

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
TUESDAY, MAY 20, 2008 - 3:00 P.M.
BOARD MEETING
DALE MABRY CAMPUS, STUDENT SERVICES BLDG
ROOM 108-112
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 \$49,967.52 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

- \$2,400 from Community Foundation of Tampa Bay, Inc.
- \$2,000 from Hillsborough County Foundation FFA, Inc.
- \$1,000 from Hillsborough Education Foundation, Inc.; John W.

Barringer; and Touching Tomorrow, Inc.

- \$650 from M. K. Koehler
- \$520 from Craig Johnson and Kathryn Smith

General Support

- \$16,500 from Tampa United Volleyball Academy
- \$9,767 from Manufacturers Association of Florida
- \$1,040 from an anonymous donor
- \$1,000 from Robert Watkins & Company and BASF Corp.; and Place Management Group, LLC.
- \$600 from Matthews Construction
- \$500 from Bank of America

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

1.07 Faculty and Staff Recognitions

- 1.07.01 The Board recognized Dr. Mary Bendickson, Dale Mabry Dean of Associate Arts programs, for being selected to serve her fifth term as the Council for the Study of Community Colleges (CSCC) Newsletter Editor. The CSCC is an affiliate of the American Association of Community Colleges. Council members include university-based researchers and community college practitioners who further the study of the community college enterprise.
- 1.07.02 The Board recognized HCC's student publications for receiving eight national awards or certificates of merit from the Columbia Press Association and 22 state awards from the Florida Community College Press Association (FCPA). The Galeria and The Triad each received gold medals and The Hawkeye received a silver medal from the FCPA. Special thanks to Dr. Richard Gaspar, Ms. Valerie Zee and Dr. Anne Sumner-Keneflick for their efforts as the Hawkmedia Club advisors.
- 1.07.03 The Board recognized Ms. Jackie Del Val who was recently

appointed to serve on the Technical Services Standing Committee of the College Center for Library Automation (CCLA) Advisory Board. This group will assist the Executive Committee and CCLA regarding statewide technical issues facing community college libraries.

- 1.07.04 The Board recognized Ms. Lafran Reddin for completing her term as Chair of the Institutional Advisory Council (IAC). Ms. Reddin proclaimed 2007-08 as the Year of Communication for the IAC. Ms. Reddin did a great job ensuring that all of HCC's diverse constituencies were fully informed of all of the activities throughout the district.
- 1.07.05 The Board recognized excellence within the Dental Hygiene Program. Eleven students graduated from the program and of those, all students passed their National Board exams. This is the fourth year the program has had 100% passage rates on the state and national board exams. Congratulations to Debbie Heysek, Paula Porter Smith, Dina Canasi and Terry Prado for their continued success with the program.
- 1.07.06 The Board recognized Frank Babcock, Dean of Student Services for Dale Mabry. Mr. Babcock congratulated the Male Student Athlete of the Year, Daniel Yoakem, infielder for the Hawks baseball; and the Male Athlete of the Year, Keith Grumbaugh, G/F, Hawks basketball.

In addition, Dean Babcock advised that Othello Hunter, former Male Athlete of the Year is currently projected as a second round NBA draft pick for the Detroit Pistons. Mr. Babcock recognized the men's basketball coach, Derrick Worrells for his coaching achievements. Mr. Babcock also recognized the Female Athlete of the Year and Scholar Athlete of the Year, Yamari Padilla Collazo, S/DS, Hawks Volleyball.

Mr. Babcock introduced Mr. Chad Berryhill, coach of the Lady Hawks tennis team which recently won the 2008 State Championship and NJCAA Division I National Championship. Mr. Berryhill thanked the women's tennis team for their outstanding achievements this season and acknowledged their individual accomplishments. Team members included Eva Sambrano, Bridgette Carrillo, Britteny Bowden, Andrea Collomb, Katherine Laine, Elisa Leeder, Nachell Proctor, Katy Zaleski and Laure Basse.

- 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 #5.03 [Consent] – was amended to include the deletion of the

following full-time separation:

Delete: Saleem Chaudhry, Financial Aid Counselor, Ybor City Campus

After due discussion and consideration, Mr. Coton 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:

April 22, 2008 [Regular Meeting]

April 22, 2008 [Budget Workshop]

May 7, 2008 [Dale Mabry Development Workshop]

The minutes were unanimously approved by all members present.

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

3.01 Charles Holsapple of the Global Shelter Project addressed the board on behalf of the University of Acron to solicit Grant Proposals from HCC.

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. Jurado 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.

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

5.04 The President recommended the Board's approval of the awarding of

administrative contracts for the 2008-2009 fiscal year.

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 the awarding of continuing contracts for the 2008-2009 fiscal year.

Mr. Craig Johnson, Vice President of Academic Affairs, addressed the Board and explained the lengthy review process that faculty members go through, during either their third or fourth year, prior to being recommended to the Board for tenure. At any different level of committee review, if the faculty members do not receive the recommendation of any tenure committee or of their administrators, they will not be forwarded to the Board for approval. For the first time in several years, all candidates reviewed by the district-wide tenure committee were recommended for tenure.

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 new course, course deletions, course modifications, the AA emphases and AS/AAS program modifications to be effective Fall Term 2008.

After due discussion and consideration, Mr. Jurado 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 new non-credit courses.

After due discussion and consideration, Mr. Jurado 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 property records.

Barbara Larson, Vice President of Administration/CFO, explained the adjustment includes items no longer of value to the college, no longer of use, have been cannibalized for parts, are missing or deemed not repairable. HCC has undergone a major replacement effort of computers in open instructional labs and classrooms. The College purchased 624 computers in

the past fiscal year and that is the primary reason that the 255 computers listed on attachment D are available for donation. The Hillsborough County School District has requested the majority of these computers.

Mr Huggins inquired as to why so many of the computers on Attachment D were located at the Ybor Campus. Ms. Larson explained that the Ybor Campus is primarily where the information technology staff is housed.

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 Affiliation and Internship Agreements between the District Board of Trustees of Hillsborough Community College and agencies/offices where students will receive clinical experiences related to their educational programs.

After due discussion and consideration, Mr. Jurado 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 Articulation Agreement between Legacy Christian Academy and Hillsborough Community College for the Dual Enrollment Program.

After due discussion and consideration, Mr. Jurado 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 award of Bid #2457-08 to MidFlorida Armored & ATM Services, Inc. of Tampa, Florida, as the lowest responsible bidder for a period of three (3) years with an option to renew for two (2) additional years, one (1) year at a time.

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

- 8.02 The President recommended award of RFP #2453-08, option 1, to Skyshades of Longwood, Florida, to design and furnish all materials and to provide all equipment and labor necessary for the installation of outdoor shades customized for the College's Dale Mabry Campus, for a total cost of \$90,750.00.

Mr. Huggins inquired as to why there was only one bidder for this item. Barbara Larson explained that five potential bidders attended the mandatory pre-bid hearing. The remaining proposers were expecting bid documents;

however, this was crafted as an RFP due to budgetary restrictions and the uniqueness of the structure and installation. Because the courtyard is between two buildings, Skyshades of Longwood is able to install shades using eye-bolts connecting the two buildings.

After due discussion and consideration, Mr. Jurado 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 Budget Amendment No. 4 for a non-mandatory transfer of up to \$652,416, from the General Fund (Current Unrestricted) to the Debt Service Fund for prepayment of debt.

Barbara Larson explained that the transfer is for payment of the loan for the W.T. Edwards property through SunTrust Bank. There will be no penalty or breakage fees. Early payoff of the loan will free up an additional \$78,000 for other operating expenses on an annual basis.

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

- 8.04 The President recommended approval of the Budget Amendment No. 5 requesting designation of \$3,000,000 of the Unallocated General Fund (Current Unrestricted) fund balance.

Barbara Larson explained that we will end the fiscal year with slightly more than 7% of available resources remaining in the Fund balance. A number of non-recurring projects were Identified through a process at the Cabinet level, which includes: contingency for enrollment growth; enhanced web-based student services; strategic planning objectives; the imaging project which will put all paper and processes in an electronic form; infrastructure to improve security operations; upgraded servers; and continuing with technology replacement, primarily computers and laptops to be used across the district.

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.

Ms. Watkins noted a discrepancy on the agenda summary (page 3) for item 8.04, which reflected \$2,355,000; however, the agenda item (page 51) reflected \$3,000,000. Ms. Larson confirmed the amount on page 51 was correct. Ms. Watkins motioned and seconded that item 8.04 be amended to reflect \$3,000,000, with approval given by aye vote of all members present.

9.0 ADMINISTRATIVE REPORT

- 9.01 The President recommended the Board authorize her to commit and sign the American College & University President's Climate Commitment initiative. HCC is more focused on becoming energy conscious and energy efficient as

well as to make adequate use of natural resources now and for future generations. The initiative recognizes climate changes, and the challenges associated with reducing global warming and the College's place in achieving this goal. By signing this commitment, we will develop a comprehensive plan in pursuit of climate neutrality.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 On behalf of the Board, Ms. Watkins congratulated everyone on a successful graduation ceremony. Another "well done" to everyone who made a difference in this academic year.

12.0 ADJOURNMENT

12.01 There being no further business, the meeting adjourned at 3:50 p.m.