

**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
TUESDAY, MAY 19, 2009 - 4:00 P.M.  
DISTRICT ADMINISTRATIVE OFFICES  
BOARD ROOM  
MINUTES**

**1.0 GENERAL FUNCTIONS**

1.01 Call to Order

Mr. Jurado called the meeting to order at 4:05 p.m.

1.02 Pledge of Allegiance

1.03 Invocation

1.04 Roll Call

The following Trustees were in attendance:

Mr. Daniel Coton

Mr. Andrew Graham

Mr. Rod Jurado

Ms. Nancy Watkins

Mr. Thomas Huggins, III (arrived at 5:00 PM)

1.05 Welcome to Guests and Staff Members

Mr. Jurado welcomed all guests and staff members. Dr. Stephenson introduced Dr. Allen Witt, whom she recommended to the Board to be the new President of the SouthShore Center.

1.06 Foundation Report

Dr. Adrienne Garcia, Executive Director of the Foundation, provided the Board with an update and reported that since April 2009, the Foundation has received \$53,000 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**

- \$6,852 from The Bailey Family Foundation
- \$6,583 from the Foundation for Florida's Community Colleges
- \$2,000 from the Community Foundation of Tampa Bay, Inc.

- \$1,500 from the Hillsborough County Medical Association Alliance Foundation; Greater Florida Women's Club of Lutz and Land O' Lakes; and the Sunshine State Federal Savings & Loan Assoc.
- \$1,250 from Wishnatzki Farms
- \$1,000 from the Florida Veterinary Medical Assoc. Foundation, Inc.
- \$750 from the Hillsborough Animal Health Foundation; and the Hillsborough County FFA Foundation, Inc.
- Three \$500 donations were received from \$1,500 in donations from Emily D. Schwab; Todd G. Smith; and Walter F. Tatum for the Gabrielle Smith Morley Memorial Scholarship. Gabrielle was an HCC graduate and nurse who passed away at a very young age. Her husband labored to put together several mailings and phone calls and with the Foundation's help, has raised almost \$9,000 towards a \$10,000 endowment. Mr. Morley has committed to complete it.

### **College Support**

- \$833.34 pledge payment from Fred's Market Plant City, Inc.

### **Internal Campaign**

- \$3,120 from Gwendolyn W. Stephenson, Ph.D.
- \$1,500 from Susan E. Miletta, Biology Instructor, Ybor City Campus
- \$1,380 from Barbara Larson, VP of Business Administration/Finance
- \$1,040 from Kenneth Ray, VP of Student Services
- \$910 from Robert P. Chunn, Dale Mabry Campus President; and from Carlos M. Soto, Brandon Campus President
- \$725 from an anonymous donor
- \$650 from Craig Johnson, VP of Academic Affairs; and another anonymous donor
- \$500 from Suzanne Holmes, Foundation Development Officer

Dr. Garcia advised that the internal campaign has raised \$29,000 from 116 employees and is currently at 55% of its goal.

### **Presidential Showcase Sponsors**

- \$2,500 (Silver Sponsor) from Humana

The Presidential Showcase generated \$66,238 in revenue generated by sponsors (\$54,000), ticket sales (\$15,400) and an auction (\$11,600), as well as contributions (\$2,000). The Planning Committee, co-chaired by Mr. Jurado, did an excellent job. Attendees commented on the elegant venue of the home of Mary Ann Styles. Approximately 200 people attended and were impressed by the students who participated. All funds are eligible for "State Match" and will be

used for scholarships for HCC students.

#### 1.07 Faculty, Staff and Student Recognitions

- 1.07.01 The Board recognized Dr. Earl Paul, Brandon Campus Student Activities Coordinator. Dr. Paul was invited to be the commencement speaker at North Florida Community College (NFCC) in Madison, Florida. NFCC uses Dr. Paul's college student leadership book and invited him to deliver the graduation speech which centered on student leadership.
- 1.07.02 The Board recognized Dr. Marilyn Barger, Executive Director of the Brandon Campus FLATE Center. Dr. Barger was selected as a Fellow in the American Society of Engineering Education Fellows (ASEE). The ASEE is a non profit organization of individuals and institutions committed to furthering education in engineering technology. The Grade of Fellow is one of unusual professional distinction and conferred by the Board of Directors upon an ASEE member with outstanding and extraordinary qualifications.
- 1.07.03 The Board recognized Dr. Ginger Clark, Director of Technical Programs. Dr. Clark led the way in raising \$28,000 for this year's United Way campaign, a 6% increase over last year. Hillsborough Community College was given a Bronze Award for its 2008 United Way Campaign.
- 1.07.04 The Board recognized Dr. Shawn Robinson, Ybor City Campus President. Dr. Robinson recently served as a panelist for the Bright Beginnings program. This all-day session was designed to give ethnic-minority high school students information about non-traditional careers and the college entrance process as well as motivate them to succeed academically. Dr. Robinson served along with representatives from Sen. Bill Nelson's office, Mayor Pam Iorio's office and the Children's Board. Dr. Robinson was also featured in a St. Petersburg Times article about the Bright Beginnings program.
- 1.07.05 The Board recognized Dr. Felix Haynes, Plant City Campus President. Dr. Haynes has published his second novel. His book, No Substitute for Victory, is a work of historical fiction set primarily at Dr. Haynes' beloved University of Florida during the late 1960's.
- 1.07.06 The Board recognized Mr. Thomas Huggins, III who was recently appointed to a two-year term on the Department of Management Services Advisory Council on Small and Minority Business Development. This council was established by the Legislature to keep the citizens of the State of Florida informed on issues related to minority enterprise procurement and other diversity issues.
- 1.07.07 The Board recognized Ms. LaFran Reddin who recently completed her second term as the Chair of the Institutional Advisory Council (IAC).

Dr. Stephenson created the IAC and Campus Advisory Councils to enhance communication between campuses and administration and to share ideas and best practices that affect climate, culture and effectiveness of the institution. Ms. Reddin has done an outstanding job increasing communication and collaboration across the District. Dr. Stephenson commended Ms. Reddin for making this year and last year, the “Year of Communication”.

On behalf of the board, Mr. Jurado 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 additions:

**Staff Exempt:**

Cynthia Torres-Jimenez; Enroll/Stud. Succ. Ofcr; District; effective 06/15/09

**Promotion:**

Dr. Allen Witt; from Dean Acad. Affairs to Campus President; SouthShore; effective 05/20/09

- Agenda Item 8.03 [Non-Consent] – The President recommends that the Board approve a Settlement Agreement with certain Ybor City neighboring property owners, which includes the following terms:
  1. Approval of a three-story building with exterior historical components included as earlier shared with the Board;
  2. To authorize resubmission of the redesign to the City Historic Preservation Manager for a formal review;
  3. To authorize HCC to file an amendment to the Zoning Code for the YC-3 Zoning District, agreeing to submit future new construction and exterior changes to the Barrio Latino Commission for review and approval, to the extent there is no conflict with the Florida Building Code and State Requirements for Educational Facilities;
  4. And to authorize HCC to file a petition for an administrative height variance with the City for an additional two (2) feet.

The President also recommends that the Board authorize Hunton Brady Architects to proceed with the redesign of the Student Services Building, while reserving all rights under our contract with Hunton Brady Architects to pursue damages and any claim for additional costs/fees associated with the redesign.

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

present.

1.09 The President recommended approval of the minutes as follows:

April 21, 2009 [Budget Workshop]

April 21, 2009 [Regular Meeting]

The minutes were unanimously approved by all members present.

## **2.0 HEARING OF STUDENTS**

2.01 Amos Brown, Ybor City Campus SGA President, and David Norwood, SGA Vice President, advised the Board that they met with the food service vendor Sodexo on Friday, May 15, 2009. The meeting went very well and the students really liked the food prepared by Sodexo.

Mr. Brown also stated the SGA had started a petition to keep the fourth floor of the Ybor Student Services Building in the plan; they currently have 166 signatures.

## **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, Ms. Watkins made a motion of approval, seconded by Mr. Coton, 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, Ms. Watkins made a motion of approval, seconded by Mr. Coton, with approval given by aye vote of all members present.

5.03 The President recommended acknowledgment of employment separations.

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.

5.04 The President recommended the following employees be granted a Medical Leave of Absence without pay: Paulette Gross, 03/06/09 – unknown; and

Christine Thomas, 03/27/09 – unknown.

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.

- 5.05 The President recommended approval of annual contracts, as appropriate, for full-time, non-tenured instructional personnel.

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.

## **6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES**

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

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.

- 6.02 The President recommended approval of the Articulation Agreement between Lee Academy for Gifted Education and Hillsborough Community College for the Dual Enrollment Program.

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.

- 6.03 The President recommended approval to award 15 college credit hours towards the AS/AAS in Engineering Technology degree to individuals who hold the Production Technician Certification from the Manufacturing Skills Standards Council.

Ms. Watkins asked if the 15 credits were for specific classes equivalent to five three-hour courses. Craig Johnson, VP of Academic Affairs, advised that students would receive 15 credits towards completion of an actual program. Ms. Watkins asked if the student changed programs, would the credits apply to other programs. Mr. Johnson advised that these credits are very program-specific; additionally, the credits may not transfer, especially if the student is pursuing the AAS degree. The state is working to address that issue but there are accreditation problems. Mr. Jurado asked if this was happening all over the state. Mr. Johnson advised that it is occurring across the country.

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.

- 6.04 The President recommended approval of awarding continuing contracts to Hillsborough Community College instructional personnel as recommended by the College-Wide Tenure Committee and in accordance with the HCC/FUSA

Agreement, Article 6.16, Tenure.

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.

## **7.0 INSTITUTIONAL SERVICES**

## **8.0 FINANCIAL SERVICES**

- 8.01 The President recommended approval of contracts with Professional Interpreting Consultants, Inc. of Lutz, Florida, to provide sign language interpreting services for College students and applicants with hearing impairment for a total estimated annual cost of \$250,000.

Mr. Jurado asked if we had an interpreting program. Dr. Chunn advised yes and Professional Interpreting Consultants, Inc. are the primary hirer of our interpreters.

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.

- 8.02 The President recommended acceptance of the Financial Statements Audit Report No. 2009-181 for the Fiscal Year ended June 30, 2008.

Dr. Stephenson pointed out that this is the fifth year the audit has been approved with no findings and asked that Bonnie Carr, Controller, be recognized for her team's efforts.

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 **[Part A]** The President recommended the Board approve a Settlement Agreement with certain Ybor City neighboring property owners, which include the following terms:

- Approval of a three-story building with exterior historical components included as earlier shared with the Board;
- To authorize resubmission of the redesign to the City Historic Preservation Manager for a formal review;
- To authorize HCC to file an amendment to the Zoning Code for the YC-3 Zoning District, agreeing to submit future new construction and exterior changes to the Barrio Latino Commission for review and approval, to the extent there is no conflict with the Florida Building Code and State Requirements for Educational Facilities;
- To authorize HCC to file a petition for an administrative height variance with the City for an additional two (2) feet.

Ms. Watkins inquired about the engineering already in place for the fourth floor and if there was a representative from Hunton Brady present. Ms. Larson advised no. Ms. Watkins asked that, in the coming years if the college decides to put a fourth floor on the building, if the redesign will alter the structural integrity or if it will still support the additional floor. Ms. Larson advised that Hunton Brady would not make any structural changes to the building that would affect the fourth floor but would follow up with Hunton Brady to confirm. Ms. Watkins stated she was unhappy with this agreement and was not entirely convinced that the college wouldn't have changed the footprint had it been known that they could not get the square footage vertically; she also did not want to bind future Boards; efforts when constructing in Ybor City. Mr. Graham asked how much the redesign would cost. Dr. Stephenson advised that the amount was hard to quantify since it depends on the types of changes/additions that may not have been necessary.

Dr. Stephenson reiterated that any changes could not contradict state requirements for educational facilities guidelines and that anything recommended by the Ybor group would have to align with these guidelines. Dr. Stephenson stated that going forward, with broad-based community input, the College can work issues out before they reach this point.

After due discussion and consideration on agenda item 8.03 [Part A], Mr. Graham made a motion of approval, seconded by Mr. Coton, with approval given by Mr Jurado. Ms. Watkins opposed. Mr. Jurado passed the motion.

**[Part B]** The President also recommended that the Board authorize Hunton Brady Architects to proceed with the redesign of the Student Services Building, while reserving all rights under our contract with Hunton Brady Architects to pursue damages and any claim for additional costs/fees associated with the redesign.

Ms. Watkins reiterated that Hunton Brady leave the structural integrity of the fourth floor in the redesign. Mr. Coton asked if the architect did not want to proceed, should the architect's name be removed from the agenda item. Martha Kaye Koehler, College Attorney, advised the only option they would be for the Board to authorize the college to enter into negotiations with the second bidder from the original procurement.

After further discussion, Ms. Watkins made a motion of approval, seconded by Mr. Coton that legal counsel adjust the language of the agenda item to state "In the event we are unsuccessful in redesign with Hunton Brady, the college is authorized to enter into negotiations with other responsive applicants", with approval given by aye vote of all members present.

After due discussion and consideration, Mr. Coton made a motion of approval on 8.03 [Part B], seconded by Ms. Watkins, with approval given by aye vote of all members present.

## **9.0 ADMINISTRATIVE REPORT**

### **9.01 Black, Brown and College Bound Report (BBCB)**

Dr. Sylvia Carley, consultant for HCC, gave a report on the successful 2009 BBCB Summit which was held in November 2008. The conference focused on the issues and strategies that are needed to increase retention and graduation rates for African-American and Latino males (AAL). Attention was given to focusing and preparing AA&L males in the global workforce. People from across the nation attended, representing 18 different states, Washington, D.C. and Canada. Dr. Carley thanked Mr. Huggins and Mr. Jurado for their participation.

Mr. Jurado asked if Dr. Carley could prepare a presentation for the ACCT Congress in October 2009. Dr. Ken Ray, VP for Student Services, advised yes. Mr. Huggins thanked Dr. Ray for putting together a wonderful conference the last three years. Dr. Stephenson thanked Dr. Carley for continuing to work on this program for the college.

### **9.02 Benefits Open Enrollment Report**

Ronkel Williams, Benefits Officer, advised that this year's open enrollment was extremely successful. An open enrollment website was created to answer frequently asked questions about benefits; a separate page with information regarding the Health Savings Account (HSA), along with a PowerPoint presentation, was created, along with cost comparisons.

A total of 855 of out a possible 879 employees enrolled online. Fifteen employees enrolled in the Health Savings Account (HSA). In addition, 35 employees declined coverage which represented a savings of \$195,000.

## **10.0 LEGAL REPORT**

## **11.0 HEARING OF BOARD MEMBERS**

Ms. Watkins requested the Board change the way the agenda is adopted. She was concerned that the Board was not taking action on "Consent" items. She requested the language of the agenda be changed to reflect "At this time, we adopt this agenda, all revisions to the agenda and approval of all consent items."

Ms. Watkins also stated that the college did a great job on the graduation and thanked everyone for their student leadership. Mr. Huggins advised he received a nice letter from a young man in the Honors program and wanted to acknowledge that we often hear things that are bad and it's a pleasure to receive acknowledgement from students and how they highlight their experiences with professors and administrators.

Dr. Stephenson advised that the State Board of Education meeting was held at the Dale Mabry campus and commended Dr. Chunn, Dale Mabry President, and his staff for ensuring that the meeting went well.

## **12.0 ADJOURNMENT**

12.01 There being no further business, the meeting adjourned at 5:10 p.m.