

**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
TUESDAY, APRIL 22, 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 \$50,000 grant from the Children's Board of Hillsborough County for the Early Literacy & 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

- \$2,000 from Mike Morley
- \$1,500 from the Hillsborough County Medical Association

- \$1,040 from Dr. Adrienne M. Garcia
- \$1,000 each from Patrick Powers and Eleanor L. Gilder
- \$750 in anonymous donations
- \$500 each from the Hillsborough Education Foundation, Inc.

#### General Support

- \$15,000 from Bright House Networks, LLC.
- \$1,000 from Florida Dental Health Foundation, Inc.

#### 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 2008 Sponsors

- \$10,000 from Bright House Networks
- \$5,000 each from AVI; Fowler White Boggs Banker; Cutler Associates; Coca-Cola Enterprises Bottling Companies; and Skanska
- \$2,500 each from J.O. DeLotto and Sons, Inc.; Manhattan Construction; Sodexo; and Verizon
- \$1,000 each from Casper's Company; Dickman Educational Foundation, Inc.; Donald and Helen Gilbert; Pepin Distributing Company; Psychological Assessment Resources, Inc.; Public Super Markets Charities; Robert Watkins & Company; Schenkel Shultz; Dr. Gwendolyn and Steve Stephenson; Mary Ann Stiles and Barry Smith; Storr Office Environments of Florida, Inc.; Thomas Financial Group; Tampa bay Federal Credit Union; and Bill and Ruth Wagner.
- \$500 each from Andrew Graham; Steve Shields; and Ed Verner.

#### In-Kind Support

- Pepin Distributing Company; and Lackmann Culinary Services

## 1.07 Faculty and Staff Recognitions

1.07.01 The Board recognized The Service Learning Program for achieving President Bush's Community Service Honor Roll for 2006-2007. HCC was one of only five community colleges selected in the state of Florida and would not have been able to achieve this goal without the outstanding efforts of the Faculty.

1.07.02 The Board recognized Dr. Adrienne Garcia for participating as a panelist in the Sales and Marketing Executive's International (SMEI) Best of the Bay meeting.

Dr. Garcia was also selected as a member of the Harvard University Graduate School of Education's Institute for Educational Management Class of 2008. As a participant, she will examine critical leadership challenges facing higher education with the potential to facilitate the College's response to changing needs and new opportunities.

1.07.03 The Board recognized Elizabeth Key-Raimer, college-wide coordinator for "College Goal Sunday". The event, sponsored by the National Association of Student Financial Aid and The Lumina Foundation, provided financial aid information to the community at the Brandon, Dale Mabry and Ybor campuses. The event attracted nearly 600 people and provided 265 students or potential students the opportunity to complete the 2008-09 FASFA application.

1.07.04 The Board recognized Dr. Karen Owens, Title Three Grants Officer for the First Year Experience (FYE), for being published in the March issue of *E-Source Magazine*. Her article, titled "Transfer Transitions through the Eyes of Students" focused on the different progressions students now take while in higher education. The electronic magazine is published bimonthly by the Resource Center for FYE and provides practical strategies for learning and success.

1.07.05 The Board recognized Matilde Morales and Jamie Maldonado, HCC CASS students, for being selected to attend the Participation in Leadership Conference (Vanguardia Latina 2008) in Washington, DC on April 29-May 2. The conference, sponsored by CASS/CCID, offers a forum where top Latino and Latin-American students gather to debate and discuss issues concerning inter-American agendas.

1.07.06 The Board recognized HCC and Place Properties for receiving the Award of Merit in the residential category for the Hawks Landing Student Housing Project. The Hillsborough County-City Planning Commission presented the award at their 26<sup>th</sup> Annual Community Design Award Ceremony on April 3.

1.07.07 Institute for Educational Management

- 1.07.08 The Board recognized the Office of Financial Aid for zero findings on its federal financial audit, a first in over ten years. The team's commitment to adhering to financial aid policy and procedure ensures our college's ability to participate and provide federal and state financial aid resources to our students. Mr. Huggins and Dr. Stephenson recognized Charlotte Johns and her team for their efforts and success in achieving this goal.
- 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 addition and deletion of the following exempt positions:  
Add: April Robinson, Asst. to Dean, Plant City  
Delete: Earl Paul, Interim Dir., Int. Ed, District
- Item #6.02 [Consent] – was amended to reflect consent and to include Sabbatical Leave during the 2008-2009 Academic Year for Diorah Nelson.
- Item #8.04 [Non-Consent] – was removed to allow for further review.
- Item #9.02 [Non-Consent] – was amended to provide an explanation of the Florida College System “draft” bill.

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

- 1.09 The President recommended approval of the minutes as follows:

March 18, 2008 [Regular Meeting]

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**

- 4.01 Dr. Stephenson was pleased to announce that Dr. Shawn Robinson, Ybor City campus president, passed the bar exam.
- 4.02 Dr. Len O'Hara, EVP for the Clemens Group, L.C., provided a brief presentation on the capital campaign his company will be conducting to raise money and awareness for the College. Over the next two months, their

company will begin a feasibility study which involves the selection of interviewees, conducting interviews, analyzing data and selecting appropriate fund-raising projects. The results of the feasibility study will be finalized in late June/early July.

## **5.0 HUMAN RESOURCES**

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

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

- 5.04 The President recommended the Board's approval to enter into a contract with John Huerta, Administrator on Special Assignment, commencing April 14, 2008, and ending June 30 2008.

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.

- 5.05 The President recommended approval of a Medical Leave of Absence without pay for Brenda Paquin.

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.

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

- 6.01 The President recommended approval of new courses, course modifications and a program deletion to be effective Fall Term 2008, unless otherwise noted.

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.

- 6.02 The President recommended approval of Sabbatical Leave during the 2008-2009 Academic Year for the following faculty members: Christina Acosta and Ellen McAvoy.

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.

- 6.03 The President recommended approval of the Affiliation and Internship Agreements with agencies/offices where students will receive clinical experiences related to their educational programs.

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.

## **7.0 INSTITUTIONAL SERVICES**

- 7.01 The President recommended approval of Amendment No. 3 to the Apprenticeship Training Program Agreement with ABC, for an additional thirty (30) students for an additional cost of \$42,750.00.

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.

- 7.02 The President recommended approval of the Land Sales Agreement and Quit Claim Deed to convey a parcel in the current Velasco Center parking lot to HCC with the City of Tampa, for use for the new Student Services Building at the Ybor City campus.

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 Memorandum of Agreement between the College and St. Petersburg College.

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 final payment in the amount of \$90,997.24 to Mathews Construction as reviewed and recommended by Long & Associates.

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.

- 8.02 The President recommended approval of Amendment No. 6 to the contract with Walbridge Aldinger, establishing the Minor Projects Guaranteed Maximum Price (MPGMP) in the amount of \$221,486.00 for the remodeling of selected spaces on the first floor of the District Administrative Offices, to improve building security and efficiency of support functions.

After due discussion and consideration, Mr. Jurado 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 Genesys Telecommunications Laboratories, Inc. of Daly City, CA to provide engineering, equipment and turn key installation for fully functional College-wide Emergency Notification System.

Mr. Coton inquired on contract pricing. Barbara Larson, Vice President of Administration, explained that the Genesys' invoicing is based solely on the number of subscribers. Steve Gorham, Director of Network and Telecom, provided a brief explanation of the web-based system which sends messages to subscribers via email, text and phone.

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 This item was removed from the agenda.

- 8.05 The President recommended acceptance of the Financial Statements Audit Report No. 2008-148 for the Fiscal Year ended June 30, 2007.

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.

## **9.0 ADMINISTRATIVE REPORT**

- 9.01 Ybor City Student Services Building Schematic Design Presentation – Dr. Shawn Robinson, Ybor City Campus President, introduced Maurizio Maso and

Tommy Haygood of the architectural firm, HuntonBrady. Renderings of the new Student Services Building were presented to the Board. The four-story building is a “one-stop model” student services concept. The welcome center and self-help kiosks will provide access to technology and streamline efficiencies for all students at the Ybor campus.

Mr. Huggins asked why the triage center was located on the second floor. Linda Herlocker, Dean of Student Services, advised that the departments currently situated on the first floor are designed to facilitate the resolution of student issues and reduce the number of students requiring triage attention.

- 9.02 Pat Dix, Assistant to the President, provided a detailed update of the Florida College System “draft” bill. The bill will establish a single Florida College System comprised of two-year and four-year public postsecondary educational institutions that grant academic degrees at the undergraduate level as provided by law.

Pat Dix presented a summary and status of priority legislative issues for the 2008 regular season.

## **10.0 LEGAL REPORT**

## **11.0 HEARING OF BOARD MEMBERS**

- 11.01 Mr. Jurado thanked Dr. Stephenson and Dr. Robinson for accommodating the Kiwanis Club by providing the Ybor Room for meeting space.

In addition, Mr. Jurado and Joe Affronti, Sr., Mayor of Temple Terrace and owner of All American Sleeper Cab Manufacturing, were given a tour of the Workforce Training Center (WTC). Both were very impressed on the amount and scope of work accomplished by the auto collision program, as well as the impact the WTC has had on the community.

- 11.02 Mr. Huggins thanked the Foundation, staff and sponsors for their hard work and contributions to the success of this year’s Presidential Showcase. He was impressed with the beauty of the courtyard and felt it was an appropriate venue for the many exciting events that took place.

## **12.0 ADJOURNMENT**

- 12.01 There being no further business, the meeting adjourned at 4:25 p.m.