

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
TUESDAY, JUNE 16, 2009 - 4:00 P.M.
YBOR CITY CAMPUS
YBOR ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

Mr. Huggins called the meeting to order at 4:15 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
Ms. Nancy Watkins
Mr. Rod Jurado [via telephone]

1.05 Welcome to 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 May 2009, the Foundation has received almost \$87,000 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

- \$2,500 from ASRT Education and Research Foundation
- \$1,500 from the Plant City Rotary Foundation, Inc.
- \$1,378.17 from the Hillsborough Education Foundation, Inc.
- \$1,200 from the Chickasaw Nation; and the Florida Strawberry Festival, Inc.
- \$1,000 from the Antioch Missionary Baptist Church of Carol City; and

Thomas Jefferson High School Alumni Association

- \$900 from The Bailey Family Foundation
- \$800 from the Florida Strawberry Festival, Inc.
- \$500 from Plant City High School; and the Ruskin Community Development Foundation

College Support

- \$16,000 from the Tampa United Volleyball Academy
- \$833.34 pledge payment from Fred's Market Plant City, Inc.
- \$800 from ConMed Linvatec Corporation; and Mileo & Associates, Inc.

Internal Campaign

- \$1,300 from Dr. Allen Witt, SouthShore Center President
- \$520 from Vonda Melchior, Purchasing Manager, District Offices

Dr. Garcia advised that the internal campaign raised \$35,270 donated by 157 employees. HCC's employees completed their pledge to the 40th Anniversary Endowed Scholarship Fund. The Helios Foundation is the second to become a partner and the HCC Foundation Board pledged \$40,000 over the next three years in support of that campaign. In addition, the Foundation is currently looking for 40 partners who will donate \$40,000 each.

1.07 Faculty, Staff and Student Recognitions

1.07.01 The Board recognized Dr. Felix Haynes, Plant City Campus President, who was recently appointed to the Cone Ranch Advisory Board by Hillsborough County Commissioner Al Higginbotham. This board is an ad-hoc, short-term advisory board that was recently enacted by the County Commission. The board's purpose is to study and recommend an offer from a group of investors to purchase Cone Ranch and to recommend what the County should do with Cone Ranch in the future.

1.07.02 The Board recognized Alicia Ellison, Ybor City Campus Librarian, who was elected Chair of the Information Resources Standing Committee (IRSC) of the College Center for Library Automation (CCLA). The CCLA provides automated library and information resources to Florida's 28 community colleges. Ms. Ellison's re-election is a sign of the respect they have for her.

In addition, Ms. Ellison was invited to be a panelist at a conference in July being conducted by the South Florida Library Information network. The topic is LibGuides and pertains to HCC libraries' experience as an early adapter of a new technology to create research guides for students.

1.07.03 The Board recognized Barbara Larson, CFO/VP of Finance, who

recently received the FACC/Nova Scholars Award. Ms. Larson will receive a full scholarship for the Doctor of Education program at Nova Southeastern University.

1.07.04 The Board recognized members of the HCC family who have recently completed a program of study:

- Elizabeth Stewart, Ph.D. in Adult Education, USF
- Yiema Rodriguez, Masters in Education, USF
- Maria Torrez, Masters in Education, USF
- Ira Exum, A.A. Liberal Arts, HCC
- Michelle Reigger, A.S. in Paralegal Studies, HCC
- Thomas Bazile, A.A. Liberal Arts, HCC
- John Blue, M.S. Business Leadership, Nova University
- Lourdes Ceuvas, A.A. Liberal Arts, HCC
- Shannon Farbe, A.A. Business, HCC
- Lea Sullivan, A.A. Liberal Arts, HCC

1.07.05 Ybor Campus Highlights:

Shawn Robinson introduced Linda Herlocker, Dean of Student Services. Ms. Herlocker provided a brief summary on the utilization of the software program “Who’s Next?” recently implemented in the Student Services department. The software has helped improve the quality of student services in the advising and counseling areas, shorten wait times, and allow for more effective and efficient use of time with counselors and advisors.

Ms. Watkins asked if the software was in use at all campuses. Ms. Herlocker advised yes; Ybor campus was the last to implement. Mr. Huggins asked how long the software had been in use. Mr. Robinson advised approximately four years. **Dr. Stephenson advised that this software is just one of the new systems currently being used and stated the need to provide the Board with a briefing of the new systems in place. Dr. Ken Ray, VP of Student Services, stated he would work with the deans to provide an update. [Dr. Ray will brief the board at the October 20, 2009 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, all revisions to the Agenda and approval of all agenda items marked “Consent”.

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

- Agenda Item 5.01 [Consent] – The agenda item was amended to reflect the following additions:

Faculty:

Leland Holland, Biology Instructor, SouthShore, 08/20/2009

Sandra King Glenn, English Instructor, SouthShore, 08/20/2009

Carlos Ortiz, Comp. Sci. Instr., SouthShore, 08/20/2009

Michelle Thompson, Comp. Sci. Instr., Brandon, 08/20/2009

Vien Truong, Math Instr., Plant City, 08/20/2009

Matthew Williamson (full-time temp), Math Instr., SouthShore, 08/20/2009

- Agenda Item 5.03 [Non-Consent] – This agenda item has been amended to reflect the following addition:

Resignation:

Darson Bullard, Aux. Svcs. Officer, District, 06/10/2009

- Agenda Item 8.08 [Non-Consent] – This item has been removed from the agenda.
- Agenda Item 8.09 [Non-Consent] – The President recommends approval of Amendment No. 3 to the contract with Allstate Construction, Inc. establishing a Guaranteed Maximum Price in the amount of \$661,417 for the construction of an additional 266-parking space lot at the SouthShore Center.

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:

May 19, 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, welcomed the Board to the Ybor City campus. Mr. Brown stated that the SGA is looking forward to working with each campus and are more than willing to help out when needed. Mr. Brown thanked the campus for funding their Collegiate 100 trip. In addition, the SGA and Dr. Ray will be meeting with 100 Black Men of Tampa Bay to review the SGA's progress over the past year and start implementing service projects next year.

David Norwood, SGA Vice President, invited the Board to the "Welcome Back" ceremony on August 24th in the Ybor Plaza which will include activities, food and more. Mr. Norwood also advised there would be a Winter Ball on December 5th which will be held at the Florida Aquarium.

Mr. Huggins thanked the SGA for their willingness to help and commit.

3.0 HEARING OF CITIZENS

3.08 Michael Hadley, Owner of Sable One Security, thanked the Board for allowing him to speak. He shared his experiences with the purchasing department, specifically, Vonda Melchior, Purchasing Manager; Bonnie Carr, Controller; and Steve Shields, Director of Risk Mgmt. & Aux. Services. Mr. Hadley advised the professionalism and courtesy shown him by the employees at HCC should make the Board proud. He stated he had nothing but great things to say about HCC and looked forward to becoming a family member.

Mr. Huggins thanked Mr. Hadley for his kind words and commended the staff for a job well done for Mr. Hadley as well as other small business owners.

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. Coton 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/SU. Each part-time employee will be compensated in accordance with the BOT-approved Salary Schedule.

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.

5.03 The President recommended acknowledgment of employment separations.

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.

5.04 The President recommended approval of awarding administrative contracts for the 2009-2010 fiscal year.

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 course modification, course deletions and course fee modifications to be effective Fall Term 2009 unless otherwise noted.

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.

- 6.02 The President recommended approval of the Articulation Agreement between Hillsborough Community College and Tampa Adventist Academy and Westgate Christian School for the Dual Enrollment Program.

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.

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended acceptance of the Fiscal Year 2008-2009 Fire Safety, Casualty and Sanitation Inspection Report for filing and action.

Barbara Larson, VP of Finance, stated this was the third year with no deficiencies and the few items that were pointed out were minor. The Brandon campus and Ybor City campus, SouthShore Center and District Offices had no deficiencies. She thanked Steve Shields, the campus presidents and campus facilities staff for an excellent job.

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

- 7.02 The President recommended approval to adjust the College's records for disposition of obsolete or excess equipment.

Ms. Larson advised that great effort has been made to update the computers, particularly those used by students in labs. A large number of PCs have been replaced with 305 taken out of service and offered to non-profit organizations starting with the Hillsborough County schools. Ms. Watkins asked if the donated items were listed separately. Ms. Larson advised yes and if no agency wants the item, it has to be disposed of another way. Ms. Watkins asked why a three-year old laser printer would be taken out of service so soon. Ms. Larson advised she would look at precisely where the item came from and provide the Board with an answer. **[A follow-up response was sent to the Board on July 14, 2009].**

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.

- 7.03 The President recommended approval of the 2008-2009 Annual Update to the Educational Equity Act Plan.

Pat Dix, Equity Officer, advised that the Equity Office at the Florida Dept. of Education (DOE) now only has one staff member; this individual changed the format of the report and asked that all Florida colleges use the new format. The main changes to the format of the report were benchmarks. HCC no longer has to compare the college to national census data and can choose our own comparisons. The DOE has also decided to add the category "gender" as one of the comparison categories.

Ms. Dix reviewed highlights of the report and stated that the college needs to do a better job at getting students to enroll in SL1501 (College Academic Success). Mr. Huggins asked what the college needs to do to increase retention rates of black students. Ms. Dix advised that we need more contact with the students and to make recommendations for enrollment in SL1501. Mr. Huggins asked if the decrease is a trend. Dr. Stephenson advised that this is a three-year trend and asked Mr. Craig Johnson, VP of Academic Affairs, to talk about intervention measures. Mr. Johnson advised that many of the measures focus on First Time in College (FTIC) group. Efforts include contacting them, finding out what the problems were and what the college can do to help them overcome those problems. Mr. Huggins advised if those strategies are not working, then the college should be looking at other strategies. Mr. Graham asked if the college collects data when a student leaves. Mr. Johnson advised no; however, the college is trying to use enrollment coordinators in conjunction with a postcard and telephone campaign.

Dr. Stephenson advised that Ms. Dix's last day with HCC will be June 30. Mr. Huggins thanked Ms. Dix for her hard work, commitment and dedication to the college.

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.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the write-off of uncollectible accounts receivable in the amount of \$796,536.

Ms. Larson advised that this write-off is approximately 11% less than one year ago. She also thanked Barbara Devries and her staff for their efforts. Over \$122,000 was collected from returning students.

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.

- 8.02 The President recommended approval of a contract with Sodexo America, LLC of Altamonte Springs, Florida, beginning July 1, 2009, for a seven (7) year period with five (5) optional one (1) year renewal periods to provide Food/Retail Services College-wide.

Ms. Larson thanked Mr. Shields and Joe Bentrovato, Brandon Campus Student Services Dean, who led the extensive evaluation effort. She introduced Sodexo representatives Rodney Cruise, District Manager; Wendy Gretz, Regional Marketing Director; and Christina Cabanilla, the On-Site General Manager; as well as Tom Britton, a consultant who helped HCC through the selection process. Ms. Larson presented concept renderings of what changes can be expected on the campuses including the installation of a Pizza Hut and Wingstreet at the Dale Mabry campus. Mr. Huggins asked if the contract was revenue-generating and what percentage of sales goes back to the college. Ms. Larson advised that \$57,000, roughly 3.2%, will return to college. Mr. Huggins asked how long Lackmann provided services to the campuses. Ms. Larson advised ten years.

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 Amendment No. 3 to the contract with Manhattan Construction Company establishing the Guaranteed Maximum Price in the amount of \$463,456 for the construction of a 219-parking space lot on the former W.T. Edwards property located at the Dale Mabry campus.

Mr. Huggins asked if this was an asphalt or concrete parking lot. Frank Fralick, Project Manager for Manhattan, advised that the parking lot is asphalt. Mr. Huggins congratulated Manhattan Construction Company on the project's 68% minority participation.

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.

- 8.04 The President recommended approval of the student fee structure effective Fall 2009.

Ms. Larson advised that the legislature approved and the governor signed an 8% tuition increase. Although HCC is holding the line on the capital improvement fee, the distance learning fee was eliminated. In addition, a technology fee of 5% was recommended for a total fee increase for residents of 11.6%.

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.

- 8.05 The President recommended approval of Budget Amendment No. 3 requesting approval to designate \$3,000,000 of the Current Unrestricted Fund balance for technology projects.

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.

- 8.06 The President recommended approval of Budget Amendment No. 4 requesting approval to designate \$2,500,000 of the Current Unrestricted Fund at June 30, 2009 for budget stabilization.

Ms. Larson advised that the budget includes \$5M in revenue that is non-recurring from stabilization funds. A number of colleges around the state are designating a stabilization fund with their fund balance to address potential future cuts. This amount represents 5% of the College's projected revenue for next year. If the college were to receive additional cuts in 2009-2010, this fund will enable the college to carry on full operations as planned without negatively impacting the operational budgets.

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.

- 8.07 The President recommended approval of the Operating Budget for the Current Unrestricted Fund (as presented on Exhibit A attached) and the Capital Projects/Unexpended Plant Fund Budget for Fiscal Year 2009-2010.

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

- 8.08 This item was removed from the agenda.

- 8.09 The President recommended approval of Amendment No. 3 to the contract with Allstate Construction, Inc., establishing a Guaranteed Maximum Price in the amount of \$661,417 for the construction of an additional 266 parking space lot at the SouthShore Center.

Ms. Larson advised that the additional cost per space represents piping needed to bring overflow to the retention pond and the need for additional octagonal pavers, an aspect of the 'green' construction for SouthShore parking. The price difference between the parking spaces was \$1,400 for the SouthShore campus and \$1,316 for the Dale Mabry campus. The college is paying a slight premium for additional 'green' elements. Mr. Huggins recognized Allstate for 68.7% minority participation on this project.

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.

9.0 ADMINISTRATIVE REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Nomination Process for 2009-2010 Board Members

Martha Kay Kohler, College Attorney, advised that typically a board member is asked to make nominations at the August meeting. Mr. Huggins asked Mr. Coton if he would make a recommendation at the next meeting. Mr. Coton advised yes.

11.02 Discussion – President’s 2008-2009 Annual Evaluation Process

Frazier Carraway, Board Legal Counsel, advised that his office will send out the President’s evaluation forms. Dr. Stephenson advised she would prepare her statement of accomplishments.

Mr. Huggins advised he had not received his Financial Disclosure form which is due to the Supervisor of Elections no later than July 1, 2009. It was determined he was the only board member who had not received his form. Mr. Graham asked that he be reminded again before the deadline. Dr. Stephenson indicated her assistant, Tina Heskett, would remind all board members prior to the due date. ***[A reminder memo was sent to the Board on June 16 and again on June 25, 2009].***

12.0 ADJOURNMENT

12.01 There being no further business, the meeting adjourned at 5:45 p.m.