

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
WEDNESDAY, DECEMBER 15, 2004 - 5:00 P.M.
BOARD MEETING
BRANDON CAMPUS
BRANDON AUDITORIUM, BLIB 106
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

Mr. Huggins called the meeting to order at 5:15 pm.

1.02 Pledge of Allegiance

1.03 Invocation

1.04 Roll Call

The following Trustees were in attendance:

Dr. W. Edward Gonzalez [5:25 p.m.]

Mr. Thomas Huggins

Mr. Daniel Coton

Mrs. Chappella I. Hill

Ms. Nancy Watkins

1.05 Welcome to Guests and Staff Members

Mr. Huggins welcomed all guests and staff members.

1.06 Foundation Report

1.06.01 Dr. Adrienne Garcia, Executive Director of the HCC Foundation, provided the Board with an update and reported that the Foundation has received \$6,500 from the ALCOA Foundation; \$3,000 from MCA of West Central Florida for Plant City Campus scholarships; \$2,000 from the Greater Florida West Coast Women's Club for the College's WINGS Program; \$1,200 from Dr. Gwendolyn Stephenson; \$1,000 from Manuel and Adeline Garcia as a result of the December mail appeal; \$800 from the Florida Strawberry Festival for the Plant City Campus; and \$500 each from the Rotary Anns of Ybor City, Dr. Patty Martini Clark and Mr. Jim Mehlretter.

Dr. Garcia advised that \$3,100 has already been received from the December mail appeal. She also indicated that \$14,250 has been received towards the Sinnott Challenge of

an endowed Scholarship in honor of Dr. Gwendolyn Stephenson.

1.07 Faculty and Staff Recognitions

1.07.01 Mr. John Huerta, Executive Director of Marketing and Public Relations, reported that ten (10) students submitted 21 pieces of original art for the Presidents' annual Student Holiday Art Contest and that Dr. Stephenson selected Mr. Stephen Newbold's art piece for this year's Presidential holiday card. Dr. Stephenson congratulated and presented Mr. Newbold, an Ybor City Campus student, with a \$250 check for his winning entry.

1.07.02 The Board recognized the College's Fire Science Technology program for its enrollment reaching a record high of 194 persons for the 2003-2004 academic year. Mr. Huerta explained that this is the highest enrollment among the state's 22 community colleges that offer Fire Science Technology. He advised that HCC offers an Associate of Science Degree in Fire Science Technology as well as ongoing in-service training on the Ybor City Campus for first responders from agencies throughout Hillsborough County.

1.07.03 The Board recognized Ms. Helen Gutierrez, Executive Assistant to Dr. Stephenson, for recently earning her Master of Art Degree in Organizational Management from the University of Phoenix.

1.07.04 Mr. Huerta shared with the Board the "College Tour" segment video that was recently aired on Channel 28. He indicated that the students speaking in the video are:

Andre Cunningham - Dale Mabry Campus
Jerry Saint-Vil – Plant City Campus
Greg Moore – Ybor City Campus
David Alvarado – Brandon Campus

1.07.05 Dr. Sylvia Carley, the Vice President for Education and Student Development, advised that HCC has been selected by Scholarship America to participate in a three-year pilot project to provide emergency aid for our students, who might otherwise drop out of college. She explained that these funds are to be used to help students who have financial emergencies which might include, car repair bills, temporary child care payment, lack of books, etc. HCC anticipates receiving up to \$100,000 for this three-year period and is expecting to match these funds through fund raising. Dr. Carley indicated that twenty schools across the nation applied

for this project and only eleven schools were funded. She personally thanked Ms. Pamela Heglar, Director of Student Services, for her leadership in this project.

- 1.07.06 Dr. Carlos Soto, Campus President, welcomed the Board to the Brandon Campus and introduced Dr. Eric Roe, the Director of the FL-ATE Center for Manufacturing Education, who provided the Board with a presentation on the program.

Mr. Huggins turned the meeting over to Chairman W. Edward Gonzalez.

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

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

- 1.09 The President recommended approval of the minutes as follows:

November 17, 2004 [Regular Meeting]

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.

- 1.10 The President recommended approval to advertise the modification of eight current administrative rules in the rule manual.

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.

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.

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

members present.

- 5.02 The President recommended approval of part-time faculty and staff employment recommendations.

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

- 5.04 The President recommended approval of a Medical Leave of Absence without pay.

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

- 5.05 The President recommended approval of the creation of the Director of Telecommunications and Networking class and the attached class specification.

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

- 5.06 The President recommended approval of the creation of the Director of Administrative Systems class and the attached class specification.

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

- 5.07 The President recommended the reclassification of the Academic Advisor position #NFCI0110, encumbered by Sherry Rix, to Enrollment Development Coordinator.

After due discussion and consideration, Ms. Watkins 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 new courses, course modifications, new programs and program modifications.

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

- 6.02 The President recommended approval of the 2005-2006 and 2006-2007

College calendars.

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

6.03 The President recommended acceptance of the following grants:

6.03.01 Early Literacy and Learning Model (ELLM) – in the amount of \$506,089

6.03.02 ACHC-Visual Arts Gallery – in the amount of \$10,602

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

6.04 The President presented information regarding the following grant proposal submissions:

6.04.01 NSF IT³ = Information Technology + Instructional Technology + Innovative Teaching

6.04.02 Jobs for Florida's Future – Automotive Service Technology Program

6.04.03 US Department of Education - IT³ = Information Technology + Instructional Technology + Innovative Teaching

6.04.04 FIPSE – Service Learning

6.04.05 Jobs for Florida's Future – Registered Nurse Partnership Program

6.04.06 Jobs for Florida's Future – Certified Nurse Assistant (CNA) Transition Registered Nurse (RN) Health Care Program

6.04.07 Local Access to Global Understanding – HCC Center for International Education

6.04.08 Florida Teacher Institute for Marine Science & Technology Program

6.04.09 Lumina-Emergency Financial Aid Program for Community College Students

6.04.10 Adult Education & Family Literacy – State Leadership

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

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

8.01 The President recommended approval of Budget Amendment #5.

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

members present.

- 8.02 The President presented information on the process flowcharts of the 2005/2006 budget development process and the budget development calendar.

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

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

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

- 8.04 The President recommended acceptance of the donation of two Acuson 128 XP ultrasound machines for use in the College's Sonography program.

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

9.0 ADMINISTRATIVE REPORT

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 The Board wished everyone a Happy Holiday season.

11.02 Dr. Gonzalez apologized to the Workshop attendees who were unable to present to the Board due to the lengthy discussion that was held on the College's procurement process. He indicated that another workshop would be scheduled in the near future so that the Board can receive those presentation.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:50 p.m.