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**DISTRICT BOARD OF TRUSTEES
HYBRID/ZOOM REGULAR MEETING**

**FACILITATED FROM THE SPRING HILL CAMPUS IN THE
RAO MUSUNURU, M.D. CONFERENCE CENTER**

TUESDAY, APRIL 20, 2021 - 6:00 P.M.

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, Dr. Rao Musunuru, Vice Chair, Ms. Robin Schneider, Dr. Jeff Harrington, Mr. John Mitten, Dr. David Garcia, Mr. Lee Maggard, Dr. Becky Schulkowski and Student Trustee Zachary Kleisley. Dr. Timothy Beard, College President, Ms. Jennifer Rey, Esq. and Cliff Taylor, Esq., The Hogan Law Firm, 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. Amy Anderson, Dr. Ed Goolsby, Mr. Reggie Wilson, Ms. Sonia Thorn, Ms. Chiquita Henderson, Dr. Billie Gabbard, Dr. Marcia Austin, Dr. Gerene Thompson, Ms. Jan Scott, Ms. Lucy Miller, Ms. Carla Rossiter-Smith, Ms. Becky Shanafelt, Mr. Dennis Feltwell, Ms. Ruth Newell, Ms. Jessica White, Ms. Sandre Lyons, Ms. Laura Raposa, Ms. Kathleen Kneiss, Mr. Mark Tennyson, Mr. Harold Hedrick, Mr. Adam Christiansen, Ms. Joyce Myers, and Ms. Rhonda Dodge

College faculty present: Dr. Jessica LaBossiere, Ms. Donna Earnest, Ms. Julie Hendriksen, Dr. Misty Price, and Ms. Caitlin Gille

College students present: Mr. Jesse Aldrich, Ms. Anja Begley, Ms. Gretchen Samter, Ms. Alysa Hicks, Ms. Kayla Mys, Ms. Cinthia Morrabal, Rebekah Baker, Ms. Amanda Winters and Ms. Riley Curie

Guests present: Ms. KellyAnn Davis and Ms. Magdala Randolphe, CampusNexus Project Managers; Mr. Philip Trezza, Harvard Jolly Architecture; and Mr. Malcolm Logan

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

Trustee Maggard read aloud the PHSC Vision Statement and Mission Statement.

Dr. Beard introduced and welcomed our newest Trustee, Dr. Rebecca “Becky” Schulkowski, appointed by Governor Ron DeSantis. He stated that Dr. Schulkowski is the Director of Operations at BayCare Health System.

1.4 Recognition of President’s Guests

1.4.1 PTK (Phi Theta Kappa) 2021 All-Florida Academic Team Students

Dr. Bade recognized several students who have been selected to the Florida College System (FCS) 2021 All-Florida Academic Team. He stated this year’s team of 137 students can truly be called the best of the best among the over 900,000 students in the state college system.

1.4.2 PTK (Phi Theta Kappa) Florida Region Virtual Convention Awards

Dr. Bade recognized several students who participated in the Florida PTK (Phi Theta Kappa) Virtual Convention. He informed the Board that Alpha Epsilon Upsilon (West Campus Chapter) ranked #10 and Beta Tau Zeta (Spring Hill Campus Chapter) ranked #9 in the Top Ten Chapters of the Florida Region.

1.4.3 PHSC Students Jesse Aldrich and Cinthia Morrabal, Florida College System Activities Association Student Government Division Student of the Month for December 2020 and February 2021

Dr. Bade recognized PHSC students, Jesse Aldrich and Cinthia Morrabal, who were selected as Florida College System Activities Association (FCSAA) Student Government Division Students of the Month. He informed Board members that Jesse was nominated by Sandre Lyons and Cinthia was nominated by Laura Raposa, Coordinators of Student Life and Leadership.

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 1.11.1: Authorization to Submit Request for Attorney General Opinion. He stated that Chair Pearson-Adams would allow three minutes for each speaker.

Citizen Speakers: Ms. Donna Earnest, Ms. Caitlin Gille, and Ms. Julie Hendriksen

1.6 Approval

1.6.1 Minutes, Regular Meeting, February 16, 2021

1.6.2 Acceptance, Hand-Out Agenda Items

1.6.3 Acceptance, Consent Agenda Items
Personnel 2.1-2.7; Academic Affairs 3.1 & 3.2; Facilities 4.1-4.6,
Financial Services 5.1-5.3

Dr. Musunuru moved to approve Agenda Items 1.6.1-1.6.3. The motion was seconded by Mr. Mitten and unanimously approved.

1.7 Public Hearing and Adoption of Board Rules/Policies

There was no Public Hearing and Adoption of Board Rules/Policies at the DBOT meeting.

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

1.8.1 6Hx19-1.16 College Vision Statement and Mission Statement
The proposed amendments update the College's Vision Statement and Mission Statement.

1.8.2 6Hx19-3.14 Grading System
The proposed amendments change the word Semester to Term and adds different categories of Withdrawal and Audit.

1.8.3 6Hx19-6.09 Standards of Academic Progress
The proposed amendments delete "Academic Probation" and change occurrence of being placed on Academic Suspension to be at the end of a term after being placed on Academic Warning and when the standards of academic progress outlined in the Rule have not been met.

1.9 Trustee Functions

1.9.1 New Trustee Dr. Rebecca Schulkowski Appointed By Governor DeSantis
Dr. Beard brought attention to the news release from the Office of Governor Ron DeSantis, announcing the appointment of our new Trustee, Dr. Rebecca "Becky" Schulkowski. He advised the Board that Trustee Schulkowski will serve the remaining term of Trustee Al Hernandez.

1.9.2 Trustee Ray Gadd, Letter of Resignation
Dr. Beard noted the letter of resignation from Trustee Ray Gadd, effective March 29, 2021.

- 1.9.3 2020-2021 DBOT Directory Information
Dr. Beard invited attention to the updated District Board of Trustees Directory Information for 2020-2021.
- 1.9.4 Approval, Assessment Form for the Evaluation of the President by the District Board of Trustees 2021
Chair Pearson-Adams brought attention to the 2021 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 2021. The motion was approved by Mr. Maggard and unanimously approved.
- 1.9.5 News Article Featuring Vice Chair Dr. Musunuru, "Fitness Center Named For Cardiologist" and Information Article Written By Dr. Musunuru, "COVID-19 Prevention: What Is New?"
Dr. Beard brought attention to a news article featuring Dr. Musunuru titled "Fitness Center Named For Cardiologist" published in *The Suncoast News* on March 11 and an information article written by Dr. Musunuru, "COVID-19 Prevention: What Is New?"
- 1.9.6 Trustee Items for Discussion
Chair Pearson-Adams proposed the IPAC (Instructional Performing Arts Center) as the location for the May 18 DBOT meeting. She encouraged the Trustees to participate in person and advised there would be a Zoom component to the meeting as well.

1.10.1 President's Report

- 1.10.1 Information, Presidential Briefing, March and April 2021
Dr. Beard provided a brief overview of the Presidential Briefing for March and April 2021.
- 1.10.2 Article, "PHSC Panel Seeks Solutions on Racial Equity, Social Justice"
Dr. Beard noted a news article titled "PHSC Panel Seeks Solutions on Racial Equity, Social Justice," published in the *Laker Lutz News* on February 17, 2021.
- 1.10.3 Letter of Appreciation, Tom Leitzel, President, South Florida State College
Dr. Beard brought attention to a letter of appreciation from Tom Leitzel, President, South Florida State College (SFSAC), thanking me for serving as the keynote speaker for the SFSC Minority Male Initiative.
- 1.10.4 PHSC 2020-2021 Organizational Charts
For information purposes, Dr. Beard provided the current PHSC 2020-2021 Organizational Charts.

- 1.10.5 CampusNexus ERP Program Status Summary
Dr. Harts, along with Anthology Project Manager, KellyAnn Davis and CampusWorks Project Manager, Magdala Randolphe, provided a brief overview of the CampusNexus ERP Program Status Summary.

1.11 Legislative Update

- 1.11.1 Approval, Authorization to Submit Request for Attorney General Opinion
Jennifer Rey, Esq. and Cliff Taylor, Esq., The Hogan Law Firm, provided a brief overview and engaged in discussion concerning the Authorization to Submit Request for Attorney General Opinion; regarding the availability of supplemental items associated with the DBOT agenda.

Dr. Musunuru moved to approve Authorization to Submit Request for Attorney General Opinion. The motion was seconded by Ms. Schneider and unanimously approved.

- 1.11.2 Information, Florida Department of Education Amicus Curiae Brief in the Appeal of *Fernando Verdini V. District Board of Trustees of Miami Dade College*
Cliff Taylor, Esq., The Hogan Law Firm, provided a brief overview of the Florida Department of Education Amicus Curiae Brief in the Appeal of *Fernando Verdini V. District Board of Trustees of Miami Dade College*.

Legislative Update:

Mr. Wagoner, Sunrise Consulting Group, provided an update of the current legislative activities in Tallahassee including budget topics and Trustee term updates.

1.12 Communications

- 1.12.1 Publication of NACCE (National Association for Community College Entrepreneurship) Member Spotlight Featuring Sonia Rodriguez Thorn, PHSC Assistant Vice President, Academic Affairs
Dr. Beard noted the publication from the NACCE (National Association for Community College Entrepreneurship) Member Spotlight featuring Sonia Rodriguez Thorn, PHSC Assistant Vice President, Academic Affairs.

APPROVAL/RATIFICATION ITEMS

2. PERSONNEL

There were no Personnel items presented at the Board meeting.

3. ACADEMIC AFFAIRS

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.

Mr. Maggard moved to approve Proposed Fee Changes. The motion was seconded by Dr. Schulkowski and unanimously approved.

3.4 2021-2022 Catalog and Student Handbook

Ms. Thorn informed the Board that based on Board Rule 6Hx19-8.0, College Catalog, the College is required to maintain a catalog of all Board-approved academic programs, fees, and policies. She stated that the Academic Affairs Office updates the *Catalog and Student Handbook* monthly so current and prospective students have an updated, comprehensive reference throughout the year.

Mr. Garcia moved to approve 2021-2022 Catalog and Student Handbook. The motion was seconded by Mr. Maggard and unanimously approved.

3.5 PHSC 2021-2024 Strategic Plan

Ms. Thorn provided a brief overview of the PHSC 2021-2024 Strategic Plan.

Mr. Mitten moved to approve PHSC 2021-2024 Strategic Plan. The motion was seconded by Mr. Garcia and unanimously approved.

4. FACILITIES

There were no Facilities items presented at the Board meeting.

5. FINANCIAL SERVICES

5.4 2020-2021 Budget Amendment Approval Requests, Fund 2, Current Restricted and Fund 5, Scholarships

Mr. Horn reviewed the Fiscal Year end 2020-2021 Fund 2, Current Restricted and Fund 5, Scholarships Budget Amendment Approval Requests with Board members.

Mr. Maggard moved to approve the 2020-2021 Budget Amendment Approval Requests, Fund 2, Current Restricted and Fund 5, Scholarships. The motion was seconded by Dr. Harrington and unanimously approved.

5.5 Acceptance, State of Florida, Compliance & Internal Controls Over Financial Reports & Federal Awards

Mr. Horn provided a brief overview of the State of Florida, Compliance & Internal Controls Over Financial Reports & Federal Awards. He stated that minor infractions were noted, and corrective action has been taken to better implement best practices in student financial assistance clusters. Mr. Horn informed the Board that the new ERP (Enterprise Resource Planning) system will enhance reporting and management of the process.

Dr. Schulkowski moved to accept State of Florida, Compliance & Internal Controls Over Financial Reports & Federal Awards. The motion was seconded

by Mr. Mitten and unanimously approved.

5.6 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, 2021. 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.

Dr. Schulkowski moved to approve Write-Off Uncollected Accounts. The motion was seconded by Ms. Schneider and unanimously approved.

5.7 Xerox Corporation - Copier Lease

Mr. Horn reviewed the proposal to enter into a five-year agreement with Xerox Corporation based on the University of South Florida's master agreement. He stated the 5-year cost for the copier lease will be \$331,367 (\$10,000 decrease per year from our current contract) and per copy maintenance cost estimated at \$80,800 based on previous College historical usage data for a total of \$412,167.

Ms. Schneider moved to approve Xerox Corporation – Copier Lease. The motion was seconded by Dr. Harrington and unanimously approved.

6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

6.1 2020-2021 PHSC Annual Equity Update Report

Mr. Asukile provided a brief overview of the 2020-2021 PHSC Annual Equity Update Report.

Ms. Schneider moved to approve 2020-2021 PHSC Annual Equity Update Report. The motion was seconded by Dr. Harrington and unanimously approved.

7. ALUMNI & COLLEGE RELATIONS/FOUNDATION

7.1 Ratification, Recommendation of Naming Rights

Dr. Richardson reviewed the two naming opportunities: First National Bank of Pasco Dance Studio at the Instructional Performing Arts Center, and Roy T. and Martha B. Hardy Recreation Area at the East Campus.

Mr. Maggard moved to ratify the Recommendation of Naming Rights. The motion was seconded by Mr. Mitten and unanimously approved.

INFORMATION ITEMS

ACADEMIC AFFAIRS

3.6 Criminal Justice Standards & Training Commission Audit and PHSC Letter of Response

- 3.7 State of Florida Department of Children & Families, Overview of Child Care Management (OCCM) Training Program Audit
- 3.8 PHSC Donation To Pharmacy Technician Program At Hudson High School
- 3.9 Letter of Notification, Kevin W. Sighthler, Ph.D., Director of Substantive Change, Southern Association of Colleges and Schools Commission On Colleges (SACSCOC)

FACILITIES

- 4.7 First Place Special Project Award, IPAC (Instructional Performing Arts Center), FEFPA (Florida Educational Facilities Planners' Association, Inc.) Conference Architectural Showcase

FINANCIAL SERVICES

- 5.8 Monthly Budget Summary

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

- 6.2 2020-2021 PHSC Term III (Summer) Enrollment Verbal Report

ALUMNI & COLLEGE RELATIONS/FOUNDATION

- 7.2 Instructional Performing Arts Center Seat Sponsorship Flyer

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

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|---------|---|
| TBD | IPAC (Instructional Performing Arts Center) Grand Opening |
| May 5 | Virtual Spring Commencement Ceremony, 4:00 p.m. |
| May 6 | Post Commencement Outdoor Event, 9:00 a.m. - Noon |
| 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 8:00 p.m.

*Consent Item


MARILYN PEARSON-ADAMS, CHAIR

ATTEST:


DR. TIMOTHY BEARD, SECRETARY