

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
TUESDAY, FEBRUARY 17, 2009 - 4:00 P.M.
PLANT CITY CAMPUS – TRINKLE BLDG.
SUNSHINE STATE ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

Mr. Huggins called the meeting to order at 4:00 p.m.

1.02 Pledge of Allegiance

1.03 Invocation

1.04 Roll Call

The following Trustees were in attendance:

Mr. Thomas Huggins, III

Mr. Rod Jurado

Mr. Daniel Coton

Mr. Andrew Graham

Ms. Nancy Watkins

1.05 Welcome to Guests and Staff Members

Mr. Huggins welcomed all guests and staff members.

1.06 Foundation Report

Dr. Adrienne Garcia, Executive Director of the Foundation, provided the Board with an update and reported that since January 2009, the Foundation has received \$66,000 in grants from the Children's Board of Hillsborough County. In addition, Dr. Garcia reported that the Foundation has also received the following gifts in the amount of:

Scholarships

- \$72,804 from the State of Florida
- \$40,000 from the Helios Education Foundation
- \$7,000 from the Turks and Caicos Island Government
- \$5,500 from the Hillsborough Education Foundation, Inc.

- \$5,400 from the Mayor's Hispanic Heritage Committee, Inc.
- \$4,000 from the American Association of Univ. Women, Sun City Center
- \$3,700 from the Oneida Nation of Wisconsin
- \$2,750 from the Center for Scholarship Administration
- \$2,500 from MCA of West Central Florida UA 123
- \$1,500 from LOR, Inc.; and the Tampa Police Memorial Fund; and the Hillsborough County FFA Foundation
- \$1,000 from KML Foundation, Inc.; and Wyandotte Nation Tribal General
- \$750 from the WREC Educational Foundation, Inc.
- \$600 from Oldcastle Retail, Inc. d/b/a Bonsai American
- \$500 from the Community Foundation of Tampa Bay, Inc.; DeSoto County NAACP Branch; and Mike Morley

College Support

- \$10,000 pledge payment from the Plant City Noon Rotary Club
- \$2,500 pledge payment from George W. Banning

40th Anniversary Endowment (proceeds from Super Bowl ticket sales)

- \$9,350 from TECO Energy, Inc.
- \$2,400 from Jim Aubele
- \$2,400 from John S. Vento

One hundred twenty (120) major donors and their families attended the Gasparilla Pirate Invasion reception held at the District Offices, 8th floor, on February 7, 2009. Special recognition goes to Skanska, Bill McCloud, Harvard Jolly and Bob Samuels for sponsoring the event.

Sales from the Super Bowl ticket raffle, individual ticket sales and parking raised \$21,000, which is eligible for match to create another \$40,000 for the 40th Anniversary Endowed scholarship fund.

Approximately \$1.6 million dollars raised since February 2008 is eligible for match by the Dr. Philip Benjamin Matching Program. With the \$1.3M earned the prior year, but not allocated, brings the total state match contributions up to almost \$3 million dollars. Since the funds were not allocated by the FL Legislature last year, we do not anticipate allocation this year but the program is intact.

1.07 Faculty, Staff and Student Recognitions

- 1.07.01 The Board recognized Bill Day, Barbara Ritter and Cynthia Hawkins for their appointment to the President's Higher Education Community Service Honor Roll. The program recognizes colleges and universities nationwide that support innovative and effective community service

and service-learning programs. The Honor Roll's Presidential Award, given each year to only a handful of institutions, is the highest federal recognition a college or university can receive for its commitment to volunteering, service-learning, and civic engagement.

- 1.07.02 The Board recognized Chef Anne White, Dale Mabry's Assistant to the Dean, and seven HCC Hospitality and Dietetic Technician students who volunteered their culinary services at the "Taste of the NFL" event held on Saturday, January 31, 2009 at Tropicana Field.

Student volunteers Lila Barry, Caroline Davis, Ashley Dorsey, Andrew Figueroa, Robert Flickinger, Valeria Hadginikitas, Sue McDaniel, William Newhouse and Astrid Struck worked in the kitchen with 30 of America's best chefs.

The "Taste of the NFL" event was developed to raise awareness and funds for hunger relief efforts; a portion of the proceeds from the evening were distributed to hunger relief organizations in the Tampa/St Petersburg Area. Over 3,000 customers paid \$500 each to attend the food and wine extravaganza. Media coverage of the event included NBC, Entertainment Tonight, Access Hollywood and Fox Sports.

- 1.07.03 On Friday, February 13, 2009, the Sports Club of Tampa Bay recognized the 2008 Hillsborough Community College Tennis Team as the Outstanding Female Amateur Team for their outstanding season including winning the National Junior College Athletic Association Tennis Championship. Coach Chad Berryhill accompanied by team members Laure Bassi, Brittney Bowden and Katy Zaleski were present to receive this award.

On behalf of the board, Mr. Huggins congratulated everyone on their efforts and awards.

- 1.07.04 Dr. Felix Haynes, Plant City campus President, briefed the board on the district-wide development of a new 22-credit hour College Credit Certificate program in small business entrepreneurship designed to help new entrepreneurs start and support small businesses. The program will include a module in social and non-profit entrepreneurship. Dr. Haynes had organized a community advisory committee of Plant City businessmen to assist in this effort. Dr. Ginger Clark, Michael Lopez, Beth Curley, Mark Zarycki, and Katen Amin have been meeting in pursuit of the same goal. In support of this effort, the Plant City Noon Rotary Club has pledged \$30,000 over three years. In January, Dr. Clark and Dr. Haynes brought the two committees together to work on the development of the program. The combined committee will continue to develop the program and move forward with internal approval. Once implemented, the college will articulate with a high school Entrepreneurship Academy to be developed at the new Strawberry Ridge High School.

Mr. Huggins asked what the total number of courses would be. Dr.

Haynes advised that between seven to eight courses could be completed in two semesters if attending full-time. Mr. Huggins stated he liked the concept and would like the Board to remain informed on the development of the program.

Dr. Haynes introduced Amma Marfo, Student Activities Advisor, to provide an update on student government and clubs at the Plant City campus. Currently, the Student Government Association is working on campus beautification and has agreed to fund the purchase of two gazebos which will be placed on the back walkway between the Science, Administration and Trinkle Buildings. The Vet Tech Club has spearheaded the purchase of additional furniture and is also working off-campus assisting in surgeries with The Humane Society. A Spring Fling is scheduled for April. The African-American Student Union is featuring a daily film festival and poetry reading, and will host a fashion show on Friday, February 27, 2009. The Latin-American Student Association is participating in Moffitt's Heart Walk. The Student Nursing Association is having charity drives for Metropolitan Ministries, Walks of Love, and Tunes for Troops. In closing, Ms. Marfo invited all Board members to visit the newly-renovated Student Services Center.

1.08 The Chairman recommended adoption of the Agenda and all revisions to the Agenda.

Dr. Stephenson explained that the agenda has been revised as follows:

- Agenda Item 8.03 [Non-Consent] – The President recommends approval of contracts with Genesis Group of Tampa, Florida and WilsonMiller, Inc. of Tampa, Florida to provide civil engineering and landscaping services under continuing contracts for projects in which construction costs do not exceed \$1,000,000 and also for study activity where the fee for such professional services does not exceed \$50,000 for a one (1) year period with four (4) optional one-year renewals (submitted herein for your review).

After due discussion and consideration, Mr. Coton made a motion of approval as amended, seconded by Mr. Graham, with approval given by aye vote of all members present.

1.09 The President recommended approval of the minutes as follows:

January 20, 2009 [Regular Meeting]

The minutes were unanimously approved by all members present.

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

- 5.01 The President recommended approval of full-time employment recommendations. These full-time employees will be compensated in accordance with the BOT-approved Salary Schedule.

After due discussion and consideration, Mr. Jurado made a motion of approval, seconded by Mr. Graham, with approval given by aye vote of all members present.

- 5.02 The President recommended approval of part-time faculty and staff employment recommendations for Term 09/SP. Each part-time employee will be compensated in accordance with the BOT-approved Salary Schedule.

After due discussion and consideration, Mr. Jurado made a motion of approval, seconded by Mr. Graham, with approval given by aye vote of all members present.

- 5.03 The President recommended acknowledgment of employment separations.

After due discussion and consideration, Mr. Jurado made a motion of approval, seconded by Mr. Graham, with approval given by aye vote of all members present.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of the new courses and program modifications to be effective Fall Term 2009 unless otherwise noted.

After due discussion and consideration, Ms. Jurado made a motion of approval, seconded by Mr. Graham, with approval given by aye vote of all members present.

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended acceptance of an Air Flow Calibrator donated by Mr. Paul Quinn, Jr., to be used by the Engineering Technology Program at HCC's Brandon campus.

After due discussion and consideration, Mr. Jurado made a motion of approval, seconded by Mr. Graham, with approval given by aye vote of all members present.

- 7.02 The President recommended approval of the supplemental survey to amend the

College's May 17, 2009 Educational Plant Survey prior to submission to the Office of Educational Facilities, Florida Department of Education for validation and filing with the Office of the Commissioner of Education.

After due discussion and consideration, Ms. Watkins made a motion of approval, seconded by Mr. Coton, with approval given by aye vote of all members present.

- 7.03 The President recommended approval of the College's revised and updated Project Priority List (PPL) prior to submission to the Florida Department of Education, Office of Educational Facilities to request approval from the State Board of Education.

Barbara Larson, VP of Administration, explained that the PPL is a requirement for use of capital outlay and debt services funds from the State of Florida. The proposed amendment to the PPL pertains to planned renovations at property on Columbus Drive for the Ybor City Campus' automotive technology and expanded public services programs. The back-up information in the packet provided to the Board prior to the meeting has an incorrect date on page 26; before the President signs the PPL, the date will be amended to reflect February 17, 2009.

After due discussion and consideration, Mr. Coton made a motion of approval, seconded by Mr. Graham, with approval given by aye vote of all members present.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the application for final payment in the amount of \$289,306.65 to Manhattan Construction Company, for completion of the renovation of the Student Services Activities Center located at the Plant City campus, as reviewed and recommended by Long and Associates.

Barbara Larson advised that the \$289,306.65 is incorrect. The correct amount should be \$28,863.00 with the unused portion of \$35,530 credited back to the College. Mr. Huggins asked if the \$28,863.00 was the retainage; Ms. Larson advised yes. Dr. Stephenson suggested that the \$289,306.65 in "objective" be crossed out and corrected to \$28,863.00, as well as in the Table of Contents for the agenda. Ms. Watkins motioned approval as amended and seconded with corrections. Mr. Huggins commended Manhattan Construction's effort to secure 22.03% W/MBE on this project and encouraged them to continue their efforts.

After due discussion and consideration, Ms. Watkins made a motion of approval, seconded by Mr. Jurado, with approval given by aye vote of all members present.

- 8.02 The President recommended approval of Amendment No. 1 to the contract with Manhattan Construction Company establishing the Guaranteed Maximum Price in the amount of \$405,906 for the installation of a new 225-ton water-cooled chiller at the Plant City campus.

Ms. Watkins asked if the contract amounts for miscellaneous construction management projects was cumulative or for any single project. Ms. Larson advised it was for any single project. Mr. Huggins asked the Manhattan representative why there was only 4.4% W/MBE participation. Mr. Frank Fralick advised that they are only dealing with two subcontractors; Manhattan Construction has gone back to the subcontractors to encourage W/MBE participation among their subcontractors. Mr. Huggins asked how much of the total cost was equipment. Ms. Larson advised that the equipment was purchased directly by the College and not included in the GMP price. Mr. Huggins asked Mr. Fralick to continue his efforts to secure WMBE participation.

After due discussion and consideration, Mr. Graham made a motion of approval, seconded by Mr. Coton, with approval given by aye vote of all members present.

- 8.03 The President recommended approval of contracts with Genesis Group of Tampa, Florida and WilsonMiller, Inc. of Tampa, Florida to provide civil engineering and landscaping services under continuing contracts for projects in which construction costs do not exceed \$1,000,000 and also for study activity when the fee for such professional services does not exceed \$50,000 for a one (1) year period with four (4) optional one-year renewals.

Ms. Larson advised that the College has had a need for civil engineering services in the past and is currently planning two parking lot expansions. Mr. Huggins asked why this couldn't be done as an individual project instead of a miscellaneous project. Ms. Larson advised it could have, but just as Construction Management and architectural firms have been secured for miscellaneous projects under \$1,000,000, identifying firms now allows the College to be more responsive and timely when civil engineering services are needed. Mr. Huggins asked if Ms. Larson knew of any additional civil services needed. Ms. Larson advised that this was very likely given the renovations generally done by the College. Dr. Stephenson asked which two parking lots were being renovated. Ms. Larson advised that additional parking for the SouthShore Center and the WT Edwards site at the Dale Mabry Campus would be designed. Mr. Huggins asked how Ms. Larson determined which engineering service would be selected first. Ms. Larson advised that since WilsonMiller was on task for the Dale Mabry Development Project which has since been shelved, they would most likely be asked to complete the design at Dale Mabry, and Genesis would do the design for SouthShore.

9.0 ADMINISTRATIVE REPORT

9.01 Insurance Committee Discussions Update

Sue Flaig provided a summary of Insurance Committee recommendations on Medical, Dental, Short-term and Long-term Disability, Vision, and EAP (Employee Assistance Program). In addition, she advised that the Committee intends to issue an RFQ (Request for Qualifications) for Life Insurance.

Dr. Stephenson asked Ms. Flaig to discuss the addition of the HSA (Health

Savings Account) plan. Ms. Flaig advised the HSA is a high-deductible plan with a \$1,250 deductible for single and \$2,500 deductible for family. The employee would have to meet the annual deductible and from there would be required to pay co-insurance of 20% in-network and 40% out-of-network. Currently, the College is paying \$436 per person which will increase to \$464. The HSA plan is \$330 per person representing a savings of \$134 per person.

Ms. Watkins asked if the HSA plan would be offered to employees. Ms. Flaig advised yes. Ms. Watkins asked if the College would be contributing to the HSA Plan. Ms. Flaig advised that the Insurance Committee voted not to contribute at this time. Ms. Watkins advised that not offering to contribute would have a severe negative impact on Plan participation. Ms. Watkins asked Ms. Flaig to reconsider employer contribution and provide the cost of employer participation at the next Board meeting. Ms. Watkins advised that she could not, in good conscience, save \$135 per employee, and not help the employees help the College save money. Mr. Graham agreed with Ms. Watkins. Ms. Watkins advised she would like to see the College contribute for the first year only and not guarantee contributions the following year. The College should then encourage participation and if the employee enjoys good health, this money would become their retirement money and if they left the College, the funds would be issued to the employee. Ms. Flaig asked if the Board was directing her to change the \$330 rate to match the \$464 HMO rate. Ronkel Williams, Employment Benefits Officer, advised that the difference of \$135 per employee, per month, is more than the annual deductible of \$1,250. Ms. Watkins advised the College should contribute “not to exceed the deductible of \$135 per month until the employee caps at \$1,250 or something less”.

Mr. Jurado advised that the healthier the employees are, the more money they are making to stay healthy and that the College is helping them become better advocates for their own healthy lifestyle. Mr. Jurado stated as the pool of money continues to grow, the College will begin to see more leverage and insurance companies lowering costs over time. Ms. Flaig asked if the Board would like to see the numbers on 100% participation in the HSA Plan at the next Board meeting. Mr. Huggins advised yes. Ms. Watkins asked that this information also be included in the Agenda Newsletter prior to the Board meeting. Mr. Huggins thanked Ms. Flaig for negotiating to keep the cost increase down. Dr. Stephenson pointed out that, although these are minimal increases, it is still almost a \$300,000 increase in very tough times.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

Mr. Jurado advised he was pleased to see our finance department working proactively and appreciated the kind of work done in the past foreseeing this kind of financial situation. He extended thanks to the administration, faculty, groundskeepers, janitorial staff and everyone working to keep the buildings

flowing with the 12%-13% increase in enrollment.

12.0 ADJOURNMENT

12.01 There being no further business, the meeting adjourned at 5:30 p.m.