

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
WEDNESDAY, AUGUST 20, 2008 - 4:00 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 4:00 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 – This item was removed from the agenda.

1.07 Faculty and Staff Recognitions – This item was removed from the agenda.

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:

- Agenda Cover Page – The agenda cover page should read “Wednesday, August 20, 2008”. The meeting date/time was rescheduled due to the approach of Tropical Storm Fay.
- Agenda Page 1 –The agenda summary page should read “Wednesday, August 20, 2008”.

- 1.06 [Non-Consent] – This item was removed from the agenda.
- 1.07 [Non-Consent] – This item was removed from the agenda.
- 5.01 [Consent] – was amended to include the addition of the following employment actions:
 - Add “Faculty”: Edward Coursey; English Instructor; Dale Mabry campus
 - Add “Staff Exempt”: Michael Johnson; Learning Resources Coord. and Kimberly Nolting; Acad. Succ. Ctr. Coord.; SouthShore
 - Add “Lateral Transfer”: Vicki Schnurr; Counselor from Dale Mabry to South Shore
- 6.01 [Consent] – Should read “The President recommends approval of the new courses and program modification to be effective Fall Term 2008, unless otherwise noted (submitted herein for your review).”
- 7.03 [Consent] – This item was removed from the agenda.
- 8.09 [Non-Consent] – This agenda item should be marked “CONSENT”

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:

June 10, 2008 [Budget Workshop]
June 17, 2008 [Regular Meeting]

The minutes were unanimously approved by all members present.

In response to the St. Pete Times article dated August 17, 2008 titled “*How Hillsborough Community College chased a developer’s dream*”, Dr. Stephenson read the following statement:

“I felt that I must address the extensive article that was written in Sunday’s paper. First, and most importantly, the vision that was referenced in the headline is solely the vision of Hillsborough Community College and no one else. This vision is one that we have created and have been working towards realizing since 1999 when our District Board of Trustees, Administration, and the members of the Dale Mabry Campus made public our intention to create a public-private partnership on the campus. The elements of this truly innovative educational and workforce development complex which incorporate sports medicine, performance science, and culinary and hospitality management were selected because of their nexus with existing programs and the anticipation of future program growth. The high paying jobs resulting from such programs are what this community needs to sustain its economy and to meet the workforce training needs of its citizenry.

For nearly a decade, HCC has had conversations with members of the public

and private sectors interested in being a part of this project. We worked with Carter and Associates and completed a campus master plan incorporating the above referenced elements as the campus' blueprint for the future growth and direction of the campus. One element, the completion of Hawks Landing, our student apartment complex has been a resounding success and is completely filled.

The modest 2005 proposals that were rejected as referenced in the article reflected concepts that were focused solely on a single, narrow concept and it was never our intention to proceed on the development of the property in such a myopic way. These other development proposals did not reflect the integration of our academic programs into the facilities and operations of the private sector businesses, nor fully represent all of the elements that the college was seeking, and so we proceeded with no one. Essentially, we chose not to lease our land for the sole benefit of a private enterprise and that remains an unacceptable option.

HCC at any time could have easily sold the entire property, but we share an entrepreneurial spirit at HCC and value public/private partnerships that prove beneficial to both parties. In 2003 when then Governor Jeb Bush agreed to allow the college to purchase the W.T. Edwards property that is the centerpiece of this project, he encouraged our development of a public private partnership that would enhance the workforce training opportunities and economic development of the Tampa bay area. In addition to the enhancement of our academic programs, the development that we are discussing will contain a significant revenue stream for decades to come.

Yes, this project is an ambitious one, and one that we maintain can become a reality. We believe that the public and private sectors can and should collaborate – particularly given the current constraints of the economy. We also believe and are fully committed to the highest principles of integrity and ensuring the wise and proper use of the resources that the taxpayers of our community have entrusted with us and I feel that it is important to state that not one dollar has been paid to Greg Neal or Keystone Ventures for this project. Hillsborough Community College will never sign on the dotted line of any project until we feel that this college and this community will benefit and be proud of the ultimate outcome.”

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

- 3.01 Ybor Campus President, Shawn Robinson gave a brief overview of Agenda Item 7.07, regarding a donated monument that, once Board-approved, will be placed near the entrance of the Public Safety Building to serve as a reminder to cadets of the ultimate sacrifice of public service. A dedication ceremony will tentatively take place on Friday, November 7, 2008 and is set to coincide with the Law

Enforcement Academy graduation.

Dr. Robinson then introduced Jerry Lofstrom who spoke on behalf of Ms. Jean Turner. Mr. Lofstrom thanked the Board for their consideration and placement of the Ricky Childers Monument which will honor the lives of fallen Tampa Police detectives Rick Childers, Randy Bell and Florida Highway Patrolman James Crooks, and to acknowledge the sacrifices of all police officers slain in the line of duty and to ensure that they will not be forgotten.

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. 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 and 08/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. Jurado, 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. Jurado, with approval given by aye vote of all members present.

- 5.04 The President recommended granting an Administrative Leave of Absence without pay for the following: Charles Quarles effective July 18, 2008 through August 19, 2008, and Debra Hicks, effective July 4, 2008 through August 19, 2008.

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.

- 5.05 The President recommended approval of the negotiated tentative agreement between the College and SEIU.

Mark Levitt, labor attorney, thanked the Board, Union and bargaining team for their realistic expectations that expedited the resolution of the SEIU contract

which resulted in a collective bargaining agreement. Once ratified, this two-year contract will provide a 3% increase, which is consistent with the budget, and increased tuition reimbursement to \$49,000. The union agreed to contribute \$200 annually to All-College Day. In addition, the security officers will begin “shift-bidding” based on seniority. Mr. Huggins thanked the team for their commitment to negotiating a contract that benefited all involved.

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. Mr. Huggins thanked Mark Levitt and Sue Flaig for their efforts in successfully negotiating this contract.

- 5.06 The President recommended approval of the salary schedule for FY 2008-2009, with an increase of 3%, reflecting the agreement reached with SEIU.

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 the new courses and program modification to be effective Fall Term 2008, unless otherwise noted.

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.

- 6.02 The President recommended approval of the articulation agreement between Palms Private School, Inc. and Hillsborough Community College for the Dual enrollment Program.

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.

- 6.03 The President recommended approval of the updated Career Pathways articulation agreements between Hillsborough Community College and the School District of Hillsborough County.

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.

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended approval of a new Lease Agreement with the Tampa Bay Workforce Alliance, for a period of four (4) years, for use of facilities

at the Plant City campus for a One-Stop Career Center.

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.

- 7.02 The President recommended approval/acknowledgement 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. Graham made a motion of approval, seconded by Mr. Jurado, with approval given by aye vote of all members present.

- 7.03 This item was removed from the agenda.

- 7.04 The President recommended approval of the Resolution and Statutory Warranty Deed to transfer approximately 67,700 square feet of land located on SouthShore's southern property line from the corner of 24th Street to the eastern boundary of Wolf Creek to Hillsborough County for construction of a new county road.

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.

- 7.05 The President recommended acceptance of the donation of an emergency generator from Associated Builders and Contractors, Inc. to HCC to be used at the Ybor City campus.

Mr Jurado advised that Associated Builders and Contractors, Inc. have an apprenticeship program with HCC.

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.

- 7.06 The President recommended acceptance of a donated flag pole monument for the HCC Ybor City campus Workforce and Public Service Training Center located on Columbus Drive.

Mr. Huggins inquired as to whether this donation included the installation of the flagpole. Dr. Robinson advised that both the poll and installation are included in the donation. The donor, Randy LeHeup, attended the Fire Academy and completed the program in 2005. Mr. LeHeup wanted to honor his late father, a long time volunteer firefighter, as well as pay tribute to all past, current and future firefighters.

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.

- 7.07 The President recommended acceptance of a donated law enforcement monument for the HCC Ybor City Campus Public Service Technology Building.

Mr. Huggins thanked Mr. Lofstrom again for recognizing Detective Childers. Ms. Watkins asked Mr. Lofstrom to please thank the family and friends who contributed to this memorial.

After due discussion and consideration, Mr. Coton made a motion of approval, seconded by Mr. Huggins, 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, 2008 through June 30, 2009, to purchase airtime for HCC's TV/Radio Broadcast Program for a total amount not to exceed \$42,000.

Mr. Jurado asked if the radio station aired seven days a week. Jack Evans, Dean of Assoc. Science/PSAV/Technical Programs, advised that the station airs Monday through Friday, from 8:00 AM to 2:00 PM and streams video 24 hours a day, seven days a week.

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.

- 8.02 The President recommended approval of Amendment No. 5 for adding additional square footage and services to the Sodexo America, LLC contract for the period of July 1, 2008 through June 30, 2009.

Mr. Huggins asked if we are still using the base square footage number to calculate price. Barbara Larson responded that a worksheet was completed based on the current square footage. Dr. Stephenson stated that the College continues to be pleased with their services.

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.

- 8.03 The President recommended approval of Amendment No. 8 to the contract with Manhattan Construction Company, establishing the Minor Projects Guaranteed Maximum Price in the amount of \$324,837.00 for the renovation of the Student Activities Center located at the Plant City campus.

Mr. Huggins commended Manhattan Construction Company for remaining consistent in their use of W/MBE participation.

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.

- 8.04 The President recommended approval of final payment in the amount of \$45,660.03 to Walbridge Aldinger for the installation of a water supply system to service the Fire Training Simulator located at the College's new Workforce and Public Service Training Center.

Mr. Huggins disclosed that his firm, Ariel Business Group, has done business with Walbridge Aldinger.

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.

- 8.05 The President recommended approval of final payment in the amount of (\$5,944.60) to Manhattan Construction Company as reviewed and recommended by Long and Associates, for the replacement of the Air Handling Unit and renovation of the penthouse for the Humanities Building located at the Brandon campus.

Ms. Watkins inquired why the construction company owed money to the College. Barbara Larson explained the error was due to an oversight in project accounting; the original direct purchase of the air handler unit was not deducted from the Minor Projects Guaranteed Maximum Price (MPGMP) and Manhattan was overpaid through the pay application process. Mr. Huggins recalled that the GMP included the demolition of fire stopping but ultimately it was not required. Ms. Watkins thanked Ms. Larson for bringing this error to the Board's attention and thanked Dr. Stephenson for being transparent about the error.

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 \$5,722.10 to Manhattan Construction Company as reviewed and recommended by Long and Associates, for renovation of existing space in the John R. Trinkle Multi-Purpose Facility to a Veterinary Technician Laboratory at the Plant City campus.

Mr. Huggins commended Manhattan Construction Company for exceeding W/MBE expectations and thanked the HCC administration for working in consort with them to achieve this goal.

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

- 8.07 The President recommended approval for appointing Best Access Systems as the College's sole source lock and key system in all construction, remodeling and

renovation projects, unless it is determined at some future point in time to change or upgrade the entire access control system, at which time the College would solicit competitive bids.

Barbara Larson explained that the Florida Department of Education, while in the process of reviewing construction documents, found no documentation from the early 1980's indicating the Board's approval to use Best Access as the "sole source" lock/key company for the entire College. Mr. Huggins asked if this was the state's requirement. Ms. Larson responded that the State required evidence of Board of Trustee approval of any building component that was to be sole sources on construction projects. She explained that Best Access had been used by the College for over 20 years and it would be too difficult to have locks from multiple vendors in place throughout the College. Mr. Jurado asked if Best Access was expected to remain in business for some time and Ms. Larson advised that, as a subsidiary of Stanley Lock & Key, they are expected to remain in business.

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.

- 8.08 The President recommended approval of the College's annual update of the Five Year Capital Improvement Plan for submittal to the Division of Community Colleges and inclusion in the Division's annual Capital Improvement Plan (CIP) and Legislative Budget Request for capital projects.

Barbara Larson thanked the campus presidents, facility managers and David Cabeceiras and his team for their achievements to put forth an in-depth and accurate CIP. In 2008-09, the College was appropriated \$12.3M to move the plan forward.

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.

- 8.09 Informational Item only.

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.

9.0 ADMINISTRATIVE REPORT

- 9.01 Dr. Stephenson requested that the Board complete the ACCT Survey Request and return the survey to the ACCT in the envelopes provided. Due to the number of personal questions contained in the survey, Ms. Watkins recommended that the survey be completed at the personal discretion of the board member.

- 9.02 Dr. Stephenson read and presented Ms. Watkins with a resolution extending recognition and appreciation of the Board, students, faculty and staff for her distinguished service as Chairman of the Board. She noted that this resolution will take effect immediately and shall be recorded in the minutes of the Board of Trustees. Dr. Stephenson presented a gift to Ms. Watkins on behalf of the Board, administration, faculty and staff.

10.0 LEGAL REPORT

- 10.01 Mark Levitt, labor attorney, gave a brief update on the collective bargaining agreement with FUSA. This is the second year of the three-year contract. The union asked for increased pay for program managers, overload teaching and substitute teaching. Based on the direction received from the Board, a “best offer” has been put forth to bring the discussion to a close or impasse. The bargaining team and union will meet in September to discuss the proposal submitted by the bargaining team.

11.0 HEARING OF BOARD MEMBERS

- 11.01 Selection Board Chair and Vice-Chair

As the sole member of the nominating committee, Ms. Watkins made a motion to nominate Mr. Thomas Huggins, III as the Board Chair and to nominate Mr. Jurado as Vice-Chair. No additional nominations were brought forth and unanimous approval of the nominees was given.

The Board congratulated Mr. Huggins on becoming the new Chair. Mr. Huggins commended the outgoing Chair, Ms. Watkins, for an outstanding job as Chair and her overall hard work at the College.

Mr. Huggins was seated as the Chair and Mr. Jurado was seated as the Vice-Chair of the District Board of Trustees.

- 11.02 Ms. Watkins suggested that Mr. Jurado continue to serve as the HCC Foundation Liaison for the term 2008-09 and that Mr. Graham continue to serve as the HCC Labor Liaison for the term 2008-09.

Both Mr. Jurado and Mr. Graham agreed to serve in the capacity of Liaison for the College.

- 11.03 Mr. Huggins suggested the Board continue to meet on the third Tuesday of each month but that the meeting start time change to 4:00 PM.
- 11.04 Mr. Huggins advised that he attended an ACCT workshop on Diversity and will provide material to share with the Board.

12.0 ADJOURNMENT

12.01 There being no further business, the meeting adjourned at 5:15 p.m.