

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
TUESDAY, OCTOBER 21, 2008 - 4:00 P.M.
BOARD MEETING
DISTRICT ADMINISTRATIVE OFFICES – BOARD ROOM
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 since September 2008, the Foundation has received \$49,000 in grants from the Children's Board of Hillsborough County. In addition, Dr. Garcia reported that the Foundation has also received the following gifts in the amount of:

Scholarships

- \$21,500 from the Hillsborough Education Foundation, Inc.
- \$10,000 from La Societe Des 40 Hommes et 8 Chevaux (40 Men & 8 Horses)
- \$5,000 from the Suncoast for Kids Foundation
- \$10,000 from Coca-Cola Enterprises Bottling Companies
- \$3,875 from The Marine Corps Scholarship Foundation
- \$2,000 from ACT Recognition Program Services

- \$1,800 from the Seabee Memorial Scholarship Association, Inc.
- \$1,500 from the Center for Scholarship Administration, Inc.; and the Hillsborough County FFA Foundation, Inc.
- \$1,350 from the International Scholarship and Tuition Services
- \$1,000 from the Brandon Ladies of Elks; and Thomas Jefferson High School Alumni Association
- \$800 from the Florida Strawberry Festival, Inc.

General Support Gifts

- \$5,000 from the Manufacturing Association of Florida
- \$1,000 from Lance Ringhaver
- \$500 from the Tampa Bay Pediatric Dental Association; and Hillsborough County FFA Foundation, Inc.

Golf Classic Sponsors

- Platinum Sponsors: \$5,000 – Verizon Florida; Bright House Networks; and Sodexo Campus Services
- Shirt Sponsor: \$5,000 – Beck Construction
- Gold Sponsor: \$2,750 – Coca Cola Enterprises; and Cutler and Associates
- Silver Sponsors: \$1,500 – Associated Builders and Contractors; Audio Visual Innovations; Crossroads Construction; J&J Plumbing; Kimmins Contracting; Levy Awards; Mathews Construction; Sykes; Tampa Bay Federal Credit Union; Tampa Bay Trane; Tampa General Hospital; and Wilson Miller.

HCC will host the HCC Outstanding Alumni Luncheon to recognize 30 of our most successful graduates. Please plan to attend on Tuesday, November 18, at 11:30 a.m. at Raymond James Stadium. Tickets are \$40; tables and sponsorships are available. Proceeds will be used for scholarships and everyone is encouraged to attend.

1.07 Faculty and Staff Recognitions

- 1.07.01 The Board recognized the College’s Service Learning Program, one of four finalists for the Campus Compact Program of the Year award. This award recognizes institutions of higher education for exemplary commitment to being an “engaged campus”. The finalists are judged on the institutional culture, curriculum, faculty culture, mechanisms and resources committed towards service learning and community campus exchange. Leading this program are Bill Day, Human Services Instructor; Cynthia Hawkins, Sociology Professor; and Barb Ritter, Service Learning Program coordinator.
- 1.07.02 The Board recognized the HCC Women’s Volleyball team. The team is preparing to reach the HJCAA national tournament for a third

consecutive year. The Hawks are ranked no. 7 in the nation and made program history after remaining undefeated in conference play in route to the conference championship. The FCCAA state tournament will be Oct. 30 – Nov. 1. Emily Calderon-Reyes was named a NJCAA first-time All-American; Lee Golden received an Honorable Mention; and Coach Gary Larkin was named Suncoast Conference Coach of the Year.

1.07.03 The board recognized achievements by the following staff members:

- Carla Sparks, Tech. Prep Coordinator, and Ginger Clark, Director of Technical Programs, for receiving the “Best Practices” award from the Florida Career Pathways Network. The award recognizes exemplary initiatives and strategies that are aimed at improving the secondary to post-secondary transition process for students. As a result of the Career Seeking Investigations (CSI), Amazing Race, Career Connections and Articulation Day programs, HCC has doubled the number of incoming “tech-prep” students.
- Kellie Geary, Assistant to the Student Services Dean - Brandon campus, was selected to participate in the National Council on Student Development (NCSD) Leadership Institute. The Institute will take place Oct. 31 – Nov. 2 in Albany, NY and precedes the NCSD Annual Conference. The Institute is designed to nurture participants for career advancement in Student Development. Using a “Greater Teachers Retreat” approach, each participant will come to the Institute prepared to address a leadership challenge at their college.
- Liana Fox, Mathematics Professor, was elected to a three-year term on the United Way of Florida Board of Governors. She continues to serve on the Board of United Way of Tampa Bay as Chair of the Public Policy Advocacy Committee.
- Norma Caltagirone, Psychology Professor, was honored at the Italian-American Women of Excellent Awards luncheon on October 18, 2008, for her contributions to education.

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

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 “Promotion”: Mary Reciniello, Supv. Campus Svcs, Dale Mabry effective October 22, 2008
 - Add “Promotion”: Lee Walker, Public Safety Lead Officer, SouthShore, effective August 28, 2008

- 5.05 [Non-Consent] – The President recommends approval of the negotiated wage re-opener between FUSA and the College as outlined in the attached articles (submitted herein for your review).
- 5.06 [Non-Consent] – The President recommends approval of the revised salary schedule for FY 2008-2009, reflecting the agreement reached with FUSA (submitted herein for your review).

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

1.09 The President recommended approval of the minutes as follows:

September 16, 2008 [Regular Meeting]

September 23, 2008 [Board Workshop]

The minutes were unanimously approved by all members present.

2.0 HEARING OF STUDENTS

2.01 Sixteen international students from Brazil, Indonesia, South Africa, Pakistan and Turkey appeared before the board to express their appreciation of HCC's hospitality and learning opportunities afforded at the Ybor campus. The students arrived August 2008 and are currently studying to receive a certificate in business management. In addition, the students will participate in various activities outside the classroom, attending cultural events and participating in leadership and team building activities.

On behalf of the Board, Mr. Huggins thanked all of the students participating in the program. He also thanked Dean Evans, Katen Amin, and Michael Brennan for their continued efforts to bring the international program to fruition.

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. 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.

- 5.04 The President recommended approval of Sabbatical Leave for Kathryn Smith during the 2008-2009 Academic Year.

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.

- 5.05 The President recommended approval of the negotiated wage-reopener between FUSA and the College as outlined in the attached articles.

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.

- 5.06 The President recommended approval of the revised salary schedule for FY 2008-2009, reflecting the agreement reached with FUSA.

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.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of the new courses, course modifications, program modifications and new programs to be effective Spring Term 2009.

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.

- 6.02 The President recommended approval of the Memorandum of Agreement between the College and the University of Houston.

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 the extension of the Memorandum of Understanding with the Brandon Community Advantage Center, Inc. (BCAC), for an additional one hundred and twenty (120) days through February 28, 2009.

Ms. Watkins inquired as to the location of the BCAC. Dr. Carlos Soto, Brandon Campus President, advised that the BCAC will be located in Winthrop Village at Bloomingdale and Providence Road and will be part of a larger development project that includes condominiums and single-family homes. Ms. Watkins asked if this location still fits our mission. Dr. Soto advised this would give us another presence in a different part of the Brandon Community. Dr. Stephenson advised that TCTC training courses would also be offered at that location. Mr. Huggins asked if the additional 120 days would be enough. Dr. Soto stated he expects to have a legitimate recommendation for the board at that time. Mr. Jurado asked if we had invested any funds to date. Dr. Soto advised no, only the time the staff had put into the project.

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.

- 7.02 The President recommended the 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 experience related to their educational programs.

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

- 7.03 The President recommended the acknowledgement of the annual 990 Form of the Hillsborough Community College Foundation, Inc. for the FY 2007-2008.

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

- 7.04 The President recommended certification that the Hillsborough Community College Foundation, Inc. is operating in a manner consistent with the goals of Hillsborough Community College and in the best interest of the State of Florida.

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

- 7.05 The President recommended approval of a drainage easement with the City of Plant City at the Plant City campus.

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

- 7.06 The President recommended the reaffirmation of the extant mission, vision, goals and strategic initiatives of the College through the 2009-2011 biennium.

Mr. Graham asked Dr. Nagy if there was any current information on student retention and asked that we contact students who have left the college to determine their reason for leaving. Craig Johnson advised that two committees made recommendations and these will be contacting some of the first-time-in-college (FTIC) students utilizing that information to find out who is not currently attending. Mr. Johnson also stated they would use a “scripted approach” with one of the call centers and follow up on the calls with a marketing campaign to draw students back in to the institution. Dr. Nagy advised that they do survey former students, current students, faculty, staff and student’s employers. However, the survey return rate is very small. Former students who have not graduated typically do not have a current address on file with the college.

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

- 7.07 The President recommended approval to adjust the College’s records.

Barbara Larson, VP Business Administration/Finance, advised about using capital improvement fees and a student fee for instructional equipment, for an organized regular replacement cycle for computers used in academic labs and classrooms. The college is now beginning to see the results of the replacement with our older computers being taken out of commission. The college is working with the Hillsborough County School System on computer donations; there are ten other non-profit organizations that the college also works with on donations. On non-repairable computers, the college works with certified scrap dealers.

Ms. Watkins asked Bruce Judd, VP Information Technology, why his name was on the ‘stolen item list’ for a computer that was not assigned to him. Dr. Judd advised all equipment is assigned to a cabinet officer or administrator. Ms. Watkins suggested an acknowledgement signed by the employee would tie the equipment more closely to the employee, giving them the responsibility and accountability for the equipment. Dr. Judd advised there is a name/room number assigned to help with accountability.

After due discussion and consideration, Ms. 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 contracts with **Harvard Jolly, Inc.** of Tampa, FL; **Elements Architects and Interior Designers** of Tampa, FL; and **SchenkelSchultz Architecture** of Tampa, FL, to provide **architectural** services

under continuing contracts for miscellaneous projects in which construction costs do not exceed \$1,000,000 and also for study activity when the fee for such professional services does not exceed \$50,000 for a one (1) year period with four (4) optional one-year renewals.

Mr. Huggins asked if any of the firms listed had previously done business with the college. Barbara Larson advised this was the first time the college had contracted with Harvard Jolly, Inc. or with Elements Architects and Interior Designers. SchenkelSchultz most recently performed design work for a Plan City campus renovation project. Mr. Huggins strongly encouraged diversity on future projects including employment in both the firm and subcontractor opportunities.

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.

- 8.02 The President recommended approval of contracts with **Hahn Engineering, Inc.** of Tampa, FL; **Engineering Matrix, Inc.** of St. Petersburg, FL; and **VoltAir Consulting Engineers** of Tampa, FL, to provide mechanical, electrical and plumbing services under continuing contracts for miscellaneous projects in which construction costs do not exceed \$1,000,000 and also for study activity when the fee for such professional services does not exceed \$50,000 for a one (1) year period with four (4) optional one-year renewals.

Mr. Huggins acknowledged he currently has a business relationship with one of the firms.

After due discussion and consideration, Ms. Watkins 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 the application for final payment in the amount of \$13,505.90 to Manhattan Construction Company as reviewed and recommended by P&K Engineering, for the installation of directory signage and light poles at the Ybor City campus.

Mr. Huggins asked if this was the project where only one or two firms had submitted proposals for the lighting. David Cabeceiras, Director of Facilities Planning and Construction, advised they had received several bids; however, Manhattan submitted one bid for the whole package so they performed the entire project. Mr. Cabeceiras also noted that the lights are not electrical; rather, they are solar powered.

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 Employee Health Insurance Options Update

Sue Flaig, Director of Human Resources, introduced Joanie Long, EVP for Brown and Brown, and Robin McDonald, Sales Director for Blue Cross Blue Shield of Florida's southwest region. Ms. Long and Mr. McDonald presented alternatives to the college's current PPO/HMO plans, including the FSA and HSA as well as points to consider on both plans. Ms. Flaig advised she would meet with the two companies again in November for further discussions on the 2009-2010 health insurance options.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

12.0 ADJOURNMENT

12.01 There being no further business, the meeting adjourned at 6:10 p.m.