



Excellence • Integrity • Success • Welcoming • Community

**DISTRICT BOARD OF TRUSTEES  
REGULAR MEETING  
TUESDAY, JUNE 17, 2025 – 11:30 AM  
FACILITATED FROM THE INSTRUCTIONAL PERFORMING ARTS CENTER  
8657 OLD PASCO ROAD, WESLEY CHAPEL**

**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 Recognition of President's Guests
  - 1.4.1 Dr. Eddie Williams, In Recognition for Receiving the 2025 Dale P. Parnell Distinguished Faculty Award
  - 1.4.2 PHSC Baseball Team – No. 1 NJCAA Division II Ranking and National World Series Champions
- 1.5 Hearing of Citizens and Petitions
- 1.6 Approvals
  - 1.6.1 Minutes, May 20, 2025
  - 1.6.2 Consent Items
- 1.7 Public Hearing and Adoption of Board Rules/Policies
  - 1.7.1 6Hx19-2.27 Criteria For Instructional Ranks And Pay Levels Of Instructional Personnel
- 1.8 Lodging of Board Rules/Policies
  - 1.8.1 6Hx19-2.39 Resolution of Employee/Applicant Grievances
- 1.9 President's Report
- 1.10 Trustee Functions
  - 1.10.1 Discussion of Presidential Appointment
  - 1.10.2 Vote on Presidential Appointment
  - 1.10.3 Vote on President's Contract
  - 1.10.4 Reminder: Trustee Self Evaluation Due by: Thursday, July 3

## **APPROVAL/RATIFICATION & INFORMATION ITEMS**

### **B. PERSONNEL**

#### **Approval**

- 2.1 2025-2026 Annual Compensation Plan: Salary Schedule and Employment Procedures

### **C. ACADEMIC AFFAIRS**

#### **Approvals**

- 3.2 Continuing Contracts
- 3.3 Instructional Rank Changes
- 3.4 2025-2026 Pasco County School Board Articulation Agreement
- 3.5 Course Revisions
- 3.6 Program Changes

#### **Informational**

- 3.7 Program Information Summary

### **D. FACILITIES**

#### **Approvals**

- 4.3 PHSC Florida Board of Education - Capital Improvement Program Report
- 4.4 Johnson Controls, Inc. Maintenance Agreements

### **E. FINANCIAL SERVICES**

#### **Approvals**

- 5.7 FY2025-2026 College Operating Budget Executive Summary
  - 5.7.1 Florida College System College Operating Budget Summary
- 5.8 Budget Amendments, FY2025-2026
  - 5.8.1 Fund 1 Unrestricted Current Funds
  - 5.8.2 Fund 2 Current Restricted
  - 5.8.3 Fund 3 Auxiliary Services
  - 5.8.4 Fund 5 Scholarships
  - 5.8.5 Fund 7 Unexpended Plant Funds

#### **Informational**

- 5.9 Monthly Budget Summary
- 5.10 Tuition Revenue History
- 5.11 Department of Government Efficiency Second Information Request Letter

### **F. ENROLLMENT MANAGEMENT AND STUDENT SERVICES**

#### **Informational**

- 6.1 Enrollment Report

### **G. GOVERNMENT RELATIONS AND GENERAL COUNSEL**

#### **Informational**

- 7.1 Legislative Updates

### **H. TRUSTEE REMARKS**

### **I. 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.

Excellence • Integrity • Success • Welcoming • Community

**DISTRICT BOARD OF TRUSTEES  
REGULAR MEETING *DRAFT MINUTES*  
TUESDAY, MAY 20, 2025 – 9:30 AM**

**FACILITATED FROM THE WEST CAMPUS, CONFERENCE CENTER R-151  
10230 RIDGE ROAD, NEW PORT RICHEY**

**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 Allocco Jr., Mr. John Mitten, Mr. Kirk Wilson, Dr. Gino Collura, Mr. Gene Bell, Dr. Jeff Harrington and Student Representative Ms. Krista Knowles. Mr. Andrea Brvenik, Acting President/Vice President of Government Relations and General Counsel, was also present.

College administrators, staff and guests present: Gina Rucavado, David Sullivan, Maria Witherell, Lisa Richardson, Jessica White, Jan Rodriguez, Karen Svetland, Ann Coppola, Ann Barrett, Sandre Lyons, Ashley Chavez, Lauren Starnes, Brooke Thieme, Jen Van Matre, Wendy Villa, Jennifer Lewallen, Arlene York, Shauna Kincade, Gilberto Mattei-Fernandez, Curtis Scaglione, Sandra Wohlers, Chris Bibbo, Courtney Boettcher, Tracy Horn, Monica Mills, Kristi Williams, Maria Boone, Nicole Miller, Dealaney Allen, John Fey, Amy Anderson, Thomas Hull, Steven Wasilefsky, David McCain, Lisa McConnell, Tasha Stolz, Matt Krill, Ryan Truitt, Melissa Dresser, Breanne Williams, Kaie Spence, Stacey Thomson, Patricia Stewart, Billie Gabbard, Kaelin Lowry, Kyler Rick, Kadie Sharp, Nicki Robinson, Daly Morales, Jennifer Porter, Kim William, Gerene Thompson, Laura Raposa, Angeline del Pilar, Heath Novak, Matthew Neadly, Sameea Perkins, Misty Price, Markisha Clarke, Joy Moore-Cruse, Jessica Hinds, James Mohring, Brian Horn, Daniel Powell, Brandon May, Teresa Montanez, Tara Hagar, Kathy Powell, Harold Hedrick, Emmalise Feliciano and Autumn Alexis.

**1.3 Pledge of Allegiance and Invocation**

**1.3.1 Vision Statement and Mission Statement**

**1.4 Hearing of Citizens and Petitions**

1. Kaelin Lowry
2. Monica Mills
3. Dr. Carmine Bell
4. Dr. Maria Witherell
5. Dealaney Allen
6. Gilberto Mattei-Fernandez

**1.5 Approvals**



1.5.1 Minutes: April 24, 2025, May 2, 2025, & May 6, 2025

Mr. Mitten, Mr. Allocco Jr. and Vice Chair Newlon requested additional revisions to the minutes for the April 24, 2025, May 2, 2025, and May 6, 2025 meetings.

Mr. Mitten made a motion to approve the minutes for April 24, 2025, May 2, 2025, and May 6, 2025. The motion was seconded by Vice Chair Newlon and unanimously approved.

Mr. Mitten then made a motion to approve the amended minutes with the for April 24, 2025, May 2, 2025, and May 6, 2025. The motion was seconded by Vice Chair Newlon and unanimously approved.

1.5.2 Consent Items

Vice Chair Newlon inquired about the Dual Enrollment Agreements, do institutions need reapply every time? Institutions do need to submit a new form each year. Do we have a list of the ones we have had from 2019 to present and the years they are effective? Dr. Powell will follow up to prepare that information. Vice Chair Newlon made a motion to approve the Consent Items. The motion was seconded by Dr. Collura and unanimously approved.

1.5.3 Hand-Out Agenda Items

Mr. Mitten made a motion to approve the Hand-Out Agenda Items. The motion was seconded by Dr. Harrington and unanimously approved. There was brief discussion; Mr. Mitten inquired if the board rules that were provided in the packet are different than those handed out at the meeting, Mr. Brvenik confirmed there were a few changes made. Mr. Allocco Jr. encouraged review and updates to the board rules, as some still have Pasco-Hernando Community College listed.

1.6 Public Hearing and Adoption of Board Rules/Policies

1.6.1 6Hx19-2.26 Personnel Definitions

Teresa Montanez shared the updates from lodging at April 24 DBoT meeting and non-substantive changes

1.6.2 6Hx19-2.29 Classification and Pay Plans for Personnel

Teresa Montanez shared that the updates were mainly to names and instructional levels, removal of different master levels, to reflect the MOU that was negotiated and approved. The board rule did not reflect these changes so we are updating them now.

Vice Chair Newlon made a motion to approve and adopt board rules 6Hx19-2.26 Personnel Definitions and 6Hx19-2.29 Classification and Pay Plans for Personnel. The motion was seconded by Mr. Bell and unanimously approved.

1.7 Lodging of Board Rules/Policies

1.7.1 6Hx19-2.27 Criteria For Instructional Ranks And Pay Levels Of Instructional Personnel

1.7.2 6Hx19-2.39 Resolution of Employee/Applicant Grievances

1.7.3 6Hx19-2.40 Resignation/Retirement

Teresa Montanez reviewed the lodged board rules:

For board rule 6Hx19-2.27 Criteria For Instructional Ranks And Pay Levels Of Instructional Personnel, the following updates were made. Eliminated levels from the board rule. There are references to PHCC but those can be revised. For board rule 6Hx19-2.39 Resolution of Employee/Applicant Grievances, initially discussed at the April 24 DBoT meeting. Changes were made regarding the grievance against the President or immediate supervisor and

lack of reference to student workers: what is the appropriate course of action if they are a student worker or just a student.

Vice Chair Newlon: Regarding board rule 2.39, this also affects board rule 6.29 as well, which relates to student grievance policy, they should be specifically excluded as well otherwise the policy isn't addressed. Vice Chair Newlon also provided further revisions regarding clarity on timelines, process and verbiage. She inquired if there is a record of employee grievances, does HR keep a record of employee grievances for each step as well as the number of grievances filed per each step and each step they take.

Mr. Allocco Jr. inquired if there are records throughout the process, there is a lot of individuals reaching out saying they cannot speak to certain topics but there is no written agreements/rules stating they can't speak. It's important to include, if people are told you cannot do this then it should be in writing and signed by both parties. Mr. Brvenik shared that we are currently looking at new software to update the IMMs and board rules. It is in our budgetary process to approve this software. This may address the items discussed.

Mr. Allocco Jr. shared that this new software may help address updating these documents but not at this moment. We need to begin revisions sooner rather than later. Mr. Brvenik will work with Teresa Montanez on how we can best supplement review of the IMMs and board rules for the time being.

For board rule 6Hx19-2.40 Resignation/Retirement, Teresa Montanez shared the title changes made previously to board rule 2.53 payment of accumulated sick leave are now reflected in board rule 2.40. The definition of retirement and separation was revised to match the language based on the FRS rules.

Vice Chair Newlon inquired about the verbiage where the Board is bound to review and approve contracts they don't really see. They should be binding to the College. She also state that if a letter of resignation is submitted, the Board should get a copy as well, if they are charged with finding a replacement. Does this apply to all employees? There is no delineation of who they are in charge of, what level do they oversee? If there is an institutional rank the verbiage should reflect that. Mr. Brvenik shared that employee management is delegated to the President by the Board. Vice Chair Newlon still wants to see contract, if the policy says the Board is binding. They should be familiar with what they are bound by.

Mr. Allocco Jr. requested further clarification on contract modifications and promotions that they would be bound by. It is difficult to find salaries of even employees at College.

Mr. Mitten shared that if we retain the language of DBOT being bound then we add clarity or remove DBoT and add language for the President. Board typically should not be involved heavily in Human Resources but with this language we should be aware. When an organization is running well, the Board is there to provide support. As things come up, a good board begins to ask more questions.

There was continued discussion regarding review and updating the board rules to better reflect the current policies as well as delineate where the Board should be held responsible for review in Human Resources processes.

Teresa Montanez share that though it may seem disjointed, we are gradually working through to update each board rule.

## 1.8 President's Report

Mr. Brvenik provided a brief overview of the recent events and personnel updates.

- Baccalaureate Banquet on May 14
- Budget Process
- Chris Bibbo, Vice President of Enrollment Management and Student Services
- Commissioner's Summit in June
- FACRAO in June – Key note speaker
- Commencement, Nursing Pinning, Dental Pinning on May 7 and May 8

1.9 Trustee Functions

1.9.1 Approval, 2025 Board Self Evaluation Form

Mr. Mitten made a motion to approve the 2025 Board Self Evaluation Form. The motion was seconded by Vice Chair Newlon and unanimously approved. There was brief discussion to ensure the evaluation was still beneficial to the Board. Mr. Mitten recommended we review a month earlier to allow time for edits to the form.

## **APPROVAL/RATIFICATION & INFORMATION ITEMS**

### **B. ACADEMIC AFFAIRS**

#### **Approvals**

2.2 Summer Camp Offering Addition

Dr. Daniel Powell reviewed the Summer Camp Offering Addition, the Healthcare Discovery Camp. Dr. Collura made a motion to approve the Summer Camp Offering Addition. The motion was seconded by Mr. Allocco Jr. and unanimously approved.

2.3 2025-2026 Hernando County School Board Articulation Agreement

Mr. Mitten made a motion to approve the 2025-2026 Hernando County School Board Articulation Agreement. The motion was seconded by Dr. Collura and unanimously approved. Mr. Mitten inquired how quickly can we get the umbrella schools under the dual enrollment agreements. Chris Bibbo and Ryan Truitt shared that we are moving forward with including umbrella schools now, there wasn't anything disclosed in statute denying them. Vice Chair Newlon requested the following program information to be presented at the next DBOT meeting:

- What is the wait list for programs and where is enrollment at per program
- What courses have been approved in the last year.
- What is presently in committee review and how long on average are these programs in committee and then coming out of committee?
- What is currently pending in committee?

### **C. FACILITIES**

#### **Approval**

3.3 East Campus STEM Center for Student Success

Steven Wasilefsky reviewed the East Campus STEM Center for Student Success. There was brief discussion around the cost and the long term versus short term use of the space and how it can be utilized in the future for staff or program needs. Vice Chair Newlon made a motion to approve the East Campus STEM Center for Student Success. The motion was seconded by Dr. Collura and unanimously approved.

### **D. FINANCIAL SERVICES**

#### **Informational**

4.4 Monthly Budget Summary

Brian Horn reviewed the Monthly Budget Summary. Mr. Mitten requested a trendline of tuition for the last 4 years.

4.5 FY 25-26 Budget Workshop Presentation

Brian Horn reviewed the Fiscal Year 2025-2026 Budget Workshop Presentation. There was discussion regarding the tuition costs, which is set by the state, if this information is disclosed to the state agencies, if the initiative enclosed already had budget and funds allocated and if cohorts were in place.

## **E. ENROLLMENT MANAGEMENT AND STUDENT SERVICES**

### **Informational**

- 5.1 College Dashboard Presentation
- 5.2 Enrollment/Retention Implementation Processes and Updates

## **F. GOVERNMENT RELATIONS AND GENERAL COUNSEL**

### **Informational**

- 6.1 Legislative Updates  
In the interest of time, the Board decided to not review the legislative updates.

**LUNCH: 12:54 PM – 1:45 PM**

## **G. TRUSTEE FUNCTIONS**

- 7.1 Reconvene for Presentations by Interim Presidential Candidates
  - 1. Dr. Gilbert Evans, Jr.
  - 2. Dr. Eric Hall
- 7.2 DBOT Vote for Selection of Interim President

Dr. Harrington made a motion to roll call vote for the Interim President. The motion was seconded by Dr. Collura and unanimously approved.

Roll Call Vote:

Dr. Harrington: Dr. Eric Hall

Mr. Kirk Wilson: Dr. Eric Hall

Mr. John Allocco Jr.: Dr. Eric Hall

Dr. Gino Collura: Dr. Eric Hall

Vice Chair Nicole Newlon: Dr. Eric Hall

Mr. John Mitten: Dr. Eric Hall

Mr. Gene Bell: Dr. Eric Hall

Chair Marilyn Pearson-Adams: Dr. Eric Hall

Mr. Brvenik recommended to the Board that the existing contract be applied to the contract for the Interim President. He also shared that the Board, per statute, has the right to choose any process they wish to appoint a President, either through a search firm and process, committee, or direct appointment.

Dr. Collura made a motion to approve Dr. Eric Hall as the Interim President. The motion was seconded by Mr. Bell and unanimously approved.

Vice Chair Newlon requested a copy of the contract for the Board to review for the Mr. Brvenik shared that the Board, per statute, has the authority to choose any process they wish to appoint a President, either through a direct appointment or complete a search process. He recommended adding this as an agenda item for the June 17 DBOT meeting. There was brief discussion regarding if they could vote today but since it was not on the agenda it would have to be placed on the June 17 DBOT Agenda.

Dr. Harrington made a motion to add to June DBOT agenda to approve a direct appointment. The motion was seconded by Mr. Mitten and unanimously approved.

There was brief discussion regarding the overview of the contract and expectations for the President's contract terms.

## **H. TRUSTEE REMARKS**

- Krista Knowles shared that it is important to remember the why: why students love PHSC and why they choose our institution.
- Gene Bell thanked everyone for their participation during this transition, we've come to some resolution and though everyone may not be happy, he encouraged the College community to come together to make this work.
- John Mitten shared how crucial alignment is to the institution and its leader, and those in the College community are the alignment. We have the right people in and with our alignment.
- Gino Collura wanted to encourage everyone rise to the occasion and echoed Mr. Mitten's sentiments regarding alignment. He hopes that today we step forward into the future.
- John Allocco said that decisions need to be made today to move forward, because the students and communities we serve can't wait for us to delay. He encouraged everyone to think of those we serve
- Kirk Wilson shared that this has been truly an experience since his appointment on the board but he looks forward to continuing to learn more. He reminded everyone that every decision made affects our students that serve in our communities.
- Jeff Harrington thanked everyone in attendance and he is appreciative that he is serving on the Board again. He reminded everyone to think of the vision and mission, and to continue to serve our students and community with those in mind. We can't lose sight of that.
- Marilyn Pearson-Adams thanked everyone for continuing to come to the meetings, it has been a difficult time but change is in the wind. We need to continue to work together for the best of the institution. Every Trustee here serves because they want the best for the institution and our students. We hear you, thank you for coming and speaking. We will pass this information on and ensure it is shared with the Interim President so he is aware. We are in your corner and never against you. We are doing in our hearts and with our knowledge what we think is best for the institution. She asked that everyone continue to trust in the Board or they will rebuild that trust. She would like to close the meeting by welcoming our Interim President, Dr. Eric Hall.

Dr. Hall briefly addressed everyone, thanking them for the opportunity and he looks forward to serving in this role.

## **I. ADJOURNMENT**

There being no further business, Chairwoman Pearson-Adams adjourned the meeting at 2:53 pm.

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**MARILYN PEARSON-ADAMS, CHAIR**

**ATTEST:**

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**ANDREA BRVENIK, ACTING PRESIDENT  
SECRETARY**



District Board of Trustees Meeting  
Consent Agenda Items

**B. ACADEMIC AFFAIRS**

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

**C. FACILITIES**

- 4.1 A.D. Morgan Final Deduction Change Order for the Porter Campus Pharmacy Lab Renovation
- 4.2 A.D. Morgan Final Payment Request for the Porter Campus Pharmacy Lab Renovation

**D. FINANCIAL SERVICES**

- 5.1 Annual Self-Certification to Increase Federal Bidding Level
- 5.2 Equipment Write Off Request
- 5.3 SBA April 2024-2025
- 5.4 SPIA April 2025
- 5.5 Warrant Register May 2025
- 5.6 UDT Desktop and Laptop Purchase



**Dual Enrollment Agreements  
Home Schools/Non-Public Schools**

TO: Dr. Eric Hall, Interim President

FROM: Dr. Gerene Thompson, Associate Vice President of Academic Affairs and Acting Chief Academic Officer

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

DATE: Tuesday, June 17, 2025

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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
Abrahams Home School	Mabin Home School
Alfonso Home School	Mancini Home School
Asher Highschool Homeschool (Ellis)	Martens Home School
Allen Family Home School	Massaro Home School
Atkinson High School	Masterson Academy (Poco)
Ausburn Home School	Matysova Inc. (Lanhaus)
Bailey Christian Home School	McAvoy Home School
Balavage Home School	McClures' Home School
Boyd Home School	McDowall Prep
Brooks Academy	Mendoza Academy
Brown Home School	Milton Keynes Academy (O'Brien)
Burton Home School	Mother of Divine Grace (Figueroa Santiago)
Busby Family Home School	Munn Home School
Carter Academy	

<p>           Castro Home School            Chavez Home School            Coastal Legacy High School (Riley)            Davis Home School            Diaz Academy            Dudley Education            Dumas Home School            Emory Academy            Erdoesy Academy (Moore)            Eschenfelder Home School            Farley Academy            Figueroa Home School            Fletcher Home School            Gilman Home School            Gonzalez Academy of Home Education            Gonzalez School            Gorbunova Home School            Graceful Light Academy (Jacques)            Grob Home School            Hafsi Home School            Haines Home School            Hasterok Home School            Headley Home School            Herrera Home School            Hidden Treasurers (Whitten)            Home Life Academy (Venable)            Horn Academy            Hudson Home School            Hughes Family Academy            Koehler Home School            Kurien Home School            Kurzawa Family Home School            Kwarren Home School            Lallis Home School            Lanark Preparatory (Diggs)            Like Arrows Academy (Orlicek)            Lloyd Home School            Long School of Education (Uhlenhoff)            Lucombe's Academy of Excellence         </p>	<p>           Optima Academy (Cotterill)            Palm Tree Academy (Krajewski)            Perenich Home School            Peters Family Home School            Pippin Academy            Pulaski Home School Academy            Proverbs 3 Home School (Harris)            Q4 Home School (Quimby)            Raditic Mehalso Home School            Redding Home School (Cobb)            Reitberger Preparatory Academy            Richwine Academy            Rivera Home School            Rios Home School            Rogers Home School            Rolling Acres Academy (Smith)            Rouse Home School            Roxby Home School            Sarabia Home School            Sheldon Family Home School            Skoglund Family School of Life            St. Thomas Academy (Waskovich)            Stake Home School            Stardust Academy (Reasoner)            Starfish Academy (Robinson)            Streets Academy            Stickler Home School            Sunset Coast High School (Hale)            Talbot-Bowe Home School            Tessier Home School            The H4 Home School (Burhan)            Thompson Family Home School            Thuma Home School            Vasquez Family Home School            Vidal Home Education            Vincent Home School            Vinson Home School            Z2 Learning         </p>
<b>Non-public/Private Schools</b>	<b>Non-public/Private Schools</b>
<p>           Academy of Independent Mastery            Academy at the Lakes            Allendale Academy            Elfers Christian School            Faith Christian Academy            Grace Christian Schools of Pasco         </p>	<p>           Millennium Academy            North Tampa Christian Academy            Saddlebrook Preparatory School            Spring Hill Christian Academy            Torchbearer's Christian Academy            Web of Wisdom         </p>



Land O' Lakes Christian School Life Preparatory School East	Wider Horizons School Zephyrhills Christian Academy
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**PCCO #001**

## Prime Contract Change Order #001: FINAL DEDUCTIVE CHANGE ORDER

TO:	Pasco-Hernando State College	FROM:	The A.D. Morgan Corporation 716 Renellie Drive Tampa Florida 33609
DATE CREATED:	3/ 14 /2025	CREATED BY:	Mitchell Clark (The A D Morgan Corporation)
CONTRACT STATUS:	Approved	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	05/29 /2025
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
CONTRACT FOR:	1:PHSC- Porter Campus Pharmacy Lab Reno	TOTAL AMOUNT:	(\$27,647.83)

**DESCRIPTION:**  
FINAL DEDUCTIVE CHANGE ORDER

This Change order is to return to the owner the unused funds from the GMP during construction.

**ATTACHMENTS:**

The original (Contract Sum)	\$ 67,893.96
Net change by previously authorized Change Orders	\$ 0.00
The contract sum prior to this Change Order was	\$ 67,893.96
The contract sum will be decreased by this Change Order in the amount	(\$27,647.83)
of The new contract sum including this Change Order will be	\$ 40,246.13

Eric Rainbeau (Harvard Jolly/PBK)  
5201 W. Kennedy Blvd.  
Tampa, FL 33609

Pasco-Hernando State College

The A D Morgan Corporation

716 N. Renellie Dr.  
Tampa Florida 33609

*Eric Rainbeau* 5/29/2025

*Mitchell Clark* 5/29/25

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

The A.D. Morgan Corporation

DBOT Meeting | June 17, 2025

Printed On: 5/29/ 2025 02: 41 PM



**A.D. MORGAN**

General Contractors  
Construction Managers

**WE DO MORE**

**TAMPA**  
Corporate Headquarters  
716 N. Renellie Drive  
Tampa, Florida 33609  
PH: 813 • 832 • 3033

**BRADENTON**  
2411-B Manatee Ave W.  
Bradenton, Florida 34205  
PH: 941 • 747 • 3001

**LAKELAND**  
1953 E. Edgewood Drive  
Lakeland, Florida 33803  
PH: 863 • 450 • 4840

**OCALA**  
217 SE 1<sup>st</sup> Ave, Ste 200  
Ocala, Florida 34471  
PH: 352 • 509 • 6306

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www.admorgan.com

**APPLICATION AND CERTIFICATE FOR PAYMENT**

**TO OWNER/CLIENT:**  
Pasco-Hernando State College  
United States

**PROJECT:**  
PHSC- Porter Campus Pharmacy Lab Reno  
2727 Mansfield Blvd  
Wesley Chapel, Florida 33543

**APPLICATION NO:** 3  
**INVOICE NO:** P2024-049.03  
**PERIOD:** 02/01/25 - 03/31/25  
**PROJECT NOS:** P2024-049

**DISTRIBUTION TO:**

**FROM CONTRACTOR:**  
The A D Morgan Corporation  
716 N. Renellie Dr. Tampa, Florida 33609 United States

**VIA ARCHITECT/ENGINEER:**  
Drazen Ahmedic (Harvard Jolly Architecture)  
2714 Dr. ML King Jr. St. N St. Petersburg, FL 33704, Florida  
33704 United States

**CONTRACT DATE:**

**CONTRACT FOR:** PHSC- Porter Campus Pharmacy Lab Reno

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. Original Contract Sum	\$67,893.96
2. Net change by change orders	(\$27,647.83)
3. Contract sum to date (line 1 ± 2)	\$40,246.13
4. Total completed and stored to date (Column G on detail sheet)	\$40,246.13
5. Retainage:	
a. 0.00% of completed work	\$0.00
b. 0.00% of stored material	\$0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$0.00
6. Total earned less retainage (Line 4 less Line 5 Total)	\$40,246.13
7. Less previous certificates for payment (Line 6 from prior certificate)	\$38,134.49
8. Current payment due	\$2,111.64
9. Balance to finish, including retainage (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$13,724.58	(\$13,724.58)
Total approved this Month:	\$178.86	(\$27,826.69)
Totals:	\$13,903.44	(\$41,551.27)
Net changes by change order:		(\$27,647.83)

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: The A D Morgan Corporation

By:

State of:

County of:

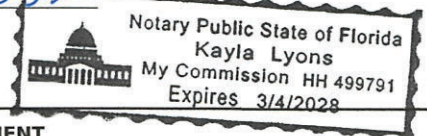
Subscribed and sworn to before

me this

Notary Public:

My commission expires:

Date:



**ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

\$2,111.64

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT/ENGINEER:

By:

This certificate is not negotiable. The amount certified is payable only to the contract named herein. Issuance, payment and acceptance of payment are without prejudice to the Owner/Client or Contractor under this Contract.

Digitally signed by Eric Rainbeau  
DN: cn=Eric Rainbeau,  
o=Contractors, c=US,  
Date: 2025.05.29 15:52:59-0400

5/29/2025



## Inter-Office Memorandum

**To:** Eric S. Hall, Ed.D., Interim President  
**From:** Brian S. Horn, Executive Vice President of Administration and Chief Financial Officer  
**Date:** June 17, 2025  
**Subject:** Annual Self-Certification to Increase Federal Bidding Level

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The College receives Federal grants funding and must comply with regulations regarding the quoting and bidding of the funds. In accordance with 2 C.F.R. 200.320 (a)(1)(ii), a “micro-purchase” is a purchasing solicitation limit or threshold allowing for purchases to be made in the aggregate using Federal funds up to \$10,000 without soliciting competitive price or rate quotations if the College considers the price to be reasonable based on research, experience, or purchase history. In comparison, the states purchasing category threshold for obtaining quotes or bids begins at \$20,000.

The current federal and state bidding thresholds are outlined in the excerpt from the College’s purchasing manual below:

### Thresholds

Competition is required prior to issuing a purchase order in accordance with the following guidelines:

Category Florida Statute <a href="#">287.017</a>	Total Purchase Price Single Purchase or Annual cost	Minimum Requirements
N/A	\$10,000 to \$19,999	For Federal awards, two or more written quotations will be solicited per 2 CFR § 200.67
1	\$20,000 to 34,999	Two or more written quotations will be solicited
2	\$35,000 to \$64,999	Three or more written quotations will be solicited.
3, 4, 5	Over \$65,000	Competitive sealed bids or proposals will be issued by the Purchasing Department

In accordance with 2 C.F.R section 200.320 (a)(1)(iv) the College may increase the federal micro-purchase threshold from \$10,000 to \$50,000 for federally funded purchases by self-certifying on an annual basis. By increasing the amount, the college will be able to ensure timely and effective purchase of goods and services for Federal funds.

The District Board of Trustees approved the increase from \$10,000 to \$20,0000 for fiscal year 2021-2022 through fiscal year 2024-2025. The College Administration is requesting the District Board of Trustees approval to increase the amount from \$10,000 to \$50,000 for fiscal year 2025-2026, which is consistent with other Florida State Colleges.

BSH/ab.

cc: Maria Elena Boone, Director-Purchasing



**Inter-Office Memorandum**

**To:** Eric Hall, Ed.D., Interim President  
**From:** Brian S. Horn, Executive Vice President of Administration and Chief Financial Officer  
**Date:** June 17, 2025  
**Subject:** Request Approval for Disposal/Write-off of College Property

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The following equipment item is obsolete, damaged, destroyed, broken not repairable and is recommended for write-off and disposal in accordance with the College's Property Procedures Manual. Write-off and disposal of this items requires approval from the President's Leadership Team and the District Board of Trustees.

Decal #	Description	Inventory Date	Cost
20997	Welding Machine, Miller Dynasty 280	6/27/2018	<u>\$ 5,490.22</u>
<b>Total obsolete, damaged, destroyed, broken not repairable:</b>			<b><u>\$ 5,490.22</u></b>

The following equipment item is to be cannibalized and is recommended for write-off and disposal in accordance with the College's Property Procedures Manual. Write-off and disposal of this item requires approval from the President's Leadership Team and the District Board of Trustees.

Decal #	Description	Inventory Date	Cost
20123	X-ray, Quantum, wall mounted (includes table, ceiling mount, and power supplies)	5/21/2015	<u>\$86,620.00</u>
<b>Total to be cannibalized:</b>			<b><u>\$86,620.00</u></b>

The following equipment items are to be traded in and are recommended for write-off and disposal in accordance with the College's Property Procedures Manual. Write-off and disposal of these items requires approval from the President's Leadership Team and the District Board of Trustees.

Decal #	Description	Inventory Date	Cost
14484	Van, 2003 Ford E-350 Cargo Van, Super Duty	7/16/2003	\$17,447.00
17963	Pickup Truck, 2010 Ford F-150 XL	6/28/2010	\$16,367.25
19498	Cargo Van, 2013 E-350 S Econoline	8/7/2013	\$19,300.60
19726	Cargo Van, 2013 E-350	12/12/2013	\$19,794.75
<b>Total to be traded In:</b>			<b><u>\$72,909.60</u></b>
<b>Total amount to write-off:</b>			<b><u>\$165,019.82</u></b>

BSH/ab.

PASCO-HERNANDO STATE COLLEGE  
STATE BOARD OF ADMINISTRATION INVESTMENT REPORT  
APR 25

DBOT  
6/17/2025  
5.3  
CONSENT

ACTUAL INVESTMENT FOR THE MONTH OF APR 25

COLLEGE FUND	INVESTMENT BALANCE BEGINNING OF MONTH	INVESTMENT BALANCE END OF MONTH	% RATE OF INTEREST	AMOUNT OF INTEREST
CURRENT FUNDS - UNRESTRICTED	\$ 6,001,929.78	\$ 6,024,105.32	4.48%	22,175.54
CURRENT FUNDS - RESTRICTED	69,724.97	69,871.71	4.48%	146.77
AUXILIARY FUNDS	4,282,661.35	4,298,484.65	4.48%	15,823.30
SCHOLARSHIP FUNDS	79,609.51	79,903.65	4.48%	294.14
AGENCY FUNDS			4.48%	
UNEXPENDED PLANT FUND	<u>2,658,900.87</u>	<u>2,668,724.80</u>	4.48%	<u>9,823.93</u>
TOTALS	<u><u>13,092,826.48</u></u>	<u><u>\$ 13,141,090.13</u></u>		<u><u>48,263.68</u></u>

\* Funds are invested with the State Board of Administration,  
Local Government Surplus Trust Funds Investment Pool.

PASCO-HERNANDO STATE COLLEGE  
SPECIAL PURPOSE INVESTMENT ACCOUNT REPORT  
APR 25

ACTUAL INVESTMENT FOR THE MONTH OF APR 25

COLLEGE FUND	INVESTMENT BALANCE BEGINNING OF MONTH	INVESTMENT BALANCE END OF MONTH	% RATE OF INTEREST **	AMOUNT OF INTEREST
CURRENT FUNDS - UNRESTRICTED	\$ 7,553,439.06	\$ 7,578,700.04	3.9354%	\$ 23,993.73
CURRENT FUNDS - RESTRICTED	670.22	672.46	3.9354%	2.13
AUXILLARY FUNDS	2,320,351.83	2,328,111.79	3.9354%	7,370.67
SCHOLARSHIP FUNDS	15,743.73	15,796.38	3.9354%	50.01
AGENCY FUNDS	0.00	0.00	3.9354%	
UNEXPENDED PLANT FUND	<u>2,839,998.95</u>	<u>2,849,496.76</u>	3.9354%	<u>9,021.34</u>
TOTALS	<u>\$ 12,730,203.79</u> *	<u>\$ 12,772,777.43</u>		<u>** \$ 40,437.88</u>

**PASCO-HERNANDO STATE COLLEGE**  
**Warrant Register Summary**  
**May 2025**

	April 2025	April 2025
<b>Accounts Payable</b>		
<i>Warrant Number: 625737-625855</i>	2,759,026.83	3,065,993.74
<b>Payroll</b>		
<i>Warrant Number: 468071-469566</i>	2,153,356.31	2,068,055.88
Explanations:		





## Inter-Office Memorandum

**To:** Eric S. Hall, Ed.D., Interim President  
**From:** Brian S. Horn, Executive Vice President of Administration and Chief Financial Officer  
**Date:** June 17, 2025  
**Subject:** Request for Ratification - Computer Purchase for Technology Refresh Program

---

We are requesting your approval to present to the District Board of Trustees the ratification of an urgent computer hardware purchase necessary to support PHSC's ongoing technology refresh cycle.

Many of our current systems are 4–6 years old and no longer meet performance, security, or compatibility standards. The rollout of Microsoft Windows 11—with its increased hardware requirements—has rendered a significant portion of our inventory obsolete or vulnerable, particularly due to the absence of TPM 2.0 and compliant processors. Continued use of unsupported systems poses operational risks and compromises data security.

To address these needs, we completed a purchase of new desktop and laptop computers for staff, students, and the drone program. This acquisition was executed through the cooperative *Technology Refresh Program Contract (RFP #21-2202)*, led by Seminole State College on behalf of Florida's community colleges (Dell Direct Contract Code: C000000992035, valid through July 20, 2025). This allowed us to secure favorable pricing without initiating a standalone procurement process.

Although global supply chain issues and tariffs have elevated hardware costs industry-wide, leveraging this contract enabled us to mitigate those increases and ensure timely delivery.

### Summary of Purchase:

- 149 Staff Desktops – \$158,696.92
- 3 Laptops (Drone Program) – \$5,037.84
- 37 Student Laptops – \$41,818.88
- 21 Staff Laptops – \$34,070.19
- Total: \$239,623.83

This purchase supports educational continuity, cybersecurity readiness, administrative functionality, and equitable technology access—while reducing future maintenance expenses.

Thank you for your consideration.

BSH/ab.

cc: Tom Hull, Vice President of Technology and Chief Information Officer

## **6Hx19.2.27 CRITERIA FOR INSTRUCTIONAL RANKS AND PAY LEVELS OF INSTRUCTIONAL PERSONNEL**

The purpose of this Board Rule is to establish Board policy relating to instructional ranks and pay levels for instructional Personnel.

### **STATEMENT OF INSTRUCTIONAL PHILOSOPHY**

Pursuant to the educational philosophy outlined in Pasco-Hernando State Community College's *Mission Statement*, instructional personnel at the College are expected to embrace and exemplify the highest ideals and standards of the teaching profession. Their classroom performance should reflect a strong personal commitment to professional competence within their subject area(s), as well as to the practice and advancement of the art of teaching. Professional development to achieve these goals may include, but is not limited to: scholarly writing; participation in appropriate professional workshops, seminars, and organizations; and pursuit of advanced academic credentials and/or professional licenses.

### **I. CRITERIA FOR RANKS OF INSTRUCTIONAL PERSONNEL**

The College's criteria for defining the instructional ranks of Instructor, Assistant Professor, Associate Professor, and Professor are described below:

#### **A. Instructor**

All full-time and adjunct instructional personnel who satisfy the minimum requirements for their position will be ranked as an Instructor.

#### **B. Assistant Professor**

In addition to meeting the minimum requirements for instructional personnel, candidates for the rank of Assistant Professor must be full-time instructors and must either:

- a. possess a Bachelor's Degree or higher in the subject area or a closely related area and have a minimum of eight years of successful full-time teaching experience, at least five of which must be at the college level, or
- b. possess a Master's Degree or higher in the subject area or a closely related area, and have a minimum of three years of successful fulltime teaching experience at the college level.

**C. Associate Professor**

In addition to meeting the minimum requirements for Assistant Professor, candidates for the rank of Associate Professor must either:

- a. possess a Master's Degree or higher in the subject area or a closely related area, and have a minimum of 12 years of successful full-time teaching experience, at least eight of which must be at the college level, or
- b. have successfully completed at least 15 semester hours of graduate level coursework, within or closely related to the subject area, beyond and subsequent to the Master's Degree and have a minimum of 10 years of successful full-time teaching experience, at least five of which must be at the college level, or
- c. have successfully completed at least 30 semester hours of graduate level coursework, within or closely related to the subject area, beyond and subsequent to the Master's Degree and have a minimum of eight years of successful full-time teaching experience, at least five of which must be at the college level, or
- d. possess a Doctorate in any field with a major or minor in the subject area or in a field closely related to the subject area or in education, and have a minimum of five years of successful full-time teaching experience at the college level.

**D. Professor**

In addition to meeting the minimum requirements for Associate Professor, candidates for the rank of Professor must either:

- a. have successfully completed at least 30 semester hours of graduate level coursework, within or closely related to the subject area, beyond and subsequent to the Master's Degree and have a minimum of 15 years of successful full-time teaching experience, at least 10 of which must be at the college level, or
- b. possess a Doctorate in any field with a major or minor in the subject area or in a field closely related to the subject area or in education, and

have a minimum of eight years of successful teaching experience at the college level.

## **II. SUBSTITUTIONS FOR RELATED WORK EXPERIENCE, PHSC CLUB SPONSORSHIP, AND COMMUNITY SERVICES**

- A. Up to four years of documented related full-time work experience may be substituted on a one-for-one basis for full-time teaching experience but cannot substitute for college-level teaching experience.
- B. Up to four years of documented community service, including sponsorship of PHSC clubs or organizations, may be substituted on a two-for-one basis (i.e., two years of community service for one year of credit) for full-time teaching experience but cannot substitute for college-level teaching experience.

## **III. THE CRITERIA FOR DEFINING THE PAY LEVELS OF INSTRUCTIONAL PERSONNEL**

The College's criteria for defining the pay levels of instructional personnel are described below:

### **A. Level III**

Faculty at this level are normally instructional personnel in the career and technical program areas and may be required to have a Baccalaureate Degree in the area of specialization and/or comparable work experience. Certificates of proficiency in various industrial areas, licenses, and related seminars, workshops, and course work shall be considered in meeting teaching qualifications in the career and technical areas.

### **B. Level II**

Faculty at this level will have earned a Master's Degree with a minimum of 18 graduate level semester hours in the actual teaching field.

**C. Level II + 15**

~~Faculty considered for the Level II + 15 shall have earned at least 15 additional graduate semester hours beyond and subsequent to the awarding of the Master's Degree. The 15 hours should be in the teaching field, in general education administration, or in a subject area closely related to the teaching field, and in an organized program toward an advanced degree from an accredited institution.~~

**DC. Level II + 30**

Faculty considered for the Level II + 30 shall have earned at least 30 additional graduate hours beyond and subsequent to the awarding of the Master's Degree. These 30 hours should be in the teaching field, in general education administration, or in a subject area closely related to the teaching field, and in an organized program toward an advanced degree from an accredited institution.

**ED. Level I**

Faculty qualifying for the Level I shall hold a Doctorate Degree from an accredited institution with a major or minor in the subject area or in a field closely related to the subject area or in education. To be considered for a Level I, the person must have completed a minimum of five years of postsecondary teaching.

**IV. FACULTY EMERITUS/EMERITA**

Upon retirement, a faculty member with at least 15 years of full-time teaching service to the College should submit a written request to the President that the title of Emeritus or Emerita be added to his or her faculty ranking, e.g., Professor Emerita, Associate Professor Emerita.

**V. MINIMUM PROFESSIONAL REQUIREMENTS FOR INSTRUCTIONAL PERSONNEL**

The minimum academic and/or experiential requirements for teaching in the various types of programs and courses at the College are described in Board Rule 6Hx19-2.55, Minimum Professional Requirements for Selection of Instructional Personnel- for Continued Employment or Placement on Continuing Contract. The *Pasco-Hernando State College Faculty Credentials Manual* contains more detailed information regarding the minimum academic and/or experiential requirements for teaching in the College's various types of programs and courses. All minimum requirements apply to both full-time and adjunct faculty.

## VI. POLICY FOR CHANGES IN PAY LEVEL AND INSTRUCTIONAL RANK

The President shall establish procedures for effecting changes in pay levels or instructional rank and all such changes shall be subject to approval by the Board on recommendation of the President.

Rule Adopted: 4/11/74; 8/25/75; 8/20/79; 9/17/79; 11/19/79; 8/17/81; 5/19/86;  
6/15/87; 11/16/87; 1/22/91; \*7/18/95; 9/12/95; 10/21/97; 7/20/99;  
\*7/19/05; 9/20/05; 11/18/08

Effective Date: 4/11/74; 10/7/75; 8/20/79; 9/17/79; 11/19/79; 8/17/81; 5/19/86;  
6/15/87; 11/16/87; 1/22/91; \*7/18/95; 9/12/95; 10/21/97; 7/20/99;  
\*7/19/05; 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

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)(43)(44);  
1001.65(1)(3)(12)(16)(~~24~~23)

Proposer: ~~Timothy L. Beard~~ Andrea Brvenik, Acting President

\*Emergency Approval

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

**May 20, 2025**

**District Board of Trustees Rule 6Hx19-2.27**

**CRITERIA FOR INSTRUCTIONAL RANKS AND PAY LEVELS OF INSTRUCTIONAL PERSONNEL**

**PURPOSE:**

The proposed amendment deletes a pay Level II + 15 as agreed through Collective Bargaining with the United Faculty of Florida.

**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 amended Rule applies to College 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).



## 6Hx19-2.39 RESOLUTION OF EMPLOYEE/APPLICANT GRIEVANCES

The purpose of this Board Rule is to provide a procedure to address grievances for employees and applicants for employment and to secure, at the lowest possible level, resolutions to employee/applicant grievances, and to guarantee an orderly process by which these resolutions may be pursued. Student grievances shall be directed to a Student Affairs representative, unless the grievance pertains to a student worker position, in which case the student shall follow the employee grievance procedure.

### Initial Filing with Immediate Supervisor:

Employee grievances shall be lodged in writing with an employee's immediate or hiring supervisor within 60 working days after the act giving rise to the grievance occurs. Applicant grievances may be submitted directly to Employee Relations. Within five (5) working days after the receipt of the grievance, the supervisor shall meet with the individual in an effort to resolve the grievance. Within five (5) working days of this meeting, the supervisor shall notify the individual of the disposition of the grievance in writing. A copy of the grievance and disposition shall be filed with Employee Relations.

If the grievance is about or directly related to the immediate supervisor, the grievant shall file the written grievance with the next level of supervision above the immediate supervisor and shall be treated as if submitted with the immediate supervisor with all associated deadlines.

### Appeal to Vice President or Campus Provost:

If an employee finds the disposition of the grievance at the initial filing with the immediate supervisor is unsatisfactory, an appeal may be filed in writing with the Campus Provost if a campus position, or with a Vice President if a District Office position. Applicants shall submit the appeal to the Chief Human Resources Officer. This appeal must be filed within fifteen (15) working days of the employee's receipt of the disposition. The Vice President or Provost shall notify the individual of the disposition of the grievance within fifteen (15) working days from receipt of the appeal. A copy of the appeal and disposition shall be filed with Employee Relations.

### Final Appeal to President:

If the individual believes that the disposition at the appeal is unsatisfactory, it may be appealed in writing to the President within 15 days after the receipt of the disposition. The President shall notify the individual of the disposition of the grievance within fifteen (15) working days from receipt of the appeal. A copy of the appeal and disposition shall be filed with Employee Relations.

### Grievance Support and Representation:

At any time point during the grievance process, the individual grievant may request assistance from Employee Relations for appropriate procedures. Employee Relations is not to represent the grievant, but only to aid the complainant in defining the issue(s) and arranging appointments with campus officials. When such assistance is requested, Employee Relations shall monitor progress of the case to its conclusion.

### Exception for Harassment Allegations:

A grievance alleging harassment may be filed directly with the Campus Provost if a campus position, or with a Vice President if a District Office position. If the allegation is against a Campus Provost or a Vice President, the grievance may be filed directly with the President.

The President shall render the final disposition of the grievance (appeal) in writing within fifteen (15)

days of the date that the appeal was filed with the President's Office. A copy of the appeal and disposition shall be filed with Employee Relations.

In cases where the grievance is filed against the President, the grievance shall be submitted directly to the Chair of the District Board of Trustees. The Chair shall determine the process for investigation and final disposition and shall notify the grievant in writing of the outcome. A copy of the appeal and disposition shall be filed with Employee Relations.

**Confidentiality:**

All grievance-related information, including the existence of a grievance and the identities of involved parties, shall be treated as confidential. Disclosure is limited to individuals whose involvement is necessary for the investigation or resolution of the grievance.

**Anti-Retaliation and Bad Faith Complaints:**

No employee or applicant shall be subject to retaliation for initiating a grievance. Any retaliatory action will be subject to disciplinary measures. Complaints determined to have been submitted in bad faith or for improper purposes may be subject to disciplinary action as well

Rule Adopted: 9/13/73; 8/25/75; 8/16/76; 11/19/79; 6/13/83; 5/19/86; 11/16/87; 7/11/88; 10/21/97; 1/16/07; ■10/8/07; ■9/2/08; ■11/20/17

Effective Date: 9/13/73; 10/7/75; 9/15/76; 11/19/79; 6/13/83; 5/19/86; 11/16/87; 7/11/88; 10/21/97; 1/16/07; ■10/8/07; ■9/2/08; ■11/20/17

- President's Cabinet approval – Non-Substantive/Editorial
- President's Administrative Leadership Team approval – Non-Substantive/Editorial

**Legal Authority:**

General Authority: Florida Statutes: 1000.05; 1001.64; 1001.65

Other References: Florida Administrative Code: 6A-19.001-010

Law Implemented: Florida Statutes: 112.042; 112.043; 1000.05; 1001.64((1)(2)(4)(18)(43)(44); 1001.65(1)(3)(16)(24)

Proposer: Eric Hall, Interim President

The purpose of this Board Rule is to provide a procedure to address grievances for employees and applicants for employment and to secure, at the lowest possible level, resolutions to employee/applicant grievances, and to guarantee an orderly process by which these resolutions may be pursued. Student grievances shall be directed to a Student Affairs representative, unless the grievance pertains to a student worker position, in which case the student shall follow the employee grievance procedure.

#### STEP-1

##### Initial Filing with Immediate Supervisor:

Employee Grievances shall be lodged in writing with an employee's immediate or hiring supervisor within 60 working days after the act giving rise to the grievance occurs. Applicant grievances may be submitted directly to Employee Relations. Within five (5) working days after the receipt of ~~a~~ the grievance, the supervisor shall meet with the individual in an effort to resolve the grievance. Within five (5) working days of this meeting, the supervisor shall notify the individual of the disposition of the grievance in writing. A copy of the grievance and disposition shall be filed with Employee Relations.

If the grievance is about or directly related to the immediate supervisor, the grievant shall file the written grievance with the next level of supervision above the immediate supervisor and shall be treated as if submitted with the immediate supervisor with all associated deadlines.

#### STEP-2

##### Appeal to Vice President or Campus Provost:

If ~~the individual an employee believes that~~ finds the disposition of the grievance ~~at Step 1 at the initial filing with the immediate supervisor is incorrect/unsatisfactory,~~ an appeal may be filed in writing with the Campus Provost if a campus position, or with a Vice President if a District Office position. Applicants shall submit the appeal to the Chief Human Resources Officer. This appeal must be filed within 15 working days of the employee's receipt of the ~~Step 1~~ disposition. The Vice President or Provost shall notify the individual of the disposition of the grievance within fifteen (15) working days from receipt of the appeal. A copy of the appeal and disposition shall be filed with Employee Relations.

#### STEP-3

##### Final Appeal to President:

If the individual believes that the disposition at ~~Step 2~~ the appeal is ~~incorrect/unsatisfactory,~~ it may be appealed in writing to the President within 15 days after the receipt of the ~~Step 2~~ disposition. The President shall notify the individual of the disposition of the grievance within fifteen (15) working days from receipt of the appeal. A copy of the appeal and disposition shall be filed with Employee Relations.

#### STEP-4

### Grievance Support and Representation:

~~At any time point during the grievance process, the individual grievant may request assistance from the Director of Global and Multicultural Awareness and Special Assistant to the President in accordance with appropriate procedures; at any point during the grievance process, the Director of Global and Multicultural Awareness and Special Assistant to the President~~ Employee Relations is not to represent the grievant, but only to aid the complainant in defining the issue(s) and arranging appointments with campus officials. When such assistance is requested, ~~the Director of Global and Multicultural Awareness and Special Assistant to the President~~ Employee Relations shall monitor progress of the case to its conclusion.

### EXCEPTION

#### Exception for Harassment Allegations:

A grievance alleging harassment may be filed directly with the Campus Provost ~~by~~ if a campus position, or with a Vice President if a District Office position. If the allegation is against a Campus Provost or a Vice President, the grievance may be filed directly with the President.

The President shall render the final disposition of the grievance (appeal) in writing within fifteen (15) days of the date that the appeal was filed with the President's Office. A copy of the appeal and disposition shall be filed with Employee Relations.

In cases where the grievance is filed against the President, the grievance shall be submitted directly to the Chair of the District Board of Trustees. The Chair shall determine the process for investigation and final disposition and shall notify the grievant in writing of the outcome. A copy of the appeal and disposition shall be filed with Employee Relations.

~~At all stages of the investigation, the existence of the grievance, the parties involved, and all other related information shall be treated as confidential and disclosed only to witnesses and others involved and only to the extent disclosure assists in the investigation or is necessary for the investigative process.~~

#### Confidentiality:

All grievance-related information, including the existence of a grievance and the identities of involved parties, shall be treated as confidential. Disclosure is limited to individuals whose involvement is necessary for the investigation or resolution of the grievance.

~~No person filing a complaint under this section shall be subject to any adverse action by the College or any employee of the College. Any person acting in a manner deemed to be retaliatory for the filing of a complaint under this Rule shall be subject to appropriate disciplinary action. Any person filing a complaint under this Rule, which complaint is determined to have been filed in bad faith or for purposes of harassment, embarrassment or to disrupt the orderly operation of the College may be subject to disciplinary action.~~

#### Anti-Retaliation and Bad Faith Complaints:

No employee or applicant shall be subject to retaliation for initiating a grievance. Any retaliatory action will be subject to disciplinary measures. Complaints determined to have been submitted in bad faith or for improper purposes may be subject to disciplinary action as well.

Rule Adopted: 9/13/73; 8/25/75; 8/16/76; 11/19/79; 6/13/83; 5/19/86; 11/16/87; 7/11/88;  
10/21/97; 1/16/07; ■10/8/07; ■9/2/08; ■11/20/17

Effective Date: 9/13/73; 10/7/75; 9/15/76; 11/19/79; 6/13/83; 5/19/86; 11/16/87; 7/11/88;  
10/21/97; 1/16/07; ■10/8/07; ■9/2/08; ■11/20/17

- President's Cabinet approval – Non-Substantive/Editorial
- President's Administrative Leadership Team approval – Non-Substantive/Editorial

Legal Authority:

General Authority: Florida Statutes: 1000.05; 1001.64; 1001.65

Other References: Florida Administrative Code: 6A-19.001-010

Law Implemented: Florida Statutes: 112.042; 112.043; 1000.05; 1001.64((1)(2)(4)(18)(43)(44);  
1001.65(1)(3)(16)(24)

Proposer: ~~Andrea Brvenik~~ Timothy L. Beard Eric Hall, Acting Interim President

**Pasco-Hernando State College  
Statement of Estimated Regulatory Costs  
FS 120.54 (2)(a)**

**June 17, 2025**

**District Board of Trustees Rule 6Hx19-2.39**

**Resolution of Employee/Applicant Grievances**

**Purpose:**

The proposed amendment revises the language for a grievant who wants to request assistance during the process of an employee/applicant grievance and the names of departments that are available to assist the grievant.

**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 amended Rule applies to College employees, including faculty and temporary employees.**

- 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 location 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 rules (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 F.S. 288.703, nor on small counties or small cities as defined by F.S. 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 has been no good faith written proposals submitted under F.S. 120.54(1)(a).**



**2024-2025 DISTRICT BOARD OF TRUSTEES  
MEETING DATES AND LOCATIONS  
11:30 a.m.**

<u>Month/Date</u>	<u>Location</u>
<i>August 2024</i>	<i>No Meeting</i>
September 9, 2024   12:00 – 1:30 p.m. Special Strategic Planning Meeting	West Campus, New Port Richey Conference Center
September 17, 2024	Instructional Performing Arts Center Wesley Chapel
<i>October 2024</i>	<i>No Meeting</i>
November 19, 2024	East Campus, Dade City Conference Center, A-240/241
<i>December 2024</i>	<i>No Meeting</i>
January 14, 2025	Porter Campus, Wesley Chapel Conference Center
February 18, 2025	Spring Hill Campus Rao Musunuru, M.D. Conference Center
<i>March 2025</i>	<i>No Meeting</i>
April 24, 2025 at 11:00 am	North Campus, Brooksville Conference Room, B-104/105
May 20, 2025	West Campus, New Port Richey Conference Center
June 17, 2025	Instructional Performing Arts Center Wesley Chapel
July 15, 2025	East Campus, Dade City Conference Center, A-240/241





## **2025-2026 DISTRICT BOARD OF TRUSTEES UPCOMING EVENTS INFORMATION**

### ***Association of Community College Trustees (ACCT) 2025 New Trustees Governance Leadership Institute***

Wednesday, August 6 – Friday, August 8, 2025  
Community College of Allegheny County - Allegheny Campus  
Pittsburgh, Pennsylvania

### ***All College Day***

Friday, October 17, 2025  
West Campus, New Port Richey

### ***Association of Community College Trustees (ACCT) 2025 Leadership Congress***

Wednesday, October 22 – Saturday, October 25, 2025  
New Orleans Marriott and Sheraton New Orleans  
New Orleans, Louisiana

### ***Nursing Pinning Ceremony***

Tuesday, December 9, 2025 – 11:00 am  
West Campus Performing Arts Center, New Port Richey

### ***Commencement Ceremonies***

Wednesday, December 10, 2025 – 10:30 am and 3:30 pm  
West Campus, New Port Richey

### ***Association of Community College Trustees (ACCT) 2026 National Legislative Summit***

Sunday, February 8 – Wednesday, February 11, 2026  
Marriott Marquis  
Washington, DC

### ***Nursing Pinning Ceremony***

Wednesday, May 6, 2026 – 11:00 am  
West Campus Performing Arts Center, New Port Richey

### ***Commencement Ceremonies***

Thursday, May 7, 2026 – 10:30 am and 3:30 pm  
West Campus, New Port Richey

### ***Association of Community College Trustees (ACCT) 2026 Leadership Congress***

Wednesday, October 21 – Saturday, October 24, 2026  
Hyatt Regency Chicago  
Chicago, Illinois

# **CONTRACT FOR EMPLOYMENT OF THE PRESIDENT OF PASCO-HERNANDO STATE COLLEGE**

## **I. Preamble**

This agreement is entered into between the District Board of Trustees of Pasco-Hernando State College, Florida ("Board") and Eric S. Hall, Ed.D. ("President") on this 17th day of June 2025. The Parties agree as follows:

## **II. Term**

This agreement shall commence on June 17, 2025, and continue until June 30, 2026, unless earlier extended or terminated by the Board or the President in accordance with Section VII below. This contract supersedes in full the Interim Contract signed by Eric S. Hall, Ed.D. on May 20, 2025, and the District Board of Trustees of Pasco-Hernando State College on May 20, 2025.

## **III. Powers, Duties and Responsibilities**

### **A. Governance**

The Board shall operate at the policy level and shall delegate to the President the authority for the internal management of the institution as described in Florida Statutes and Rules of the Board. The President will provide the Board with appropriate and complete information, in a timely manner, to assist the Board in the promulgation of policy. The President, as Chief Executive Officer, is responsible for executing policies and implementing identified goals through the day-to-day management of the College. The Board, collectively and individually, agree to not interfere with or to usurp the authority of the President.

### **B. Other Duties**

The President will: (1) provide leadership for academic excellence; (2) administer the instruction, student services, and business affairs of the college; (3) ensure that all policies of the Board are periodically reviewed, updated, and compliant with applicable laws and rules; (4) promote and maintain a positive image of the College in the community; (5) establish and maintain sound, mutually beneficial working relationships with other governmental agencies; (6) establish and maintain sound, mutually beneficial relationships with appropriate business entities within the College's service district and statewide; (7) endeavor to maintain and improve professional competence; (8) serve as the Board's representative with respect to all matters concerning employer-employee matters; (9) annually evaluate employees reporting directly to the President and participate in the evaluation of all other employees in accordance with college procedures; (10) manage and control all college property and enter into contracts on behalf of the Board as authorized by the Board in Board policies; and (11) perform all duties and carry out all responsibilities as established in Florida Statutes, Rules of the State Board of Education and Rules of the Board.

### C. Accountability

The President is accountable to the Board acting as a body. Only decisions of the Board as a whole are binding upon the President, except when the Board delegates authority to an individual member of the Board or a Committee of the Board.

## IV. Compensation

### A. Salary

The Board agrees to pay to the President for his base salary the sum of \$ [REDACTED] annually. Such amount shall be paid in equal installments in accordance with the college's payroll schedule.

### B. Additional Compensation (Fringe Benefits)

In addition to the fringe benefits generally available to all employees of the college, including but not limited to accrual of sick leave, holiday pay, and employer provided health insurance coverage, the Board agrees to the following additional benefits for the President. To the extent any additional fringe benefits conflicts with general employee benefits, the benefit described in this agreement shall control and shall be considered to supersede the general benefit.

1. Annuity: The Board agrees to fund an annuity in a college approved 403(b) provider for the President in the amount of \$22,000.00 annually to be funded in regular installments in accordance with the college's payroll schedule.
2. Longevity: The President is eligible to receive compensation for longevity in accordance with Internal Management Memorandum (IMM) #2-26.
3. Transition Allowance: A comprehensive transition allowance in the amount of \$10,000.00 will be paid in lieu of moving, relocation, and employment transition cost reimbursement and/or payment. The allowance will be paid to you during your first month of employment. It will be processed as additional taxable compensation through the payroll system with all applicable income taxes and FICA amounts deducted. Payment will be made on or before 30 days after the effective date of this contract.
4. Performance Bonus: In order to encourage commitment and strong performance of duties to the College, which ensures continued improvement of the College in meeting the educational needs of the communities it serves, the Board may, for each year in which the President is deemed to meet the accountability and performance measures established in this agreement as evidenced by the annual evaluation of the President, declare and pay an annual bonus in the amount of \$10,000.00.
5. Automobile Allowance: Acknowledging that the President will utilize his personal vehicle to the benefit of the College and after considering previous history of use by preceding Presidents, the Board shall pay to the President an amount of \$ [REDACTED] per year. Such amount to be paid in equal installments in accordance with the College's payroll schedule. The President acknowledges

that this amount covers all business use of his vehicle and agrees that he shall not be entitled to seek additional reimbursement for mileage or utilize a rental vehicle except for trips involving travel outside of the State of Florida.

6. Retirement Contribution: The Board shall make regular contributions on the Presidents' behalf to the senior management class within the Florida Retirement System in the amounts and percentages required under Florida Statutes. The President shall be responsible for making employee contributions in the amount and percentage as required by Florida Statutes. Such amount will be withheld regularly from the President's salary in accordance with the College's payroll schedule.
7. Dependent Health Insurance Premiums: The President is eligible to select a health insurance plan through the State Group Insurance Program at the senior management level which provides low-cost coverage for employee and family. The President is responsible for completing Active Enrollment to access this benefit.
8. Life Insurance: The Board agrees to pay the premiums for the basic life insurance policy offered through the State Group Insurance Program with a value of \$25,000.00.
9. Short-Term Disability Policy: The Board agrees to pay the premium for the short-term disability policy offered through the State Group Insurance Program for senior management, which covers an amount equal to 65% of the annual salary of the President.
10. Annual Leave Accrual: The President shall be awarded ten hours biweekly annual leave starting as of the effective date of this Agreement, and thirty (30) days' leave on January 1 of each year thereafter for so long as employed as President of the College.

The President may "sell back" up to 160 hours vacation accrued in December of each year. Compensation shall be at the then current pay rate, calculated to a daily rate. The President is expected to utilize leave time in accordance with college policies and procedures.

#### V. Evaluation

The Board shall evaluate the performance of the President annually. The final evaluation shall occur at the regular meeting of the Board in May of each year and shall measure the performance of the President during the preceding 12-month period. The first evaluation hereunder will measure the performance from the effective date of this Agreement, through the date on which the evaluation instrument is distributed to the members of the Board of Trustees. The evaluation shall consider the performance of the President in regard to the duties assigned in Section III of this agreement and the measures established pursuant to Section VI of this agreement. The Board may, in consultation with the President, establish additional criteria to be considered in the evaluation. The evaluation shall measure the President's performance for each criterion on a scale of 1 to 5 with 1 being unsatisfactory and 5 being excellent. An overall rating utilizing the same scale shall be assigned. Each member of the Board shall be required to complete an individual evaluation instrument to be submitted to the General

Counsel of the College who will, in consultation with the Chair of the Board, prepare a final evaluation summary to be presented to the Board. The final summary shall identify the scores accumulated in each category and recount each comment made without editing. All individual evaluation forms are public records and shall be maintained in the office of the General Counsel. The summary shall be made a part of the minutes of the meeting at which the evaluation is presented to the Board as a whole.

## VI. Performance Measures

For purposes of the evaluation process established in Section V herein, the following performance measures will be considered in the evaluation of the President.

### A. Degrees/Certificates Awarded

The President must demonstrate to the satisfaction of the Board that the College has increased the student success rates as measured by the award of degrees, certificates and other credentials as measured against the prior fiscal year. The Board and the President may establish specific goals to be reflected in the evaluation instrument. A decrease caused by circumstances such as natural disasters or national emergencies shall not be considered a negative performance in this measure.

### B. Knowledge of and Response to Anticipated Needs of Service Area

The President must demonstrate active engagement of the College in the community and an ability and willingness to respond to the needs of the educational needs of the community served by the College.

### C. Progress Towards Achievement of the College's Strategic Plan

The President has demonstrated progress towards accomplishment of goals set forth in the Strategic Plan approved by the Board. The President has kept the Board informed of such progress, including reporting on completed goals and progress on long-term, multi-year goals.

### D. Fiscal Management and Financial Welfare of the College

The President's recommended budget is reflective of the priorities of the Board. Funds are appropriately distributed within the budget based on the type and intended use of the funds. The budget and proposed budgets are in compliance with Federal and State laws and regulations.

### E. Effectiveness of College Organization and Management

The President has established and maintained an effective, efficient organizational structure within the College. Executive and Administrative personnel are appropriately credentialed and qualified for positions held.

#### F. Involvement at State and National Levels for Improvement of the College

The President is, and encourages others, including employees and Trustees to become, active in appropriate State and National activities which provide knowledge, skills and connections to improve the College's performance overall.

#### G. Effectiveness in Achieving the Measures Set Forth in Florida Statute 1008.45

This measure should address progress made with respect to the following statutory requirements.

- Student performance, including mean grade point averages for Florida College System institution A.A. transfer students (*after transfer*);
- Student performance on state licensure examinations;
- Job placement rates of career students;
- Student progression by admission status and program;
- Career accountability standards identified in s. 1008.42 (*notifications of placement rates to prospective students*); and
- Institutional assessment efforts related to the requirements of s. III in the Criteria for Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools.

### VII. Termination

A. The Board may terminate this agreement with or without cause upon on a majority vote of member of the Board taken at a regular or special meeting of the Board. In the event the Board chooses to terminate this agreement, then the following procedures shall apply.

1. Without Cause: If this agreement is cancelled by the Board, without cause, then the President may pursue administrative review of the decision in accordance with Florida Statutes or any other Administrative Rule. The Board shall provide the President not less than 30 days prior notice of intent to terminate the agreement. Termination will be effective on the date specified by the Board and the President shall cease employment on such date unless an earlier date is agreed to by the Board. In the event of termination without cause, the President shall be entitled to be paid for accrued annual leave and sick leave in accordance with college policies and procedures and Florida law. Additionally, all annuities funded by the Board on behalf of the President except as otherwise provided herein, will be transferred to the President in accordance with applicable laws, policies and procedures. The Board may elect to pay the President in accordance with the law.
2. For Cause: The Board may terminate this agreement for cause at any time. For purposes of this section, the term "for cause" shall include any or all of the following:

- a. Misconduct. Conduct which would tend to bring the College into disrepute or impugns the integrity and authority of the Board or the College. Immoral, unethical, or illegal conduct.
- b. Failure to receive a satisfactory or better evaluation in any evaluation period.
- c. Intentional and demonstrated failure or refusal to abide by Rules of the District Board of Trustees or internal college procedures.

In the event the Board intends to terminate this agreement for cause, it shall cause the President to be notified, in writing, of the intent to terminate and the grounds therefore not less than 15 days prior to a regular or special meeting called for that purpose. The President shall have an opportunity to respond in writing to the notice from the Board. Such written response shall be provided to the Board not less than 5 days prior to the meeting at which the decision to terminate for cause is to be considered by the Board. The Board will consider the allegations against the President and the President's response and render a decision based thereon. Should the Board elect to find cause and terminate this agreement, it may make such decision effective immediately or at a date certain.

The President may pursue remedies available to him pursuant to Chapter 120, Florida Statutes.

If this agreement is terminated for cause, the President shall not receive any compensation beyond the effective date of the termination except as may be permitted by law or rules of the Board of Trustees.

The Board may suspend immediately the President with or without pay, upon receipt of credible evidence of conduct by the President which would justify a for cause termination or if the Board feels that the continued service by the President would jeopardize the financial wellbeing of the institution or the health or safety of students, faculty or staff.

- B. The President may terminate this agreement and resign from the Presidency by providing written notice to the Board not less than 90 days prior to the effective date of termination. In the event of such termination the President shall be entitled to no compensation beyond the last day of employment except as provided by law or rules of the Board.

#### VIII. Governing Law

This agreement shall be governed by the laws of the State of Florida and any legal action brought pursuant hereto shall be brought in a Court of competent jurisdiction in Pasco County, Florida, including any administrative proceedings pursuant to Chapter 120, Florida Statutes.

IX. Integration Clause

This agreement reflects the entire agreement between the parties and supersedes any prior agreements, written or oral, relating to the employment of Eric S. Hall, Ed.D., as President.

X. Amendments

No amendment to this agreement shall be effective unless reduced to writing and signed by the President and the Chair of the District Board of Trustees.

XI. Legal Consultation

The parties hereto have each had an opportunity to consult with legal counsel of their choosing and have the terms and conditions of this agreement reviewed prior to signing. The parties further acknowledge that the terms and conditions were fairly and openly negotiated.

**ERIC S. HALL, Ed.D.**

**DISTRICT BOARD OF TRUSTEES  
OF PASCO-HERNANDO STATE  
COLLEGE**

---

Eric S. Hall

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Marilyn Pearson-Adams, Chair

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Date

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Date



**PASCO-HERNANDO STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
2024-2025 SELF-EVALUATION FORM**

On a scale of: SA = Strongly Agree A = Agree D = Disagree SD = Strongly Disagree

Please select what best indicates your level of agreement or disagreement with each statement in the drop-down menu.

1. Board members work well together.	
2. There is a high level of trust among Board members.	
3. Communication among Board members at meetings is conducive to a productive working environment.	
4. The Board recognizes and utilizes the strengths of each of its individual members.	
5. Individual Board members actively participate in Board activities and decisions.	
6. Board members have an appropriate range of expertise and Board experience.	
7. Most Board members devote adequate time to their Board responsibilities.	
8. Board members understand how to get things done.	
9. The Board focuses on substantial policy matters and not on administrative details.	
10. Board members look beyond their own priorities to focus on the Board's overall agenda.	
11. The Board understands and adheres to the boundaries between Board and management roles.	
12. The leadership of the Board runs effective meetings.	
13. Roles and responsibilities of Board members are clear.	
14. The Board has an effective problem-solving process.	
15. The Board periodically reviews the Mission Statement and Objectives to determine both current and future direction of the organization.	
16. The Board regularly refers to approved goals, objectives and plans to guide its decision-making process.	
17. The advance information Board members receive for Board meetings is adequate.	
18. The Board regularly gets financial information that is timely and useful.	
19. The Board has adequate opportunity to discuss trends in the organization's financial performance.	
20. Board members have adequate opportunity to review and discuss the college's performance in educational programs and student services.	
21. Communication between Board members and President or staff is conducive to a productive working environment.	
22. Board members can discuss their ideas and concerns with each other openly during public meetings, workshops, training sessions, etc.	
23. The Board responds well to change.	
24. The Board welcomes ideas for improving its effectiveness.	
25. There are sufficient opportunities for Board training.	
26. Overall, how would you rate the effectiveness of the Board?	

Comments:

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## ***Pasco-Hernando State College***

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# ***2025-2026 Annual Compensation Plan: Salary Schedule and Employment Procedures***

*District Board of Trustees  
Approved XXX XX, 2025*

DRAFT

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***Last Revision: N/A***

## COMPENSATION PHILOSOPHY

*At Pasco-Hernando State College we value our employees and the critical role they play in delivering on the College's commitment to serving our students and improving their lives through excellence in teaching and learning. Our compensation philosophy is a reflection of our College values, and we pursue sustainable compensation goals in accordance with our overall fiscal position while respecting the goals of this philosophy.*

DRAFT

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### **EQUAL EMPLOYMENT OPPORTUNITY**

Pasco-Hernando State College (PHSC) prohibits discrimination in any term or condition of employment or in the application for employment on the basis of race, color, religion, sex, age, national origin, disability, or veteran's status.

The College will provide equal opportunity for all qualified and eligible persons and will promote the full realization of equal opportunity through positive, continuing programs in every department and work unit within the College. This Annual Compensation Plan is not intended to imply any contract or contractual rights or obligation of employment. No employee or representative of the College has authority to make any agreement to the contrary other than the President, and then only by separate written agreement. PHSC reserves the right to change or modify the contents of this schedule at any time without prior notice to its employees.

### **EMPLOYMENT AT WILL**

Employment at PHSC is considered employment at will. The College or the employee can terminate employment at any time for any reason or for no reason at all. No employee or representative of the College other than the President has the authority to make any agreement to the contrary, and then only by separate agreement.

### **EXEMPT AND NON-EXEMPT CLASSIFICATIONS**

Pursuant to federal guidelines, PHSC shall pay non-exempt employees overtime pay at the rate of not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of 40 in any workweek. Exempt employees are not eligible for overtime. Support staff are considered non-exempt. In most cases, administrative, executive, and professional technical staff are exempt. Faculty are considered exempt under the Fair Labor Standards Act.

### **CONTRACT EMPLOYEES**

Per the Florida Statute 1012.83(1) - Contracts with administrative and instructional staff, "Each person employed in an administrative or instructional capacity in a Florida College System institution shall be entitled to a contract as provided by rules of the State Board of Education."

### **REPORTING TIME**

All support staff labeled as non-exempt employees must complete time in Banner Self-Service as set forth by the due dates set by Payroll. Exempt staff must enter leave time in Banner Self-Service.

### **EARNED DEGREE AND LONGEVITY PAY**

Pursuant to IMM 2-24 (Guidelines and Process for Rewarding Personnel Who Earn Additional Degrees) and IMM 2-26 (Guidelines and Process for Longevity Compensation), payment for earned degrees and longevity will be made with the last payroll check issued for the month of September following the employee's eligibility.

### **STUDENT WORKERS / EMPLOYEES**

Paperwork received to process students who are awarded Federal Work-Study or other Student Workers should come over on the SFA-403 (Student Payroll Data Sheet) form. The paperwork should be sent to the Office of Human Resources.

### **OTHER PERSONNEL SERVICES EMPLOYMENT (OPS) EMPLOYEES**

OPS Employees who are hired by PHSC should come over on the HR-13 (Personnel Action) form. The paperwork should be sent to the Office of Human Resources.

## **PAYMENT OF ACCUMULATED LEAVE**

### **SICK LEAVE**

Full-time personnel employed at Pasco-Hernando State College (PHSC) will be eligible to receive payment for earned accumulated sick leave including sick leave earned at another Florida State College, the Florida Department of Education, the State University System, a Florida district school board, or a state agency, and transferred into PHSC under Florida Statute 1012.865(2)(a). Transferred hours will be considered earned when originally earned; however, they may not be included in the payment calculation until they are recognized by PHSC in accordance with Florida Statute 1012.865(2)(a). Payment will be based upon the following amounts:

- a) After completion of six years of full-time college service until the completion of nine years of service, an amount equal to 45 percent of the number of accumulated sick leave days times the employee's current daily salary at the time of separation.
- b) During the 10th year of service and thereafter, an amount equal to 50 percent of the number of accumulated sick leave days times the employee's current daily salary at separation.
- c) Payment will be provided for accumulated sick leave to the beneficiary or to the employee's estate in accordance with criteria stated in Section I (a) or (b) if service is terminated by death.

If an employee separates and receives payment for accumulated sick leave as set forth above, all remaining unused sick leave shall become invalid; however, if an employee separates without receiving terminal pay benefits and returns to employment, the sick leave credit shall be reinstated.

### **VACATION LEAVE**

- a) Upon separation from employment with PHSC, a full-time employee with accumulated and unused vacation leave to his/her credit shall be paid at his/her current daily salary for up to 500 hours.
- b) In the case of separation due to death, the payment for accumulated vacation leave up to 500 hours will be provided to the beneficiary or to the employee's estate.

## **BUDGET REQUEST**

Pursuant to IMM 2-38 (Position Job Descriptions), request for creation of new positions or changes in classification or funding, including grant or other funding sources, shall be submitted for review during the annual budget process or when new funding is obtained. Additional requests may be reviewed during the year as warranted. Additional budgetary review and approval by the Executive Vice President of Administration and Chief Financial Officer and the President or their designee are required.

- Human Resources will review the position against the organizational structure, complete a position analysis, and formally classify the job.
- All new Faculty, Staff and Administration jobs at PHSC are formally established and classified before they are filled.

## **NON-RECURRING PAY**

Upon recommendation of the President and at the discretion of the District Board of Trustees, a non-recurring salary distribution to all eligible employees may be awarded at any time during the fiscal year, contingent upon available funds. This non-recurring monetary distribution may be in addition to or in lieu of regular salary increases.

## **PAY SCHEDULE**

Employees are compensated biweekly. The payment schedule may be viewed on the PHSC Intranet on the Human Resources webpage.

## **PAY STATEMENTS**

Employee can view their current and past pay statements in Banner Self-Service. Pay statements are available for viewing on the scheduled pay date regardless of the date the funds are deposited.

## **OVER THE MAX PAYMENTS**

This process occurs when an employee reaches the maximum of the pay range for their position. When this occurs, the President may document the approval of the exception. Budgeted funds which exceed statutory limits for those individuals covered by F.S. 1012.83, 1012.885, and 1012.886 are budgeted from revenues other than appropriated state funds.

## EXECUTIVE PERSONNEL

Pay Level	FSLA	Title	Min	Max
PRES	Exempt	President	Negotiated	
EVP	Exempt	Executive Vice President, Administration / Chief Financial Officer	\$176,864	\$265,296
EXEC-1	Exempt	Vice President and Chief Academic Officer/College Provost	\$138,630	\$207,945
		Vice President, Student Affairs / Chief Student Affairs Officer		
		Vice President of Advancement, Innovation and Strategic Partnerships.		
		Vice President, Government Relations and General Counsel		
		Vice President, Technology / Chief Information Officer		
EXEC-2	Exempt	Associate Vice President, Human Resources / Chief Human Resource Officer	\$106,638	\$159,958
		Associate Vice President, Academic Affairs		
		Associate Vice President, Facilities Administration		
		Associate Vice President, Finance		
		Campus Provost		
EXEC-3	Exempt	Assistant Vice President and Dean of Student Affairs	\$101,307	\$151,960

## ADMINISTRATIVE PERSONNEL

Pay Level	FSLA	Title	Min	Max
ADMIN-1	Exempt	Comptroller	\$95,975	\$143,962
		Dean, Admissions and Enrollment Management		
		Dean, Arts and Sciences		
		Dean, Institutional Effectiveness		
		Dean, Nursing and Health Programs		
		Dean, Workforce Development		
		Executive Director, Enterprise Systems		
		Executive Director, Facilities Planning		
		Executive Director, Financial Aid		
		Executive Director, Instructional Performing Arts Center & College Performing Arts		
		Executive Director, Network Services		
		Executive Director, Nursing and Allied Health Advancement Institute		
ADMIN-2	Exempt	Associate Dean, Academic Affairs and Retention Services	\$85,311	\$127,966
		Associate Dean, Arts and Sciences		
		Associate Dean, E-Learning & Instructional Technology		
		Associate Dean, Nursing Programs		
		Associate Dean, Workforce Development and Career & Technical Education		
		Senior Director, Libraries		
		Senior Director, Marketing and Communications		
		Senior Director, Network Security		
ADMIN-3	Exempt	Assistant Dean, Accelerated Learning	\$70,381	\$105,572
		Assistant Dean, Retention		
		Assistant Dean, Student Affairs and Enrollment Management		
		Assistant Dean, Student Life		
		Director, Admissions and Enrollment Management		
		Director, Alumni and Donor Relations		
		Director, Athletics		
		Director, Career and Testing Services		
		Director, College Safety and Security		
		Director, Development		
		Director, Employee Benefits and Risk Management		
		Director, Employee Engagement and Talent Development		
		Director, Enterprise Resource Planning		
		Director, Financial Aid		
		Director, Financial Operations		
		Director, Foundation Development		
		Director, Foundation Financial Operations		
		Director, Human Resources and Employee Relations		
		Director, Network Services		
		Director, Payroll		
		Director, Plant Operations		
		Director, Procurement and Auxiliary Services		
		Director, Public Services Programs		
		Director, Student Accessibility Services		
		Director, Student Financial Services		
		Registrar		



ADMIN-4	Exempt	Assistant General Counsel	\$60,784	\$91,176
		Associate Director, Admissions and Student Records		
		Associate Director, Career and Technical Educ Prog Outreach		
		Associate Director, Curriculum Support and Educator Preparation Institute		
		Associate Director, Digital Communication		
		Associate Director, Grant Acquisitions and Management		
		Associate Director, Information Center		
		Associate Director, Libraries		
		Manager, Help Desk		

## PROFESSIONAL/TECHNICAL PERSONNEL

Pay Level	FSLA	Title	Min	Max
PROTECH-1	Exempt	Application Developer	\$59,718	\$89,576
		Assistant Director, Athletics		
		Assistant Director, Libraries		
		Assistant Director, Marketing and Communications		
		Assistant Director, Recruiting and Enrollment Management		
		Assistant Director, Student Life and Leadership		
		Coordinator, Facilities Projects		
		Coordinator, Institutional Assessment		
		Coordinator, Mental Health & Well Being		
		Coordinator, Systems and Database		
		Data Architect		
		Executive Assistant to the President and DBoT		
		Functional Analyst		
		Institutional Research Analyst		
		Project Manager, Information Technology		
		Senior Instructional Design Coordinator		
		Senior Paralegal		
		Training Center Manager, Law Enforcement/Corrections		
		Webmaster		
PROTECH-2	Exempt	Coordinator, Academic Advising and Career Services	\$54,386	\$81,578
		Coordinator, Campus Facilities		
		Coordinator, HVAC/Energy		
		Coordinator, Marketing and Communications		
		Coordinator, Pell Grant Awards		
		Coordinator, State and Institutional Scholarships		
		Coordinator, Strategic Partnerships		
		Coordinator, Student Loans and Default Prevention		
		Data Analyst		
		Graphic Designer		
		Multimedia Service Manager		
		Plans Reviewer/Building Inspector		
		Senior Accountant		

PROTECH-3	Exempt	Coordinator, Academic Success Center	\$51,186	\$76,780
		Coordinator, Foundation Events and Marketing		
		Coordinator, Veteran Services		
		Health Lab Assistant		
		Health Program Lab Assistant		
		Instructor/Coordinator, Fire Science Programs		
		Instructor/Coordinator, Law Enforcement/Corrections		
		Instructor/Coordinator, Welding		
		Nursing Health Lab Assistant		
		Plant Manager		
		Senior Laboratory Technician		
		Staff Accountant		
		Theatre Technical Director/Instructor		
	Non-Exempt	Computer/Network Support Specialist	\$24.61	\$36.91
		Coordinator, Audiovisual Services		
		Coordinator, Student Financial Services		
		Foundation Staff Accountant (20 HRS)		
		Instructional Designer		
		Nursing and Health Lab Assistant (20 HRS)		
		Payroll Specialist		
		Senior Benefits Specialist		
		Senior Human Resources Specialist		
PROTECH-4	Exempt	Advisor	\$47,987	\$71,981
		Assistant Coordinator, Campus Facilities	\$23.07	\$34.61
		Clinical Coordinator, Nursing and Health Programs Clinical		
		Financial Aid Advisor		
		Librarian		
		Nursing & Health Programs Student Success Navigator		
		Safety and Risk Management Specialist		
		Senior Registrar Specialist		
		Student Recruiter		
	Non-Exempt	Accounting Specialist		
		Advisor (20 HRS)		
		Assistant Instructor/Coordinator, Law Enforcement and Corrections (20 HRS)		
		Audiovisual Technician		
		Budget Analyst		
		Coordinator, Emergency Cardio Care Program		
PROTECH-5	Exempt	Coordinator, Student Life and Leadership	\$42,655	\$63,983
	Non-Exempt	Academic Support Specialist	\$20.51	\$30.76
		Accounts Payable Specialist		
		Application Support Specialist		
		Assistant Coordinator, Student Accessibility Services (20 HRS)		
		Campus Maintenance Mechanic		
		Coordinator, Foundation Database		
		Coordinator, Science Lab		
		Coordinator, Science Lab (20 HRS)		
		E-Learning and Instructional Analyst		
		Executive Administrative Assistant		
		Financial Aid Specialist		
		Lab Technician Computer Labs		
		Nursing and Health Programs Clinical Records Specialist		
		Nursing and Health Programs Simulation and Lab Technician		
		Procurement Analyst		

## ORGANIZATIONAL SUPPORT STAFF

Pay Level	FSLA	Title	Min	Max
OSS-1	Non-Exempt	Administrative Assistant	\$ 37,707	\$56,561
		Administrative Assistant, Marketing and Communications(20 HRS)	\$18.13	\$27.19
		Human Resources Operations Assistant		
		Placement Coordinator (20 HRS)		
		Supervisor College Services		
OSS-2	Non-Exempt	Assistant Plant Manager	\$ 35,489	\$53,234
		District Maintenance Multi-Trades	\$17.06	\$ 25.59
		Financial Aid Assistant		
		Senior Information Center Representative		
		Senior Student Success Specialist		
		Staff Assistant Dental Programs		
		Staff Assistant Library		
		Staff Assistant Nursing Programs		
		Staff Assistant Student Life and Leadership		
		Student Accessibility Services Assistant		
		Veterans Services Specialist		
OSS-3	Non-Exempt	Admissions Specialist	\$ 33,271	\$49,907
		Athletic Groundskeeper (20 HRS)	\$ 16.00	\$ 23.99
		Campus Maintenance Trades worker		
		Career and Job Training Specialist		
		Courier		
		District Painter		
		Health Programs Clinical Support Assistant		
		Information Center Representative		
		Library Assistant (Full-time and 20 HR positions)		
		Maintenance/Grounds Assistant (Full-time and 20 HRS positions)		
		Senior Office Assistant Academic Success Center (Full-time and 20 HRS positions)		
		Senior Office Assistant Arts and Sciences		
		Senior Office Assistant Athletics		
		Senior Office Assistant Faculty Support (Full-time and 20 HRS positions)		
		Senior Office Assistant Financial Aid (Full-time and 20 HRS positions)		
		Senior Office Assistant Fire Science Programs		
		Senior Office Assistant Health Programs (Full-time and 20 HRS positions)		
		Senior Office Assistant Institutional Effectiveness		
		Senior Office Assistant, Instructional Performing Arts Center		
		Senior Office Assistant Inventory Control		
		Senior Office Assistant Nursing & Health Programs (20 HRS)		
		Senior Office Assistant Nursing Programs		
		Senior Office Assistant Public Services		
		Senior Office Assistant Workforce Develop & Career and Tech		
		Student Financial Services Assistant		
		Student Financial Services Assistant		
		Student Success Specialist		
		Testing Administration Specialist		
		Testing Operations Specialist		
		Testing Services Specialist		

## FACULTY

Based on 162 Duty Day (9-Month Contract)

Title	Instructional Level	Salary Range		% Increase for Previous Experience*
		Minimum	Maximum	
Full-time Faculty with Doctorate Degree	I	\$50,978.38	\$101,956.75	2.00%
Full-time Faculty with Masters Degree Plus 30 Graduate Hours above the Masters	II + 30	\$48,897.63	\$88,015.73	1.50%
Full-time Faculty with Masters Degree	II	\$46,816.88	\$84,270.38	1.50%
Full-time Faculty with Bachelor's Degree or Below	III	\$44,736.13	\$80,525.03	1.00%

\* Up to 8 yrs of full-time teaching or related work experience.

## OVERLOAD / ADJUNCT

Instructor Type	Per Instructional Hour
<b>Faculty or Administrator Emeriti</b>	
Classroom Instruction-Credit paid in accordance with IMM # 2-18 and IMM # 2-29	\$72.10
<b>Full-Time Faculty (Overload) and Non-Instructional College Staff (Part-Time Instruction)</b>	
Classroom Instruction	\$46.35
Substitute Instruction	\$46.35
Information Technology Certification Courses (Microsoft, CISCO, Novell: A+)	\$92.70
Clinical Instructor (Paramedic, Nursing, EMT, LPN, RTE, Phlebotomy and Medical Assistant)	\$40.56
Law and Fire Academy	\$40.56
<b>Part-Time Faculty</b>	
Classroom Instruction	\$43.26
Substitute Instruction	\$43.26
Information Technology Certification Courses (Microsoft, CISCO, Novell: A+)	\$86.52
Clinical Instructor (Paramedic, Nursing, EMT, LPN, RTE, Phlebotomy and Medical Assistant)	\$37.85
Law and Fire Academy	\$37.85
Workforce Continuing Education / Contracted Career and Job Training	As Determined by Contract

## DEPARTMENT CHAIR SUPPLEMENTS

Title	Yearly
Department Chair, Social & Behavioral Science	\$6,000
Department Chair-Biological Science	\$6,000
Department Chair-Communications	\$6,000
Department Chair-Humanities	\$6,000
Department Chair-Mathematics	\$6,000
Department Chair-Physical Science	\$6,000

## PROGRAM DIRECTOR SUPPLEMENTS

Title	Yearly
<b>Program Directors with no-release time</b>	
Program Director, Aviation	\$7,000
Program Director, Baccalaureate Supervision & Mgmt Program	\$7,000
Program Director, Crime Scene Forensic Science	\$7,000
Program Director, Engineering Technology	\$7,000
Program Director, General Business and Workforce Programs	\$7,000
Program Director, Information Technology	\$7,000
Program Director, Paralegal	\$7,000
<b>Program Directors with release time</b>	
Program Director, Bachelor of Science in Nursing	\$5,000
Program Director, Dental	\$5,000
Program Director, Emergency Medical Services	\$5,000
Program Director, Human Services	\$5,000
Program Director, Radiography	\$5,000
<b>Program Director w/light summer schedule with release time equal to one 2 career (technical) credit course for Fall and Spring</b>	
Program Director, Health Occupations	\$5,000
Program Director, Surgical Technology	\$5,000

## Subject Matter Expert (SME) Pay for Distance Learning Course Development

SME Expertise Level Required	Pay
<b>Level 5:</b> New eCourse (3-5 credits) is developed using open educational resources (OER), web resources, multimedia elements, and SME developed content with only minor publisher materials to enhance the content for every module in the course. <ul style="list-style-type: none"> <li>• Content addresses multiple learning styles, accessibility requirements, and best practices in online teaching and learning</li> <li>• Multimedia elements are defined as content in the Digital Media Studio (scripts, voiceovers, presentations, etc.), avatars for lectures, scenario-based activities using interactive rapid e-learning software (Articulate, Camtasia, Captivate, etc.), and any other engaging activity for the student</li> <li>• SME-developed content can include videos, critical thinking activities, assessments, announcements, and /or rubrics using tools inside of myPHSC</li> </ul>	\$1,650.00
<b>Level 4:</b> Existing eCourse (3-5 credits) that requires a complete overhaul due to new textbooks, and digital resources. <ul style="list-style-type: none"> <li>• The course is designed with the addition of SME-developed content and OER for every module in the course</li> <li>• SME works with the instructional design team to develop additional multimedia elements to enhance the course material</li> <li>• Content is designed to address multiple learning styles, accessibility requirements, and best practices in online teaching and learning.</li> </ul>	\$1,320.00
<b>Level 3:</b> New eCourse (3-5 credits) is developed with SME-developed content and publisher resources. <ul style="list-style-type: none"> <li>• Content created for the course also includes multimedia elements and OER in over half the course</li> <li>• Course materials require organization and manipulation of content by SME</li> <li>• Content is developed to address multiple learning styles, accessibility requirements, and best practices in online teaching and learning</li> </ul>	\$1,100.00
<b>Level 2a:</b> Existing eCourse (3-5 credits) that requires revision to the structure due to textbook edition change, new resources, and the addition of SME-developed content. <ul style="list-style-type: none"> <li>• Content is developed to address multiple learning styles, accessibility requirements, and best practices in online teaching and learning are evident</li> </ul> <b>Level 2b:</b> New eCourse (1-2 credits) is developed using SME-developed content, publisher content, multimedia elements and OER. <ul style="list-style-type: none"> <li>• Course materials require organization and manipulation of content by SME</li> <li>• Content is developed to address multiple learning styles, accessibility requirements, and best practices in online teaching and learning</li> </ul>	\$550.00
<b>Level 1a:</b> Existing eCourse that requires minimal revision due to an update to publisher provider materials, and/or minor textbook changes due to new edition. <b>Level 1b:</b> New eCourse is developed using publisher materials (MyMathLab, Mastering Biology, CengageNow, etc.) for the majority of the course content. <ul style="list-style-type: none"> <li>• Course materials require organization and manipulation of content by SME</li> <li>• Content is developed to address multiple learning styles, accessibility requirements, and best practices in online teaching and learning</li> </ul>	\$275.00
<b>Level 0:</b> eCourse is developed using publisher materials with no SME-developed content.	\$0.00

Life Long Learning		
Sliding Scale-Proportionate to enrollment for a one-hour course (Substitutes paid same rate)	$2.00 \times 6 \text{ students} = \$12.00 \text{ per hour}$ $2.00 \times 8 \text{ students} = \$16.00 \text{ per hour}$ $2.00 \times 10 \text{ students} = \$20.00 \text{ per hour}$ $2.00 \times 12 \text{ students} = \$24.00 \text{ per hour}$	
Research & Development Fee		
Only for Continuing Workforce Education courses with a Z@ designator added to course number.	1-5 hour class 6-10 hour class 11-15 hour class 16 + hour class	\$ 50 \$ 100 \$ 150 \$ 200
Independent Study and Practicum		
One third (1/3) of the cost of the instructional hours of the course will be paid to the instructor for 1 to 4 students. For 5 to 12 students, the balance of the cost of the instructional hours of the course will be prorated per student up to 12 students.		
Credit-by-Examination		
\$20.00 for preparation and examination		
On-Line Faculty Mentor		
\$2086 per year		

## COACHING SUPPLEMENT

Title	Per Year	FLSA
Head Coach, Men's Basketball	\$22,000	Exempt
Head Coach, Men's Cross Country	\$22,000	Exempt
Head Coach, Women's Cross Country	\$22,000	Exempt
Head Coach, Women's Flag Football	\$22,000	Exempt
Head Coach, Women's Softball	\$27,500	Exempt
Head Coach, Women's Soccer	\$22,000	Exempt
Head Coach, Women's Volleyball	\$22,000	Exempt
Assistant Coach (Full-time Employee who is not a head coach or a Part-time Employee)		
Assistant Coach, Men's Baseball	\$8,000.00	Exempt
Assistant Coach, Men's Basketball	\$8,000.00	Exempt
Assistant Coach, Women's Flag Football	\$8,000.00	Exempt
Assistant Coach, Women's Soccer	\$8,000.00	Exempt
Assistant Coach, Women's Softball	\$8,000.00	Exempt
Assistant Coach, Women's Volleyball	\$8,000.00	Exempt

## ATHLETIC CAMPS & ACTIVITIES

Title	Amount
Camp Director	\$10 per participant or \$50 per team in a league
Head Coach	\$20 per hour if a campus has 25 or less participants or a league has 5 or fewer teams. \$25 per hour if a campus has 26 or more participants or a league has 6 or more teams.
Assistant Coach	\$10 per hour if a campus has 25 or fewer participants or a league has 5 or fewer teams. \$15 per hour if a campus has 26 or more participants or a league has 6 or more teams.
Guest Coach	\$100 1st year working a camp or league. \$125 2nd year working a camp or league. \$150 3rd year working a camp or league.
Counselor (Usually a PHSC athlete or another campus or college athlete)	\$100 1st year working a league. \$125 2nd year working a camp or league.
Athletic Training Service (when PHSC Trainer is not available)	\$23.07
Lines Official Official Umpire	No more than the amount as specified in the most current contract with the conference officials association
A/P Announcer Clock Operator Concession Stand Operator Game Video Filmer Score Keeper Ticket Seller/Ticket Taker	<b>Florida Minimum Wage</b>



## STUDENT WORKERS

Students, Financial Aid Funded (Not subject to FICA/Medicare) Title	Pay Group	Hourly Rate
Student Assistant	ST10	Florida Minimum Wage
College Work Study	ST11	
Peer Tutors	ST12	

## PART-TIME / TEMPORARY

Title	Hourly Rate
Armorer-Law Enforcement Program	\$29.00
Range Master-Law Enforcement Program	\$29.00
CROP Instructor	\$25.00
National Health Care Association Exam Proctor	\$20 per hour not to exceed \$60 in total
Test Administrator	\$15.00
Theater Support Staff	\$15.00
Theatre Technician Staff (Lighting, Sound, Stage Manager)	\$45.00
Developmental Education /Teaching Assistant	\$16.39

Part-time temporary positions performing the same job responsibilities as a full-time employee shall be paid at the hourly rate equivalent for that position. All other positions not specified in this Compensation Plan shall be paid at Florida Minimum Wage.

### Florida Minimum Wage

\$13.00 per hour Effective 9/30/24  
 \$14.00 per hour Effective 9/30/25  
 \$15.00 per hour Effective 9/30/26

## EARNED DEGREES

Per IMM 2-24 Guidelines and Process for Rewarding Personnel Who Earn Additional Degrees

Faculty	Amount
Doctorate Degree	\$5,000
Masters Degree + 30	\$4,500
Masters Degree	\$4,000
Bachelors Degree	\$3,000
Associate Degree	\$2,000
Administration and Staff	Amount
Doctorate Degree	\$5,000
Masters Degree	\$4,000
Bachelors Degree	\$3,000
Associate Degree	\$2,000

## LONGEVITY

Per IMM 2-26 Guidelines and Process for Longevity Compensation

Faculty	Frequency	Amount
Doctorate Degree	5 Years	\$1,300
Masters Degree + 30	5 Years	\$1,200
Masters Degree	5 Years	\$1,000
Bachelors Degree and below	5 Years	\$900
Administration and Staff	Frequency	Amount
President	4 years	\$1,000
Executive	4 years	\$1,000
Administrative	4 years	\$1,000
Professional Technical	4 years	\$1,000
Organizational Support Staff	3 Years	\$750

REVISIONS, UPDATES and CORRECTIONS: This section serves to track any required and approved corrections or new positions created after the plan has been Board approved.

[illegible]



To: The District Board of Trustees  
From: Dr. Eric Hall, Interim President  
Dr. Gerene Thompson, Associate Vice President of Academic Affairs and  
Acting Chief Academic Officer  
Subject: Continuing Contracts  
Date: Tuesday, June 17, 2025

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Pursuant to District Board of Trustees Rule 6Hx19.2.55, the following faculty have met minimum requirements for issuance of a Continuing Contract starting with the 2025-2026 academic year.

Beata Tkaczyk  
Raymond Patey  
Kelly Potts  
Darlene Mention  
Megan Kostelnik  
Jim Myers

Your approval to extend continuing contract is respectfully requested.

## **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 Teachingor an equivalent graduate level course approved by the Vice President of Academic Affairs and Faculty Development/College Provost,;

or

## 6Hx19-2.55

### Employment Contracts for Full Time Faculty

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 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 provided in this Rule and/or District Board of Trustees Rule 6Hx19-2.23, *Dismissal, Return*

**6Hx19-2.55**  
**Employment Contracts for Full Time Faculty**

*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: Timothy L. Beard, President



## Inter-Office Memorandum

**To:** Eric Hall, Ed.D., President  
**From:** Gerene Thompson, Acting Academic Officer/Associate Vice President  
**Date:** June 17, 2025  
**Subject:** Instructional Rank Changes

---

I am presenting the following associates for change in instructional rank. After a thorough review and consistent with PHSC standards, I fully support the recommendation for change in instructional rank, effective Fall 2026.

Candidate Name	Current Rank	Proposed Rank
Danita Hiles	Assistant Professor	Associate Professor
Ariele Lindemeyer	Instructor	Assistant Professor
Jonathan Tietz	Instructor	Assistant Professor
Michael Sturdivant	Instructor	Assistant Professor
Jennifer Mercado	Instructor	Assistant Professor
Frank Mancuso	Assistant Professor	Associate Professor
Danielle Knight	Instructor	Assistant Professor



PASCO-HERNANDO STATE COLLEGE

**Dual Enrollment Agreement  
Non-Public/Private and Home Schools**

TO: Dr. Eric Hall, Interim President

FROM: Dr. Gerene Thompson, Associate Vice President of Academic Affairs and  
Acting Chief Academic Officer

SUBJECT: 2025-2026 The School Board of Pasco County/PHSC Articulation  
Agreement

DATE: Tuesday, June 17, 2025

---

I am submitting the attached proposed Dual Enrollment Articulation Agreement between PHSC and the School Board of Pasco County for review and approval by Pasco-Hernando State College's District Board of Trustees at its June 17, 2025, meeting:

- 2025-2026 School Board of Pasco County/PHSC Dual Enrollment Agreement

Once approved by the District Board of Trustees, a signed Articulation Agreement will be forwarded to the Department of Education.

**~~District~~The School Board of Pasco**

**County, Florida**

**and**

**Pasco-Hernando State College**

**Dual Enrollment Agreement**

**20245-**

**20265**

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~~District~~ The School Board of Pasco County, Florida  
and  
Pasco-Hernando State College  
Dual Enrollment Agreement

202~~5~~4-202~~6~~5

## I. Dual Enrollment Agreement

This Agreement is made by and between the District Board of Trustees of Pasco-Hernando State College, Florida (hereafter "PHSC") and the ~~District~~ School Board of Pasco County, Florida (hereafter "Pasco County Schools") and is a modification of all existing articulation agreements. This Agreement is intended to implement Florida Statutes, Chapter 1007.271, and State Board of Education Rule 6A-10.024. This Agreement also incorporates the "Statement of Standards" (which can be found at [www.fldoe.org](http://www.fldoe.org) under Dual Enrollment Statement of Standards) adopted by the Florida Community College System's Council of Presidents on February 23, 2007, and the Revised/Updated "Statement of Standards" adopted by the Council of Presidents on September 4, 2008, the purposes of which are to "ensure appropriate levels of student achievement and equivalent quality of programs regardless of method of instruction or location of program."

Per Statement of Standards S1, Shared Vision, this Agreement is to be developed, revised, and submitted annually as a means of promoting collaborative strategic planning and effective resource management. Additionally, this Agreement delineates institutional responsibilities to inform students and parents/guardians about articulated acceleration program options, eligibility criteria to ensure college readiness, the process for monitoring student performance, and the criteria by which the quality of dual enrollment programs are to be judged. Via the provisions of this agreement, as indicated in Statement of Standards S2, Articulation and Partnership Implementation, Pasco County Schools and PHSC are committed to sharing resources, forming partnerships with private industries, and implementing innovative strategies, student and faculty workshops, and parental involvement activities that serve the needs of our local community. Further, as indicated in Statement of Standards S3, Continuous Improvement, this Agreement outlines strategies for collaborative professional development to improve instructional efficacy, encourage the use of instructional technologies, address critical needs, and support in-service initiatives.

It is also the specific purpose of this Agreement to allow for eligible high school students to enroll in certain college and career-level courses and to receive credit for such courses from both Pasco County Schools and PHSC. Understanding that students at charter schools are public school students, except where noted, the policies, procedures, terms, and conditions which govern the participation and tuition payment arrangements, as stated in this Agreement, shall also apply to all charter school students and charter schools operating within the jurisdiction of the District School Board of Pasco County, FL.

The following terms and conditions shall govern the eligibility and enrollment of the students and the administration of the high school and college courses offered via dual enrollment effective August 2, 202~~4~~5 and ending August 1, 202~~6~~5.

## Composition of Dual Enrollment Committee

The Dual Enrollment Committee is co-chaired by the Assistant Dean of Accelerated Learning from PHSC and the Senior Supervisor of the Office for Leading and Learning, Division of Enriched Programs, from Pasco County Schools. Committee members from PHSC and Pasco County Schools include:

The Dual Enrollment Steering Committee Membership	
Pasco-Hernando State College	<del>Pasco County Public Schools District</del> <u>School Board of Pasco County, Florida</u>
Assistant Dean of Accelerated Learning, co-chair	Senior Supervisor of <u>Advanced Studies and Choice, for the Innovative Office of Innovation, Advanced Studies, and School Choice Office for Leading and Learning, Division of Enriched Programs</u> , co-chair
Vice President and Chief Academic Officer/College Provost	<u>Deputy Superintendent, Pasco County Schools</u>
Senior Vice President Chief Student Affairs	Assistant Superintendent for High Schools
Associate Vice President of Academic Affairs <del>and Provost, West Campus</del>	<u>Executive Director for High Schools</u>
Provost, East Campus	<u>Director of Innovation, Advanced Studies, and Choice</u>
Provost, Porter Campus	<del>-Director of Instructional Media and Technology</del>
<del>Assistant Vice President of Academic Affairs and</del>	<u>Chief Academic Officer, Pasco County Schools</u>
Dean of Arts and Sciences	<u>Director of the Office for Leading and Learning</u>
Dean of Nursing and Health Programs	<del>Director of Instructional Media and Technology</del>
Dean of Workforce Development, Career, and Technical Education	Director for the Office of Financial Services
Assistant Vice President of Student Affairs	Director of the Office for Career and Technical Education
Assistant Vice President of and Dean of the Office of Enrollment Management	<u>Supervisor for Magnet and Gifted Programs</u>
<del>Dean of Access and Engagement and Chief Equity Officer</del>	<u>Supervisor for the Office of Leading and Learning</u>
Associate Dean of Academic Affairs and Retention Services, East Campus	School Counseling Program Coordinator, Office for Student Support Programs and Services
Associate Dean of Academic Affairs and Retention Services, Porter Campus	Supervisor of Student Support Programs and Services, Division of ESE (2)
Executive Director of Enterprise Systems	High School Principals (2)
Associate Dean of Arts and Sciences	High School Assistant Principals (6)
Assistant Dean of Student Affairs, East Campus	High School Counselors (3)
Assistant Dean of Student Affairs, Porter Campus	Pasco eSchool Principal
Assistant Dean of Student Affairs, West Campus	Charter School Representative
Executive Director, Instructional Performing Arts Center	<u>Program Coordinator of the Office for Career and Technical Education</u>
Director Testing Services	
Assistant Director of Career Services	
Director of Student Financial Services	
Director of Student Accessibility Services	
Follett Representative	

Any Steering Committee member may designate an individual to represent them on an as needed basis.

## Role of the Dual Enrollment Committee

The Dual Enrollment Steering Committee meets a minimum of two times annually and more often, if necessary. The role of the Dual Enrollment Committee is to work collaboratively to develop and revise the Dual Enrollment Agreement that exists between PHSC and Pasco County Schools ~~the~~



~~School Board~~. This includes, but is not limited to the following topics:

1. Establishing and maintaining administrative relationships between PHSC and ~~the~~ Pasco County Schools School Board.
2. Developing procedures for providing courses at PHSC and on high school campuses and Pasco eSchool.
3. Identifying courses and programs to be offered, and the institutional responsibilities for related costs.
4. Coordinating courses with the high school curriculum.
5. Assuring transferability of courses.
6. Establishing policies and procedures pertaining to articulated Career Academies.
7. Determining procedures to inform students and parents/guardians about dual enrollment eligibility criteria, access, and opportunities.
8. Identifying responsibilities for providing student transportation.
9. Establishing procedures through which academic advisement, guidance, and career planning will occur.
10. Monitoring student progress.
11. Developing a Remedial Reduction Plan and its anticipated outcomes.
12. Coordinating policies regarding services for students with disabilities.
13. Establishing dual enrollment textbook procedures.
14. Determining qualifications, selection, screening, and assessment of instructors; and

#### **Amendments to this Agreement**

This Agreement, once it has been signed by Pasco-Hernando State College and Pasco County Schools and sent to the State, can only be amended in accordance with Florida Rules and will remain in effect throughout the academic year for which it was established. To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of its officers, employees, or agents from any and all suits, claims, demands, actions, causes of actions, judgments, liability, loss, damage, attorney's fees, court costs or expenses of any kind, which each party, its officer, employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this agreement or from the activities of Pasco County Schools, PHSC personnel, students, faculty, as aforesaid under the provisions of the agreement. To the extent that the Agreement requires Pasco County Schools to indemnify PHSC, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of Pasco County Schools acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, Pasco County Schools does not waive any

defense of sovereign immunity. It is further understood and agreed by the parties to this Agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, Pasco County Schools intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

## **II. Process to Inform Students and Parents of Dual Enrollment Opportunities**

### **Procedures to Notify Students about the Option to Participate**

Information pertaining to dual enrollment is made available by PHSC to students on the college's website: [www.phsc.edu](http://www.phsc.edu)

Each Pasco County Schools high school will advertise dual enrollment using the same procedures and methods used for any other academic choice program offered by Pasco County Schools. This may include the high school's social media posts and each high school's web page. High school personnel direct students to meet with their school counselor if they are interested in learning more about participation in dual enrollment. High school counselors will review with the student criteria for participation in the dual enrollment program. This will occur during the registration period each semester. School counselors will advise students and make sure that the selected courses will meet high school graduation requirements. Students enrolling in any course with PHSC are then directed to begin the online registration process. Students seeking their AA degree are encouraged to meet with a PHSC Academic Advisor to ensure they are meeting all requirements.

### **Procedures to Notify Parents/Guardians about the Dual Enrollment Option**

Information pertaining to dual enrollment is made available by PHSC to students on the college's website.

Parents/guardians will be notified about the option for their child to participate in dual enrollment courses using the same procedures and methods used for any other academic choice program offered by Pasco County Schools. This may include quarterly school newsletters, regular individual advisement, annual events and curriculum fairs, and year-round through district and school websites. Information will also be available to all parents/guardians on the college's website, in PHSC's online College Catalog/Student Handbook, and on Pasco County Schools' website. Students must also have the approval of a parent or legal guardian and their high school counselor or principal's designee, as indicated on the online Dual Enrollment Request Form.

## **III. Courses and Programs Available to Eligible Dual Enrollment Students**

Pasco-Hernando State College's District Board of Trustees may establish additional initial student eligibility requirements to ensure student readiness for postsecondary instruction (F.S. 1007.271 (3))

### **College Credit Courses Available Through Dual Enrollment**

Articulation agreements exist that allow students to receive credit toward specific associate degrees,

certificates, or selected courses. Current law allows for any course in the Statewide Course Numbering System, except for remedial courses and physical education skills courses, to be offered as dual enrollment. College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses - High School Subject Area Equivalency List are eligible for dual enrollment. The most up-to-date Equivalency List can be found at [www.fldoe.org](http://www.fldoe.org). Eligible courses may be taken in any format that the College offers them unless otherwise specified in the Agreement. This listing shall be updated from year to year and courses may be added to the list or deleted from the list at the sole discretion of PHSC.

### **Technical Credit Courses Available Through Dual Enrollment Both on High School Campuses and PHSC Campuses**

Career certificate courses offered on either the high school or PHSC campuses will be eligible for dual enrollment status. For every 0.5 high school credit for each 75 hours in the course rounded down to the nearest 0.5 credits ~~150 clock hours successfully completed~~, the student will earn one high school elective credit. Please refer to the Practical Arts section of the Dual Enrollment – High School Subject Area Equivalency List available at [www.fldoe.org](http://www.fldoe.org).

### **Limited Access Programs**

Limited access programs are not eligible for dual enrollment. Programs may include but are not limited to: ~~(Dental Assisting, Dental Hygiene, Paramedic, Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections, Fire Academy, and Professional Pilot)~~

### **Student Participation in Co-Curricular Activities**

DE students may participate in high school athletic programs at their originating high school but are prohibited by NJCAA rules from participating in collegiate athletic programs. DE students may participate in all other PHSC co-curricular activities.

## **IV. Procedures for Participation in Dual Enrollment Courses**

Process for students and parents/guardians to exercise options to participate in dual enrollment:

- Students meet with high school counselors to verify eligibility, complete online dual enrollment application, provide qualifying test scores, initiate course request, and register for classes.
- Parent/guardians approval is required on course request.

### **Dual Enrollment Dates and Deadlines**

All relevant dates and deadlines pertaining to dual enrollment are available online in PHSC's College Catalog/Student Handbook. Additionally, high school counselors and PHSC academic advisors provide verbal and/or electronic notice to students of relevant dates and deadlines pertaining to dual enrollment. Students are responsible for adhering to all dates and deadlines.

### **Initial Eligibility for College Level Academic Credit Courses (Includes College Credit ATD, College Credit Certificate, AA, and AS)**

As indicated in Florida Statutes, Chapter 1007.271(3) and the Statement of Standards S1, Grade Point Average (GPA), any student enrolling in dual enrollment college credit classes must qualify with a minimum cumulative unweighted high school grade point average (GPA) of 3.0000.

All students who plan to enroll in dual enrollment academic college credit courses must demonstrate college readiness. They may do so either by achieving satisfactory scores on a common placement test, or by earning postsecondary credit for English Composition I and/or college-level Mathematics. A student who takes an Advanced Placement (AP), AICE and/or IB course and passes the corresponding examination for which they will earn postsecondary credit must provide PHSC with the AP, AICE or IB official transcript showing their passing scores to have the credit included on their official PHSC transcript to be used for placement purposes. CLEP test scores may also be used to demonstrate college readiness. The College Board provides official CLEP scores to PHSC. Students should request for scores to be sent to PHSC and the postsecondary credit must be reflected on the student's PHSC record to be used for placement purposes.

A satisfactory score on a common placement test approved by the Florida Department of Education will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315. A complete common placement test score (all subjects: English, Reading, and Mathematics), or a combination of earned postsecondary credit and common placement test scores, must be on file with PHSC prior to the academic advisor approving course requests. At PHSC testing sites, students are permitted two (2) attempts within a two-year period to achieve a satisfactory common placement test score. The first attempt is free and there is a small fee for the second attempt. Students who do not achieve a satisfactory score (test into ENC 1101 in both Reading and English/Sentence Skills) on a common placement test approved by the Florida Department of Education, or have not earned postsecondary credit for ENC 1101, will not be eligible for any dual enrollment academic college credit course.

Additionally, dual enrollment students whose common placement test scores have not placed them into college level coursework in mathematics may take a maximum of 12 college credits that do not have a mathematics prerequisite before providing adequate common placement test scores. If college levels in mathematics are not achieved by the time the student completes 12 college credits, the student will be restricted from continuing as a dual enrollment student.

Students who complete the required credits for the four-year option for high school graduation by the middle of their senior year and elect to stay in high school and who satisfy dual enrollment eligibility requirements may take dual enrollment courses.

#### **Exceptions to Statutorily Mandated Admissions Criteria – College Level Academic Courses**

In very rare instances, a student with grave extenuating circumstances may request, via their school counselor, permission to appeal the unweighted 3.0 GPA requirement. Full documentation for the extenuating circumstances must be included with the student's written request. If approved by the high school and school district, the request packet will then be sent to the Assistant Dean of Accelerated Learning. The Assistant Dean of Accelerated Learning will then review the request for final decision, according to College's guidelines regarding extenuating circumstances.

#### **Initial Eligibility for Career Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV) Career Certificates**

As indicated in Florida Statutes, Chapter 1007.271(3), and the Statement of Standards S1, Grade Point Average, any student enrolling in dual enrollment career-level coursework must have a minimum of a cumulative unweighted high school grade point average of 2.0000 for technical (career) certificate

courses.

Students pursuing a 24-credit regular high school diploma, through adult education, and who will not have reached their twenty-second birthday by the last day of class in a particular term, are eligible to enroll in dual enrollment courses on PHSC's campuses.

### **Exceptions to Statutorily Mandated Admissions Criteria – Career Academy Courses**

For articulated Career Academy technical courses, students must have a minimum cumulative unweighted high school GPA of 2.0000. For Career Academy dual enrollment courses, a middle school GPA of 3.0000 is acceptable for enrollment in technical (career) certificate courses.

### **Application, Registration Forms and Processes**

Students must consult with their high school counselor prior to participation to confirm that they meet eligibility requirements for the dual enrollment program.

#### **Application deadline:**

Students wishing to take dual enrollment courses at the high school campus, PHSC campuses, or through distance education (online) must submit the online application with a priority deadline of ~~by August 5, 2024~~ July 15, 2025, applications will be accepted no later than August 1, 2025 for Fall, December 12, 2024 for Spring, and May 54, 2025 for Summer.

Late applications will not only be accepted except under extenuating circumstances (e.g., school change, move, medical emergency). Any exceptions due to extenuating circumstances may be made only when approved by the Superintendent of Schools or district designee and the PHSC Vice President, Chief Academic Officer/College Provost, or designee.

Once a new dual enrollment student has completed the online application, PHSC must receive verification of the student's qualifying unweighted high school GPA of 3.0 or higher.

Pasco-Hernando State College (PHSC) has an online Dual Enrollment (DE) application/registration process. Instructions for online application and registration for dual enrollment classes is available on the PHSC website and is provided to Pasco County Schools for distribution.

#### **Dual enrollment course request form:**

PHSC will provide Pasco County Schools with the link to the online dual enrollment course request form **by May 15, 2025** for Fall 2024; **October 2, 2025**, for Spring 2026; and **March 4, 2026** for Summer 2025. The electronic signatures of the parent/guardian, student, and high school counselor or principal's designee are required on the online Dual Enrollment Request Form.

Applications and Enrollment Request forms will be processed in the order received and may not be processed in time for the registration deadline. Early submission is highly encouraged.

### **Eligibility for Continued Participation in Dual Enrollment**

a. Students seeking to continue enrolling in **academic credit** courses must maintain a minimum 3.0000 unweighted cumulative high school GPA.

b. Students seeking to continue enrolling in **technical credit** courses must maintain a minimum 2.0000 unweighted cumulative high school GPA.

c. Each semester students must have permission from a parent or legal guardian, a high school counselor, and a PHSC academic advisor via the online registration process to participate in dual enrollment courses.

d. Students must maintain good academic standing, which is defined as a 2.0 cumulative GPA for all hours attempted at PHSC. "Attempted" means all credit hours in which students are enrolled after the drop/add deadline date. PHSC evaluates students for academic progress at the end of each semester. Students who do not maintain good academic standing will be notified in writing by PHSC. PHSC's Executive Director of Enterprise Systems will send an electronic report to the Pasco County Office for Technology and Information Services designee at Pasco County Schools Office. In determining academic progress, all college level credits will be included.

Those students who do not maintain an overall cumulative unweighted 3.0 high school GPA and a 2.0 cumulative GPA in all PHSC dual enrollment courses will not be allowed to continue participating in the dual enrollment program with PHSC. Any requests for exceptions to the 2.0 GPA requirement will require a written letter from the student, documentation supporting grave extenuating circumstances, recommendation from the principal or designee, and approval by a Pasco County Schools district representative. This formal request for an exception will be submitted to the Vice President and Chief Academic Officer/~~College~~ Provost or designee for consideration.

e. High school counselors will verify a student's high school GPA eligibility for dual enrollment at the end of each high school semester and Pasco County Schools will notify PHSC in January and June each year of the names of students who are currently enrolled and did not maintain the unweighted 3.0 high school GPA as required by Florida Statute 1007.271(3) for continuing participation in dual enrollment. The January list will not affect students currently enrolled in spring term classes, and the June list will not affect students currently enrolled in summer term classes – however, registration in future semesters may be restricted.

In very rare instances, a student with grave extenuating circumstances may request, via their school counselor, permission to appeal the unweighted 3.0 GPA requirement. Full documentation for the extenuating circumstances must be included with the student's written request. If approved by the high school and school district, the request packet will then be sent to the Assistant Dean of Accelerated Learning. The Assistant Dean of Accelerated Learning will then review the request for final decision, according to the College's guidelines regarding extenuating circumstances.

f. A student must complete his/her initial program of study with PHSC prior to being eligible to take further courses in an additional program of study under the dual enrollment articulation agreement. Students who complete their program of study while enrolled in the Dual Enrollment Program may continue to take DE courses to satisfy SUS program prerequisites.

## **V. College Credit Courses Available Through Dual Enrollment on the High School Campuses**

Academic college credit or technical certificate courses may be provided at each high school in Pasco County for grades 6, 7, 8, 9, 10, 11, and 12.

### **SACSCOC Off-Campus Instructional Site 49% Rule**

In accordance with the Southern Association of College and Schools Commission on Colleges (SACSCOC) criteria, students cannot earn more than 49% of college credit toward a program (i.e., twenty-nine (29) credit hours towards the AA degree) at an individual location other than a PHSC campus (e.g., a specific high school campus). To ensure compliance with SACSCOC criteria, Pasco County Schools and PHSC will collaboratively monitor the number of credit hours offered at each individual off-campus instructional

site to guarantee that no more than 29 credit hours are offered over the span of four (4) consecutive years, and that no student can attempt more than 49% of his or her college degree at any individual location other than on a PHSC campus or online with PHSC.

### **Annual Course Requests**

The Senior Supervisor of Enriched Programs in the Office for Leading and Learning (Pasco County) will send a request for dual enrollment courses to be taught on the high school campuses for the upcoming academic year to the Assistant Dean of Accelerated Learning for approval by the ~~Vice President and Chief Academic Officer/College Provost~~ Associate Vice President of Academic Affairs or designee by **June 30th** of each year. The request for dual enrollment courses will list the course prefix, course number, course title, number of sections, and instructor information for each term (fall and spring) by high school. Approved courses will be added to the course schedule.

If a request is received after June 30<sup>th</sup>, courses cannot be approved for the Fall semester unless an approved instructor leaves before the semester begins. New course requests for the Spring semester are due by October 30.

A written request to offer a laboratory science course on a specific high school campus in the fall semester of the 2024~~5~~ – 2025~~6~~ academic year must be submitted by Pasco County Schools to the ~~Assistant Vice President of Academic Affairs and~~ Dean of Arts and Sciences by June 1, 2024~~5~~. To ensure compliance with SACSCOC criteria, a review of the request will require evaluation and assessment of the lab science facilities at the requested high school – to include the physical space, supplies, potential hazards and risks, and safety measures. That assessment will take place within two weeks of receipt of the written request. Pasco County Schools will then be informed in writing of the approval or denial of the request. If approved, the course information will be sent to the Vice President and Chief Academic Officer ~~-/College~~ Provost for final approval and addition to the course schedule. If denied, the reasons for denial will be provided.

Approval of the request to offer a lab science course on the high school campus does not guarantee that the course can be offered. The offering of an approved course will depend on a successful dual enrollment adjunct application by a qualified candidate. Dual enrollment lab courses must be taught by instructors who meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements and guidelines for postsecondary instructors in the discipline. Instructor's credentials will be evaluated in accordance with the requirements noted in the PHSC Faculty Credentials and Qualifications Manual. The dual enrollment adjunct application may be submitted when Pasco County Schools is advised that the request to offer the course has been approved.

### **High School Credit**

Courses with a designated weight of 1.0 as indicated in the Dual Enrollment Course High School Subject Area Equivalency List shall be eligible to be offered on a high school campus. The most up-to-date Equivalency List can be found at [www.fldoe.org](http://www.fldoe.org). Only PHSC dual enrollment students will be enrolled in dual enrollment courses offered on a high school campus in accordance with SACSCOC policy.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment not listed in the Dual Enrollment Course – High School Subject Area Equivalency List, shall be awarded 0.5 high school credits.

Instructors from Pasco County Schools and PHSC will be used to conduct these courses.

PHSC and Pasco County Schools will offer on-campus dual enrollment courses in which only Pasco County students may enroll during the normal high school day and during normal school periods throughout the academic year. After regular high school hours, PHSC students may attend PHSC courses offered on Pasco County Schools campuses.

Students must take the dual enrollment courses on the high school campus or Pasco eSchool, if they are offered there. Students may deviate from this practice based on extenuating circumstances, in which approval must be given by the Pasco County District office.

NOTE: No student will be allowed duplicate credit based on enrollment in both an AP and dual enrollment course per Florida Statutes, Chapter 1007.272. Students who take AP, AICE or IB classes and achieve a passing score on the corresponding exam are not permitted to take the same course through dual enrollment for a grade. These students must provide PHSC with an AP, AICE or IB transcript showing their passing scores to have these scores included in their official PHSC transcript.

Registration of students taking dual enrollment courses held at the high school will be completed electronically in coordination between Pasco County Schools and PHSC data processing departments. Before data transfer, high school counselors will ensure that students have completed an Enrollment Request form and DE high school instructors will verify the accuracy of their class roster. All Enrollment Request Forms must be approved before registration can occur.

Requests for courses at the high school locations will be completed through the annual course request and instructor application process.

#### **Courses Not Approved for Dual Enrollment on the High School Campuses**

~~Mathematics: MAT1033\*\*~~

~~\*\*MAT1033 can be taught at the Early College Program high school locations (Zephyrhills and Fivay) if the faculty member is credentialed to teach the course and the faculty member is trained on the ALEKS system software.~~

Courses associated with educational pathways at PHSC's Instructional Performing Arts Center (IPAC): Dance, Music, Theatre, and Digital Media courses.

#### **Courses Currently Approved for Dual Enrollment Online through Pasco eSchool:**

Business: GEB1011, GEB2112

Communications: ENC1101, ENC1102, SPC2608

Computers: CGS1100

Humanities: HUM1020

Spanish Language: SPN1120, SPN1121

These courses are an extension of PHSC's online course offerings. As such, a formal request from Pasco County Schools to offer a new online dual enrollment course through Pasco eSchool should be submitted to the Assistant Dean of Accelerated Learning. The request will be forwarded to the Assistant Associate Vice President of Academic Affairs, for review. If the request is approved, the Secondary Program Coordinator at Pasco County Schools may submit the course request form from Pasco eSchool with the



required information for the proposed instructor.

## VI. Registration Policies

Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course.

Students and high school counselors will select courses for a dual enrollment student; however, it is the responsibility of PHSC to verify that the student meets the requirements for enrollment in a course. PHSC academic advisors will review and verify all grade and prerequisite requirements for the student's selected courses prior to approving the courses. If a student does not meet the prerequisite, whether through common placement test scores or previous coursework, the student will not be enrolled into that course.

**Students may only request overrides into full class sections if they are in their final semester of the AA degree and the course is required for graduation.**

High school dual enrollment students must comply with PHSC's and Pasco County Schools' procedures, timelines, and guidelines for adding, dropping, or withdrawing from dual enrollment courses. Dual Enrollment students may not be added to, or withdrawn from, a course without the signature/approval from the high school counselor. Additionally, students must comply with the drop/add semester timelines delineated in the Student Progression Plan available at [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us).

### Maximum Course Loads

The maximum student course load in fall (Term I) and spring (Term II) is sixteen (16) credit hours. The maximum course load in summer (Term III) is determined by grade level.

Pasco County dual enrollment students are permitted to enroll in face-to-face or online sections of courses in Terms I and II (15-week terms) only, in fall and spring semesters.

If there is an extenuating circumstance/hardship and it is recommended by their high school administrator and approved by Pasco County Schools district representatives, Pasco County dual enrollment students may be permitted to enroll in a 10-week term **in Fall or Spring semesters only**. The district designee will communicate with PHSC to ensure the student is enrolled in the 10-week term in a timely manner.

Pasco County dual enrollment students are not eligible for terms shorter than 10 weeks.

Starting Fall 2024, Pasco County Dual Enrollment students at Cypress Creek High School are eligible to enroll in 10-week performance pathway courses offered at the IPAC. (i.e. Choir, Guitar, Music Theory).

**Sixth grade through eighth grade** students who are eligible to take dual enrollment classes may do so only at the high school.

**Ninth grade** students ~~may can take one course per semester (3-4 credit hours) take courses at the high school and may choose to enroll in up to one 3 or 4 credit hour~~ The course can be at the high school campus, through Pasco eSchool or offered online at by PHSC ~~per semester~~ fall (Term I), spring (Term II), and summer (Term III only).

**Tenth grade** students eligible to take dual enrollment classes may choose to enroll in up to seven (7) credit hours of their maximum course load in sections of courses offered at the high school campus, through Pasco eSchool or on PHSC campuses or online. 10<sup>th</sup> grade students can take up to 12 credit hours

~~in the Fall and Spring semesters with written permission from their high school counselor or administrator. They may access additional sections of courses, up to the maximum course load (sixteen (16) credit hours), on their high school campus per semester: fall (Term I), spring (Term II), with the permission of a high school counselor or administrator. In summer (Term III only) they may enroll in up to seven (7) credit hours.~~

**Eleventh grade** students eligible to take dual enrollment classes may enroll in a maximum course load of sixteen (16) credit hours in the fall (Term I) and spring (Term II) semesters and up to eight (8) credit hours in the summer semester (Term III only).

**Twelfth grade** students eligible to take dual enrollment classes may enroll in a maximum course load of sixteen (16) credit hours in the fall (Term I) and spring (Term II) semesters. They may take dual enrollment classes at the high school, on PHSC campuses, or online. They are not eligible to take dual enrollment classes in the summer of their graduating year.

### **Allowed Course Attempts**

Students will be permitted one attempt per dual enrollment course; thus, grade forgiveness is not permitted for dual enrollment students. A withdrawal from a dual enrollment course will count as an attempt at a course.

In very rare instances, a student with grave extenuating circumstances may request, via their school counselor, permission to repeat a previously attempted course. Full documentation for the extenuating circumstances must be included with the student's written request. If approved by the high school, this request packet will then be sent to the Assistant Dean of Student Affairs at the appropriate campus. The Assistant Dean of Student Affairs will then review it and forward it to the ~~Dean~~ Assistant Vice President of Student Affairs for a final decision, according to College guidelines regarding extenuating circumstances. If the repeat attempt is approved through this process, grade forgiveness will occur and the grade from the second attempt will be used when calculating the student's PHSC cumulative GPA.

### **Weighting of Dual Enrollment Course Grades**

Dual enrollment college level academic credit courses will be awarded a 1.0 weight for every full credit earned. No course in Pasco County receives a higher weight per Florida Statutes, Chapter 1007.271(18).

Career certificate courses offered on either the high school or the PHSC campus will be eligible for dual enrollment status. For every 150 clock hours successfully completed, the student will earn one high school elective credit.

### **Student Grade Distribution**

For students taking dual enrollment courses on PHSC's campuses each semester PHSC shall report student grades, in an electronic format, to the Pasco County Office for Technology and Information Services designee after the College's semester ends.

Upon receiving dual enrollment grades from PHSC's Executive Director of Enterprise Systems, Pasco County School's, ~~the District School Board of Pasco County's~~ Office for Technology and Information Services contact will enter grades into the student electronic reporting system and then send the grades to the high schools. Students may access grades through their PHSC student account, or at Florida Shines ([www.floridashines.org](http://www.floridashines.org)).

## **Assurance of High School Credit and Transferability of Courses**

Approved and offered dual enrollment courses will be used to fulfill high school credit graduation requirements or elective credit. All dual enrollment courses offered will meet the guidelines for transferability of credit under Florida Statutes Chapter 1007.271(12).

## **VII. Plan for Providing Advising and Counseling Services**

### **Academic Advising**

High School Counselors, Administrative Contacts and Instructors, counselors and/or career specialists, together with PHSC academic advisors, will provide academic advisement services (i.e., individual and/or classroom guidance, college workshops and college days/nights) on dual enrollment, college majors and prerequisites, and weighting systems to students. In addition, high school counselors and/or career specialists will assist dual enrollment students with consideration of future educational and career planning. Students should check with their high school counselor to ensure that courses taken will meet all requirements for high school graduation and for Bright Futures scholarships.

Each dual enrollment student is strongly encouraged to meet with a PHSC academic advisor and a high school counselor prior to registration at least once per semester that the student plans to enroll in dual enrollment courses. Students are advised of the expectations for continued dual enrollment eligibility during these advising sessions. For additional information on program(s) of study, students should refer to Academic Programs in the current PHSC Catalog and Student Handbook.

College-Level Course Expectations: In accordance with Statement of Standards E2, Early College Course Expectations, students and parents/guardians should be informed by high school counselors and PHSC advisors of college-level course expectations. Advising should include, but is not limited to, requirements for PHSC programs, prerequisites for classes, common university transfer requirements, information indicating that registration, drop/add, and withdrawal dates may not be altered; that two to three hours of homework are expected for each hour spent in class, that assignment deadlines are firm, that General Education courses require completion with a grade of "C" or higher and that all grades, including withdrawals, will become part of the student's permanent collegiate, academic transcript. It should be noted that the curriculum offered is a college credit curriculum. Course syllabi are available for students and parents/guardians to review during the drop/add period each semester. Course descriptions are available in the online PHSC College Catalog/Student Handbook.

Students seeking their AA degree are encouraged to meet with a PHSC Academic Advisor to ensure they are meeting all requirements for high school and AA degree completion. Each area high school has an assigned Academic Advisor from PHSC that students can meet with virtually, at the high school campus, or at a PHSC campus.

### **Development of A Student Plan**

To have a future goal orientation focus, high school students will develop and follow a four-year program of study leading to college entrance, post-secondary education, or workforce entry.

Using the school district's determined platform, students and school counselors will develop a plan, which may include dual enrollment courses. It is recommended that this plan be updated annually. If a student should develop a plan that will result in an Applied Technology Diploma, an Associate in Science Degree, or an Associate in Arts Degree, OR, if the student identifies a baccalaureate degree as

the plan objective, the student will be advised by the counselor and/or career specialist in collaboration with a PHSC academic advisor to ensure that courses will meet the General Education requirements and any pre-requisite and/or transfer requirements for entrance into the selected baccalaureate degree program.

## **VIII. College-Level Course Expectations**

### **Course Content**

The Statement of Standards E3, Educational Planning indicates that college course materials and class discussions will be appropriate for college-level instruction and may reflect topics not typically included in secondary courses. Students and parents/guardians are advised that Pasco-Hernando State College courses, textbooks, materials, and lectures are developed for adult students, age 18 or older, and will not be modified or changed to accommodate younger students.

### **Attendance**

Students taking classes on PHSC campuses, or online with PHSC, should be aware that faculty are required to take and record class attendance and confirm active participation in online course assignments. Students who fail to attend class for a period of two consecutive weeks, or are not active in an online class, are reported as a W2 using the attendance verification process. This effectively removes the student from the class and the student will not see the course as active in Canvas or have access to the course. The student may not be reinstated by the instructor but may request reinstatement through the Exception Memo process, which would require approval from the instructor and the appropriate dean. Students should contact the Student Affairs/Academic Advising office for guidance.

**Note:** College-level courses, regardless of location or modality, require class attendance and students who miss more than one class period may suffer grade penalties which cannot be made up

### **Student Behavior/Suspension Policy**

In accordance with Statement of Standards E1, Classroom Atmosphere, dual enrollment courses taught on a high school campus are expected to maintain a college-like atmosphere. Students disruptive to the learning environment may be subject to disciplinary action and may lose the opportunity to participate in the dual enrollment program.

All dual enrollment students must abide by all PHSC policies and procedures as stated in the online PHSC College Catalog/Student Handbook, including, but not limited to, the PHSC Code of Student Conduct. Dual enrollment students must also abide by the Pasco County Schools Code of Student Conduct. Students understand that if they violate any items in either the PHSC or Pasco County Schools Codes of Student Conduct, they may be denied participation in dual enrollment on both PHSC campuses and Pasco County Schools' high school campuses.

Furthermore, when a student is placed in out-of-school suspension from a Pasco County school for any reason, the student will not be permitted to attend dual enrollment classes on PHSC campuses for the dates indicated in the suspension. The high school principal or designee will notify the Executive Vice President and Chief Academic Officer/College Provost, or designee of the suspension. The suspended student will be subject to any penalties noted in the syllabi of the PHSC courses(s) in which he/she is registered.

If a student has committed an act on the high school campus that constitutes serious threats to school safety [aggravated battery, homicide, armed robbery, possession -use or sale of any explosive, arson device, battery or aggravated, possession- use or sale of narcotic or other controlled substance, possession- use or sale of any firearm, battery on a teacher or other school personnel, sexual battery, victimization, false alarms- including but not limited to, pulling fire alarms] which results in a recommendation for expulsion, or placement in an alternative setting, the student will immediately lose all privilege to participate in the dual enrollment program on the high school campus, PHSC campus and online classes.

Pasco County Schools and PHSC will follow their established appeal process as outlined in the student code of conduct at each institution.

### **Drop/Add and Audit/Withdrawal Policies and Procedures**

As authorized by Florida Statutes, Chapter 1007.272 and in accordance with Statement of Standards S3, Joint AP/Early College-Dual Enrollment, dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published in the online PHSC Catalog/Student Handbook. Additionally, students must comply with the Pasco County Schools drop/add semester timelines delineated in the Student Progression Plan, which can be found at [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us). Dual Enrollment students may not be added to, or withdrawn from, a course without the signature/approval from the high school counselor.

Note: During the first week of the term, students may only add in-person courses on PHSC campuses that have not already met. Online classes may be added through the Wednesday of the first week of the term (by 8:59 p.m.)

Students log in to their PHSC account to add and/or drop approved courses taken online with PHSC, or on a PHSC campus.

Once a withdrawal has been approved by the high school, the PHSC Student Affairs Office/Academic Advising must give final approval.

Dual enrollment students will NOT be permitted to audit any dual enrollment course on either high school or college campuses.

### **Reporting of Course Withdrawals:**

PHSC's Executive Director of Enterprise Systems will notify the Senior Supervisor, Office for Leading and Learning at Pasco County Schools via an electronic report every two weeks during and following the withdrawal period of dual enrollment students who have withdrawn from courses.

### **Requests for corrections of course records, including requests for a late drop or late withdrawal, are to be made within one calendar year of when the grade was assigned to the course.**

It is the responsibility of the student to bring any errors to the attention of the faculty member as soon as the errors are detected within this one-year period. Students requiring assistance should work with their high school counselor and PHSC academic advisor. Full documentation for the extenuating circumstances must be included with the student's written request. If approved by the high school, this request packet will then be sent to the Assistant Dean of Student Affairs at the appropriate campus. The Assistant Dean of Student Affairs will then review it and forward it to the Assistant Vice President of Student Affairs for final decision, according to [Collegecollege](#) guidelines regarding extenuating circumstances.

### Requests for late add, late drop, or late withdrawal

Under exceptional circumstances, a dual enrollment student may request a late add, late drop or late withdrawal in accordance with College policy and DBOT Rule 6Hx19-5.08. The student must contact the Assistant Dean of Student Affairs and Enrollment Management and submit the Exception Request form, a letter of explanation, and needed documentation to include a letter of support from the high school.

If the request is approved by the Assistant Vice President of Student Affairs and Enrollment Management, the student will be added, dropped, or withdrawn from the class. The College will notify the student and the high school counselor once the process has been completed, regardless of outcome.

### Ongoing Monitoring of Student's Progress in Dual Enrollment Courses

a. If a PHSC faculty member has notified the Student Affairs Office of a dual enrollment student who has unexplained absences or is in jeopardy of failure, the PHSC Assistant Dean of Student Affairs, or designee, will notify the Pasco County high school designee (i.e., school counselor).

b. Tutoring resources available at PHSC for dual enrollment students include the Academic Success Centers and online ~~tutoring~~ tutoring Via Canvas.

~~c. Dual enrollment courses taught at the high school campus and/or eSchool are eligible for additional progress monitoring pending the student's completion of a FERPA release form.~~

### IX. Early Admission Dual Enrollment

Early Admission (i.e., full-time postsecondary enrollment) allows eligible 12<sup>th</sup> grade secondary students to enroll full-time (a minimum of 12 credit hours per semester and a maximum of 16 credit hours per semester) at PHSC in courses that are creditable toward the high school diploma and the Associate Degree.

#### Early Admission Students:

a. are not withdrawn from Pasco District Schools;

b. must take the equivalent of three (3) high school credits per semester and must meet the full-time student status at the college level (a minimum of 12 credit hours per semester).

c. enrolling in dual enrollment college credit courses must qualify with a minimum cumulative unweighted high school grade point average (GPA) of 3.0000 as indicated in Florida Statutes, Chapter 1007.271(3), and the Statement of Standards S1, Grade Point Average.

d. who plan to enroll in dual enrollment academic college credit courses must achieve a satisfactory score (test into ENC1101 in both Reading and English/Sentence Skills) on a common placement test approved by the Florida Department of Education which will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315 or have earned postsecondary credit for ENC1101.

e. must have written approval from a parent or legal guardian, a high school counselor, and a

PHSC academic advisor; and

f. must meet the stated pre-requisite(s) and/or co-requisite(s) of each course.

## **X. Prior Learning Assessments**

PHSC can award college credit based on scores from Prior Learning Assessment (PLA) exams meeting requirements set by institutional policy. Exams offered include CLEP, Modern States, UExcel and DSST. Students should contact an academic advisor to determine what prior learning assessments options may be available.

## **XI. Graduating Seniors – Summer Options**

Graduating seniors who are currently enrolled as a dual enrollment student and who choose to attend PHSC in Term III or IIIA must ~~obtain and bring to any PHSC Admissions and Student Records Office the PHSC Application for Admission: Graduating Senior Credit Bank Student Form (SAR-58); submit a Credit Bank re-admission application online.~~ Students must complete and bring the PHSC Graduating Senior Credit Bank Permission Form (SAR-4) with the high school principal's signature to meet with an academic advisor to register for classes. These seniors will be required to meet common placement test score requirements and all course prerequisite requirements prior to enrollment. Graduating senior credit banking cannot be used for dual enrollment courses previously attempted. Students should contact a PHSC Academic Advisor for information on Credit Banking.

Graduating seniors who wish to attend PHSC in Term IIIB and who have previously participated in the Dual Enrollment Program must complete a PHSC Application for Readmission. There is no charge to the dual enrollment student for the readmission application.

NOTE: Seniors who are scheduled to graduate at the end of the high school second semester may enroll in summer term classes at PHSC. These students will be responsible for the costs of tuition, fees, textbooks and required materials for these summer classes. Summer classes will not be considered as dual enrollment classes and credit earned will not apply towards high school graduation.

## **XII. Career and Technical Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV)**

### **Criteria for Awarding College Credit from Technical Credit**

A student who wishes to petition for articulation of technical credits to PHSC college credits must:

- a. Apply for admission and enroll in the equivalent Associate of Science Degree program at PHSC.
- b. Complete a Petition to Award College Credit from Technical Credit Form (SAR-74A) and receive approval from PHSC's Dean of Workforce Development.

### **Criteria for Awarding Industry Certification Credit**

A student who wishes to petition for award of college credit based upon industry certification must:

- a. Apply and enroll in one of the approved Associate in Science Degree programs at PHSC;
- b. Complete a Petition for Certification Credit Form (SAR-74) and receive approval for these credits from PHSC's Dean of Workforce Development, Career, and Technical Education.

## **Basic Skills Exit Requirements**

Florida Administrative Code 6A-10.040 requires students of most career and technical certificate programs to meet specific basic skills requirements in mathematics, language, and reading before being awarded a certificate of completion. PHSC uses the Test of Adult Basic Education (TABE) to assess mastery of these skills. Each program has specific grade-level exit requirements, listed on the *TABE Exit Requirements for Career and Technical Certificate Programs* chart (available on the PHSC Testing Services web page). Students must take all applicable sections of the TABE within the first six weeks of their program unless exempted by demonstrating readiness for college-level work in each subject area as defined in the PHSC College Catalog/Student Handbook.

Students who score below the minimum basic skill levels are advised to meet with a high school counselor to develop a plan focused on achieving their academic needs prior to retaking the TABE.

Students may be retested six weeks after the initial administration of the TABE using an alternate form, then must wait six months before retesting with the same form.

## **Civic Literacy Requirement**

Effective fall 2021, Florida Rule 6A-10.04213 will be updated to align with SB 1108 which amends s. 1007.25, F.S. This amendment will require students initially entering an FCS institution in 2021-22 and thereafter to demonstrate competency in civic literacy by completing a course and passing an approved assessment.

The civic literacy requirement can be met as outlined below.

Option 1 - complete a. (course) and b. (assessment)

a. Complete one of the following:

- Successfully pass POS 2041 American Federal Government
- Successfully pass AMH 2020 History of the United States II
- Successfully pass AMH 2020 or POS 2041 via credit-by-exam

Note: If credit by exam is AP or CLEP then see Option 2

b. Achieve Standard Score on the following Assessment

- Florida Civic Literacy Exam (Passing Score=60)

Note: Students who pass the Florida Civic Literacy Exam (FCLE) in high school will still be required to pass an approved course once they enter the Florida College System (FCS).

Option 2 - complete one of the following assessments. Meets both the course and assessment requirement.

- Advanced Placement (AP) Test – Government & Politics: U.S. (Passing Score = 3)



- Advanced Placement (AP) Test – U.S. History (Passing Score = 4)
- CLEP American Government (Passing Score = 50)

Students may also elect to complete POS 2041 or AMH 2020 as a transient student online at another institution via the Floridashines transient student request procedure.

High school students who are dually enrolled (including dual enrollment students who are completing the requirements towards an Associates in Arts degree while in high school) are **not** required to demonstrate postsecondary civic literacy competency. As a result, the postsecondary civic literacy competency requirement is neither a condition of high school graduation nor a requirement for all dual enrollment students (public school, home education, and private school). However, if dual enrollment students plan to matriculate after high school graduation to a Florida College System (FCS) or State University System (SUS) institution to pursue an associate or baccalaureate degree, then they will have to comply with the postsecondary civic literacy competency requirement to obtain those degrees.

### **XIII. Mechanisms and Strategies for Promoting Career and Technical Programs**

#### **Career and Technical Certificate Programs**

PHSC and Pasco County Schools will promote Career and Technical Education Programs via flyers and brochures, counseling services, , Curriculum Fairs and a College Night on the East and West campuses. PHSC and Pasco County Schools websites will provide pertinent related information.

#### **Career Academies**

If any provision of the Career Academies section of this document is inconsistent with or in conflict with any other sections of this document, as related to Career Academies only, the Career Academies section will supersede all other sections. Career Academies exist as a small cohort of students working with business partners and local community partners to provide an integrated approach within a rigorous and relevant curriculum focused on research-based best instructional practices.

Career Academies prepare students to meet the demands of a changing workforce while providing the opportunity for successful high school graduation, gainful employment, post- secondary education, and the highest level of industry certification by the State of Florida. Students will be placed in academy courses which will lead to either Agency for Workforce Innovation (AWI) recognized industry certification, Department of Education (DOE) recognized industry certification, post-secondary credit, and/or a state or national license.

PHSC and Pasco County Schools will provide opportunities for high school students enrolled in Career Academies to earn academic college credit or technical credit while enrolled in high school. Career certificate courses and academic credit courses are classified as college credit and may be transferred to other colleges and universities. The Career certificate courses may be articulated to college credit using current state-wide articulation agreements or local articulation agreements. Credit by industry examination provides for articulation of industry-recognized certifications to college credit using standards and criteria set by state-wide or local articulation agreements.

A student must earn a grade of “C” or higher in each technical credit career academy dual enrollment course in which he/she is enrolled to be awarded dual enrollment credit for the course through PHSC. A student can earn PHSC technical credit regardless of whether he/she acquires industry certification.

NOTE: Some Career Certificate to Associate in Science state-wide articulation agreements require passage of a state licensure examination before credit may be awarded. Students should consult a PHSC academic advisor for further information.

### **Career Pathways**

A Memorandum of Understanding (MOU) has been developed to support and promote the Career Pathways Consortium within the Pasco-Hernando region. The MOU will be reviewed and revised annually.

The Consortium will provide rigorous curriculum integrating academics and career technical education. In addition, the Consortium will enable students to transition secondary educational learning experiences to post-secondary college credit, industry certification and graduation.

The Career Pathways Consortium will provide the following services to Pasco County students and PHSC students:

- Development of Career Pathways and Programs of Study.
- Coordinate career education activities.
- Negotiate articulation agreements between secondary and postsecondary institutions.
- Integrate curriculum development.
- Promote rigorous and relevant programs of study.
- Provide Career Pathways information and advisement to parents/guardians, students, and teachers; and
- Analyze student performance data to evaluate the effectiveness of the Career Pathways and Programs of Study.

The Consortium supports students earning college or technical credit(s) when they have successfully completed 25 percent of program credit hour requirements in an approved Associate in Science Degree program and have successfully completed appropriate technical credit courses with a grade of “C” or higher in select courses.

### **Mechanisms and Strategies for Promoting Career and Technical Programs of Study**

The Pasco-Hernando Career Pathways Consortium is responsible for the development of two programs of study that align secondary career and technical programs with postsecondary programs and meet the eligibility criteria of the Carl D. Perkins Act. The Dual Enrollment Steering Committee annually reviews the alignment between CTE and college degree programs along with recognized industry certifications. Secondary and college instructors review the course content against the state frameworks, rigor, and equipment and support materials. In addition, the Florida Career and Professional Education Act (Section 1003.491, Florida Statutes) charges the commissioner of education with annually reviewing K-12 and postsecondary CTE programs to ensure they require high-level skills and to assess alignment of existing offerings with employer demand, postsecondary credentials, and professional industry certifications.

Pasco County Schools and PHSC instructional personnel continue to collaborate in the review of courses and the development of articulations that include programs of study leading toward certificates and Associate in Science Degrees.

### **Career Dual Enrollment and CAPE Industry Certifications**

Career dual enrollment is provided as a curricular option for students to pursue to earn industry

certifications adopted pursuant to Section 1008.44, Florida Statutes which count as credits toward the high school diploma. Students desiring to earn CAPE industry certifications pursuant to s.1008.44, F.S. should consult with a PHSC academic advisor to register for the courses necessary to earn a CAPE industry certification.

#### **XIV. Instruction and Faculty Policy and Procedures**

##### **Exceptions to Professional Rules, Guidelines, and Expectations Stated in Faculty or Adjunct Faculty Handbook and Student Handbook for the Postsecondary Institution**

The ~~only exception~~ ~~re-are no exceptions~~ to rules, guidelines, and expectations as stated in the faculty or adjunct faculty handbook is that a FERPA release form is not required for high school campus and Pasco eSchool instructors to speak with parents about student progress without a FERPA release form at this time.

~~There are no exceptions to rules, guidelines, and expectations as stated in the student handbook of the postsecondary institution which apply to faculty members at this time.~~

In accordance with Statement of Standards F1, Faculty Credentials, all faculty teaching dual enrollment courses must meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements/guidelines for postsecondary instructors in the discipline. PHSC is responsible for ensuring that all dual enrollment courses are taught by qualified faculty in accordance with the requirements noted in the PHSC Faculty Credentials and Qualifications Manual.

Dual Enrollment Instructors teaching at the high school campuses or Pasco eSchool can discuss student progress with parents/guardians and school administration in dual enrollment courses offered at either location without a signed FERPA release form.

##### **Criteria by Which Quality of Dual Enrollment Courses and Programs Will Be Judged and Maintained**

###### **Qualification and Selection of Instructors**

In accordance with Statement of Standards F1, Faculty Credentials, all faculty teaching dual enrollment courses must meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements/guidelines for postsecondary instructors in the discipline. PHSC is responsible for ensuring that all dual enrollment courses are taught by qualified faculty in accordance with the requirements noted in the PHSC Faculty Credentials and Qualifications Manual.

###### **Dual Enrollment Adjunct Instructor Application**

All prospective dual enrollment instructors must complete a PHSC Dual Enrollment Employment Application for Adjunct Temporary Instructors online choosing the PHSC campus based on location and submit Pre-Qualification Form completed by PCS administrator by June 30, 2024. **Applications must be submitted before June 30<sup>th</sup> for the upcoming school year. Requests submitted after the June 30<sup>th</sup> deadline can be reviewed under extenuating circumstances.**

East Campus application for: ~~prospective~~ prospective instructors at Kirkland Ranch Academy of Innovation, East Pasco Education Academy, Academy at the Farm Charter School, Pasco, and Zephyrhills high schools.

Porter Campus at Wiregrass Ranch application for: prospective instructors at Cypress Creek, Sunlake, Wesley Chapel and Wiregrass Ranch high schools.

West Campus application for: prospective instructors at F.K. Marchman and West Pasco Education Academy, Angeline Academy of Innovation, Anclote, Fivay, Gulf, Hudson, Land O' Lakes, J.W. Mitchell, Wendell Krinn Technical, Pasco eSchool, River Ridge, ~~and Dayspring Academy charter schools.~~

Applications will be reviewed by the appropriate Dean. This process will allow for pre-qualification of instructors.

As indicated in the Statement of Standards F2, Faculty Transcripts, official postsecondary transcripts for all faculty teaching dual enrollment courses must be on file at PHSC prior to any instructional assignments being made. All dual enrollment instructors must submit appropriate documentation of master's level education in the subject area.

### **Instructors Seeking Additional Course Credentialing**

Dual enrollment instructors already credentialed to teach specific courses, who wish to pursue credentialing in additional courses, must submit the Dual Enrollment Instructor Prequalification Form, listing the requested courses, to the Assistant Dean of Accelerated Learning. The form, which is on the PHSC dual enrollment instructor application webpage, will be forwarded to the appropriate Dean for review.

### **Responsibilities and Qualifications**

Dual enrollment instructors teaching on the high school campus during regular school hours will be required to attend applicable organizational meetings. One such meeting will be an orientation session for adjunct faculty to be held at the beginning of each semester at any PHSC campus. All dual enrollment instructors will be **required** to attend an adjunct faculty orientation session each semester. As indicated in Statement of Standards F3, Faculty Handbook, all adjunct faculty members will be provided with an electronic copy of the Full-Time Faculty and Adjunct Faculty Handbook.

It is the responsibility of the high school principal to ensure that high school instructors teaching dual enrollment courses abide by the conditions of this Agreement.

It is the responsibility of the campus provost to ensure that college instructors teaching courses at the high school abide by the conditions of this Agreement.

Dual enrollment instructors at the high school campus must follow the policies and procedures of Pasco-Hernando State College as it relates to curriculum, grading policies and deadlines. Dual enrollment instructors at the high school campus must utilize IEP/504 plans set in place by the School Board of Pasco County ~~School District, Florida.~~

The high school principal (or district designee) will recommend qualified personnel to teach dual enrollment classes held on the high school campuses. These instructors will be mutually agreed upon by the high school principal (or district designee), the appropriate Dean or Campus Provost and the Executive Vice President, Chief Academic Officer/ College Provost. The Executive Vice President, Chief Academic Officer/College Provost must give final approval regarding the academic credentials of the instructor prior to his/her appointment.

To qualify as an instructor for academic credit courses, a master's degree from a regionally accredited institution in the teaching discipline or a masters' degree from a regionally accredited institution and 18 graduate hours in the teaching discipline is required. Additional detailed information regarding instructor qualifications is available in the PHSC Faculty Credentials and Qualifications Manual. In the event an approved instructor for a dual enrollment course at the high school is unable to continue the

course to which assigned, the high school principal (or district designee) must notify the Executive Vice President, Chief Academic Officer/College Provost within three (3) business days of awareness of instructor's inability to meet his/her class assignment. It is the responsibility of the high school principal (or district designee) to provide a qualified instructor according the SACSCOC requirements/guidelines for postsecondary instructors in the discipline for approval to replace the previously assigned instructor. The Executive Vice President, Chief Academic Officer/College Provost must give final approval regarding the academic credentials of the new instructor prior to his/her appointment. If the school district cannot identify a qualified instructor to complete the dual enrollment course, then PHSC will attempt to provide a qualified instructor at the expense of the school district. This instructor, provided by PHSC, must comply with ~~the District School Board of Pasco County~~ (Pasco County School's) Criminal Background Screening policy, which includes a background check and fingerprinting. If an approved, qualified instructor cannot be identified in a timely manner, then the course will not be taught as a dual enrollment course.

Associated faculty names and social security numbers will be provided after the drop/add period each semester. Employee information provided under this articulation agreement, including but not limited to social security numbers, is confidential; and the receiving entity shall take all reasonable measures to prevent disclosure of such information to other entities or persons except as required or permitted by law.

College faculty who teach dual enrollment courses on the high school campus are required to undergo background screening conducted in accordance with Pasco County Schools standards. PHSC will be responsible for ensuring that all such employees have been screened by the Pasco County Schools prior to being assigned to teach. Although school districts cannot make decisions related to the employment of college instructional staff, they can use the results of the background screening to prohibit such personnel from teaching on the high school campus. If the college instructor is employed by PHSC, the College will assume responsibility for ensuring the screening is done. Pasco County Schools will not assume any responsibility for costs associated with individuals the College provides for instruction except as indicated in XVII.

### **Assessment of Instructors**

- a. In accordance with Statement of Standards A2, Course/Instructor Evaluation, dual enrollment courses taught in the high school will be evaluated in the same fashion as courses taught on the College campus.
- b. The school principal will inform each instructor, prior to being assigned a dual enrollment class, that he/she will be involved in an evaluation process conducted by PHSC and that this process will not be used to determine Pasco County Schools employment status of the instructor.
- c. PHSC will identify the College administrator assigned to conduct the faculty observation at each high school.
- d. A PHSC administrator will coordinate a visit to the classroom with the dual enrollment instructor
- e. A copy of the evaluation instrument will be provided to the instructor in advance of the evaluation. In accordance with Statement of Standards F6, Observation/Evaluation of Instruction, the evaluation process, including the use of PHSC's standard evaluation instruments and any follow-up with the instructor, will be conducted in the same manner as would be the case for any PHSC adjunct faculty member.

f. The high school principal, PHSC evaluator, and instructor, in collaboration, will decide how and when the evaluation will be implemented. The discussion should include the following:

1. The time frame within which the Course and Instructor Evaluation by Students will be administered to students and the procedures for data collection.
2. The month(s) of the school year that classroom observations will be conducted and the number of observations to be conducted.
3. The manner in which the Course and Instructor Evaluation by Students form will be completed and how it will be shared with the instructor.

g. Each instructor will receive a personal copy of the completed Full-Time/Adjunct Faculty Evaluation by Administrator Form (IIN-9).

h. Dual enrollment courses will be taught according to the approved Master Course Outline and course syllabus template which shall be provided by the College for use by each dual enrollment instructor, as noted in Statement of Standards C2, Course Plan and Objectives. PHSC will provide dual enrollment instructors with the Simple Syllabus deadlines and dates upon completion of the annual course request form.

### **Grade Submission Procedures**

In accordance with Statement of Standards C7, Grades, all full-time and adjunct faculty teaching Early College/Dual Enrollment (EC/DE) classes must observe College procedures/deadlines for submission of grades in appropriate format including PHSC's published date for grade submission. All faculty will be advised of college-wide grading expectations/guidelines prior to teaching an EC/DE course. Final grades for all students shall be reported and submitted online through PHSC's online grade entry process by the faculty member teaching the course. Instructions for grade submission are available from the College. For students taking dual enrollment courses on PHSC's campuses, each semester PHSC shall report student grades, in an electronic format, to the Pasco County Office for Technology and Information Services designee after the College's semester ends.

Dual Enrollment teachers who need to amend a grade must do so on PHSC Change of Grade Form IIN-16. This form may be requested directly from the PHSC Admissions and Student Records Office or any Student Affairs Office. The Change of Grade Form must be completed in its entirety and signed in ink by the dual enrollment Instructor. Documentation should be included to justify the change of grade. The dual enrollment contact person should forward this form to the Assistant Dean of Student Affairs and Enrollment Management, who will then forward it to the appropriate academic division at PHSC for approval and signature. Faculty may not make end of term grade changes online.

Faculty teaching classes on PHSC campuses, or online for PHSC, are required to take and record class attendance and confirm active participation in online course assignments. Students who fail to attend class for a period of two consecutive weeks, or are not active in an online class, are to be reported as a W2 using the attendance verification process. This effectively removes the student from the class. The student may not be reinstated by the instructor but may request reinstatement through the Exception Memo process, which would require approval from the instructor and the appropriate dean. Attendance verification does not apply to dual enrollment courses at the high school campuses or Pasco eSchool.

### **XV. Administrative Relationships**

a. High school principals and College personnel will coordinate curriculum offerings approved as part

of this articulation agreement in accordance with the locally established procedures.

b. College personnel will provide the high school principal with all pertinent information concerning the college course(s) to be offered to high school students.

c. Dual enrollment courses taught by high school instructors will be taught in accordance with the PHSC college calendar. Dual enrollment courses taught by PHSC faculty will be scheduled in accordance with the PHSC college calendar (available on the PHSC website) as agreed upon by the proposer and Executive Vice President and Chief Academic Officer/College Provost.

d. Dual enrollment courses taught on the high school campus during regular school hours will be offered in a manner consistent with the high school calendar. However, drop/add, withdrawal deadlines and final grades will be due based upon the PHSC Academic Calendar unless an alternate date has been mutually agreed upon by PHSC and Pasco County Schools.

e. College instructors will abide by all applicable College rules governing attendance, classroom management and record keeping while conducting courses on the high school campus.

f. In extenuating circumstances, PHSC may provide instructors for courses within a Career Academy or within academic college credit courses offered on Pasco County high school campuses, where the School Board does not have a qualified instructor.

g. Courses at the high school and eSchool will adhere to the Standard Course Size Guidelines for maximum capacity for online and on campus classes.

#### **Program Analysis and Review**

a. In accordance with Statement of Standards A1, Grade Analysis of Subsequent Course Success, PHSC shall conduct a follow-up analysis of the grades dual enrollment students receive in subsequent courses taken at the College. The purpose of this analysis will be to ensure that the level of preparation and future success of dual enrollment students is comparable to that of non-dual enrollment students. The information shall be shared with the Supervisor of Curriculum and Instruction, Secondary Programs (or designee) and with the Division of Florida Colleges.

b. PHSC, in accordance with Statement of Standards A4, Grade Comparison of Early Admissions and "Regular" Student Grades, shall also conduct a follow-up study to ensure that grading standards and student learning outcomes for dual enrollment courses are comparable to those evidenced in non-dual enrollment sections of the same course. Results of this analysis shall be shared with the Senior Supervisor of the Office for Leading and Learning, Secondary Programs (or designee) and with the Division of Florida Colleges.

c. The Statement of Standards A5, Periodic Review, indicates that the Division of Florida Colleges will conduct a program review of all dual enrollment programs every three years. PHSC will share the results of these reviews with the Assistant Director of the Office for Leading and Learning, Secondary Programs (or designee).

#### **XVI. Mechanisms and Strategies for Reducing the Incidence of Postsecondary Remediation in Math, Reading, and Writing for First-time Enrolled Recent High School Graduates**

## **Remedial Reduction Plan**

### **1. Current Mechanisms Initiated by Pasco County Schools include:**

- a. All first through twelfth grade students who are not meeting district expectations in reading, writing, science, and mathematics have a Progress Monitoring Plan that provides strategies for intensive help to meet the expectations.
- b. All high school students are required to pass the Algebra 1 EOC and state mandated high school ELA assessment or earn a concordant score in order to graduate. Schools have remediation opportunities in place for students who have not passed the required exams.
- c. A 2.0 GPA is required for graduation.
- d. All Level I courses have been eliminated in mathematics and language arts as required for graduation.
- e. High school counselors articulate with middle school counselors to facilitate the development of appropriate high school plans for students.
- f. All eighth- grade students complete a career plan to guide their academic and career choices in high school.

### **2. College Readiness Assessment**

- b. Each high school identifies eligible and interested potential dual enrollment students and refers them to a PHSC academic advisor. Those students who plan to enroll in dual enrollment academic college credit courses must achieve a satisfactory score (test into ENC1101 in both Reading and Writing) on a common placement test approved by the Florida Department of Education which will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315.
- c. A complete common placement test score (all subjects: English, Reading, and Mathematics), or a combination of test scores and earned postsecondary credit, must be on file with PHSC prior to the academic advisor approving courses for the term in which the student is enrolling. At PHSC testing sites, students are permitted two (2) attempts to achieve a satisfactory common placement test score. Common placement testing for dual enrollment purposes may be conducted at the high school sites unless otherwise specified in State Board of Education Rule 6A-10.0315.

### **3. Analysis of Problems and Corrective Actions**

- a. To have a future goal orientation focus, high school students will develop and follow a four year program of study leading to college entrance, post-secondary education, or workforce entry.
- b. To facilitate the tracking of student progress over time, Pasco County Schools is monitoring and analyzing data to provide intervention programs in reading, writing, science, and mathematics.
- c. To provide a curriculum that is both rigorous and relevant, teachers are working on teams to connect academic instruction to real world applications and experience.



d. To strengthen content area instruction, in-service training is provided in reading, writing, science, and mathematics for all teachers.

#### **4. Anticipated Outcomes of Remediation Reduction Efforts**

a. There will be a reduction in the number of students not meeting district expectations in reading, writing, science, and mathematics after the Progress Monitoring Plans have been implemented.

b. The content area knowledge of mathematics teachers will be strengthened resulting in an increase in the number of students able to meet graduation requirements and by successfully completing Algebra I or its equivalent.

c. A greater percentage of students will meet the higher standards of Level II and Level III courses.

d. Students will focus on post-graduation plans beginning in middle school and continuing throughout high school by taking appropriate academic and career and technical coursework to achieve those plans.

#### **5. Strategies for Better Preparation of Students Upon High School Graduation**

a. PHSC will facilitate a common placement test approved by the Florida Department of Education and will provide a list of online resources.

b. Expanded articulation between PHSC Student Affairs staff and Pasco County high school counseling staff to include Pasco County middle school counselors.

c. Pasco County Schools will continue the development and implementation of career-focused programs of study. Pasco County Schools implemented certified Career Academies at each high school that offer distinct career-focused, rigorous, and relevant programs of study.

d. Involvement of PHSC faculty and deans in Pasco County Schools committees that address academics, including but not limited to textbook selection, advising, and dual enrollment.

e. Meetings with staff from PHSC to address remediation for students who are not college ready.

f. Pasco County Schools and PHSC will analyze the cost associated with implementing the postsecondary remedial education reduction plan.

### **XVII. Institutional Responsibilities for Cost of Dual Enrollment Courses and Programs**

#### **Student Supplies**

a. Basic instructional supplies will be provided by Pasco County Schools. Lab Manuals are a required text used once by a student and cannot be reused since it is a consumable instructional material.

b. The dual enrollment student may be required to provide, at his or her own expense, additional materials such as: calculators, safety glasses, uniforms, safety shoes, kits, eInstruction CPS Pulse clickers, clicker licenses and course codes, instruments, reads, mouthpieces, etc.

## **Instructional Cost Arrangements**

a. If the instructor of a dual enrollment course held at a PHSC campus is unable to attend a scheduled class, the College is responsible for making alternate arrangements for the class. In the event the high school instructor is unable to attend a scheduled class, the high school will provide a qualified instructor in accordance with SACSCOC requirements/guidelines for postsecondary instructors in the discipline.

b. Required professional liability insurance for approved courses will be paid by Pasco County Schools. PHSC will bill Pasco County Schools for these fees. This process will be coordinated by PHSC's Assistant Vice President of Academic Affairs, Marketing and Communications, PHSC's Financial Services Office, Pasco County's Director of the Office for Career and Technical Education, and Pasco County's Director for the Office for Financial Services.

c. When PHSC approves a student to take a credit-by-examination for an approved course, Pasco County Schools will pay this fee. PHSC will bill Pasco County Schools for these fees. This process will be coordinated by PHSC's Assistant Vice President of Academic Affairs, Marketing and Communications, PHSC's Financial Services Office, Pasco County's Director of the Office for Career and Technical Education and Pasco County's Director for the Office for Financial Services.

## **Tuition and Administrative Costs**

Pursuant to legislation enacted during the 2013 regular session of the Florida Legislature, the College shall charge, and the School District shall pay from its FEFP allocation for dual enrollment students, as follows (these provisions also apply to Charter School students when the Charter School enrollment is included in the School District's FEFP funding calculations):

a. For those students who attend classes on the College's campuses, the College will submit an invoice representing the amount of tuition per credit hour aggregated by the total number of dual enrollment credits being taken on the College's campuses. The tuition per credit hour shall be the standard tuition rate for Florida College System institutions as established by the 2015-2016 General Appropriations Act. The invoice will contain the names, student identification numbers, birth dates, course numbers and titles, and credit hours for each dual enrolled student and will be submitted no later than 45 days following the last day of the "Drop/Add" period for that semester. All amounts shall be remitted to the College by the School District not more than 30 days after the date of submission of the invoice. Such invoices and payments may be submitted electronically. In the event the School District disagrees with the amount invoiced, it shall pay the amount it agrees is due within the time prescribed herein and shall notify the College, in writing, of the basis for disputing the remaining balance. The parties agree to meet and resolve the disagreement as soon as practicable before the end of the College semester for which the invoice was submitted.

b. For those students who attend dual enrollment classes at high school campuses for classes taught by an instructor provided by the College, the College shall invoice the School District no later than thirty days after commencement of those classes. The invoices shall equal the cost to the College of an adjunct instructor teaching an equivalent class on the College campus or the actual cost of the instructor, whichever is less. Such invoices may be submitted electronically. The School District agrees to pay all such invoices within 30 days of submission. In the event the School District disagrees with the amount invoiced, it shall pay the amount it agrees is due within the time prescribed herein and shall notify the College, in writing, of the basis for disputing the remaining balance. The parties agree to meet and resolve the disagreement as soon as practicable before the end of the College semester for which the invoice was submitted.

c. Subject to annual appropriation in the General Appropriations Act, PHSC shall receive an amount of

funding equivalent to the standard tuition rate per credit hour for each dual enrollment course taken by a student during the summer term. All eligible dual enrollment students may participate in summer terms III only.

d. Both the College and the school district acknowledge that certain administrative costs are incurred by each for those students that are not attending classes on the post-secondary campus. In the interest of equity, each party agrees to be responsible for its own administrative costs for these students.

e. For students who attend public charter schools and participate in the Dual Enrollment Program, the College will separately submit an invoice to the public charter school in accordance with the tuition and administrative costs policies, procedures, terms, and conditions.

### **Textbook Selection**

a. In accordance with Statement of Standards C5, Textbooks and Instructional Materials, it will be the responsibility of Pasco County Schools to use PHSC's currently adopted textbooks. Textbook editions used in dual enrollment courses offered at the high school campuses may vary from those editions in use at PHSC as long as the content of the text is comparable to the updated edition and approval has been granted by the Vice President and Deputy Superintendent Chief Academic Officer/ or designee.

b. The Senior Supervisor of the Office for Leading and Learning (or designee) will submit a list of proposed courses and recommended textbooks to PHSC for any exceptions by the first working day in June for the following Fall semester, to the Vice President and Deputy Superintendent Chief Academic Officer/College Provost (or designee).

c. Pasco County Schools will be responsible for purchasing, storing, and maintaining textbooks used in the dual enrollment program. Exceptions may be made under unusual circumstances by the mutual agreement of the Superintendent of Pasco County Schools and the President of PHSC.

d. PHSC will provide an electronic list of the currently adopted textbooks in April, July, and November of each year, 45 days prior to the start date of each term to the Senior Supervisor of the Office for Leading and Learning, Secondary Programs from Follett.

e. It is the responsibility of PHSC to review requests for exceptions to the use of PHSC's currently adopted textbooks.

f. In accordance with the guidelines stated above, PHSC, whenever possible, will follow the State Adoption Cycle currently in use by Pasco County Schools.

### **Policies for Acquiring Textbooks**

a. The student takes the PHSC course schedule, Fee Statement form, or other evidence of registration at PHSC to any of the dual enrollment textbook sites (available at [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)).

b. The Senior Supervisor of the Office for Leading and Learning or designee will check to see if the needed textbooks for the registered courses are in the inventory. If the books are available, the student will be issued the needed textbooks. If the textbooks are not available, ~~the student will be issued a Pasco Dual Enrollment Textbook Depository Approval Form and referred to PHSC to get their materials. Students will be asked to complete the following information on a Pasco Dual Enrollment Textbook Depository Approval Form: Name, Address, Home Phone Number, Social Security Number, E-mail Address (if applicable) and high school. The student will then receive a copy of the completed Pasco Dual Enrollment Textbook Depository Approval Form, which will list courses for which textbooks have been~~

~~provided by the Pasco Depository and the courses for which textbooks will be needed from PHSC. Dual Enrollment students must obtain a PHSC ID card before using the assigned voucher. Pasco County Schools will send a list of orders to Follette, who will package the required materials so they can be distributed at satellite pick up locations designated by the district.. The parties agree that PHSC is a "school official" under FERPA and has a legitimate educational interest in personally identifiable information from education records because, for purposes of this agreement, PHSC: (1) provides a service or function for which Pasco County Schools would otherwise use employees; (2) is under the direct control of Pasco County Schools with respect to the use and maintenance of education records; and (3) is subject to the requirements of FERPA governing the use and redisclosure of personally identifiable information from education records.~~

~~c. The student has 45 days after PHSC's published drop date to use the book voucher issued.~~

### **Textbook Return Policies**

As outlined in Pasco County Schools Dual Enrollment Textbook Information web page, (available at [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)) at the end of the semester, all textbooks will be returned to one of the Dual Enrollment Textbook Depository sites. ~~Pasco County Schools The Dual Enrollment Textbook Depository Coordinator~~ will examine the textbooks and determine their condition. If any of the textbook materials are damaged or lost, the student will be charged a textbook fine. Since textbook bundles often contain several separate materials and are not sold separately, students may be charged for the total cost of the textbook bundle if any one piece is missing.

If students cannot make it to the satellite sites for textbook return during the designated times, the student can return the book(s) to the District Office in Land O' Lakes. Students will not be permitted to check out additional dual enrollment textbooks until all textbooks have been returned and fees paid.

If students choose to drop a course, for those books obtained from the PHSC College Store, students are to return the textbooks to the PHSC College Store for refunds up to one week following the last day of drop for the current semester. After the drop date, the textbook must be returned to the Textbook Depository at the District Office in Land O' Lakes.

### **Services to Students with Disabilities**

Pasco County Schools are responsible for providing and funding reasonable accommodations for qualified students with documented disabilities (e.g., Individual Educational Plan (IEP), 504 Plan), who are enrolled in a PHSC dual enrollment course(s) during regular high school hours on the high school campus(es). Instructors that are teaching PHSC dual enrollment classes at a high school campus and Pasco eSchool are to follow only the IEP/504 guidelines that are provided from their respective high school.

Students with disabilities who are enrolled in dual enrollment courses offered at PHSC sponsored sites (PHSC campuses, PHSC centers, PHSC online classes and PHSC hybrid classes) will receive accommodations upon receipt of documentation of a disability(ies) that meets PHSC accessibility guidelines. Any costs for students with hearing impairments needing sign language interpreters or students with visual impairments who take classes at a PHSC campus will be paid 50% by Pasco County Schools and 50% by PHSC.

Pasco County Schools and PHSC will determine what are reasonable accommodations for dual enrollment students at their respective sites.

Nothing herein shall make PHSC faculty or staff a party to the IEP/504 nor shall PHSC be given or required to have an IEP with a dual enrollment student. PHSC's Student Accessibility Services shall work with Pasco County Schools to determine if accommodations are required under the Americans with Disabilities Act and Section 504 or the Individuals with Disabilities Act.

To receive ~~accommodations, students~~accommodations students must self-disclose for a course that is taken online or on campus at PHSC their disability to a Student Accessibility Services staff member. Information regarding eligibility for instructional and support services and documentation of a student's disability that is required before providing accommodations for each disability is available by submitting the required form (available on the PHSC website under Student Accessibility Services) or by contacting the Director of Student Accessibility Services on PHSC's West Campus. Determination of eligibility is the responsibility of PHSC's Director of Student Accessibility Services.

PHSC is an equal access college and does not discriminate against persons with disabilities. PHSC, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and ADA Amendment Act, makes every reasonable effort to accommodate persons with disabilities. Students requiring any special services or accommodations because of a disability should contact the Director of Student Accessibility Services at the West Campus, an Assistant Coordinator of Student Accessibility Services, or the Student Accessibility Services Assistant for additional information about the process or to make an appointment. The College requires documentation of a student's disability before providing accommodations for students with disabilities. Accommodations for students may include but are not limited to use of recording device, use of calculator, use of spell checker/dictionary, note taker, laptop, large print/braille, substitution of written work for oral, adapted test format, time extension on in-class work, lecture outlines, scribe, reduced distraction location for exams, substitution of oral work for written, preferential seating, interpreter, reader, tutor, modified furniture, or course substitution.

Confidentiality: Each party acknowledges that during the term of this agreement both parties will send and receive information on students which is considered confidential under Federal and Florida laws. Each party agrees to protect and hold confidential all such information. Neither party may release any confidential information except by written authorization from the student, or unless otherwise authorized or required by law or rules. The College will release appropriate information regarding students attending dual enrollment classes on PHSC campuses to Pasco County Schools only. Parents/guardians will be advised that any information regarding student attendance or performance should be directed to Pasco County Schools.

#### Main Differences Between High School and College for Students Requesting Accommodations:

Type of Difference	High School	College
Laws	Individuals with Disabilities Education Act (IDEA) entitles or guarantees disabilities services and accommodations to students with disabilities	Under the American with Disabilities Act (ADA) and Sections 504 and 508 of Rehabilitation Act you must meet criteria to be eligible for the services and accommodations
Self-Identification	The school is responsible for identifying a student's disability	The student is responsible for documenting the disability and requesting services
Support	Teachers and parents help you make decisions and ask for help	Student must ask for support and assistance from the Student Accessibility Services

		Office
Access to Records and Grades	Until you are 18, your parents can access your school grades and participate in IEP meetings	Your parents cannot access your school records or grades without prior written permission

### **XVIII. Responsibilities for Providing Student Transportation**

Students and/or parents/guardians shall provide all student transportation to and from courses taken on PHSC's campuses and sites and shall assume any liability incurred thereby.

#### **DISPUTE RESOLUTION**

In the event of a dispute of any or all of an invoice submitted hereunder, the parties agree that the dispute is best resolved between them without involving third parties, including mediators, arbitrators, or the judicial system. To resolve disputes, the parties agree that each will appoint an administrator who is familiar with the terms and implementation of the dual enrollment agreement. These individuals shall meet within 10 days of notice to the other of a dispute and attempt to resolve the issues. Each administrator so appointed shall appear at the meeting with full authority to resolve the issue. In the event the appointed administrators determine that they are unable to reach an agreement, then the School District Superintendent and the President of the College shall meet and resolve the issue. The School District Superintendent and President may bring such administrators as they deem appropriate to the resolution meeting. In the event no resolution is achieved at this level then either party may elect to file a civil action in the appropriate Court.

***SIGNATURES ON NEXT PAGE***

Pasco-Hernando State College:

\_\_\_\_\_, President  
Pasco-Hernando State College

\_\_\_\_\_  
Date

\_\_\_\_\_  
~~Marilyn Pearson-Adams~~~~Lee Maggard~~, Chair  
District Board of Trustees  
Pasco-Hernando State College

\_\_\_\_\_  
Date

District School Board of Pasco County:

\_\_\_\_\_  
~~Kurt Browning~~~~John Legg~~, Superintendent  
~~District~~School Board of Pasco County, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
~~Megan Harding~~~~Cynthia Armstrong~~, Chair  
~~District~~School Board of Pasco County

\_\_\_\_\_  
Date

REVISED: 3/254

\_\_\_\_\_  
~~Legal Language Approved by~~  
~~PHSC Legal Counsel~~

Legal Language Approved by PHSC Legal Counsel

Initials PAN

**APPROVED**

*By nadolsp at 10:23 am, May 27, 2025*

TO: Dr. Eric Hall, Interim President

FROM: Dr. Gerene Thompson, Associate Vice President of Academic Affairs and  
Acting Chief Academic Officer

SUBJECT: Course Revisions

DATE: Tuesday, June 17, 2025

This proposal is for course revisions reviewed and approved by the Council on Academic Affairs (CAA) during a meeting on Friday, May 29, 2025.

CAA presents these course revisions to the District Board of Trustees (DBOT) for final review and approval during its meeting on Tuesday, June 17, 2025.

**Course Revisions: College Credit**

Course	Effective Term
ISM4234 Cybersecurity Analytics	Fall 2025 (202601)*

**Course Revisions: Non-Credit | Continuing Workforce Education**

New

Course	Effective Term
NCGxxxx Adult Sex Crimes Investigations	Summer 2025 (202503)
NCGxxxx Canine Team Training Instructor Course	Summer 2025 (202503)
NCGxxxx Child Sex Crimes Investigations	Summer 2025 (202503)

Revisions

Course	Effective Term
NCG0054 CMS Firearms Instructor	Summer 2025 (202503)
NCG0145 Law Enforcement Equivalency of Training	Summer 2025 (202503)
NCG0147 Corrections Equivalency of Training	Summer 2025 (202503)

Deletions

Course	Effective Term
NCG0139 CMS Defensive Tactics Instructor Update	Summer 2025 (202503)
NCG0148 Firearms Instructor Update	Summer 2025 (202503)

\*Correcting course impacted by a previously approved change.



# PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

## COURSE INFORMATION

Current Course Title: Cybersecurity Analytics Prefix and Number: ISM 4324  
 Effective Date/Term: Fall 2025(202601) Cluster/Program Code: BAS-SM/ISM 4324

## COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025 (202601)

Rationale: Changing prerequisite from CIS3370 to CIS3371

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	ISM 4324
PREREQUISITE(S)		CIS 3370	CIS 3371
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: \$ \_\_\_\_\_

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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

*Dr. Ashley K. Cobb*

04/29/2025

Proposer's Signature

*Dr. Christopher Brantly*

Date

*4/30/2025*

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:** ISM 4324

**Course Title:** Cybersecurity Analytics

**Credit Hours:** 3

**Course Description:** Students will learn the analytical and operational tasks to ensure threat management, vulnerability management, cyber incident response, security architecture, and tool sets are appropriately implemented within a given scenario. This course will prepare students to take the CompTIA Cybersecurity Analyst (CySA+) Certification.

**Course Prerequisite:** ~~\_\_\_\_\_MAN 3353 —Management Theory and Practices(completed with a grade of “D” or higher) and \_\_\_\_\_CIS 3370-3371 (completed with a grade of “D” or higher).—~~  
~~Cybersecurity Fundamentals~~

### Course Objectives:

Upon successful completion of this course, a student will be able to:

- Explain cybersecurity concepts
- Explain and demonstrate passive and active reconnaissance and intelligence gathering
- Develop a management plan to address vulnerabilities
- Understand and analyze vulnerability scans
- Perform Forensic Analysis
- Assess how to recover and contain damage
- Develop a final report to include lessons learned
- Explain the difference between policies, standards, and guidelines
- Develop policy and procedures
- Explain and implement Defense in Depth strategies
- Explain the software development life cycle and security
- Explain and implement identity and access management



## Master Course Outline

**Course Identifier:** ISM 4324

**Course Title:** Cybersecurity Analytics

**Credit Hours:** 3

**Course Description:** Students will learn the analytical and operational tasks to ensure threat management, vulnerability management, cyber incident response, security architecture, and tool sets are appropriately implemented within a given scenario. This course will prepare students to take the CompTIA Cybersecurity Analyst (CySA+) Certification.

**Course Prerequisite:** MAN 3353 (completed with a grade of "D" or higher) and CIS 3371 (completed with a grade of "D" or higher).

### Course Objectives:

Upon successful completion of this course, a student will be able to:

- Explain cybersecurity concepts
- Explain and demonstrate passive and active reconnaissance and intelligence gathering
- Develop a management plan to address vulnerabilities
- Understand and analyze vulnerability scans
- Perform Forensic Analysis
- Assess how to recover and contain damage
- Develop a final report to include lessons learned
- Explain the difference between policies, standards, and guidelines
- Develop policy and procedures
- Explain and implement Defense in Depth strategies
- Explain the software development life cycle and security
- Explain and implement identity and access management

# PASCO-HERNANDO STATE COLLEGE NEW COURSE PROPOSAL FORM

## PROPOSED NEW COURSE INFORMATION

Course Title: Adult Sex Crimes Investigations Prefix and Number: \_\_\_\_\_  
 Effective Date/Term for Offering Course: 2025 Summer Cluster: \_\_\_\_\_  
 Division No/School Code: 05 SCNS Discipline/Sort Code: \_\_\_\_\_  
 Type of Course: College Credit \_\_\_\_\_ Technical Credit \_\_\_\_\_ Developmental Ed \_\_\_\_\_ Contract Training \_\_\_\_\_ Continuing \_\_\_\_\_  
 Workforce Education (CWE) \_\_\_\_\_ Lifelong Learning \_\_\_\_\_ Course Type \_\_\_\_\_  
 Rationale for Course: Trust funded course for sworn law enforcement officers. Course is designed to enhance and increase the capability of the officer to investigate/interview victims of sex related offenses.

Gen Ed.: Yes \_\_\_\_\_ No ☒ Pell Code: Yes \_\_\_\_\_ No ☒ Skill Code: \_\_\_\_\_  
 Bachelor Degree Elective: Yes \_\_\_\_\_ No ☒ Pass/Fail: Yes ☒ No \_\_\_\_\_  
 ICS Type: \_\_\_\_\_ ICS Code: \_\_\_\_\_ Department Code: \_\_\_\_\_  
 Elective? Yes \_\_\_\_\_ No ☒ If no, the course is required in which program(s)? \_\_\_\_\_

REQUISITE(S)	LIST	RATIONALE
Prerequisite(s)	Sworn Law Enforcement Officer	Trust Funded Course
Corequisite(s)		

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

Number of College Credit Hours: \_\_\_\_\_ Number of Technical Credit Hours: \_\_\_\_\_  
 Number of Contact Lecture Hours: \_\_\_\_\_ Number of Clock Lecture Hours: 40  
 Number of Contact Laboratory Hours: \_\_\_\_\_ Number of Clock Laboratory Hours: \_\_\_\_\_  
 Number of Contact Clinical Hours: \_\_\_\_\_ Number of Clock Clinical Hours: \_\_\_\_\_

Does this course require student laboratory fees, special fees, distance learning fees, and/or other user course fees?

Yes \_\_\_\_\_ No ☒ If yes, complete and attach the Student Laboratory, Special, Distance Learning, and Other User Course Fees Calculation Form (ICU-10).

Student Laboratory Fees	\$ _____	Distance Learning Fees	\$ _____
Special Fees	\$ _____	Other User Course Fees	\$ _____

Eligible for Credit-by-Examination Tests: Yes \_\_\_\_\_ No ☒  
 Permission of instructor required: Yes \_\_\_\_\_ No ☒

ICU-1A (Rev. 02/19)



## TEXTBOOK/ANCILLARY CONTENT INFORMATION

Will this course have a required textbook(s)/content information? Yes ☒ No

1. If no, explain: All information/course content provided by CJSTC through the trust fund

2. If yes, list the required textbook(s). (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

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: \$ \_\_\_\_\_

3. 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

Proposer's Signature

Date

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, 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							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQT		SCNS	



(No subject)

From Jennie Jones <jonesje@phsc.edu>  
Date Mon 5/12/2025 12:59 PM  
To Workforce Development <workforcedev@phsc.edu>  
Cc Charlie May <mayc@phsc.edu>; Karin May <mayk@phsc.edu>

*This is with Jennie's  
CAA Paperwork  
cmd*

5 attachments (403 KB)

05\_12\_25\_12\_27\_05.pdf; 05\_12\_25\_12\_27\_02.pdf; 05\_12\_25\_12\_26\_55.pdf; 05\_12\_25\_12\_26\_49.pdf; 05\_12\_25\_12\_26\_47.pdf;

Note: For the EOT - price remains the same - it is competitive with centers at \$1,100.00 and \$1,035.15

**Jennie L. Jones**  
**Academy Director**

Pasco Sheriff's Office  
Joint Operations Bureau  
jjones@pascosheriff.org

Pasco-Hernando State College  
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36727 Blanton Road  
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# PASCO-HERNANDO STATE COLLEGE NEW COURSE PROPOSAL FORM

## PROPOSED NEW COURSE INFORMATION

Course Title: Canine Team Training Instructor Course Prefix and Number: \_\_\_\_\_  
 Effective Date/Term for Offering Course: 2025 Summer Cluster: \_\_\_\_\_  
 Division No/School Code: 05 SCNS Discipline/Sort Code: \_\_\_\_\_  
 Type of Course: College Credit \_\_\_\_\_ Technical Credit \_\_\_\_\_ Developmental Ed \_\_\_\_\_ Contract Training \_\_\_\_\_ Continuing \_\_\_\_\_  
 Workforce Education (CWE) \_\_\_\_\_ Lifelong Learning \_\_\_\_\_ Course Type \_\_\_\_\_  
 Rationale for Course: Trust funded course for sworn law enforcement officers. This is an instructor level course designed to certify existing canine handlers to become instructors for new law enforcement canine handlers.

Gen Ed.: Yes \_\_\_\_\_ No ☒ Pell Code: Yes \_\_\_\_\_ No ☒ Skill Code: \_\_\_\_\_  
 Bachelor Degree Elective: Yes \_\_\_\_\_ No ☒ Pass/Fail: Yes ☒ No \_\_\_\_\_  
 ICS Type: \_\_\_\_\_ ICS Code: \_\_\_\_\_ Department Code: \_\_\_\_\_  
 Elective? Yes \_\_\_\_\_ No ☒ If no, the course is required in which program(s)? \_\_\_\_\_

REQUISITE(S)	LIST	RATIONALE
Prerequisite(s)	Sworn Law Enforcement Officer	Trust Funded Course
Corequisite(s)		

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

Number of College Credit Hours: \_\_\_\_\_ Number of Technical Credit Hours: \_\_\_\_\_  
 Number of Contact Lecture Hours: \_\_\_\_\_ Number of Clock Lecture Hours: 80  
 Number of Contact Laboratory Hours: \_\_\_\_\_ Number of Clock Laboratory Hours: \_\_\_\_\_  
 Number of Contact Clinical Hours: \_\_\_\_\_ Number of Clock Clinical Hours: \_\_\_\_\_

Does this course require student laboratory fees, special fees, distance learning fees, and/or other user course fees?

Yes \_\_\_\_\_ No ☒ If yes, complete and attach the Student Laboratory, Special, Distance Learning, and Other User Course Fees Calculation Form (ICU-10).

Student Laboratory Fees	\$	Distance Learning Fees	\$
Special Fees	\$	Other User Course Fees	\$

Eligible for Credit-by-Examination Tests: Yes \_\_\_\_\_ No ☒  
 Permission of instructor required: Yes \_\_\_\_\_ No ☒



## TEXTBOOK/ANCILLARY CONTENT INFORMATION

Will this course have a required textbook(s)/content information? Yes ☒ No

1. If no, explain: All information/course content provided by CJSTC through the trust fund
2. If yes, list the required textbook(s). (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)  
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: \$ \_\_\_\_\_  
-----  
3. 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

Proposer's Signature

Date

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, 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							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	



(No subject)

From Jennie Jones <jonesje@phsc.edu>  
Date Mon 5/12/2025 12:59 PM  
To Workforce Development <workforcedev@phsc.edu>  
Cc Charlie May <mayc@phsc.edu>; Karin May <mayk@phsc.edu>

*This is with Jennie's  
CAA Paperwork  
cmd*

5 attachments (403 KB)

05\_12\_25\_12\_27\_05.pdf; 05\_12\_25\_12\_27\_02.pdf; 05\_12\_25\_12\_26\_55.pdf; 05\_12\_25\_12\_26\_49.pdf; 05\_12\_25\_12\_26\_47.pdf;

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**Academy Director**

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# PASCO-HERNANDO STATE COLLEGE NEW COURSE PROPOSAL FORM

## PROPOSED NEW COURSE INFORMATION

Course Title: Child Sex Crimes Investigations Prefix and Number: \_\_\_\_\_  
 Effective Date/Term for Offering Course: 2025 Summer Cluster: \_\_\_\_\_  
 Division No/School Code: 05 SCNS Discipline/Sort Code: \_\_\_\_\_  
 Type of Course: College Credit \_\_\_\_\_ Technical Credit \_\_\_\_\_ Developmental Ed \_\_\_\_\_ Contract Training \_\_\_\_\_ Continuing \_\_\_\_\_  
 Workforce Education (CWE) \_\_\_\_\_ Lifelong Learning \_\_\_\_\_ Course Type \_\_\_\_\_  
 Rationale for Course: Trust funded course for sworn law enforcement officers. Course is designed to enhance and increase the capability of the officer to investigate/interview victims of sex related offenses.

Gen Ed.: Yes \_\_\_\_\_ No ☒  
 Pell Code: Yes \_\_\_\_\_ No ☒ Skill Code: \_\_\_\_\_  
 Bachelor Degree Elective: Yes \_\_\_\_\_ No ☒ Pass/Fail: Yes ☒ No \_\_\_\_\_  
 ICS Type: \_\_\_\_\_ ICS Code: \_\_\_\_\_ Department Code: \_\_\_\_\_  
 Elective? Yes \_\_\_\_\_ No ☒ If no, the course is required in which program(s)? \_\_\_\_\_

REQUISITE(S)	LIST	RATIONALE
Prerequisite(s)	Sworn Law Enforcement Officer	Trust Funded Course
Corequisite(s)		

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

Number of College Credit Hours: \_\_\_\_\_ Number of Technical Credit Hours: \_\_\_\_\_  
 Number of Contact Lecture Hours: \_\_\_\_\_ Number of Clock Lecture Hours: 40  
 Number of Contact Laboratory Hours: \_\_\_\_\_ Number of Clock Laboratory Hours: \_\_\_\_\_  
 Number of Contact Clinical Hours: \_\_\_\_\_ Number of Clock Clinical Hours: \_\_\_\_\_

Does this course require student laboratory fees, special fees, distance learning fees, and/or other user course fees?

Yes \_\_\_\_\_ No ☒ If yes, complete and attach the Student Laboratory, Special, Distance Learning, and Other User Course Fees Calculation Form (ICU-10).

Student Laboratory Fees	\$	Distance Learning Fees	\$
Special Fees	\$	Other User Course Fees	\$

Eligible for Credit-by-Examination Tests: Yes \_\_\_\_\_ No ☒  
 Permission of instructor required: Yes \_\_\_\_\_ No ☒

ICU-1A (Rev. 02/19)

**TEXTBOOK/ANCILLARY CONTENT INFORMATION**Will this course have a required textbook(s)/content information? Yes ☒ No

1. If no, explain: All information/course content provided by CJSTC through the trust fund

2. If yes, list the required textbook(s). (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

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: \$ \_\_\_\_\_

3. 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**

Proposer's Signature

Date

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, 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							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	





(No subject)

From Jennie Jones <jonesje@phsc.edu>  
Date Mon 5/12/2025 12:59 PM  
To Workforce Development <workforcedev@phsc.edu>  
Cc Charlie May <mayc@phsc.edu>; Karin May <mayk@phsc.edu>

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5 attachments (403 KB)

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# PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

## COURSE INFORMATION

Current Course Title: CMS Firearms Instructor Course Prefix and Number: NCG0054  
 Effective Date/Term: 07/01/2025 Cluster/Program Code: \_\_\_\_\_

## COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: 07/01/2025

Rationale: Course name change by the Criminal Justice Standards and Training Commission

Course DELETION (Check, if applicable): ☐ Effective Date/Term: \_\_\_\_\_

Rationale: \_\_\_\_\_

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Handgun Instructor
COURSE Prefix and NUMBER		Refer to Course Information	NCG0054
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	44 hours	44 hours
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 checked="" type="checkbox"/>	NO <input checked="" 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: \$ \_\_\_\_\_

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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: \_\_\_\_\_

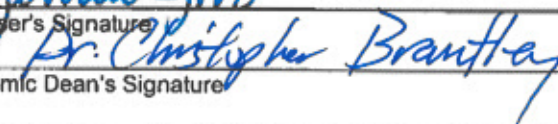
Academic Dean's Signature

Date

#### SIGNATURES/APPROVALS



Proposer's Signature



Academic Dean's Signature

4/29/2025

Date

4/30/2025

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

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DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

# PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

## COURSE INFORMATION

Current Course Title: Law Enforcement Equivalency of Training Prefix and Number: NCG0145  
 Effective Date/Term: June 2025/III Cluster/Program Code: \_\_\_\_\_

## COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: June 2025/III  
 Rationale: Reduction in hours

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	80	64
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 checked="" type="checkbox"/>	NO <input checked="" 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



Proposer's Signature

4/29/2025

Date 4/30/2025

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		PRQST		SCNS	

# PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

## COURSE INFORMATION

Current Course Title: Corrections Equivalency of Training Prefix and Number: NCG0147  
 Effective Date/Term: June 2025/III Cluster/Program Code: \_\_\_\_\_

## COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: June 2025/III

Rationale: Reduction in hours

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	40	32
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 checked="" type="checkbox"/>	NO <input checked="" 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

*Jenni Davis*  
Proposer's Signature

*4/29/2025*  
Date

*Dr. Christopher Brantley*  
Academic Dean's Signature

*4/30/2025*  
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	

# PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

## COURSE INFORMATION

Current Course Title: Defensive Tactics Instructor Update Course Prefix and Number: NCG0139  
 Effective Date/Term: 07/01/2025 Cluster/Program Code: \_\_\_\_\_

## COURSE CHANGE(S)

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

Rationale: \_\_\_\_\_

Course DELETION (Check, if applicable): ☒ Effective Date/Term: 07/01/2025

Rationale: Course was retired by the Criminal Justice Standards and Training Commission

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 checked="" type="checkbox"/>	No <input checked="" 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



Proposer's Signature

4/29/2025

Date

Academic Dean's Signature

Date

4/30/2025

#### 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, 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	

# PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

## COURSE INFORMATION

Current Course Title: Firearms Instructor Update Course Prefix and Number: NCG0148  
 Effective Date/Term: 07/01/2025 Cluster/Program Code: \_\_\_\_\_

## COURSE CHANGE(S)

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

Rationale: \_\_\_\_\_

Course DELETION (Check, if applicable): ☒ Effective Date/Term: 07/01/2025

Rationale: Course was retired by the Criminal Justice Standards and Training Commission

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 checked="" type="checkbox"/>	NO <input checked="" 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

*[Signature]*  
Proposer's Signature

*4/29/2025*  
Date

*Dr. Christopher Brantley*  
Academic Dean's Signature

*4/30/2025*  
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	

TO: Dr. Eric Hall, Interim President

FROM: Dr. Gerene Thompson, Associate Vice President of Academic Affairs and  
Acting Chief Academic Officer

SUBJECT: Program Changes

DATE: Tuesday, June 17, 2025

---

This proposal is for program revisions reviewed and approved by the Council on Academic Affairs (CAA) during a meeting on Friday, May 29, 2025.

CAA presents these program revisions to the District Board of Trustees (DBOT) for final review and approval during its meeting on Tuesday, June 17, 2025.

**Program Revisions**

- Bachelor of Applied Science in Supervision and Management: Effective Spring 2026 (202602)  
*Removing Aviation Administration and Public Safety/Public Service Concentrations due to low enrollment.*



# PASCO-HERNANDO STATE COLLEGE ACADEMIC PROGRAM PROPOSAL FORM

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

Effective Date: Spring 2026 (202602)

- ☒ Change in Program  
☐ Deletion of Program  
☐ Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

<b>CURRENT OR PROPOSED TITLE</b> Bachelor of Applied Science in Supervision and Management	<b>TOTAL NUMBER OF</b> <input type="checkbox"/> COLLEGE CREDIT TECHNICAL <input checked="" type="checkbox"/> CREDIT HOURS <div style="text-align: center; font-size: 1.2em;">120</div>
<b>Check Box for Program Type</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Advanced Technical Certificate (Post Associate in Science Degree)  <input type="checkbox"/> Associate in Science Degree  <input type="checkbox"/> Associate in Applied Science Degree  <input checked="" type="checkbox"/> Baccalaureate Degree         </div> <div style="width: 48%;"> <input type="checkbox"/> College Credit Certificate  <input type="checkbox"/> Applied Technology Diploma  <input type="checkbox"/> Technical Credit Program         </div> </div>	
<b>AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE:</b> <small>If no CIP code, date submitted to DCC/DWE.</small>	AA Common Course Prerequisite <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM</b>	
<b>General Education Requirements:</b>	
<b>Arts and Sciences</b> From:	
To:	
<b>Health Occupations</b> From:	
To:	
<b>Workforce Development, Career, and Technical Education</b> From: Bachelor of Applied Science in Supervision and Management	
To: Deletion of the Aviation Administration Concentration and Public Safety/Public Service Concentration	
<b>Program Specified Elective(s) AS or AAS Degree only:</b> From:	
To:	
<b>Program Requirement Changes:</b> From:	
To:	
<b>Total Current College Credit or Technical Credit Hours</b> From:	
To:	
<b>JUSTIFICATION FOR CHANGE</b>	
<b>Check Box for Change Justification</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Programmatic Accreditation Requirement  <input type="checkbox"/> Florida Department of Education Curriculum Framework Changes         </div> <div style="width: 48%;"> <input checked="" type="checkbox"/> Program Review Recommendation  <input type="checkbox"/> Student Learning Outcome Assessment  <input type="checkbox"/> Other         </div> </div>	
Other Explanation:	
The Aviation Management (AVM) concentration along with Public Safety/Public Service (PAD) concentration have continuously maintained low enrollments since their conceptions, requiring the college to run sections, in which at times, have more than half of the available seats open along with IS sections multiple times a year	

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

Proposer's Signature <i>Dr. Ashley K. Cobb</i>	Date 05/22/2025
Department Chair/Program Director's Signature <i>Dr. Ashley K. Cobb</i>	Date 05/22/2025
Academic Dean's Signature <i>Dr. Christopher Brantley</i>	Date <i>5/22/2025</i>

**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	
<b>ADMINISTRATIVE USE ONLY</b>			
Program Code	Audit	DBOT	Catalog
<b>Distribution:</b>	Admissions	MIS	Advising
	Fin. Aid		



## Bachelor of Applied Science Program Memorandum

**Date:** 05/22/2025

**To:** CAA

**Via:** Dr. Daniel Powell, Vice President, Academic Affairs/Chief Academic Officer and College Provost

**From:** Dr. Ashley K. Cobb, Program Director of the Bachelor of Applied Science Program

**Subject:** Teach-Out/Sunset of Aviation Management Concentration and Public Safety/Public Service Concentration

CAA Members:

I am requesting approval for the teach-out/sunset of Bachelor of Applied Science Aviation Management Concentration and Public Safety/Public Service Concentration at this time due to continued low enrollments, with the continued ability for students to enroll in the concentration ending at the conclusion of the Fall 2025 term. The BAS-SM degree program will continue to run as normal, and the Aviation Management courses will continue to be offered to current enrolled students. Students will no longer be able to enroll into these concentrations effective Spring 2026.

### BAS-SM Annual Unduplicated Headcount by Major

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
<b>PUBLIC SAFETY/PUBLIC SERVICE</b>	43	48	54	53	48
<b>AVIATION MANAGEMENT</b>	1	7	11	12	5
<b>Total</b>	<b>44</b>	<b>55</b>	<b>65</b>	<b>65</b>	<b>53</b>

*Ashley K. Cobb*

Dr. Ashley K. Cobb

# Bachelor of Applied Science in Supervision and Management

The Bachelor of Applied Science in Supervision and Management (BAS-SM) program is designed to prepare graduates for supervisory and management roles in a variety of organizational settings. The BAS-SM program uses a 2+2 model that requires applicants to have completed an associate's degree or equivalent for entry into the program. The program is tailored to meet the needs of a diverse student population in the community, including flexible scheduling, face-to-face and online classes, and the ability to complete the program as either a part-time or full-time student.

This program conforms to all articulation agreements in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This includes compliance with the Florida Department of Education and SACSCOC standards related to common course prerequisites, common course numbering and faculty credentialing. The BAS-SM degree program is designed with five concentrations: Organizational Administration, Public Safety/Public Service, Cybersecurity Management, Health Care Management, Aviation Administration.

## **Program Code: APP-BOA**

### **Prerequisite Courses**

No specific prerequisite courses for the BAS-SM degree program are required. However, some upper-level BAS-SM courses require prerequisite lower-level technical courses. Applicants are advised to consult with an academic advisor to ensure they have completed those courses.

- BAS-SM applicants must have earned an associate degree or equivalent from a regionally accredited institution. Applicants with AA degrees who have completed all core General Education courses will be required to complete a total of 18 credits in an occupational/technical area (e.g., accounting, finance, management, marketing, paralegal, criminal justice, fire science, computer science, business, etc.). Applicants with an AS degree must complete additional

core General Education courses. All applicants must have earned an overall grade point average of 2.0 in their associate degree program.

- College or university transfer applicants from a regionally accredited college or university must have earned the equivalent of an associate's degree, at least 60 college credit hours that qualify to transfer into the BAS-SM program. Applicants must have received a grade of "C" or better in all core general education courses that transfer into the BAS-SM program and have an overall grade point average of 2.0 in their transfer courses. All applicants must provide an official transcript from all previous institutions attended. Transfer students must meet Gordon Rule requirements.

## CORE COURSES AND PROGRAM CONCENTRATIONS

All Bachelor of Applied Science in Supervision and Management (BAS-SM) students will be required to complete the program core courses (21 credit hours) and complete all courses within one area of concentration (21 credit hours). Students must select their area of concentration when completing the BAS-SM program application.

### PROGRAM CORE COURSES (21 CREDIT HOURS)

<a href="#"><u>MAN 3353</u></a>	Management Theory and Practices	3 cr.
<a href="#"><u>GEB 3213</u></a>	Advanced Business Communication	3 cr.
<a href="#"><u>BUL 3310</u></a>	Legal and Ethical Environment in Business	3 cr.
<a href="#"><u>FIN 3400</u></a>	Financial Management	3 cr.
<a href="#"><u>ISM 4011</u></a>	Management Information Systems	3 cr.
<a href="#"><u>MAN 4301</u></a>	Human Resource Management	3 cr.
<a href="#"><u>GEB 4891</u></a>	Strategic Management and Decision Making	3 cr.

### ORGANIZATIONAL ADMINISTRATION CONCENTRATION (21 CREDIT HOURS)

<a href="#"><u>LDR 3115</u></a>	Contemporary Issues in Leadership	3 cr.
<a href="#"><u>MAN 3240</u></a>	Organizational Behavior	3 cr.
<a href="#"><u>MAR 3803</u></a>	Marketing for Managers	3 cr.
<a href="#"><u>ENT 4004</u></a>	Entrepreneurship and Small Business Management	3 cr.

<a href="#"><u>GEB 4356</u></a>	International Business	3 cr.
<a href="#"><u>MAN 4900</u></a>	Capstone Project in Supervision and Management	3 cr.
<a href="#"><u>GEB 4930</u></a>	Selected Topics in Supervision and Management or	3 cr.
<a href="#"><u>MAN 4940</u></a>	Business Internship	3 cr.
CYBERSECURITY MANAGEMENT CONCENTRATION (21 CREDIT HOURS)		
<a href="#"><u>CGS 3407</u></a>	Introduction to C++ Programming for Managers	3 cr.
<a href="#"><u>CIS 3771</u></a>	Cybersecurity Fundamentals	3 cr.
<a href="#"><u>CIS 4781</u></a>	Cybersecurity in Business and Industry	3 cr.
<a href="#"><u>CIS 4782</u></a>	Cybersecurity in Government Organizations Prevention and Protection Strategies in	3 cr.
<a href="#"><u>CIS 4361</u></a>	Cybersecurity	3 cr.
<a href="#"><u>ISM 4324</u></a>	Cybersecurity Analytics	3 cr.
<a href="#"><u>GEB 4930</u></a>	Selected Topics in Supervision and Management or	3 cr.
<a href="#"><u>MAN 4940</u></a>	Business Internship	3 cr.
HEALTH CARE MANAGEMENT CONCENTRATION (21 CREDIT HOURS)		
<a href="#"><u>HSA 3110</u></a>	Health Care Organization and Administration	3 cr.
<a href="#"><u>HSA 3111</u></a>	Health Care Systems	3 cr.
<a href="#"><u>HSA 3422</u></a>	Regulation and Compliance in Health Care	3 cr.
<a href="#"><u>HSA 4383</u></a>	Quality Management in Health Care	3 cr.
<a href="#"><u>HSA 4430</u></a>	Health Care Economics	3 cr.
<a href="#"><u>HSA 4502</u></a>	Health Care Risk Management	3 cr.
<a href="#"><u>GEB 4930</u></a>	Selected Topics in Supervision and Management or	3 cr.
<a href="#"><u>MAN 4940</u></a>	Business Internship	3 cr.

# Bachelor of Applied Science in Supervision and Management

The Bachelor of Applied Science in Supervision and Management (BAS-SM) program is designed to prepare graduates for supervisory and management roles in a variety of organizational settings. The BAS-SM program uses a 2+2 model that requires applicants to have completed an associate's degree or equivalent for entry into the program. The program is tailored to meet the needs of a diverse student population in the community, including flexible scheduling, face-to-face and online classes, and the ability to complete the program as either a part-time or full-time student.

This program conforms to all articulation agreements in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This includes compliance with the Florida Department of Education and SACSCOC standards related to common course prerequisites, common course numbering and faculty credentialing. The BAS-SM degree program is designed with five concentrations: Organizational Administration, Public Safety/Public Service, Cybersecurity Management, Health Care Management, Aviation Administration.

## **Program Code: APP-BOA**

### **Prerequisite Courses**

No specific prerequisite courses for the BAS-SM degree program are required. However, some upper-level BAS-SM courses require prerequisite lower-level technical courses. Applicants are advised to consult with an academic advisor to ensure they have completed those courses.

- BAS-SM applicants must have earned an associate degree or equivalent from a regionally accredited institution. Applicants with AA degrees who have completed all core General Education courses will be required to complete a total of 18 credits in an occupational/technical area (e.g., accounting, finance, management, marketing, paralegal, criminal justice, fire science, computer science, business, etc.). Applicants with an AS degree must complete additional

core General Education courses. All applicants must have earned an overall grade point average of 2.0 in their associate degree program.

- College or university transfer applicants from a regionally accredited college or university must have earned the equivalent of an associate's degree, at least 60 college credit hours that qualify to transfer into the BAS-SM program. Applicants must have received a grade of "C" or better in all core general education courses that transfer into the BAS-SM program and have an overall grade point average of 2.0 in their transfer courses. All applicants must provide an official transcript from all previous institutions attended. Transfer students must meet Gordon Rule requirements.

## CORE COURSES AND PROGRAM CONCENTRATIONS

All Bachelor of Applied Science in Supervision and Management (BAS-SM) students will be required to complete the program core courses (21 credit hours) and complete all courses within one area of concentration (21 credit hours). Students must select their area of concentration when completing the BAS-SM program application.

### PROGRAM CORE COURSES (21 CREDIT HOURS)

<a href="#"><u>MAN 3353</u></a>	Management Theory and Practices	3 cr.
<a href="#"><u>GEB 3213</u></a>	Advanced Business Communication	3 cr.
<a href="#"><u>BUL 3310</u></a>	Legal and Ethical Environment in Business	3 cr.
<a href="#"><u>FIN 3400</u></a>	Financial Management	3 cr.
<a href="#"><u>ISM 4011</u></a>	Management Information Systems	3 cr.
<a href="#"><u>MAN 4301</u></a>	Human Resource Management	3 cr.
<a href="#"><u>GEB 4891</u></a>	Strategic Management and Decision Making	3 cr.

### ORGANIZATIONAL ADMINISTRATION CONCENTRATION (21 CREDIT HOURS)

<a href="#"><u>LDR 3115</u></a>	Contemporary Issues in Leadership	3 cr.
<a href="#"><u>MAN 3240</u></a>	Organizational Behavior	3 cr.
<a href="#"><u>MAR 3803</u></a>	Marketing for Managers	3 cr.
<a href="#"><u>ENT 4004</u></a>	Entrepreneurship and Small Business Management	3 cr.



<a href="#"><u>GEB 4356</u></a>	International Business	3 cr.
<a href="#"><u>MAN 4900</u></a>	Capstone Project in Supervision and Management	3 cr.
<a href="#"><u>GEB 4930</u></a>	Selected Topics in Supervision and Management or	3 cr.
<a href="#"><u>MAN 4940</u></a>	Business Internship	3 cr.
CYBERSECURITY MANAGEMENT CONCENTRATION (21 CREDIT HOURS)		
<a href="#"><u>CGS 3407</u></a>	Introduction to C++ Programming for Managers	3 cr.
<a href="#"><u>CIS 3771</u></a>	Cybersecurity Fundamentals	3 cr.
<a href="#"><u>CIS 4781</u></a>	Cybersecurity in Business and Industry	3 cr.
<a href="#"><u>CIS 4782</u></a>	Cybersecurity in Government Organizations Prevention and Protection Strategies in	3 cr.
<a href="#"><u>CIS 4361</u></a>	Cybersecurity	3 cr.
<a href="#"><u>ISM 4324</u></a>	Cybersecurity Analytics	3 cr.
<a href="#"><u>GEB 4930</u></a>	Selected Topics in Supervision and Management or	3 cr.
<a href="#"><u>MAN 4940</u></a>	Business Internship	3 cr.
PUBLIC SAFETY/PUBLIC SERVICE CONCENTRATION (21 CREDIT HOURS)		
<a href="#"><u>PAD 3820</u></a>	Foundations of Public Safety Administrations	<del>3 cr.</del>
<a href="#"><u>PAD 3034</u></a>	Policy Development and Implementation	<del>3 cr.</del>
<a href="#"><u>PAD 3874</u></a>	Community Relations Theory and Practice	<del>3 cr.</del>
<a href="#"><u>DSC 4214</u></a>	Emergency Planning and Response	<del>3 cr.</del>
<a href="#"><u>PAD 4223</u></a>	Public Budgeting and Finance	<del>3 cr.</del>
<a href="#"><u>PAD 4232</u></a>	Grant Administration and Resource Development	<del>3 cr.</del>
<a href="#"><u>GEB 4930</u></a>	Selected Topics in Supervision and Management or	<del>3 cr.</del>
<a href="#"><u>MAN 4940</u></a>	Business Internship	<del>3 cr.</del>
HEALTH CARE MANAGEMENT CONCENTRATION (21 CREDIT HOURS)		
<a href="#"><u>HSA 3110</u></a>	Health Care Organization and Administration	3 cr.

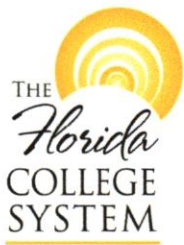
<a href="#"><u>HSA 3111</u></a>	Health Care Systems	3 cr.
<a href="#"><u>HSA 3422</u></a>	Regulation and Compliance in Health Care	3 cr.
<a href="#"><u>HSA 4383</u></a>	Quality Management in Health Care	3 cr.
<a href="#"><u>HSA 4430</u></a>	Health Care Economics	3 cr.
<a href="#"><u>HSA 4502</u></a>	Health Care Risk Management	3 cr.
 <a href="#"><u>GEB 4930</u></a>	 Selected Topics in Supervision and Management or	 3 cr.
<a href="#"><u>MAN 4940</u></a>	Business Internship	3 cr.
 AVIATION ADMINISTRATION CONCENTRATION (21 CREDIT HOURS)		
<del><a href="#"><u>AVM 3030</u></a></del>	<del>Principles of Aeronautical Leadership</del>	<del>3 cr.</del>
<del><a href="#"><u>AVM 3133</u></a></del>	<del>Aviation Logistics Management</del>	<del>3 cr.</del>
<del><a href="#"><u>AVM 3671</u></a></del>	<del>Safety Management Systems and Security</del>	<del>3 cr.</del>
<del><a href="#"><u>AVM 4150</u></a></del>	<del>Aviation Business Strategy</del>	<del>3 cr.</del>
<del><a href="#"><u>AVM 4460</u></a></del>	<del>Environmental Issues for Aeronautical Management</del>	<del>3 cr.</del>
<del><a href="#"><u>AVM 4675</u></a></del>	<del>Aviation Safety Programs</del>	<del>3 cr.</del>
<del><a href="#"><u>GEB 4930</u></a></del>	<del>Selected Topics in Supervision and Management or</del>	<del>3 cr.</del>
<del><a href="#"><u>MAN 4940</u></a></del>	<del>Business Internship</del>	<del>3</del>



## Florida Board of Education Capital Improvement Program



### Pasco-Hernando State College FY 2026-27 Through FY 2028-29 July 2025



**FLORIDA COLLEGE SYSTEM  
CAPITAL IMPROVEMENT PLAN &  
LEGISLATIVE BUDGET REQUEST  
FY 2026-27**

**TRANSMITTAL FORM**

**COLLEGE** Pasco-Hernando State College

**APPROVED BY BOARD OF TRUSTEES** June 17, 2025  
(DATE)

**SIGNATURE OF PRESIDENT OR DESIGNEE** 

**PRINT NAME** Andrea N. Brvenik, J.D.

**TITLE** Acting President

**DATE** May 27, 2025

**CONTACT PERSON NAME** Steven Wasilefsky

**TELEPHONE** 727-816-3403

**E-MAIL** wasiles@phsc.edu

# CAPITAL IMPROVEMENT PROGRAM FORMS PACKET

## CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR FY 2025-2026

FLORIDA COLLEGE SYSTEM  
CIP 1  
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR  
YEAR 2025-26

CIP 1

COLLEGE: Pasco-Hernando State College  
DATE: May 27, 2025

PROJECT TITLE (Include Site)	SITE No.	FUNDING SOURCE(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?*	ON APPROVED PPL?***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Remodel WC -buildings A thru E w/addition & chiller plant-West	3	PECO	2017-18	94,752	\$13,801,797	\$11,198,203	\$0	\$25,000,000	YES	YES	Requires Additional Funds	8/1/2027
Center for Student Success & Community Engagement	1	State	2021-2022	28,000	\$25,000,000	\$0	\$0	\$25,000,000	YES	N/A	Construction	5/1/2026
Fire Academy Center	1	PECO		11,983		\$ 9,600,000	\$0	\$9,600,000	YES	YES	Requires Additional Funds	8/1/2027
Renovate/Repair - WC- PAC to comply with ADA and FBC.	3	PECO		15,627	\$0	\$4,000,000	\$0	\$4,000,000	YES	YES	Requires Additional Funds	8/1/2027
Seal cracks and paint exterior- Porter Campus buildings	7	PECO		n/a	\$0	\$1,700,000	\$0	\$1,700,000	YES	YES	Requires Additional Funds	8/1/2026
Porter Campus Facilities Enhancement Challenge Grant program (FECGP)	7	FECGP	08 to 11	n/a	\$0	\$342,578	\$0	\$342,578	YES	YES	Requires Additional Funds	Will be used for facilities enhancements
9-elevators - upgrade door sensors	1,2,3	State	2023	n/a	\$200,000		\$0	\$200,000	YES	YES	Complete	12/31/2024
NC bridge, Library and Building A - remediate and repair cracks in concrete, bricks, drywall, stucco and tile. West -East- North Campuses - Buildings Seal all	1,2,3	State	2023	n/a	\$2,410,000		\$0	\$2,410,000	YES	YES	Construction	12/31/2025
NC Library - Replace Air Handlers and ducted Return Air WC-M Building -Replace Air Handlers- WC - Buildings 1 thru 5 Replace Air Handlers WC-Replace Locker room	1,2,3	State	2023	n/a	\$5,023,289		\$0	\$5,023,289	YES	YES	Construction	12/31/2025
Change out lighting fixtures ( fluorescent, HID, compact, can fixtures are beyond their useful life) to LED's.	2 & 6	State	2023	n/a	\$590,461		\$0	\$590,461	YES	YES	Construction	12/31/2025
Provide additional cardkey access and door operators to exterior doors locations that do not have cardkey access - all touchless - this will provide 100% lockdown of all	1,2,3,6,7	State	2023	n/a	\$500,000		\$287,091	\$787,091	YES	YES	Complete	4/30/2025
BB & SB - sidewalks-parking for ADA parking w/lighting - Not in compliance with ADA/FBC/SREF	3	State	2023	n/a	\$1,044,078		\$0	\$1,044,078	YES	YES	Construction	12/31/2025

Add lines as necessary.

NOTES:

\* Please include any outstanding Facility Enhancement Challenge Grant Projects that remain eligible for future funding and indicate how any state match funds will be used as a note. (Identify by adding FECGP in parentheses at the end of project name.)

\*\* Projects using state funds and/or Capital Improvement Fees must be survey recommended (except for maintenance & repair projects).

\*\*\* Projects using CO&DS funds must also be included on the constitutionally-required Project Priority List (PPL).

DIVISION OF FLORIDA COLLEGES

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PUTTING MINDS TO WORK

# CAPITAL IMPROVEMENT PROGRAM FORMS PACKET

## PROJECT SUMMARY (CIP-2)

**FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY  
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2026-27 through 2028-29**

CIP 2

**COLLEGE:** Pasco-Hernando State College

**MAINTENANCE, REPAIR & RENOVATION PROJECTS**

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2026-27	2027-28	2028-29	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
3	2022	Renovation	Renovate/Repair - WC- PAC to comply with ADA and FBC.	3	\$4,000,000			\$4,000,000			\$4,000,000	YES
4	2022	Maint/Repair	Seal cracks and paint exterior and garage area- Porter Campus buildings	7	\$1,700,000			\$1,700,000			\$1,700,000	YES
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

\*Total Project Cost includes funding from all sources

**TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS**    \$    5,700,000    \$                    -    \$                    -    \$    5,700,000

**REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS**

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2026-27	2027-28	2028-29	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2012	New Const	Remodel buildings A thru E w/addition & chiller plant- West	3	\$11,198,203			\$11,198,203	\$13,801,797		\$25,000,000	YES
2	2023	New Const	Fire Academy Center	1	\$9,600,000			\$9,600,000			\$9,600,000	YES
								\$0			\$0	
								\$0			\$0	

\*Total Project Cost includes funding from all sources

**TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS**    \$    20,798,203    \$                    -    \$                    -    \$    20,798,203

**GRAND TOTAL OF ALL PROJECTS**    \$    26,498,203    \$                    -    \$                    -    \$    26,498,203



# CAPITAL IMPROVEMENT PROGRAM FORMS PACKET

## SHORT-TERM PROJECT EXPLANATION (CIP-3) WITH CALCULATION WORKSHEET

**FLORIDA COLLEGE SYSTEM**  
**CIP 3A CAPITAL PROJECT EXPLANATION**  
**2026-27 through 2028-29**

**CIP 3A**

<b>College Name</b>	Pasco-Hernando State College			
<b>Project Title</b>	Remodel Buildings A thru E w/Addition and Chiller Plant-West			
<b>Budget Entity Priority</b>	1			
<b>Statutory Authority</b>	Sec. 1013.64(4)(a)			
<b>Type of Project</b>	<b>Renovation</b>	<b>Remodel</b>	<b>New Construction</b>	<b>Acquisition</b>
	<b>X</b>	<b>X</b>	<b>X</b>	

**GEOGRAPHIC LOCATION**

<b>Official College Site Number</b>	<b>Site Street Address</b>	<b>City</b>	<b>County</b>
3	10230 Ridge Road	New Port Richey	Pasco

**PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)**

Facilities 1 thru 5 are to be renovated with remodeling and new construction spaces per the Educational Plant Survey recommendations. The first phase of the project will consist of building a new addition. Office Staff will move from building 3-4-5 into the new addition after it's constructed. The new building and additions will demand a new chiller plant expansion and be connected to the sewer and water loop. The new remodel and construction areas will have STEM and high wage vocational programs: Business Data Processing Accounting, Computer programming, Networking & Information Systems. The project will improve the use of existing space for students, staff, and the public by having the space remodeled & constructed more efficiently. The remodel space will increase academic support and alleviate wait lines during registration. This will include a dedicated Veterans support area. This will expand career testing, placement, and disability support services areas. The utilities will be upgraded to current standards. The building utilities are 47 years old. The Central Energy plant will have a new chiller and cooling tower.

**RESERVE ESCROW 0.5% (per s. 1001.03(18)(c) , F.S.)**

Building value: N/A	
Source of valuation for remodel or renovation: N/A	
1st year escrow deposit amount: N/A	
Escrow funding source: N/A	
Comments: N/A. Funded prior to this new requirement.	
Initial Year Requested: 2012	Has this project ever been vetoed? If so, list year(s): No
List All Proposed Sources of Funding: PECO	
Projected Bid Date/Start of Construction (Month, Year): January 2025	
Projected Occupancy Date (Month, Year): August 2027	

**Funding Educational Specifications Section (must be completed for all first-year priority construction)**

Date of Survey	Survey Recommendation No.	Space Category	Survey Recommended Total NSF	NSF Used	Student Stations Used
4/27/21	3.085	Office	2,500	2,500	
	3.084	Support Services	10,200	2,000	
	3.088	Audio Visual Lab	7,300	1,000	
	3.090, 3.091, 3.092, 3.10	Voc. Lab	6,221	3,500	73
	3.103	Teaching Lab	1,225	1,225	25
	3.087	Audit-Exhibit	450	450	
<b>Total NSF Used</b>				<b>10,675</b>	

## CIP 3B COST WORKSHEET

Pasco-Hernando State College

Remodel Buildings A thru E w/Addition and Chiller Plant-  
West

CIP 3B

## BUILDING SPACE DESCRIPTION

NEW CONSTRUCTION		NSF	GSF	\$/GSF	Local Factor	Const. Cost
CATEGORY						
Classroom			0	\$ 468.21	1.02	\$ -
Teaching Lab		1,225	1,740	\$ 487.63	1.02	\$ 865,446
Library			0	\$ 409.16	1.02	\$ -
Vocational Lab		3,500	4,971	\$ 487.63	1.02	\$ 2,472,489
Office		2,500	3,551	\$ 498.45	1.02	\$ 1,805,396
Auditorium - Exhibit		450	639	\$ 520.96	1.02	\$ 339,551
Instructional Media		1,000	1,420	\$ 338.06	1.02	\$ 489,646
Gymnasium			0	\$ 364.65	1.02	\$ -
Student Service			0	\$ 496.59	1.02	\$ -
Support Service		2,000	2,841	\$ 339.28	1.02	\$ 983,172
TOTAL		10,675	15,162	Wt. Avg. 462.56		
New Construction Cost						\$ 6,955,700
REMODELING/RENOVATION*		NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost
Remodel		15,478	16,936	\$ 300.66	1.02	\$ 5,193,886
Renovation		52,000	52,000	\$ 138.77	1.02	\$ 7,360,255
TOTAL		67,478	68,936			
Remodeling/Renovation Cost*						\$ 12,554,141
<p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p>						
Base Construction for New & Rem/Ren						\$ 19,509,841
Site development/improvement** (2.6%)						
Total Base Construction Costs						\$ 19,509,841

\*\*Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

## PROJECT COMPONENT COSTS &amp; PROJECTIONS

			Costs				
			Incurred to date	2026-27	2027-28	2028-29	TOTAL
1. CONSTRUCTION COSTS							
	a.	Total Base Construction Cost (from above)		\$19,509,841			\$19,509,841
Additional Extraordinary Construction Costs							
	b.	Environmental Impacts/Mitigation					\$0
	c.	Site preparation					\$0
	d.	Landscape/Irrigation					\$0
	e.	Plaza/Walks					\$0
	f.	Roadway improvements					\$0
	g.	Parking spaces:					\$0
	h.	Telecommunication					\$0
	i.	Electrical service					\$0
	j.	Water distribution					\$0
	k.	Sanitary sewer system					\$0
	l.	Chilled water system					\$0
	m.	Storm water system					\$0
	n.	Energy efficient equipment					\$0
	o.	Other: access control system					\$0
Subtotal: CONSTRUCTION COSTS			\$0	\$19,509,841	\$0	\$0	\$19,509,841
2. OTHER PROJECT COSTS							
	a.	Land/existing facility acquisition***					\$0
	b.	Professional Fees					
		1) Planning/programming (1%)		\$250,000	\$63,532		\$313,532
		2) A/E fees (7.8%)		\$1,065,237	\$456,530		\$1,521,768
		3) Inspection Services*** (sugg. 0.5%)			\$97,549		\$97,549
		4) On-site representation (1.3%)		\$234,510	\$126,814	\$126,814	\$488,138
		5) Other prof. services*** (sugg. 0.5%)		\$97,549			\$97,549
	c.	Testing/surveys (2.2%)		\$250,000			\$250,000
	d.	Permit/Environmental Fees***		\$29,265	\$117,059		\$146,324
	e.	Miscellaneous cost*** (sugg. 1-3%)		\$585,295			\$585,295
	f.	Movable equipment/furnishings (10.2%)			\$597,001	\$1,393,003	\$1,990,004
*** As needed		Subtotal: OTHER PROJECT COSTS	\$0	\$2,511,857	\$1,458,486	\$1,519,817	\$5,490,159
TOTAL PROJECT COST			\$0	\$22,021,698	\$1,458,486	\$1,519,817	\$25,000,000

## PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
PECO	2017	\$ 2,551,797				2025	\$ 11,198,203	(number below should equal Total Project Cost)
PECO	2023	\$ 11,250,000						
		<b>\$ 13,801,797</b>			<b>\$ -</b>			<b>\$ 11,198,203</b>
								<b>\$ 25,000,000</b>

**FLORIDA COLLEGE SYSTEM**  
**CIP 3A CAPITAL PROJECT EXPLANATION**  
**2026-27 through 2028-29**

**CIP 3A**

<b>College Name</b>	Pasco-Hernando State College			
<b>Project Title</b>	Fire Academy Center			
<b>Budget Entity Priority</b>	2			
<b>Statutory Authority</b>	Sec. 1013.64(4)(a)			
<b>Type of Project</b>	<b>Renovation</b>	<b>Remodel</b>	<b>New Construction</b>	<b>Acquisition</b>
			X	

**GEOGRAPHIC LOCATION**

<b>Official College Site Number</b>	<b>Site Street Address</b>	<b>City</b>	<b>County</b>
1	36727 Blanton Road	Dade City	Pasco

**PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)**

PHSC needs a Fire Academy Center for the training of Fire Cadets at our East Campus in Dade City. This location will support the Fire Academy Center - STATE OF ART- program at East Campus. The FAC will consist of 4 Classrooms, 2-bay Fire Truck Garage with storage, lockers, showers, shade structure and supporting equipment, supporting structures and parking will be provided. Four (4)-36 student classes will be running through this Fire Academy Center. The Fire Academy Center is a much needed Complex to train our future fire fighters to be employed at Pasco and Hernando Counties new fire stations. This will be constructed as soon as the college acquires the necessary funding to complete the Fire Academy Center Complex. The burn tower, fire pump, portables, and a shade structure was built in 2024. There is a lot of site fill that needs to be imported due to the slope of the site. New utilities will have to be brought to the site.

**RESERVE ESCROW 0.5% (per s. 1001.03(18)(c ), F.S.)**

Building value: \$9,600,000

Source of valuation for remodel or renovation:

1st year escrow deposit amount: \$48,000

Escrow funding source: Local

Comments:

Initial Year Requested: 2023 Has this project ever been vetoed? If so, list year(s): No

List All Proposed Sources of Funding: PECO

Projected Bid Date/Start of Construction (Month, Year): August 2025  
Projected Occupancy Date (Month, Year): August 2028

**Funding Educational Specifications Section (must be completed for all first-year priority construction)**

<b>Date of Survey</b>	<b>Survey Recommendation No.</b>	<b>Space Category</b>	<b>Survey Recommended Total NSF</b>	<b>NSF Used</b>	<b>Student Stations Used</b>
4/27/21	1.018	Office		401	
		Teaching Lab		2,541	
		Support Services		5,494	
<b>Total NSF Used</b>				<b>8,436</b>	

**CIP 3B**

## Fire Academy Center

NEW CONSTRUCTION					
CATEGORY	NSF	GSF	\$/GSF	Local Factor	Const. Cost
Classroom		0	\$ 468.21	1.02	\$ -
Teaching Lab	2,541	3,609	\$ 487.63	1.02	\$ 1,795,054
Library		0	\$ 409.16	1.02	\$ -
Vocational Lab		0	\$ 487.63	1.02	\$ -
Office	401	570	\$ 498.45	1.02	\$ 289,799
Auditorium - Exhibit		0	\$ 520.96	1.02	\$ -
Instructional Media		0	\$ 338.06	1.02	\$ -
Gymnasium		0	\$ 364.65	1.02	\$ -
Student Service		0	\$ 496.59	1.02	\$ -
Support Service	5,494	7,804	\$ 339.28	1.02	\$ 2,700,696
<b>TOTAL</b>	<b>8,436</b>	<b>11,983</b>	<b>Wt. Avg. 462.56</b>		
<b>New Construction Cost</b>					<b>\$ 4,785,549</b>
REMODELING/RENOVATION*	NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost
				1.02	\$ -
				1.02	\$ -
<b>TOTAL</b>	<b>0</b>	<b>0</b>			
<b>Remodeling/Renovation Cost*</b>					<b>\$ -</b>
<p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p>					
Base Construction for New & Rem/Ren					\$ 4,785,549
Site development/improvement** (2.6%)					
<b>Total Base Construction Costs</b>					<b>\$ 4,785,549</b>

**\*\*Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.**

			Costs				
			Incurred to date	2026-27	2027-28	2028-29	TOTAL
<b>1. CONSTRUCTION COSTS</b>							
	a.	Total Base Construction Cost (from above)		\$4,785,549			\$4,785,549
Additional Extraordinary Construction Costs							
	b.	Environmental Impacts/Mitigation		\$45,147			\$45,147
	c.	Site preparation		\$1,500,000			\$1,500,000
	d.	Landscape/Irrigation		\$258,014			\$258,014
	e.	Plaza/Walks		\$25,482			\$25,482
	f.	Roadway improvements		\$45,896			\$45,896
	g.	Parking spaces:		\$202,565			\$202,565
	h.	Telecommunication		\$75,000			\$75,000
	i.	Electrical service		\$258,947			\$258,947
	j.	Water distribution		\$547,891			\$547,891
	k.	Sanitary sewer system		\$358,622			\$358,622
	l.	Chilled water system					\$0
	m.	Storm water system		\$256,258			\$256,258
	n.	Energy efficient equipment		\$25,614			\$25,614
	o.	Other: access control system					\$0
Subtotal: CONSTRUCTION COSTS			\$0	\$8,384,985	\$0	\$0	\$8,384,985
<b>2. OTHER PROJECT COSTS</b>							
	a.	Land/existing facility acquisition***					\$0
	b.	Professional Fees					
		1) Planning/programming (1%)		\$47,855			\$47,855
		2) A/E fees (7.8%)		\$261,291	\$111,982		\$373,273
		3) Inspection Services*** (sugg. 0.5%)			\$23,928		\$23,928
		4) On-site representation (1.3%)		\$31,106	\$31,106		\$62,212
		5) Other prof. services*** (sugg. 0.5%)		\$23,928			\$23,928
	c.	Testing/surveys (2.2%)		\$105,282			\$105,282
	d.	Permit/Environmental Fees***		\$28,713	\$7,178		\$35,892
	e.	Miscellaneous cost*** (sugg. 1-3%)		\$47,855	\$6,664		\$54,519
	f.	Movable equipment/furnishings (10.2%)		\$146,438	\$341,688		\$488,126
*** As needed							
Subtotal: OTHER PROJECT COSTS			\$0	\$692,469	\$522,546	\$0	\$1,215,015
<b>TOTAL PROJECT COST</b>			<b>\$0</b>	<b>\$9,077,453</b>	<b>\$522,546</b>	<b>\$0</b>	<b>\$9,600,000</b>

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						2026	\$ 9,600,000	(number below
								should equal
								Total Project Cost)
\$ -			\$ -			\$ 9,600,000	\$ 9,600,000	

# CAPITAL IMPROVEMENT PROGRAM FORMS PACKET

## CRITICAL REN/REM, MAINTENANCE REPAIR AND SITE IMPROVEMENT PROJECTS (CIP-4)

**FLORIDA COLLEGE SYSTEM**  
**CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION**  
**2026-27 through 2028-29**

**CIP 4A**

<b>College Name</b>	Pasco-Hernando State College	
<b>Project Title</b>	Seal cracks & paint exterior of Campus buildings stucco & bricks - Porter Campus	
<b>Budget Entity Priority</b>	4	
<b>Statutory Authority</b>	Sec. 1013.64	
<b>Type Project</b>	<b>Noncritical</b>	<b>Critical</b>
		X

**GEOGRAPHIC LOCATION - BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)**

Project/Building Name	Building No.	NASF	Site Address	City	County
Porter Campus	1, 2, 3, 4, 5, 6	n/a	2727 Mansfield Boulevard	Wesley Chapel	Pasco

**PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE)**

Seal Cracks and paint entire exterior stucco-bricks of all the buildings at Porter Campus. Campus exterior paint is over 12 years old and is in need of sealing of the cracks and painting of all exterior surfaces including the Parking Garage. This will Mitigate environmental deficiencies and reduce the risk of viral and environmental health hazards with mildew and mold contamination to the building occupants.

**APPLICABLE SURVEY RECOMMENDATIONS**

Date of Survey	Recommendation No.	Requested for
8/9/2019	7.023 thru 7.029	Seal and paint exterior of buildings 1 thru 6 to prevent more cracking and penetrations into the buildings envelop that would cause further damages to the building interior in the future.

## CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET

Pasco-Hernando State College

Seal cracks & paint exterior of Campus buildings stucco  
& bricks - Porter Campus

CIP 4B

## PROJECT COMPONENT COST AND PROJECTIONS

BUILDING SYSTEM COMPONENTS			Costs Incurred to date				
				2026-27	2027-28	2028-29	TOTAL
	a.	electrical					\$0
	b.	envelope		\$1,700,000			\$1,700,000
	c.	interior					\$0
	d.	mechanical					\$0
	e.	plumbing					\$0
	f.	roof					\$0
	g.	site					\$0
	h.	special (fire suppression)					\$0
	i.	structural					\$0
	j.	elevator					\$0
SUBTOTAL			\$0	\$1,700,000	\$0	\$0	\$1,700,000
CENTRAL UTILITY SYSTEM COMPONENTS:							
	a.	cogeneration					\$0
	b.	cooling gen./distrib.					\$0
	c.	electrical distrib.					\$0
	d.	heating gen./distrib.					\$0
	e.	landfill					\$0
	f.	water treat./distrib.					\$0
	g.	waste treatment					\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
SPECIAL SYSTEM COMPONENTS:							
	a.	energy conservation					\$0
	b.	storage tanks					\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
CAMPUS SYSTEM COMPONENTS:							
	a.	drainage/grounds					\$0
	b.	road system paving					\$0
	c.	other paving					\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
LIFE SAFETY AND LICENSURE COMPONENTS:							
	a.	Licensure					\$0
	b.	Life Safety					\$0
	c.	ADA					\$0
	d.	Environmental					\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
TOTAL			\$0	\$1,700,000	\$0	\$0	\$1,700,000

## PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						26/27	\$ 1,700,000	(number below should equal Total Project Cost)
		\$ -			\$ -		\$ 1,700,000	\$ 1,700,000



**FLORIDA COLLEGE SYSTEM**  
**CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION**  
**2026-27 through 2028-29**

**CIP 4A**

<b>College Name</b>	Pasco-Hernando State College	
<b>Project Title</b>	Renovate/Repair WC Auditorium to comply with ADA and FBC	
<b>Budget Entity Priority</b>	3	
<b>Statutory Authority</b>	Sec. 1013.64	
<b>Type Project</b>	<b>Noncritical</b>	<b>Critical</b>
		X

**GEOGRAPHIC LOCATION - BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)**

Project/Building Name	Building No.	NASF	Site Address	City	County
WC - Auditorium	7	15,627	10230 Ridge Road	New Port Richey	Pasco

**PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE)**

Repair and modify all ADA issues at the WC- Auditorium - Building is over 47 years old and needs to be ADA compliant  
Per Architects report, the existing Performing Arts Center with regard to accessibility barriers, was determined that the majority of the building will need to be renovated and modified in order to comply with the FBC, 7th Edition (2020), Accessibility code. A total of 30 plus instances have been identified which need to be addressed in order to make this facility code compliant. Some examples are: Vertical accessibility, seating capacity, circular space, openings, swinging doors and gates, opening force on operators, slopes on sidewalks, detectable warnings, handrails, guards, bottom extension at stairs, top extensions at stairs, clear floor space in bath rooms, roll in type showers compartments, size of bath room stalls, forward approach on ticket and booth counters, etc....

**APPLICABLE SURVEY RECOMMENDATIONS**

Date of Survey	Recommendation No.	Requested for
4/27/2021	SR.02	Necessary modifications for the physical disabled in existing buildings recommended for continued use.

BUILDING SYSTEM COMPONENTS			Costs Incurred to date				
				2026-27	2027-28	2028-29	TOTAL
	a.	electrical					\$0
	b.	envelope					\$0
	c.	interior					\$0
	d.	mechanical					\$0
	e.	plumbing					\$0
	f.	roof					\$0
	g.	site					\$0
	h.	special (fire suppression)					\$0
	i.	structural					\$0
	j.	elevator					\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
CENTRAL UTILITY SYSTEM COMPONENTS:							
	a.	cogeneration					\$0
	b.	cooling gen./distrib.					\$0
	c.	electrical distrib.					\$0
	d.	heating gen./distrib.					\$0
	e.	landfill					\$0
	f.	water treat./distrib.					\$0
	g.	waste treatment					\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
SPECIAL SYSTEM COMPONENTS:							
	a.	energy conservation					\$0
	b.	storage tanks					\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
CAMPUS SYSTEM COMPONENTS:							
	a.	drainage/grounds					\$0
	b.	road system paving					\$0
	c.	other paving					\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
LIFE SAFETY AND LICENSURE COMPONENTS:							
	a.	Licensure					\$0
	b.	Life Safety		\$1,000,000			\$1,000,000
	c.	ADA		\$3,000,000			\$3,000,000
	d.	Environmental					\$0
SUBTOTAL			\$0	\$4,000,000	\$0	\$0	\$4,000,000
TOTAL			\$0	\$4,000,000	\$0	\$0	\$4,000,000

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						26/27	\$ 4,000,000	(number below
								should equal
								Total Project Cost)
\$ -			\$ -			\$ 4,000,000		\$ 4,000,000

## Higher Educational Facilities Return on Investment

Institution: Pasco-Hernando State College (PHSC)

Project: Remodel Buildings A-E with Additions - West Campus plus New Administration Building

Total Funding: \$25,000,000

Previous Funding (State and Local): \$13,775,898

Workforce Project (Yes or No): Yes

Contact Person (Name, Position, Phone No.): Steven Wasilefsky, Associate Vice President Facilities Administration, 727-816-3403

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☒ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)

Explanation: The additional number of degrees is unknown at this time, although, the expectation for STEM related and high wage vocational programs will produce well prepared workforce graduates. Programs such as business Data Processing, Accounting, Computer Programming and Network Information Systems are targeted.

2. ☐ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)

Explanation:

3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded

Explanation:

4. ☐ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast

Explanation:

5. ☒ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students

Explanation: The business community is actively partnering with PHSC through technical advisory committees by helping to develop a curriculum to produce hireable graduates.

6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: The remodeling of Buildings 1-5 (A-E) will provide a better flow of traffic for students. It will also increase academic support and alleviate long wait lines during registration. The space will also include a dedicated Veterans support area, career testing/placement and disability support areas.

7. ☐ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation:

8. ☒ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation: The present facility is over 47 years old. The existing infrastructure systems will be upgraded or replaced, thereby eliminating any existing deferred maintenance on these buildings.

9. ☐ Projected Facility Utilization Rate

Explanation:

10. ☐ Current/Projected Campus Utilization Rate

Explanation:

Other Pertinent Information not included above:



## Inter-Office Memorandum

**To:** Eric S. Hall, Ed.D., Interim President

**From:** Brian S. Horn, Executive Vice President of Administration and Chief Financial Officer

**Date:** June 17, 2025

**Subject:** Johnson Controls, Inc. Maintenance Agreements

The maintenance and service agreements with Johnson Controls, Inc. (JCI) are scheduled for renewal on July 1, 2025. As a member of the Sourcewell Purchasing Cooperative, PHSC is eligible to secure a discounted, five-year fixed agreement for security system maintenance and monitoring services. Accordingly, these agreements are being procured through an existing Sourcewell contract (Contract No. 030421-TIS), eliminating the need for a formal solicitation process by the College.

The scope of the renewed agreements include:

- Maintenance Access Control Panels and Readers – West, East, North, Spring Hill, Porter, IPAC campuses
- Maintenance CCTV system and components – West, East, North, Spring Hill, Porter, IPAC campuses
- Maintenance and Monitoring Intrusion System – West, East, North, Spring Hill, Porter, IPAC, Gowers Corner campuses

A summary of the maintenance and service agreements is provided below for your review:

Johnson Controls, Inc. (JCI) - Service Contract Renewals - July 1, 2025 - June 30, 2030		
EXPERT MAINTENANCE CCTV - EAST CAMPUS	\$8,296/ YR * 5 Years	\$41,480
EXPERT MAINTENANCE CCTV - IPAC	\$8,899/ YR * 5 Years	\$44,495
EXPERT MAINTENANCE CCTV - NORTH CAMPUS	\$4,750/ YR * 5 Years	\$23,750
EXPERT MAINTENANCE CCTV - WEST CAMPUS	\$12,348/ YR * 5 Years	\$61,740
EXPERT MAINTENANCE CCTV - SPRING HILL CAMPUS	\$3,749/ YR * 5 Years	\$18,745
EXPERT MAINTENANCE CCTV - PORTER CAMPUS	\$5,153/ YR * 5 Years	\$25,765
EXPERT MAINTENANCE ACCESS CONTROL - EAST CAMPUS	\$4,400/ YR * 5 Years	\$22,000
EXPERT MAINTENANCE ACCESS CONTROL - IPAC	\$1,705/ YR * 5 Years	\$8,525
EXPERT MAINTENANCE ACCESS CONTROL - NORTH CAMPUS	\$6,600/ YR * 5 Years	\$33,000
EXPERT MAINTENANCE ACCESS CONTROL - WEST CAMPUS	\$15,092/ YR * 5 Years	\$75,460
EXPERT MAINTENANCE ACCESS CONTROL - SPRING HILL CAMPUS	\$2,915/ YR * 5 Years	\$14,575
EXPERT MAINTENANCE ACCESS CONTROL - PORTER CAMPUS	\$6,105/ YR * 5 Years	\$30,525
EXPERT MAINTENANCE INTRUSION SYSTEM - EAST CAMPUS	\$13,488/ YR * 5 Years	\$67,440
EXPERT MAINTENANCE INTRUSION SYSTEM - IPAC	\$2,525/ YR * 5 Years	\$12,625
EXPERT MAINTENANCE INTRUSION SYSTEM - NORTH CAMPUS	\$12,408/ YR * 5 Years	\$62,040
EXPERT MAINTENANCE INTRUSION SYSTEM - WEST CAMPUS	\$15,890/ YR * 5 Years	\$79,450
EXPERT MAINTENANCE INTRUSION SYSTEM - SPRING HILL CAMPUS	\$16,830/ YR * 5 Years	\$84,150
EXPERT MAINTENANCE INTRUSION SYSTEM - PORTER CAMPUS	\$7,680/ YR * 5 Years	\$38,400
EXPERT MAINTENANCE INTRUSION SYSTEM - GOWERS CORNER	\$3,300/ YR * 5 Years	\$16,500
TOTAL JCI MAINTENANCE AGREEMENTS		\$760,665

We respectfully request your endorsement of these agreements and recommend their approval by the District Board of Trustees at its meeting on June 17, 2025.

If you have any questions or require further information, please do not hesitate to contact us. Thank you for your attention to this important matter

BSH/ab.

cc: Steve Wasilefsky, Associate Vice President of Facilities Administration

The proposed Fiscal Year 2025-2026 Current Fund (Fund 1) operating revenue budget is \$71,656,144, representing a decrease of \$985,956 or 1.36% from the approved FY 2024-2025 operating budget.

The following chart summarizes PHSC's annual **revenue budget** history beginning with Fiscal Year 2022-2023 and including the proposed Fiscal Year 2025-2026 budget.

Revenue Source	FY22-23	FY23-24	FY24-25	Proposed FY25-26	Incr/(Decr) Prior FY \$ Amount	% Amount
Tuition	\$11,780,293	\$11,560,774	\$12,458,508	\$12,415,287	(\$43,221)	-0.35%
Lab & Other Fees	\$2,511,000	\$2,403,500	\$2,602,500	\$2,828,000	\$225,500	8.66%
Technology Fees (1)	\$589,203	\$578,226	\$623,133	\$620,971	(\$2,162)	-0.35%
Tuition-Dual-Enrollment/PHSC campus	\$1,316,874	\$1,282,720	\$1,396,530	\$1,472,974	\$76,444	5.47%
<b>Total Student Fees</b>	<b>\$16,197,370</b>	<b>\$15,825,220</b>	<b>\$17,080,671</b>	<b>\$17,337,232</b>	<b>\$256,561</b>	<b>1.50%</b>
<b>% of Total Revenue Budget</b>	<b>24%</b>	<b>23%</b>	<b>24%</b>	<b>24%</b>		
State Appropriation-Recurring	\$37,886,992	\$40,970,434	\$41,337,979	\$41,337,979	\$0	0.00%
STEM - Recurring	\$2,306,271	\$2,306,271	\$2,306,271	\$2,306,271	\$0	0.00%
State-Lottery	\$5,931,856	\$6,741,093	\$6,373,548	\$6,373,548	\$0	0.00%
<b>Total State Recurring</b>	<b>\$46,125,119</b>	<b>\$50,017,798</b>	<b>\$50,017,798</b>	<b>\$50,017,798</b>	<b>\$0</b>	<b>0.00%</b>
State Approp (2+2 and Workforce FI)	\$741,189	\$685,955	\$656,969	\$656,969	\$0	0.00%
State Approp-Nursing (PIPELINE)	\$2,961,491	\$1,722,262	\$2,453,045	\$2,453,045	\$0	0.00%
<b>Total State Performance</b>	<b>\$3,702,680</b>	<b>\$2,408,217</b>	<b>\$3,110,014</b>	<b>\$3,110,014</b>	<b>\$0</b>	<b>0.00%</b>
State Appropriation-Nursing Institute	\$0	\$0	\$1,500,000	\$0	(\$1,500,000)	-100.00%
State Approp-Burn Center	\$400,000	\$0	\$0	\$0	\$0	0.00%
<b>Total State Non-Recurring</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>(\$1,500,000)</b>	<b>-100.00%</b>
<b>Total State Support</b>	<b>\$50,227,799</b>	<b>\$52,426,015</b>	<b>\$54,627,812</b>	<b>\$53,127,812</b>	<b>(\$1,500,000)</b>	<b>-2.75%</b>
<b>% of Total Revenue Budget</b>	<b>74%</b>	<b>76%</b>	<b>75%</b>	<b>74%</b>		
Other Revenue	\$370,500	\$429,750	\$558,843	\$791,100	\$232,257	41.56%
State Support-Industry Certificates	\$322,000	\$150,000	\$374,774	\$400,000	\$25,226	6.73%
Federal-HEERF-Lost Revenue/Overhead	\$1,090,865	\$0	\$0	\$0	\$0	0.00%
<b>Other Revenue</b>	<b>\$1,783,365</b>	<b>\$579,750</b>	<b>\$933,617</b>	<b>\$1,191,100</b>	<b>\$257,483</b>	<b>27.58%</b>
<b>% of Total Revenue Budget</b>	<b>3%</b>	<b>1%</b>	<b>1%</b>	<b>2%</b>		
<b>Total Revenue Budget</b>	<b>\$68,208,534</b>	<b>\$68,830,985</b>	<b>\$72,642,100</b>	<b>\$71,656,144</b>	<b>(\$985,956)</b>	<b>-1.36%</b>

The proposed Fiscal Year 2025-2026 budget contains the following significant items:

### **Revenue**

1. Projected student tuition fee revenues of \$12,415,287, which is based on sustaining the prior year's enrollment level of 5,179 FTE fee-paying enrollment, reflecting a 0.35% decrease for the College enrollment.
2. No increase in the standard credit course in-state tuition fee of \$91.79 for Baccalaureate programs. The rate is identical to the tuition being assessed by the other three Bay-area Colleges offering baccalaureate programs.
3. No increase in credit course in-state tuition fees (Advanced and Professional, Post-Secondary Vocational, Educator Preparation Institute, and College Preparatory) consistent with the Governor's request. The College's current tuition rate of \$76.57 remains within the allowable range of statutory adjustment flexibility and therefore will continue to be compliant with FS 1009.23.
4. No increase in Career Certificate and Applied Technology Diploma course in-state tuition fees. PHSC's current tuition rate of \$73.40 remains within the allowable range of statutory adjustment flexibility and therefore will continue to be compliant with Florida Statutes.
5. Tuition for Dual-Enrollment students is now reported under tuition instead of other revenue. The College has budgeted \$1,472,974 in dual-enrollment fees that will be collected from the two school districts. Legislation passed 11 years ago and upheld during last year's legislative session, requires the College to charge the local school districts for dual-enrollment courses taught on college campuses at the standard tuition rate of \$71.98 per credit hour. This revenue projection is based on the College sustaining the FY2024-2025 level of dual-enrollment registrations.
6. In 2016-2017, the College received a special project appropriation of \$2.3 million for new STEM stackable certificate programs in addition to \$193,729, in non-recurring funds. The College has received continued funding of \$2.3 million in fiscal years 2017-2018 through 2024-2025. The College is awaiting the FY2025-2026 appropriation.
7. The College's Lottery appropriation represents the FY2024-2025 state appropriation. The College is awaiting the FY2025-2026 appropriation.
8. The Legislature performance-based funding model initiated in FY2019-2020, which allocations funds based on the College's number of students meeting each criterion as a percentage share of the other Florida State Colleges, remained at the same level for FY2024-2025 as FY2023-2024 at \$30 million. The College is awaiting the FY2025-2026 appropriation. PHSC's FY2024-2025 allocation was \$656,969 as follows:
  - At \$20,000,000 for the State college system allocation for the 2+2 Student Success Incentive Fund to support college efforts to improve the success of students enrolled in associate of arts degree programs in completing critical college credit courses, graduating with associate of arts degrees, and transferring to baccalaureate degree remained programs. PHSC's allocation in FY2024-2025 was \$472,791.
  - Remained at \$10,000,000 for the State college system allocation to provide for the Work Florida Student Success Incentive Fund to support College strategies and initiatives to align career education programs with statewide and regional workforce demands, and high paying job opportunities. PHSC's allocation in FY2024-2025 was \$184,178.



9. Funding of \$40,000,000, was provided in FY2022-2023 and have been continued in FY2024-2025 in Specific Appropriation for the Prepping Institutions, Programs, Employers, and Learners through Incentives for Nursing Education (PIPELINE) Fund to reward performance and excellence among nursing education programs at Florida College System institutions. PHSC FY2023-2024 allocation was \$1,722,512 and increased to \$2,453,045 in FY2024-2025. Funds can be used for all academic programs and are not limited to nursing. Performance data had not been provided at the time this document was prepared. The College is awaiting the FY2025-2026 appropriation.
10. Under other revenues, the College budgets of \$791,100 is primarily comprised of interest income of \$500,000 and facilities rental of \$120,000.
11. As a performance incentive to increase the number of industry certifications being obtained in the State of Florida, the legislators appropriated \$14 million in FY2019-2020 through FY2022-23, and \$20 million in FY2023-2024 and FY2024-2025. The College can earn funding based on its percentage share of the total certificates awarded by the other Florida State Colleges. The College earned \$196,502 (199) in FY2022-2023, and \$465,000 (465) in FY2023-2024 and \$293,000 (293) in FY2024-2025. The College is budgeting \$400,000 for FY2025-2026 as non-recurring funding included in the other revenues budget category.

The Proposed Fiscal Year 2025-2026 Current Fund (Fund 1) **operating expenditure budget** is \$73,030,478 representing an increase of \$388,378 or 0.53% from the approved FY 2024-2025 operating budget. The proposed budget has been developed using conservative revenue estimates, and projected expenditures have been scrutinized and reduced where possible.

The college expenditure budget is **\$1,374,334** higher than the revenue budget to account for the remaining non-recurring Nursing Institute unspent funds appropriated in Fiscal Year 2024-2025.

The following chart summarizes PHSC's annual expenditure budget history beginning with Fiscal Year 2022-2023 and including the proposed Fiscal Year 2025-2026 budget.

Expenditure Category	FY22-23	FY23-24	FY24-25	Proposed FY25-26	\$ Incr/(Decr.) from Prior FY	% Incr/(Decr.) from Prior FY
Personnel (1)	44,063,524	46,896,223	47,363,760	49,892,660	2,528,900	5.34%
Current Expense (2)	16,617,379	17,710,707	18,829,416	20,452,333	1,622,917	8.62%
Capital Outlay (3)	1,241,140	754,397	1,046,392	2,360,485	1,314,093	125.58%
Contingency (4)	80,000	230,250	500,000	200,000	(300,000)	-60.00%
Contingency-Enrollment Declines/Inflation	1,965,000	0	0	0	0	0.00%
Contingency-Personnel/Health Insurance	220,000	920,000	950,000	0	(950,000)	-100.00%
Contingency-New buildings-Operating cost	1,060,000	700,000	500,000	0	(500,000)	-100.00%
Contingency-Nursing Pipeline	2,961,491	1,619,408	1,952,532	0	(1,952,532)	-100.00%
Contingency-Nursing Institute	0	0	1,500,000	0	(1,500,000)	0.00%
Transfers	0	0	0	125,000	125,000	0.00%
<b>Total</b>	<b>68,208,534</b>	<b>68,830,985</b>	<b>72,642,100</b>	<b>73,030,478</b>	<b>388,378</b>	<b>0.53%</b>

- (1) Primarily increase in moving to the state health insurance plan (\$1.9M) and mid-year projected increase (\$234K), pension increase (\$112 K) and increased overload/adjunct costs (\$247K).
- (2) Increase in equipment, software, and contracted costs, and nursing pipeline budget.
- (3) Increase in capital outlay related to non-recurring equipment, technology equipment purchases and funding nursing pipeline equipment.
- (4) Contingency levels have varied over the years based on specific needs, such as FY22-23 reserving for enrollment declines and future year inflation, estimated operating expenses for EC STEM Building, Corporate College, WC T-Building (President/Foundation), state health insurance increases. Contingencies have been reduced to \$200K.

## Personnel

1. No salary increases except for required Florida minimum wage increase for part-time temporary staff effective September 30, 2025 (from \$13 to \$14 per hour). Compensation can be reviewed if the college receives additional funds once the final FY25-26 state budget is approved.
2. Increased funding of \$116,169 for Fire Science, Law Enforcement and other career and technical adjunct faculty rates which were previously paid at the non-credit salary schedule rate. The credit and non-credit salary schedule have been combined into one salary schedule to meet market demands.
3. Increase in funding for adjunct and overload faculty budgets of \$247,249, based on retaining previous years enrollment.

4. Funding of **non-recurring** longevity increases totaling \$75,794 for eligible instructional and non-instructional employees from **non-recurring funds**. In 2006 the Board approved a longevity award program that is designed to recognize employees for specified years of dedicated service to the College.
5. Funding for faculty and staff earned degree salary in the amount of \$45,214 in non-recurring distributions in accordance with IMM 2-24, *Guidelines and Process for Rewarding Personnel Who Have Earned Additional Degrees*.
6. Funding for transition to the state health insurance plan is budgeted at \$1,953,527 with an estimated mid-year increase of 7% or \$243,083.
7. Elimination of \$950,000 health insurance contingency.
8. Funding for the increase in the College's contribution to the State pension plan for employees of \$105,979.
9. Funding per statue requirement to pay Department of Management services employee FICA/Medicare insurance pretax savings totaling an estimated \$62,649.
10. Maintain funding of \$120,000 for employee tuition reimbursement.
11. Funding for 489.70 full-time equivalent benefits eligible employees, Fund 1 operating budget positions for FY 2025-2026.

The following is a breakdown of budgeted positions by classification and funding source:

	Fund 1	Fund 2			Fund 7	
Classification	Operating	Grants	Foundation	SGA	Plant	Total
Instructional	151.000	0.000	1.000	0.000	0.000	152.000
Executive	16.000	0.000	0.000	0.000	0.000	16.000
Administrative	61.000	1.000	2.000	1.000	0.000	65.000
Professional Tech	160.200	3.000	2.500	5.000	3.000	173.700
Support Staff	101.500	0.500	0.000	1.000	0.000	103.000
<b>Grand Total</b>	<b>489.700</b>	<b>4.500</b>	<b>5.500</b>	<b>7.000</b>	<b>3.000</b>	<b>509.700</b>

12. In addition to operating funded positions, the College also funds a total of 20.0 Full-Time Equivalent (FTE) positions funded from Grants (4.5 FTE), Foundation (5.5 FTE), Student Activities (7.0 FTE), and Capital Improvement Fees (3.0 FTE).
13. The table below provides a detail listing of the changes in operating and non-operating positions to ensure effective operations of the College, which include the reduction in force of twelve full-time equivalent positions:

### Position Additions and Deletions - Operating Funds

Position Title	FTE	Site	Funding	Change	Status
<b><u>Instructor</u></b>					
Instructor, Dental Assistant	(1.00)	WC	Foundation	Transfer to Foundation funding	Recurring
Instructor, Aviation	1.00	East	Operating	Transfer from Grant/Perkins funding to operating funds	Recurring
	<u>0.00</u>				
<b><u>Administrative</u></b>					
Director of Alumni and Donor Relations	(0.50)	District	Foundation	Transfer balance of 100% position to Foundation funding	Recurring
	<u>(0.50)</u>				
<b><u>Professional Technical</u></b>					
Coordinator, Foundation Events and	(1.00)	District	Foundation	Transfer to Foundation funding	Recurring
Foundation Staff Accountant	(0.50)	District	Foundation	Transfer 50% position to Foundation funding	Recurring
Lab Technician Computer Labs	(1.00)	WC	Operations	Reassign one existing employee to IPAC vacant position and eliminate WC position.	Recurring
	<u>(2.50)</u>				
<b><u>Organizational Support Staff</u></b>					
Purchasing Assistant	(1.00)	District	Operating	Eliminate Vacant Position	Recurring
Senior Office Assistant Aviation	(0.50)	East	Operating	Eliminate Vacant Position	Recurring
Maintenance/Grounds Assistant	1.00	East	Operating	New position for added STEM and Fire Academy Building	Recurring
	<u>(0.50)</u>				
<b>Total Change</b>	<u><u>(3.50)</u></u>				

### Position Additions and Deletions - Non-Operating Funds

Position Title	FTE	Site	Funding	Change	Status
<b><u>Professional Technical</u></b>					
Coordinator Foundation Advancement	(1.00)	District	Foundation	Eliminate vacant position to providing funding for positions being transferred from operating budget	Recurring
	<u>(1.00)</u>				
<b>Total Change</b>	<u><u>(1.00)</u></u>				

### Current Expense

1. Contract increases, custodial (2.99%, \$44,158, plus addition coverage of EC STEM building (\$63,972), landscaping (0.0%, \$0), security increase (8%, \$81,541, plus additional guard added at EC (\$40,000) for coverage of STEM and fire science buildings), and other contract increases (\$31,541).
2. Non-recurring funding of \$85,000 for Implementation of a Curriculum Management System and recurring annual cost of \$76,000.
3. Non-recurring funding of \$225,000 for installation (\$95,000) for new telephone system and equipment (\$130,000), and \$181,340 increase in recurring cost.
4. Non-Recurring funding of \$75,000 for a Cyber Security Penetration Test

5. Funding decrease of \$27,624 in travel and program development to \$448,390.
6. Funding decrease of current expense of \$643,567, excluding the elimination of the EC-STEM building contingency to cover new related building expenses.
7. Replacement of computer/technology equipment for Academic Support (classrooms and instructors), and Institutional Support (administration and staff), instructional equipment, and other equipment which are less than \$1,000 per items is budgeted at \$961,252 from recurring and non-recurring funds including \$700,000 in Nursing Pipeline funds.
8. Funding of \$10,500 for use at the discretion of the President for promotion, public relations, and hospitality of business requests of the College (transferred from Auxiliary Services Fund 3 per Florida Statute 1010.08; and DBoT Rule 6H 19-5.29).

### **Capital Outlay/Equipment**

Replacement of capital computer/technology equipment for academic support (classrooms and instructors), and institutional support (administration and staff), district networks, instructional equipment, and other equipment that is \$1,000 and greater is budgeted at \$2,360,485 from recurring and non-recurring funds including \$1,303,045 from Nursing Pipeline funds.

### **Contingency**

Operating contingency to fund future planned expenses and unforeseen expenses. The table below summarizes the additional contingencies and their designated purpose:

<b>Category</b>	<b>Recurring</b>
Personnel Expense Contingency	100,000
Current Expense Contingency	100,000
<b>sub-total</b>	<b>200,000</b>

### **Transfer**

Funding for new requirement by Florida Statutes Section 1001.03 (18)(c)1 effect with the completion of the East Campus STEM Center for Student Success (\$125,000).

(c) A new construction, remodeling, or renovation project that has not received an appropriation in a previous year shall not be considered for inclusion on the prioritized list required by s. 1013.64(4), unless:

1. A plan is provided to reserve funds in an escrow account, specific to the project, into which shall be deposited each year an amount of funds equal to 0.5 percent of the total value of the building for future maintenance.

### **Forward Funding**

The college has funded \$341,643 for one time equipment requests from the available funds in FY2024-2025 budget during the month of June, that are not included in the FY2025-2026 budget.

### **Fund 7 Technology Reserve**

Funding for technology upgrades of \$290,000 for Campus fiber infrastructure improvements (\$60,000), six Software-Defined Wide Area Network (\$120,000) and data domain storage system (\$110,000).

## **Initiatives**

The following are not all inclusive of potential initiatives the College will pursue during the next fiscal year, however, funding appropriated for these projects is indicated, with the potential of utilizing either contingency or fund balance to provide initial seed money for the initiatives.

### **Formation of a Teaching and Learning Center**

A new Teaching and Learning Center to advance pedagogical excellence, support faculty development, and enhance student outcomes. Recurring funds allocated in FY2024-2025 of \$95,100 will be used to begin this initiative.

### **Student Success Initiatives, Implementation of Cohort Advising Model**

Launch a cohort advising model to provide personalized academic support with planning and implementation during the summer of 2025 to boost retention and graduation rates. Students will be assigned a dedicated advisor.

### **Task Force on Retention**

A Task Force on Retention, comprising faculty, staff, and students, will be formed to analyze retention data, identify barriers, and recommend strategies for improvement.

### **Launch of the Center for Innovation and Technology**

The Center for Innovation and Technology will integrate artificial intelligence (AI) into our workforce, teaching, and academic programs. It will also develop certificate and training programs and industry partnerships to prepare students for future careers.

### **Data Governance and Reporting**

Creating a common and centralized data environment for the College including a Key Performance Indicator dashboard which will include common higher education measures and others established by college key stakeholders.

## **Foundation**

The College provides an estimated \$641,321 in-kind support to the Pasco-Hernando State College Foundation, Inc. for personnel (3.0 FTE funded by the College, 4.5 FTE funded by the Foundation), in addition to offices, storage and working area, utilities, telephone service, technology service (including computers, printers, copiers), furniture and equipment, custodial service, personnel service, use of the New Port Richey campus Performing Arts Center, as authorized by the Board of Trustees per Florida Statute 1004.70 (3) Florida College System institution direct-support organizations, Use of Property (see attached calculation summary). The Foundation provides over \$1.0 million in scholarships to students in addition to budgeting \$750K in staff and program development for the College.

## **Unallocated Fund Balance**

Effective at the end of the fiscal year 2019-2020, Senate Bill 190 requires Florida College System institutions with an FTE less than 15,000 FTE to maintain a 5% fund balance. A carry forward spending plan must be submitted to the State Board of Education if the College exceeds the 5% level, including a detailed plan on how the College will spend the funds to reach the 5% level. An exemption to the requirement to submit a spending plan was granted for FY2019-2020, and the College's submission of the Board-approved report received no additional feedback from the State.

The table below provides a summary of the last five years fund balance:

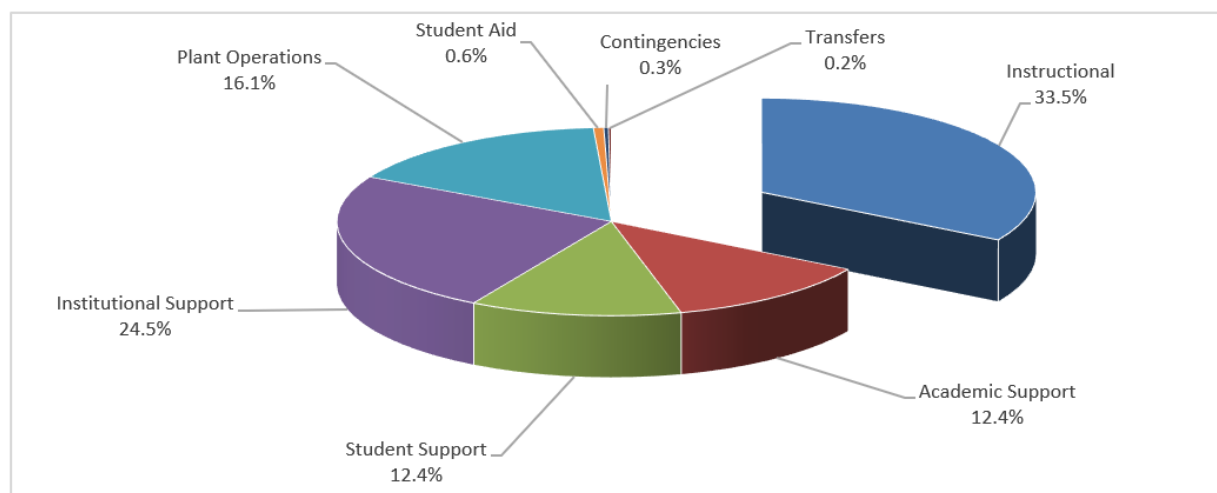
Year	FY19-20	FY 20-21	FY21-22	FY22-23	FY23-24
Total (1)	8,752,013	9,530,715	10,661,222	13,946,563	16,146,849
Total % (1)	14.89%	14.86%	14.89%	16.92%	18.77%

As discussed in previous District Board of Trustee meetings, the administration will be recommending maintaining the fund balance at year end in the range of 15% to 20%, with excess funds being transferred to Fund 7 Unexpended Plant Fund, for continued deferred maintenance of the facilities, continued ERP enhancements, future telephone system replacement, and other planned future needs.

Upon the completion of the FY 2024-2025 financial statement, a spending plan with further recommendation of allocation of fund balance will be presented at the September 2025 District Board of Trustee meeting.

The following chart summarizes PHSC's proposed FY 2025-2026 budgeted expenditures by function:

Function	Personnel	Current Expense	Capital/Equip	Total	FY25-26	FY24-25
Instructional	20,527,154	2,603,248	1,317,445	24,447,847	33.48%	30.12%
Academic Support	7,060,948	1,554,106	468,907	9,083,961	12.44%	11.32%
Student Support	8,468,656	610,363	0	9,079,019	12.43%	12.06%
Institutional Support	11,005,626	6,334,398	552,000	17,892,024	24.50%	22.92%
Plant Operations	2,576,976	9,160,218	22,133	11,759,327	16.10%	15.54%
Student Aid	253,300	190,000	0	443,300	0.61%	0.61%
Contingencies	100,000	100,000	0	200,000	0.27%	7.44%
Transfers	0	125,000	0	125,000	0.17%	0.00%
<b>Grand Total</b>	<b>49,992,660</b>	<b>20,677,333</b>	<b>2,360,485</b>	<b>73,030,478</b>	<b>100.00%</b>	<b>100.00%</b>



**EXHIBIT A**  
**THE FLORIDA COLLEGE SYSTEM**  
**COLLEGE OPERATING BUDGET**  
**ANNUAL BUDGET SUMMARY**  
**FISCAL YEAR 2025-26**

DBOT  
6/17/2025  
5.7.1

**COLLEGE:** Pasco-Hernando State College

**CURRENT FUNDS -  
UNRESTRICTED**

**BEGINNING FUND BALANCE - JULY 1, 2025:**

ESTIMATED AFR FUND BALANCE - **JUNE 30, 2025 (IF DEBIT BALANCE USE "MINUS SIGN")**

-\$15,444,723

ADD AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (USE PLUS SIGN)

\$31,015,144

TOTAL RESERVE AND UNENCUMBERED FUND BALANCE - **JULY 1, 2025**

\$15,570,421

ADD: REVENUES

\$71,645,644

TRANSFERS IN

\$10,500

TOTAL RECEIPTS

\$71,656,144

**TOTAL ESTIMATED AVAILABLE**

\$87,226,565

DEDUCT: EXPENDITURES

\$72,905,478

TRANSFERS OUT

\$125,000

**TOTAL DISBURSEMENTS**

\$73,030,478

**ESTIMATED FUND BALANCE - JUNE 30, 2025:**

TOTAL AVAILABLE LESS DISBURSEMENTS

\$14,196,087

ADD ACCRUED LEAVE EXPENSE (GLC 59300)

\$764,579

TOTAL ESTIMATED RESERVE AND UNENCUMBERED FUND BALANCE - **JUNE 30, 2026**

\$14,960,666

LESS ESTIMATED AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (GLC 30800) - **JUNE 30, 2026**

\$31,779,723

**TOTAL ESTIMATED FUND BALANCE - JUNE 30, 2026**

(\$16,819,057)

ESTIMATED UNENCUMBERED FUND BALANCE - **JUNE 30, 2026**

\$15,674,334

(Includes GL's: 30200, 30300, 30400, 30500, 30600, 30700, 30900, and 31100)

**PERCENT OF ESTIMATED UNENCUMBERED FUND BALANCE**

**AS OF JUNE 30, 2026, TO ESTIMATED FUNDS AVAILABLE**

**17.97%**

**CERTIFY BOARD OF TRUSTEES APPROVAL:**

\_\_\_\_\_  
**COLLEGE PRESIDENT**

\_\_\_\_\_  
**DATE**



**THE FLORIDA COLLEGE SYSTEM  
COLLEGE OPERATING BUDGET  
FALL 2025-26 STUDENT TUITION AND FEE RATES AND BLOCK TUITION  
(UPPER AND LOWER LEVELS)**

**COLLEGE:** Pasco-Hernando State College

**RESIDENT STUDENTS  
TUITION AND FEES PER CREDIT HOUR & BLOCK TUITION**

PROGRAMS	TUITION	STUDENT FINANCIAL AID FEE (1)	STUDENT ACTIVITY FEE (1)	CAPITAL IMPROVEMENT FEE (1)	TECHNOLOGY FEE (1)	TOTAL	TUITION AND FEES FOR ACADEMIC YEAR (30 HOURS)
UPPER LEVEL - BACCALAUREATE	91.79	4.59	9.18	15.93	4.59	126.08	3,782.40
LOWER LEVEL - CREDIT (A & P, PSV, DEVELOPMENTAL EDUCATION AND EPI)	76.57	3.83	7.66	13.29	3.83	105.18	3,155.40
CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	73.40	7.34		3.67	3.67	88.08	2,642.40
PROGRAMS	BLOCK TUITION					TOTAL	BLOCK TUITION PER TERM OR PER HALF YEAR
VOCATIONAL PREPARATORY (PER TERM)	0.00					0.00	0.00
ADULT GENERAL EDUCATION AND SECONDARY (PER TERM)	0.00					0.00	0.00
VOCATIONAL PREPARATORY (PER HALF YEAR)	0.00					0.00	0.00
ADULT GENERAL EDUCATION AND SECONDARY (PER HALF YEAR)	0.00					0.00	0.00

**NONRESIDENT STUDENTS  
TUITION AND FEES PER CREDIT HOUR & BLOCK TUITION**

PROGRAMS	TUITION	OUT-OF- STATE FEES	STUDENT FINANCIAL AID FEE (1)	STUDENT ACTIVITY FEE (1)	CAPITAL IMPROVEMENT FEE (1)	TECHNOLOGY FEE (1)	TOTAL	TUITION AND FEES FOR ACADEMIC YEAR (30 HOURS)
UPPER LEVEL - BACCALAUREATE	91.79	275.37	18.36	9.18	63.71	18.36	476.77	14,303.10
LOWER LEVEL - CREDIT (A & P, PSV, DEVELOPMENTAL EDUCATION AND EPI)	76.57	232.49	15.45	7.66	53.43	15.45	401.05	12,031.50
CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	73.40	220.19	29.36		14.68	14.68	352.31	10,569.30
DISTANCE LEARNING (2)	0.00	0.00	0.00		0.00	0.00	0.00	0.00
PROGRAMS	BLOCK TUITION						TOTAL	BLOCK TUITION PER TERM OR PER HALF YEAR
VOCATIONAL PREPARATORY (PER TERM)	0.00						0.00	0.00
ADULT GENERAL EDUCATION AND SECONDARY (PER TERM)	0.00						0.00	0.00
VOCATIONAL PREPARATORY (PER HALF YEAR)	0.00						0.00	0.00
ADULT GENERAL EDUCATION AND SECONDARY (PER HALF YEAR)	0.00						0.00	0.00

**Note:**

(1) These Fees Are Not Required. The 2025-26 Fee Audit and Discretionary Fee calculations are provided at the end of the Workbook, to assist the college in verifying that the tuition and fee rates are in compliance with sections 1009.22 and 1009.23, Florida Statutes.

(2)HB 1285- Beginning with the 2024-25 academic year, **Miami Dade College, Polk State College, and Tallahassee State College** are authorized to charge an amount not to exceed \$290 per credit hour for nonresident tuition and fees for distance learning. Such institutions may phase in this nonresident tuition rate by degree program.

**THE FLORIDA COLLEGE SYSTEM**  
**FALL 2025-26 BUDGET WORKSHEET FOR ESTIMATED STUDENT TUITION AND TRANSFERS**

**COLLEGE:** Pasco-Hernando State College

**I. BUDGET WORKSHEET FOR ESTIMATED STUDENT FEES PER CREDIT HOUR**

STUDENT TUITION	DISCIPLINE	GENERAL LEDGER CODE	TOTAL PLANNED CREDIT HOURS	FEE EXEMPT, DUAL ENROLLMENT & APPRENTICESHIP, ETC.	TOTAL FEE PAYING	CHARGE PER STUDENT CREDIT HOUR	BUDGETED FEE REVENUES
TUITION	ADVANCED & PROFESSIONAL (UPPER LEVEL - BACCALAUREATE)	40101	7,830	0	7,830.00	91.79	718,716
TUITION	ADVANCED & PROFESSIONAL (LOWER LEVEL)	40110	116,130	28,500	87,630.00	76.57	6,709,829
TUITION	POSTSECONDARY VOCATIONAL	40120	56,910	8,490	48,420.00	76.57	3,707,519
TUITION	CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	40130	7,920	60	7,860.00	73.40	576,924
TUITION	DEVELOPMENTAL EDUCATION	40150	3,270	0	3,270.00	76.57	250,384
TUITION	EDUCATOR PREPARATION INSTITUTES	40160	360	0	360.00	76.57	27,565
	<b>SUBTOTAL</b>		192,420	37,050	155,370.00		\$11,990,937
STUDENT OUT-OF STATE FEES	DISCIPLINE	GENERAL LEDGER CODE	ESTIMATED FEE PAYING OUT-OF-STATE CREDIT HOURS	CHARGE PER STUDENT CREDIT HOUR	BUDGETED FEE REVENUES		
OUT-OF-STATE FEES	ADVANCED & PROFESSIONAL (UPPER LEVEL - BACCALAUREATE)	40301	0	275.37	0		
OUT-OF-STATE FEES	ADVANCED & PROFESSIONAL (LOWER LEVEL)	40310	1,050	232.49	244,115		
OUT-OF-STATE FEES	POSTSECONDARY VOCATIONAL	40320	600	232.49	139,494		
OUT-OF-STATE FEES	CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	40330	90	220.19	19,817		
OUT-OF-STATE FEES	DEVELOPMENTAL EDUCATION	40350	90	232.49	20,924		
OUT-OF-STATE FEES	EDUCATOR PREPARATION INSTITUTES	40360	0	232.49	0		
OUT-OF-STATE FEES	DISTANCE LEARNING	XXXXX	0	0.00	0		
	<b>SUBTOTAL</b>		1,830		\$424,350		
<b>TOTAL STUDENT TUITION AND OUT-OF-STATE FEES</b>							<b>\$12,415,287</b>

II. BUDGET WORKSHEET FOR ESTIMATED STUDENT TUITION (CONTINUED)

STUDENT BLOCK TUITION	DISCIPLINE	GENERAL LEDGER CODE	TOTAL ANNUAL HEADCOUNT UNDUPLICATED BY TERM/BLOCK	FEE EXEMPT	TOTAL FEE PAYING	BLOCK TUITION CHARGED	BUDGETED FEE REVENUES
BLOCK TUITION (PER TERM)	VOCATIONAL PREPARATORY	40180	0	0	0.00	0.00	\$0
BLOCK TUITION (PER TERM)	ADULT GENERAL EDUCATION AND SECONDARY	40190	0	0	0.00	0.00	0
BLOCK TUITION (PER HALF YEAR)	VOCATIONAL PREPARATORY	40180	0	0	0.00	0.00	0
BLOCK TUITION (PER HALF YEAR)	ADULT GENERAL EDUCATION AND SECONDARY	40190	0	0	0.00	0.00	0
	<b>SUBTOTAL</b>		<b>0</b>	<b>0</b>	<b>0.00</b>		<b>\$0</b>
NONRESIDENT BLOCK TUITION	DISCIPLINE	GENERAL LEDGER CODE	TOTAL ANNUAL HEADCOUNT UNDUPLICATED BY TERM/BLOCK	BLOCK TUITION CHARGED	BUDGETED FEE REVENUES		
BLOCK TUITION (PER TERM)	VOCATIONAL PREPARATORY	40380	0	0.00	0		
BLOCK TUITION (PER TERM)	ADULT GENERAL EDUCATION AND SECONDARY	40390	0	0.00	0		
BLOCK TUITION (PER HALF YEAR)	VOCATIONAL PREPARATORY	40380	0	0.00	0		
BLOCK TUITION (PER HALF YEAR)	ADULT GENERAL EDUCATION AND SECONDARY	40390	0	0.00	0		
	<b>SUBTOTAL</b>		<b>\$0</b>		<b>\$0</b>		
<b>TOTAL BLOCK TUITION</b>							<b>\$0</b>
<b>GRAND TOTAL STUDENT FEES</b>							<b>\$12,415,287</b>

III. TRANSFER IN AND OUT INFORMATION:

IF YOU ENTER AN AMOUNT BELOW, YOU MUST ENTER THE APPROPRIATE FUND NUMBER IN THE "FUND TRANSFERRED FROM" COLUMN AND THE "FUND TRANSFERRED TO" COLUMN. PLEASE DO NOT LEAVE BLANK.			
PURPOSE OF TRANSFER	AMOUNT	FUND TRANSFERRED FROM	FUND TRANSFERRED TO
TRANSFERS OUT:			
Current	0		
Unexpended Plant	125,000	1-Unrestricted	Fund 7 Unexpended Plant-STEM Bldg.
	0		
	0		
	0		
	0		
TOTAL TRANSFERS OUT	\$125,000		
TRANSFERS IN:			
Auxiliary	0		
Public Relations and Promotion	7,000	3 - Auxiliary Services	Fund 1 -Current Unrestricted
Business Hospitality	3,500	3 - Auxiliary Services	Fund 1 -Current Unrestricted
	0		
	0		
TOTAL TRANSFERS IN	\$10,500		
TOTAL ALL TRANSFERS	\$135,500		

COLLEGE:

Pasco-Hernando State College

**SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND FUND BALANCE  
BY GENERAL LEDGER CODE  
FOR THE FISCAL YEAR 2025-26**

Enter amounts only for cells highlighted in light yellow. The cells not highlighted have been automatically populated from other exhibits. If the amount is incorrect, changes must be made in the cell of the referenced exhibits.

ACCOUNT TITLE		GENERAL LEDGER CODE	CURRENT FUNDS - UNRESTRICTED LOWER AND UPPER LEVEL
<b>STUDENT TUITION</b>			
TUITION	ADVANCED & PROFESSIONAL (UPPER LEVEL - BACCALAUREATE)	40101	718,716
TUITION	ADVANCED & PROFESSIONAL (LOWER LEVEL)	40110	6,709,829
TUITION	POSTSECONDARY VOCATIONAL	40120	3,707,519
TUITION	CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	40130	576,924
TUITION	DEVELOPMENTAL EDUCATION	40150	250,384
TUITION	EDUCATOR PREPARATION INSTITUTES	40160	27,565
<b>SUBTOTAL STUDENT TUITION</b>			<b>\$11,990,937</b>
OUT-OF-STATE FEES	ADVANCED & PROFESSIONAL (UPPER LEVEL - BACCALAUREATE)	40301	0
OUT-OF-STATE FEES	ADVANCED & PROFESSIONAL (LOWER LEVEL)	40310	244,115
OUT-OF-STATE FEES	POSTSECONDARY VOCATIONAL	40320	139,494
OUT-OF-STATE FEES	CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	40330	19,817
OUT-OF-STATE FEES	DEVELOPMENTAL EDUCATION	40350	20,924
OUT-OF-STATE FEES	EDUCATOR PREPARATION INSTITUTES	40360	0
OUT-OF-STATE FEES	DISTANCE LEARNING	XXXXX	0
<b>SUBTOTAL OUT-OF-STATE FEES</b>			<b>\$424,350</b>
TUITION (PER TERM) - RESIDENT	VOCATIONAL PREPARATORY	40180	0
TUITION (PER TERM) - RESIDENT	ADULT GENERAL EDUCATION AND SECONDARY	40190	0
TUITION (PER HALF YEAR) - RESIDENT	VOCATIONAL PREPARATORY	40180	0
TUITION (PER HALF YEAR) - RESIDENT	ADULT GENERAL EDUCATION AND SECONDARY	40190	0
<b>SUBTOTAL BLOCK RESIDENT TUITION</b>			<b>\$0</b>
TUITION (PER TERM) - NONRESIDENT	VOCATIONAL PREPARATORY	40380	0
TUITION (PER TERM) - NONRESIDENT	ADULT GENERAL EDUCATION AND SECONDARY	40390	0
TUITION (PER HALF YEAR) - NONRESIDENT	VOCATIONAL PREPARATORY	40380	0
TUITION (PER HALF YEAR) - NONRESIDENT	ADULT GENERAL EDUCATION AND SECONDARY	40390	0
<b>SUBTOTAL BLOCK TUITION NONRESIDENT FEES</b>			<b>\$0</b>
<b>SUBTOTAL FCSPF STUDENT FEES</b>			<b>\$12,415,287</b>
TUITION - LIFELONG LEARNING		40210	0
TUITION - CONTINUING WORKFORCE EDUCATION		40240	190,000
FULL COST OF INSTRUCTION (REPEAT COURSE FEE)		40260	0
TUITION - SELF-SUPPORTING		40270	0
TUITION - DUAL ENROLLMENT		40280	1,472,974
LABORATORY FEES		40400	669,000
DISTANCE LEARNING COURSE USER FEES		40450	1,059,000
APPLICATION FEES		40500	130,000
TRANSIENT STUDENT APPLICATION FEE		40505	1,000
GRADUATION FEES		40600	40,000
DIPLOMA REPLACEMENT FEES		40610	0
TRANSCRIPT FEES		40700	20,000
FINANCIAL AID FUND FEES		40800	0
TECHNOLOGY FEE		40870	620,971
OTHER STUDENT FEES		40900	719,000
TRANSPORTATION FEE (SANTA FE COLLEGE ONLY)		40980	0
CREDIT CARD CONVENIENCE FEE		40985	0
<b>TOTAL STUDENT FEES</b>			<b>\$17,337,232</b>

**COLLEGE: Pasco-Hernando State College**  
**SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND FUND BALANCE**  
**BY GENERAL LEDGER CODE**  
**FOR THE FISCAL YEAR 2025-26**

Enter amounts only for cells highlighted in light yellow. The cells not highlighted have been automatically populated from other exhibits. If the amount is incorrect, changes must be made in the cell of the referenced exhibits.

ACCOUNT TITLE	GENERAL LEDGER CODE	CURRENT FUNDS - UNRESTRICTED LOWER AND UPPER LEVEL
<b>SUPPORT FROM LOCAL GOVERNMENT</b>		
GRANTS AND CONTRACTS FROM CITIES	41500	0
GRANTS AND CONTRACTS FROM COUNTIES	41600	0
INDIRECT COSTS RECOVERED - CITY AND COUNTY	41900	0
<b>TOTAL SUPPORT FROM LOCAL GOVERNMENT</b>		<b>\$0</b>
<b>STATE SUPPORT</b>		
FLORIDA COLLEGE SYSTEM PROGRAM FUND (FCSPF)	42110	43,644,250
SPECIAL APPROPRIATION - OTHER (TO INCLUDE PIPELINE)	42130	2,453,045
PERFORMANCE-BASED INCENTIVE FUNDING - FCSPF	42150	656,969
LICENSE TAG FEES APPROPRIATION	42210	4,000
PERFORMANCE-BASED INCENTIVE PROGRAM (CATEGORICAL APPROPRIATIONS, INDUSTRY CERTIFICATIONS)	42510	400,000
LOTTERY FUNDS - FCSPF	42610	6,373,548
GRANTS AND CONTRACTS - STATE	42700	0
INDIRECT COST RECOVERED - STATE	42900	1,000
<b>TOTAL STATE SUPPORT</b>		<b>\$53,532,812</b>
<b>FEDERAL SUPPORT</b>		
GRANTS AND CONTRACTS FROM FEDERAL GOVERNMENT	43500	0
GRANTS AND CONTRACTS FROM FEDERAL GOVERNMENT (EDUCATION)	43518	0
GRANTS AND CONTRACTS FROM FEDERAL GOVERNMENT (DISCRETIONARY)	43519	0
GRANTS AND CONTRACTS FEDERAL GOVERNMENT - STIMULUS (HEERF) - INSTITUTIONAL	43521	0
GRANTS AND CONTRACTS FEDERAL GOVERNMENT - STIMULUS (HEERF) - STUDENT	43526	0
INDIRECT COST RECOVERED - FEDERAL	43900	60,000
<b>TOTAL FEDERAL SUPPORT</b>		<b>\$60,000</b>
<b>GIFTS, PRIVATE GRANTS AND CONTRACTS</b>		
CASH CONTRIBUTIONS	44100	0
NON-CASH CONTRIBUTIONS	44200	0
GIFTS, GRANTS AND CONTRACTS - PRIVATE	44400	33,000
INDIRECT COSTS RECOVERED - PRIVATE SOURCES	44900	0
<b>TOTAL GIFTS, PRIVATE GRANTS AND CONTRACTS</b>		<b>\$33,000</b>
<b>SALES AND SERVICES DEPARTMENT</b>		
COMMISSIONS	46200	0
USE OF COLLEGE FACILITIES	46400	120,000
OTHER SALES AND SERVICES	46600	10,000
TAXABLE SALES	46700	0
INTERDEPARTMENTAL SALES	46900	0
<b>TOTAL SALES AND SVCS. DEPT.</b>		<b>\$130,000</b>
<b>ENDOWMENT INCOME</b>	47100	0
<b>TOTAL ENDOWMENT INCOME</b>		<b>\$0</b>

**COLLEGE: Pasco-Hernando State College**  
**SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND FUND BALANCE**  
**BY GENERAL LEDGER CODE**  
**FOR THE FISCAL YEAR 2025-26**

Enter amounts only for cells highlighted in light yellow. The cells not highlighted have been automatically populated from other exhibits. If the amount is incorrect, changes must be made in the cell of the referenced exhibits.

ACCOUNT TITLE	GENERAL LEDGER CODE	CURRENT FUNDS - UNRESTRICTED LOWER AND UPPER LEVEL
<b>OTHER REVENUES</b>		
INTEREST AND DIVIDENDS	48100	500,000
GAIN OR LOSS ON INVESTMENTS	48200	0
FINES AND PENALTIES	48700	600
MISCELLANEOUS REVENUE	48900	42,000
<b>TOTAL OTHER REVENUES</b>		<b>\$542,600</b>
<b>NON-REVENUE RECEIPTS</b>		
MANDATORY TRANSFERS IN, FROM CURRENT FUNDS - UNRESTRICTED	49110	0
NON-MANDATORY TRANSFERS IN	49200	10,500
PROCEEDS FROM SALE OF PROPERTY	49500	10,000
INSURANCE RECOVERY	49520	0
UNINSURED LOSS RECOVERY	49521	0
PRIOR YEAR CORRECTIONS	49600	0
OVER AND SHORT	49900	0
<b>TOTAL NON-REVENUE RECEIPTS</b>		<b>\$20,500</b>
<b>GRAND TOTAL REVENUES</b>		<b>\$71,656,144</b>

COLLEGE:

Pasco-Hernando State College

**SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND FUND BALANCE  
BY GENERAL LEDGER CODE  
FOR THE FISCAL YEAR 2025-26**

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ACCOUNT TITLE	GENERAL LEDGER CODE	CURRENT FUNDS - UNRESTRICTED LOWER AND UPPER LEVEL
<b>PERSONNEL COSTS</b>		
EXECUTIVE MANAGEMENT	51000	1,380,053
INSTRUCTIONAL MANAGEMENT	51100	1,014,591
INSTITUTIONAL MANAGEMENT	51200	1,366,185
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL SABBATICAL	51400	0
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL REGULAR PART-TIME	51500	0
INSTRUCTIONAL	52000	10,934,493
INSTRUCTIONAL - OVERLOAD/SUPPLEMENTAL	52100	1,618,148
INSTRUCTIONAL - SUBSTITUTION	52200	3,000
INSTRUCTIONAL - PARA-PROFESSIONAL/ASSOCIATE/ASSISTANT	52300	780,267
INSTRUCTIONAL - SABBATICAL	52400	0
INSTRUCTIONAL (PHASED RETIREMENT )	52500	0
INSTRUCTIONAL (PHASED RETIREMENT ) - INSTRUCTOR/PROFESSOR	52501	0
INSTRUCTIONAL (PHASED RETIREMENT) - LIBRARIAN	52502	0
INSTRUCTIONAL (PHASED RETIREMENT) - COUNSELOR	52503	0
INSTRUCTIONAL (PHASED RETIREMENT) - REGULAR PART-TIME (FRS PARTICIPANT)	52504	0
OTHER PROFESSIONAL	53000	9,149,404
OTHER PROFESSIONAL - OVERLOAD/SUPPLEMENTAL	53100	904,455
OTHER PROFESSIONAL - SUBSTITUTION	53200	0
OTHER PROFESSIONAL - PARA-PROFESSIONAL/ASSOCIATE/ASSISTANT	53300	0
OTHER PROFESSIONAL - REGULAR PART-TIME	53500	79,298
TECHNICAL, CLERICAL, TRADE AND SERVICE	54000	4,135,080
TECHNICAL, CLERICAL, TRADE AND SERVICE - OVERTIME	54100	68,000
TECHNICAL, CLERICAL, TRADE AND SERVICE - REGULAR (PART-TIME)	54500	237,319
OPS - OTHER PERSONNEL - EXECUTIVE, ADMINISTRATIVE, MANAGERIAL	55000	0
OPS - INSTRUCTIONAL	56000	0
OPS - INSTRUCTIONAL/ADJUNCT INSTRUCTOR	56001	2,377,006
OPS - LIBRARIAN	56002	0
OPS - COUNSELOR	56003	0
OPS - PARA-PROFESSIONAL	56006	0
OPS - INSTRUCTIONAL SUBSTITUTES	56100	2,000
OPS - OTHER PROFESSIONAL PART-TIME	56500	10,086
OPS - TECHNICAL, CLERICAL, TRADE AND SERVICE	57000	198,456
STUDENT EMPLOYMENT - INSTITUTIONAL WORK STUDY	58000	0
STUDENT EMPLOYMENT - COLLEGE WORK STUDY PROGRAM	58100	0
STUDENT EMPLOYMENT - COLLEGE WORK EXPERIENCE PROG.	58200	0
STUDENT EMPLOYMENT - STUDENT ASSISTANTS	58300	262,335
EMPLOYEE AWARDS	58500	122,400
SOCIAL SECURITY CONTRIBUTIONS	59100	2,402,311
RETIREMENT CONTRIBUTIONS	59200	4,831,692
ACCRUED LEAVE EXPENSE (COMPENSATED ABSENCES)	59300	764,579
ACCRUED SEVERANCE PAY EXPENSE	59400	0
OTHER BENEFITS - TAXABLE	59500	231,500
OTHER BENEFITS	59600	0
INSURANCE BENEFITS	59700	6,900,002
TUITION BENEFITS & REIMBURSEMENT	59800	120,000
PERSONNEL EXPENSE CONTINGENCY (BUDGET ONLY)	59900	100,000
<b>TOTAL PERSONNEL COSTS</b>		<b>\$49,992,660</b>



**COLLEGE: Pasco-Hernando State College**  
**SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND FUND BALANCE**  
**BY GENERAL LEDGER CODE**  
**FOR THE FISCAL YEAR 2025-26**

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ACCOUNT TITLE	GENERAL LEDGER CODE	CURRENT FUNDS - UNRESTRICTED LOWER AND UPPER LEVEL
<b>CURRENT EXPENSES</b>		
TRAVEL	60500	493,509
FREIGHT AND POSTAGE	61000	24,377
TELECOMMUNICATIONS	61500	215,490
PRINTING	62000	98,038
REPAIRS AND MAINTENANCE	62500	1,492,350
RENTALS	63000	33,098
LEASE PAYMENTS (LONG-TERM/ASSET<\$5,000)	63100	0
INSURANCE	63500	1,814,983
UTILITIES (NOT DESIGNATED BELOW)	64000	2,446,839
OTHER SERVICES	64500	8,590,024
WORKFORCE/WAGES/GRANT PARTICIPANT SUPPORT COSTS	64600	0
SERVICE PROVIDER CONTRACTS - WORKFORCE/WAGES	64700	0
PROFESSIONAL FEES	65000	307,153
EDUCATIONAL, OFFICE/DEPARTMENT MATERIALS AND SUPPLIES	65500	801,350
DATA SOFTWARE - NON-CAPITALIZED	65700	2,032,697
MAINTENANCE AND CONSTRUCTION MATERIALS AND SUPPLIES	66000	172,657
OTHER MATERIALS AND SUPPLIES	66500	1,093,216
LIBRARY RESOURCES	67000	341,552
PURCHASES FOR RESALE	67500	0
INDIRECT COST EXPENSE	67600	0
ADMINISTRATIVE COST POOL ALLOCATION	67700	0
SCHOLARSHIPS AND WAIVERS	68000	190,000
INTEREST ON DEBT	68500	0
PAYMENT ON DEBT PRINCIPAL	69000	0
MANDATORY TRANSFERS-OUT	69100	125,000
NON-MANDATORY TRANSFERS-OUT	69200	0
OTHER EXPENSES	69500	305,000
PRIOR-YEAR CORRECTIONS	69600	0
CURRENT EXPENSE CONTINGENCY (BUDGET ONLY)	69900	100,000
<b>TOTAL CURRENT EXPENSES</b>		<b>\$20,677,333</b>
<b>CAPITAL OUTLAY</b>		
MINOR EQUIPMENT - NON-CAPITALIZED, NON INVENTORIED	70500	0
MINOR EQUIPMENT - NON-CAPITALIZED INVENTORIED	70600	2,073,085
FURNITURE AND EQUIPMENT	71000	217,400
DATA SOFTWARE	72000	0
OTHER LICENSES	73001	0
DATA LICENSES - PERPETUAL	73002	0
ARTWORK/ARTIFACT	73050	0
LEASE PAYMENTS, CAPITALIZED	73100	70,000
BUILDINGS AND FIXED EQUIPMENT	75000	0
REMODELING AND RENOVATION, NON-CAPITALIZED REPAIRS & MAINTENANCE, AND OTHER STRUCTURES AND IMPROVEMENTS	76000	0
LAND	77000	0
OTHER STRUCTURES, LAND IMPROVEMENTS	79000	0
CAPITAL OUTLAY CONTINGENCY (BUDGET ONLY)	79900	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$2,360,485</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>\$73,030,478</b>

**COLLEGE: Pasco-Hernando State College**  
**SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND FUND BALANCE**  
**BY GENERAL LEDGER CODE**  
**FOR THE FISCAL YEAR 2025-26**

Enter amounts only for cells highlighted in light yellow. The cells not highlighted have been automatically populated from other exhibits. If the amount is incorrect, changes must be made in the cell of the referenced exhibits.

ACCOUNT TITLE	GENERAL LEDGER CODE	CURRENT FUNDS - UNRESTRICTED LOWER AND UPPER LEVEL
RESERVED FOR ENCUMBRANCES	30100	0
RESERVED FOR PERFORMANCE BASED INCENTIVE FUNDING (VOCATIONAL)	30200	0
RESERVED FOR ACADEMIC IMPROVEMENT TRUST FUNDS	30300	0
RESERVED FOR OTHER REQUIRED PURPOSES	30400	1,374,334
RESERVED FOR STAFF AND PROGRAM DEVELOPMENT	30500	0
RESERVED FOR STUDENT ACTIVITY FUNDS	30600	0
RESERVED FOR MATCHING GRANTS	30700	0
FUND BALANCE - BOARD DESIGNATED	30900	0
FUND BALANCE - COLLEGE - UNALLOCATED	31100	14,300,000
<b>TOTAL ESTIMATED RESERVE AND UNENCUMBERED FUND BALANCE</b>		<b>\$15,674,334</b>
<b>AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS - ESTIMATED AS OF JUNE 30, 2026</b>	30800	<b>-31,779,723</b>
<b>TOTAL ESTIMATED FUND BALANCE</b>		<b>(\$16,105,389)</b>

**EXHIBIT E**

**COLLEGE:** Pasco-Hernando State College

**SUMMARY OF BUDGETED EXPENDITURES BY FUNCTION**

**CURRENT FUND-UNRESTRICTED**

**FISCAL YEAR 2025-26**

Enter amounts only for cells highlighted in light yellow.

<b>FUNCTION</b>	<b>PERSONNEL GLC 500S</b>	<b>CURRENT EXPENSE GLC 600S</b>	<b>CAPITAL OUTLAY GLC 700S</b>	<b>TOTAL</b>
INSTRUCTION	\$20,527,154	\$2,603,248	\$1,317,445	\$24,447,847
RESEARCH	0	0	0	\$0
PUBLIC SERVICE	0	0	0	0
ACADEMIC SUPPORT:				
ACADEMIC SUPPORT - OTHER	6,914,923	1,105,716	468,907	8,489,546
STAFF/PROGRAM DEVELOPMENT	146,025	448,390	0	594,415
STUDENT SUPPORT	8,468,656	610,363		9,079,019
INSTITUTIONAL SUPPORT	11,005,626	6,334,398	552,000	17,892,024
PLANT OPERATION AND MAINTENANCE	2,576,976	9,160,218	22,133	11,759,327
STUDENT AID	253,300	190,000		443,300
TRANSFERS,CONTINGENCIES,ETC.	100,000	225,000	0	325,000
<b>TOTAL</b>	<b>\$49,992,660</b>	<b>\$20,677,333</b>	<b>\$2,360,485</b>	<b>\$73,030,478</b>

COLLEGE:

Pasco-Hernando State College

UPPER LEVEL PLANNED EXPENDITURES AND SOURCES OF FUNDS  
BACCALAUREATE DEGREE PROGRAM COLLEGE OPERATING BUDGET  
FISCAL YEAR 2025-26

Enter amounts only for cells highlighted in light yellow.				
2025-26				
PLANNED EXPENDITURES	GENERAL LEDGER CODE	UNRESTRICTED SOURCES	RESTRICTED SOURCES	TOTAL UNRESTRICTED AND RESTRICTED SOURCES
<b>PERSONNEL COSTS</b>				
EXECUTIVE MANAGEMENT	51000	0	0	0
INSTRUCTIONAL MANAGEMENT	51100	0	0	0
INSTITUTIONAL MANAGEMENT	51200	0	0	0
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL SABBATICAL	51400	0	0	0
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL REGULAR PART-TIME	51500	0	0	0
INSTRUCTIONAL	52000	413,707	0	413,707
INSTRUCTIONAL - OVERLOAD/SUPPLEMENTAL	52100	55,655	0	55,655
INSTRUCTIONAL - SUBSTITUTION	52200	0	0	0
INSTRUCTIONAL - PARA-PROFESSIONAL/ASSOCIATE/ASSISTANT	52300	0	0	0
INSTRUCTIONAL - SABBATICAL	52400	0	0	0
INSTRUCTIONAL (PHASED RETIREMENT )	52500	0	0	0
INSTRUCTIONAL (PHASED RETIREMENT ) - INSTRUCTOR/PROFESSOR	52501	0	0	0
INSTRUCTIONAL (PHASED RETIREMENT) - LIBRARIAN	52502	0	0	0
INSTRUCTIONAL (PHASED RETIREMENT) - COUNSELOR	52503	0	0	0
INSTRUCTIONAL (PHASED RETIREMENT) - REGULAR PART-TIME (FRS PARTICIPANT)	52504	0	0	0
OTHER PROFESSIONAL	53000	0	0	0
OTHER PROFESSIONAL - OVERLOAD/SUPPLEMENTAL	53100	12,000	0	12,000
OTHER PROFESSIONAL - SUBSTITUTION	53200	0	0	0
OTHER PROFESSIONAL - PARA-PROFESSIONAL/ASSOCIATE/ASSISTANT	53300	0	0	0
OTHER PROFESSIONAL - REGULAR PART-TIME	53500	0	0	0
TECHNICAL, CLERICAL, TRADE AND SERVICE	54000	33,280	0	33,280
TECHNICAL, CLERICAL, TRADE AND SERVICE - OVERTIME	54100	0	0	0
TECHNICAL, CLERICAL, TRADE AND SERVICE - REGULAR (PART-TIME)	54500	0	0	0
OPS - OTHER PERSONNEL - EXECUTIVE, ADMINISTRATIVE, MANAGERIAL	55000	0	0	0
OPS - INSTRUCTIONAL	56000	0	0	0
OPS - INSTRUCTIONAL/ADJUNCT INSTRUCTOR	56001	70,458	0	70,458
OPS - LIBRARIAN	56002	0	0	0
OPS - COUNSELOR	56003	0	0	0
OPS - PARA-PROFESSIONAL	56006	0	0	0
OPS - INSTRUCTIONAL SUBSTITUTES	56100	0	0	0
OPS - OTHER PROFESSIONAL PART-TIME	56500	0	0	0
OPS - TECHNICAL, CLERICAL, TRADE AND SERVICE	57000	0	0	0
STUDENT EMPLOYMENT - INSTITUTIONAL WORK STUDY	58000	0	0	0
STUDENT EMPLOYMENT - COLLEGE WORK STUDY PROGRAM	58100	0	0	0
STUDENT EMPLOYMENT - COLLEGE WORK EXPERIENCE PROG.	58200	0	0	0
STUDENT EMPLOYMENT - STUDENT ASSISTANTS	58300	0	0	0
EMPLOYEE AWARDS	58500	1,300	0	1,300
SOCIAL SECURITY CONTRIBUTIONS	59100	40,495	0	40,495
RETIREMENT CONTRIBUTIONS	59200	69,647	0	69,647
ACCRUED LEAVE EXPENSE (COMPENSATED ABSENCES)	59300	0	0	0
ACCRUED SEVERANCE PAY EXPENSE	59400	0	0	0
OTHER BENEFITS - TAXABLE	59500	0	0	0
OTHER BENEFITS	59600	0	0	0
INSURANCE BENEFITS	59700	93,854	0	93,854
TUITION BENEFITS & REIMBURSEMENT	59800	0	0	0
PERSONNEL EXPENSE CONTINGENCY (BUDGET ONLY)	59900	0	0	0
<b>TOTAL PERSONNEL COSTS</b>		<b>\$790,396</b>	<b>\$0</b>	<b>\$790,396</b>

COLLEGE:

Pasco-Hernando State College

UPPER LEVEL PLANNED EXPENDITURES AND SOURCES OF FUNDS  
BACCALAUREATE DEGREE PROGRAM COLLEGE OPERATING BUDGET  
FISCAL YEAR 2025-26

PLANNED EXPENDITURES	2025-26			
	GENERAL LEDGER CODE	UNRESTRICTED SOURCES	RESTRICTED SOURCES	TOTAL UNRESTRICTED AND RESTRICTED SOURCES
<b>CURRENT EXPENSE</b>				
TRAVEL	60500	\$550	\$0	\$550
FREIGHT AND POSTAGE	61000	0	0	0
TELECOMMUNICATIONS	61500	0	0	0
PRINTING	62000	0	0	0
REPAIRS & MAINTENANCE	62500	0	0	0
RENTALS	63000	0	0	0
LEASE PAYMENTS (LONG-TERM/ASSET<\$5,000)	63100	0	0	0
INSURANCE	63500	0	0	0
UTILITIES	64000	0	0	0
OTHER SERVICES	64500	6,150	0	6,150
WORKFORCE/WAGES/GRANT PARTICIPANT SUPPORT COSTS	64600	0	0	0
SERVICE PROVIDER CONTRACTS - WORKFORCE/WAGES	64700	0	0	0
PROFESSIONAL FEES	65000	2,948	0	2,948
EDUCATIONAL, OFFICE/DEPARTMENT MATERIALS AND SUPPLIES	65500	1,500	0	1,500
DATA SOFTWARE - NON-CAPITALIZED	65700	0	0	0
MAINTENANCE AND CONSTRUCTION MATERIALS AND SUPPLIES	66000	0	0	0
OTHER MATERIALS AND SUPPLIES	66500	0	0	0
LIBRARY RESOURCES	67000	0	0	0
PURCHASES FOR RESALE	67500	0	0	0
INDIRECT COST EXPENSE	67600	0	0	0
ADMINISTRATIVE COST POOL ALLOCATION	67700	0	0	0
SCHOLARSHIPS AND WAIVERS	68000	0	0	0
INTEREST ON DEBT	68500	0	0	0
PAYMENT ON DEBT PRINCIPAL	69000	0	0	0
MANDATORY TRANSFERS OUT	69100	0	0	0
NONMANDATORY TRANSFERS OUT	69200	0	0	0
OTHER EXPENSES	69500	0	0	0
PRIOR YEAR CORRECTIONS	69600	0	0	0
CURRENT EXPENSE CONTINGENCY (BUDGET ONLY)	69900	0	0	0
<b>TOTAL CURRENT EXPENSE</b>		<b>\$11,148</b>	<b>\$0</b>	<b>\$11,148</b>

CAPITAL OUTLAY	2025-26			
	GENERAL LEDGER CODE	UNRESTRICTED SOURCES	RESTRICTED SOURCES	TOTAL UNRESTRICTED AND RESTRICTED SOURCES
MINOR EQUIPMENT - NON-CAPITALIZED, NON INVENTORIED	70500	\$0	\$0	\$0
MINOR EQUIPMENT - NON CAPITALIZED INVENTORIED	70600	0	0	0
FURNITURE AND EQUIPMENT	71000	0	0	0
DATA SOFTWARE	72000	0	0	0
BUILDINGS AND FIXED EQUIPMENT	75000	0	0	0
OTHER LICENSES	73001	0	0	0
DATA LICENSES - PERPETUAL	73002	0	0	0
ARTWORK/ARTIFACT	73050	0	0	0
LEASE PAYMENTS, CAPITALIZED	73100	0	0	0
REMODELING & RENOVATION, NON-CAPITALIZED REPAIRS & MAINTENANCE, & OTHER STRUCTURES & IMPROVEMENTS	76000	0	0	0
LAND	77000	0	0	0
OTHER STRUCTURES, LAND IMPROVEMENTS	79000	0	0	0
CAPITAL OUTLAY CONTINGENCY (BUDGET ONLY)	79900	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>\$801,544</b>	<b>\$0</b>	<b>\$801,544</b>

COLLEGE: Pasco-Hernando State College

UPPER LEVEL PLANNED EXPENDITURES AND SOURCES OF FUNDS  
BACCALAUREATE DEGREE PROGRAM COLLEGE OPERATING BUDGET  
FISCAL YEAR 2025-26

SOURCES OF FUNDS	GENERAL LEDGER CODE	UNRESTRICTED SOURCES	RESTRICTED SOURCES	TOTAL UNRESTRICTED AND RESTRICTED SOURCES
1. SPECIAL STATE NONRECURRING		\$0	\$0	\$0
2. UPPER LEVEL - RESIDENT STUDENT TUITION		718,716	0	718,716
UPPER LEVEL - NONRESIDENT STUDENT TUITION		0	0	0
UPPER LEVEL - OTHER STUDENT FEES		0	0	0
3. CONTRIBUTIONS OR MATCHING GRANTS		0	0	0
4. OTHER GRANTS OR REVENUES (PLEASE PROVIDE A BRIEF EXPLANATION IN THE SPACE BELOW FOR ITEM #4)**		0	0	0
5. FLORIDA COLLEGE SYSTEM PROGRAM FUNDS (CURRENT YEAR)		82,828	0	82,828
6. UNRESTRICTED FUND BALANCE		0	0	0
7. RESTRICTED FUND BALANCE FROM PRIOR BACCALAUREATE APPROPRIATIONS		0	0	0
8. INTEREST EARNINGS		0	0	0
9. AUXILIARY SERVICES		0	0	0
10. FEDERAL FUNDS - OTHER		0	0	0
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$801,544</b>	<b>\$0</b>	<b>\$801,544</b>

\* Exhibit G, Grand Total Expenditures (Row 113) should agree with Total Source of Funds (Row 129). There should be adequate sources of funds to cover the cost of the expenditures reported. However, if there is a difference reported in cells D thru F, Row 131, please provide an brief explanation in the box below and on the Check Sheet, Item #14.

\$0 \$0 \$0

**\*BRIEF EXPLANATION FOR THE DIFFERENCE REPORTED IN ROW 131, CELLS D THROUGH F.**

Enrollment declines in Nursing program have caused the college to provide additional funding for FCS. Marketing programs and review course loads to balance revenue and expense

**\*\*PROVIDE A BRIEF EXPLANATION FOR ITEM NUMBER 4. ABOVE - OTHER GRANTS OR REVENUES:**

Budget Amendment Approval Request Pasco-Hernando State College						
Budget Amendment Number	2650001	Fiscal Year	2025-2026			
Fund Name: Unrestricted Current Funds	Fund 1					
Be it Resolved that the Board of Trustees of Pasco-Hernando State College, State of Florida, in meeting assembled, Pursuant to Section 1011.30, Florida Statutes, and Rule 6A-14.0716, Florida Administrative Code hereby requests the State Board of Education to approve amendments to the State college budget for the fiscal year as follows:						
Category	Current Budget	Increase	Decrease	Change	Revised Budget	
Fund Balance(1)	\$0.00	\$1,374,334.00	\$0.00	\$1,374,334.00	\$1,374,334.00	
Reserve for Encumbrance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total Reserve and Fund Balance</b>	<b>\$0.00</b>	<b>\$1,374,334.00</b>	<b>\$0.00</b>	<b>\$1,374,334.00</b>	<b>\$1,374,334.00</b>	
<b>Budgeted Revenue</b>	\$0.00	\$71,656,144.00	\$0.00	\$71,656,144.00	\$71,656,144.00	
<b>Available Fund Balance/Revenue</b>	<b>\$0.00</b>	<b>\$73,030,478.00</b>	<b>\$0.00</b>	<b>\$73,030,478.00</b>	<b>\$73,030,478.00</b>	
Personnel	\$0.00	\$49,992,660.00	\$0.00	\$49,992,660.00	\$49,992,660.00	
Current Expense	\$0.00	\$20,677,333.00	\$0.00	\$20,677,333.00	\$20,677,333.00	
Capital Outlay	\$0.00	\$2,360,485.00	\$0.00	\$2,360,485.00	\$2,360,485.00	
<b>Total Budgeted Expenditures</b>	<b>\$0.00</b>	<b>\$73,030,478.00</b>	<b>\$0.00</b>	<b>\$73,030,478.00</b>	<b>\$73,030,478.00</b>	
<b>Total Reserve &amp; Unallocated Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<i>(1) excluding amount expected to be financed in future year</i>						
Justification (Budget Requisition #)						
	Fund	Revenue	Personnel	Current	Capital	Total
Establish beginning budget for Unrestricted Current fund for Fiscal Year 2025-2026 as presented in Executive Summary and College Operating Budget Annual Budget Summary included in DBoT agenda.						
	\$1,374,334.00	\$71,656,144.00	\$49,992,660.00	\$20,677,333.00	\$2,360,485.00	\$73,030,478.00
<b>Total</b>	<b>\$1,374,334.00</b>	<b>\$71,656,144.00</b>	<b>\$49,992,660.00</b>	<b>\$20,677,333.00</b>	<b>\$2,360,485.00</b>	<b>\$73,030,478.00</b>
Certified: By :						
President			Date	Adopted		

**Budget Amendment Approval Request  
Pasco-Hernando State College**

5.8.2

<b>Budget Amendment Number</b>	<u>265002</u>	<b>Fiscal Year</b>	<u>2025-2026</u>
<b>Fund Name: Current Restricted</b>	<b>Fund 2</b>		

Be it Resolved that the Board of Trustees of Pasco-Hernando State College, State of Florida, in meeting assembled, Pursuant to Section 1011.30, Florida Statutes, and Rule 6A-14.0716, Florida Administrative Code hereby requests the State Board of Education to approve amendments to the State college budget for the fiscal year as follows:

Category	Current Budget	Increase	Decrease	Change	Revised Budget
Fund Balance(1)	\$0.00	\$55,000.00	\$0.00	\$55,000.00	\$55,000.00
Reserve for Encumbrance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Reserve and Fund Balance	<b>\$0.00</b>	<b>\$55,000.00</b>	<b>\$0.00</b>	<b>\$55,000.00</b>	<b>\$55,000.00</b>
Budgeted Revenue	\$0.00	\$1,260,696.00	\$0.00	\$1,260,696.00	\$1,260,696.00
<b>Available Fund Balance/Revenue</b>	<b>\$0.00</b>	<b>\$1,315,696.00</b>	<b>\$0.00</b>	<b>\$1,315,696.00</b>	<b>\$1,315,696.00</b>
Personnel	\$0.00	\$636,536.60	\$0.00	\$636,536.60	\$636,536.60
Current Expense	\$0.00	\$664,159.40	\$0.00	\$664,159.40	\$664,159.40
Capital Outlay	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00
<b>Total Budgeted Expenditures</b>	<b>\$0.00</b>	<b>\$1,315,696.00</b>	<b>\$0.00</b>	<b>\$1,315,696.00</b>	<b>\$1,315,696.00</b>
<b>Total Reserve &amp; Unallocated Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

(1) excluding amount expected to be financed in future year

**Justification (Budget Requisition #)**

	Fund	Revenue	Personnel	Current	Capital	Total
Original College Work-study Budget for Fiscal Year 2025-2026						
	\$0.00	\$29,108.00	\$29,108.00	\$0.00	\$0.00	\$29,108.00
Original Law Enforcement Trust Fund Budget for Fiscal Year 2025-2026						
	\$0.00	\$89,760.00	\$1,056.60	\$88,703.40	\$0.00	\$89,760.00
Original Student Government Activities Budget for Fiscal Year 2025-2026						
	\$55,000.00	\$1,141,828.00	\$606,372.00	\$575,456.00	\$15,000.00	\$1,196,828.00
<b>Total</b>	<b>\$55,000.00</b>	<b>\$1,260,696.00</b>	<b>\$636,536.60</b>	<b>\$664,159.40</b>	<b>\$15,000.00</b>	<b>\$118,868.00</b>

_____ President	_____ Date	_____ Adopted
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**Budget Amendment Approval Request**  
**Pasco-Hernando State College**

6/17/2025  
5.8.3

**Budget Amendment Number** 2650003

**Fiscal Year** 2025-2026

**Fund Name: Auxiliary Services** Fund 3

Be it Resolved that the Board of Trustees of Pasco-Hernando State College, State of Florida, in meeting assembled, Pursuant to Section 1011.30, Florida Statutes, and Rule 6A-14.0716, Florida Administrative Code hereby requests the State Board of Education to approve amendments to the State college budget for the fiscal year as follows:

Category	Current Budget	Increase	Decrease	Change	Revised Budget
Fund Balance(1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reserve for Encumbrance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Reserve and Fund Balance	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Budgeted Revenue	\$0.00	\$580,500.00	\$0.00	\$580,500.00	\$580,500.00
<b>Available Fund Balance/Revenue</b>	<b>\$0.00</b>	<b>\$580,500.00</b>	<b>\$0.00</b>	<b>\$580,500.00</b>	<b>\$580,500.00</b>
Personnel	\$0.00	\$66,000.00	\$0.00	\$66,000.00	\$66,000.00
Current Expense	\$0.00	\$514,500.00	\$0.00	\$514,500.00	\$514,500.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Budgeted Expenditures</b>	<b>\$0.00</b>	<b>\$580,500.00</b>	<b>\$0.00</b>	<b>\$580,500.00</b>	<b>\$580,500.00</b>
<b>Unallocated Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

(1) excluding amount expected to be financed in future year

Justification (Budget Requisition #)						
	Fund	Revenue	Personnel	Current	Capital	Total
Original Interest revenue, budget transfer for hospitality to fund 1, and contingency budget for Fiscal Year 2025-2026						
	\$0.00	\$250,000.00	\$0.00	\$456,500.00	\$0.00	\$456,500.00
Original College store budget for Fiscal Year 2025-2026						
	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Original Cafeteria and vending budget for Fiscal Year 2025-2026						
	\$0.00	\$15,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Original pay for print (\$0.10 cost per copy paid by students, proceeds are used to replace equipment) budget for Fiscal Year 2025-2026						
	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00
IPAC Auditorium budget for Fiscal Year 2025-2026						
	\$0.00	\$80,000.00	\$66,000.00	\$14,000.00	\$0.00	\$80,000.00
American Heart Association (AHA) Training Center - CPR Cards, Fiscal Year 2025-2026						
	\$0.00	\$35,500.00	\$0.00	\$35,500.00	\$0.00	\$35,500.00
<b>Total</b>	<b>\$0.00</b>	<b>\$580,500.00</b>	<b>\$66,000.00</b>	<b>\$514,500.00</b>	<b>\$0.00</b>	<b>\$580,500.00</b>

Certified: By :

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adopted

DBOT  
6/17/2025  
5.8.4

Budget Amendment Approval Request  
Pasco-Hernando State College

Budget Amendment Number  
Fund Name: Scholarships

2650004  
Fund 5

Fiscal Year  
2025-2026

Be it Resolved that the Board of Trustees of Pasco-Hernando State College, State of Florida, in meeting assembled, Pursuant to Section 1011.30, Florida Statutes, and Rule 6A-14.0716, Florida Administrative hereby requests the State Board of Education to approve amendments to the State college budget for the fiscal year as follows:

Category	Current Budget	Increase	Decrease	Change	Revised Budget
Fund Balance(1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reserve for Encumbrance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Reserve and Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budgeted Revenue	\$0.00	\$19,639,817.00	\$0.00	\$19,639,817.00	\$19,639,817.00
Available Fund Balance/Revenue	\$0.00	\$19,639,817.00	\$0.00	\$19,639,817.00	\$19,639,817.00
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current Expense	\$0.00	\$19,639,817.00	\$0.00	\$19,639,817.00	\$19,639,817.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Budgeted Expenditures	\$0.00	\$19,639,817.00	\$0.00	\$19,639,817.00	\$19,639,817.00
Total Reserve & Unallocated Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

(1) excluding amount expected to be financed in future year

	Justification (Budget Requisition #)					
	Fund	Revenue	Personnel	Current	Capital	Total
Original Title IV Pell Grant Budget for Fiscal Year 2025-2026	\$0.00	\$16,000,000.00	\$0.00	\$16,000,000.00	\$0.00	\$16,000,000.00
Original Title IV A Supplemental Educational Opportunity Grant (SEOG) for undergraduate students with exceptional financial need. Budget for Fiscal Year 2025-2026	\$0.00	\$256,009.00	\$0.00	\$256,009.00	\$0.00	\$256,009.00
Original Florida State Assistance Grant (FSAG, needs based) Budget for Fiscal Year 2025-2026	\$0.00	\$1,440,000.00	\$0.00	\$1,440,000.00	\$0.00	\$1,440,000.00
Original Institutional Grant for Fiscal Year 2025-2026 (from student paid financial aid fees allocated per IMM's)	\$0.00	\$690,808.00	\$0.00	\$690,808.00	\$0.00	\$690,808.00
Original Student Activities for Fiscal Year 2025-2026 scholarships for SGA Officers	\$0.00	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00
Original Foundation Budget for Fiscal Year 2024-2025 revenue from PHSC Foundation	\$0.00	\$1,223,000.00	\$0.00	\$1,223,000.00	\$0.00	\$1,223,000.00
Total	\$0.00	\$19,639,817.00	\$0.00	\$19,639,817.00	\$0.00	\$19,639,817.00

Certified: By :

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adopted

## Budget Amendment Approval Request Pasco-Hernando State College

**Budget Amendment Number**

**265-005**

Fiscal Year

2025-2026

**Fund Name Unexpended Plant Fund**

## Fund 7

Be it Resolved that the Board of Trustees of Pasco-Hernando State College, State of Florida, in meeting assembled, Pursuant to Section 1011.30, Florida Statutes, and Rule 6A-14.0716, Florida Administrative Code hereby requests the State Board of Education to approve amendments to the State college budget for the fiscal year as follows:

Category	Current Budget	Increase	Decrease	Change	Revised Budget
Fund Balance	0.00	40,498,895.45	0.00	40,498,895.45	40,498,895.45
Reserve for Encumbrances	0.00	20,650,142.78	0.00	20,650,142.78	20,650,142.78
<b>Total Reserve and Fund Balance</b>	<b>0.00</b>	<b>61,149,038.23</b>	<b>0.00</b>	<b>61,149,038.23</b>	<b>61,149,038.23</b>
Adj Loans/Bonds Accounting Treatment (1)	0.00	0.00	0.00	0.00	0.00
<b>Budgeted Revenue</b>	0.00	2,780,760.00	0.00	2,780,760.00	2,780,760.00
<b>Available Fund Balance/Revenue</b>	<b>0.00</b>	<b>63,929,798.23</b>	<b>0.00</b>	<b>63,929,798.23</b>	<b>63,929,798.23</b>
Personnel	0.00	357,246.66	0.00	357,246.66	357,246.66
Current Expense	0.00	2,161,623.25	0.00	2,161,623.25	2,161,623.25
Capital Outlay	0.00	61,410,928.32	0.00	61,410,928.32	61,410,928.32
<b>Total Budgeted Expenditures</b>	<b>0.00</b>	<b>63,929,798.23</b>	<b>0.00</b>	<b>63,929,798.23</b>	<b>63,929,798.23</b>
<b>Total Reserve &amp; Unallocated Fund Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

(1) Porter Campus Bonds are posted as an obligation at their current balance against the existing fund balance. Actual current year debt obligations are budgeted as transfers to the Debt Service Fund (Fund 8). The outstanding obligation against the existing fund balance is reduced by the annual debt payment amount at fiscal year end.

Justification						
Fund	Revenue	Personnel	Current	Capital	Expense	
Establish beginning Fiscal Year budget based on estimated FY2024-2025 Carryforward budget funds and projected capital improvement fees (SEE DETAILED BREAKDOWN ATTACHED)						
Total						-
Certified: By :						
_____ President			_____ Date		_____ Adopted	

**Pasco-Hernando State College**  
**Fiscal Year 2025-2026 Unexpended Plant Fund (Fund 7) Budgeted Revenue and Expenditure By Project and Funding Sources**

Funding Sources	Capital Impr Fee	Local Funds (Transfers from fund 1 ) Cost Center					Student Tech Fee	CO&DS (Safety to Life)	State Funded			Grand Total
	College Facilities	General	Tech Admin Reserve	Furniture Reserve	ERP	STEM Programs			Deferred Maintenance	A-E Bldg. Renovation	Ctr for Student Success	
	10000/10005	10006	10006	10006	10006	10006			xxxx	8060	8068/8093	
FY24-25 Fund Balance as of 6/5/25	6,676,889	17,091,825	4,035,083	318,314	2,411,263	26,967	247,392	272,579	(97,669)	6,975,177	2,541,075	40,498,895
Encumbrances as of 6/5/25	2,440,817	1,271,694	7,500	760	2,307,217	70,674	497,696	0	2,651,216	1,238,595	10,163,973	20,650,143
<b>Fiscal Year End Transfer from fund 1</b>				0	0		0					0
<b>FY25-26 Beginning Fund Balance</b>	<b>9,117,705</b>	<b>18,363,519</b>	<b>4,042,583</b>	<b>319,075</b>	<b>4,718,480</b>	<b>97,642</b>	<b>745,089</b>	<b>272,579</b>	<b>2,553,548</b>	<b>8,213,772</b>	<b>12,705,048</b>	<b>61,149,038</b>
FY25-26 Projected Revenue	2,080,760	0	0	0		0	0					2,080,760
FY25-26 Projected Interest Revenue	350,000	350,000	0	0	0		0					700,000
	0	0	0	0		0	0					0
<b>Total Projected Revenue</b>	<b>2,430,760</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,780,760</b>
<b>Total Fund Balance and Revenue</b>	<b>11,548,465</b>	<b>18,713,519</b>	<b>4,042,583</b>	<b>319,075</b>	<b>4,718,480</b>	<b>97,642</b>	<b>745,089</b>	<b>272,579</b>	<b>2,553,548</b>	<b>8,213,772</b>	<b>12,705,048</b>	<b>63,929,798</b>
<b>Operating Expenses</b>												
Personnel (3.0 FTE)	303,911											303,911
Consultants-Architects-Engineers-LF	0	106,598										106,598
	<b>303,911</b>	<b>106,598</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 #</b>	<b>410,509</b>
<b>Designated Reserves</b>												
Furniture Replacement-LF	0	0	0	319,075	0	0	0					319,075
ERP Replacement Reserve-LF	0	0	0	0	4,718,480	0	0					4,718,480
Technology Admin Reserve-LF	0	0	4,042,583	0	0	0	0					4,042,583
Aviation Equipment-STEM	0	0	0	0	0	68,195	0					68,195
Forensic Science Equipment-STEM	0	0	0	0	0	29,447	0					29,447
Student Technology Fee	0	0	0	0	0	0	745,089					745,089
	<b>0 #</b>	<b>0</b>	<b>4,042,583</b>	<b>319,075</b>	<b>4,718,480</b>	<b>97,642</b>	<b>745,089</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,922,868</b>
<b>Projects in Process, Design or future</b>												
PC-Renovate Pharmacy/Surgical-CIF	187,080											187,080
SH-LED Campus-wide Lighting-CIF	1,316,721											1,316,721
WC-M Build Air Handlers- CIF	425,689											425,689
WC-M Building Rpl Fume Hood-CIF	670,654											670,654
DO-Hurricane Milton FEMA cleanup-LF		7,380										7,380
DO-Bookstores to SGA-LF		49,758										49,758
WC Baseball Field Lights-LF		59,992										59,992
EC-Fire Academy Burn Ctr-LF		64,923										64,923
District-wide Landscape project-LF		100,465										100,465
WC-Fiber-G Building-Fieldhouse-LF		118,538										118,538
WC-ADA Athletic Fields-LF		1,001,123										1,001,123
WC-Childcare Rennovation	0	3,000,000										3,000,000
IPAC-Sign-LF		483,639										483,639
	<b>2,600,145 #</b>	<b>4,885,818</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,485,962</b>
<b>Unallocated Fund for Future Projects</b>												
Capital Improvement Fee Control Acct	8,644,410											8,644,410
Local Funds- College-wide-Control Acct	0	13,721,103										13,721,103
Capital Outlay/Debt Service Control Acct								272,579				272,579
	<b>8,644,410 #</b>	<b>13,721,103</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>272,579</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,638,091</b>
<b>PECO-Construction/Remodeling</b>												
Deferred Maintenance Projects (All)	0								2,553,548			2,553,548
WC Remodel A-E w/Add&Chiller	0									8,213,772		8,213,772
EC-Ctr Student Success/Community Engmt.	0										12,705,048	12,705,048
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,553,548</b>	<b>8,213,772</b>	<b>12,705,048</b>	<b>23,472,368</b>
<b>Total Expenditure Budget</b>	<b>11,548,465</b>	<b>18,713,519</b>	<b>4,042,583</b>	<b>319,075</b>	<b>4,718,480</b>	<b>97,642</b>	<b>745,089</b>	<b>272,579</b>	<b>2,553,548</b>	<b>8,213,772</b>	<b>12,705,048</b>	<b>63,929,798</b>

**Pasco Hernando State College**  
**Current Funds-Unrestricted (Operating Budget)**  
Period Ending 5/31/25

Percentage of Year Complete

0.92%

					FY 2024-2025		
	FY 2024-2025 Original Budget	FY 2024-2025 Current Budget	FY 2024-2025 Actual 05/31/25	% Collected	Year-End Estimated Total	% To budget	Estimated Budget Variance
<b>Revenues</b>							
<b>Student Fees</b>							
Tuition	12,458,508	12,458,508	12,351,689	99.14%	12,351,689	99.14%	(106,819)
Lab & Other Fees	2,602,500	2,602,500	2,858,740	109.85%	2,858,740	109.85%	256,240
Student Technology Fees	623,133	623,133	647,409	103.90%	647,409	103.90%	24,276
<b>Total Student Fees</b>	<b>15,684,141</b>	<b>15,684,141</b>	<b>15,857,838</b>	<b>101.11%</b>	<b>15,857,838</b>	<b>101.11%</b>	<b>173,697</b>

<b>State Support</b>							
State Appropriation	42,837,979	42,837,979	39,268,129	91.67%	42,837,979	100.00%	0
STEM	2,306,271	2,306,271	2,114,081	91.67%	2,306,271	100.00%	0
Nursing Pipeline	2,453,045	2,453,045	2,453,045	100.00%	2,453,045	100.00%	0
Performance Funding	656,969	656,969	602,221	91.67%	656,969	100.00%	0
Lottery	6,373,548	6,373,548	5,098,840	80.00%	6,373,548	100.00%	0
Industrial Certificates	374,774	374,774	293,000	78.18%	293,000	78.18%	(81,774)
Dual Enrollment	0	0	113,153	0.00%	113,153	0.00%	113,153
Other	5,000	5,000	0	0.00%	5,000	100.00%	0
<b>Total State Support</b>	<b>55,007,586</b>	<b>55,007,586</b>	<b>49,942,469</b>	<b>90.79%</b>	<b>55,038,965</b>	<b>100.06%</b>	<b>31,379</b>

<b>Other Revenue</b>							
Local Support-Dual Enrollment	1,396,530	1,396,530	1,470,599	105.30%	1,470,599	105.30%	74,069
Other Revenue	493,843	518,843	828,285	159.64%	836,535	161.23%	317,692
Federal Support	60,000	60,000	19,251	32.08%	60,000	100.00%	0
<b>Total Other Revenue</b>	<b>1,950,373</b>	<b>1,975,373</b>	<b>2,318,134</b>	<b>117.35%</b>	<b>2,367,134</b>	<b>119.83%</b>	<b>391,761</b>

<b>Total Revenue</b>	<b>72,642,100</b>	<b>72,667,100</b>	<b>68,118,441</b>	<b>93.74%</b>	<b>73,263,937</b>	<b>100.82%</b>	<b>596,837</b>
<b>Fund Balance PO Carryforward</b>		<b>1,284,186</b>			<b>1,284,186</b>		
<b>Total Revenue &amp; Carryforward</b>	<b>72,642,100</b>	<b>73,951,286</b>			<b>74,548,123</b>		

<b>Expenditures</b>							
Personnel	47,331,078	48,066,748	40,527,582	84.32%	45,207,500	94.05%	(2,859,248)
Current	18,829,416	21,084,227	13,450,481	63.79%	16,103,231	76.38%	(4,980,996)
Capital	1,046,392	2,046,348	1,360,321	66.48%	2,143,476	104.75%	97,128
Contingency	5,429,214	2,753,962	0	0.00%	950,000	34.50%	(1,803,962)
Year End Transfers	0	0	0	0.00%	9,500,000	0.00%	9,500,000
<b>Total Expenditures</b>	<b>72,636,100</b>	<b>73,951,286</b>	<b>55,338,384</b>	<b>74.83%</b>	<b>73,904,207</b>	<b>99.94%</b>	<b>(47,079)</b>

Revenue/Expense Change including PO Carryforward

643,915

Fund Balance	Original		Estimated		
	7/1/24	%	Change	%	6/30/2024
College Required Balance	4,301,617	5.00%	168,948	5.00%	4,470,565
College Spending Plan	11,845,232	13.77%	450,692	13.75%	12,295,924
Student Technology Fee	-	0.00%	24,276	0.03%	24,276
<b>Total Fund Balance</b>	<b>16,146,849</b>	<b>18.77%</b>	<b>643,915</b>	<b>18.78%</b>	<b>16,790,765</b>

Pasco-Hernando State College  
Tuition Actual to Budgeted Revenue History

Revenue Category	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY 2023-24
Tuition-Baccalaureate	-	290,240	601,008	889,445	1,026,488	1,007,395	1,085,470	997,388	928,729	901,432	831,050
Tuition-Advanced & Professional	7,807,584	8,601,036	8,571,517	8,448,136	8,203,039	8,300,939	8,308,477	7,418,198	6,115,742	6,205,204	6,917,603
Tuition-Postsecondary Vocational	4,560,052	4,947,719	4,771,554	4,578,784	4,425,934	4,303,985	4,299,204	3,961,479	3,489,958	3,326,968	3,532,385
Tuition-Career & Applied Technology	730,458	794,717	794,384	746,280	682,083	722,369	548,588	485,467	536,774	446,109	553,844
Tuition-College Preparatory	1,495,353	1,479,765	1,099,472	941,903	833,265	755,054	425,880	253,513	246,878	250,666	286,697
Tuition-Educational Preparatory Institute	124,886	77,719	49,617	64,092	45,942	24,962	41,348	54,441	20,521	22,741	23,737
<b>Sub-Total Tuition</b>	<b>14,718,332</b>	<b>16,191,196</b>	<b>15,887,553</b>	<b>15,668,640</b>	<b>15,216,750</b>	<b>15,114,704</b>	<b>14,708,967</b>	<b>13,170,486</b>	<b>11,338,603</b>	<b>11,153,120</b>	<b>12,145,314</b>
Out of State Fees - Baccalaureate	-	-	-	-	-	-	-	-	9,913	13,218	18,174
Out of State-Advanced & Professional	207,149	371,205	354,107	381,769	322,770	263,228	249,611	288,900	280,383	164,603	156,491
Out of State-Postsecondary Vocational	119,267	195,757	191,572	163,208	187,271	136,937	135,016	157,393	148,212	69,980	97,878
Out of State-Career & Applied Technology	39,504	69,648	80,859	48,100	40,279	35,730	42,512	50,101	63,225	37,139	37,430
Out of State-College Preparatory	52,543	69,747	80,783	101,831	84,161	61,377	46,033	24,179	18,438	29,526	26,969
Out of State-Educational Preparatory Institute	5,115	-	6,975	-	4,882	-	-	-	3,487	-	-
<b>Sub-Total Out of State Tuition</b>	<b>423,578</b>	<b>706,357</b>	<b>714,295</b>	<b>694,908</b>	<b>639,364</b>	<b>497,272</b>	<b>473,172</b>	<b>520,573</b>	<b>523,660</b>	<b>314,466</b>	<b>336,942</b>
<b>Total Tuition</b>	<b>15,141,910</b>	<b>16,897,553</b>	<b>16,601,848</b>	<b>16,363,548</b>	<b>15,856,115</b>	<b>15,611,976</b>	<b>15,182,139</b>	<b>13,691,059</b>	<b>11,862,263</b>	<b>11,467,586</b>	<b>12,482,257</b>
Change		1,755,643	(295,705)	(238,300)	(507,433)	(244,138)	(429,837)	(1,491,081)	(1,828,796)	(394,677)	1,014,671
% Change		11.59%	-1.75%	-1.44%	-3.10%	-1.54%	-2.75%	-9.82%	-13.36%	-3.33%	8.85%
5 year Change											(2,699,882)
% Change											-17.78%
Change since FY2014-2015 Peak											(4,415,296)
% Change											-26.13%
Original DBoT approved Budget	<b>15,197,076</b>	<b>15,256,762</b>	<b>16,773,310</b>	<b>15,941,436</b>	<b>15,838,340</b>	<b>15,263,870</b>	<b>15,197,076</b>	<b>15,489,501</b>	<b>13,465,034</b>	<b>11,780,293</b>	<b>11,560,774</b>
Actual to budget	(55,166)	1,640,791	(171,462)	422,112	17,775	348,106	(14,937)	(1,798,442)	(1,602,771)	(312,707)	921,483

Source documents: AFR (Revenue), College Operating Budget Executive Summary (DBoT approved Budget)

NOTES:

Florida's state colleges began reducing developmental education (College Preparatory) practices in 2013, following the passage of Senate Bill 1720.

Key aspects of the reform included:

Making developmental education optional for many Florida high school graduates and active-duty military personnel.

Tasking colleges to redesign developmental education by using accelerated and corequisite strategies to shorten the time to student success.

Requiring institutions to offer enhanced advising and support services to students.

Porter Campus at Wiregrass Ranch opened January 2014

Pasco-Hernando Community College (PHCC) officially changed its name to Pasco-Hernando State College (PHSC) on January 21, 2014. This change was prompted by the college's expansion to offer bachelor's degrees

COVID-19 caused school shutdowns in Florida beginning in March 2020.



May 28, 2025

Dear College President,

As referenced in the March 26, 2025 memorandum, Executive Order 25-44, the Executive Office of the Governor has established an EOG DOGE Team which will, in collaboration with the Board of Governors and the State Board of Education, identify, review, and report on unnecessary spending, programs, courses, staff, and any other inefficiencies within the State University System and the Florida College System, respectively.

A letter was distributed to your institution on April 4, 2025 indicating it was the first information request you would receive over the coming weeks and months. We thank you for your cooperation and anticipate the same level of participation and collaboration for this second information request.

Please complete the attached data and information requests under the timeline spanning from July 1, 2019 through present day unless otherwise specified in the question. Additionally, we ask that you utilize the templates provided for questions 5, 6, 8, 10, 11 and 12 within the respective Sharepoint folder.

We ask that your institutional contact upload the requested materials by June 6 via the Sharepoint link they utilized to fulfill the April 4, 2025 information request. Should you have any questions, please contact the EOG DOGE Team at [EOGDOGE@laspbs.state.fl.us](mailto:EOGDOGE@laspbs.state.fl.us).

We appreciate your continued cooperation in maintaining the high quality of our State University System and Florida College System institutions.

Sincerely,

EOG DOGE Team

CC: College Trustee Chair

1. Provide a copy of each internal or external audit of the institution.
2. Detail the processes that are in place to prevent and detect financial fraud within the institution. Provide any associated relevant documents.
3. Provide the following details regarding the investments made by the university, each of its endowments, and its foundations for Fiscal Year 2023-2024 and Fiscal Year 2024-2025:
  - a. The institution's investment policy statement, and any other policies, guidelines, instructions, objectives, or criteria governing these investments and the overall investment strategy, including diversity, equity, or inclusion (DEI) principles; environmental, social, and governance (ESG) principles; or ethical and socially responsible investment criteria;
  - b. The names, roles, and affiliations of all individuals or entities responsible for making investment decisions or providing investment advice for the university, endowment, or foundation, including any external investment managers, advisors, or consultants;
  - c. A comprehensive list of all investments, including asset types, their respective values, and the percentage allocation of the total portfolio;
    - i. Specifically identify each investment with an interest valued at \$100,000 or more in an entity created in, located in, or owned by or under significant control by a foreign country of concern as defined by section 286.101, Florida Statutes, along with where this investment is held and the entity or individual responsible for managing or overseeing that investment;
    - ii. Specifically identify each investment with an interest valued at \$100,000 for which the investment was guided by DEI or ESG principles and describe the specific criteria or frameworks used (e.g., carbon neutrality, diversity metrics, community impact, etc.);
    - iii. Specifically identify each alternative investment fund invested in, regardless of how structured (e.g., limited partnership, joint venture, hedge fund, etc.), including the amount invested, the proportion of such investments made pursuant to DEI or ESG principles, and the fees paid during each of the last two fiscal years.
  - d. The total value of each endowment and foundation, including the annual changes in value over the past five fiscal years, with a breakdown of the annual value of the portion allocated to private equity and venture capital.
  - e. A copy of each fiscal year's annual report for the investment, endowment, or foundation.



4. Detail the processes for budgeting, allocating, and expending funds, both operating and fixed capital outlay, within departments, including any internal feedback, public feedback, and sign off processes. Provide any associated relevant documents.
5. Using the provided template, detail the process, and provide relevant documents, by which expenditures for travel are approved, including policies regarding maximum allowable expenses, internal review and sign-off procedures. Additionally, please provide the amount expended on travel annually by event:
  - a. Name and description of event
  - b. Location of event
  - c. Number of employees traveling
  - d. Reason for travel
  - e. If domestic or international
  - f. Total cost of the travel, including car rental and/or airfare, lodging, per diem meal expenses, registration fees, and any other associated costs as allowed by the institution
6. Using the provided template, provide a list of all professional organizations and programmatic accreditors, that are paid by the institution.
  - a. The membership organization
  - b. The funding source
  - c. Whether membership is at the institution, faculty, or staff level
  - d. The amount of any related dues
  - e. How the membership supports the institution's mission
  - f. Whether the membership is required for licensure
7. Using the provided template, provide a detailed breakdown of internal counsel FTE and salaries. Additionally, provide the firm retained and all associated expenditures for external legal counsel, including for each legal matter where external attorneys were retained, and an explanation for why internal counsel was not utilized to handle these legal matters.
8. Using the provided template, provide a detailed breakdown of all expenditures on external governmental relations services, and explain why the institution's internal governmental relations staff were not used. For such instances, provide a copy of each contract executed between the institution and external lobbying firms, including at a minimum:
  - a. The entity
  - b. Contract terms
  - c. Annual contract amount
  - d. The lobbying objectives sought by the institution
  - e. The expenditures in support of each objective

9. Using the provided template, as applicable, provide a list of the Centers and Institutes housed at the institution, including their missions, annual budget revenues and expenditures, any associated staff by position number, title, and name, and any board members.
10. Using the provided template, provide a detailed breakdown of the amount expended each year on maintenance, by project and fund source.
11. Using the provided template, provide a detailed breakdown of the amount expended each year on new construction, by project and fund source.
12. Using the provided template, provide a breakdown of the amount expended each year on information technology, by project and fund source.
13. Provide a full property inventory as of the date of this request.
14. Provide a copy of the most recent space utilization survey the institution conducted to identify underutilized or unused space.
15. Provide how much revenue the institution generates from the rental of institution-owned space to outside entities by each such space and entity.
16. Provide a list of all actionable items taken by the board of trustees in the oversight of the institution's financial health and strategic planning.
17. Detail the institution's conflict of interest policy, including copies of associated relevant documents, and how conflicts of interest are monitored for compliance.