

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 16, 2008 - 4:00 P.M.
BOARD MEETING
SOUTHSHORE CENTER – ROOM 201
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

Mr. Huggins 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:

Mr. Thomas Huggins, III

Mr. Rod Jurado

Mr. Daniel Coton

Mr. Andrew Graham

Ms. Nancy Watkins

1.05 Welcome to Guests and Staff Members

Mr. Huggins welcomed all guests and staff members.

1.06 Foundation Report

Dr. Adrienne Garcia, Executive Director of the Foundation, provided the Board with an update and reported that the Foundation recently received \$244,000 in scholarship gifts since their last report in mid-June 2008. In addition, Dr. Garcia reported that the Foundation has also received the following gifts in the amount of:

Scholarships

- \$24,000 from the Hillsborough Education Foundation, Inc.
- \$23,000 from Brandon Hospital Auxiliary, Inc.
- \$20,000 from Boys & Girls Club of Tampa Bay, Inc.
- \$16,500 from the International Scholarship and Tuition Svcs. Inc.
- \$12,000 from Interfaith Social Action Council of Sun City Center, Inc.
- \$9,000 from the Foundation of Florida's Community Colleges

- \$8,000 from the Pinellas Education Foundation
- \$5,600 from the Florida Strawberry Festival
- \$5,250 from the Hillsborough County FFA Foundation, Inc.
- \$5,000 from the Tampa Bay Federal Credit Union; Community Foundation of Tampa Bay, Inc.

General Support Gifts

- \$90,000 in grants from the Children’s Board of Hillsborough County
- \$33,500 from the Lumina Foundation for Achieving the Dream grant
- \$22,600 from the Arts Council of Hillsborough County
- \$16,000 from the Manufacturers Association of Florida
- \$5,000 from the Tampa Bay Estuary Program
- \$500 from the Ruskin Women’s Club for Opening Reception at SouthShore

Golf Classic Sponsors

- \$5,000 – Verizon Florida
- \$1,500 – Audio Visual Innovations; Kimmins Contracting

1.06.01 Campaign Feasibility Study Update

Dr. Garcia introduced Dr. Len O’Hara, Executive Vice President of the Clements Group. Based on the 62 interviews conducted in the spring of 2008, the college has an excellent reputation throughout the community. Respondents were overwhelmingly favorable towards HCC and impressed with the strong leadership of the five geographically accessible campuses, as well as the wide array of specialized programs. Challenges include enhancing the awareness of the college as a primary economic driver for the region, locating additional sources of revenue and contending with the state enrollment caps and growth issues. Half of the interviewees were unfamiliar with the college’s board members or the activities of the board. The majority of respondents was favorable toward the Foundation Board and believes the board members are connected to the community’s affluent leaders, although they recommend the Foundation be strengthened by recruiting additional affluent members.

Based on the results of the study, Dr. O’Hara advised that a \$37M fundraiser would be difficult to accomplish and recommended setting a more attainable goal of \$8M to \$10M.

Mr. Jurado inquired as to how we would make up the \$27M shortfall. Dr. Stephenson suggested that we review Dr. O’Hara’s recommendations as a team and decide what to do with these recommendations as well as build a strategic plan.

Mr. Jurado stated that in order to build a compelling case, we would need to make more people aware of the college. Mr. Huggins asked that we revisit the last economic impact study to see what impact the college has had on the community since that time.

1.07 Faculty and Staff Recognitions

- 1.07.01 The Board recognized the 2007-2008 EXCEL Leadership participants: Dr. Jacentha Buggs, Allied Health Coordinator for the Centers for Continuing Education; Mr. Warren Smith, manager of College Reach Out; and Mr. Ralph Waith, Ybor City campus Facilities Manager. The program, led by Judith Alicea, prepares each participant by sharpening their personal and professional skills, assisting with career growth strategies, and strengthening proposal preparation of women and minorities for leadership positions in Florida Institutions for higher education.
- 1.07.02 The Board recognized the SouthShore Center and Gould Evans Architects for being awarded the H. Dean Rowe Award for Design Excellence. This award is only given to one project annually which demonstrates the highest standard of design, innovation and craftsmanship through its commitment to excellence in architectural design.
- 1.07.03 Division of Workforce Education
- 1.07.04 The Board recognized HCC's Alpha Lambda Chapter of the Phi Theta Kappa Honor Society for being named a 5-Star Chapter during the Florida Regional Convention. For successfully attaining the goals within the Society's 5-Star chapter development program, the chapter will be promoted both nationally and internationally for their achievements through its website and publications.
- 1.07.05 The board recognized achievements by the following staff members:
- Mrs. Alicia Ellison, Ybor City campus librarian, for being selected as Chair of the Information Resources Committee of the College Center for Library Automation
 - Dr. Earl Paul, Brandon Campus Student Activities Advisor, for four recent publications. Dr. Paul also had an article on his student leadership book published in the May issue of the Southern Association of Community, Junior, and Technical Colleges newsletter.
 - Dr. Kenneth Ray, Vice-President of Student Services and Enrollment Management, for being awarded his Ph.D. in Leadership in Higher Education from Florida Atlantic University.
 - Dr. Keith Berry, Dale Mabry history instructor, for being selected to serve a two-year term on the editorial board of the *Magazine of History*, published by the Organization of American Historians.

- Dr. Ginger Clark, for being appointed to the State's Arts, Audio Video Technology, and Communications Curriculum Working Group; Dr. Eric Roe, Director of FL-ATE, for being appointed to the Manufacturing Group; Larry Lopez for being appointed to the Business Group; and Connie Reed for being appointed to the Health Sciences Group. The groups will lead a three-year strategic curriculum review and revision process for secondary and postsecondary career and technical education curriculum frameworks.
- Dr. Carlos Soto, Brandon Campus President, for being asked to participate on the I-4 Corridor Economic Development Student Business and Advisory Group as a representative for the Eastern Hillsborough Economic Development Committee.
- Dr. Gwendolyn Stephenson, for being elected to serve on the 2008-09 Steering Committee of the Council of Presidents.
- Kathleen Mansour, Manager for Grants Development, for being elected President of the newly formed West Center Florida local chapter of the American Association of Grant Professionals.

On behalf of the board, Mr. Huggins congratulated everyone on their awards and recognitions.

- 1.07.06 The board recognized Dr. George Keith, SouthShore Center President, who provided a campus update. Dr. Keith introduced and thanked his 22 full-time staff members and faculty. The SouthShore Center is the first green community college building in the state. Located in Ruskin, the Center now serves a community that, until now, had no direct access to higher education.

Currently, SouthShore boasts an enrollment of 274 full-time enrollees (FTEs) and over 930 registered students, more than five times the projected numbers of 50 and 169 respectively. In addition, Dr. Keith is currently working with Lenard High School to establish a partnership for a dual-enrollment program and to open doors to the underserved population.

On behalf of the board, Mr. Huggins thanked Dr. Keith and his staff, as well as previous Board Trustees Dr. W. Edward Gonzalez and Mrs. Chapella Hill in making tremendous strides to bring this campus and community together.

- 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:

- 5.03 [Consent] – Amended to include the addition of the following employment actions:

Add "Faculty": Edward Ericsson, Radio Comm. Instructor, Ybor City

Add "Staff Exempt": Richard Chorzelewski, Supv. Maintenance,

SouthShore

Add "Separation": Catherine Funderburg, Bus. & Prof., District

- 5.04 [Consent] – President recommended a Medical Leave of Absence without Pay for Demetric White, effective 07/21/2008-09/10/2008.
- 7.03 [Non-Consent] – This item was removed from the agenda.
- 8.01 [Non-Consent] – Page 26 was replaced with a revised page.

After due discussion and consideration, Mr. Graham 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.

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

4.01 The board recognized Dr. Liana Fox, Dale Mabry mathematics professor. Dr. Fox requested that future presentations to the Board reflect both numbers and percentages. As an example, Dr. Fox advised that although The Clements Group provided a raw number of 37 of 62 interviewees believed that a specific goal was attainable, it should also be reflected as 60%. This example shows that while the raw number may sometimes appear unfavorable, a percentage can appear equally as favorable.

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. Coton made a motion of approval, 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 for Term 08/FA. Each part-time employee will be compensated in accordance with the BOT-approved Salary Schedule.

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.

- 5.03 The President recommended acknowledgment of employment separations.

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.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of the program modification to be effective Fall Term 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.

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended acceptance of the annual audit of the Hillsborough Community College Foundation, Inc. for the Fiscal Year 2007-2008.

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

- 7.02 The President recommended approval of the License Agreement with the City of Tampa for use of the driving pad, a classroom and storage facility at the 34th Street complex.

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

- 7.03 This item was removed from the agenda.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the application for final payment in the amount of \$15,468.85 to Kenyon Partners, Inc. as reviewed and recommended by Long and Associates, for the HVAC improvements to the Plant City Educational Partnerships Center (PEPC) Building located at the Plant City campus.

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

present.

- 8.02 The President recommended approval of the award of RFP #2466-08 to Crosstown Couriers for furnishing College-wide courier services for a three-year term with two (2) optional one-year renewal periods.

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

- 8.03 The President recommended approval of the award of RFP #2462-08 to Escot Bus Lines, LLC for furnishing College-wide charter bus services for the College's athletic teams for a one-year term with four (4) optional one-year renewal periods.

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

- 8.04 The President recommended approval of Budget Amendment number 1.

Barbara Larson advised that the College annually submits its fiscal year end financial report to the state. The budget amendment number 1 is based on year-end closeout and adjustments that need to be made to bring forward any encumbrances to pay for services that were contracted for but not yet provided prior to the end of the fiscal year.

After due discussion and consideration, Mr. Cotton 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 contracts with **Manhattan Construction Company** of Tampa, FL, **Crossroads Construction of Central Florida, Inc.** of Lakeland, FL, **Horus Construction Services, Inc.** of Tampa, FL, and **Allstate Construction, Inc.** of Tampa, FL to provide construction management services under continuing contracts for miscellaneous projects for which total construction costs do not exceed \$1,000,000 per project for a one (1) year period with four (4) optional one-year renewal periods.

Mr. Huggins commended Barbara Larson and her staff for their continued efforts to encourage diversity and participation by minority-owned businesses. In review of the back-up documentation, Mr. Huggins noted that of the six firms shortlisted, three were minority-owned firms; he also noted one of the six firms had no diversity at all. He asked the college for more creativity in being able to identify minority-owned firms and subcontractors and strive to achieve more than 20% diversity.

Additionally, he acknowledged Allstate Construction, Inc., and thanked them for detailing in their proposal, their previous accomplishments in the community and for utilizing minority businesses.

Mr. Huggins stated that although he has done business in the past with one of

the four firms selected, he has no current, direct involvement with the particular firm.

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.

9.0 ADMINISTRATIVE REPORT

9.01 Federal Funding Update

Robert Wolf, Senior Vice President, provided an update on three grant proposals that were submitted. Unfortunately, the emergency management grant and a water grant were not funded. However, an EDA grant, which would help fund the remodeling of a portion of a building at Columbus Drive, will be presented to an internal Economic Administration Investment Committee in Atlanta on Thursday, September 24, 2008. (Once all elements of the grant are finalized the next step will be the completion of the final application). Mr. Wolf thanked Dr. Shawn Robinson and commended the staff for getting information quickly when needed, as well as Alcalde & Faye for their efforts to push this grant through.

In addition, Mr. Wolf advised that there are three appropriation earmark requests in the pipeline; these include funding for the College's Vet Tech, Dental and Public Safety programs. If Congress moves on the federal appropriation bill, the college may get all three earmarks.

9.02 Florida Community College System Update

9.02.01 Pat Dix, Assistant to the President, briefed the board on Amendment 8 which is a local tax option issue allowing local jurisdictions and municipalities to vote on the option to increase the sales tax to support their community college in their service district. She went on to explain that this is not a tax increase; rather, the amendment asks voters for the option of having that *option* available should they choose to approve a sales tax increase in the future. Dr. Stephenson added that the college would like to launch an "information campaign" only, to educate the college community on the pros and cons of this amendment.

Ms. Watkins asked that the campaign information be reviewed closely to ensure that the college does not use any language that may be perceived as improper or that could influence the voter.

9.02.02 Ms. Dix briefed the board on Senate Bill 1716, which created the Florida State College System. Two task forces have been created, *the State College Pilot Project (SCPP) and the Florida College System Task Force (FCSTF)*.

The Florida College System Task Force, chaired by the FL Commissioner of Education, Dr. Eric Smith, is being staffed by the

FDOE Division of Community Colleges Chancellor Will Holcombe and his staff. Commissioner Smith appointed the members who serve on this Task Force, which is comprised of seven Community College Presidents, one State University System (SUS) President, one President from a Florida Resident Access Grant, or FRAG-Eligible, institution, one President of a Commission on Independent Education (CIE) institution, one at-large member, and the Commissioner of FDOE (Chairman). FCSTF will help to develop findings and issue recommendations regarding the Florida Community College System transition from a community college system to a state college system. This task force has been charged with the broader vision of making sure the FL community college system transitions smoothly into a state college system. Mr. Huggins inquired about the budget for this transition. Ms. Dix advised that there is no definitive direction so far; however, the Commissioner of Education expects both tasks forces to work together to formulate a budget.

The State College Pilot Project (SCPP) consists of the Presidents of each of the nine community colleges designated as state colleges in the legislation (SB 1716): Chipola College, Daytona State College, Edison College, Indian River College, Miami Dade College, Northwest FL State College (formerly Okaloosa-Walton CC), Polk College, Santa Fe College, St. Petersburg College. The Pilot College Task Force has been charged by the FL Legislature to collaborate with the FSCTF, to recommend options for an approval process for the transition of baccalaureate degree granting community colleges to state colleges. SCPP also has been charged to develop recommendations regarding a funding mechanism for the baccalaureate granting community colleges.

- 9.02.03 Finally, Ms. Dix briefed the board on Senate Bill 1908, the college readiness bill, which will require community colleges to test students at the 11th grade level and recommend remediation courses prior to high school graduation so they will not require remediation once they are enrolled students at the college level.

Ms. Watkins inquired as to whether or not this testing is separate from the FCAT. Craig Johnson, Vice President of Academic Affairs, explained that this testing will take place even if the student does not pass the FCAT.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

12.0 ADJOURNMENT

12.01 There being no further business, the meeting adjourned at 5:35 p.m.