completion dates and liquidated damages. Mr. Rivas clarified that liquidated damages will not be assessed against the revised completion date of January 6, 2021. After January 6, 2021 there is a possibility of liquidated damages fees.

Mr. Maggard moved to approve Change Order, Creative Contractors, Inc., Instructional Performing Arts Center (IPAC). The motion was seconded by Mr. Hernandez and unanimously approved.

5. FINANCIAL SERVICES

5.5 Budget Amendment Approval Request 2020-2021 Fund 2, Current Restricted Mr. Horn reviewed the Fiscal Year end 2020-2021 Fund 2, Current Restricted Budget Amendment Approval Request with Board members.

Mr. Mitten moved to approve Budget Amendment Approval Request 2020-2021 Fund 2, Current Restricted. The motion was seconded by Mr. Hernandez and unanimously approved.

5.6 Florida Bright Futures Scholarship Program Operational Audit, Fiscal Year Ended June 30, 2018 and June 30, 2019

Mr. Horn provided a brief overview of the Florida Bright Futures Scholarship Program Operational Audit, Fiscal Year Ended June 30, 2018 and June 30, 2019.

He informed the Board that the State Auditor General's office conducts this operational audit in accordance with generally accepted government auditing standards. This audit focused on the administration of the Florida Bright Futures Scholarship Program by the State's 11 universities and 28 colleges. Mr. Horn stated that the audit disclosed two instances of noncompliance, in accordance with prescribed financial reporting standards and have both been resolved.

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

6.1 Center of Excellence (COE), Quarterly Performance and Fiscal Report

Mr. Asukile presented the Center of Excellence, Quarterly Performance and Fiscal Report. He noted that 48 unduplicated students and 110 duplicated

students were served during the reporting period of July-September 2020.

Mr. Mitten moved to approve Center of Excellence (COE), Quarterly Performance and Fiscal Report. The motion was seconded by Mr. Maggard and unanimously approved.

- 6.2 Waiver of College Application and Late Registration Fees
Dr. Bade reviewed the request to grant the President the authority to waive College application and late registration fees as needed in peak recruitment and registration periods to sustain and/or increase enrollment during the 2020-2021 academic year.

Ms. Schneider moved to approve Waiver of College Application and Late Registration Fees. The motion was seconded by Mr. Hernandez and unanimously approved.

7. ALUMNI & COLLEGE RELATIONS/FOUNDATION

- 7.1 PHSC Foundation Audit Report, December 31, 2019 and 2018
Dr. Richardson brought attention to the PHSC Foundation Audit Report, December 31, 2019 and 2018. She informed the Board that the PHSC Foundation received a “clean” audit with no audit findings, which are required to be reported under the *Florida Single Audit Act*.

- 7.2 Form 990, Return of Organization Exempt From Income Tax
Dr. Richardson advised that the Foundation is required to file a Form 990, Return of Organization Exempt from Income Tax, every year and share this document with the Board.

- 7.3 Direct-Support Organizations (DSO) Audit Review Check List, Year Ending December 31, 2019
Dr. Richardson noted the Direct-Support Organization Audit Review Check List, Year Ending December 2019, which the PHSC Foundation is required to submit to the Board each year for approval.

Mr. Maggard moved to approve Agenda Items 7.1-7.3. The motion was seconded by Dr. Harrington and unanimously approved.

INFORMATION ITEMS

ACADEMIC AFFAIRS

- 3.13 PHSC Annual Accountability Measures Report 2019
- 3.14 Letter of Notification, Michelle Smith, RDH, MS, Manager, Allied Dental Education, Commission on Dental Accreditation (CODA)

- 3.15 Letter of Notification, Mary Jane S. Hanson, Ph.D., CRNP, CNS, FNP-BC, ACNS-BC, FAANP, Chair, Board of Commissioners, Commission on Collegiate Nursing Education (CCNE)
- 3.16 News Article, “Pasco-Hernando State College Bridging the Unemployment Gap Through Free Training” and News Videos “ Workforce Training Program in Hernando Helping Residents Get Back on Their Feet” and “Pasco, Hernando Rapid-Training Program Pivots Unemployed Residents to IT Pros in Months”
- 3.17 Letter of Notification, Belle S. Wheelan, Ph.D., President, Southern Association of Colleges and Schools Commission On Colleges

FACILITIES

- 4.3 Follow-up: Fishing and/or Swimming in College Ponds

FINANCIAL SERVICES

- 5.7 Monthly Budget Summary
- 5.8 Follow-up: Child Care Center

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.3 Letter of Notification, F.E.F. (Florida Education Fund), Center of Excellence (COE) Program 2020-2021
- 6.4 Response to Division of Florida Colleges 2019-2020 Equity Update Review
- 6.5 2020-2021 Term I (Fall) Enrollment Summary (Verbal Report)

ALUMNI & COLLEGE RELATIONS/FOUNDATION

- 7.4 News Clip, “Two Reappointments to Pasco CSW”

ALL 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

December 16 Fall Commencement Virtual Ceremony, 4:00 p.m.

2021

January 19 District Board of Trustees Meeting, 6:00 p.m., North Campus, Brooksville, Library/McKethan Room

- February 8-10 Virtual ACCT (Association of Community College Trustees) National Legislative Summit
- February 16 District Board of Trustees Meeting, 6:00 p.m., East Campus, Dade City, Conference Center, A-240/241
- March 1-5 Spring Break/College Closed
- April 20 District Board of Trustees Meeting, 6:00 p.m., West Campus, New Port Richey, Conference Center, R-151
- May 4 Nursing Pinning, 4:00 p.m., West Campus Gymnasium
- May 5 Spring Commencement Ceremony, 10:30 a.m., West Campus Gymnasium followed by lunch in J-105
- May 5 Spring Commencement Ceremony, 3:00 p.m., West Campus Gymnasium
- May 18 District Board of Trustees Meeting, 6:00 p.m., Spring Hill Campus, Boardroom, A-211
- June 15 District Board of Trustees Meeting, 6:00 p.m., North Campus, Brooksville, Library/McKethan Room
- July 20 District Board of Trustees Meeting, 6:00 p.m., West Campus, New Port Richey, Conference Center, R-151

8. ADJOURNMENT

There being no further business, Chair Pearson-Adams declared the meeting adjourned at 8:35 p.m.

*Consent Item



MARILYN PEARSON-ADAMS, CHAIR

ATTEST:



DR. TIMOTHY BEARD, SECRETARY