

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
TUESDAY, NOVEMBER 18, 2008 - 4:00 P.M.
BOARD MEETING
BRANDON CAMPUS – BADM ROOM 116
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 October 2008, the Foundation has received \$75,000 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

- \$25,000 from the Community Foundation of Tampa Bay, Inc.
- \$5,700 from the Asian & Pacific Islander American Scholarship Fund
- \$2,000 from Constance Smith and \$500 from Amy Elliott for the Gabrielle Smith Morley Memorial Scholarship
- \$1,600 from the Florida Strawberry Festival, Inc.
- \$1,500 from the Hillsborough County FFA Foundation, Inc.; Scholarship America; and WBEA Univision Tampa
- \$1,000 from the Brandon Ladies of the Elks; Capital High School Foundation;

Florida Education Association; International Scholarship and Tuition Services; National FFA Foundation, Inc.; Dr. Braulio Alonso; and Hillsborough Education Foundation, Inc.

- \$500 from the Florida Nursery Growers Landscape Association; Echezabal & Associates, Inc.; Florida Juvenile Justice Foundation, Inc.; and Plant City Lions Foundation, Inc.

College Support

- \$3,000 from Jean C. Turner for the Detective Childer's Monument at the Ybor City campus
- \$1,000 from the Community Foundation of Tampa Bay for the 40th Anniversary Staff Recognitions
- \$750 from Lawrence S. Short for HCC's All College Day Employee Training

Sponsorships

- \$1,000 from TECO Energy, Inc.

160 people attended our second annual Outstanding HCC Alumni Luncheon at Raymond James Stadium. 30 graduates were recognized for excellence in their professional work, contributions to the community and several have given back to the college by volunteering or providing service.

1.07 Faculty, Staff and Campus Recognitions

1.07.01 The groundbreaking for the new Student Services Building at the Ybor City campus will be held on December 3, 2008 at 10:00 A.M.

1.07.02 Board and Cabinet members recently presented at the Association of Community Colleges (ACCT) 39th Annual Leadership Congress in New York in October 2008. The Board recognized and thanked Rod Jurado, Dr. Gwendolyn Stephenson, and Dr. Paul Nagy who presented on "How a Board of Trustees Can Use a Culture of Evidence to Guide Strategic Direction"; Thomas Huggins for his presentation on "Board Roles in Support of State Department International Programs: The Community College Summit Initiative "The Summit Students Program"; and Dr. Stephenson for "Campus of the Future: Sustainability Practices and Green Technologies".

1.07.03 The Board recognized Ms. Wintana Tekleaimanot and Ms. Nigeria NcHellen, HCC's FAMU Bridges students for participating in the 2008 FAMU Graduate Feeder Conference Student Research Forum. The event was organized by the Minority Biomedical Research Support Program, Research Center in Minority Institutions Program, Schools for Graduate Students and Research and the Florida-Georgia Louis Stokes Alliance for Minority Participation. The students gave poster presentations on their research projects and successfully competed against PharmD and PhD graduate students.

- 1.07.04 The Board recognized HCC's Hawkeye newspaper which won several awards at the Florida Community College Association Conference. The Hawkeye took second place overall in the state newspaper competition for General Excellence as well as the following individual awards: Geshonda Manning for Ad Design; Libby Hopkins for Feature Story and Arts Review; Dan Brown for Editorial Cartoon; Brenda Medina for Humor Writing; Garrison Hamilton for Feature Photo; and Jaclyn Bauman for General Column.
- 1.07.05 The Board recognized Florida's Banner Centers which includes the Brandon campus FLATE Center for winning the International Economic Development Council's 2008 Excellence Award for the Employee Banner Initiative. The Banner Centers develop training and curriculum for 11 targeted industries throughout Florida.
- 1.07.06 The Board recognized HCC's Lady Hawk's volleyball team for winning the Gulf District Championship and a trip to Iowa for the NJCAA National Championship. Seeded sixth, the team will play its first match on Thursday, November 20, 2008, against Franks Phillips College of Texas. Emily Calderon-Reyes continues to lead the nation in kills per game and is ranked 20th in hitting efficiency.
- 1.07.07 The Board recognized Dr. Paul Nagy, Director of Strategic Planning, was awarded the 2008 Outstanding Mentor of the Year award by the Florida Education Fund.

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

1.08 Brandon Campus Update

- 1.08.01 Dr. Carlos Soto, Brandon campus president, introduced Ms. Mery Young, C.A.S.S. Program Coordinator, to provide a brief update on the C.A.S.S. program. The program, which has been in place since 2001, is a cooperative association for state scholarships and provides support for students from Latin America and the Caribbean. While here, students volunteer their time in community services such as Meals on Wheels, Ronald McDonald House and The United Way. Ms. Young asked each student to introduce themselves to the board.

Dr. Soto thanked Dean Peacock, whose steady everyday management of the C.A.S.S. program has made it a success.

On behalf of the Board, Mr. Huggins thanked all of the students participating in the program.

- 1.08.02 Dr. Soto introduced Dr. Joseph Bentrovato, Dean of Student Services and Ms. Niki Arce, Enrollment Development Coordinator. Mr. Bentrovato explained the retention programs currently in place assist students with remaining in college through degree completion and transition to a four-year college. The programs includes "**Road Trip**", a modified form of the New Student Orientation and designed to reach students at the initial college experience; "**DRIVE**", a mid-term advising

session which cultivates the student/student services relationship in the framework of student success; and finally “**Crossroads**”, where students prepare for graduation and are assisted with the transition to a four-year college.

Ms. Arce explained her role in promoting student engagement, including enrollment development and transitioning students from high school to college. Students participating in programs like “College Success” and college preparatory courses increase their chances of graduating if they successfully complete their first 12 credit hours. Ms. Arce continues to track students through each of these programs.

1.09 The Chairman recommended adoption of the Agenda and all revisions to the Agenda.

Dr. Stephenson explained that the agenda has been revised as follows:

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

Add “Administrator”: Bonnie Finsley-Satterfield, Dean of Academic Affairs, Plant City, effective 01/05/09

Add “Staff Exempt”: Valerie Reading, Fin. Aid Counselor, Ybor City, effective 11/12/08

Add “Extension of Temporary Assignment”: Kay Hecksher, Mgr. Fin. Aid, Ybor City, effective 05/27/09; Marianne Marty, Reading Instr., Plant City, effective 05/05/09

- 5.04 [Consent] – The President recommends medical leave of absence without pay be granted to Jessica Olney effective 09/02/08 (submitted herein for your review).

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

1.10 The President recommended approval of the minutes as follows:

October 21, 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. Jurado 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. Jurado 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. Jurado made a motion of approval, seconded by Mr. Graham, with approval given by aye vote of all members present.

- 5.04 The President recommended medical leave of absence without pay for Jessica Olney effective September 2, 2008.

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.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of the course fee modifications, new courses, course modification, new college credit certificates and new programs to be effective Spring Term 2009.

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.

- 6.02 The President recommended approval of the Articulation Agreement between the American Youth 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. Graham, with approval given by aye vote of all members present.

- 6.03 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. Jurado 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 donation of 95 Plato software licenses for Interactive Mathematics, CD-version.

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 acceptance of the donation of ten (10) Windows Enterprise software licenses for one (1) year from SalesForce.com to The Corporate Training Center.

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

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of Budget Amendment number 2.

Barbara Larson explained the budget amendment primarily affects revenue-producing programs and that funds would not be spent without the incoming revenue production to off-set the expenditures. Mr. Huggins asked when the revenue projections would be coming down from the state and what type of impact that will have on the college. Ms. Larson explained that HCC is already receiving 4% less than was adopted by the Board and has heard the state is planning to reduce as much as 10% in 2009-2010.

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.

- 8.02 The President recommended approval of the application for final payment in the amount of \$27,927.00 to Allied Roofing, Inc. for Ybor City campus Learning Resource Center Building Roof Replacement, as reviewed and recommended by Long and Associates.

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.

- 8.03 The President recommended approval of the application for final payment in the amount of \$34,591.39 to Mathews Construction for completion of remodeling of approximately 22,000 NSF of existing space within the Workforce and Public Service Training Center, as reviewed and recommended by Long and Associates.

Mr. Huggins thanked Mathews Construction for working to achieve and exceed expected W/MBE participation on this project. Mr. Huggins asked that all contractors do their best to provide diversity across the board.

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.

- 8.04 The President recommended approval of the application for final payment in the amount of \$1,316,616.47 to Skanska USA Building, Inc., for completion of construction of a multipurpose facility at the SouthShore Center, as reviewed and recommended by Gould Evans.

Again, Mr. Huggins requested all contractors work to achieve diversity across the board.

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.

- 8.05 The President recommended approval of Amendment No. 1 to the contract with Cutler Associates, Inc. establishing the Guaranteed Maximum Price in the amount of \$14,127,133.00 for the construction of a 61,813 GSF (43,518 NSF) Student Services Building at the Ybor City campus.

Mr. Huggins asked why the W/MBE wasn't higher on the original contract. Ms. Larson asked Mr. Rick Lentz of Cutler and Associates to respond. Mr. Lentz stated there was some miscommunication in trying to put their package together and that they are still working through the details; they expect to increase the W/MBE participation from where they are at right now.

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.

- 8.06 The President recommended award to Johnson Controls/York of Tampa, FL, to furnish a new 225-ton water-cooled chiller for the College's Plant City campus for a total cost of \$95,851.

Ms. Larson advised she worked closely with Engineering Matrix, one of the firms approved to provide an analysis of the life cycle costs of both Johnson Controls and Trane, using an RFP. Based on their knowledge of the equipment, Engineering Matrix determined the life cycle cost would be approximately \$10,000/year higher with Trane. Replacing the 15-year chiller with a more energy-efficient chiller is expected to save the Plant City campus approximately \$30,000/year.

Ms. Watkins asked why it appears the highest bidder was selected when the bidder's written evaluation was only in the marginal range. Ms. Larson advised this was not due to a lack of response; rather, items that were originally missing from their bid were received at a later date. Ms. Larson also noted USF used Johnson Controls/York to provide similar equipment with much success.

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.

- 8.07 The President recommended approval of Amendment No. 21 to the contract with Long and Associates Engineers/Architects, Inc., establishing a fee in the amount of \$103,250.00 to provide professional engineering design services for emergency call stations to be installed at each campus and the District Administrative Offices.

Dr. Stephenson advised this measure is being put into place as part of a security enhancement program which students can use if they feel unsafe. Mr. Graham asked who monitored the phone calls. Ms. Larson explained that calls are monitored from a centralized dispatch, 24 hours a day, seven days a week, and dispatchers are trained to call 911 in the event of an emergency.

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 Award Threshold Increase Proposal

Barbara Larson presented information for the Board's consideration with respect to increasing the award thresholds from their current limits in order to bring them in line with other community colleges throughout the state. The state threshold limit is \$250,000 and HCC would still remain well below that threshold. Dr. Stephenson would continue to have final approval on any and all purchases over \$25,000.

Ms. Larson explained that the majority of awards are construction-related. With construction costs increasing as much as 70% in the past decade, the Board is being asked to consider increasing the threshold from \$75,000 to \$150,000, which would provide HCC's Facilities Planning and Construction Department with greater flexibility and efficiency.

- 9.02 President's Visit to Argentina

Dr. Stephenson reported on her CCID President's Visit to Argentina which took place October 12-18, 2008. The fifteen participants met with the Argentina Business Directors Association and a variety of technical schools in Buenos Aires as well as with government officials. As a result, a number of programs are in the process of being developed. The participants believe very strongly that there are tremendous opportunities through faculty and student exchanges.

Participants also visited Salta and met with a private Catholic university already working with universities in the United States. Dr. Stephenson advised she has committed to sending one faculty member to Argentina beginning in June 2009 so they may work with faculty members at the university to align curriculum and begin sending students by 2010.

Dr. Stephenson advised the number of students studying abroad is changing. It is very important that students be given an opportunity to travel to other countries and is critical to the security and economy of this country.

Mr. Huggins thanked Dr. Stephenson and strongly supports this activity.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 President's Evaluation

Ms. Watkins reported that all five board members received a questionnaire with 30 questions relating to board, community and staff relationships, business, finance, general administration and more. Board members were asked to rate Dr. Stephenson on a scale of one to five, with five being the highest. Each of the 30 questions had an average score of no less than 4.4 and as high as 5.0. By respondent, scores ranged from 4.63 to 5.0. Some comments given about selected items included "relations with the board were excellent", "staff is improving", "community's perception is very good thanks to the President and the way the community views us in comparison to 10 years ago". Ms. Watkins stated the five board members expressed confidence in this President, ranked her superior to excellent, and are very proud to have her as our President.

11.02 Mr. Huggins thanked Dr. Stephenson and everyone that presented the ACCT Congress in October 2008. He congratulated the presenters on a job well done.

11.03 Ms. Watkins advised that the Florida Association of Community Colleges (FACC) meets November 19-21, 2008. She is currently the FACC's chair of the trustees. In that capacity, Ms. Watkins stated she has the honor of presenting the Outstanding Trustee of the Year award as judged by trustees from other community colleges. Ms. Watkins announced that Mr. Huggins will be recognized with this award and congratulated him. Mr. Huggins thanked Ms. Watkins, the staff and administration for this recognition and award.

12.0 ADJOURNMENT

12.01 There being no further business, the meeting adjourned at 5:30 p.m.