

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
TUESDAY, MARCH 18, 2008 - 3:00 P.M.
BOARD MEETING
DISTRICT ADMINISTRATIVE OFFICES
BOARD ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

Ms. Watkins called the meeting to order at 3:00 p.m.

1.02 Pledge of Allegiance

1.03 Invocation

1.04 Roll Call

The following Trustees were in attendance:

Ms. Nancy Watkins
Mr. Thomas Huggins, III
Mr. Daniel Coton
Mr. Andrew Graham
Mr. Rod Jurado

1.05 Welcome to Guests and Staff Members

Ms. Watkins welcomed all guests and staff members.

1.06 Foundation Report

1.06.01 Dr. Adrienne Garcia, Executive Director of the Foundation, provided the Board with an update and reported that the Foundation recently received a \$96,512 grant from the Children's Board of Hillsborough County for the Early Literacy and Learning Model and for the Center for Academic Literacy Excellence grant programs.

In addition, Dr. Garcia reported that the Foundation has also received the following gifts in the amount of:

Scholarships

- \$10,000 from La Societe Des 40 Hommes et 8 Chevaux
- \$4,500 from the American Association of University Women

- \$2,500 from the Former Agents of the FBI Foundation
- \$2,000 each from MCA of West Central Florida UA Local 123; Interfaith Social Action Council of Sun City; GFWC Sun City Center Women's Club, Inc.; and Jack Weisser
- \$1,000 each from the National FFA Foundation, Inc.; West Coast Conference Women's Mission; and Wyandotte National Tribal General
- \$950 from the Florida Nursery Growers Landscape Association
- \$585 from the Manatee Education Foundation
- \$500 each from Plant City Entertainment; WREC Educational Foundation, Inc.; Ruskin Woman's Club; and Christine Weisser

Other College Support

- \$14,000 raised at the Gasparilla Pirate Fest concession
- \$10,000 from Fred's Market in Plant City, Inc. towards their pledge
- \$5,000 from the Sodexo, Inc. Golf Tournament
- \$2,800 from the Foundation for Florida's Community Colleges
- \$2,500 from George Banning towards his pledge
- \$2,000 from Donald Gilbert

President's Showcase Sponsors

- Title Sponsor: Bright House
- Gold Sponsors: AVI; Fowler White; Coca-Cola; and Skanska
- Silver Sponsors: Manhattan Construction; J Delotto; Sodexo; and Caspers

In-Kind Support

- McAllister Software Systems donated software for Veterinarian Tech program (approx. \$4,000 value)

1.07 Faculty and Staff Recognitions

1.07.01 The Board recognized Dr. Gwendolyn Stephenson for being selected as one of four women honored at the recently held Women of Distinction Luncheon on February 12, 2008. This award was presented by the Sun City Center Branch of the American Association of University Women.

1.07.02 The Board recognized Dr. Carlos Soto, Brandon Campus President, for being selected to serve on the 2008 Board of Directors for the Eastern Hillsborough Economic Development

Council.

- 1.07.03 The Board recognized Dr. Emery Alford, Dean of Academic Affairs at the Ybor City Campus, and Arts Council member, for chairing the 2008 Individual Artist Grant Panel. The Panel convened on February 15, 2008 to review grant submissions for consideration and funding. The Individual Artist Grants are designed to fund accomplished artists or those with promising potential.
 - 1.07.04 The Board recognized Melissa Zucal, Distance Learning Manager, for earning a Master of Science Degree in Education Instructional Systems Technology from Indiana University in December 2007.
 - 1.07.05 Dr. Adrienne Garcia read a prepared statement on behalf of Darlene Bone, Executive Assistant to the President, expressing her appreciation of both Dr. Stephenson and the Board of Trustees for their support during her employment at Hillsborough Community College.
- 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:

- Item #5.01 [Consent] – was amended to include the employment of two exempt positions.
- Item #8.05 [Non-Consent] – was amended to identify the Special Purpose Center in the Memorandum of Understanding.
- Item #8.08 [Non-Consent] – was added to request Board approval to proceed with the process to designate a Special Purpose Center through the Division of Community Colleges by the State Board of Education.

After due discussion and consideration, Mr. Huggins 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:

February 19, 2008 [Regular Meeting]

The minutes were unanimously approved by all members present.

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

Cheryl Kaiser, a member of the Hillsborough County Tennis Association,

thanked Dr. Stephenson and the Board for keeping the Dale Mabry Tennis Complex, the largest public tennis complex in Florida, open for business.

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

- 5.01 The President recommended approval of full-time employment recommendations.

After due discussion and consideration, Mr. Huggins made a motion of approval as amended, 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.

After due discussion and consideration, Mr. Huggins 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. Huggins 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 the renewal of a contract with Blue Cross Blue Shield of Florida to provide medical insurance for eligible employees of Hillsborough Community College during fiscal year 2008-09.

Sue Flaig, Executive Director of Human Resources, addressed the Board with the Insurance Committee's recommendation to remain with BCBS's current plan. She advised that two other plans were considered but were found to be lacking in terms of plan design. Some consideration was given to BCBS's Health Savings Plan (HSA); however, the Committee felt it was cost-prohibitive to the employees at this time. Ms. Flaig explained that the health care plan represented an 8.2% increase in premiums which is in line with the industry's annual trend of an 8%-12% increase.

Ms. Watkins requested that the Committee further explore the HSA option. Mr. Huggins asked that a workshop be held prior to the end of the year to discuss recommendations and alternatives for fiscal year 2009-2010.

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.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of new courses, course modifications and a PSAV new program.

After due discussion and consideration, Mr. Huggins 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 up to six college credits for the Brewster Psychiatric Technician Program graduates which will be applied towards an Associates in Science/Associates in Arts Degree in Counseling and Human Services.

After due discussion and consideration, Mr. Huggins 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 the application for final payment in the amount of \$17,288.40 for completion of the installation of a theatrical lighting system in the Brandon Campus Student Services Building.

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

- 7.02 The President recommended approval of Amendment #1 to the contract with Matthews Construction to establish the Guaranteed Maximum Price (GMP) in the amount of \$793,434 for the completion of the remodeling of approximately 22,000 NSF of existing space at the Workforce and Public Service Training Center located at 5610 E. Columbus Drive, Tampa, to house the College's Automobile Collision Repair Program administered by the Ybor City Campus

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

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of a bid award to Allied Roofing, Inc. to provide roof replacement for the Ybor City Campus Learning Center for a total cost of \$279,270.

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

members present.

- 8.02 The President recommended approval of a contract with The Morganti Group, Inc. of Tampa, Florida to provide construction management services for the construction of a campus entrance gateway and approximately 0.5 to 0.7 miles of entrance road and for the remodeling/renovation of Building 601, Sciences, and selected spaces in Building 602, Administration, at the College's Brandon Campus for a projected total cost of \$378,000, including pre-construction costs.

- Ms. Larson again explained that this recommendation to award to the second ranked firm is based on Florida Statute 287.055 which sets forth specific evaluation requirements for selecting design professionals and construction managers, which includes a requirement to consider "the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms."

Mr. Huggins encouraged minority participation and commended the Morganti Group's 30% W/MBE participation in this project.

After due discussion and consideration, Mr. Huggins 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 an extension of the Exclusive Agreement between the College and Keystone Ventures, LLC, for an additional sixty (60) days to continue negotiations for a Master Development Agreement.

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

- 8.04 The President recommended Board ratification of the Lease and Operation Agreement between the College and Keystone Ventures, LLC, dated February 29, 2008, for a term of ninety (90) days for the management of the tennis complex at the Dale Mabry Campus.

After due discussion and consideration, Mr. Huggins 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 Memorandum of Understanding between the College and the Brandon Community Advantage Center to move forward with the establishment of a joint-use facility and development of a project proposal.

Dr. Stephenson shared that HCC has been asked to enter into a

Memorandum of Understanding [MOU] to allow both HCC and the Brandon Community Advantage Center [BCAC] to develop proposals. She explained that the BCAC was initially proposed for the Brandon Campus which was included in the Brandon Campus Master Plan. However, Dr. Stephenson advised that the community decided to move this to a location near Bloomingdale in the Riverview area but wanted HCC included as the educational partner.

Dr. Stephenson also explained that under a separate agenda item, the Board will need to approve the creation of a new special purpose center designation.

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.

- 8.06 The President recommended approval of Amendment #1 to the Apprenticeship Training Program Agreement between the College and the Associated Builders & Contractors, Inc. to extend the agreement for one year beginning on August 1, 2008.

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

- 8.07 The President recommended approval of Amendment #2 to the Apprenticeship Training Program Agreement between the College and the Independent Electrical Contractors to extend the agreement for one year beginning on August 1, 2008.

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

- 8.08 The President recommended approval to proceed with the process to designate a Special Purpose Center through the Division of Community Colleges by the State Board of Education.

After due discussion and consideration, Mr. Huggins 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 Barbara Larson, VP of Administration/CFO, provided the Board with an overview of the College's financial position and indicated that a more detailed review of the budget will be provided at the upcoming Budget Workshop scheduled for April 22, 2008.

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.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Ms. Watkins requested the April 15 Board meeting be moved to Tuesday, April 22 at 3:00 p.m. and that a Budget Workshop be held at the conclusion of the meeting.

11.02 Mr. Graham thanked the staff for the campus security report. He also requested that the Board be kept apprised of the Keystone development project.

11.03 Mr. Huggins, on behalf of the Board, thanked Darlene Bone for her professionalism and 26 years of service to the College.

12.0 ADJOURNMENT

12.01 There being no further business, the meeting adjourned at 4:30 p.m.