



Excellence • Integrity • Success • Welcoming • Community

**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
THURSDAY, AUGUST 7, 2025 – 11:30 AM
FACILITATED FROM THE SPRING HILL CAMPUS CONFERENCE CENTER
450 BEVERLY COURT, SPRING HILL**

A. GENERAL FUNCTIONS

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance and Invocation
 - 1.3.1 Vision Statement and Mission Statement
- 1.4 Hearing of Citizens and Petitions
- 1.5 Approvals
 - 1.5.1 Minutes, July 15, 2025
 - 1.5.2 Consent Agenda Items
- 1.6 Public Hearing and Adoption of Board Rules/Policies
 - 1.6.1 6Hx19-1.16 College Vision and Mission Statement
 - 1.6.2 6Hx19-1.24 College Accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
 - 1.6.3 6Hx19-2.30 Duty Hours for Instructional Personnel
 - 1.6.4 6Hx19-2.55 Employment Contracts for Full Time Faculty
 - 1.6.5 6Hx19-2.68 Adjunct Faculty Contracts
 - 1.6.6 6Hx19-3.14 Grading System
 - 1.6.7 6Hx19-4.05 Sanitation and Maintenance
 - 1.6.8 6Hx19-6.11 Privacy of Student Records
- 1.7 President's Report

APPROVAL/RATIFICATION & INFORMATION ITEMS

B. ACADEMIC AFFAIRS

Approvals

- 2.2 Course Revisions
- 2.3 Program Changes

C. INFORMATION TECHNOLOGY

Approval

- 3.1 Implementation of Phase II Mist Wireless and Collegewide SD-WAN Projects

D. TRUSTEE REMARKS

E. ADJOURNMENT



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Vision Statement

We will be our region's college of choice, raising the level of educational attainment, transforming lives and meeting workforce needs in the community.

Mission Statement

Pasco-Hernando State College, a comprehensive, learning-centered institution, serves its communities by providing an excellent, affordable and accessible education, enabling students to achieve academic success, personal enrichment, socio-economic advancement and social impact.



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**DISTRICT BOARD OF TRUSTEES
ORGANIZATIONAL MEETING *DRAFT MINUTES*
TUESDAY, JULY 15, 2025 – 11:30 AM
FACILITATED FROM EAST CAMPUS CONFERENCE CENTER A-240/241
36727 BLANTON ROAD, DADE CITY**

A. GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

Roll call was taken and indicated the following Board members in attendance: Ms. Marilyn Pearson-Adams, Chair, Ms. Nicole Newlon, Vice Chair, Mr. John Mitten, Dr. Gino Collura, Mr. John Allocco Jr., Mr. Kirk Wilson, Mr. Gene Bell, and Student Representative Ms. Krista Knowles. Dr. Eric Hall, College President, and Mr. Brian Koji, General Counsel, were also present.

Absent: Dr. Jeff Harrington

College administrators and staff present: Thomas Hull, Chris Bibbo, Billie Gabbard, Patricia Stewart, Courtney Boettcher, John Fey, Matt Krill, Dennis Feltwell, James Mohring, Tyler Classen, Sandre Lyons, Rick Casey, Michael Childs, Jan Rodriguez, Sameea Perkins, Terri Everett, Yongmei Li, Lisa Richardson, Carla Crow, Nicole Miller, Jessica Hinds, Ronald McCullough, Stacey Thomson, David Sullivan, Nancy Classen, Gina Philips, Kathleen Hughes, Harold Hedrick, Markisha Clarke, Jessica White, Lauren Murray, Shayla Hobot, William Glenn, Teresa Montanez, Laura Raposa, Ann Barrett, Wendy Villa, Joy Moore-Cruz, Kaylie Hughes, Shauna Kincade, Wanda Vyborny, Jen Van Matre, Brooke Thieme, Maria Jaskot-Inclan, Courtney Benito, Emmalise Feliciano, and Autumn Alexis.

1.3 Pledge of Allegiance and Invocation

1.3.1 Vision Statement and Mission Statement

1.4 Trustee Functions

Dr. Hall thanked Chair Pearson-Adams for her service and devotion to the students, staff and community.

1.4.1 Election of Chair

Chair Pearson-Adams commented that we should vote to elect the Chair and Vice Chair at the June. She then asked if there was a motion to elect the 2025-2026 Chair. Mr. Mitten made a motion to elect current Vice Chair Nicole Newlon as the 2025-2026 Chair. The motion was seconded by Mr. Allocco Jr. and unanimously approved with no further discussion.

- 1.4.2 Election of Vice Chair

Chair Newlon thanked Ms. Pearson-Adams for her support and guidance. Chair Newlon then asked if there was a motion to elect the 2025-2026 Vice Chair. Dr. Collura made a motion to elect John Allocco Jr. The motion was seconded by Mr. Gene Bell and unanimously approved with no further discussion.
- 1.4.3 Approval, Proposed 2025-2026 Schedule of Dates, Time, and Campus Location of Board Meetings

Ms. Pearson-Adams made a motion to approve the proposed 2025-2026 schedule of dates, time, and campus location of board meetings. The motion was seconded by Mr. Bell and unanimously approved with no further discussion.
- 1.4.4 Informational Summary Report, District Board of Trustees 2024-2025 Self-Evaluation
- 1.5 Recognition of President's Guests
 - 1.5.1 Future Business Leaders of America Students and Advisors
- 1.6 Hearing of Citizens and Petitions
 - 1. Kathleen Hughes
- 1.7 Approvals
 - 1.7.1 Minutes, June 17, 2025

Ms. Pearson-Adams made a motion to approve the June 17, 2025 minutes. The motion was seconded by Mr. Mitten and unanimously approved with no further discussion.
 - 1.7.2 Consent Items

Chair Newlon requested to pull consent items 1.10.5 and 1.10.6 for further review. Mr. Mitten made a motion to approve the other consent items. The motion was seconded by Dr. Collura and unanimously approved. Chair Newlon inquired regarding consent item 1.10.5 how the hours are identified especially for full time and adjunct faculty and for consent items 1.10.6 why there is a W1 designation if there is only one option. Teresa Montanez shared that there is an IMM that identifies the hours based on the type of courses being taught and full time and adjunct faculty would be different. She also stated that the 1 would be removed from the W1, that was an error. Vice Chair Allocco Jr. then made a motion to approve consent items 1.10.5 and 1.10.6 with edits. The motion was seconded by Dr. Collura and unanimously approved with no further discussion.
- 1.8 Public Hearing and Adoption of Board Rules/Policies
 - 1.8.1 6Hx19-2.39 Resolution of Employee/Applicant Grievances

Vice Chair Allocco inquired if the edits made addressed Student Representative Knowles concerns. Teresa Montanez confirmed all the edits were made. Vice Chair Allocco Jr. made a motion to approve board rule 6Hx19-2.39 Resolution of Employee/Applicant Grievances. The motion was seconded by Ms. Pearson-Adams and unanimously approved. Ms. Pearson-Adams noted that Dr. Hall is still listed as Interim, that would need to be updated. Chair Newlon requested an amended motion to include that edit. Vice Chair Allocco Jr. made a motion to approve board rule 6Hx19-2.39 Resolution of Employee/Applicant Grievances with the additional edit. The motion was seconded by Ms. Pearson-Adams and unanimously approved with no further discussion.

1.9 President's Report

1.9.1 Informational, PHSC Board Portal and KPI Scorecard access to Data Warehouse

APPROVAL/RATIFICATION & INFORMATION ITEMS

B. ACADEMIC AFFAIRS

Approvals

2.2 Humanities Abroad Trip

Wanda Vyborny presented the Humanities Abroad Trip for March 2026. Ms. Pearson-Adams inquired how long do we have the contract with Voyager Travel. Wanda shared that the memorandum of understanding is a 3-year agreement. Dr. Collura made a motion to approve the Humanities Abroad Trip. The motion was seconded by Mr. Mitten and unanimously approved with no further discussion.

2.3 Annual General Education Course Review: 2026-2027 Academic Year

Jessica Hinds reviewed the Annual General Education Course Review: 2026-2027 Academic Year. Mr. Bell made a motion to approve the Annual General Education Course Review: 2026-2027 Academic Year. The motion was seconded by Vice Chair Allocco Jr. and unanimously approved with no further discussion.

2.4 Course Revisions

Jessica Hinds reviewed the Course Revisions. Mr. Mitten made a motion to approve the Course Revisions. The motion was seconded by Dr. Collura and unanimously approved with no further discussion.

2.5 Program Changes

Jessica Hinds reviewed the Program Changes. Dr. Collura made a motion to approve the Program Changes. The motion was seconded by Mr. Allocco Jr. and unanimously approved with no further discussion.

C. FINANCIAL SERVICES

Approvals

3.6 Ellucian Five-Year Contract Extension

Kristi Williams and Thomas Hull reviewed the Ellucian Five-Year Contract Extension. After brief discussion, Ms. Pearson-Adams made a motion to approve the Ellucian Five-Year Contract Extension. The motion was seconded by Mr. Mitten and unanimously approved.

3.7 Unisys Contract

Kristi Williams and Thomas Hull reviewed the Unisys Contract. After brief discussion regarding the closing of the contract with Unisys and the transition, Dr. Collura made a motion to approve the Unisys Contract. The motion was seconded by Mr. Mitten and unanimously approved.

3.8 Budget Amendments

FY 2024-2025

3.8.1 Fund 5 Scholarships

Kristi Williams reviewed the FY 2024-2025 Fund 5 Scholarships. Mr. Wilson made a motion to approve the FY 2024-2025 Fund 5 Scholarships. The motion was seconded by Ms. Pearson-Adams and unanimously approved with no further discussion.

FY 2025-2026

3.8.2 Fund 1 Unrestricted Current Funds

Kristi Williams reviewed the FY 2025-2026 Fund 1 Unrestricted Current Funds. Dr. Collura made a motion to approve the FY 2025-2026 Fund 1 Unrestricted Current Funds. The motion was seconded by Mr. Wilson and unanimously approved with no further discussion.

3.8.3 Fund 2 Current Restricted

Kristi Williams reviewed the FY 2025-2026 Fund 2 Current Restricted. Vice Chair Allocco Jr. made a motion to approve the FY 2025-2026 Fund 2 Current Restricted. The motion was seconded by Mr. Wilson and unanimously approved with no further discussion.

3.9 Transition to Cloud-Based Phone System Using Zoom Voice Over IP (VoIP) Services

Krista Williams and Thomas Hull reviewed the Transition to Cloud-Based Phone System Using Zoom Voice Over IP (VoIP) Services. Mr. Mitten made a motion to approve the Transition to Cloud-Based Phone System Using Zoom Voice Over IP (VoIP) Services. The motion was seconded by Dr. Collura and unanimously approved.

Informational

3.10 Preliminary Monthly Budget Summary - June 2025

3.11 Ten Year Tuition Revenue History including Dual-Enrollment

D. ENROLLMENT MANAGEMENT AND STUDENT SERVICES

Informational

4.1 Enrollment Report

E. ADVANCEMENT, INNOVATION & STRATEGIC PARTNERSHIPS/FOUNDATION

Approvals

5.1 2023-2024 Foundation Direct-Support Organizations Audit Review Checklist, 2024 Foundation Audit Report and Foundation 990 Form

Dr. Lisa Richardson and Carla Crow reviewed the 2023-2024 Foundation Direct-Support Organizations Audit Review Checklist, 2024 Foundation Audit Report and Foundation 990 Form. Mr. Mitten made a motion to approve the 2023-2024 Foundation Direct-Support Organizations Audit Review Checklist, 2024 Foundation Audit Report and Foundation 990 Form. The motion was seconded by Dr. Collura and unanimously approved.

F. GOVERNMENT RELATIONS AND GENERAL COUNSEL

Informational

6.1 Legislative Updates

G. TRUSTEE REMARKS

- Many Trustees thanked the Future Business Leaders of America students and advisors for their devotion and hard work.
- Vice Chair Allocco Jr. thanked the Board for his election as Vice Chair and echoed the sentiments for the Future Business Leaders of America students and advisors.
- Ms. Pearson-Adams thanked the Board and College community for the support during her term as Chair this past year. She also echoed the sentiments for the Future Business Leaders of America students and advisors.
- Chair Newlon thanked the Board for entrusting her to serve as Chair for the next year. As an alum and past member of Future Business Leaders of America, she expressed her pride and admiration for the students and advisors for their achievements.

H. ADJOURNMENT

There being no further business, Mr. Bell made a motion to adjourn the meeting. The motion was seconded by Mr. Wilson and the meeting was adjourned at 2:04 pm.

NICOLE NEWLON, CHAIR

ATTEST:

DR. ERIC HALL, SECRETARY



District Board of Trustees Meeting
Thursday, August 7 – 11:30 AM

Consent Agenda Items

B. ACADEMIC AFFAIRS

2.1 Dual Enrollment Agreements: Private/Non-Public Schools and Home Schools

TO: Dr. Eric Hall, President

FROM: Dr. Gerene Thompson, Interim Vice President of Academic Affairs & Chief Academic Officer

SUBJECT: Dual Enrollment Agreements: Private/Non-Public Schools and Home Schools

DATE: Thursday, August 7, 2025

Please see the attached list of the Private/Non-Public Schools and Home School institutions that have applied to participate in our dual enrollment program during the 2025-2026 academic year. I am requesting that you recommend that the District Board of Trustees approve the dual enrollment articulation agreements between Pasco-Hernando State College and the Private/Non-Public and Home Schools as identified in this correspondence. With consent from the District Board of Trustees, I will forward a copy of the approved list to the Florida Department of Education and a copy of the signed articulation agreement to the appropriate institution.

2025-2026 Academic Year

Home Schools	Home Schools
Abeka Home School Program (Wilson)	Miller Home School
BDP Academics (Papa)	Miller Road School (Burke)
Blethen Home School	Misson Valley (Harris)
Bond Academy	Noel Home School Academy
Brightstead Academy (Osborne)	Quinn Home School
Bruce Family Home School	Robinson Home School
Cates Family Home School	Salliotte Home School
Cochran Home School	School of Wonder (Patricio)
Figueroa Home School Academy	Tormey Home School
Jaaber Home School	Veritas Learning Academy (Goldstein)
Jackson Home School	Withlacoochee Academy (Streetman)
Lane Christian Academy	Wong Academy
Lynch Home School	
Non-public/Private Schools	Non-public/Private Schools
Generations Christian Academy	

6Hx19-1.16 COLLEGE VISION STATEMENT AND MISSION STATEMENT

The purpose of this Board Rule is to establish the Vision Statement and Mission Statement of Pasco-Hernando State College.

VISION STATEMENT

We will be ~~the premier our region's~~ college of choice, ~~for our community, driving transformational change for intellectual, social, and economic mobility through educational opportunities, raising the level of educational attainment, transforming lives and meeting workforce needs in the community,~~

MISSION STATEMENT

Pasco-Hernando State College, a comprehensive, learning-centered institution, serves its community ~~ies~~ by providing an excellent, affordable, and accessible, ~~and diverse~~ educational ~~al experiences that empower, enabling~~ students to achieve academic success, personal enrichment, ~~and socio-economic advancement~~ and social impact.

Rule Adopted: 3/20/72; 12/16/74; 8/25/75; 11/19/79; 1/23/84; 5/20/85; 10/19/87; 4/10/90; 3/21/95; 4/16/96; 2/24/98; 2/18/02; 1/20/04; 4/18/06; 1/15/08; 10/28/10; 4/17/12; +01/21/14; 11/20/18; 05/18/21

Effective Date: 3/20/72; 12/16/74; 10/7/75; 11/19/79; 1/23/84; 5/20/85; 10/19/87; 4/10/90; 3/21/95; 4/16/96; 2/24/98; 2/18/02; 1/20/04; 4/18/06; 1/15/08; 10/28/10; 4/17/12; +01/21/14; 11/20/18; 05/18/21

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1004.65

Other References:

Law Implemented: Florida Statutes: 1001.64 (1)(2)(4); 1001.65(1)(16)(24); 1004.65; 1011.82; 1011.84

Proposer: ~~Timothy L. Beard~~ Eric Hall, President

+Amendment renamed the College to "State College" and added Baccalaureate Degrees to the Mission.

6Hx19-1.16 COLLEGE VISION STATEMENT AND MISSION STATEMENT

The purpose of this Board Rule is to establish the Vision Statement and Mission Statement of Pasco-Hernando State College.

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Effective Date: 3/20/72; 12/16/74; 10/7/75; 11/19/79; 1/23/84; 5/20/85; 10/19/87; 4/10/90; 3/21/95; 4/16/96; 2/24/98; 2/18/02; 1/20/04; 4/18/06; 1/15/08; 10/28/10; 4/17/12; +01/21/14; 11/20/18; 05/18/21

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1004.65

Other References:

Law Implemented: Florida Statutes: 1001.64 (1)(2)(4); 1001.65(1)(16)(24); 1004.65; 1011.82; 1011.84

Proposer: Eric Hall, President

+Amendment renamed the College to "State College" and added Baccalaureate Degrees to the Mission.

**PASCO-HERNANDO STATE COLLEGE
STATEMENT OF ESTIMATED REGULATORY COSTS
FS 120.54 (2)(a)**

July 15, 2025

District Board of Trustees Rule 6Hx19-1.16

COLLEGE VISION AND MISSION STATEMENT

PURPOSE:

The proposed amendments update language to align with the College Vision and Mission Statement.

PROPOSED REGULATORY COSTS:

a) **An estimate of the number of individuals and entities likely to be required to comply with the rule, together with a general description of the types of individuals likely to be affected by the rule:**

The changes affect the college community at large.

b) **An estimate of the cost to the agency, and to any other state and local government entities, of implementing and enforcing the proposed rule, and any anticipated effect on state or local revenues:**

Other than the cost of advertising the proposed amendments, there are no costs associated with the amendments.

c) **An estimate of the transactional costs likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the rule (transactional costs are direct costs that are readily ascertainable based upon standard business practices, and include filing fees, the cost of obtaining a license, the cost of equipment required to be installed or used or procedures required to be employed in complying with the rule, additional operating costs incurred, and the cost of monitoring and reporting):**

The revised policy is not expected to have any financial impact on any entity outside of the College.

d) An analysis of the impact on small business as defined by F.S. 288.703, and an analysis of the impact on small counties and small cities as defined by F.S. 120.52:

The revised rule is not expected to have an impact on small business as defined by FS 288.703, nor on small counties or small cities as defined by FS 120.52.

e) Any additional information that the agency determines to be useful:

There is no additional information necessary.

f) A description of any good faith written proposal submitted under F.S. 120.54(1)(a) and either a statement adopting the alternative or a statement of the reasons for rejecting the alternative in favor of the proposed rule:

There have been no good faith written proposals submitted under FS 120.54(1)(a).

6Hx19-1.24 COLLEGE ACCREDITATION ~~BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC)~~

The purpose of this Board Rule is to establish Board policy regarding accreditation by ~~the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ an institutional accreditor recognized by the United States Department of Education (USDOE).

Pasco-Hernando State College will actively seek to maintain accreditation with ~~the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ a USDOE-recognized institutional accreditor. The President shall be responsible for informing the Board concerning the accreditation status of the College.

Rule Adopted: 10/12/72; 8/25/75; 11/19/79; 12/16/85; 9/16/97; 10/18/04;
■08/18/08; ■02/14/13

Effective Date: 10/12/72; 9/18/75; 11/19/79; 12/16/85; 9/16/97; 10/18/04;
■08/18/08; ■02/14/13

Reviewed:

President's Administrative Leadership Team – Non-Substantive/Editorial: August 27, 2018

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1008.47; 1011.82

Other References: Florida Administrative Code: 6A-14.060

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(43); 1001.65(1)(16)(24);
1008.47; 1011.82

Proposer: ~~Timothy L. Beard~~Eric Hall, President

■President's Cabinet/President's Administrative Leadership Team Approval –
NonSubstantive/Editorial

6Hx19-1.24 COLLEGE ACCREDITATION

The purpose of this Board Rule is to establish Board policy regarding accreditation by an institutional accreditor recognized by the United States Department of Education (USDOE).

Pasco-Hernando State College will actively seek to maintain accreditation with a USDOE-recognized institutional accreditor. The President shall be responsible for informing the Board concerning the accreditation status of the College.

Rule Adopted: 10/12/72; 8/25/75; 11/19/79; 12/16/85; 9/16/97; 10/18/04;
■08/18/08; ■02/14/13

Effective Date: 10/12/72; 9/18/75; 11/19/79; 12/16/85; 9/16/97; 10/18/04;
■08/18/08; ■02/14/13

Reviewed:

President's Administrative Leadership Team – Non-Substantive/Editorial: August 27, 2018

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1008.47; 1011.82

Other References: Florida Administrative Code: 6A-14.060

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(43); 1001.65(1)(16)(24);
1008.47; 1011.82

Proposer: Eric Hall, President

■President's Cabinet/President's Administrative Leadership Team Approval –
NonSubstantive/Editorial

PASCO-HERNANDO STATE COLLEGE
STATEMENT OF ESTIMATED REGULATORY COSTS

FS 120.54 (2)(a)

July 15, 2025

District Board of Trustees Rule 6Hx19-1.24

**COLLEGE ACCREDITATION BY THE SOUTHERN ASSOCIATION OF COLLEGES
AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC)**

PURPOSE:

The proposed amendment changes the name of the Board Rule to “COLLEGE ACCREDITATION BY USDOE-RECOGNIZED ACCREDITOR” and removes all references to SACSCOC and replaces it with “USDOE-Recognized Institutional Accreditor.” This amendment complies with Florida state statute.

PROPOSED REGULATORY COSTS:

a) An estimate of the number of individuals and entities likely to be required to comply with the rule, together with a general description of the types of individuals likely to be affected by the rule:

This affects faculty and staff as it relates to the requirements of the Accreditor.

b) An estimate of the cost to the agency, and to any other state and local government entities, of implementing and enforcing the proposed rule, and any anticipated effect on state or local revenues:

It will depend on the requirements of accreditation as to if there will be required costs to the College to comply.

c) An estimate of the transactional costs likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the rule (transactional costs are direct costs that are readily ascertainable based upon standard business practices, and include filing fees, the cost of obtaining a license, the cost of equipment required to be installed or used or procedures required to be employed in complying with the rule, additional operating costs incurred, and the cost of monitoring and reporting):

The revised policy is not expected to have any financial impact on any entity outside of the College.

d) An analysis of the impact on small business as defined by F.S. 288.703, and an analysis of the impact on small counties and small cities as defined by F.S. 120.52:

The revised rule is not expected to have an impact on small business as defined by FS 288.703, nor on small counties or small cities as defined by FS 120.52.

e) Any additional information that the agency determines to be useful:

There is no additional information necessary.

f) A description of any good faith written proposal submitted under F.S. 120.54(1)(a) and either a statement adopting the alternative or a statement of the reasons for rejecting the alternative in favor of the proposed rule:

There have been no good faith written proposals submitted under FS 120.54(1)(a).

6Hx19-2.30 DUTY HOURS FOR INSTRUCTIONAL PERSONNEL

The purpose of this Board Rule is to establish policy regarding the duty hours for instructional personnel.

The following policies shall govern duty hours for Instructional Personnel:

- ~~1. Each faculty member employed on a full-time basis must be on duty each duty day in a given term except for approved leave, for a minimum of 30 hours per week. This time excludes any extra pay courses. Duty days may vary among faculty based on their instructional assignments and office hours as approved by their administrative supervisor. Instructional and office hours will be established at times to ensure optimal availability and accessibility by faculty to their students.~~
- ~~1. Each full-time faculty member is required to schedule a minimum of 15 hours a week for instruction and a minimum of 10 hours a week for office hours with an additional five hours per week reserved by the faculty member for such activities as student appointments, committee meetings, and College activities.~~
- ~~1. The workweek of a full-time instructional faculty member shall be thirty hours per week, excluding time for any extra pay courses. Each faculty member employed on a full-time basis must be on duty each duty day in a given term except for approved leave. Duty days may vary among faculty based on their instructional assignments and office hours as approved by their administrative supervisor. The equivalent of 15 hours per week shall be spent in course instruction. 10 hours per week shall be spent in office hours, or a number needed to bring the total hours spent in instruction and office hours to 25 per week, whichever is less. The remaining hours may be used to fulfill instructional and programmatic obligations as outlined in this Article, or for participati campus, or of the College itself. For post-secondary adult vocational or technical credit faculty member, a minimum of 20 hours per week for instruction and a minimum of 10 hours per week for office hours and for such activities as student appointments, committee meetings, and College activities is required.~~
2. Faculty are required to post a copy of their approved schedule on their office door and online.

3. For each course taught, an adjunct faculty member is required to be available to students for the purpose of academic assistance for a minimum of one hour per week immediately before or after class, or by appointment.

Rule Adopted: 8/25/75; 11/19/79; 6/15/81; 10/21/85; 11/16/87;
11/20/89;
6/18/91; 9/17/91; 5/16/95; 5/19/98; 9/21/04; 11/18/08
Effective Date: 10/7/75; 11/19/79; 6/15/81; 10/21/85; 11/16/87;
11/20/89;
6/18/91; 9/17/91; 5/16/95; 5/19/98; 9/21/04; 11/18/08

Reviewed: President's Administrative Leadership Team – Non-Substantive/Editorial:
6/11/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References: Florida Administrative Code: 6A-14.0491

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(8)(18)(43)(44);
1001.65 (1)(3)(16)(23)

Proposer: ~~Jesse Pisors~~Eric Hall, President

6Hx19-2.30 DUTY HOURS FOR INSTRUCTIONAL PERSONNEL

The purpose of this Board Rule is to establish policy regarding the duty hours for instructional personnel.

The following policies shall govern duty hours for Instructional Personnel:

1. The workweek of a full-time instructional faculty member shall be thirty hours per week, excluding time for any extra pay courses. Each faculty member employed on a full-time basis must be on duty each duty day in a given term except for approved leave. Duty days may vary among faculty based on their instructional assignments and office hours as approved by their administrative supervisor. The equivalent of 15 hours per week shall be spent in course instruction. 10 hours per week shall be spent in office hours, or a number needed to bring the total hours spent in instruction and office hours to 25 per week, whichever is less. The remaining hours may be used to fulfill instructional and programmatic obligations as outlined in this Article, or for participants campus, or of the College itself. For post-secondary adult vocational or technical credit faculty member, a minimum of 20 hours per week for instruction and a minimum of 10 hours per week for office hours and for such activities as student appointments, committee meetings, and College activities is required.
2. Faculty are required to post a copy of their approved schedule on their office door and online.
3. For each course taught, an adjunct faculty member is required to be available to students for the purpose of academic assistance for a minimum of one hour per week immediately before or after class, or by appointment.

Rule Adopted: 8/25/75; 11/19/79; 6/15/81; 10/21/85; 11/16/87;
11/20/89;
6/18/91; 9/17/91; 5/16/95; 5/19/98; 9/21/04; 11/18/08
Effective Date: 10/7/75; 11/19/79; 6/15/81; 10/21/85; 11/16/87;
11/20/89;
6/18/91; 9/17/91; 5/16/95; 5/19/98; 9/21/04; 11/18/08

Reviewed: President's Administrative Leadership Team – Non-Substantive/Editorial: 6/11/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References: Florida Administrative Code: 6A-14.0491

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(8)(18)(43)(44); 1001.65
(1)(3)(16)(23)

Proposer: Eric Hall, President

**PASCO HERNANDO STATE COLLEGE
STATEMENT OF ESTIMATED REGULATORY COSTS
FS 120.54 (2)(a)**

July 15, 2025

District Board of Trustees Rule 6Hx19-2.30

DUTY HOURS FOR INSTRUCTIONAL PERSONNEL

PURPOSE:

The proposed amendments align the language with the Collective Bargaining Agreement between the college and the United Faculty of Florida – PHSC regarding duty hours for instruction, office hours, or participation in college activities.

PROPOSED REGULATORY COSTS:

a) An estimate of the number of individuals and entities likely to be required to comply with the rule, together with a general description of the types of individuals likely to be affected by the rule:

The changes affect the faculty as it relates to the required duty hours and the breakdown of same per week.

b) An estimate of the cost to the agency, and to any other state and local government entities, of implementing and enforcing the proposed rule, and any anticipated effect on state or local revenues:

Other than the cost of advertising the proposed amendments, there are no costs associated with the amendments.

c) An estimate of the transactional costs likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the rule (transactional costs are direct costs that are readily ascertainable based upon standard business practices, and include filing fees, the cost of obtaining a license, the cost of equipment required to be installed or used or procedures required to be employed in complying with the rule, additional operating costs incurred, and the cost of monitoring and reporting):

The revised policy is not expected to have any financial impact on any entity outside of the College.

d) An analysis of the impact on small business as defined by F.S. 288.703, and an analysis of the impact on small counties and small cities as defined by F.S. 120.52:

The revised rule is not expected to have an impact on small business as defined by FS 288.703, nor on small counties or small cities as defined by FS 120.52.

e) Any additional information that the agency determines to be useful:

There is no additional information necessary.

f) A description of any good faith written proposal submitted under F.S. 120.54(1)(a) and either a statement adopting the alternative or a statement of the reasons for rejecting the alternative in favor of the proposed rule:

There have been no good faith written proposals submitted under FS 120.54(1)(a).

6Hx19-2.55 EMPLOYMENT CONTRACTS FOR FULL TIME FACULTY

The purpose of this Board Rule is to establish the District Board of Trustees policy for employment contracts for full-time faculty, in accordance with State Board of Education Rule 6A-14.0411.

Issuance of Continuing Contract

All faculty members hired after June 30, 2013, into a continuing contract position, must meet the following minimum requirements in order to be eligible for continuing contract:

- (1) Complete at least five (5) years of satisfactory service at Pasco-Hernando State College during a period not in excess of seven years. All service shall be continuous except for leave duly authorized and granted.
- (2) Receive the recommendation of the President and approval by the District Board of Trustees for a continuing contract based on successful performance of duties, demonstration of professional competence, and the needs of the college.

Criteria for Placement on Continuing Contract

~~In order to be considered for placement on continuing contract, full-time faculty members must present a portfolio of evidence that contains verification of the following:~~

- ~~(1) Quantifiable measured effectiveness in the performance of faculty duties as indicated by successful faculty and student learning outcomes~~
- ~~(2) Continuing professional development, as measured by additional coursework, licensure, industry certifications, or other confirmation of advancement in one's field~~
- ~~(3) Currency and scope of subject matter knowledge, as evidenced by coursework, attendance and/or presentation at professional conferences, publication in professional journals, or other proof of educational qualifications within one's area of expertise~~
- ~~(4) Relevant feedback from students, faculty, and employers of students through student and administrative evaluations, peer review, and input from advisory board members in cases where such feedback is available~~
- ~~(5) Satisfactory completion of the following two graduate level courses:~~
 - ~~• The Community College in America~~
 - ~~• Seminar in College Teaching or an equivalent graduate level course approved by the Vice President of Academic Affairs and Faculty Development/College Provost,;~~

Employment Contracts for Full Time Faculty

~~or~~

~~Satisfactory completion of the following two undergraduate level courses:~~

- ~~• EDH 1930 Seminar in College Teaching~~
- ~~• EDH 2930 Seminar in Community and State College in Higher Education~~

~~-or~~

~~an equivalent undergraduate level course approved by the Vice President of Instruction/Provost, West Campus~~

~~or~~

~~A combination of two of the previously identified graduate and undergraduate courses or equivalent courses approved by the Vice President of Academic Affairs and Faculty Development/College Provost,~~

~~-and~~

~~The College's NCC 0091 E-Certification for Online Teaching and Model Course Development course offered by the Department of Academic Technology.~~

~~(6) Co-curricular service to the department, college, and community~~

~~Verification of the above criteria may be demonstrated through such evidence as additional educational qualifications, documented learning gains of students in the faculty member's courses, continued success of those students in subsequent courses, and/or graduation and/or certification rates.~~

Portfolio Requirements

~~Before their consideration for continuing contract, faculty members hired during and after the 2013-2014 academic year must demonstrate the above criteria through the presentation of a portfolio of accomplishments to be submitted to their academic dean for examination by a peer review committee in the middle of their fourth year of employment at the college. **Faculty members hired prior to the 2013-2014 academic year are only**~~

Employment Contracts for Full Time Faculty

~~required to complete three years of satisfactory service before being considered for continuing contract. In addition, faculty members hired prior to the 2013-2014 academic year will be required to fulfill the following portfolio requirements beginning with the 2013-2014 academic year, in accordance with the provisions of State Board of Education Rule 6A-14.0411. The portfolio must contain the following elements:~~

- ~~• Educational & Professional Background

 - ~~○ Updated curriculum vitae~~~~
- ~~• Individualized Learning Plan

 - ~~○ This is the candidate's professional development plan, which is written by the candidate in collaboration with his or her dean and/or provost. The plan should spell out what the faculty member expects to achieve during the pre-tenure process. The plan should also contain a "roadmap" of coursework and other requirements the candidate should complete prior to the granting of continuing contract. Such plan should be completed during the first semester of employment with the college.~~~~
- ~~• Supporting Documentation for Four Faculty Learning Outcomes (FLO), as follows:

 - ~~○ Adequate Preparation

 - ~~▪ Faculty learning outcome statement~~
 - ~~▪ Explanation of what the faculty candidate did to achieve the outcome (e.g. workshops, articles, etc.)~~~~
 - ~~○ Appropriate Methods

 - ~~▪ Specific teaching methods, student learning activities, and assessment methods used and the procedures/steps followed to achieve the FLO~~~~
 - ~~○ Significant Results

 - ~~▪ Supporting documentation (e.g. official transcripts, conference agendas, copies of published articles, etc.)~~
 - ~~▪ Copies of student and administrative evaluations~~
 - ~~○ Reflective Critique~~
 - ~~▪ General Reflection: In general, candidate reflects on what was learned while completing the FLO and how this might improve future work (approximately ½ to 1 page)~~~~~~

Term of Continuing Contract

Each employee issued a continuing contract shall be entitled to continue in his or her respective full-time faculty position at the college without the necessity for annual nomination or reappointment until the individual resigns from employment, except as

6Hx19-2.55

Employment Contracts for Full Time Faculty

provided in this Rule and/or District Board of Trustees Rule 6Hx19-2.23, *Dismissal, Return to Annual Contract – Continuing Contract Personnel*.

Successful completion of all requirements for being placed on continuing contract within the first five years of employment will simultaneously meet requirements for recertification credit. All faculty placed on continuing contract will be required to recertify every five (5) years thereafter, in accordance with the procedures set forth in Internal Management Memorandum (IMM) 2-7 *Guidelines for Receiving Recertification Credit*.

Non-Continuing Contract Positions

The District Board of Trustees may establish full time faculty positions that are not eligible for continuing contract. Such positions will be eligible for one year or multiple-year contracts as the Board may determine.

Rule Adopted: 12/17/79; 5/19/80; 10/19/81; 9/13/82; 12/16/85; 3/17/86; 6/15/87;
11/16/87; 3/20/89; 1/22/91; 10/17/95; 10/21/97; 5/15/01; 2/17/09;
07/16/13

Effective Date: 12/17/79; 5/19/80; 10/19/81; 9/13/82; 12/16/85; 3/17/86; 6/15/87;
11/16/87; 3/20/89; 1/22/91; 10/17/95; 10/21/97; 5/15/01; 2/17/09;
07/16/13

Reviewed:

President's Administrative Leadership Team – Non-Substantive/Editorial: 6/11/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1012

Other References: Florida Administrative Code: 6A-14.041; 6A-14.0411

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)(43)(44);
1001.65(1)(3)(16)(4); 1012.83

Proposer: ~~Timoth L. Beard~~Eric Hall, President

6Hx19-2.55 EMPLOYMENT CONTRACTS FOR FULL TIME FACULTY

The purpose of this Board Rule is to establish the District Board of Trustees policy for employment contracts for full-time faculty, in accordance with State Board of Education Rule 6A-14.0411.

Issuance of Continuing Contract

All faculty members hired after June 30, 2013, into a continuing contract position, must meet the following minimum requirements in order to be eligible for continuing contract:

- (1) Complete at least five (5) years of satisfactory service at Pasco-Hernando State College during a period not in excess of seven years. All service shall be continuous except for leave duly authorized and granted.
- (2) Receive the recommendation of the President and approval by the District Board of Trustees for a continuing contract based on successful performance of duties, demonstration of professional competence, and the needs of the college.

Term of Continuing Contract

Each employee issued a continuing contract shall be entitled to continue in his or her respective full-time faculty position at the college without the necessity for annual nomination or reappointment until the individual resigns from employment, except as provided in this Rule and/or District Board of Trustees Rule 6Hx19-2.23, *Dismissal, Return to Annual Contract – Continuing Contract Personnel*.

Successful completion of all requirements for being placed on continuing contract within the first five years of employment will simultaneously meet requirements for recertification credit. All faculty placed on continuing contract will be required to recertify every five (5) years thereafter, in accordance with the procedures set forth in Internal Management Memorandum (IMM) 2-7 *Guidelines for Receiving Recertification Credit*.

Non-Continuing Contract Positions

The District Board of Trustees may establish full time faculty positions that are not eligible for continuing contract. Such positions will be eligible for one year or multiple-year contracts as the Board may determine.

Rule Adopted: 12/17/79; 5/19/80; 10/19/81; 9/13/82; 12/16/85; 3/17/86; 6/15/87;
11/16/87; 3/20/89; 1/22/91; 10/17/95; 10/21/97; 5/15/01; 2/17/09;
07/16/13
Effective Date: 12/17/79; 5/19/80; 10/19/81; 9/13/82; 12/16/85; 3/17/86; 6/15/87;
11/16/87; 3/20/89; 1/22/91; 10/17/95; 10/21/97; 5/15/01; 2/17/09;
07/16/13

6Hx19-2.55

Employment Contracts for Full Time Faculty

Reviewed:

President's Administrative Leadership Team – Non-Substantive/Editorial: 6/11/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1012

Other References: Florida Administrative Code: 6A-14.041; 6A-14.0411

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)(43)(44);
1001.65(1)(3)(16)(4); 1012.83

Proposer: Eric Hall, President

**PASCO-HERNANDO STATE COLLEGE
STATEMENT OF ESTIMATED REGULATORY COSTS
FS 120.54 (2)(a)**

July 15, 2025

District Board of Trustees Rule 6Hx19-2.55

EMPLOYMENT CONTRACTS FOR FULL TIME FACULTY

PURPOSE:

The proposed amendments eliminate prior and obsolete requirements for placement of full-time faculty on continuing contract. This language aligns with the Collective Bargaining Agreement between the college and the United Faculty of Florida – PHSC.

PROPOSED REGULATORY COSTS:

a) An estimate of the number of individuals and entities likely to be required to comply with the rule, together with a general description of the types of individuals likely to be affected by the rule:

These amendments affect full-time faculty.

b) An estimate of the cost to the agency, and to any other state and local government entities, of implementing and enforcing the proposed rule, and any anticipated effect on state or local revenues:

Other than the cost of advertising the proposed amendments, there are no costs associated with the amendments.

c) An estimate of the transactional costs likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the rule (transactional costs are direct costs that are readily ascertainable based upon standard business practices, and include filing fees, the cost of obtaining a license, the cost of equipment required to be installed or used or procedures required to be employed in complying with the rule, additional operating costs incurred, and the cost of monitoring and reporting):

6Hx19-2.55

Employment Contracts for Full Time Faculty

The revised policy is not expected to have any financial impact on any entity outside of the College.

d) An analysis of the impact on small business as defined by F.S. 288.703, and an analysis of the impact on small counties and small cities as defined by F.S. 120.52:

The revised rule is not expected to have an impact on small business as defined by FS 288.703, nor on small counties or small cities as defined by FS 120.52.

e) Any additional information that the agency determines to be useful:

There is no additional information necessary.

f) A description of any good faith written proposal submitted under F.S. 120.54(1)(a) and either a statement adopting the alternative or a statement of the reasons for rejecting the alternative in favor of the proposed rule:

There have been no good faith written proposals submitted under FS 120.54(1)(a).

6Hx19-2.68 ADJUNCT FACULTY CONTRACTS

The purpose of this Board Rule is to establish Board policy regarding adjunct faculty contracts.

The College's adjunct faculty may ~~accept~~ work under a part-time contract to teach college credit and/or technical credit courses, including office hours, totaling a maximum of 29 work hours per week in any academic term. For the purposes of this Board Rule, an academic term shall be any portion of a fall semester, to include Term I, IA, IB, and IC inclusive; any portion of a spring semester, to include Term II, IIA, IIB and IIC, inclusive; or any portion of a summer semester, to include Term III, IIIA and IIIB, inclusive. The 29-hour limit is inclusive of work performed across any and all agencies participating in the State Group Insurance Plan.

The formula for work hours per week (credit hours x 2.25 + number of courses) shall be followed in computing the work hours for adjunct faculty under this Rule. Payment for such courses shall be in accordance with the District Board of Trustees approved Salary Schedule for Classroom Instruction-Credit.

A contract which would result in a violation of the Federal Fair Labor Standards Act will not be approved.

Rule Adopted: 07/15/14; 6/16/15

Effective Date: 07/15/14; 6/16/15

Reviewed:

President's Administrative Leadership Team – Non-Substantive/Editorial: 11/05/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References: Title 29 United States Code, sections 201-219;
Affordable Care Act 42 U.S.C. § 18001 et seq. (2010)

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18); 1001.65(1)(3)(5)(24);
1012.83

Proposer: ~~Timothy L Beard~~ Eric Hall, President

6Hx19-2.68 ADJUNCT FACULTY CONTRACTS

The purpose of this Board Rule is to establish Board policy regarding adjunct faculty contracts.

The College's adjunct faculty may work under a part-time contract to teach college credit and/or technical credit courses, including office hours, totaling a maximum of 29 work hours per week in any academic term. For the purposes of this Board Rule, an academic term shall be any portion of a fall semester, to include Term I, IA, IB, and IC inclusive; any portion of a spring semester, to include Term II, IIA, IIB and IIC, inclusive; or any portion of a summer semester, to include Term III, IIIA and IIIB, inclusive. The 29-hour limit is inclusive of work performed across any and all agencies participating in the State Group Insurance Plan.

The formula for work hours per week (credit hours x 2.25 + number of courses) shall be followed in computing the work hours for adjunct faculty under this Rule. Payment for such courses shall be in accordance with the District Board of Trustees approved Salary Schedule for Classroom Instruction-Credit.

A contract which would result in a violation of the Federal Fair Labor Standards Act will not be approved.

Rule Adopted: 07/15/14; 6/16/15

Effective Date: 07/15/14; 6/16/15

Reviewed:

President's Administrative Leadership Team – Non-Substantive/Editorial: 11/05/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References: Title 29 United States Code, sections 201-219;
Affordable Care Act 42 U.S.C. § 18001 et seq. (2010)

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18); 1001.65(1)(3)(5)(24);
1012.83

Proposer: Eric Hall, President

**PASCO-HERNANDO STATE COLLEGE
STATEMENT OF ESTIMATED REGULATORY COSTS
FS 120.54 (2)(a)**

July 15, 2025

District Board of Trustees Rule 6Hx19-2.68

ADJUNCT FACULTY CONTRACTS

PURPOSE:

The proposed amendments update language related to the 29-hour maximum hours per week wherein adjunct faculty may work. It clarifies that this maximum number of hours is inclusive of work performed across all agencies participating in the State Group Insurance Program.

PROPOSED REGULATORY COSTS:

a) **An estimate of the number of individuals and entities likely to be required to comply with the rule, together with a general description of the types of individuals likely to be affected by the rule:**

The changes affect adjunct faculty.

b) **An estimate of the cost to the agency, and to any other state and local government entities, of implementing and enforcing the proposed rule, and any anticipated effect on state or local revenues:**

Other than the cost of advertising the proposed amendments, there are no costs associated with the amendments.

c) **An estimate of the transactional costs likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the rule (transactional costs are direct costs that are readily ascertainable based upon standard business practices, and include filing fees, the cost of obtaining a license, the cost of equipment required to be installed or used or procedures required to be employed in complying with the rule, additional operating costs incurred, and the cost of monitoring and reporting):**

The revised policy is not expected to have any financial impact on any entity outside of the College.

d) An analysis of the impact on small business as defined by F.S. 288.703, and an analysis of the impact on small counties and small cities as defined by F.S. 120.52:

The revised rule is not expected to have an impact on small business as defined by FS 288.703, nor on small counties or small cities as defined by FS 120.52.

e) Any additional information that the agency determines to be useful:

There is no additional information necessary.

f) A description of any good faith written proposal submitted under F.S. 120.54(1)(a) and either a statement adopting the alternative or a statement of the reasons for rejecting the alternative in favor of the proposed rule:

There have been no good faith written proposals submitted under FS 120.54(1)(a).

6Hx19-3.14 GRADING SYSTEM

The purpose of this Board Rule is to establish and verify Board policy for awarding grades at Pasco-Hernando State College.

All grades will adhere to the following guidelines. The College shall use the grading system shown below:

A	-	4	-	Grade Point	-	Excellent
B	-	3	-	Grade Point	-	Good
C	-	2	-	Grade Point	-	Average
D	-	1	-	Grade Point	-	Poor
F	-	0	-	Grade Point	-	Failure

I - **Incomplete** An Incomplete grade may be assigned by an instructor to a student who has been progressing throughout the term, and who has completed a substantial amount of the work with a passing grade, but who has had serious extenuating circumstances which interfere with the student's ability to complete the course in the current term. The assignment of an "I" grade must be accompanied by the grade earned in the course by computing a zero to any uncompleted work (i.e. IB, IC, ID, or IF). If the "I" grades are not made up and a Change of Grade form with the new grade is not submitted before the end of the next term, the ~~student will~~student will earn the grade that accompanied the "I" grade.

Students in nursing and health program that are granted an "I" grade will not progress in the nursing or health program until the course requirements are met and the "I" grade is converted to a passing grade. The assignment of an "I" grade may delay the anticipated program completion date. The conversion of an "I" grade to a non-passing grade (per program requirements) will be counted in the maximum 2 non-successful attempts and dismissal from the designated programs.

Specific information regarding requirements for incomplete work will be stated on the "Incomplete Grade Award, Agreement for Completion of Course Work" (IIN-8) form. "I" grades may not be awarded for audit, non-credit, and third attempt courses.

LD - **Late Drop** An approved student-initiated request to drop a course or courses after the final date to drop classes which results in a refund. Refunds after the end of the drop/add period may be authorized, with sufficient documentation, as follows: a. Death of a student or the death of an immediate family member of the student (parent, spouse or child), as documented by the student or the student's estate, which precludes the student from being able to complete current semester's courses b. Critical medical emergency of the student or an immediate family member of the student (parent, spouse or child) of such a severity or of such a duration, as documented by a licensed physician, that it would preclude a student from being able to complete the current semester's courses c. Active duty military service, which would preclude the student from being able to complete the current semester's courses d. Course/class cancellation by the College e. f. Administrative or College error Other circumstances as may be approved by the president or a designee No grade is used in the GPA calculation but the course is shown as an attempt on the transcript.

N - **No Credit** Students in college developmental ~~mathematics~~ ~~courses~~ ~~mathematics courses~~ who have progressed through the term to the point established by the mathematics department, may be awarded a grade of "N" instead of a grade of "I" or "F". The grade of N may only be entered for a student's first two attempts; a grade of "P" or "F" must be assigned for a third attempt.

NR - **Not Reported** A grade of "NR" is used as a temporary "placeholder" until an official grade is recorded.

~~W1 - **Withdrawal** ~~Withdrew~~ Student initiated withdrawal from a course for any reason by the published withdrawal deadline date for the course and term.~~

~~W2 - **Withdrawal** Faculty initiated withdrawal due to non-attendance.~~

~~W3 - **Withdrawal** Administrative withdrawal initiated through the exception/appeal process not to exceed one year following the end of the term date for which the consideration is being made.~~

~~W4 - **Withdrawal** Administrative withdrawal initiated through the disciplinary process.~~

X - **Audit** Students selection to audit a course at the point of registration and prior to the drop/add deadline.

~~X1 - Audit Student selection to audit a course initiated after the drop/add deadline and prior to the withdrawal deadline.~~

P - Passed

* S - Satisfactory

* U - Unsatisfactory

~~X - Audit~~

**SP - Showing Progress

* Used only in non-credit courses after May 1994

** Used only for Adult Basic Education and GED Preparatory courses

Rule Adopted: 5/25/72; 12/14/72; 8/25/75; 11/19/79; 1/20/86; 1/25/88; 10/18/94; 11/18/97; 4/15/02; *2/19/08; ■09/02/08; 11/18/14; 7/17/18; 1/21/20; 5/18/21; 7/19/22

Effective Date: 5/25/72; 12/14/72; 10/07/75; 11/19/79; 1/20/86; 1/25/88; 10/18/94; 11/18/97; 4/15/02; *2/19/08; ■09/02/08; 11/18/14; 7/17/18; 1/21/20; 5/18/21; 7/19/22

Reviewed:

President's Administrative Leadership Team – Non-Substantive/Editorial: August 27, 2018

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References: Florida Administrative Code: 6A-14.024

Law Implemented: FS 1001.64(1)(2)(4)(8)(43)(44); 1001.65(1)(16)(24)

Proposer: ~~Timothy L. Beard~~Eric Hall, President

*Emergency Approval ■President's Cabinet Approval – Non-Substantive/Editorial

6Hx19-3.14 GRADING SYSTEM

The purpose of this Board Rule is to establish and verify Board policy for awarding grades at Pasco-Hernando State College.

All grades will adhere to the following guidelines. The College shall use the grading system shown below:

A	-	4	-	Grade Point	-	Excellent
B	-	3	-	Grade Point	-	Good
C	-	2	-	Grade Point	-	Average
D	-	1	-	Grade Point	-	Poor
F	-	0	-	Grade Point	-	Failure

I - **Incomplete** An Incomplete grade may be assigned by an instructor to a student who has been progressing throughout the term, and who has completed a substantial amount of the work with a passing grade, but who has had serious extenuating circumstances which interfere with the student's ability to complete the course in the current term. The assignment of an "I" grade must be accompanied by the grade earned in the course by computing a zero to any uncompleted work (i.e. IB, IC, ID, or IF). If the "I" grades are not made up and a Change of Grade form with the new grade is not submitted before the end of the next term, the student will earn the grade that accompanied the "I" grade.

Students in nursing and health program that are granted an "I" grade will not progress in the nursing or health program until the course requirements are met and the "I" grade is converted to a passing grade. The assignment of an "I" grade may delay the anticipated program completion date. The conversion of an "I" grade to a non-passing grade (per program requirements) will be counted in the maximum 2 non-successful attempts and dismissal from the designated programs.

Specific information regarding requirements for incomplete work will be stated on the "Incomplete Grade Award, Agreement for Completion of Course Work" (IIN-8) form. "I" grades may not be awarded for audit, non-credit, and third attempt courses.

- LD - **Late Drop** An approved student-initiated request to drop a course or courses after the final date to drop classes which results in a refund. Refunds after the end of the drop/add period may be authorized, with sufficient documentation, as follows: a. Death of a student or the death of an immediate family member of the student (parent, spouse or child), as documented by the student or the student's estate, which precludes the student from being able to complete current semester's courses b. Critical medical emergency of the student or an immediate family member of the student (parent, spouse or child) of such a severity or of such a duration, as documented by a licensed physician, that it would preclude a student from being able to complete the current semester's courses c. Active duty military service, which would preclude the student from being able to complete the current semester's courses d. Course/class cancellation by the College e. f. Administrative or College error Other circumstances as may be approved by the president or a designee No grade is used in the GPA calculation but the course is shown as an attempt on the transcript.
- N - **No Credit** Students in college developmental mathematics courses who have progressed through the term to the point established by the mathematics department, may be awarded a grade of "N" instead of a grade of "I" or "F". The grade of N may only be entered for a student's first two attempts; a grade of "P" or "F" must be assigned for a third attempt.
- NR - **Not Reported** A grade of "NR" is used as a temporary "placeholder" until an official grade is recorded.
- W - **Withdrew**

X - **Audit** Students selection to audit a course at the point of registration and prior to the drop/add deadline.

P - Passed

* S - Satisfactory

* U - Unsatisfactory

**SP - Showing Progress

* Used only in non-credit courses after May 1994

** Used only for Adult Basic Education and GED Preparatory courses

Rule Adopted: 5/25/72; 12/14/72; 8/25/75; 11/19/79; 1/20/86; 1/25/88; 10/18/94; 11/18/97; 4/15/02; *2/19/08; ■09/02/08; 11/18/14; 7/17/18; 1/21/20; 5/18/21; 7/19/22

Effective Date: 5/25/72; 12/14/72; 10/07/75; 11/19/79; 1/20/86; 1/25/88; 10/18/94; 11/18/97; 4/15/02; *2/19/08; ■09/02/08; 11/18/14; 7/17/18; 1/21/20; 5/18/21; 7/19/22

Reviewed:

President's Administrative Leadership Team – Non-Substantive/Editorial: August 27, 2018

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References: Florida Administrative Code: 6A-14.024

Law Implemented: FS 1001.64(1)(2)(4)(8)(43)(44); 1001.65(1)(16)(24)

Proposer: Eric Hall, President

*Emergency Approval ■President's Cabinet Approval – Non-Substantive/Editorial

**PASCO-HERNANDO STATE COLLEGE
STATEMENT OF ESTIMATED REGULATORY COSTS
FS 120.54 (2)(a)**

July 15, 2025

District Board of Trustees Rule 6Hx19-3.14

GRADING SYSTEM

PURPOSE:

The proposed amendments ensure consistency with current Catalog Information and language regarding grades. It simplifies the Withdraw category when students withdraw from a class by eliminating different ways to Withdraw to simply just “Withdraw.” Finally, it simplifies language regarding auditing classes.

PROPOSED REGULATORY COSTS:

a) An estimate of the number of individuals and entities likely to be required to comply with the rule, together with a general description of the types of individuals likely to be affected by the rule:

This provides clarity to faculty and students.

b) An estimate of the cost to the agency, and to any other state and local government entities, of implementing and enforcing the proposed rule, and any anticipated effect on state or local revenues:

Other than the cost of advertising the proposed amendments, there are no costs associated with the amendments.

c) An estimate of the transactional costs likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the rule (transactional costs are direct costs that are readily ascertainable based upon standard business practices, and include filing fees, the cost of obtaining a license, the cost of equipment required to be installed or used or procedures required to be employed in complying with the rule, additional operating costs incurred, and the cost of monitoring and reporting):

The revised policy is not expected to have any financial impact on any entity outside of the College.

d) An analysis of the impact on small business as defined by F.S. 288.703, and an analysis of the impact on small counties and small cities as defined by F.S. 120.52:

The revised rule is not expected to have an impact on small business as defined by FS 288.703, nor on small counties or small cities as defined by FS 120.52.

e) Any additional information that the agency determines to be useful:

There is no additional information necessary.

f) A description of any good faith written proposal submitted under F.S. 120.54(1)(a) and either a statement adopting the alternative or a statement of the reasons for rejecting the alternative in favor of the proposed rule:

There have been no good faith written proposals submitted under FS 120.54(1)(a).

6Hx19-4.05 SANITATION AND MAINTENANCE

The purpose of this Board Rule is to establish Board policy relating to the responsibility for ensuing proper sanitation and maintenance of all College facilities, periodic inspections and reports to the Board.

The President, or designee, will be responsible for the maintenance, safety, and sanitation, ~~and housekeeping~~ of the College, which will ensure the health and safety of the occupants as well as provide a suitable learning environment and the preservation of the physical plant. The President or designee shall ensure that the maintenance program is adequate, and recommend ~~sd~~ to the necessary resources required for the program. ~~District Board of Trustees necessary finances and staffing, and ensure the proper scheduling of the work to be done.~~

Periodic inspections shall be performed to ascertain that satisfactory standards of safety, sanitation, ~~housekeeping~~, and maintenance are maintained in all facilities ~~controlled by the Board of the College.~~ An annual comprehensive safety inspection shall be performed by the State Board of Education Florida College System Risk Management Consortium ~~and records of the inspection and any corrective action required~~ and shall be reported presented to the Board of Trustees annually not later than June 1 of each year. Records of the annual inspections shall be maintained by the College and distributed in accordance with Florida Statute 1013.11.

Rule Adopted: 10/21/74; 8/25/75; 4/12/76; 11/19/79; 4/21/86; 9/15/98; 11/18/08;
■ 09/04/12; 07/17/18; 7/8/25

Effective Date: 10/21/74; 10/7/75; 5/31/76; 11/19/79; 4/21/86; 9/15/98; 11/18/08;
■ 09/04/12; 07/17/18; 7/8/25

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1013.11; 1013.12

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(5)(27)(34)(43)(44);
1001.65(1)(6)(16)~~(24)~~; 1013.11; 1013.13

Proposer: Eric Hall Timothy L. Beard, President

■ President's Administrative Leadership Team Approval – Non-Substantive/Editorial

6Hx19-4.05 SANITATION AND MAINTENANCE

The purpose of this Board Rule is to establish Board policy relating to the responsibility for ensuing proper sanitation and maintenance of all College facilities, periodic inspections and reports to the Board.

The President, or designee, will be responsible for the maintenance, safety, and sanitation of the College, which will ensure the health and safety of the occupants as well as provide a suitable learning environment and the preservation of the physical plant. The President or designee shall ensure that the maintenance program is adequate, and recommend the necessary resources required for the program.

Periodic inspections shall be performed to ascertain that satisfactory standards of safety, sanitation—and maintenance are maintained in all facilities of the College. An annual comprehensive safety inspection shall be performed by the State Board of Education and shall be presented to the Board of Trustees annually. Records of the annual inspections shall be maintained by the College and distributed in accordance with Florida Statute 1013.11.

Rule Adopted: 10/21/74; 8/25/75; 4/12/76; 11/19/79; 4/21/86; 9/15/98; 11/18/08;
■09/04/12; 07/17/18; 7/8/25

Effective Date: 10/21/74; 10/7/75; 5/31/76; 11/19/79; 4/21/86; 9/15/98; 11/18/08;
■09/04/12; 07/17/18; 7/8/25

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1013.11; 1013.12

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(5)(27)(34)(43)(44);
1001.65(1)(6)(16);—1013.11; 1013.13

Proposer: Eric Hall, President

■President's Administrative Leadership Team Approval – Non-Substantive/Editorial

**PASCO-HERNANDO STATE COLLEGE
STATEMENT OF ESTIMATED REGULATORY COSTS
FS 120.54 (2)(a)**

July 15, 2025

District Board of Trustees Rule 6Hx19-4.05

SANITATION AND MAINTENANCE

PURPOSE:

The proposed amendments clarify language as to necessary resources for sanitation and safety of the College. It also clarifies that the State Board of Education and not the Florida College System Risk Management Consortium performs a safety inspection and that report of the inspection is reported to the Board of Trustees annually.

PROPOSED REGULATORY COSTS:

a) **An estimate of the number of individuals and entities likely to be required to comply with the rule, together with a general description of the types of individuals likely to be affected by the rule:**

This affects all staff who are responsible for the safety and maintenance of the College.

b) **An estimate of the cost to the agency, and to any other state and local government entities, of implementing and enforcing the proposed rule, and any anticipated effect on state or local revenues:**

Other than the cost of advertising the proposed amendments, there are no costs associated with the amendments.

c) **An estimate of the transactional costs likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the rule (transactional costs are direct costs that are readily ascertainable based upon standard business practices, and include filing fees, the cost of obtaining a license, the cost of equipment required to be installed or used or procedures required to be employed in complying with the rule, additional operating costs incurred, and the cost of monitoring and reporting):**

The revised policy is not expected to have any financial impact on any entity outside of the College.

d) **An analysis of the impact on small business as defined by F.S. 288.703, and an analysis of the impact on small counties and small cities as defined by F.S. 120.52:**

The revised rule is not expected to have an impact on small business as defined by FS 288.703, nor on small counties or small cities as defined by FS 120.52.

e) **Any additional information that the agency determines to be useful:**

There is no additional information necessary.

f) **A description of any good faith written proposal submitted under F.S. 120.54(1)(a) and either a statement adopting the alternative or a statement of the reasons for rejecting the alternative in favor of the proposed rule:**

There have been no good faith written proposals submitted under FS 120.54(1)(a).

6Hx19-6.11 PRIVACY OF STUDENT RECORDS

The purpose of this Board Rule is to establish the Board's policy regarding privacy of student records.

The College shall insure the privacy of student records, following state and federal law governing such privacy. The President shall establish College procedures to ~~insure~~ ensure the privacy of student records. The College shall notify current students, at least annually, through the College Catalog/Student Handbook, of their rights under state and federal law.

{The following language is being moved from a Board Rule to a College Internal Management Memorandum}

~~(1) — ACCESS TO STUDENT RECORDS:~~

~~The College will give each current and former student an opportunity to examine his or her personal educational records upon receipt of a written request signed by the student. This examination will be arranged as soon as mutually convenient, but no more than 45 days from the submission of the request by the student. The record will be examined in the presence of the person responsible for maintaining the record, or a designated representative, and the student will not be permitted to remove material from the file. The student will be provided a copy of any items desired upon payment of the copy charge approved by the District Board of Trustees. Each such examination will be entered on the individual access log kept with each file containing student educational records.~~

~~(2) — LIMITATIONS ON STUDENT ACCESS:~~

~~A current or former student will not be granted access to the following:~~

- ~~(a) Any financial records of parents that have been furnished to the College.~~
- ~~(b) Records of supervisory, administrative, and educational personnel employed by the College that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute.~~
- ~~(c) Data or information relating to another student.~~

~~(3) — STUDENT RIGHTS OF EXPLANATION:~~

~~A current or former student is entitled to a response from the institution for reasonable requests for explanation and interpretation of the records. The student may ask for this information at any time and, upon specific request, may receive the response in writing.~~

~~(4) — STUDENT RIGHTS OF CHALLENGE AND HEARING:~~

~~A current or former student has the right to challenge the content of educational records to ensure that the record is not inaccurate, misleading, or otherwise in violation of privacy or other rights, and to provide an opportunity for the correction or deletion of any such data or to insert into the records a written explanation concerning the content of the records. Every~~

effort will be made to resolve discrepancies on content through informal meetings and discussions. In the event informal methods do not resolve a problem, a student is entitled to an opportunity for a formal hearing, following the grievance processes established by the President.

~~(5) — LIMITATION ON STUDENT RIGHT OF CHALLENGE.~~

~~All materials contained in the student record are subject to challenge except the basis on which instructor grades were awarded. However, improper recording of grades is subject to challenge.~~

~~(6) — RIGHTS RESERVED BY THE COLLEGE.~~

~~Pursuant to State and Federal law the College retains the right to:~~

~~(a) Release Directory Information.~~ Directory information is defined as the name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, full- or part-time status, degrees and awards received, and the most recent educational institution attended by the student. In the absence of written notice by a student to withhold any or all information included in the definition of "directory information," the College reserves the right to release any of this information as it may consider desirable.

~~(b) Release of Information in Emergency.~~ The College reserves the right to release information from educational records if the knowledge of such information by other parties is necessary to protect the health or safety of a student or other persons. This information will be released only in an emergency and after consideration by College officials of the seriousness of the emergency, the need for the information by third parties to deal with the emergency, and the extent to which time is of the essence.

~~(c) Make Internal Distribution of Selected Records.~~ The College reserves the right for College officials and instructors to use information from student records internally for educational purposes.

~~(d) Permit Access by Third Parties.~~ The College may provide information to other educational institutions upon written consent of the student, and subject to the opportunity for a hearing by the student to challenge the content of records being transferred. A copy of this material will be furnished to the student upon written request, and at his/her expense for reproduction.

~~Educational records are open for legitimate use to officials of the Federal Government and of the State Government where such information is specifically required to be reported or disclosed pursuant to state or federal law. Student information may also be made available to organizations conducting studies for educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving~~

instruction, provided that the personal identification of students cannot be determined by persons outside such organizations and provided that the information will be destroyed when no longer needed:

~~(e) Educational Partners.~~ The College is permitted, by State or Federal laws to furnish information to other educational entities, such as universities, state educational authorities, student financial aid agencies, etc. Confidential information provided under this authority is considered confidential and is required by applicable law to be treated as such by the receiving entity. Information furnished under this section will be accompanied by notice requiring the recipient to maintain and protect the confidentiality of the information furnished:

~~(f) Retire Unneeded Records.~~ The College reserves the right to consolidate student records and to destroy records when no longer needed for educational purposes or when retention is not required by state or federal law. The College shall maintain a permanent index of records destroyed. No record will be destroyed during any pending request for explanation or for challenge or hearing, or for 60 days after completion of such action:

~~(g) Charge for the Cost of Reproduction.~~ Copies of records and transcripts furnished to a student will be subject to a copy charge or a transcript charge as established by the District Board of Trustees:

~~(h) Release Statistical Information.~~ The College may compile and release statistical data where individual students are not personally identifiable:

~~(i) Release Information Pursuant to Judicial Order or Subpoena.~~ The College may release student educational records pursuant to a judicial order or lawfully issued subpoena. The College shall attempt to give prior notice to the student whose records will be released pursuant to this paragraph:

~~(7) — LIMITATIONS ON RELEASE BY THE COLLEGE:~~

~~In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) the College shall not permit access to or release of personally identifiable information about students except in response to a specific written and dated request by the student, or as reserved to College discretion as indicated in Section 6, Rights Reserved by the College. In accordance with law, any information released to a party other than the student will be accompanied by a written statement that the party receiving the material is prohibited from further release to any other party without the written consent of the student:~~

Rule Adopted: 8/25/75; 8/16/76; 11/19/79; 6/23/86; 2/22/88; 2/24/98; 11/16/99;
*5/20/03; 1/20/09

Effective Date: 10/7/75; 9/15/76; 11/19/79; 6/23/86; 2/22/88; 2/24/98; 11/16/99;

*5/20/03;
1/20/09

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65;

1002 Other References: 20 U.S.C. § 1232g; 34 CFR Part 99

Law Implemented: Florida Statutes: 1001.64 (1)(2)(4)(8)(43)(44);
1001.65(1)(16)(24); 1002.22;

Proposer: ~~Timothy L. Beard~~Eric Hall, President

*Emergency Approval

6Hx19-6.11 PRIVACY OF STUDENT RECORDS

The purpose of this Board Rule is to establish the Board's policy regarding privacy of student records.

The College shall insure the privacy of student records, following state and federal law governing such privacy. The President shall establish College procedures to ensure the privacy of student records. The College shall notify current students, at least annually, through the College Catalog/Student Handbook, of their rights under state and federal law.

Rule Adopted: 8/25/75; 8/16/76; 11/19/79; 6/23/86; 2/22/88; 2/24/98; 11/16/99;
*5/20/03; 1/20/09

Effective Date: 10/7/75; 9/15/76; 11/19/79; 6/23/86; 2/22/88; 2/24/98; 11/16/99;
*5/20/03; 1/20/09

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65;

1002 Other References: 20 U.S.C. § 1232g; 34 CFR Part 99

Law Implemented: Florida Statutes: 1001.64 (1)(2)(4)(8)(43)(44);
1001.65(1)(16)(24); 1002.22;

Proposer: Eric Hall, President

*Emergency Approval

**PASCO-HERNANDO STATE COLLEGE
STATEMENT OF ESTIMATED REGULATORY COSTS
FS 120.54 (2)(a)**

July 15, 2025

District Board of Trustees Rule 6Hx19-6.11

PRIVACY OF STUDENT RECORDS

PURPOSE:

The amendment is to move the language that indicates being deleted from this Board Rule Policy to a College Internal Management Memorandum (IMM) procedure as it is more appropriate as a procedure.

PROPOSED REGULATORY COSTS:

a) **An estimate of the number of individuals and entities likely to be required to comply with the rule, together with a general description of the types of individuals likely to be affected by the rule:**

This affects students, records custodian of the College, student records personnel.

b) **An estimate of the cost to the agency, and to any other state and local government entities, of implementing and enforcing the proposed rule, and any anticipated effect on state or local revenues:**

Other than the cost of advertising the proposed amendments, there are no costs associated with the amendments.

c) **An estimate of the transactional costs likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the rule (transactional costs are direct costs that are readily ascertainable based upon standard business practices, and include filing fees, the cost of obtaining a license, the cost of equipment required to be installed or used or procedures required to be employed in complying with the rule, additional operating costs incurred, and the cost of monitoring and reporting):**

The revised policy is not expected to have any financial impact on any entity outside of the College.

d) **An analysis of the impact on small business as defined by F.S. 288.703, and an analysis of the impact on small counties and small cities as defined by F.S. 120.52:**

The revised rule is not expected to have an impact on small business as defined by FS 288.703, nor on small counties or small cities as defined by FS 120.52.

e) **Any additional information that the agency determines to be useful:**

There is no additional information necessary.

f) **A description of any good faith written proposal submitted under F.S. 120.54(1)(a) and either a statement adopting the alternative or a statement of the reasons for rejecting the alternative in favor of the proposed rule:**

There have been no good faith written proposals submitted under FS 120.54(1)(a).



Council on Academic Affairs
District Board of Trustees Memo

TO: Dr. Eric Hall, President

FROM: Dr. Gerene Thompson, Interim Vice President of Academic Affairs & Chief Academic Officer

SUBJECT: Course Revisions

DATE: Thursday, August 7, 2025

This proposal is for course revisions reviewed and approved by the Council on Academic Affairs (CAA) during a meeting on Thursday, July 31, 2025. CAA presents these course revisions to the District Board of Trustees (DBOT) for final review and approval during its meeting on Thursday, August 7, 2025.

Course Revisions: College Credit
Revisions

Course	Effective Term	Rationale
ETS1511 Motors and Controls	Spring 2026 (202602)	Master Online Course is being revised with E-Learning and Instructional Technology (EIT) Department

Deletions

Course	Effective Term	Rationale
CHM2210C Organic Chemistry I	Fall 2026 (202701)	Deleting per rule 6A-10.0331 Deletion of Courses from Catalogs and Statewide Course Numbering System. Not taught since 2014-2015.
CHM2211C Organic Chemistry II	Fall 2026 (202701)	Deleting per rule 6A-10.0331 Deletion of Courses from Catalogs and Statewide Course Numbering System. Not taught since 2014-2015.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Motors and Controls Prefix and Number: ETS 1511
 Effective Date/Term: ~~2020~~1 Spring 2026 (202602) Cluster/Program Code: Architecture, Construction, and Manufacturing

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: ~~2020~~1 Spring 2026 (202602)
 Rationale: Updating Master Course Outline

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____
 Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08))	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		Yes <input type="checkbox"/> Explain: _____	Yes <input type="checkbox"/> Explain: _____
		No <input type="checkbox"/>	No <input type="checkbox"/>
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term: _____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: \$ _____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: \$ _____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: \$ _____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description: _____ Model Number: _____

ISBN-13: _____ Vendor: _____

UPC Number: _____ Cost to Student: \$ _____

Description: _____ Model Number: _____

ISBN 13: _____ Vendor: _____

UPC Number: _____ Cost to Student: \$ _____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature

Date

SIGNATURES/APPROVALS

Andrew Forsman 06/30/2025
 Proposer's Signature Date
Dr. Christopher Brantly 6/30/2025
 Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No ☒ Yes _____

Recommended _____ Not Recommended _____

Chair, Council on Academic Affairs' Signature

Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQT		SCNS	



Master Course Outline

Course Identifier: ETS 1511

Course Title: Motors and Controls

Credit Hours: 3

Course Description:
Mechanical Drives 1

This course covers vital knowledge related to mechanical drives training, such as motor mounting, key fasteners, power transmission systems, V-belt drives, chain drives, spur gear drives, and multiple shaft drives. Learners will study specific objectives like: methods of measuring motor shaft speed, how to calculate rotary mechanical power, the operation of a flexible jaw coupling, methods of adjusting belt tension, allowable chain sag for various applications, the function of backlash, and the alignment procedure of a sleeve coupling. Lab fee required. 45 class hours.

Electric Motor Control - Electric motor control teaches electric relay control of AC electric motors found in industrial, commercial, and residential applications. Learners gain understanding of the operation, installation, design, and troubleshooting of AC electric motor control circuits for many common applications. Develops skills in interpreting schematics, system design, motor start / stop circuits, motor sequence control, reversing motor control, and motor jogging. Safety is emphasized throughout, highlighting motor safety, lockout/ tagout and safety interlocks.

Course Pre-requisites: EET 1084 Introduction to Electronics

Course Corequisites: None

Course Objectives:

1. **Explain the fundamental principles and safety practices of mechanical and electrical drive systems.**
(Bloom's Level: Understand)

Covers: Lockout/Tagout, safety rules, standards, personal protective equipment, electrical and mechanical hazards, grounded vs ungrounded systems.

2. **Identify and describe the components and functions of mechanical and electrical power transmission systems.**

(Bloom's Level: Remember/Understand)

Covers: Shafts, couplings, bearings, gear drives, belt and chain drives, motors, transformers, relays, control circuits, ladder diagrams.

3. **Analyze system requirements to select appropriate components and configurations for installation and operation.**

(Bloom's Level: Analyze)

Covers: Fastener selection, motor mounts, shaft alignment, overload protection, transformer sizing, voltage system identification.

4. **Demonstrate proper installation, alignment, and adjustment of mechanical and electrical system components.**

(Bloom's Level: Apply)

Covers: Installing motors, belt/chain drives, spur gears, transformers, control circuits, adjusting belt/chain tension, backlash, and shaft alignment.

5. **Measure, test, and troubleshoot system performance using appropriate tools and procedures.**

(Bloom's Level: Evaluate)

Covers: Use of tachometers, voltmeters, multimeters, torque testers, belt tension testers; interpreting system data and schematics.

6. **Calculate system parameters such as speed, torque, power, gear/pulley/sprocket ratios, and electrical values.**

(Bloom's Level: Apply/Evaluate)

Covers: Mechanical power, efficiency, gear ratios, turns ratios, current, voltage, torque calculations for drive systems.

7. **Design and interpret control circuits and ladder logic diagrams for industrial motor control applications.**

(Bloom's Level: Create)

Covers: Drawing ladder diagrams, integrating logic elements (AND, OR, NOT, etc.), designing start/stop circuits, evaluating circuit behavior.



Master Course Outline

Course Identifier: ETS 1511

Course Title: Motors and Controls

Credit Hours: 3

Course Description:

Mechanical Drives 1

This course covers vital knowledge related to mechanical drives training, such as motor mounting, key fasteners, power transmission systems, V-belt drives, chain drives, spur gear drives, and multiple shaft drives. Learners will study specific objectives like: methods of measuring motor shaft speed, how to calculate rotary mechanical power, the operation of a flexible jaw coupling, methods of adjusting belt tension, allowable chain sag for various applications, the function of backlash, and the alignment procedure of a sleeve coupling. Lab fee required. 45 class hours.

Electric Motor Control - Electric motor control teaches electric relay control of AC electric motors found in industrial, commercial, and residential applications. Learners gain understanding of the operation, installation, design, and troubleshooting of AC electric motor control circuits for many common applications. Develops skills in interpreting schematics, system design, motor start / stop circuits, motor sequence control, reversing motor control, and motor jogging. Safety is emphasized throughout, highlighting motor safety, lockout/ tagout and safety interlocks.

Course Pre-requisites: EET 1084 Introduction to Electronics

Course Corequisites: None

Course Objectives:

Mechanical Drives 1

Content from Amatrol eLearning course: W19146-XA00UEN-E1 – Mechanical Drives 1 (970-ME1)

~~1. Introduction to Mechanical Drive Systems~~

Segment 1 – Mechanical Power Transmission Safety

Objective 1 – Describe the Function of a Mechanical Power Transmission System and Give an Advantage

Objective 2 – Describe Five Methods of Rotary Mechanical Power Transmission and Give an Application of Each

Objective 3 – Describe Six Rules of Safe Dress for Working with Power Transmission Equipment

Objective 4 – Describe Eight Mechanical Transmission Safety Rules

Objective 5 – Describe the Operation of the Lockout/Tagout System

Skill 1 – Perform a Lockout/Tagout

Segment 2 – Machine Installation

Objective 6 – Describe the Function of a Foundation and Give Three Types

Objective 7 – Describe the Function and Construction of a Bedplate

Objective 8 – Describe the Function of a Spirit Level and Give an Application

Objective 9 – Describe the Operation of a Spirit Level

Skill 2 – Use a Level to Determine Orientation of a Surface

Segment 3 – Motor Mounting

Objective 10 – Describe Three Types of Motor Mounts and Give an Application of Each

Objective 11 – Describe How Fasteners Are Used to Attach a Motor Mount to a Bedplate

Objective 12 – Describe How to Select Fastener Size and Type for a Motor Mount

Skill 3 – Select a Fastener Size and Type for a Motor Mount

Objective 13 – Describe How to Mount and Level an Electric Motor

Skill 4 – Mount an Electric Motor and Correct for a Soft Foot Condition

Skill 5 – Level an Electric Motor

Segment 4 – Shaft Speed Measurement

Objective 14 – Describe Two Methods of Measuring Motor Shaft Speed and Give an Application

Skill 6 – Use a Digital Tachometer to Measure Motor Speed

2. Key Fasteners

Segment 1 – Keyseat Fasteners

Objective 1 – Describe the Function and Operation of a Key Fastener

Objective 2 – Describe the Construction of Six Types of Keys and Give an Application of Each

Objective 3 – Describe How Keys and Keyseats Are Specified

Skill 1 – Select a Key Size for a Given Application

Segment 2 – Key Assembly

Objective 4 – Describe How to Measure the Actual Size of a Key and Keyseat

Objective 5 – Describe Six Types of Set Screws

Skill 2 – Measure the Actual Size of a Key and Keyseat Given a Sample

Skill 3 – Cut and File Key Stock to Fit a Keyseat

Objective 6 – Describe How to Assemble a Hub to a Shaft Using a Key Fastener

Skill 4 – Assemble a Hub to a Shaft Using a Key Fastener

Segment 3 – Torque and Power Measurement

~~Objective 7 – Describe Two Methods of Loading a Mechanical Drive System~~

~~Skill 5 – Use a Prony Brake to Measure Shaft Torque~~

~~Objective 8 – Describe How to Calculate Rotary Mechanical Power~~

~~Skill 6 – Calculate Rotary Mechanical Power~~

Segment 4 – Mechanical Efficiency

~~Objective 9 – Describe How to Calculate Mechanical Efficiency and Explain Its Importance~~

~~Skill 7 – Calculate Mechanical Efficiency~~

~~Objective 10 – Describe Two Methods of Measuring Shaft Torque and Give an Application of Each~~

~~Objective 11 – Describe Three Methods of Measuring Electric Motor Current~~

~~Skill 8 – Measure Electric Motor Current~~

3. Power Transmission Systems

Segment 1 – Introduction to Shafts

~~Objective 1 – Describe the Function of a Shaft and Give an Application~~

~~Objective 2 – List Four Types of Shaft Materials and Give an Application of Each~~

~~Objective 3 – Describe How Shafts Are Specified~~

~~Skill 1 – Identify Shaft Size Given a Sample~~

Segment 2 – Introduction to Bearings

~~Objective 4 – Describe the Function of a Bearing and Give an Application~~

~~Objective 5 – Define Three Types of Bearing Loads and Give an Example of Each~~

~~Objective 6 – Describe How Bearings Are Positioned to Support a Load~~

~~Objective 7 – Describe the Operation of Two Categories of Bearings and Give an Application of Each~~

~~Objective 8 – Describe Two Methods of Mounting a Shaft Bearing and Give an Application of Each~~

~~Skill 2 – Install and Adjust a Pillow Block Anti-Friction Bearing and Shaft~~

Segment 3 – Introduction to Couplings

~~Objective 9 – Describe the Function of a Coupling and Give an Application~~

~~Objective 10 – Describe the Function and Application of Four Categories of Mechanical Couplings~~

~~Objective 11 – Describe the Operation of a Flexible Jaw Coupling~~

~~Skill 3 – Install a Flexible Jaw Coupling~~

Segment 4 – Shaft Alignment

~~Objective 12 – Describe the Purpose of Shaft Alignment and Give Two Types of Misalignment~~

~~Objective 13 – Describe a General Procedure for Shaft Alignment and Give Four Measurement Methods~~

~~Objective 14 – Describe the Operation of the Straight Edge and Feeler Gauge Alignment Method~~

~~Skill 4 – Align Two Shafts Using a Straight Edge and Feeler Gauge~~

4. Introduction to V-Belt Drives

Segment 1 – Belt Drive Concepts

Objective 1 – Describe the Function of the Three Basic Components of a Belt Drive

Objective 2 – Define Pitch and Explain Its Importance

Objective 3 – Define the Pitch Circle, Pitch Diameter and Pitch Length of a Belt Drive and Explain Their Importance

Objective 4 – Describe How to Calculate the Pulley Ratio and Explain Its Importance

Skill 1 – Calculate Pulley Ratio

Objective 5 – Describe How to Calculate the Shaft Speed and Torque of a Belt Drive System

Skill 2 – Calculate the Shaft Speed and Torque of a Belt Drive System

Segment 2 – V-Belt Operation

Objective 6 – List Five Types of Belt Drives and Give an Application of Each

Objective 7 – List Three Types of V-Belts and Give an Application of Each

Objective 8 – Describe the Operation of a Fractional Horsepower V-Belt Drive

Objective 9 – Describe How to Install and Align a V-Belt Drive

Skill 3 – Install and Align a V-Belt Drive with a Finished Bore

Segment 3 – Belt Tensioning

Objective 10 – Describe How to Determine Belt Tension for an Application

Skill 4 – Determine the Belt Deflection Force for a Given Application

Objective 11 – Describe Three Methods of Adjusting Belt Tension

Skill 5 – Adjust Belt Tension Using an Adjustable Mounting Base

Segment 4 – Belt Tension Measurement

Objective 12 – Describe Three Methods of Measuring Belt Tension and Give an Application of Each

Skill 6 – Use a Belt Tension Tester to Measure Belt Tension

5. Introduction to Chain Drives

Segment 1 – Chain Drive Concepts

Objective 1 – Describe the Function of the Three Basic Components of a Chain Drive

Objective 2 – Describe How to Calculate Sprocket Ratio and Explain Its Importance

Skill 1 – Calculate Sprocket Ratio

Objective 3 – Describe How to Calculate Shaft Speed and Torque of a Chain Drive System

Skill 2 – Calculate Shaft Speed and Torque of a Chain Drive System

Segment 2 – Chain Drive Operation

Objective 4 – List Four Types of Chains and Give an Application of Each

Objective 5 – List Four Types of Roller Chain Drives and Give an Application of Each

Objective 6 – Describe the Operation of a Single-Strand Roller Chain Drive

Objective 7 – Describe How to Install, Align, and Remove a Roller Chain Drive System with Adjustable Centers

Skill 3 – Install and Align a Roller Chain Drive System with Adjustable Centers

Segment 3 – Chain Tensioning

Objective 8 – Describe How to Determine Allowable Chain Sag for a Given Application

Skill 4 – Determine Allowable Chain Sag for a Given Application

Objective 9 – Describe Two Methods Used to Adjust Chain Sag

Segment 4 – Chain Tension Measurement

Objective 10 – Describe How to Measure Chain Sag

Skill 5 – Use a Rule and a Straight Edge to Measure Chain Sag

Skill 6 – Adjust Chain Sag to a Specified Amount Using Adjustable Centers

Segment 5 – Fixed Center Chain Installation

Objective 11 – Describe the Function and Operation of a Master Link

Objective 12 – Describe Two Methods of Installing a Lightweight Chain That Uses a Master Link

Skill 7 – Install and Remove a Chain with a Master Link Using Sprocket Teeth

Objective 13 – Describe the Operation of a Chain Puller

Skill 8 – Install and Remove a Chain with a Master Link Using a Chain Puller

6. Spur Gear Drives

Segment 1 – Gear Drive Concepts

Objective 1 – Describe the Function of the Three Components of a Gear Drive System

Objective 2 – Define the Gear Pitch, Pitch Circle, and Pitch Diameter and Explain Their Importance

Objective 3 – Describe How to Calculate the Gear Ratio of a Gear Drive

Skill 1 – Calculate Gear Ratio

Segment 2 – Gear Drive Designs

Objective 4 – Describe How to Calculate the Shaft Speed and Torque of a Gear Drive System

Skill 2 – Calculate the Shaft Speed and Torque of a Gear Drive System

Objective 5 – Describe the Functions of Four Types of Gear Drives and Give an Application of Each

Objective 6 – List Four Types of Parallel Shaft Gears and Give an Application of Each

Segment 3 – Spur Gear Operation

Objective 7 – Describe Eleven Features of a Gear

Objective 8 – Identify the Twelve Dimensions of a Gear and Explain the Importance of Each

Objective 9 – Identify the Ten Dimensions and Features of a Gear Drive and Explain the Importance of Each

Objective 10 – Describe the Operation of a Spur Gear Drive

Segment 4 – Spur Gear Installation

Objective 11 – Describe How to Install and Align a Spur Gear Drive System

Skill 3 – Install and Align a Spur Gear Drive System

~~Objective 12 – Describe the Function of Backlash~~
~~Objective 13 – Describe How to Determine the Allowable Backlash in a Gear Drive~~
~~Skill 4 – Determine the Allowable Backlash in a Gear Drive~~

Segment 5 – Spur Gear Analysis

~~Objective 14 – Describe Two Methods of Measuring Spur Gear Backlash~~
~~Skill 5 – Measure Gear Backlash~~
~~Skill 6 – Adjust Gear Backlash to a Specified Amount~~

~~7. Multiple Shaft Drives~~

Segment 1 – Multiple Shaft Gear Analysis

~~Objective 1 – Describe How to Calculate the Speed and Torque Output in a Multiple Shaft Gear Drive~~
~~Skill 1 – Calculate the Shaft Speed and Torque of a Multiple Shaft Gear Drive System~~
~~Objective 2 – Describe the Function of a Compound Gear Drive System and Give an Application~~
~~Objective 3 – Describe How to Calculate the Torque and Speed Output of a Compound Gear Drive System~~
~~Skill 2 – Calculate the Torque and Speed Output of a Compound Gear Drive System~~

Segment 2 – Multiple Shaft Drive Installation

~~Objective 4 – Describe How to Determine the Direction of Rotation of a Gear Drive~~
~~Skill 3 – Determine the Direction of Rotation of a Gear Given Its Position in a Gear Drive~~
~~Objective 5 – Describe How to Install and Align a Multiple Shaft Drive System~~
~~Skill 4 – Install and Align a Multiple Shaft Drive System~~

Segment 3 – Sleeve Couplings

~~Objective 6 – Describe the Function of a Solid Coupling and List Two Types~~
~~Objective 7 – Describe the Operation of a Sleeve Coupling and Give an Application~~
~~Objective 8 – Describe the Alignment Procedure of a Sleeve Coupling~~
~~Skill 5 – Install and Align a Sleeve Coupling and Shaft~~

Electric Motor Control

Content from Amatrol eLearning courses: W11134-XB00UEN-E1 – Electric Motor Control (990-MC1) & W11152-AB00UEN-E1 – Electric Motor Control Troubleshooting (990-MC1F)

~~1. Introduction to Electric Motor Control~~

Segment 1 – Electrical Safety

~~Objective 1 – Explain the Importance of the Equipment Ground Connection~~
~~Objective 2 – Describe the Function of Five Common Standards Associated with Electrical Control~~
~~Objective 3 – Describe Ten Basic Rules of Electrical Safety~~
~~Objective 4 – Describe the Purpose of the Lockout/Tagout System Used in Industry~~
~~Skill 1 – Perform a Lockout/Tagout~~

Segment 2 – Three-Phase Power

Objective 5 – Describe the Operation of Three-Phase Power
Objective 6 – Describe the Two Most Common Three-Phase Voltage Systems
Objective 7 – Explain the Function of Neutral
Skill 2 – Use a Voltmeter to Verify Supply Voltage
Objective 8 – Describe the Operation of Grounded and Ungrounded Systems

Segment 3 – Disconnects and Protective Devices

Objective 9 – Describe Two Devices Used to Disconnect Power to a Circuit
Skill 3 – Use a Digital Multimeter to Check the Condition of a Fuse
Objective 10 – Explain Why Time-Delay Fuses Are Used with Motor Starting Circuits
Objective 11 – Describe Three Important Factors to Consider with Overcurrent Protection Devices
Skill 4 – Size Circuit Protection

Segment 4 – Three-Phase Motors

Objective 12 – Describe the Operation of a Three-Phase Motor
Objective 13 – Describe the Operating Data on a Motor's Nameplate
Objective 14 – Define Service Factor and Explain Its Importance
Skill 5 – Connect and Operate a Single-Voltage Three-Phase Motor
Objective 15 – Explain Why Dual-Voltage Motors Should Be Run on the Highest Available Voltage

2. Manual Motor Control Starter Operation

Segment 1 – Manual Motor Control

Objective 1 – Describe Five Functions of Motor Control
Objective 2 – Describe the Four Basic Requirements of a Typical Motor Installation
Objective 3 – Define Motor Controller and Motor Starter
Skill 1 – Connect and Operate a Simple Motor Control Circuit

Segment 2 – Manual Motor Starter Operation

Objective 4 – Describe the Functions of Two Categories of Motor Starters
Objective 5 – Describe the Functions of Two Types of Manual Starters
Objective 6 – Describe the Operation of a Manual Motor Starter
Skill 2 – Start and Stop a Motor Using a Manual Starter
Objective 7 – Define Low-Voltage Protection and Describe Its Importance
Objective 8 – Describe How Low-Voltage Protection Is Accomplished in a Manual Starter
Skill 3 – Test the Low-Voltage Protection Capabilities of a Manual Starter

Segment 3 – Overload Protection

Objective 9 – Describe the Function of Three Types of Overloads and Give an Application of Each
Objective 10 – Describe the Operation of Two Types of Thermal Overloads
Objective 11 – Describe the Operation of a Magnetic Overload
Skill 4 – Set the Trip Level of a Bimetallic Overload
Skill 5 – Select the Correct Heaters for a NEMA Overload

3. Control Transforms

Segment 1 – Introduction to Transformers

Objective 1 – Describe the Operation of a Transformer and Give Its Schematic Symbol

Objective 2 – Define Turns Ratio and Describe How It Is Calculated

Skill 1 – Calculate the Turns Ratio of a Transformer

Objective 3 – Describe How the Turns Ratio Determines the Secondary Voltage of a Transformer

Skill 2 – Calculate the Secondary Voltage of a Transformer

Segment 2 – Control Transformer Operation

Objective 4 – Describe the Functions of the Four Basic Components of an Electrical Control Circuit

Objective 5 – Describe the Function of an Electrical Schematic Diagram

Objective 6 – Describe the Function of a Control Transformer

Objective 7 – Describe the Operation of a Control Transformer and Give Its Schematic Symbol

Skill 3 – Connect a Control Transformer Given the Line Voltage

Objective 8 – Describe How to Test a Transformer

Skill 4 – Test a Control Transformer

Segment 3 – Control Transformer Applications in Machine Control

Objective 9 – Describe How to Size a Transformer

Skill 5 – Size a Control Transformer

Objective 10 – Describe the Operation of a Separate Control Circuit

4. Control Ladder Logic

Segment 1 – Electrical Control System Basics

Objective 1 – Describe the Function of Three Types of Electrical Control Systems and Give an Application of Each

Objective 2 – Describe the Three Steps of a Control Process

Objective 3 – Describe the Function of an Indicator Lamp and Give an Application

Objective 4 – Describe the Operation of a Pushbutton Switch and Give Its Schematic Symbol

Skill 1 – Connect and Operate a Basic Electrical Control Circuit That Uses a Pushbutton Switch

Objective 5 – Describe the Operation of a Selector Switch and Give Its Schematic Symbol

Skill 2 – Connect and Operate a Basic Electric Control Circuit Using a Selector Switch

Segment 2 – Ladder Diagram Basics

Objective 6 – Describe the Function of a Ladder Diagram

Objective 7 – Describe the Function of Four Components of a Ladder Diagram

Objective 8 – Describe Six Rules of Drawing a Ladder Diagram

Skill 3 – Draw a Ladder Diagram of a Control Circuit

Objective 9 – Describe How to Determine the Operation of a Circuit Given a Ladder Diagram

Skill 4 – Determine the Operation of a Control Circuit Given a Ladder Diagram

Skill 5—Connect and Operate a Control Circuit Given a Ladder Diagram

Segment 3—Logic Elements 1

Objective 10—List Six Elements of Control Logic

Objective 11—Describe the Operation of AND Logic and Give an Application

Skill 6—Connect and Operate an AND Logic Circuit

Objective 12—Describe the Operation of OR Logic and Give an Application

Skill 7—Connect and Operate an OR Logic Circuit

Segment 4—Logic Elements 2

Objective 13—Describe the Operation of NOT Logic and Give an Application

Skill 8—Connect and Operate a NOT Logic Circuit

Objective 14—Describe the Operation of NOR Logic and Give an Application

Skill 9—Connect and Operate a NOR Logic Circuit

Objective 15—Describe the Operation of NAND Logic and Give an Application

Skill 10—Connect and Operate a NAND Logic Circuit

Skill 11—Design a Multiple Start/Stop Pushbutton Station Control Circuit

5. Control Relays and Motor Starters

Segment 1—Control Relays

Objective 1—Describe the Function of a Control Relay and Give an Application

Objective 2—Describe the Operation of a Control Relay and Give Its Schematic Symbol

Objective 3—Describe the Operation of Two Types of Control Relays and Give an Application of Each

Objective 4—Describe How Detached Symbolism Is Used to Show a Control Relay on a Ladder Diagram

Skill 1—Connect and Operate a Control Relay in a Circuit

Objective 5—Describe the Operation of Memory Logic and Give an Application

Skill 2—Connect and Operate a Memory Logic Circuit

Segment 2—Magnetic Motor Starters

Objective 6—Describe the Operation of a Magnetic Motor Starter

Skill 3—Connect and Operate a Magnetic Motor Starter Connected to a Three-Phase Motor

Segment 3—Two-Wire Control

Objective 7—Describe the Operation of a Two-Wire Motor Control Circuit and Give an Application

Skill 4—Connect and Operate a Two-Wire Motor Control Circuit

Segment 4—Three-Wire Start/Stop Control

Objective 8—Describe the Operation of a Three-Wire Motor Control Circuit and Give an Application

Skill 5—Connect and Operate a Three-Wire Motor Control Circuit

Skill 6—Design a Multiple Operator Station Three-Wire Control Circuit

Objective 9—Describe the Function of a Push-to-Test Pilot Light and Give an Application

Objective 10 – Describe the Operation of a Push-to-Test Pilot Light and Give Its Schematic Symbol
Skill 7 – Connect and Operate a Three-Wire Control Circuit with a Push-to-Test Pilot Light

6. Reversing Motor Control

Segment 1 – Manual Motor Reversing

Objective 1 – State the NEMA and IEC Standard for Reversing the Rotation of a Three-Phase Motor

Objective 2 – List Two Common Control Methods Used to Reverse a Three-Phase Motor

Objective 3 – Describe the Function and Operation of a Drum Switch

Skill 1 – Connect and Operate a Drum Switch to Reverse a Motor

Segment 2 – Reversing Magnetic Motor Starter

Objective 4 – Describe the Function and Operation of a Reversing Magnetic Motor Starter

Skill 2 – Connect and Operate a Reversing Magnetic Motor Starter to Reverse a Motor

Skill 3 – Design a Motor Reversing Circuit That Uses a Drum Switch and a Magnetic Motor Starter

Segment 3 – Interlocking for Reversing Motor Control

Objective 5 – Describe the Function of Interlocking Control and Give an Application

Objective 6 – Describe Three Interlocking Methods Used in Reversing Motor Control

Skill 4 – Connect and Operate a Reversing Motor Circuit with Mechanical and Auxiliary Contact Interlocking

Skill 5 – Design a Reversing Motor Control Circuit That Uses Pushbutton Interlocking

Segment 4 – Modes of Operation

Objective 7 – Describe the Function of Manual and Automatic Modes and Give an Application of Each

Objective 8 – Describe the Operation of Two Types of Motor Jogging Circuits

Skill 6 – Connect and Operate a Control Circuit to Jog a Motor

Skill 7 – Connect and Operate a Forward/Reverse Jog Control Circuit

Segment 5 – H-O-A Control

Objective 9 – Describe the Operation of a Hand-Off-Automatic Motor Control Circuit

Skill 8 – Connect and Operate a Hand-Off-Automatic Motor Control Circuit

Skill 9 – Design a Hand-Off-Automatic Motor Control Circuit

7. Automatic Input Devices

Segment 1 – Limit Switches

Objective 1 – Describe the Functions of Four Types of Automatic Input Devices and Give an Application of Each

Objective 2 – Describe the Operation of a Limit Switch and Give Its Schematic Symbol

Skill 1 – Connect and Operate a Limit Switch

Skill 2 – Design an Overhead Door Motor Control Circuit

Segment 2 - Float Switches

Objective 3 - Describe the Operation of a Float Switch and Give Its Schematic Symbol

Skill 3 - Connect and Operate a Float Switch

Objective 4 - Describe the Operation of a Pump Control Circuit

Skill 4 - Connect and Operate a Pump Control Circuit

Segment 3 - Pressure Switches

Objective 5 - Describe the Operation of a Pressure Switch and Give Its Schematic Symbol

Skill 5 - Connect and Operate a Pressure Switch

Skill 6 - Design a Pump Control Circuit That Includes H-O-A Operation

Segment 4 - Sequence Control

Objective 6 - Describe the Function of a Sequence Control Circuit and Give an Application

Objective 7 - Describe the Operation of a Sequence Control

Skill 7 - Connect and Operate a Sequence Control Circuit

Skill 8 - Design a Sequence Control Circuit

8. Basic Timer Control

Segment 1 - On-Delay Timers

Objective 1 - Describe the Function of a Time-Delay Relay and Give an Application

Objective 2 - Describe the Function of Two Types of Timer Relays and Give an Application of Each

Objective 3 - Describe the Operation of an On-Delay Timer Relay and Give Its Schematic Symbol

Skill 1 - Connect and Operate an On-Delay Timer Circuit

Objective 4 - Describe the Operation of a Timer Relay in an Unloaded Motor Start Circuit

Skill 2 - Design a Control Circuit to Perform an Unloaded Start of a Motor

Segment 2 - Off-Delay Timers

Objective 5 - Describe the Operation of an Off-Delay Timer Relay and Give Its Schematic Symbol

Skill 3 - Connect and Operate an Off-Delay Timer Circuit

Objective 6 - Describe the Operation of a Time-Delay Relay in Time-Driven Sequencing

Skill 4 - Design a Motor Control Circuit to Perform Time-Driven Sequencing

Segment 3 - One-Shot Timer Operation

Objective 7 - Describe the Operation of a One-Shot Timer and Give an Application

Skill 5 - Connect and Operate a Timed One-Shot Time-Delay Relay

Skill 6 - Design a Timed One-Shot Motor Control Circuit

Segment 4 - Repeat Cycle Timer Operation

Objective 8 - Describe the Operation of a Repeat Cycle Timer and Give an Application

Skill 7 - Connect and Operate a Repeat Cycle Time-Delay Relay

Skill 8—Design a Timed Repeat Cycle Motor Control Circuit

1. **Explain the fundamental principles and safety practices of mechanical and electrical drive systems.**

(Bloom's Level: Understand)

Covers: Lockout/Tagout, safety rules, standards, personal protective equipment, electrical and mechanical hazards, grounded vs ungrounded systems.

2. **Identify and describe the components and functions of mechanical and electrical power transmission systems.**

(Bloom's Level: Remember/Understand)

Covers: Shafts, couplings, bearings, gear drives, belt and chain drives, motors, transformers, relays, control circuits, ladder diagrams.

3. **Analyze system requirements to select appropriate components and configurations for installation and operation.**

(Bloom's Level: Analyze)

Covers: Fastener selection, motor mounts, shaft alignment, overload protection, transformer sizing, voltage system identification.

4. **Demonstrate proper installation, alignment, and adjustment of mechanical and electrical system components.**

(Bloom's Level: Apply)

Covers: Installing motors, belt/chain drives, spur gears, transformers, control circuits, adjusting belt/chain tension, backlash, and shaft alignment.

5. **Measure, test, and troubleshoot system performance using appropriate tools and procedures.**

(Bloom's Level: Evaluate)

Covers: Use of tachometers, voltmeters, multimeters, torque testers, belt tension testers; interpreting system data and schematics.

6. **Calculate system parameters such as speed, torque, power, gear/pulley/sprocket ratios, and electrical values.**

(Bloom's Level: Apply/Evaluate)

Covers: Mechanical power, efficiency, gear ratios, turns ratios, current, voltage, torque calculations for drive systems.

7. **Design and interpret control circuits and ladder logic diagrams for industrial motor control applications.**

(Bloom's Level: Create)

Covers: Drawing ladder diagrams, integrating logic elements (AND, OR, NOT, etc.), designing start/stop circuits, evaluating circuit behavior.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Organic Chemistry I Prefix and Number: CHM2210C
 Effective Date/Term: Fall 2026 (202701) Cluster/Program Code: Arts and Sciences: Physical Sciences

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

Course DELETION (Check, if applicable): ☒ Effective Date/Term: Fall 2026 (202701)

Rationale: Deleting per rule 6A-10.0331 Deletion of Courses from Catalogs and Statewide Course Numbering System. Not taught since Spring 2015

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08))	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term: _____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: \$ _____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: \$ _____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: \$ _____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description: _____ Model Number: _____

ISBN-13: _____ Vendor: _____

UPC Number: _____ Cost to Student: \$ _____

Description: _____ Model Number: _____

ISBN 13: _____ Vendor: _____

UPC Number: _____ Cost to Student: \$ _____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature

Date

SIGNATURES/APPROVALS

See approval email from Gregory Woodard

7/16/2025

Proposer's Signature

Date

Joy Moore-Cruise

07/22/2025

Academic Dean's Signature

Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes _____

Recommended _____ Not Recommended _____

Chair, Council on Academic Affairs' Signature

Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	



Outlook

Removal of Organic Chemistry Courses CHM 2210C and CHM 2211C

From Gregory Woodard <Woodarg@phsc.edu>

Date Wed 7/16/2025 12:23 PM

To Jessica Hinds <hindsj@phsc.edu>; Paul Mayer <mayerp@phsc.edu>; Raymond Patey <pateyr@phsc.edu>; Stacey Thomson <thomsos@phsc.edu>; Edwin Smith <smithe@phsc.edu>

Hello Jessica and Chemistry Faculty,

I hope everyone is having a good summer! I was informed by Jessica Hinds that the Organic Chemistry 1 and 2 courses-CHM 2210C AND CHM 2211C-are being removed from the PHSC 2026-2027 catalog since these courses have not been taught in 10 years. Per [FL Rule 6A-10.0331 Deletion of Courses from Catalogs and Statewide Course Numbering System](#), courses not taught within a 5-year period should be deleted from the catalog and the state course numbering system (SCNS).

I wanted to inform you of these changes as Jessica asked me to give her my email approval of these course changes. On this email I am giving official approval as Physical Science Department Chair for these course deletions. If you have any questions, please let me know.

Thanks,
Gregory Woodard



Pasco-Hernando State College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit phsc.edu.

This email communication is intended for the individual/s to whom it is addressed. If this email has been received in error, please notify the sender immediately by return email and delete this message. Under Florida's broad public records law, most emails to/from College employees are available to the public and media upon request.



RE: Pasco-Hernando State College/Fw: Annual Institutional General Education Review Process - Due September 1

From Humphrey, Clifford <Clifford.Humphrey@fldoe.org>

Date Mon 7/14/2025 2:06 PM

To Gerene Thompson <THOMPSG@PHSC.EDU>

Cc Eric Hall <halle@phsc.edu>; Jessica Hinds <hindsj@phsc.edu>; Arevalo, Jose <Jose.Arevalo@fldoe.org>

WARNING: This email originated from a sender outside of Pasco-Hernando State College. Please use caution when opening links and attachments.

Gerene,

Thank you for clearing that up. We reviewed your courses, and they all look good except for Organic Chemistry I and II, both of which have not been taught in over ten years. These two courses either need to be struck for your list (and catalog, per Rule), or you need to be very confident that they will be taught this fall. Organic chemistry is a very advanced chemistry course, so it does not seem to be a good fit for general education anyway, given that general education courses are supposed to be foundational.

Please let us know what PHSC decides to do here.

Thank you.

Clifford Humphrey, Ph.D.

Executive Vice Chancellor

Florida College System

325 W. Gaines Street, Suite 1244

Tallahassee, FL 32399

850-245-9903 (Office)



From: Gerene Thompson <THOMPSG@PHSC.EDU>

Sent: Friday, July 11, 2025 8:45 PM

To: Humphrey, Clifford <Clifford.Humphrey@fldoe.org>

Cc: Eric Hall <halle@phsc.edu>; Jessica Hinds <hindsj@phsc.edu>; Arevalo, Jose <Jose.Arevalo@fldoe.org>

Subject: Re: Pasco-Hernando State College/Fw: Annual Institutional General Education Review Process - Due September 1

Greetings Clifford,

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: _____ Prefix and Number: _____

Effective Date/Term: _____ Cluster/Program Code: _____

COURSE CHANGE(S)

Course REVISION (Check, if applicable): _____ Effective Date/Term: _____

Rationale: _____

Course DELETION (Check, if applicable): _____ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM		CHANGE TO	
TITLE		Refer to Course Information			
COURSE Prefix and NUMBER		Refer to Course Information			
PREREQUISITE(S)					
COREQUISITE(S)					
AMOUNT OF CREDIT	College				
	Technical				
LECTURE HOURS	Contact				
	Clock				
LABORATORY HOURS	Contact				
	Clock				
CLINICAL HOURS	Contact				
	Clock				
TOTAL HOURS	Contact				
	Clock				
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08))	Student Laboratory Fees				
	Special Fees				
	Distance Learning Fees				
	Other User Course Fees				
CREDIT-BY-EXAMINATION TEST STATUS		YES	Explain:	YES	Explain:
		NO		NO	
TYPE OF CREDIT					

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term: _____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: \$ _____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: \$ _____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: \$ _____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description: _____ Model Number: _____

ISBN-13: _____ Vendor: _____

UPC Number: _____ Cost to Student: \$ _____

Description: _____ Model Number: _____

ISBN 13: _____ Vendor: _____

UPC Number: _____ Cost to Student: \$ _____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature

Date

SIGNATURES/APPROVALS

See approval email from Gregory Woodard

7/16/2025

Proposer's Signature

Date

Joy Moore-Cruise

07/22/2025

Academic Dean's Signature

Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes _____

Recommended _____ Not Recommended _____

Chair, Council on Academic Affairs' Signature

Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	



Removal of Organic Chemistry Courses CHM 2210C and CHM 2211C

From Gregory Woodard <Woodarg@phsc.edu>

Date Wed 7/16/2025 12:23 PM

To Jessica Hinds <hindsj@phsc.edu>; Paul Mayer <mayerp@phsc.edu>; Raymond Patey <pateyr@phsc.edu>; Stacey Thomson <thomsos@phsc.edu>; Edwin Smith <smithe@phsc.edu>

Hello Jessica and Chemistry Faculty,

I hope everyone is having a good summer! I was informed by Jessica Hinds that the Organic Chemistry 1 and 2 courses-CHM 2210C AND CHM 2211C-are being removed from the PHSC 2026-2027 catalog since these courses have not been taught in 10 years. Per [FL Rule 6A-10.0331 Deletion of Courses from Catalogs and Statewide Course Numbering System](#), courses not taught within a 5-year period should be deleted from the catalog and the state course numbering system (SCNS).

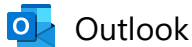
I wanted to inform you of these changes as Jessica asked me to give her my email approval of these course changes. On this email I am giving official approval as Physical Science Department Chair for these course deletions. If you have any questions, please let me know.

Thanks,
Gregory Woodard



Pasco-Hernando State College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit phsc.edu.

This email communication is intended for the individual/s to whom it is addressed. If this email has been received in error, please notify the sender immediately by return email and delete this message. Under Florida's broad public records law, most emails to/from College employees are available to the public and media upon request.



RE: Pasco-Hernando State College/Fw: Annual Institutional General Education Review Process - Due September 1

From Humphrey, Clifford <Clifford.Humphrey@fldoe.org>
Date Mon 7/14/2025 2:06 PM
To Gerene Thompson <THOMPSG@PHSC.EDU>
Cc Eric Hall <halle@phsc.edu>; Jessica Hinds <hindsj@phsc.edu>; Arevalo, Jose <Jose.Arevalo@fldoe.org>

WARNING: This email originated from a sender outside of Pasco-Hernando State College. Please use caution when opening links and attachments.

Gerene,

Thank you for clearing that up. We reviewed your courses, and they all look good except for Organic Chemistry I and II, both of which have not been taught in over ten years. These two courses either need to be struck for your list (and catalog, per Rule), or you need to be very confident that they will taught this fall. Organic chemistry is a very advanced chemistry course, so it does not seem to be a good fit for gen ed anyway, given that gen ed courses are supposed to be foundational.

Please let us know what PHSC decides to do here.

Thank you.

Clifford Humphrey, Ph.D.
 Executive Vice Chancellor
 Florida College System
 325 W. Gaines Street, Suite 1244
 Tallahassee, FL 32399
 850-245-9903 (Office)



From: Gerene Thompson <THOMPSG@PHSC.EDU>
Sent: Friday, July 11, 2025 8:45 PM
To: Humphrey, Clifford <Clifford.Humphrey@fldoe.org>
Cc: Eric Hall <halle@phsc.edu>; Jessica Hinds <hindsj@phsc.edu>; Arevalo, Jose <Jose.Arevalo@fldoe.org>
Subject: Re: Pasco-Hernando State College/Fw: Annual Institutional General Education Review Process - Due September 1

Greetings Clifford,



Council on Academic Affairs
District Board of Trustees Memo

TO: Dr. Eric Hall, President

FROM: Dr. Gerene Thompson, Interim Vice President of Academic Affairs & Chief Academic Officer

SUBJECT: Program Changes

DATE: Thursday, August 7, 2025

This proposal is for program revisions reviewed and approved by the Council on Academic Affairs (CAA) during a meeting on Thursday, July 31, 2025.

CAA presents these program revisions to the District Board of Trustees (DBOT) for final review and approval during its meeting on Thursday, August 7, 2025.

Program Revision: Associate in Arts – Effective Fall 2026 (202701)

The Associate in Arts program revision updates General Education courses to remove CHM2210C Organic Chemistry I and CHM2211C Organic Chemistry II as general education courses from Area III. Natural Sciences since both courses are being deleted per FL Rule 6A-10.0331 Deletion of Courses from Catalogs and Statewide Course Numbering System. Both have not been taught since Fall 2014 and Spring 2015. DBOT will review this program change in advance of implementation, as requested by FLDOE, at the meeting held on Thursday, August 7, 2025. This submission confirms completion of the annual general education review process.

PASCO-HERNANDO STATE COLLEGE ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

Effective Date: _____

Change in Program

Deletion of Program

Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE		TOTAL NUMBER OF COLLEGE CREDIT TECHNICAL CREDIT HOURS	
Check Box for Program Type Advanced Technical Certificate (Post Associate in Science Degree) Associate in Science Degree Associate in Applied Science Degree Baccalaureate Degree		College Credit Certificate Applied Technology Diploma Technical Credit Program Associate in Arts	
AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: If no CIP code, date submitted to DCC/DWE.		AA Common Course Prerequisite	Yes No
CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM			
General Education Requirements:			
Arts and Sciences From:			
To:			
Health Occupations From:			
To:			
Workforce Development, Career, and Technical Education From:			
To:			
Program Specified Elective(s) AS or AAS Degree only: From:			
To:			
Program Requirement Changes: From:			
To:			
Total Current College Credit or Technical Credit Hours			
From:		To:	
JUSTIFICATION FOR CHANGE			
Check Box for Change Justification Programmatic Accreditation Requirement Florida Department of Education Curriculum Framework Changes		Program Review Recommendation Student Learning Outcome Assessment Other	
Other Explanation:			

PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED
FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS

**SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF
ACADEMIC DIVISION(S) AFFECTED**

Proposer's Signature <i>Curtis Guel</i>	Date 7/28/25
Department Chair/Program Director's Signature	Date
Academic Dean's Signature <i>Joy Moore-Cruse</i>	Date 7/28/2025

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?

No Yes

Recommended Not Recommended

Chair, Council on Academic Affairs' Signature						Date	
ADMINISTRATIVE USE ONLY							
Program Code		Audit		DBOT		Catalog	
Distribution:		Admissions		MIS		Advising	
		Fin. Aid					

2026-2027 Clean Copy

Associate in Arts Degree

General Education Requirements for the AA Program

Additional courses may be required for nonexempt students based on placement test scores.

Note: Developmental education courses are not considered to be college-credit courses, and do not count toward a degree.

A grade of "C" or higher is required for all General Education courses, whether they are being used to fulfill program or elective requirements.

General Education Requirements for the AA Program

English/Reading Developmental Education Courses (0-8 Hours)

ENC 0021	Modularized Developmental Writing	4 cr.
ENC 0022	Compressed Developmental Writing	4 cr.
REA 0011	Modularized Developmental Reading	4 cr.
REA 0019	Compressed Developmental Reading	4 cr.

Math Developmental Education Courses (0-6 Hours)

MAT 0028	Introductory Algebra	4 cr.
MAT 0055	Accelerate in Mathematics	1 cr.
MAT 0056	Foundations of Mathematics	2 cr.

AREA I.

Communications and Information Literacy: 9 Semester Credit Hours

The following (3) courses are required for all students:

ENC 1101	English Composition I (3 cr.)	SPC 2608	Introduction to Public Speaking (3 cr.)
ENC 1102	English Composition II (3 cr.)		

Note: Students are encouraged to enroll in ENC1101, during the first term of their enrollment at the College.

AREA II.

Mathematics: 6 Semester Credit Hours

SB 366 modified section 1007.23, Florida Statutes, to establish three mathematics pathways for students by aligning mathematics courses to programs, meta-majors and careers. The three pathways are: Algebra through Calculus, Statistical Reasoning and Mathematical Thinking in Context. A brief description of each pathways follows:

Algebra through Calculus: This pathway is intended for students whose academic program requires a foundation of algebra, followed by a sequence of courses that may lead to calculus.

Statistical Reasoning: This pathway will allow students to gain a statistical knowledge foundation in areas such as descriptive statistics, probability and inferential statistics that will allow them to use and interpret data.

Mathematical Thinking in Context: This pathway is intended for students in the broadest range of programs of study. In this pathway students will explore a variety of mathematical concepts utilizing multiple ways of thinking to formulate and solve problems in context.

Intermediate Algebra (MAT 1033) and Pathways to Mathematical Literacy (MAT 1100) may be required as a prerequisite for college-level math courses based on placement test scores and will count as elective credit.

Select two courses from Category A or one course each from Category A and Category B:

Students are encouraged to select the math sequence that supports their intended transfer major.

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
MAC 1105	College Algebra (3 cr.)	MGF 1131	Mathematics in Context (3 cr.)
MAC 1114	Trigonometry (3 cr.)		
MAC 1140	Precalculus Algebra (3cr.)		
MAC 2233	Applied Calculus (4 cr.)		
MAC 2311	Calculus and Analytic Geometry I (5 cr.)		
MAC 2312	Calculus and Analytic Geometry II (5 cr.)		
MAC 2313	Calculus and Analytic Geometry III (4 cr.)		
MAP 2302	Differential Equations (3 cr.)		
MGF1130	Mathematical Thinking (3 cr.)		
STA 2023	Introduction to Statistics (3cr.)		

AREA III.

Natural Sciences: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Students are encouraged to select the science sequence that supports their intended transfer major.

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
AST 1002	Introduction to Astronomy	BSC 1020	Human Biology (3 cr.)
BSC 1005	Introduction to Biology (3 cr.)	BSC 1311	Marine Biology (3 cr.)
BSC 1085	Human Anatomy and Physiology I (3 cr.) and	CHM 1025	Introductory Chemistry (3 cr.) and
BSC 1085L	Human Anatomy and Physiology I Lab (1 cr.)	CHM 1025L	Introductory Chemistry Lab (1 cr.)
BSC 1086	Human Anatomy and Physiology II (3 cr.) and	MET 2010	Introduction to Meteorology (3 cr.)
BSC 1086	Human Anatomy and Physiology II Lab (1 cr.)		
BSC 2010	Biology I (3 cr.) and		
BSC 2010L	Biology I Lab (1 cr.)		
BSC 2011	Biology II (3 cr.) and		
BSC 2011L	Biology II Lab (1 cr.)		
CHM 1020	Chemistry in your Life (3 cr.)		
CHM 2045	General Chemistry and Qualitative Analysis I (3 cr.) and		

CHM 2045L	General Chemistry and Qualitative Analysis I Lab (1 cr.)	
CHM 2046	General Chemistry and Qualitative Analysis II (3 cr.) and	
CHM 2046L	General Chemistry and Qualitative Analysis II Lab (1 cr.)	
ESC 1000	Introduction to Earth Science (3 cr.)	
EVR-1001	Introduction to Environmental Science (3 cr.)	
GLY 2010	Introduction to Geology (3 cr.)	
MCB 2010	Microbiology (3 cr.) and	
MCB 2010L	Microbiology Lab (1 cr.)	
OCE 2001	Introduction to Oceanography (3 cr.)	
PHY 1020C	Fundamentals of Physics (3 cr.)	
PHY 1053	General Physics I (3cr.) and	
PHY 1053L	General Physics I Lab (1 cr.)	
PHY1054	General Physics II (3cr.) and	
PHY 1054L	General Physics II Lab (1 cr.)	
PHY 2048C	General Physics I with Calculus (4 cr.)	
PHY 2049C	General Physics II with Calculus (4 cr.)	

AREA IV.

Social and Behavioral Sciences: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
AMH 2010	History of the United States I	DEP 2002	Child Psychology (3 cr.)
AMH 2020	History of the United States II	DEP 2004	Lifespan Development (3 cr.)
ANT 2000	Introduction to Anthropology (3 cr.)	DEP 2302	Adolescent Psychology (3 cr.)
ECO 2013	Principles of Macroeconomics (3 cr.)	SYG 2000	Introduction to Sociology (3 cr.)
POS 2041	American Federal Government (3 cr.)		
PSY 1012	Introduction to Psychology (3 cr.)		

AREA V.

Humanities: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
ARH 1000	Art Appreciation (3 cr.)	HUM 2210	Ancient World to the Middle Ages (3 cr.)

HUM 1020	Introduction to Humanities (3 cr.)	HUM 2230	Renaissance to the Modern Day (3 cr.)
LIT 2000	Introduction to Literature (3 cr.)	PHI 1600	Introduction to Ethics (3 cr.)
MUL 1010	Music Appreciation (3 cr.)	REL 2300	World Religions (3 cr.)
PHI 1010	Introduction to Philosophy (3 cr.)		
THE 1000	Theatre Appreciation (3 cr.)		

AREA VI.

Technological Fluency: 3 Semester Credit Hours

The following course is required for all students with the exception of select health program students:

CGS 1100 Microcomputer Applications (3 cr.)

Note: Students are encouraged to enroll in this course during the first term of their enrollment at the college. College level reading and writing is strongly encouraged.

Electives: 24 Semester Credit Hours

Sixty (60) credit hours of college-level work are required in the AA program.

Beyond the 36 hours of general education requirements, the remaining 24 hours may be completed from courses at the 1000 or 2000 level listed in the online catalog/handbook.

2026-2027 track changes

Associate in Arts Degree

General Education Requirements for the AA Program

Additional courses may be required for nonexempt students based on placement test scores.

Note: Developmental education courses are not considered to be college-credit courses, and do not count toward a degree.

A grade of "C" or higher is required for all General Education courses, whether they are being used to fulfill program or elective requirements.

General Education Requirements for the AA Program

English/Reading Developmental Education Courses (0-8 Hours)

ENC 0021	Modularized Developmental Writing	4 cr.
ENC 0022	Compressed Developmental Writing	4 cr.
REA 0011	Modularized Developmental Reading	4 cr.
REA 0019	Compressed Developmental Reading	4 cr.

Math Developmental Education Courses (0-6 Hours)

MAT 0028	Introductory Algebra	4 cr.
MAT 0055	Accelerate in Mathematics	1 cr.
MAT 0056	Foundations of Mathematics	2 cr.

AREA I.

Communications and Information Literacy: 9 Semester Credit Hours

The following (3) courses are required for all students:

ENC 1101	English Composition I (3 cr.)	SPC 2608	Introduction to Public Speaking (3 cr.)
ENC 1102	English Composition II (3 cr.)		

Note: Students are encouraged to enroll in ENC1101, during the first term of their enrollment at the College.

AREA II.

Mathematics: 6 Semester Credit Hours

SB 366 modified section 1007.23, Florida Statutes, to establish three mathematics pathways for students by aligning mathematics courses to programs, meta-majors and careers. The three pathways are: Algebra through Calculus, Statistical Reasoning and Mathematical Thinking in Context. A brief description of each pathways follows:

Algebra through Calculus: This pathway is intended for students whose academic program requires a foundation of algebra, followed by a sequence of courses that may lead to calculus.

Statistical Reasoning: This pathway will allow students to gain a statistical knowledge foundation in areas such as descriptive statistics, probability and inferential statistics that will allow them to use and interpret data.

Mathematical Thinking in Context: This pathway is intended for students in the broadest range of programs of study. In this pathway students will explore a variety of mathematical concepts utilizing multiple ways of thinking to formulate and solve problems in context.

Intermediate Algebra (MAT 1033) and Pathways to Mathematical Literacy (MAT 1100) may be required as a prerequisite for college-level math courses based on placement test scores and will count as elective credit.

Select two courses from Category A or one course each from Category A and Category B:

Students are encouraged to select the math sequence that supports their intended transfer major.

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
MAC 1105	College Algebra (3 cr.)	MGF 1131	Mathematics in Context (3 cr.)
MAC 1114	Trigonometry (3 cr.)		
MAC 1140	Precalculus Algebra (3cr.)		
MAC 2233	Applied Calculus (4 cr.)		
MAC 2311	Calculus and Analytic Geometry I (5 cr.)		
MAC 2312	Calculus and Analytic Geometry II (5 cr.)		
MAC 2313	Calculus and Analytic Geometry III (4 cr.)		
MAP 2302	Differential Equations (3 cr.)		
MGF1130	Mathematical Thinking (3 cr.)		
STA 2023	Introduction to Statistics (3cr.)		

AREA III.

Natural Sciences: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Students are encouraged to select the science sequence that supports their intended transfer major.

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
AST 1002	Introduction to Astronomy	BSC 1020	Human Biology (3 cr.)
BSC 1005	Introduction to Biology (3 cr.)	BSC 1311	Marine Biology (3 cr.)
BSC 1085	Human Anatomy and Physiology I (3 cr.) and	CHM 1025	Introductory Chemistry (3 cr.) and
BSC 1085L	Human Anatomy and Physiology I Lab (1 cr.)	CHM 1025L	Introductory Chemistry Lab (1 cr.)
BSC 1086	Human Anatomy and Physiology II (3 cr.) and	MET 2010	Introduction to Meteorology (3 cr.)
BSC 1086	Human Anatomy and Physiology II Lab (1 cr.)		
BSC 2010	Biology I (3 cr.) and		
BSC 2010L	Biology I Lab (1 cr.)		
BSC 2011	Biology II (3 cr.) and		
BSC 2011L	Biology II Lab (1 cr.)		
CHM 1020	Chemistry in your Life (3 cr.)		
CHM 2045	General Chemistry and Qualitative Analysis I (3 cr.) and		

CHM 2045L	General Chemistry and Qualitative Analysis I Lab (1 cr.)	
CHM 2046	General Chemistry and Qualitative Analysis II (3 cr.) and	
CHM 2046L	General Chemistry and Qualitative Analysis II Lab (1 cr.)	
CHM 2210C	Organic Chemistry I (5 cr.)	
CHM 2211C	Organic Chemistry II (5 cr.)	
ESC 1000	Introduction to Earth Science (3 cr.)	
EVR-1001	Introduction to Environmental Science (3 cr.)	
GLY 2010	Introduction to Geology (3 cr.)	
MCB 2010	Microbiology (3 cr.) and	
MCB 2010L	Microbiology Lab (1 cr.)	
OCE 2001	Introduction to Oceanography (3 cr.)	
PHY 1020C	Fundamentals of Physics (3 cr.)	
PHY 1053	General Physics I (3cr.) and	
PHY 1053L	General Physics I Lab (1 cr.)	
PHY1054	General Physics II (3cr.) and	
PHY 1054L	General Physics II Lab (1 cr.)	
PHY 2048C	General Physics I with Calculus (4 cr.)	
PHY 2049C	General Physics II with Calculus (4 cr.)	

AREA IV.

Social and Behavioral Sciences: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
AMH 2010	History of the United States I	DEP 2002	Child Psychology (3 cr.)
AMH 2020	History of the United States II	DEP 2004	Lifespan Development (3 cr.)
ANT 2000	Introduction to Anthropology (3 cr.)	DEP 2302	Adolescent Psychology (3 cr.)
ECO 2013	Principles of Macroeconomics (3 cr.)	SYG 2000	Introduction to Sociology (3 cr.)
POS 2041	American Federal Government (3 cr.)		
PSY 1012	Introduction to Psychology (3 cr.)		

AREA V.

Humanities: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
ARH 1000	Art Appreciation (3 cr.)	HUM 2210	Ancient World to the Middle Ages (3 cr.)
HUM 1020	Introduction to Humanities (3 cr.)	HUM 2230	Renaissance to the Modern Day (3 cr.)
LIT 2000	Introduction to Literature (3 cr.)	REL 2300	World Religions (3 cr.)
MUL 1010	Music Appreciation (3 cr.)	PHI 1600	Introduction to Ethics (3 cr.)
PHI 1010	Introduction to Philosophy (3 cr.)		
THE 1000	Theatre Appreciation (3 cr.)		

AREA VI.

Technological Fluency: 3 Semester Credit Hours

The following course is required for all students with the exception of select health program students:

CGS 1100 Microcomputer Applications (3 cr.)

Note: Students are encouraged to enroll in this course during the first term of their enrollment at the college. College level reading and writing is strongly encouraged.

Electives: 24 Semester Credit Hours

Sixty (60) credit hours of college-level work are required in the AA program.

Beyond the 36 hours of general education requirements, the remaining 24 hours may be completed from courses at the 1000 or 2000 level listed in the online catalog/handbook.

General Education Requirements for the Associate in Arts (AA) Degree Program

Name: _____ PHSC ID: _____ Date: _____

Area I. Communication and Information Literacy, 9 cr.		
ENC 1101 English Composition I, 3 cr.		◆
ENC 1102 English Composition II, 3 cr.		PR
SPC 2608 Introduction to Public Speaking, 3 cr.		◆

Area II. Mathematics, 6 cr.		
<i>Select two courses from Category A or one course each from Category A and Category B.</i>		
Category A (Gen Ed Core/State Required)		
MAC 1105 College Algebra, 3 cr.		PR
MAC 1114 Trigonometry, 3 cr.		PR
MAC 1140 Precalculus Algebra, 3 cr.		PR
MAC 2233 Applied Calculus, 4 cr.		PR
MAC 2311 Calculus and Analytic Geometry I, 5 cr.		PR
MAC 2312 Calculus and Analytic Geometry II, 5 cr.		PR
MAC 2313 Calculus and Analytic Geometry III, 4 cr.		PR
MAP 2302 Differential Equations, 3 cr.		PR
MGF 1130 Mathematical Thinking, 3 cr.		PR
STA 2023 Introduction to Statistics, 3 cr.		PR
Category B (Gen Ed Non-Core)		
MGF 1131 Mathematics in Context, 3 cr.		PR

Area III. Natural Sciences, 6 cr.		
<i>Select two courses from Category A or one course each from Category A and Category B.</i>		
Category A (Gen Ed Core/State Required)		
AST 1002 Introduction to Astronomy, 3 cr.		◆
BSC 1005 Introduction to Biology, 3 cr.		◆
BSC 1085 Human Anatomy and Physiology I, 3 cr. and BSC 1085L Human Anatomy and Physiology I Lab, 1 cr.		PR
BSC 1086 Human Anatomy and Physiology II, 3 cr. and BSC 1086L Human Anatomy and Physiology II Lab, 1 cr.		PR
BSC 2010 Biology I, 3 cr. and BSC 2010L Biology I Lab, 1 cr.		PR
BSC 2011 Biology II, 3 cr. and BSC 2011L Biology II Lab, 1 cr.		PR
CHM 1020 Chemistry in Your Life, 3 cr.		◆
CHM 2045 Gen. Chem. & Qualitative Analysis I, 3 cr. and CHM 2045L Gen. Chem. & Qualitative Analysis I Lab, 1 cr.		PR
CHM 2046 Gen. Chem. & Qualitative Analysis II, 3 cr. and CHM 2046L Gen. Chem. & Qualitative Analysis II Lab, 1 cr.		PR
CHM 2210C Organic Chemistry I, 5 cr.		PR
CHM 2211C Organic Chemistry II, 5 cr.		PR
ESC 1000 Introduction to Earth Science, 3 cr.		◆
EVR 1001 Introduction to Environmental Science, 3 cr.		◆
GLY 2010 Introduction to Geology, 3 cr.		◆

Area III. Natural Sciences, 6 cr.		
Category A (Gen Ed Core/State Required) continued		
MCB 2010 Microbiology, 3 cr. and MCB 2010L Microbiology Lab, 1 cr.		PR
OCE 2001 Introduction to Oceanography, 3 cr.		◆
PHY 1020C Fundamentals of Physics, 3 cr.		PR
PHY 1053 General Physics I, 3 cr. and PHY 1053L General Physics Lab, 1 cr.		PR
PHY 1054 General Physics II, 3 cr. and PHY 1054L General Physics II Lab, 1 cr.		PR
PHY 2048C General Physics I with Calculus, 4 cr.		PR
PHY 2049C General Physics II with Calculus, 4 cr.		PR
Category B (Gen Ed Non-Core)		
BSC 1020 Human Biology, 3 cr.		◆
BSC 1311 Marine Biology, 3 cr.		◆
CHM 1025 Introductory Chemistry, 3 cr. and CHM 1025L Introductory Chemistry Lab, 1 cr.		◆
MET 2010 Introduction to Meteorology, 3 cr.		◆

Area IV. Social and Behavioral Sciences, 6 cr.		
<i>Select two courses from Category A or one course each from Category A and Category B.</i>		
Category A (Gen Ed Core/State Required)		
AMH 2010 History of the United States I, 3 cr.	CL	◆
AMH 2020 History of the United States II, 3 cr.	CL	◆
ANT 2000 Introduction to Anthropology, 3 cr.		◆
ECO 2013 Principles of Macroeconomics, 3 cr.		◆
POS 2041 American Federal Government, 3 cr.	CL	◆
PSY 1012 Introduction to Psychology, 3 cr.		◆
Category B (Gen Ed Non-Core)		
DEP 2002 Child Psychology, 3 cr.		PR
DEP 2004 Lifespan Development, 3 cr.		PR
DEP 2302 Adolescent Psychology, 3 cr.		PR
SYG 2000 Introduction to Sociology, 3 cr.		◆

Area V. Humanities, 6 cr.		
<i>Select two courses from Category A or one course each from Category A and Category B.</i>		
Category A (Gen Ed Core/State Required)		
ARH 1000 Art Appreciation, 3 cr.		◆
HUM 1020 Introduction to Humanities, 3 cr.		◆
LIT 2000 Introduction to Literature, 3 cr.		PR
MUL 1010 Music Appreciation, 3 cr.		◆
PHI 1010 Introduction to Philosophy, 3 cr.		◆
THE 1000 Theatre Appreciation, 3 cr.		◆

Area V. Humanities, 6 cr.		
Category B (Gen Ed Non-Core)		
HUM 2210 Ancient World to the Middle Ages, 3 cr.		◆
HUM 2230 Renaissance to the Modern Day, 3 cr.		◆
PHI 1600 Introduction to Ethics, 3 cr.		◆
REL 2300 World Religions, 3 cr.		◆

Area VI. Technological Fluency, 3 cr.		
CGS 1100 Microcomputer Applications, 3 cr.		

Electives, 24 cr.	
<i>Many 1000 or 2000 level courses listed in the College Catalog may satisfy elective requirements. Please consult with an advisor to confirm elective options available for the AA program.</i>	
Foreign Language Requirement	
All students pursuing an Associate in Arts (AA) degree are required to meet the Foreign Language Competency Requirement to graduate with their AA degree. Refer to the College Catalog for more information.	
Civic Literacy Requirement	
Students initially entering an FCS institution in 2021-22 and thereafter are required to meet the Civic Literacy Requirement to graduate with their AA degree. Refer to the College Catalog for more information.	

Form Legend	
CL	Civic Literacy Requirement Course option (1 course required).
PR	Course has at least one prerequisite that may satisfy general education or elective requirements. Prerequisites must be satisfied prior to enrollment. Refer to the College Catalog for more information.
◆	Course has a developmental education prerequisite that may be required depending on the student's exemption status and placement test scores. Refer to the College Catalog for more information.

Important Notes	
The Associate in Arts (AA) degree requires the completion of 60 credit hours, including 36 credit hours of general education courses and 24 credit hours of elective courses. Students are encouraged to select courses that support their intended transfer major. All general education and foreign language courses must be completed with a grade of "C" or higher. Consult with an academic advisor and the College Catalog for specific requirements and acceptable course substitutes. Course descriptions are available in the College Catalog. Some classes are not offered every semester.	

General Education Requirements for the Associate in Arts (AA) Degree Program

Name: _____ PHSC ID: _____ Date: _____

Area I. Communication and Information Literacy, 9 cr.		
ENC 1101 English Composition I, 3 cr.		◆
ENC 1102 English Composition II, 3 cr.		PR
SPC 2608 Introduction to Public Speaking, 3 cr.		◆

Area II. Mathematics, 6 cr.		
<i>Select two courses from Category A or one course each from Category A and Category B.</i>		
Category A (Gen Ed Core/State Required)		
MAC 1105 College Algebra, 3 cr.		PR
MAC 1114 Trigonometry, 3 cr.		PR
MAC 1140 Precalculus Algebra, 3 cr.		PR
MAC 2233 Applied Calculus, 4 cr.		PR
MAC 2311 Calculus and Analytic Geometry I, 5 cr.		PR
MAC 2312 Calculus and Analytic Geometry II, 5 cr.		PR
MAC 2313 Calculus and Analytic Geometry III, 4 cr.		PR
MAP 2302 Differential Equations, 3 cr.		PR
MGF 1130 Mathematical Thinking, 3 cr.		PR
STA 2023 Introduction to Statistics, 3 cr.		PR
Category B (Gen Ed Non-Core)		
MGF 1131 Mathematics in Context, 3 cr.		PR

Area III. Natural Sciences, 6 cr.		
<i>Select two courses from Category A or one course each from Category A and Category B.</i>		
Category A (Gen Ed Core/State Required)		
AST 1002 Introduction to Astronomy, 3 cr.		◆
BSC 1005 Introduction to Biology, 3 cr.		◆
BSC 1085 Human Anatomy and Physiology I, 3 cr. and BSC 1085L Human Anatomy and Physiology I Lab, 1 cr.		PR
BSC 1086 Human Anatomy and Physiology II, 3 cr. and BSC 1086L Human Anatomy and Physiology II Lab, 1 cr.		PR
BSC 2010 Biology I, 3 cr. and BSC 2010L Biology I Lab, 1 cr.		PR
BSC 2011 Biology II, 3 cr. and BSC 2011L Biology II Lab, 1 cr.		PR
CHM 1020 Chemistry in Your Life, 3 cr.		◆
CHM 2045 Gen. Chem. & Qualitative Analysis I, 3 cr. and CHM 2045L Gen. Chem. & Qualitative Analysis I Lab, 1 cr.		PR
CHM 2046 Gen. Chem. & Qualitative Analysis II, 3 cr. and CHM 2046L Gen. Chem. & Qualitative Analysis II Lab, 1 cr.		PR
ESC 1000 Introduction to Earth Science, 3 cr.		◆
EVR 1001 Introduction to Environmental Science, 3 cr.		◆
GLY 2010 Introduction to Geology, 3 cr.		◆
MCB 2010 Microbiology, 3 cr. and MCB 2010L Microbiology Lab, 1 cr.		PR

Area III. Natural Sciences, 6 cr.		
Category A (Gen Ed Core/State Required) continued		
OCE 2001 Introduction to Oceanography, 3 cr.		◆
PHY 1020C Fundamentals of Physics, 3 cr.		PR
PHY 1053 General Physics I, 3 cr. and PHY 1053L General Physics Lab, 1 cr.		PR
PHY 1054 General Physics II, 3 cr. and PHY 1054L General Physics II Lab, 1 cr.		PR
PHY 2048C General Physics I with Calculus, 4 cr.		PR
PHY 2049C General Physics II with Calculus, 4 cr.		PR
Category B (Gen Ed Non-Core)		
BSC 1020 Human Biology, 3 cr.		◆
BSC 1311 Marine Biology, 3 cr.		◆
CHM 1025 Introductory Chemistry, 3 cr. and CHM 1025L Introductory Chemistry Lab, 1 cr.		◆
MET 2010 Introduction to Meteorology, 3 cr.		◆

Area IV. Social and Behavioral Sciences, 6 cr.		
<i>Select two courses from Category A or one course each from Category A and Category B.</i>		
Category A (Gen Ed Core/State Required)		
AMH 2010 History of the United States I, 3 cr.	CL	◆
AMH 2020 History of the United States II, 3 cr.	CL	◆
ANT 2000 Introduction to Anthropology, 3 cr.		◆
ECO 2013 Principles of Macroeconomics, 3 cr.		◆
POS 2041 American Federal Government, 3 cr.	CL	◆
PSY 1012 Introduction to Psychology, 3 cr.		◆
Category B (Gen Ed Non-Core)		
DEP 2002 Child Psychology, 3 cr.		PR
DEP 2004 Lifespan Development, 3 cr.		PR
DEP 2302 Adolescent Psychology, 3 cr.		PR
SYG 2000 Introduction to Sociology, 3 cr.		◆

Area V. Humanities, 6 cr.		
<i>Select two courses from Category A or one course each from Category A and Category B.</i>		
Category A (Gen Ed Core/State Required)		
ARH 1000 Art Appreciation, 3 cr.		◆
HUM 1020 Introduction to Humanities, 3 cr.		◆
LIT 2000 Introduction to Literature, 3 cr.		PR
MUL 1010 Music Appreciation, 3 cr.		◆
PHI 1010 Introduction to Philosophy, 3 cr.		◆
THE 1000 Theatre Appreciation, 3 cr.		◆
Category B (Gen Ed Non-Core)		
HUM 2210 Ancient World to the Middle Ages, 3 cr.		◆

Area V. Humanities, 6 cr.		
Category B (Gen Ed Non-Core) continued		
HUM 2230 Renaissance to the Modern Day, 3 cr.		◆
PHI 1600 Introduction to Ethics, 3 cr.		◆
REL 2300 World Religions, 3 cr.		◆

Area VI. Technological Fluency, 3 cr.		
CGS 1100 Microcomputer Applications, 3 cr.		

Electives, 24 cr.	
<i>Many 1000 or 2000 level courses listed in the College Catalog may satisfy elective requirements. Please consult with an advisor to confirm elective options available for the AA program.</i>	
Foreign Language Requirement	
All students pursuing an Associate in Arts (AA) degree are required to meet the Foreign Language Competency Requirement to graduate with their AA degree. Refer to the College Catalog for more information.	
Civic Literacy Requirement	
Students initially entering an FCS institution in 2021-22 and thereafter are required to meet the Civic Literacy Requirement to graduate with their AA degree. Refer to the College Catalog for more information.	

Form Legend	
CL	Civic Literacy Requirement Course option (1 course required).
PR	Course has at least one prerequisite that may satisfy general education or elective requirements. Prerequisites must be satisfied prior to enrollment. Refer to the College Catalog for more information.
◆	Course has a developmental education prerequisite that may be required depending on the student's exemption status and placement test scores. Refer to the College Catalog for more information.

Important Notes	
The Associate in Arts (AA) degree requires the completion of 60 credit hours, including 36 credit hours of general education courses and 24 credit hours of elective courses. Students are encouraged to select courses that support their intended transfer major. All general education and foreign language courses must be completed with a grade of "C" or higher. Consult with an academic advisor and the College Catalog for specific requirements and acceptable course substitutes. Course descriptions are available in the College Catalog. Some classes are not offered every semester.	



Technology Office
District Board of Trustees Memo

TO: Dr. Eric Hall, President

FROM: Mr. Thomas Hull, Vice President of Technology and CIO

SUBJECT: Request for Approval: Implementation of Phase II Mist Wireless
and Collegewide SD-WAN Projects

DATE: Tuesday, July 28, 2025

The College requests board approval to proceed with two major IT infrastructure initiatives: the continued rollout of Juniper's Mist wireless system (Phase II) and the implementation of a collegewide Software-Defined Wide Area Network (SD-WAN) solution through ConvergeOne. These projects will significantly enhance network performance, reliability, and management capabilities across all campuses.

The **Mist Wireless Phase II** project, which includes the completion of the Spring Hill wireless pilot, will cost **\$181,200.72**. The **SD-WAN deployment** across all campuses will cost **\$104,037.25**. Both projects will be procured using NASPO ValuePoint contracts. These competitively bid statewide agreements comply with state procurement requirements, allowing the College to move forward without issuing a separate Request for Proposal. This streamlines procurement, ensures cost-effective pricing, and expedites implementation while maintaining full compliance with applicable regulations.

We recommend entering into agreements under NASPO contracts for both initiatives, with implementation expected to take place in a phased approach over the next several months.

II. Background and Rationale

The College's current wireless infrastructure is outdated and lacks the capabilities needed to support modern academic and operational needs. Similarly, our existing wide-area connectivity between campuses is limited in redundancy and flexibility. Together, these projects address those issues and position the College for long-term success.

Benefits include:

- **Improved Performance and Management:** The Mist wireless system provides AI-driven optimization, centralized cloud-based control, and a consistent user experience across all locations.

- **Redundancy and Uptime:** SD-WAN enables automatic failover between circuits, maintaining connectivity during outages—especially critical during hurricanes or other emergencies.
- **Scalability and Flexibility:** Both solutions are designed to scale with the College's future growth, adapting to increased usage and evolving technologies.
- **Operational Efficiency:** These modern, cloud-managed systems reduce the burden on IT staff and improve visibility into performance issues.

We recommend and request Board approval to authorize the College President to sign the finalized agreements once all terms and conditions are in place, ensuring timely progress on these critical infrastructure improvements.



10900 Nesbitt Avenue South
Bloomington, MN 55437

Date: 7/28/2025

Page #: 1 of 3

Documents #: OP-000878389
SO-000994075

Solution Name: All Campus Juniper WiFi
Conversion Part 2

Customer: Pasco-Hernando State
College

Solution Summary

All Campus Juniper WiFi Conversion Part 2

Customer: Pasco-Hernando State College	Primary Contact: Jonathan Myers
Ship To Address: 10230 RIDGE RD BLDG I NEW PRT RCHY, FL 34654-5112	Email: myersj@phsc.edu
Bill To Address: 10230 RIDGE RD BLDG I NEW PRT RCHY, FL 34654-5112	Phone: (727) 816-3456
Customer ID: IPCPASTA0001	Account Executive: Don Kick
Customer PO:	Email: DKick@onec1.com
	Phone: +16782622082

Solution Summary	Billing Frequency	Due	Total Project
Software	One-Time	\$66,000.00	\$66,000.00
Hardware	Per the Agreement	\$78,905.22	\$78,905.22
Project Subtotal			\$144,905.22
Estimated Tax			\$0.00
Estimated Freight			\$0.00
Estimated Recycle Fee			NOT INCLUDED
Project Total			\$144,905.22

Legal Language Previously Approved by PHSC Legal Counsel

Initials PAN

APPROVED

By nadolsp at 3:13 pm, Jul 28, 2025



10900 Nesbitt Avenue South
Bloomington, MN 55437

Date: 7/28/2025

Page #: 2 of 3

Documents #: OP-000878389
SO-000994075

Solution Name: All Campus Juniper WiFi
Conversion Part 2

Customer: Pasco-Hernando State
College

This Solution Summary summarizes the documents(s) that are attached hereto and such documents are incorporated herein by reference (collectively, this "Order"). Customer's signature on this Order (or Customer's issuance of a purchase order in connection with this Order) shall represent Customer's agreement with each document in this Order and acknowledgement that such attached document(s) are represented accurately by this Solution Summary.

Unless otherwise specified in this Order, this Order shall be subject to the following terms and conditions (the "Agreement"): (i) the Master Sales Agreement or other applicable agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "Seller") and Customer; or (ii) if no such applicable agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the internet at: <https://www.onec1.com/agreements>. If Customer's Agreement is a master agreement entered into with one of C1's predecessors, affiliates and/or subsidiaries ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Order, subject to any modifications, located at: <https://www.onec1.com/agreements>. In the event of a conflict between the terms and conditions in the Agreement and this Order, the order of precedence shall be as follows: (i) this Order (with the most recent and specific document controlling if there are conflicts between the Solution Summary and any applicable supporting document(s) incorporated into this Order), (ii) Attachment A to the Agreement (if applicable), and (iii) the main body of the Agreement.

This Order may include the sale of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); (b) any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customers by Seller (collectively, "Professional Services"); (c) any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or (d) any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications (collectively, "Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Notwithstanding anything to the contrary stated above, this Order is subject to the terms and conditions of the Public Sector Contract referenced herein, and such Public Sector Contract supersedes all references to a Master Sales Agreement, the Online General Terms and Conditions, and/or a Legacy Master Agreement referred above

Products and/or Services not specifically itemized are not provided hereunder.

Unless otherwise expressly specified herein, all Services shall be provided by Seller to Customer remotely. In the event Customer requests that Seller provide Services on-site at Customer's location(s), Customer agrees to reimburse Seller for all reasonable, out-of-pocket travel and/or other expenses incurred by Seller in connection with the provision of such Services (including without limitation, travel time at Seller's applicable then-current hourly rate for the applicable resources and subject to any applicable minimum charges).

Due to rapidly changing prices in the market for third party Products and/or Services, this Order will be valid for a period of thirty (30) days following the date hereof; provided however, that Seller reserves the right to charge Customer for any additional costs incurred by Seller in connection with the Products identified in this Order due to the applicable manufacturer and/or other vendor passing along additional indirect costs associated with tariffs and/or similar tax-like charges. Thereafter, this Order will no longer be of any force and effect. After the expiration of the foregoing 30 day period, Seller reserves the right to adjust offerings and/or prices accordingly prior to issuing any new Order(s).

This Order is a configured order and/or contains software.

Special Comment to Solution Summary:

JUNIPER Authorized Reseller State of FL Data Communications Products & Services Contract 43220000-NASPO-19-ACS



10900 Nesbitt Avenue South
Bloomington, MN 55437

Date: 7/28/2025

Page #: 3 of 3

Documents #: OP-000878389
SO-000994075

Solution Name: All Campus Juniper WiFi
Conversion Part 2

Customer: Pasco-Hernando State
College

Solution Quote

#	Item Number	Description	Public Sector Contract	Term in months	Qty	Unit List Price	Extended List	% Disc	Unit Price	Extended Price
Hardware AP's										
1	AP45-US	Premium Performance MultiGigabit WiFi 6E Access Point (4x4:4) with Adaptive Bluetooth Low Energy Arr	AR3232 43220000-NASPO-19-ACS		78	\$2,181.00	\$170,118.00	63.96%	\$785.97	\$61,305.66
2	AP64-US	High Performance Outdoor MultiGigabit Wi-Fi 802.11ax (AP64) with BLE.	AR3232 43220000-NASPO-19-ACS		22	\$2,285.00	\$50,270.00	64.99%	\$799.98	\$17,599.56
Hardware AP's Subtotal:							\$220,388.00			\$78,905.22
5 Year Mist Subscription										
3	SUB-AI-5Y	Subscriptions for following services (SUB-MAN,SUB-ENG,SUB-AST,SUB-VNA,SUB-PMA) for one access point for 5 years	AR3232 43220000-NASPO-19-ACS	60	78	\$1,200.00	\$93,600.00	45.00%	\$660.00	\$51,480.00
4	SUB-AI-5Y	Subscriptions for following services (SUB-MAN,SUB-ENG,SUB-AST,SUB-VNA,SUB-PMA) for one access point	AR3232 43220000-NASPO-19-ACS	60	22	\$1,200.00	\$26,400.00	45.00%	\$660.00	\$14,520.00
5 Year Mist Subscription Subtotal:							\$120,000.00			\$66,000.00
Total:							\$340,388.00		\$2,905.95	\$144,905.22



10900 Nesbitt Avenue South
Bloomington, MN 55437

Date: 6/30/2025

Page #: 1 of 4

Documents #: OP-000833914
SO-000980824

Solution Name: SD-WAN Solution with IPAC

Customer: Pasco-Hernando State
College

Solution Summary

SD-WAN Solution with IPAC

Customer: Pasco-Hernando State College	Primary Contact: Jonathan Myers
Ship To Address: 10230 RIDGE RD BLDG I NEW PRT RCHY, FL 34654-5112	Email: myersj@phsc.edu
Bill To Address: 10230 RIDGE RD BLDG I NEW PRT RCHY, FL 34654-5112	Phone: (727) 816-3456
Customer ID: IPCPASTA0001	Account Executive: Don Kick
Customer PO:	Email: DKick@onec1.com
	Phone: +16782622082

Solution Summary	Billing Frequency	Due	Total Project
Software	One-Time	\$2,348.50	\$2,348.50
Hardware	Per the Agreement	\$65,188.75	\$65,188.75
Professional Services	One-Time	\$36,500.00	\$36,500.00
Project Subtotal			\$104,037.25
Estimated Tax			\$0.00
Estimated Freight			\$0.00
Estimated Recycle Fee			NOT INCLUDED
Project Total			\$104,037.25

Legal Language Previously Approved by PHSC Legal Counsel

Initials PAN

APPROVED

By nadolsp at 9:13 am, Jul 28, 2025



10900 Nesbitt Avenue South
Bloomington, MN 55437

Date: 6/30/2025

Page #: 2 of 4

Documents #: OP-000833914
SO-000980824

Solution Name: SD-WAN Solution with IPAC

Customer: Pasco-Hernando State
College

This Solution Summary summarizes the documents(s) that are attached hereto and such documents are incorporated herein by reference (collectively, this "Order"). Customer's signature on this Order (or Customer's issuance of a purchase order in connection with this Order) shall represent Customer's agreement with each document in this Order and acknowledgement that such attached document(s) are represented accurately by this Solution Summary.

Unless otherwise specified in this Order, this Order shall be subject to the following terms and conditions (the "Agreement"): (i) the Master Sales Agreement or other applicable agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "Seller") and Customer; or (ii) if no such applicable agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the internet at: <https://www.onec1.com/agreements>. If Customer's Agreement is a master agreement entered into with one of C1's predecessors, affiliates and/or subsidiaries ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Order, subject to any modifications, located at: <https://www.onec1.com/agreements>. In the event of a conflict between the terms and conditions in the Agreement and this Order, the order of precedence shall be as follows: (i) this Order (with the most recent and specific document controlling if there are conflicts between the Solution Summary and any applicable supporting document(s) incorporated into this Order), (ii) Attachment A to the Agreement (if applicable), and (iii) the main body of the Agreement.

This Order may include the sale of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); (b) any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customers by Seller (collectively, "Professional Services"); (c) any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or (d) any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications (collectively, "Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Notwithstanding anything to the contrary stated above, this Order is subject to the terms and conditions of the Public Sector Contract referenced herein, and such Public Sector Contract supersedes all references to a Master Sales Agreement, the Online General Terms and Conditions, and/or a Legacy Master Agreement referred above

Products and/or Services not specifically itemized are not provided hereunder.

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Due to rapidly changing prices in the market for third party Products and/or Services, this Order will be valid for a period of thirty (30) days following the date hereof; provided however, that Seller reserves the right to charge Customer for any additional costs incurred by Seller in connection with the Products identified in this Order due to the applicable manufacturer and/or other vendor passing along additional indirect costs associated with tariffs and/or similar tax-like charges. Thereafter, this Order will no longer be of any force and effect. After the expiration of the foregoing 30 day period, Seller reserves the right to adjust offerings and/or prices accordingly prior to issuing any new Order(s).

Special Comment to Solution Summary:

JUNIPER Authorized Reseller State of FL Data Communications Products & Services Contract 43220000-NASPO-19-ACS



10900 Nesbitt Avenue South
Bloomington, MN 55437

Date: 6/30/2025

Page #: 3 of 4

Documents #: OP-000833914
SO-000980824

Solution Name: SD-WAN Solution with IPAC

Customer: Pasco-Hernando State
College

Solution Quote

#	Item Number	Description	Public Sector Contract	Term in months	Qty	Unit List Price	Extended List	% Disc	Unit Price	Extended Price
Professional Services see SOW for Details										
1	SERVICES-ENT NETWORKING	EN - Tier 3 Senior	Open Market		1	\$30,371.25	\$30,371.25	4.76%	\$28,925.00	\$28,925.00
2	EXPENSE-ENT NETWORKING	ENT NETWORKING	Open Market		1	\$2,625.00	\$2,625.00	4.76%	\$2,500.00	\$2,500.00
3	SERVICES-PROJECT MGMT	Project Manager	Open Market		1	\$5,328.75	\$5,328.75	4.76%	\$5,075.00	\$5,075.00
Professional Services see SOW for Details Subtotal:							\$38,325.00			\$36,500.00
Hub Location SD WAN										
4	SSR100-RMK	Rackmount kit for SSR100 series HW	AR3232 43220000-NASPO-19-ACS		2	\$110.00	\$220.00	45.00%	\$60.50	\$121.00
5	SSR130-AE	SSR130 HW only (16GB RAM, 120GB SSD, 2x1G combo RJ45/SFP, 6x1G RJ45) with LTE for AMER & EMEA (Check for homologation & carrier certs). SSN SW sub...	AR3232 43220000-NASPO-19-ACS		2	\$5,700.00	\$11,400.00	45.00%	\$3,135.00	\$6,270.00
6	S-AIWAN-P3-500M-5	S-AIWAN-P3-500M-5 - AI-Driven WAN - Session Smart Networking Software, Premium-P3,Session Smart Router (SSR), includes WAN Assurance, Advanced Securi	AR3232 43220000-NASPO-19-ACS		2	\$26,060.00	\$52,120.00	45.00%	\$14,333.00	\$28,666.00
Hub Location SD WAN Subtotal:							\$63,740.00			\$35,057.00
Spoke Location SD WAN										
7	SSR100-RMK	Rackmount kit for SSR100 series HW	AR3232 43220000-NASPO-19-ACS		3	\$110.00	\$330.00	45.00%	\$60.50	\$181.50
8	SSR130-AE	SSR130 HW only (16GB RAM, 120GB SSD, 2x1G combo RJ45/SFP, 6x1G RJ45) with LTE for AMER & EMEA (Check for homologation & carrier certs). SSN SW sub...	AR3232 43220000-NASPO-19-ACS		3	\$5,700.00	\$17,100.00	45.00%	\$3,135.00	\$9,405.00
9	S-AIWAN-P3-100M-5	S-AIWAN-P3-100M-5 - AI-Driven WAN - Session Smart Networking Software, Premium-P3,Session Smart Router (SSR), includes WAN Assurance, Advanced Securi	AR3232 43220000-NASPO-19-ACS		3	\$10,515.00	\$31,545.00	45.00%	\$5,783.25	\$17,349.75
Spoke Location SD WAN Subtotal:							\$48,975.00			\$26,936.25

IPAC



10900 Nesbitt Avenue South
Bloomington, MN 55437

Date: 6/30/2025

Page #: 4 of 4

Documents #: OP-000833914
SO-000980824

Solution Name: SD-WAN Solution with IPAC

Customer: Pasco-Hernando State
College

Solution Quote

#	Item Number	Description	Public Sector Contract	Term in months	Qty	Unit List Price	Extended List	% Disc	Unit Price	Extended Price
10	MISC PARTS AND SERVICES	S-AIWAN-P3-10M-5 AI-Driven WAN - Session Smart Networking Software, Premium-P3,Session Smart Router (SSR), includes WAN Assurance	Open Market		1	\$4,270.00	\$4,270.00	45.00%	\$2,348.50	\$2,348.50
11	SSR100-RMK	Rackmount kit for SSR100 series HW	AR3232 43220000-NASPO-19-ACS		1	\$110.00	\$110.00	45.00%	\$60.50	\$60.50
12	SSR130-AE	SSR130 HW ONLY (16GB RAM, 120GB SSD, 2X1G COMBO RJ45/SFP, 6X1G RJ45) WITH LTE FOR AMER & EMEA	AR3232 43220000-NASPO-19-ACS		1	\$5,700.00	\$5,700.00	45.00%	\$3,135.00	\$3,135.00
IPAC Subtotal:							\$10,080.00			\$5,544.00
Total:							\$161,120.00		\$68,551.25	\$104,037.25



10900 Nesbitt Avenue South
Bloomington, MN 55437

Date: 5/16/2025

Page #: 1 of 3

Documents #: OP-000852991
SO-000986347

Solution Name: All Campus Juniper WiFi
Conversion Part 1

Customer: Pasco-Hernando State
College

Solution Summary

All Campus Juniper WiFi Conversion Part 1

Customer: Pasco-Hernando State College	Primary Contact: Jonathan Myers
Ship To Address: 10230 RIDGE RD BLDG I NEW PRT RCHY, FL 34654-5112	Email: myersj@phsc.edu
Bill To Address: 10230 RIDGE RD BLDG I NEW PRT RCHY, FL 34654-5112	Phone: (727) 816-3456
Customer ID: IPCPASTA0001	Account Executive: Don Kick
Customer PO:	Email: DKick@onec1.com
	Phone: +16782622082

Solution Summary	Billing Frequency	Due	Total Project
Software	One-Time	\$66,000.00	\$66,000.00
Hardware	Per the Agreement	\$77,166.24	\$77,166.24
Project Subtotal			\$143,166.24
Estimated Tax			\$0.00
Estimated Freight			\$0.00
Estimated Recycle Fee			NOT INCLUDED
Project Total			\$143,166.24

JUNIPER Authorized Reseller State of FL Data Communications Products & Services Contract 43220000-NASPO-19-ACS

Legal Language Previously Approved by PHSC Legal Counsel

Initials PAN

APPROVED

By nadolsp at 12:44 pm, May 28, 2025



10900 Nesbitt Avenue South
Bloomington, MN 55437

Date: 5/16/2025

Page #: 2 of 3

Documents #: OP-000852991
SO-000986347

Solution Name: All Campus Juniper WiFi
Conversion Part 1

Customer: Pasco-Hernando State
College

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Unless otherwise specified in this Order, this Order shall be subject to the following terms and conditions (the "Agreement"): (i) the Master Sales Agreement or other applicable agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "Seller") and Customer; or (ii) if no such applicable agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the internet at: <https://www.onec1.com/agreements>. If Customer's Agreement is a master agreement entered into with one of C1's predecessors, affiliates and/or subsidiaries ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Order, subject to any modifications, located at: <https://www.onec1.com/agreements>. In the event of a conflict between the terms and conditions in the Agreement and this Order, the order of precedence shall be as follows: (i) this Order (with the most recent and specific document controlling if there are conflicts between the Solution Summary and any applicable supporting document(s) incorporated into this Order), (ii) Attachment A to the Agreement (if applicable), and (iii) the main body of the Agreement.

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Notwithstanding anything to the contrary stated above, this Order is subject to the terms and conditions of the Public Sector Contract referenced herein, and such Public Sector Contract supersedes all references to a Master Sales Agreement, the Online General Terms and Conditions, and/or a Legacy Master Agreement referred above

Special Comment to Solution Summary:

JUNIPER Authorized Reseller State of FL Data Communications Products & Services Contract 43220000-NASPO-19-ACS

Solution Quote

#	Item Number	Description	Public Sector Contract	Term in months	Qty	Unit List Price	Extended List	% Disc	Unit Price	Extended Price
Hardware AP's										
1	AP45-US	Premium Performance MultiGigabit WiFi 6E Access Point (4x4:4) with Adaptive Bluetooth Low Energy Arr	AR3232 43220000-NASPO-19-ACS		78	\$2,181.00	\$170,118.00	64.99%	\$763.65	\$59,564.70
2	AP64-US	High Performance Outdoor MultiGigabit Wi-Fi 802.11ax (AP64) with BLE.	AR3232 43220000-NASPO-19-ACS		22	\$2,285.00	\$50,270.00	64.99%	\$800.07	\$17,601.54



10900 Nesbitt Avenue South
Bloomington, MN 55437

Date: 5/16/2025

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Documents #: OP-000852991
SO-000986347

Solution Name: All Campus Juniper WiFi
Conversion Part 1

Customer: Pasco-Hernando State
College

Solution Quote

#	Item Number	Description	Public Sector Contract	Term in months	Qty	Unit List Price	Extended List	% Disc	Unit Price	Extended Price
Hardware AP's Subtotal:							\$220,388.00			\$77,166.24
5 Year Mist Subscription										
3	SUB-AI-5Y	Subscriptions for following services (SUB-MAN,SUB-ENG,SUB-AST,SUB-VNA,SUB-PMA) for one access point for 5 years	AR3232 43220000-NASPO-19-ACS		78	\$1,200.00	\$93,600.00	45.00%	\$660.00	\$51,480.00
4	SUB-AI-5Y	Subscriptions for following services (SUB-MAN,SUB-ENG,SUB-AST,SUB-VNA,SUB-PMA) for one access point	AR3232 43220000-NASPO-19-ACS		22	\$1,200.00	\$26,400.00	45.00%	\$660.00	\$14,520.00
5 Year Mist Subscription Subtotal:							\$120,000.00			\$66,000.00
Total:							\$340,388.00		\$2,883.72	\$143,166.24