

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
TUESDAY, AUGUST 18, 2009 - 4:00 P.M.
DISTRICT ADMINISTRATIVE OFFICES
BOARD ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

In Mr. Huggins' absence, 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. Rod Jurado
Mr. Daniel Coton
Mr. Andrew Graham
Ms. Nancy Watkins
Mr. Thomas Huggins, III [via telephone]

1.05 Welcome to Guests and Staff Members

Dr. Stephenson introduced Dr. Joan Holmes, Interim Equity Officer.

1.06 Foundation Report

Dr. Adrienne Garcia, Executive Director of the Foundation, provided the Board with an update and reported that since June 2009, the Foundation has received \$107,765 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

- \$54,010 from the Hillsborough Education Foundation, Inc.
- \$22,515 from the Arts Council of Hillsborough County
- \$22,200 from The Bailey Family Foundation
- \$11,000 from Brandon Hospital Auxiliary, Inc.

- \$10,000 from the Coca-Cola Enterprises Bottling Companies
- \$9,857 from the Foundation for Florida's Community Colleges
- \$7,500 from the Lyford Cay Foundation, Inc.
- \$7,000 from Interfaith Social Action Council of Sun City Center
- \$5,000 from the American Cancer Society Florida Division, Inc.
- \$3,500 from International Scholarship and Tuition Services, Inc.
- \$3,000 from ACT Recognition Program Services; Foundation for Osceola Education, Inc.; Greater Plant City Chamber of Commerce Foundation, Inc.; Pasco Education Foundation, Inc.; and the Suncoast Optimist Foundation
- \$2,800 from Freedom Plaza Scholarship Fund, Inc.; and the Florida Strawberry Festival, Inc.
- \$2,500 from Altadis USA, Inc.; and ASRT Education and Research Foundation
- \$2,400 from Mom Taylor Scholarship Fund, Inc.
- \$2,300 from Las Damas de Arte, Inc.
- \$2,100 from Community Foundation of Tampa Bay, Inc.
- \$2,000 from the Greater Houston Community Foundation; Kiwanis Club of Gulf Coast Sarasota; Marvin E. Jones Education Trust; Military Ex-Prisoners of War Foundation; Morning Park Foundation, Inc.; Peace River Regional Medical Center Auxiliary; Sebastian River High School; and Oak Hill Hospital Volunteers Association, Inc.
- \$1,800 from the Laureate Epsilon Phi Chapter PL 2569
- \$1,600 from the Chickasaw Nation
- \$1,500 from the Helen P. Glimpse Charitable Foundation, Inc.; the Florida Specialty Crop Foundation; Good Samaritan Mission, Inc.; and Peace River Electric Cooperative, Inc.
- \$1,350 from the Manatee Education Foundation
- \$1,300 from the University Village Employee Scholarship; and the I Have a Dream Foundation
- \$1,250 from Showfolks Retirement Village, Inc.
- \$1,000 from AVI-SPL; and Stephen Koontz; Apollo Beach Woman's Club, Inc.; Arizona Community Foundation; East Bay High School Alumni Association; East Hillsborough Art Guild; Florida Public Service Association, Inc.; Limona Village Chapel United Methodist Church; LOR, Inc.; National FFA Foundation, Inc.; Pinellas Education Foundation; Plant City High School Foundation, Inc.; Randolph Enlisted Wives Club; Randolph Officer's Spouses Club S&C Assoc.; Teamsters Local Union No. 79; TECO Big Bend Administration Fund; Thomas Jefferson High School Alumni Assoc.; VFW

Post 4676 Bingo Account; Voices for Florida Keys Children, Inc.; and the Ybor City Chamber of Commerce.

- \$900 from Army Emergency Relief
- \$800 from The School Board of Hernando County
- \$750 from Blake High School Class of 1959; J.J. Wiggins Memorial Trust; and WREC Educational Foundation, Inc.
- \$600 from The Education Foundation of Collier County, Inc.
- \$558 from The L&L Educational Foundation
- \$525 from the University of South Florida
- \$500 from Brandon 86 Rotary Club, Inc.; Distributive Education Clubs of America; East Pasco Retired Educators Association; Epilepsy Services Foundation, Inc.; Kiwanis Club of Greater Brandon Foundation; Pawnee Lodge 23 AF AM; Polk Education Foundation & Business Partnership; Riverview United Methodist Church; Schommer Scholarship Foundation Nursing Students; St. Sebastian Catholic Church Council; The Florida State Fair; United Food & Commercial Workers Local 1625 E.; Molly Morley; Dr. Sylvia Carley; and Steve Phillips.
- Board of Directors' donations of \$500 each from Joyce Armstrong Adams; Andra White of Bright House Networks; Rey Bulnes; Dan Carbone; Susan Casper; Debra Bauman of Kraft Construction; Doug Holt; Barbara Larson; Jeneice Sorrentino; Jack Amor of TECO Energy;

College Support

- \$5,855 from the Manufacturers Association of Florida
- \$833 towards \$10,000 pledge from Fred's Market

Dr. Garcia advised that the final audit showed the Foundation in good standing with an additional \$30,000 raised over the previous year. The Foundation is currently planning the HCC Foundation Golf Classic which will take place on October 19, 2009. Funds raised at that event will be used for athletic scholarships.

1.07 Faculty, Staff and Student Recognitions

- 1.07.01 Athena Smith, Brandon Sociology Instructor, gave a presentation on international education at the Levin Institute in New York City. The Neil Levin Graduate Institute of International Relations and Commerce prepares graduate students to learn, work and manage organizations across borders and cultures.
- 1.07.02 Maria Torres, SouthShore's Student Activities Coordinator, recently completed the necessary training to become a Certified Advisor I by the American Student Association of Community Colleges.
- 1.07.03 Kimberly Williams, Ybor City faculty member, has resigned to take a

position as Public Diplomacy Officer with the U.S. Department of State. Kimberly will undergo a year of training and then assume her first assignment in Yekaterinburg, Siberia (Russia).

- 1.07.04 On July 29, 2009, Dr. Jacentha Buggs, Continuing Education Officer, and Stuart Kessler, TCTC Business Development Coordinator; Jim McAllister, Ybor Fire Academy Coordinator; John Meeks, Criminal Justice Institute Director; each spoke about their various programs and the impact these programs have on the community.
- 1.07.05 Dr. Carol Zavarella, Ybor Mathematics faculty member, co-authored the article "Instructional Delivery in Developmental Mathematics: Impact on Retention" that was published in Vol. 32, Issue 3, of the *Journal of Developmental Education*.
- 1.07.06 Yolanda Level-Williams, Director of The Centers for Continuing Education (TCTC), was featured in Smart Business Tampa Bay. A copy of the article about training needs was distributed to the Board.
- 1.07.07 Bonnie Carr, College Controller, was appointed Vice-Chair of the Plant City Planning Commission. The City's Planning Board reviews and makes recommendation to the city commission on revisions to the city's comprehensive plan, land-use regulations, zoning districts, housing codes, subdivision of land, right of ways and proposals for new parks and places of recreation.
- 1.07.08 Craig Johnson, VP of Academic Affairs, was selected to participate in the Greater Tampa Chamber of Commerce 2010 Leadership Tampa class. This highly competitive year-long program is designed to provide the opportunity to interact with those who want to become a more involved leader in the community.
- 1.07.09 Dr. Adrienne Garcia, Executive Director of the HCC Foundation, has been named president-elect of the Athena Society. The Athena Society is an organization of business and professional people who have demonstrated leadership and whose shared purpose is that of interaction and the promotion of equality and opportunities for women.
- 1.07.10 Dr. Earl Paul, Brandon Campus Student Activities Coordinator, was invited to present at the Florida Junior and Community College Student Government Association (FJCCSGA) in Miami. The presentation to state advisors, "The Importance of Student Affairs and Academic Affairs Collaboration", addressed how student affairs personnel contribute to college students' holistic learning.
- 1.07.11 Dr. Ken Ray, VP for Student Services and Enrollment Management, has been selected to serve on an evaluation committee for Post-secondary Readiness Assessment ITN by the Florida Department of Education.

- 1.07.12 Dr. Felix Haynes, Plant City Campus President, was featured in a vignette by the National Association for Community College Entrepreneurship (NACCE). Dr. Haynes was highlighted as a community college president who embraced entrepreneurship as part of the solution to the challenging times we are facing, both for the leadership team and the communities we serve.

Dr. Ginger Clark, HCC's Director of Technical Programs, was also featured in the NACCE publication. Her article, "*Raise the Sails or Batten Down the Hatches? Entrepreneurship Education in Challenging Times*", focused on the impact of millennials in the classroom and workplace and how community colleges must adapt to respond to their impact.

- 1.07.13 The College was selected as a Military-Friendly School by *G.I. Jobs* magazine. This places HCC in the top 15% of all schools nationwide and recognizes our commitment to educating this country's military veterans.

On behalf of the board, Mr. Jurado 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:

Barbara Afflick, Nursing Instr., Dale Mabry, 08/20/2009

Allessandro Anzalone, Engineer Tech Instr., Brandon, 08/20/09

Bridget Mullen, Reading Instr., Plant City, 08/20/09

Linda Pedersen, Math Instr., Plant City, 08/20/09

Staff Exempt:

Hope Botterbusch, Grants Manager, District, 08/19/09

Extension of Temporary Assignment:

Melody Gendron, Special Proj. Trainer, Ybor City, 09/30/10

Patricia Morales, Special Proj. Trainer, Ybor City, 10/01/09

Caroline Pandorf, Campus Grants Ofcr., Ybor City, 09/30/10

Denise Pullano, Special Proj. Trainer, Ybor City, 10/01/09

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

Resignation:

Jose Mesa-Sarmiento, Exec. Staff Assistant, District, 08/12/09

Expiration of Temporary Assignment:

Theresa Lewis, Counselor, Brandon, 08/14/09

Termination:

Ladonia Nattiel, Public Safety Officer, District, 08/19/09

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:

June 16, 2009 [Regular Meeting]

June 26, 2009 [Special Session]

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. 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 and 09/FA. 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 the following employees be granted a Medical Leave of Absence without pay: Stefanie Faber, Purchasing Assistant at the District Administrative Offices, effective 06/03/09; and Patricia White, Records Specialist at Ybor City, effective 06/30/09.

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.

- 5.05 The President recommended approval of the negotiated amended agreement between SEIU and the College.

Sue Flaig provided the Board with a brief overview of the negotiated amendment which included a minor change in terms of the security officer bidding process. In addition, the academic advisor position was negotiated from non-exempt to exempt status. A \$1,000 lump sum payment was recommended to the board for everyone who was on payroll as of June 30, 2009.

Mr. Graham thanked SEIU and the college staff for working through a very difficult process at a difficult time. For clarification, Ms. Watkins asked if those on the payroll still had to be on the payroll this year to be eligible. Ms. Flaig advised yes. Ms. Watkins asked if those under probation would still be eligible to receive the lump sum payment. Ms. Flaig advised those currently on probation will not receive the lump sum payment until the probationary period is complete; this period is four months for non-exempt and six months for exempt employees. Dr. Stephenson stated that, because the College was able to add significant dollars to the fund balance, the lump sum payment is a way to recognize the achievements of the entire staff but not have a long-term impact on the budget. Mr. Huggins congratulated the staff, SEIU and the Board Liaison for being able to come to a mutual agreement where everyone seemed pleased with the outcome. Mr. Jurado asked if this was the last wage re-opener. Dr. Stephenson advised yes and that next year would be a new contract. ***[Correction provided by supplemental correspondence which clarified that SEIU has one additional year on its three-year agreement while FUSA is in the last year of its three-year agreement.]***

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 present.

- 5.06 The President recommended approval of granting a one-time lump sum payment of \$1,000 to each Administrator and non-represented professional/managerial or classified employees.

Mr. Jurado said that these funds, allocated from last year, are a way of saying thank you to staff and administrators.

After due discussion and consideration, Mr. Coton made a motion of approval, seconded by Mr. Watkins, 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 course, course modifications, new college credit certificate and program 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 Life University.

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.

- 6.03 The President recommended approval of the Articulation Agreements between Hillsborough Community College and Literacy/Leadership/Technology Academy and Ethline R. Williams Preparatory School for 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.

- 6.04 The President recommended approval of the Affiliation and Internship Agreements between Hillsborough Community College and agencies/offices where students will receive clinical experiences related to their educational programs.

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 donation from Guy King of one AMX NI-2100 Netlinx Integrated Controller/Automation System and one AMX Mio Modero R-4 Remote System to be used by the HCC Academic Technology Department.

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.

- 7.02 The President recommended approval of the College's Annual Update of the Five Year Capital Improvement Plan for submittal to the Division of Florida

Colleges and for inclusion in the Division's annual Capital Improvement Plan (CIP) and Legislative Budget Request for capital projects.

Ms. Watkins asked if these improvements would all come from PECO dollars. Dr. Stephenson advised yes. Ms. Watkins asked if this was everything that we need to have done or was this an "ideal" list; she reiterated that she wanted our entire "wish list" included. Ms. Larson advised yes, this is the entire list. Mr. Jurado asked if the CIP was amended every year. Ms. Larson advised yes, as the CIP is a rolling five-year plan. Ms. Larson also stated that the plan doesn't change a great deal until the educational plant survey and campus master plans are updated; the survey and the plan will be updated within the next year.

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 authorizing the use of up to \$25,000 in non-mandatory transfer of Auxiliary Funds to support the All College Day luncheon for employees, employee service and excellence awards, and other related purposes.

Ms. Watkins asked if the faculty/staff development fund could be utilized. Dr. Stephenson advised no. Ms. Watkins asked if they are funding All College Day the way it has always been funded. Dr. Stephenson advised yes, but that this funding would provide an alternative if sponsors were not identified. Mr. Jurado said that he participated in All College Day last year and felt it really boosted the morale of the faculty and staff.

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 award of Request for Proposal #2476-09 to Communications International, Inc. of Vero Beach, Florida, to provide all labor, equipment and materials necessary for the installation of a new radio communications system for the College's Department of Public Safety for a total cost of \$91,137.

Barbara Larson, Vice President of Finance, advised that this is part of a comprehensive plan to upgrade public safety. The campus radios are between 22-25 years old and over \$17,000 had been spent to maintain the repeater system which helps communication between campuses. The recommended firm is the same firm used by the sheriff's office and has been thoroughly tested. Dr. Stephenson advised this was not the lowest bidder for this project. Ms. Larson referred the Board to the memo detailing the reason behind selecting this particular bidder and reiterated, in terms of five-year cost of ownership and maintenance, the second ranked firm appeared to be the best.

[Mr. Huggins' cell phone disconnected at 4:40 PM and he was unable to rejoin the meeting.]

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.

- 8.03 The President recommended approval authorizing Trane as the College's single-source building automation and Heating, Ventilation and Air Conditioning system in all construction, remodeling and renovation projects, for a term of five (5) years with the option to extend for an additional five (5) years.

Ms. Larson advised that finance will continue to monitor the competition but believe Trane offered a very competitive discount. The agreement includes a 90-day termination clause so if pricing became a concern. Mr. Cotton asked if the 90-day out was for a specific reason or just a straight 90 days for whatever reason. Ms. Larson advised it was a straight 90 days. Mr. Jurado stated he knew of other organizations that had been disadvantaged in the past when vendors started raising fees.

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.

- 8.04 The President recommended approval of the application for final payment in the amount of \$16,208.61 to Horus Construction Services, Inc., as reviewed and recommended by SchenkelShultz, for the completion of the renovation of the bathrooms on the third floor of the Ybor Building located at the Ybor City campus.

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. Mr. Huggins was not available to vote.

- 8.05 The President recommended approval of the application for final payment in the amount of \$38,000.61 to Manhattan Construction Company, as reviewed and recommended by Engineering Matrix, for the completion of the installation of a new 225-ton water-cooled chiller at the Plant City campus.

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.

9.0 ADMINISTRATIVE REPORT

- 9.01 The 2009-11 Institutional Effectiveness Plan:

Dr. Paul Nagy, Special Assistant to the President for Strategic Planning and Analysis, recognized the recent completion of the *2009-11 Institutional*

Effectiveness Plan and the 4th edition of the *Critical Success Factor* report. Development of the college plan began last summer during a Board workshop in which the nine strategic initiatives from 2007-09 were reaffirmed for the 2009-11 biennium. The presentation highlighted select activities in the past year to advance the strategic initiatives.

Ms. Watkins asked what courses were “Gateway” courses and has that changed since their initial identification. Mr. Craig Johnson, Vice President of Academic Affairs, advised that college algebra and general psychology are the Gateway courses but since then, five additional courses have been added including microeconomics, financial accounting, introduction to computer technology and freshman English II. Ms. Watkins stated that those courses appeared to be major courses. Mr. Johnson advised that their approach was to work with faculty to identify skills that were important and where they would be taught. Mr. Jurado asked if they currently have seven courses and more coming online. Mr. Johnson advised yes. Mr. Jurado asked if this was the third year of the program. Mr. Johnson advised yes. Dr. Stephenson asked that these Gateway courses be put into perspective in that we meet or exceed state standards, not just with First Time in College (FTIC) students. Mr. Jurado stated that HCC is the gatekeeper for community colleges and that most students didn’t come to HCC prepared to read at a college level or have the necessary skills to be successful in college. Mr. Graham asked if the 8,500 in the Distance Learning program were classes or students. Mr. Nagy advised that this was the number of students taking at least one distance learning course. Mr. Graham asked how many students were enrolled at HCC. Mr. Nagy advised approximately 35,000 credit students for the most recent year.

Mr. Jurado stated that HCC was selected to present at last year’s ACCT conference. Mr. Jurado asked Mr. Nagy how many colleges contacted him after the meeting for additional information. Mr. Nagy stated that he could not recall the exact amount but that he received somewhere between 30-50 requests. Mr. Jurado commended the forward-thinking nature of HCC to improve the process. Mr. Jurado stated that because of the work the College is doing now, the HCC diplomas continue to gain in value.

9.02 Swine Flu Update

Barbara Larson advised that a college-wide communication was issued on August 18, 2009. The College is taking direction from the Centers for Disease Control (CDC) and is in regular contact with the Hillsborough County Health Department. The CDC has issued guidelines for higher education which include remaining open when confirmed cases are reported. Faculty and staff have been reminded of the current sick leave policy and are encouraged to remain at home if they are ill. The College is working closely with Sodexo, our cleaning contractor, and an additional 160 hand sanitizers have been installed across the college. Several contingency plans, including preparing payroll offsite, have been tested and are in place. Additional communications to students will be issued beginning next week as classes begin.

10.0 LEGAL REPORT

Mr. Carraway reminded Board Members that the President's Evaluation forms are due. To date, only one completed evaluation has been received.

11.0 HEARING OF BOARD MEMBERS

11.01 Selection of the Board Chair and Co-Chair

Daniel Coton recommended Mr. Jurado for Board Chair and Mr. Graham for Vice-Chair. Ms. Watkins moved and seconded the nomination.

Mr. Jurado thanked Mr. Huggins for serving as Chair.

11.02 Selection of the 2009-2010 HCC Foundation and Labor Liaisons

Mr. Jurado advised that, since two Board members currently hold other positions and with a newly appointed Board member, the selection of the Foundation and Labor Liaisons would be postponed until September.

11.03 Selection of Board Meeting Date/Time and Location

Dr. Stephenson recommended that the 2009-10 Board Meetings take place on the fourth Tuesday of each month, with the exception of November. The November and December Board Meetings will be combined and will take place as a combined meeting on Tuesday, December 1, 2009.

Ms. Watkins made a request for a list of initials used by the College and what they stand for; i.e., CCPF, FCCS, PECO, FTE, FTIC, etc. She added that a definition was not required but an explanation of the initials would be most helpful. ***[Dr. Stephenson provided a list of acronyms to Board members on September 14, 2009.]***

12.0 ADJOURNMENT

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