

**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
TUESDAY, JANUARY 20, 2009 - 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 4:05 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 November 2008, the Foundation has received \$124,440 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**

- \$17,974 from The Bailey Family Foundation
- \$11,660 from the Hillsborough Education Foundation, Inc.
- \$10,000 from the Freedom Plaza Scholarship Fund, Inc.; and the Foundation for Florida's Community Colleges
- \$6,900 from the Families of Freedom Scholarship Fund
- \$6,000 from the United Civic Organization, Inc.

- \$5730 from the Asian & Pacifica Islander American Scholarship Fund
- \$5,000 from The Gary Foundation; and The School Board of Highlands County
- \$3,116 from The Marine Corps Scholarship Foundation
- \$3,000 from the ACT Recognition Program Services
- \$2,000 from the Interfaith Social Action Council of Sun City Center, Inc.
- \$1,500 from the Mountain View School
- \$1,450 from the Florida Hospital Zephyrhills
- \$1,250 from the Cherry Hills Palmer Scholarship Foundation
- \$1,000 from the Bell Family Foundation; 82<sup>nd</sup> Airborne Division Associations Educational Fund; Brett Lafferty; Wilson Miller; Dade Community Foundation; Daniel A. Pohto; International Scholarship and Tuition Services, Inc.; Sykes Enterprises; The Spartanburg County Foundation; United Community Church; and the University Village Employee Scholarship
- \$750 from the Hillsborough County FFA Foundation, Inc.
- \$550 from Leopoldo Diaz
- \$500 from Chera, Inc; Anston-Greenlees, Inc.; Beach Park Garden Club; Dr. Gwendolyn W. Stephenson; LOR, Inc.; and the Ruskin Women's Club

### **College Support**

- \$10,000 from Mathews Construction
- \$8,333 from Dennis Carlton
- \$3,000 from Manufacturers Association of Florida
- \$1,000 from Bill Wagner
- \$833 from Fred's Market Plant City, Inc.
- \$750 from 100 Black Men of Tampa Bay
- \$500 from Jose E. Valiente

### **Sponsorships**

- \$10,000 from Verizon Florida; and Sodexo
- \$2,500 from Skanska USA Building, Inc.
- \$1,000 from Wilder Architecture, Inc.
- \$500 from Bob Samuels Consulting Services, Inc.

### **In-Kind Support**

- \$8,690 from Associated Builders and Contractors, Inc.

- \$8,075 from Liana Fernandez Fox Consulting

The 2009 Presidential Showcase is scheduled for 7:00 PM, April 24, 2009, at the Avila home of HCC alumnus Mary Ann Stiles and her spouse Barry Smith. Trustee Rod Jurado and his spouse Mel Jurado have graciously volunteered to chair the planning committee. A presenting sponsor is in place and others have agreed to help underwrite the event. The goal of this year's Presidential Showcase is to raise \$100,000 for scholarships and college support.

The Gasparilla Pirate Invasion reception will be held at the District Offices, 8<sup>th</sup> floor, on February 7, 2009. Invitations have been sent to our major donors. A good turnout is expected for this festive family event.

The Foundation has six pairs of Super Bowl XLIII which will be raffled off with raffle ticket prices set at \$100 (1 in 100 chances to win) and \$200 each (1 in 50 chances to win). Additional tickets have been placed on Stubhub.com. The Foundation's goal is to raise \$40,000 for the 40<sup>th</sup> Anniversary Endowment Scholarship Fund.

In a year-end mail appeal, a solicitation letter was sent to 1500 people who responded with \$4,640 in donations with an average gift of \$220 from those who participated.

Sarah Morgan, Annual Fund Coordinator for The Foundation, will be leaving the foundation to relocate to Washington, D.C. The newly created Major Gifts Officer position will be filled by Suzanne Holmes beginning January 21, 2009.

#### 1.07 Faculty, Staff and Student Recognitions

1.07.01 The Board recognized Plant City honor student Daniel Guillen, who was recently recognized by the Florida Department of Education Migrant Conference and awarded the Frank Campano Memorial Fund Migrant Scholarship. Mr. Guillen is the youngest recipient in Hillsborough County to receive this award. Mr. Guillen plans to graduate from HCC and attend the University of South Florida to pursue an engineering degree.

1.07.02 The Board recognized Ybor City campus staff member James McAlister, instructors Mike Contignola and Mario DiTroia, and students George Donovan and Albis Maceo for their heroic efforts in administering CPR and AED, saving the life of Law Enforcement cadet Travis Noblitt who went into cardiac arrest after completing physical conditioning on December 15, 2008.

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

#### 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:

- 8.01 [Non-Consent] – This item has been removed from the agenda.
- 8.02 [Informational Item Only] – An emergency purchase was made to replace the HVAC unit in the Information Technology (IT) Infrastructure and Server area within the Learning Resources Center (LRC) building at the Ybor City campus.

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:

November 18, 2008 [Regular Meeting]

December 16, 2008 [Special 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, Ms. Watkins made a motion of approval, seconded by Mr. Coton, 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 09/SP. Each part-time employee will be compensated in accordance with the BOT-approved Salary Schedule.

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.

5.03 The President recommended acknowledgment of employment separations.

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.

## **6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES**

- 6.01 The President recommended approval of the course deletions, new courses, course modifications, a new credit certificate, program moratoria, program modifications and program deletions to be effective Fall Term 2009.

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.

- 6.02 The President recommended approval of the Memorandum of Understanding/Articulation Agreement between the College and St. Petersburg College.

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.

- 6.03 The President recommended approval for the award of college credit towards HCC's Computer Information Administrator, Information Technology Security, Network Administrator, Computer Engineering Technology and Electronics Engineering Technology to students of the School District of Hillsborough County's Computer Systems Technology Career Pathways Program.

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.

- 6.04 The President recommended approval for the award of college credit towards HCC's Computer Engineering Technology and Electronics Engineering Technology to the students of the School District of Hillsborough County's Academy of Information Technology Program.

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.

- 6.05 The President recommended approval of the award of college credit towards HCC's associate in science degree program for Veterinary Technology to the students of the School District of Hillsborough County's Veterinary Assisting Career Pathways Program.

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.

- 6.06 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, Ms. Watkins made a motion of approval, seconded by Mr. Coton, with approval given by aye vote of all members present.

- 6.07 The President recommended approval of the agreement that allows students of Hillsborough Community College to transfer to Kaplan University (KU) degree program following completion of a certificate, diploma or associate's degree program at Hillsborough Community College.

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.

## **7.0 INSTITUTIONAL SERVICES**

- 7.01 The President recommended approving Hillsborough Community College Foundation, Inc.'s First Generation in College appropriation request for certificate of funds eligible for State Match.

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.

- 7.02 The President recommended acceptance of a donation of 12 Nortel switches that support POE at no cost to HCC. This donation will allow us to upgrade the Plant City campus to VOIP (Voice-Over-Internet-Protocol).

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.

## **8.0 FINANCIAL SERVICES**

- 8.01 This item was removed from the agenda.

- 8.02 **[INFORMATIONAL ITEM ONLY]** An emergency purchase was made to replace the HVAC unit in the Information Technology (IT) Infrastructure and Server area within the Learning Resources Center (LRC) building at the Ybor City campus.

Mr. Huggins asked who the five bidders were for this project. Vonda Melchior advised that the following firms bid: Airite Air Condition, Inc., Caledco Air Conditioning & Heating, RoyalAire Mechanical Services, Inc., JR Long, Inc. and Bentzel Mechanical, Inc. French's Air Condition submitted a "no quote".

## **9.0 ADMINISTRATIVE REPORT**

- 9.01 Security Issues at Hawks Landing

Dr. Robert Chunn, Dale Mabry Campus President, introduced a new staff member now living at Hawks Landing. Hope Johnson, Assistant Dean for Student Services, reporting to Dean Frank Babcock. In her role, Ms. Johnson will serve as liaison between Hawks Landing management and the College; Hope is a positive role model who can mentor students and plan appropriate activities for residents. Jamilla Nicholson, the new Property Manager assigned to Hawks Landing by Place Properties, will be responsible for the business

aspect of Hawks Landing and is in charge of oversight of the facility.

In addition, Hawks Landing has received increased support from the Tampa Police Department (TPD). Dr. Chunn and staff receive daily reports from TPD and from the on-site security guard each night which provides a great deal of information so that issues can be addressed immediately. Dramatic improvements have been made since additional measures were put into place. Dr. Stephenson advised that the College is very pleased with the surveillance cameras being installed.

Ms. Watkins inquired about Ms. Johnson's salary and if it was part of the original budget for this facility; she added Place Properties was to bear sole responsibility for the cost of security and they have done a remarkably poor job. Dr. Chunn advised that the security officer was budgeted but not Ms. Johnson or the TPD coverage. Ms. Watkins asked how much we were currently paying for TPD coverage. Barbara Larson, VP of Finance, advised that the cost is approximately \$5,300 per month. Ms. Watkins asked why Place Properties was not absorbing the added expense since they are supposed to be providing effective security. Dr. Chunn noted that, with Ms. Johnson and Ms. Nicholson in place, they are in a position to reduce the amount of TPD coverage. Ms. Watkins stated that under no circumstances should security be reduced if it is needed; however, she wants Place Properties fully accountable for providing security and that it should not be the College's expense.

Mr. Jurado asked how much the College had spent to date for added TPD coverage. Barbara Larson advised \$60,000 for 10-hour per night shifts. She also advised that the shifts had been reduced to 5-hours with the intention of phasing out regularly assigned TBD shifts. Mr. Jurado asked how much of this added coverage was planned for. Barbara Larson advised that these additional costs had not been budgeted at the start of the fiscal year. Mr. Huggins asked for clarification of who bears the cost of added security.

## 9.02 Budget Status Update

Bonnie Carr, Interim CFO, advised that Community Colleges recently experienced a 4% budget reduction which amounted to approximately \$2 million dollars for HCC, and that next year we could face as much as a 10% reduction. However, enrollment growth, along with a budgeted increase in tuition revenue, resulted in approximately \$2M which off-set the reduction in state funds in the current fiscal year.

Ms. Carr advised that cabinet members and staff are working on a list of recommended reductions for next year. Dr. Stephenson informed the board that Barbara Larson had created a "blog" where people can go online and share ideas on how to reduce expenses. In addition, a utility cost review has been implemented.

## 9.03 Web Registration Update

Dr. Stephenson advised that the Datatel Colleague web registration system crashed following the holidays due to a surge in online registration. Dr. Bruce

Judd, VP for Information Technology, advised they had load-tested the system to accommodate for the highest traffic experienced to date plus 10% (approximately 1.4million transactions/day). However, actual traffic exceeded the highest prior load plus 50% (approx. 2million transactions/day) for three days in a row.

Dr. Stephenson stated that the College is currently revisiting the enrollment process; however, students will invariably wait until the last possible minute to register for classes. Faculty and staff have encouraged students to register early; however, this has had little impact on student behavior.

Dr. Stephenson advised that although the majority of Community Colleges close for the winter break, we may need to consider having a small staff available to work the winter break for registration and enrollment purposes. Mr. Huggins stated that going forward, we do not want to be in a position where this type of situation [crash] occur again.

## **10.0 LEGAL REPORT**

## **11.0 HEARING OF BOARD MEMBERS**

Mr. Jurado thanked Dr. Chunn and his faculty for meeting with his nephew and providing him with a tour of the culinary arts facility. Mr. Jurado advised that his nephew thoroughly enjoyed the experience. In addition, Mr. Jurado congratulated both the men's and women's basketball teams for their accomplishments this season.

## **12.0 ADJOURNMENT**

12.01 There being no further business, the meeting adjourned at 4:55 p.m.