

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
TUESDAY, MARCH 24, 2009 - 4:00 P.M.
DISTRICT ADMINISTRATIVE OFFICES
BOARD ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

Mr. Huggins called the meeting to order at 4:10 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. Daniel Coton

Mr. Andrew Graham

Mr. Rod Jurado (via telephone)

Ms. Nancy Watkins (via telephone)

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 February 2009, the Foundation has received \$48,000 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

- \$2,080 from an anonymous donor
- \$1,000 from the Hillsborough Education Foundation, Inc.; Verizon Foundation MIP; and the Marvin E. Jones Education Trust
- \$600 from Oldcastle Retail, Inc.
- \$500 from Lackmann Culinary Services; and the Black Diamond Foundation,

Inc.

Presidential Showcase Sponsors

- \$10,000 from Verizon
- \$5,000 (Gold Sponsor) from AVI-SPL; Coca-Cola Enterprises; and Bright House Networks
- \$2,500 (Silver Sponsor) from Kraft Manhattan Construction Group; Caspers Co. McDonalds Restaurants; Sodexo; CapTrust; Cutler Associates;
- \$1,000 (Patrons) from the Psychological Assessment Resources, Inc.; Robert Watkins & Company; Anita and Larry Wilder; and Dr. Gwendolyn and Mr. Steve Stephenson.

To date, the 40th Anniversary Endowed Scholarship Fund has received over \$140,000 in endowed funds, pledges and gifts. The first two scholarships from interest earned will be awarded in Fall 2009.

Dr. Garcia reminded everyone that Friday, April 24, 2009 is the date for the HCC Presidential Showcase event which will be held at the Avila Home of Outstanding Alumna MaryAnn Stiles. The seventh annual showcase will feature HCC student talent including representatives from music, art and theatre programs, as well as student ambassadors and culinary students who will prepare the desserts. There will also be a silent and live auction. Special thanks to Rod and Mel Jurado for serving as co-chairs and our enthusiastic volunteer planning committee. Invitations should be received; please let us know if you want to send an invitation to anyone else and we'll produce an e-vite (electronic invitation) and we also ask that you send the e-vite to friends and associates on your email distribution list. We anticipate this event will be a success to raise money for scholarships.

1.07 Faculty, Staff and Student Recognitions

1.07.01 The Board recognized Professor Walt Ellis whose Service-Learning Veteran's Website Project was selected as the 2009 HCC Innovation of the Year. The Service-Learning courses couple meaningful community service with classroom instruction. Professor Ellis sought to create a service-learning activity that would help students find common ground through awareness of veterans' issues. The 2009 HCC Innovation of the Year will be featured on the League for Innovation's "2009 Innovations of the Year" website.

Additionally, Shannon Grinstead was recognized for her submission focused on the Academic Success Center at the Brandon campus, and Marcella Sherman for her entry of the Dale Mabry Learning Commons.

1.07.02 The Board recognized Joe Offner, Eric Gavreau, Christian Garnelo, Kerry Mayo and Mike Schmidt for receiving high praise and recognition the Florida Community College Activities Association's Winter Music Symposium. In addition, Ken Hanks and Robert Winslow made a presentation at the National Association of Schools of Music

Conference in Salt Lake City in 2007 which has now been published.

- 1.07.03 The Board recognized HCC students Sara Bradey, Amanda Handley, Nikita Carter, Paige Griffiths and Alaric Perhot, selected to the 2009 Phi Theta Kappa (PTK) All-Florida Academic Team. The students will be recognized at a luncheon hosted by Chancellor Wil Holcombe on April 2, 2009 in Tallahassee, Florida. The All-Florida Academic Team recognizes scholarly achievements and leadership accomplishments of students enrolled in community, technical and junior colleges.

Additionally, Sara Bradey was selected as a Coca-Cola Silver Dollar Scholar and will receive a silver medallion, a check for \$1,250 and will be listed in a special edition of USA Today on April 16, 2009. Amanda Handley was also selected as Coca-Cola Finalist and will receive a check for \$1,000. Jana Bielicki, an HCC PTK advisor, was selected to receive a scholarship to attend the 2009 PTK International Convention in Texas.

- 1.07.04 The Board recognized Professor Jim Wysong, Brandon Sciences Program Manager, who was selected to teach a Chautauqua Short Course Program. Chautauqua Short Courses are an annual series of forums in which scholars at the frontiers of various sciences meet intensively for several days with undergraduate college science teachers. Professor Wysong will be teaching on "The Volcanoes and Igneous Landforms of New Mexico" in July. The 2009 Chautauqua Short Courses are sponsored by the Center for Science and Mathematics Education at the University of Texas at Austin.

- 1.07.05 The Board recognized Professor Deb Ghosh for her appointment to serve on the National Science Teachers Association's Journal of College Science Teaching Advisory Board. The board's mission is to promote excellence and innovation in Science teaching and learning for all. Professor Ghosh's appointment begins on June 1, 2009, and is for a three-year term.

- 1.07.06 The Board recognized Dr. Gwendolyn Stephenson who was asked to make a presentation at the annual American Association of Community College's President's Academy this July in Michigan. The President's Academy is one of the major professional development activities held each year. Dr. Stephenson's presentation will focus on community college challenges and opportunities related to equity and diversity.

- 1.07.07 The Board recognized Hunton Brady Architects for receiving the Design Excellence award received at the American Institute of Architects Orlando Chapter's Annual Awards. HCC and Hunton Brady received the Award of Honor in the Un-built Design Category for the Ybor Student Services Building. Representatives from Hunton Brady will present the award to the Board at the April Board Meeting.

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

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 5.03 [Consent] – The agenda item was amended to reflect the following: Removal of “Vicki Schnurr”.
- Agenda Item 5.07 [Non-Consent] – The President recommended approval of a contract with Hartford Life and Accident Insurance Co. in Tampa, Florida, to provide group life & accidental death and dismemberment, retiree life and voluntary supplemental life & dependent life coverage beginning July 7, 2009, for a two (2) year term with two (2) optional one (1) year renewal periods.
- Agenda Item 8.02 [Non-Consent] – This item was removed from the agenda.
- Agenda Item 8.08 Informational Item Only [Consent] – Prior to July 1 each fiscal year, the Board must approve a budget for the next fiscal year. To facilitate the orderly preparation of the budget, plans for the 2009-2010 fiscal year budget are underway. The proposed flowchart of the budget development and budget development calendar are attached. Trustee workshops are being determined.

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

1.09 The President recommended approval of the minutes as follows:

February 17, 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.

- 5.04 The President recommended approval of renewing the contract with Blue Cross/Blue Shield of Florida to provide medical insurance for eligible employees for fiscal year 2009-2010.

Sue Flaig, HR Director, submitted various options for the Health Savings Account (HSA) as requested at the February Board Meeting. A recommendation of 50% funding was made by Ms. Flaig. Ms. Watkins inquired as to the employee cost. Ronkel Williams, Benefits Officer, advised that the total annual cost the college will pay towards the deductible for single coverage is \$625.00. Ms. Watkins inquired about the cost for family coverage. Ms. Williams advised that the annual cost is \$2,745 for employee and spouse. Mr. Graham asked if we paid 100% of the deductible, would we still be saving \$366 per employee. Ms. Williams advised yes. Ms. Watkins indicated that a 50% contribution would give the employees an opportunity to save without diminishing coverage. Mr. Graham asked if the percentages were final. Ms. Williams advised that the percentage has to be set annually for tax purposes and cannot be increased or decreased during the year. Mr. Graham asked if there was a plan in place to communicate this health coverage option to the employees. Ms. Williams advised yes, that open enrollment meetings would be held for all employees as well as one-on-ones if requested. Mr. Graham asked that Ms. Flaig and Ms. Williams report back to the Board on the percentage of employees participating in this plan after open enrollment was over.

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.

- 5.05 The President recommended approval of the contract with Humana Dental, Inc. in Tampa, Florida, beginning July 1, 2009, for a two (2) year term with two (2) optional one (1) year renewal periods to provide dental coverage for the dental insurance program.

Mr. Jurado stated that he was concerned to see that of the seven firms that bid, only one received a score of 77 points. He also stated that he is seeing more

and more of this over time and dental insurance is getting harder to find. Mr. Jurado thanked Ms. Flaig for the work done to secure affordable dental insurance for the College.

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.

- 5.06 The President recommended approval of renewing the contract with Hartford Life and Accident Insurance Company in Tampa, Florida, beginning July 1, 2009, for a two (2) year term with two (2) optional one (1) year renewal periods to provide disability coverage for the disability insurance program.

Ms. Flaig advised that the same company will be providing both short and long-term disability. The selection of this company allowed for a cost savings of \$66,000. Mr. Jurado stated again that he was disappointed that of the nine firms that bid, only one scored over 40%. Mr. Huggins asked what the reason or reasons were that the other firms did not score well. Ms. Flaig advised that each firm was looked at closely and there was no one reason. Some reasons were lack of references, incorrect reference information, terms, rate guarantees and the lack of provisions not to impose pre-existing conditions. Mr. Jurado again stated that more insurance companies are seeking to do less and less and that in the future, we will see fewer firms wanting to insure.

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.

- 5.07 The President recommended approval of renewing the contract with Hartford Life and Accident Insurance Company in Tampa, Florida, to provide group life & accidental death and dismemberment, retiree life and voluntary supplemental life & dependent life coverage beginning July 7, 2009, for a two (2) year term with two (2) optional one (1) year renewal periods.

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.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

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

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.

- 6.02 The President recommended approval/acknowledgement of the attached list of Affiliation and Internship Agreements between the District Board of Trustees of

Hillsborough Community College and agencies/offices where students will receive clinical experiences related to educational programs.

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.

- 6.03 The President recommended approval of the 2009-2010 Calendar.

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.

- 6.04 The President recommended approval of the Memorandum of Understanding between Hillsborough Community College, Barbados Community College and the Barbados Fire Service.

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.

- 6.05 The President recommended approval of Amendment No. 3 to the Apprenticeship Training Program Agreement with Independent Electrical Contractors, Florida West Coast Chapter, Inc., to extend the agreement for one (1) year beginning on August 20, 2009.

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

- 6.06 The President recommended approval of Amendment No. 3 to the Apprenticeship Training Program Agreement with Associated Builders & Contractors, Inc., to extend the agreement for one (1) year beginning on August 1, 2009.

After due discussion and consideration, Ms. Watkins 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 approval of Hillsborough Community College Foundation, Inc. 2009-2010 appropriation request for final certification of funds eligible for state match.

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 acceptance of the donation of a Bright House

Networks Airtime grant to HCC Centers for Continuing Education.

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.

- 7.03 The President recommended acceptance of the donation by Mr. Robert W. West of a private theatre and art book collection to the Ybor campus Theatre Program.

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.

- 7.04 The President recommended acceptance of the donation of 100 partially-filled cans of automotive paint to be used by the Autobody Collision Repair and Refinishing Program at HCC's Ybor 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.

8.0 FINANCIAL SERVICES

- 8.01 **Informational Item Only** – the College is permitted by Florida Statutes, State Board of Education Regulations and College Administrative Rules to purchase items utilizing County, State, School Board, College and University contracts and sole source procurement as an exception to the competitive bidding process. The procurement list was processed after verification of budgeted funds during the quarter ending December 31, 2008.

- 8.02 This item was removed from the agenda.

- 8.03 The President recommended approval of Amendment No. 2 to the contract with Manhattan Construction Company establishing the Guaranteed Maximum Price in the amount of \$507,987.00 for the replacement of a cooling tower and the replacement of two condenser water pumps at the Dale Mabry campus.

Mr. Huggins stated for clarification purposes that historically, Manhattan Construction has done a great job with minority participation. Barbara Larson, Vice President for Administration, advised that Manhattan Construction improved their minority participation on the Plant City job approved at last month's Board Meeting to about 10% and that Manhattan Construction has also informed HCC that they expect the percentage participation on this item to improve by another few percentage points. Manhattan Construction has had some difficulty identifying W/MBE subcontractors for these specialty mechanical contracts.

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.

- 8.04 The President recommended approval of Amendment No 2 to the contract with

Allstate Construction, Inc., establishing the Guaranteed Maximum Price in the amount of \$779,555.00 for the expansion of the chiller plant located at the SouthShore Center.

Mr. Huggins thanked Allstate Construction for achieving 24% minority subcontractor participation on this job.

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.

- 8.05 The President recommended approval of the application for final payment in the amount of \$20,211.55 to Walbridge Aldinger for completion of the remodeling of select spaces on the first floor of the District Administrative Offices, as reviewed and recommended by Long and Associates.

Mr. Huggins acknowledged that Walbridge Aldinger improved minority business participation from 30% to 36% and thanked them for their efforts for utilizing minority businesses and making an effort to improve their target participation.

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

- 8.06 The President recommended approval of Interlocal Agreement with the City of Tampa to allow HCC to use the City right-of-way at 14th Street for the installation of utility lines and a chilled water pipe for the Student Services Building at the Ybor City campus.

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

- 8.07 The President recommended approval of the Settlement Agreement with J.O. DeLotto & Sons, Inc., Williamson Dacar Associates, Inc., and Quorum Services, LLC, for final payment to J.O. DeLotto & Sons for \$951,209.67.

Barbara Larson thanked college and Board attorneys Martha Kaye Koehler and Frazier Carraway for their work in reaching this settlement. Ms. Larson stated that this is a very fair settlement and the end result is an improved building with a type one classification in terms of fire protection features. Mr. Huggins asked if the settlement included all upgrades. Ms. Larson advised yes; a third party, Quantum, reviewed the building upgrades and related invoices to determine that the settlement was fair.

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.

- 8.08 **Informational Item Only** – Prior to July 1 each fiscal year, the Board must approve a budget for the next fiscal year. To facilitate the orderly preparation of the budget, plans for the 2009-2010 fiscal year budget are underway. The

proposed flowchart of the budget development and budget development calendar was attached. Trustee workshops are being determined.

9.0 ADMINISTRATIVE REPORT

Dr. Stephenson advised the Board that the Florida Department of Education's quarterly payment would be reduced by an additional 15% due to revenue shortfalls. She also stated that a communication would go out to the HCC community so they would also be aware of the reduction.

Dr. Stephenson also announced that the SouthShore campus will receive the gold rating for the LEED standards.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

12.0 ADJOURNMENT

12.01 There being no further business, the meeting adjourned at 5:00 p.m.