

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
TUESDAY, SEPTEMBER 22, 2009 - 4:00 P.M.
SOUTHSHORE CENTER – ROOM 201
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.01.01 Mr. Jurado administered the oath of office to Randall Reid, newly appointed Board member.

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. Randall Reid

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 August 2009, the Foundation has received \$71,450 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

- \$13,500 from the Hillsborough Education Foundation, Inc.
- \$10,000 from the Tampa Kiwanis Foundation, Inc.
- \$10,000 from the Foundation for Florida's Community Colleges
- \$8,000 from the Asian & Pacific Islander American Scholarship Fund
- \$7,250 from Scholarship America
- \$7,000 from the Florida Strawberry Festival, Inc.

- \$6,800 from ARMY Emergency Relief
- \$6,500 from International Scholarship and Tuition Services, Inc.
- \$5,000 from The Bailey Family Foundation
- \$4,000 from Interfaith Social Action Council of Sun City Center, Inc.; and The First United Methodist Church of Plant City
- \$2,400 from the American Cancer Society
- \$2,000 from EOD Memorial Committee; First United Methodist Church of Brandon; and Polk Education Foundation and Business Partnership, Inc.
- \$1,800 from Wishnatzki Farms
- \$1,500 from FMOWC Welfare Fund; Hillsborough County FFA Foundation; and the Tampa Lakes Women's Club
- \$1,200 from the Innisbrook Associate Scholarship Fund
- \$1,000 from Moravian Church in America, Southern Province
- \$1,000 each from ACT Recognition Program Services; City Center Chapter IAAP; Community Affordable Housing Equity Corp; East Bay High School Alumni Association; Fraternal Order of Eagles Aerie 4351; LOR, Inc.; Nelnet Educational Planning and Financing; Northeast High School; Rotary Club of Palmetto; United States Bowling Congress; Ybor City Museum Society; The Trey Curry Foundation; and Thomas Huggins, III.
- \$800 from the Sarasota Family YMCA
- \$750 from Marcus "Pop" Woods Foundation; and Metal Service Center Institute Scholarship Fund.
- \$625 from Riverview High School Athletic Booster Club
- \$500 each from Florida State Ministers Wives; Kiwanis Club of Sun City Center Foundation, Inc.; Lions Club of Sanford; Plant City Lions Club Auxiliary; Ruskin Women's Club; Spring Hill Domino Club; and The School Board of Highlands County.

College Support

- \$1,700 from Fred's Market Plant City, Inc. in pledge payments
- \$650 from Baker Barrios Architects
- \$500 from Tampa General Hospital; and HC Beck Ltd.

Sponsors – HCC Annual Golf Classic

- \$10,000 from Cutler and Associates
- \$5,000 from Skanska
- \$1,500 each from Crossroads Construction Co.; and Tampa General Hospital

- \$1,000 each from Morganti; AVI, Inc., and Murry Electric

Dr. Garcia advised that the HCC Foundation Golf Classic will take place at the Emerald Greens Resort and Country Club on October 19, 2009. Funds raised at that event will be used for athletic scholarships. Please contact Dr. Garcia if you are interested in participating.

A Scholarship Partner's Breakfast will be held on Thursday, September 24, starting at 7:30 a.m., at the University Club. Sponsors for this breakfast are: Coco Masonry of Pinellas County; Morganti Construction; AVI/SPL, Inc.; and Murray Electric.

1.07 Faculty, Staff and Student Recognitions

1.07.01 Yecenia Elizarraras, SouthShore Center student, was selected to represent Florida Community Colleges at the American Student Association of Community Colleges (ASACC) conference in Washington, D.C. ASACC promotes leadership, advocacy and citizenship.

1.07.02 Ebony Frye, Derrick Hollis, Amos Brown and Jessica Bayonet participated in the National Association of Black Journalists (NABJ) Conference. They assisted with conference registration and other conference functions. The NABJ is an organization of journalists, students and media-related professionals that provides quality programs on behalf of black journalists worldwide.

1.07.03 John Reffue, Dale Mabry Speech Professor, was appointed to his second term of service to the National Communication Association Outstanding Community College Educator Award committee. This committee is charged to select the best of our colleagues nationwide to receive NCA's highest honors for community college teaching excellence.

1.07.04 Paul Flaherty, Meteorology adjunct at HCC's MacDill Air Force Base Center, is featured in the new book Extreme Scientists by Donna Jackson. The book profiles scientific professionals including hurricane Hunters, cave microbiologists and tree ecologists. Mr. Flaherty is a flight director with the National Oceanic and Atmospheric Administration (NOAA) unit based at MacDill and makes his living flying into storms.

1.07.05 John Norwood, Ybor City campus SGA Vice President, was selected to participate in the Lawton Chiles Leadership Corp and attended their annual conference this summer. The Leadership Corp is devoted to changing the issues that affect Florida where Florida consistently ranks last or near the bottom of national rankings including education, healthcare, poverty and child welfare.

1.07.06 Bonnie Carr, College Controller, was appointed to the board of the Boys and Girls Club (BGC) of Plant City. The BGC provides programs

and services to promote and enhance the development of boys and girls by instilling a sense of competence, usefulness, belonging and influence.

1.07.07 Rob Wolf, Senior Vice President of Operations, was appointed to the Governance Committee which selects new trustees to the Foundation of the Tampa Bay History Center. Rob is the only non-board member serving in this capacity having just completed many years of service on the board.

1.07.08 Trustee Nancy Watkins was featured in an article in this month's **Florida Trend** magazine entitled "This Accountant Keeps Candidates Squeaky Clean – Nancy Watkins is the GOP's go-to Accountant".

1.07.09 SouthShore Center Highlights

SouthShore Center President, Dr. Allen Witt, advised that number of students enrolling continues to increase. Fall enrollment grew a remarkable 97% and is now at 108% of the annual full-time equivalent (FTE) projections. There are now nine full-time faculty and 65 adjunct faculty members. Dr. Witt thanked Dr. Craig Hardesty for his efforts to keep up with the demand for teachers and classes. SouthShore has an academic program and student services program that attracts students to the campus. He thanked his staff for their hard work in helping students succeed.

The SouthShore Academic Model (SAM) is a simple project where everyone who works at this campus communicates with each other to find where students fall 'between the cracks'. Kimberly Nolting, Academic Success Center Coordinator, has been heading up the SAM project. Ms. Nolting has developed extended session classes for preparatory math. These classes run 30 minutes longer and during that time, the instructor leaves the class and tutors come in and teach study skills to students.

Dr. Witt thanked Rick Chorzelewski, Facilities Manager, for his efforts to streamline the state's first 'all-green' campus. A temporary parking lot was constructed to accommodate high enrollment. Early problems with the air conditioning system are being rectified by the contractor.

Ms. Watkins asked what the FTE was for the fall semester. Dr. Witt advised 536 FTEs. Ms. Watkins asked about the portable fans being used in the conference room. Dr. Witt advised that fans were purchased for all rooms at the beginning of the year but are not currently being used in any classrooms. Ms. Watkins asked what temperature the A/C system could reliably maintain. Dr. Witt advised 74 degrees and noted that the portable fans are energy efficient and bought when the campus experienced A/C issues and classroom temperatures reached 82 degrees. Ms. Watkins asked if Johnson

Controls completed the work to lower the temperature. Dr. Witt advised yes. Ms. Watkins asked if the college was billed for this work. Dr. Witt advised no, the system is under warranty. Ms. Watkins asked what the temperature is set at in the computer classrooms. Dr. Witt advised 74 degrees. Ms. Watkins asked what the highest temperature the computers can work in without experiencing function problems. Dr. Witt advised temperatures into the 80s.

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

Resignation:

Partho Roy, Lab Assistant, Dale Mabry, 09/18/09

Termination:

Arienne Elie, Student Info. Adv, Plant City, 09/22/09

After due discussion and consideration, Mr. Coton 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:

August 18, 2009 [Regular Meeting]

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.

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

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.

- 5.03 The President recommended acknowledgment of employment separations.

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.

- 5.04 The President recommended the following employees be granted a Medical Leave of Absence without pay: Alexis Pratt, Child Development Associate, Ybor City Campus, effective 08/27/09-09/02/09.

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 apprenticeship agreement between Hillsborough Community College and the Plumbers and Pipe Fitters Local Union 123 Apprenticeship Training Program.

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.

- 6.02 The President recommended approval of the apprenticeship agreement between Hillsborough Community College and the United Association Local Union 821 Joint Apprenticeship Training Program.

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

- 7.01 The President recommended approval to adjust the College's records for the donation of vacuum system trainers to the University of South Florida (USF).

Dr. Stephenson asked Barbara Larson, Vice President for Administration/CFO, to brief the Board. Ms. Larson stated that USF expressed a desire to have the vacuum systems, which were paid for by a special grant from the state, for their nanotechnology program. Mr. Jurado asked if this was done in partnership with USF. Dr. Stephenson advised yes. Mr. Jurado asked if we needed permission

from the state to transfer the equipment. Dr. Stephenson advised yes, and that permission had been granted. Ms. Watkins asked what the value of the equipment was. Ms. Larson advised \$5,000 each for the vacuum system cleaners for a total of \$20,000; the mini turbo pumping station is valued at \$2,500.

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.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of a new agreement with ASA Broadcast Network, Inc. Station WXYB 1520 AM, beginning July 1, 2009 through June 30, 2010, to purchase airtime for HCC's TV/Radio Broadcast Program for a total amount not to exceed \$42,000.

Mr. Jurado asked if airtime was needed to keep the radio station on. Jack Evans, Dean of Technical Programs at the Ybor City campus, advised that the radio station is part of a broadcast program we currently have and that the program is now a digital program. The program currently has 176 students with 83 actively taking courses this semester. Ms. Watkins asked if this is at Clear Channel on Gandy Boulevard. Dean Evans advised no; the AM station has been located in Indian Rocks Beach since 1998; however, several students intern at Clear Channel.

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.

- 8.02 The President recommended approval of Budget Amendment number 1.

Ms. Larson provided a brief explanation of recommended adjustments to the general fund, restricted fund, auxiliary fund, plant fund and unallocated fund balance. Ms. Larson thanked the finance staff for their hard work in completing the year-end financial report which was submitted to the state in August.

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 of a contract with NOVA Engineering and Environmental LLC of Tampa, Florida, to provide both Construction Plan Review and Building Code Inspection Services for renovation, remodeling and new construction projects at the College's sites for a one (1) year period with four (4) optional one-year renewal periods.

Ms. Watkins asked why a contract was needed and why these aren't funded as each individual construction project is approved. Ms. Larson advised the college has used firms in the past for the same service. Ms. Watkins asked if this was done on a project by project basis. Ms. Larson advised no; the college has

established contracts with firms from the past, most recently with Quorum Services LLC, for the same service. Ms. Watkins asked if this is the same way we have handled this in the past. Ms. Larson advised yes.

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 a contract with Reynolds, Smith and Hills, Inc. of Tampa, Florida, to provide professional design and construction contract administration services for the remodeling of existing space located at the Workforce and Public Service Training Center at a total cost of \$225,668.00.

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.

- 8.05 The President recommended approval of Amendment No. 4 to the contract with Crossroads Construction Company establishing the Guaranteed Maximum Price in the amount of \$437,213.00 for the replacement of two (2) cooling towers at the Brandon campus.

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.

- 8.06 The President recommended approval of final payment in the amount of \$35,313.97 to Manhattan Construction Company as reviewed and recommended by Hahn Engineering.

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.

9.0 ADMINISTRATIVE REPORT

- 9.01 The American Graduation Initiative (AGI):

Dr. Stephenson advised the AACC is asking all community college boards to pass this initiative with the hope that it will result in additional funding. Dr. Stephenson recommended approval of the “American Graduation Initiative” resolution as follows:

Whereas, community colleges are the largest and fastest growing sector of higher education in the U.S., educating more than 45% of all undergraduate students as well as more than five million additional non-credit students; and that Hillsborough Community College serves over 45,000 students annually.

Whereas there is a national consensus that the United States needs to provide greater numbers and percentages of its citizens with a higher education, as a moral, social, and economic imperative;

Whereas Hillsborough Community College continues to need greater financial and related support as well as a new national focus, in order to fully realize its potential in helping more Americans obtain a college education and meet related career and personal goals;

Whereas President Obama has specifically set the goal of increasing the number of community college graduates by 5 million by 2020, along with ambitious national goals concerning postsecondary education;

Whereas President Obama's "America Graduation Initiative" recognizes the centrality of community colleges to America's well-being, and need for financial resources to help those institutions;

Therefore, be it resolved that the District Board of Hillsborough Community College endorses the American Graduation Initiative and commits to doing everything it can to achieve its enactment.

Ms. Watkins asked what the Association of Community College Trustees' (ACCT) position was on this initiative. Ashley Carl, Director of Marketing, advised that the ACCT is in agreement with President Obama's AGI. Ms. Watkins asked if we compared our resolution word for word to the one on ACCT's website. Dr. Stephenson advised that the resolution is specific to our institution. Dr. Stephenson also stated that the First Lady, Michelle Obama, would be meeting with community college leaders on October 15th in Miami. Ms. Watkins asked if Dr. Stephenson would be attending. Dr. Stephenson advised yes.

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

9.02 Equity Review Summary

Dr. Stephenson advised that HCC underwent a comprehensive review of the college's equity programs and wanted to give a preliminary review. Dr. Joan Holmes and Dr. Sylvia Marion Carley assisted a four-member team from the state. The team visited all campuses and interviewed over 200 people. Linda Earls who directs this program, had an exit interview and said this was the best equity review that she had ever seen and gave HCC an A-plus. A final report is expected within 30 days. Ms. Watkins stated that equity was a major concern for the past Board Chair, Mr. Thomas Huggins, and would like to have him officially informed of the results of the review. Dr. Stephenson advised that Mr. Huggins' reception is scheduled for October 27th and would let him know at that time.

9.03 ACCT Membership Renewal

Dr. Stephenson advised that HCC had received notice that membership in the ACCT had been renewed for the year. Accompanying the membership certificate, which will be on display in the board room, is a statement of "Standards of Good Practice". Dr. Stephenson advised it always a good idea to review these standards on an annual basis.

10.0 LEGAL REPORT

10.01 Mr. Carraway advised that all president evaluations have been received and will be presented in October.

11.0 HEARING OF BOARD MEMBERS

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

Mr. Jurado advised that Mr. Reid had been asked to be the Foundation Liaison and Ms. Watkins had been asked to serve as Labor Liaison. Both board members accepted.

Mr. Reid stated that he was proud to be associated with HCC, that he was happy to be here and looked forward to getting into everything a little deeper. Mr. Jurado asked how his orientation was going. Dr. Stephenson advised Mr. Reid had been spending a lot of time at the campuses. He received his orientation notebook today and will be meeting with Ms. Larson and her staff in the coming weeks.

Mr. Jurado stated that he appreciated the opportunity to be the Chair and looked forward to being able to support the college.

Dr. Stephenson reminded the Board of the upcoming ACCT Annual Leadership meeting which begins on October 7th. Dr. Stephenson advised that she and Mr. Jurado, along with Dr. Ken Ray, would be presenting on Black, Brown and College Bound. Mr. Jurado stated that he hoped the presentation would inspire other boards to come to Tampa and see what the college is doing with this program. Dr. Stephenson also advised that Mr. Jurado was nominated to serve on ACCT's governance committee.

12.0 ADJOURNMENT

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