

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
TUESDAY, JUNE 17, 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 \$74,064.75 in grants 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

- \$4,000 from the Greater Plant City Chamber of Commerce
- \$2,750 from Gordon H. Raynor
- \$2,600 from Dr. Gwendolyn W. Stephenson

- \$2,000 from the Tampa Sports Club Foundation; and the Hillsborough Education Foundation, Inc.
- \$1,040 from Judith Mogilewsky; and Kenneth Ray
- \$1,000 from the BAC Foundation; Children’s Cancer Center, Inc.; and Manatee High School
- \$910 from Dr. Robert P. Chunn
- \$790 from Dr. Felix T. Haynes
- \$1,500 from the Hillsborough County Foundation FFA, Inc.
- \$720 from Dr. Carlos Soto
- \$650 from Dr. R. B. Judd
- \$520 from Debra L. Heysek; Vonda Melchior; and Robert Wolf
- \$500 from GFWC Lutz – Land O’Lakes Women’s Club; Riverview High School Athletic Booster Club; St. Clements Church and TECO – Big Bend Administration Fund

Other College Support

- \$2,500 from the National Association of Manufacturer for advertising in NEXT

On behalf of the Board, Ms. Watkins acknowledged and thanked the Faculty, Staff and Administration for their generous donations throughout the years.

1.07 Faculty and Staff Recognitions

- 1.07.01 The Board recognized Barbara Devries, District Director of Financial Services for receiving the TOPS Award given by Davis Island Advisory Council for her continued service above and beyond the call of duty.
- 1.07.02 The Board recognized Sarah Morgan, Foundation Annual Fund Coordinator, who was given the Silver Level Presidential Volunteer Service Award from President George W. Bush and the President’s Council on Service and Civil Participation. This award recognizes those who set an example and inspire others to engage in volunteer service.
- 1.07.03 The Board recognized The Brandon Campus Student Services Department which received the Innovation of the Year award from the League for Innovation for the Road Map/Drive/Crossroads programs. These three programs empower students with tools and resources that support academic success, increase retention, program completion and transition to further study or workforce.
- 1.07.04 The Board recognized the following staff achievements:
 - A. Laura Munns, District Purchasing Agent, received a Bachelor’s

Degree in Christian Education received from Florida Theological Seminary and Culture Institute

- Carol Zavarella, Ybor Mathematics Program Manager, received a PhD in Higher Education from the University of South Florida
- Tamika Thomas, Ybor Sr. Staff Assistant, received a BA in Business Administration from St. Leo University
- Cheryl Ward-Herds, Ybor Academic Advisor, received a MBA from St. Leo University
- Dr. Shawn Robinson, Ybor Campus President, was admitted to the Florida Bar
- Dr. Gwendolyn Stephenson, College President, was accepted into the Athena Society
- Dr. Karen Griffin, District Director for Associate in Arts, was elected to serve on the state College Center for Library Automation Committee
- Paula Bavalacqua, Juvenile Justice Training Coordinator, received her BA in Criminal Justice

Dr. Stephenson reiterated the importance of the College's contribution in professional and staff development.

1.07.05 The Board recognized HCC's Service Learning Program which was recently named to the President's Higher Education Community Service Honor Roll. This award recognizes students, faculty, staff and alumni for helping to build a culture of civic engagement both at the college and within the community. Dr. Bill Day, Program Manager of the Counseling and Human Services Program; Sociology Professor Cynthia Hawkins; and Barbara Ritter, Administrator Coordinator of Service Learning, along with the faculty, staff and administration were recognized for their accomplishments.

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 of the following full-time exempt staff member:

Add: Edwin Kelly, Evening/Weekend Coordinator, Brandon campus

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

1.09 The President recommended approval of the minutes as follows:

May 20, 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

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. Huggins made a motion of approval, seconded by Mr. Jurado, 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 08/SU. Each part-time employee will be compensated in accordance with the BOT approved Salary Schedule.

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

- 5.03 The President recommended approval of the awarding of continuing contracts for full-time, non-tenured personnel for the 2008-2009 fiscal year.

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.

- 5.04 The President recommended acknowledgment of employment separations.

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

- 5.05 The President recommended granting an Administrative Leave of Absence without pay effective April 1, 2008, to Travis W. Faulk.

After due discussion and consideration, Mr. Huggins 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

7.0 INSTITUTIONAL SERVICES

- 7.01 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. Huggins made a motion of approval, seconded by Mr. Jurado, with approval given by aye vote of all members present.

- 7.02 The President recommended acceptance of the Fiscal Year 2007-2008 Fire Safety, Casualty and Sanitation Inspection Report for filing and action.

Ms. Watkins and Mr. Huggins recognized that this is the third year with zero deficiencies and thanked everyone for their hard work in keeping the college safe.

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.

- 7.03 The President recommended approval of the 2007-2008 Annual Update to the Educational Equity Act Plan.

Pat Dix advised the Board that the State Department of Education has asked colleges to begin looking at and focusing on retention between the freshman and sophomore years. Ms. Watkins inquired what “no gaps” meant. Ms. Dix explained W/B is the White/Black gap and W/H is the White/Hispanic gap. This data reflects full-time/first-time-in-college students of which there is no gap. The retention table did indicate a W/B gap among part-time students. Strategies to close the gap are documented in the report. Dr. Stephenson requested that “Achieving the Dream,” a program designed to specifically assist minority and low-income students, be added to the list of strategies.

The second area the state is requesting a report on reflects “gatekeeper” courses. Craig Johnson provided an explanation of what a gatekeeper course is. Math courses nationwide are potential gatekeepers and at the university level, these courses only have about a 50% passing rate. Ms. Dix explained that the chart reflects White, Black and Hispanic student data. Next year, the state will request a report on what progress has been made in the gatekeeper math courses to close the gap between races. Ms. Watkins asked if this trend was getting better or worse as compared to the last five years. Craig Johnson explained that Course 1033, Intermediate Algebra, functions as a gatekeeper, preventing students from continuing on. The state recognizes there is a gap

between K-12 and college level courses and a major remediation project is underway. This remediation project focuses upon improving student performance, competencies, and outcomes at the high school level, so that students are better prepared for the gatekeeper courses they will be required to successfully complete when they enter post secondary institutions.

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 approval of the write-off of uncollectible accounts receivable in the amount of \$893,290.

Barbara Larson explained that the write-off of accounts identified as uncollectible is a required adjustment to the year-end financial statements each year. The amount of the annual write-off is decreasing. The largest portion of this debt represents student receivables; however, we do occasionally collect on receivables previously written off. The college is required to refund financial aid within 14 days of disbursement to the student's account. The larger portion of uncollected student receivable is student financial aid not reimbursed by the students after withdrawing from classes.

Mr. Jurado asked about the sponsor account. Ms. Larson explained this reflects third-party entities that contract with the college for training. Systems issues occurred during conversion in FY 1999-2000, and the majority of this write-off is a correction of recognition of revenue.

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.

- 8.02 The President recommended approval of the student fee structure effective Fall 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.

- 8.03 The President recommended approval of the Operating Budget for the Current Unrestricted Fund (as presented on Exhibit A, attached) and the Capital Projects/Unexpended Plant Fund Budget for Fiscal Year 2008-2009.

Dr. Stephenson reminded the Board that we would be preparing to reduce the budget an additional four percent (4%). Barbara Larson explained that "Exhibit A" in the budget book is a summary sheet of total revenues/expenditures and provides a projection of year-end fund balance. The projected budget also includes a 2% pay increase for Administrative Employees and a 3% pay increase for non-represented staff. Ms. Watkins pointed out that the budget would address salary adjustments for SEIU and FUSA once they are finalized.

After due discussion and consideration, Mr. Jurado made a motion of approval,

seconded by Mr. Huggins, with approval given by aye vote of all members present.

9.0 ADMINISTRATIVE REPORT

9.01 Mr. Kenneth Ray, Dr. George Keith and Dr. Adrienne Garcia provided a preliminary status report of the Enrollment Management Plan designed to track students from the enrollment process and actively advise students as they reach academic milestones; this plan is designed to produce a culture of proactive engagement that should enhance students' opportunity to experience success in reaching their goals at HCC.

The Committee explained the following steps are needed for enrollment management success:

- Analyze and evaluate the recommendations based on currently available data;
- Develop an implementation timeline for recommendations that need to be implemented immediately and do not require a significant reallocation of resources (personnel, time, space, and budget);
- Determine where we need additional data to determine the impact of a recommendation on enrollment, revenue and resources;
- Estimate the cost of the major recommendations;
- Develop an implementation timeline based on cost and priorities for the next three years;
- Annually report on our progress of the plan, implementations and results.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Ms. Watkins explained the nomination process for 2008-2009 Board Officers. The next Board meeting will be held on August 19, 2008. This will be the annual meeting of the Board to change chairman and vice-chairman, appoint board liaisons to the HCC Foundation and Labor Relations, and set the calendar for meetings.

Ms. Watkins and the Board decided to keep the Board meetings on the third Tuesday of the month, beginning at 3:30 PM.

11.02 Discussion – President’s 2007-2008 Annual Evaluation Process: Dr. Stephenson advised she will forward her Statement of Accomplishments to the Board within the next two weeks. Frazier Carraway, Board Attorney, will forward the evaluation form to all Board members. Upon completion, the Board should return their evaluations to Mr. Carraway so that a summary evaluation can be prepared. Dr. Stephenson will then schedule an appointment to meet with the Board Chair.

12.0 ADJOURNMENT

12.01 There being no further business, the meeting adjourned at 4:20 p.m.