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

**FACILITATED FROM THE IPAC  
(INSTRUCTIONAL PERFORMING ARTS CENTER)**

**TUESDAY, JUNE 15, 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, Mr. John Mitten, Dr. David Garcia, Mr. Lee Maggard and Dr. Becky Schulkowski. Dr. Timothy Beard, College President, Mr. Brian Koji, Esq., Allen Norton & Blue, P.A., and Mr. Clifford Taylor, Esq., The Hogan Law Firm, were also present.

Absent: Dr. Jeff Harrington and Student Trustee Zachary Kleisley

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. Lucy Miller, Ms. Chiquita Henderson, Dr. Billie Gabbard, Dr. Marcia Austin, Dr. Gerene Thompson, Ms. Tennile O'Connor, Ms. Jan Scott, Ms. Carla Rossiter-Smith, Ms. Becky Shanafelt, Dr. Dennis Feltwell, Mr. Steve Winterling, Ms. Jaimie Pagels, Ms. Laura Raposa, Ms. Stacie Vasquez, Mr. Mark Tennyson, Mr. Adam Christiansen, Mr. Harold Hedrick, Mr. Matthew Neadly, Ms. Joyce Myers, and Ms. Rhonda Dodge

College faculty present: Dr. Misty Price, Dr. Stacey Thomson, Connie LaMarca-Frankel and Ms. Caitlin Gille

Guests present: KellyAnn Davis, Anthology, Senior Program Manager

1.3 Pledge of Allegiance and Moment of Silence

Dr. Beard led the DBOT members in the pledge of allegiance and moment of silence.

1.3.1 Vision Statement and Mission Statement

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

1.4 Recognition of President's Guests

1.4.1 Al Hernandez, Former PHSC Trustee

Dr. Beard informed the Board members that former Trustee Al Hernandez was unable to attend the June meeting and will be present for recognition at the July 20 DBOT meeting.

1.4.2 Imani Asukile, Director of Global and Multicultural Awareness and Special Assistant to the President, Retiring From PHSC After 34 Years of Dedicated Service

Dr. Beard recognized Imani Asukile, Director of Global and Multicultural Awareness and Special Assistant to the President, on his retirement from PHSC after 34 years of dedicated service, by presenting him with a clock and framed certificate.

1.4.3 Stephen Mumaw, Head Coach; Jeri Loffler, Assistant Coach; and Several Members of the PHSC Women's Softball Team

Dr. Bade and Mr. Winterling recognized Head Coach Steve Mumaw and Assistant Coach Jeri Loffler, of our PHSC Women's Softball Team. They informed the Trustees the team finished runner-up to Louisburg College at NJCAA DII South Atlantic District Tournament to qualify for the 16 team National World Series Tournament.

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 not any. 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 18, 2021

Dr. Musunuru moved to approve Minutes, Regular Meeting, May 18, 2021. The motion was seconded by Ms. Schneider and unanimously approved.

- 1.6.2 Acceptance, Hand-Out Agenda Items  
Dr. Garcia moved to accept Hand-Out Agenda Items. The motion was seconded by Ms. Schneider and unanimously approved.
- 1.6.3 Consent Agenda Items  
Personnel 2.1-2.4; Academic Affairs 3.1-3.2; Facilities 4.1-4.7; and Financial Services 5.1-5.4  
Mr. Mitten moved to approve Consent Agenda Items. The motion was seconded by Ms. Schneider and unanimously approved.
- 1.7 Public Hearing and Adoption of Board Rules/Policies  
There was no Public Hearing and Adoption of Board Rules/Policies.
- 1.8 Lodging of Board Rules/Policies  
There were no Board Rules lodged at the Board meeting.
- 1.9 Trustee Functions
- 1.9.1 Approval, 2021-2022 Student Trustee  
Dr. Bade recommended for Zachary Kleisley, our current Student Trustee, to serve a second one-year term beginning July 1, 2021 and ending June 30, 2022. He advised the Board, as stated in Board Rule 6Hx19-1.40, the Student Trustee shall be subject to annual appointment and may serve a maximum of two one-year terms.
- Dr. Musunuru moved to approve 2021-2022 Student Trustee. The motion was seconded by Mr. Mitten and unanimously approved.
- 1.9.2 Report, Summary, PHSC District Board of Trustees 2020-2021 Self-Evaluation  
Chair Pearson-Adams and fellow Trustees briefly discussed and reviewed the outcomes of the District Board of Trustees Self-Evaluation for 2020-2021. Dr. Beard advised Board members to feel free to send any comments or suggestions to his attention.
- 1.9.3 Trustee Items for Discussion
- Chair Pearson-Adams informed Trustees she recently donated \$500 to the PHSC Foundation Fundraiser Event to be held at the Instructional Performing Arts Center on September 9. She challenged her fellow Board members to also donate \$500 or more to the fundraising event.
  - Dr. Musunuru provided an informative and current COVID-19 update.
  - Dr. Beard mentioned Chair Pearson-Adams desired to extend her role as Chair of the DBOT through the end of the year to supplement time lost in 2020 due to COVID-19. He stated that a final decision will be made at the next DBOT meeting in July.

1.10 President's Report

1.10.1 Presidential Briefing, June 2021

Dr. Beard provided a brief overview of the Presidential Briefing for June 2021.

1.10.2 Final ERP (Enterprise Resource Planning) Update

Dr. Harts presented a Final ERP (Enterprise Resource Planning) Update that included a short video and recognition of several PHSC employees who were instrumental in the implementation of the new system. KellyAnn Davis, Anthology, Senior Program Manager, provided a brief overview of the project status summary.

1.10.3 News Articles, "PHSC Collaborates with City of Brooksville to Help Students Begin Careers;" "Panel Discussion Addresses Challenges for Women of Color;" and "IPAC: A Place to Sing, to Act, to Learn and Entertain"

Dr. Beard brought attention to several news articles: "PHSC Collaborates with City of Brooksville to Help Students Begin Careers;" published in *Florida Trend* on May 27; "Panel Discussion Addresses Challenges for Women of Color;" and "IPAC: A Place to Sing, to Act, to Learn and Entertain" both published in *The Laker Lutz News* on June 1.

1.11 Legislative Update

Dr. Beard 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 2021-2022 College Operating Budget Executive Summary and Agenda Item 5.6.1, Required State Operating Budget Forms, and Agenda Item 5.6.2, The Florida College System, Summary Budget Side-by-Side, up in the agenda for review and approval. He advised that the 2021-2022 personnel recommendations contained under Agenda Item 2.5-2.13 are predicated on the new budget, which needed to be approved first. The Board agreed.

5.6 Proposed 2021-2022 College Operating Budget Executive Summary

5.6.1 Required State Operating Budget Forms

5.6.2 The Florida College System, Summary Budget Side-by-Side

Mr. Horn reviewed the 2021-2022 College Operating Budget Executive Summary, Required State Operating Budget Forms, and The Florida College System, Summary Budget Side-by-Side, with the Board. He explained the major revenue and expenditure

elements of the proposed budget which included no increase in college course tuition fees, and no recurring or non-recurring salary increase for faculty or staff except longevities and degree attainment. Mr. Horn informed the Board the College is in the process of evaluating and recommending a new salary and classification schedule that is planned to be submitted to the DBOT for approval at the January 2022 meeting.

Dr. Garcia moved to approved Proposed 2021-2022 College Operating Budget Executive Summary. The motion was seconded by Mr. Maggard and unanimously approved.

## **2. PERSONNEL**

### **2.5 President's 2020-2021 Employment Evaluation Summary**

Chair Pearson-Adams reviewed the President's 2020-2021 Employment Evaluation Summary with the Board.

Dr. Garcia moved to ratify the President's 2020-2021 Employment Evaluation Summary. The motion was seconded by Mr. Maggard and unanimously approved.

### **2.6 Chair's Recommendation to the Board Regarding President's Contract Renewal**

Chair Pearson-Adams stated that all Trustees had submitted a completed evaluation form. She explained that her recommendation had been discussed with the President prior to the meeting. Chair Pearson-Adams informed the Board that all the numeric ratings were positive assessing a total of 4.95 out of 5.0.

Chair Pearson-Adams 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. After discussion by the Board, the President's 2020-2021 Employment Evaluation Summary was accepted and approved.

Dr. Garcia moved to approve Chair's Recommendation to the Board Regarding President's Contract Renewal. The motion was seconded by Mr. Mitten and unanimously approved.

### **2.7 Classification Plan and Salary Schedules, 2021-2022**

Dr. Beard invited attention to the 2021-2022 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, 2021-22. The motion was seconded by Dr. Schulkowski and unanimously approved.

### **2.8 Longevity Compensation for Eligible Staff and Faculty, 2021-2022**

Dr. Beard brought attention to the listing of Longevity Compensation for Eligible

Staff and Faculty, 2021-2022.

Dr. Schulkowski moved to approve Longevity Compensation for Eligible Staff and Faculty, 2021-2022. The motion was seconded by Dr. Garcia and unanimously approved.

2.9 Educational Achievement, Earned Degrees, Non-Recurring and Recurring, 2021-2022

Dr. Beard noted the Educational Achievement, Earned Degrees, Non-Recurring and Recurring, 2021-2022.

Dr. Schulkowski moved to approve Educational Achievement, Earned Degrees, Non-Recurring and Recurring, 2021-2022. The motion was seconded by Dr. Garcia and unanimously approved.

2.10 Appointment, Head and Assistant Coaches, Athletics, Supplemental Contract, 2021-2022

Dr. Beard invited attention to the listing for Appointment, Head and Assistant Coaches, Athletics, Supplemental Contract, 2021-2022.

Mr. Mitten moved to approve Appointment, Head and Assistant Coaches, Athletics, Supplemental Contract, 2021-2022. The motion was seconded by Ms. Schneider and unanimously approved.

2.11 Instructional Personnel to be Issued Continuing Contract for Academic Year 2021-2022

Dr. Beard noted the Instructional Personnel to be Issued Continuing Contract for Academic Year 2021-2022.

Dr. Garcia moved to approve Instructional Personnel to be Issued Continuing Contract for Academic Year 2021-2022. The motion was seconded by Dr. Schulkowski and unanimously approved.

2.12 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 Mr. Maggard and unanimously approved.

2.13 Instructional Personnel Supplemental Contract, Program Directors and Co-Directors, 2021-2022

Dr. Beard brought attention to the listing of Instructional Personnel Supplemental Contract, Program Directors and Co-Directors, 2021-2022.

Dr. Garcia moved to approve Instructional Personnel Supplemental Contract, Program Directors and Co-Directors, 2021-2022. The motion was seconded by

Mr. Mitten and unanimously approved.

### **3. ACADEMIC AFFAIRS**

3.3 Summer Youth Trades Program Collaboration and Funding Agreement  
Dr. Giannet provided a brief overview of the 2021 Summer Youth Trades Program Collaboration & Funding Agreement between Pasco Hernando Workforce Board, Inc. and PHSC, Pasco County School District, and Hernando County School District.

3.4 Articulation Agreements Between Suncoast Technical Educational Center and Pasco-Hernando State College  
Dr. Giannet reviewed three articulation agreements between the Suncoast Technical Education Center and PHSC. He informed the Board the agreements will allow students to receive certificates in select fields from the Suncoast Technical Education Center and then enroll at PHSC to obtain an A.S. Degree in a related field and receive college credit for the hours earned.

Dr. Garcia moved to approve Agenda Items 3.3 & 3.4. The motion was seconded by Dr. Schulkowski and unanimously approved.

3.5 2021-2022 Pasco and Hernando County Dual Enrollment Agreements  
Ms. Thorn reviewed the 2021-2022 Hernando and Pasco County Dual Enrollment Agreements with the Board.

Dr. Garcia moved to approve the 2021-2022 Pasco and Hernando County Dual Enrollment Agreements. The motion was seconded by Dr. Schulkowski and unanimously approved.

3.6 Articulation Agreements Between Fred K. Marchman Technical College and Pasco-Hernando State College  
Dr. Giannet provided a brief overview of the articulation agreements between Fred K. Marchman Technical College and PHSC. He stated the agreements will allow students to receive certificates in select fields from Fred K. Marchman Technical College and then enroll at PHSC to obtain an A.S. Degree in a related field and receive college credit for the hours earned.

3.7 CareerSource Pasco-Hernando Training Provider Agreement  
Dr. Giannet reviewed the training provider agreement between CareerSource Pasco-Hernando and PHSC stating the agreement outlines the requirements necessary for the College to maintain *Eligible Training Provider* status in accordance with the Workforce Innovation & Opportunity Act (WIOA).

Dr. Garcia moved to approve Agenda Items 3.6 & 3.7. The motion was seconded by Dr. Schulkowski and unanimously approved.

3.8 Interlocal Mutual Corporation and Cost Sharing Agreement Between Hernando County, The School Board of Hernando County, and the District Board of Trustees of Pasco-Hernando State College

Dr. Beard reviewed the Interlocal Mutual Corporation and Cost Sharing Agreement Between Hernando County, The School Board of Hernando County, and the District Board of Trustees of Pasco-Hernando State College stating this will establish a future Corporate College and joint educational, career, and workforce programs that lead to stackable educational credentials.

Mr. Mitten moved to approve Interlocal Mutual Corporation and Cost Sharing Agreement Between Hernando County, The School Board of Hernando County, and the District Board of Trustees of Pasco-Hernando State College. The motion was seconded by Mr. Maggard and unanimously approved.

3.9 Recommendation for District Board of Trustees Ratification of (1) Memorandum of Understanding for Faculty Compensation for 2021-2022 Academic Year, and (2) Memorandum of Understanding on COVID-19 Health Emergency for Academic Year 2021-2022

Mr. Koji provided a brief overview of the Recommendation for District Board of Trustees Ratification of (1) Memorandum of Understanding for Faculty Compensation for 2021-2022 Academic Year, and (2) Memorandum of Understanding on COVID-19 Health Emergency for Academic Year 2021-2022.

Mr. Maggard moved to approve Recommendation for District Board of Trustees Ratification of (1) Memorandum of Understanding for Faculty Compensation for 2021-2022 Academic Year, and (2) Memorandum of Understanding on COVID-19 Health Emergency for Academic Year 2021-2022. 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**

5.5 2020-2021 Budget Amendment Approval Request 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 Request with Board members.

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

5.6 Proposed 2021-2022 College Operating Budget Executive Summary

5.6.1 Required State Operating Budget Forms

5.6.2 The Florida College System, Summary Budget Side-by-Side



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

5.7 Budget Amendments, 2021-2022

Mr. Horn reviewed the 2021-2022 Budget Amendments with Trustees.

- 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. Garcia moved to approve Budget Amendments, 2021-2022. The motion was seconded by Mr. Maggard and unanimously approved.

5.8 Non-Recurring Distribution Recommendation

Mr. Horn reviewed with Trustees the recommendation for a non-recurring compensation distribution to PHSC employees, who meet the eligibility requirements, of 5% of their annual salary or a minimum \$2,500 to be distributed on the July 1, 2021 payroll.

Dr. Garcia moved to approve Non-Recurring Distribution Recommendation. The motion was seconded by Mr. Mitten and unanimously approved.

**6. STUDENT AFFAIRS & ENROLLMENT MANAGEMENT**

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

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

7.1 Ratification, Naming Rights, “Dr. and Mrs. Rao Musunuru Music Studio” and Hand-Out “Dr. and Mrs. Rao Yalamanchili Music Studio” at the PHSC Instructional Performing Arts Center

Dr. Richardson informed Trustees that Dr. Musunuru made a donation of \$50,000 to the PHSC Foundation. She stated that given the substantial amount of the donation and his years of service to PHSC, it is recommended that the music studio at the Instructional Performing Arts Center of PHSC be named the “Dr. and Mrs. Rao Musunuru Music Studio.”

Dr. Richardson advised Trustees that Dr. Musunuru made an additional donation of \$50,000 to the PHSC Foundation. She again stated that given the significant amount of the donation and his years of service to PHSC, it is recommended that the drama studio at the Instructional Performing Arts Center of PHSC be named the “Dr. and Mrs. Rao Yalamanchili Music Studio.”

Dr. Garcia moved to ratify Naming Rights, “Dr. and Mrs. Rao Musunuru Music Studio” and “Dr. and Mrs. Rao Yalamanchili Drama Studio.” The motion was seconded by Ms. Schneider and unanimously approved.

- 7.2 PHSC Foundation Audit Report, December 31, 2020 and 2019  
Dr. Richardson brought attention to the PHSC Foundation Audit Report, December 31, 2020 and 2019. 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*.
- 7.3 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.
- 7.4 Direct-Support Organizations (DSO) Audit Review Check List, Year Ending December 31, 2020  
Dr. Richardson noted the Direct-Support Organization Audit Review Check List, Year Ending December 2020, which the PHSC Foundation is required to submit to the Board each year for approval.

Dr. Garcia moved to approve Agenda Items 7.2-7.4. The motion was seconded by Dr. Schulkowski and unanimously approved.

## **INFORMATION ITEMS**

### **ACADEMIC AFFAIRS**

- 3.10 Letter of Notification, Richard E. Norman III, Ed.S., Florida State Director of Apprenticeship

### **FINANCIAL SERVICES**

- 5.9 Monthly Budget Summary

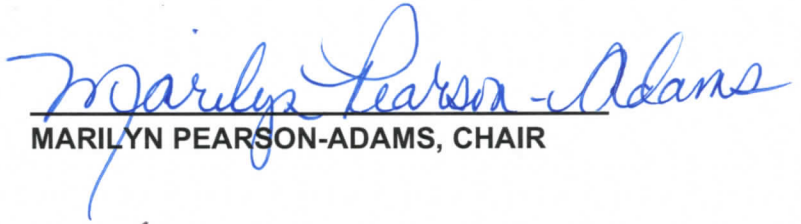
ANY INFORMATION ITEMS REQUESTED BY THE BOARD WERE REVIEWED AND DISCUSSED.

## **8. SCHEDULE OF MEETINGS – Public Notice is Hereby Given of the Following Meetings and Activities for Trustees and College President**

- |             |   |
|-------------|---|
| July 20     | District Board of Trustees Meeting, 6:00 p.m., West Campus, New Port Richey, Conference Center, R-151 |
| September 9 | IPAC (Instructional Performing Arts Center) Fundraiser Event, Wesley Chapel, 6:00 p.m.                |

## **9. ADJOURNMENT**

There being no further business, Chair Pearson-Adams declared the meeting adjourned at 8:30 p.m.

  
MARILYN PEARSON-ADAMS, CHAIR

ATTEST:

  
DR. TIMOTHY BEARD, SECRETARY