

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
WEDNESDAY, FEBRUARY 25, 1998 - 4:00 P.M.
REGULAR MEETING
DISTRICT ADMINISTRATIVE OFFICES
BOARD CONFERENCE ROOM**

MINUTES

1.0 GENERAL FUNCTIONS

1.01 Call to Order

Mr. Dicks 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. John Dicks
Mr. Sam Marotta
Ms. Mary Ann Stiles
Mr. Warren Dawson
Ms. Doris Weatherford

1.05 Welcome to Guests and Staff Members

Mr. Dicks welcomed all guests and staff members.

1.06 The Chairman recommended adoption of the agenda and all revisions to the agenda.

After due discussion and consideration, Mr. Marotta made a motion of approval, second by Ms. Weatherford, with approval given by Mr. Marotta, Ms. Weatherford and Mr. Dicks.

1.07 The Chairman recommended approval of minutes as follows:

January 14, 1998 [Board Retreat]
January 21, 1998 [Regular Meeting]

After due discussion and consideration, Mr. Marotta made a motion of approval, second by Ms. Weatherford, with approval given by aye vote of Mr. Marotta, Ms. Weatherford and Mr. Dicks.

- 1.08 The President recommended approval as advertised of the following Administrative Rule:

6HX-10-3.020 [Background Checks and Drug Screening for Allied Health and Nursing Students]

After due discussion and consideration, Mr. Marotta made a motion of approval, second by Ms. Weatherford, with approval given by aye vote of all members present.

2.0 HEARING OF STUDENTS

Mr. Jack Withrow, Vice President of the Ybor Campus SGA, addressed the Board regarding internships and co-op for HCC students, and how the College can help make these available to the students.

Dr. Stephenson reported to the Board that the College currently has internships and that the President's Cabinet will discuss ways to enhance communication with the College's students.

3.0 HEARING OF CITIZENS

4.0 HUMAN RESOURCES

- 4.01 The President recommended approval of full-time employment recommendations.

Dr. Stephenson requested that this agenda item be amended to include the hiring of the Employee Benefits Program Manager.

After due discussion and consideration, Ms. Stiles made a motion to approve this item as amended, second by Mr. Marotta, with approval given by aye vote of all members present.

- 4.02 The President recommended approval of part-time faculty employment recommendations.

After due discussion and consideration, Ms. Stiles made a motion of

approval, second by Mr. Marotta, with approval given by aye vote of all members present.

- 4.03 The President recommended approval of part-time staff recommendations.

After due discussion and consideration, Ms. Stiles made a motion of approval, second by Mr. Marotta, with approval given by aye vote of all members present.

- 4.04 The President recommended acknowledgment of the employment separations.

After due discussion and consideration, Ms. Stiles made a motion of approval, second by Mr. Marotta, with approval given by aye vote of all members present.

- 4.05 The President recommended approval of a Leave of Absence.

After due discussion and consideration, Ms. Stiles made a motion of approval, second by Mr. Marotta, with approval given by aye vote of all members present.

- 4.06 The President recommended approval of the following job descriptions for new positions included in the administrative reorganization plan: Campus President, Vice President for Business and Finance, Vice President for Education and Student Development, Executive Director for Economic Development, Director of Distance Learning, Director of Research, Planning and Evaluation, Director of Technology and Dean of Library Services [revised description].

Dr. Stephenson requested that this agenda item be amended to delete the Director of Technology job description.

After due discussion and consideration, Mr. Marotta made a motion to approve this item as amended, second by Ms. Stiles, with approval given by aye vote of all members present.

5.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 5.01 The President recommended approval of the 1998/1999 College Calendar.

Dr. Stephenson informed the Board that the Calendar Committee has provided three options for their review and she is recommending Option II for their approval. Dr. Stephenson explained that Option II is for the Plant City Campus only to observe March 1, 1999 as a holiday for the Strawberry

Festival and the other three campuses to observe February 15, 1999 as a holiday for Washington's birthday, Presidents' birthday and Susan B. Anthony's birthday.

After due discussion and consideration, Ms. Stiles made a motion to approve the 1998/99 College Calendar as amended, second by Ms. Weatherford, with approval given by aye vote of all members present.

- 5.02 The President recommended approval of articulation agreements with National-Louis University and Newberry College.

After due discussion and consideration, Ms. Stiles made a motion of approval, second by Mr. Marotta, with approval given by aye vote of all members present.

- 5.03 The President recommended approval of the course modifications and the program modifications.

After due discussion and consideration, Ms. Stiles made a motion of approval, second by Mr. Marotta, with approval given by aye vote of all members present.

- 5.04 The President recommended approval of the new non-credit courses.

After due discussion and consideration, Ms. Stiles made a motion of approval, second by Mr. Marotta, with approval given by aye vote of all members present.

- 5.05 The President presented information regarding the following grant proposal submissions:

- 5.05.01 **English Creek Environmental Education Project: Wetland and Upland, Restoration and Reforestation.**
- 5.05.02 **GEO Tech.**
- 5.05.03 **Environmental and GIS Advanced Technology Education.**
- 5.05.04 **Hillsborough County Stream Water Watch Project.**
- 5.05.05 **The Progeny Project.**
- 5.05.06 **Tomorrow's Little Red School House Project.**

After due discussion and consideration, Ms. Stiles made a motion of approval for all the grant proposal submissions, second by Mr. Marotta, with approval given by aye vote of all members present.

6.0 INSTITUTIONAL SERVICES

7.0 FINANCIAL AFFAIRS

- 7.01 The President recommended approval of the extension of the custodial services contract with Southeast Service Corporation.

Dr. Stephenson reported that a committee has been appointed to begin development of an RFP to solicit bids for the maintenance of the College's facilities.

After due discussion and consideration, Mr. Marotta made a motion of approval, second by Ms. Weatherford, with approval given by aye vote of all members present.

- 7.02 The President recommended approval of the continued use of the VALIC and Providian companies for the purchase of early retirement annuities.

Dr. Stephenson advised the Board that the College's early retirement plan is currently being reviewed and that she will provide the Board with her recommended changes at the April Board meeting. This commitment allows the College to continue with the current early retirement annuities through the end of the June 1998.

Mr. Wolf reported that \$136,000 has been budgeted between February 6 and June 30, 1998 for anticipated annuities.

After due discussion and consideration, Ms. Stiles made a motion of approval with the proviso that the Early Retirement Plan is being reviewed by the President, second by Mr. Marotta, with approval given by aye vote of all members present.

- 7.03 The President recommended approval of the extension of the banking contract with SunTrust Bank.

Mr. Dicks turned the chair over to Mr. Marotta due to a conflict of interest with SunTrust Bank.

After due discussion and consideration, Ms. Weatherford made a motion of approval, second by Ms. Stiles, with approval given by aye vote of Ms. Weatherford, Ms. Stiles, Mr. Marotta and Mr. Dawson, with Mr. Dicks abstaining.

Mr. Marotta turned the meeting back over to Mr. Dicks.

- 7.04 The President presented information regarding items and/or services obtained utilizing governmental agency contracts and sole source procurement.

After due discussion and consideration, Ms. Stiles made a motion of approval, second by Mr. Marotta, with approval given by aye vote of all members present.

- 7.05 The President recommended approval of an Internship Agreement for the Child Care Center Management with Learning Space and Internship Agreements for the Agricultural Production Technology Program with Harbor Branch Oceanographic Institute and Segrest Farms.

After due discussion and consideration, Ms. Stiles made a motion of approval, second by Mr. Marotta, with approval given by aye vote of all members present.

- 7.06 The President recommended approval of a License Agreement with Pepin Distributing Company for use of the Dale Mabry Conference Center and renovation of this facility.

Dr. Stephenson provided the Board with a copy of the revised License Agreement, which was amended to include a 90-day termination notification clause with a proviso that the College would pay Pepin Distributing Company a prorated amount for the remainder cost of the repairs. She reported that Pepin Distributing Company has been leasing the Dale Mabry Conference Center and they have offered to complete the repairs of the center if the College will enter into a lease agreement with them that will allow them to continue to lease the facility during the time of the Buccaneer and USF football games.

After due discussion and consideration, Ms. Stiles made a motion to approve the License Agreement as amended, second by Ms. Weatherford, with approval given by aye vote of all members present.

- 7.07 The President recommended acknowledgment of receipt of a donation.

After due discussion and consideration, Ms. Stiles made a motion of approval, second by Mr. Marotta, with approval given by aye vote of all members present.

8.0 ADMINISTRATIVE REPORT

- 8.01 Mr. Fernando Noreiga, Director of the Department of Business and Community Services; Mr. Jack Rodriguez, Assistant Manager of the Real Estate Division; and Ms. Brenda Williams, Planner; City of Tampa, provided the Board with a presentation on the proposed Ybor City joint development sites and projects.

Mr. Noreiga conveyed Mayor Greco's wishes for the City to partner with the

College to protect the integrity and the development of the Ybor City Campus.

Dr. Stephenson reported to the Board that preliminary discussions have been held with the City regarding the College use of parcels 6 and 7 as a temporary parking area.

The Board directed Dr. Stephenson to enter into discussions with the City of Tampa on a joint agreement for parking, whether it is on the Gonzalez Clinic property or the 9th Avenue area.

After due discussion and consideration, Ms. Stiles made a motion of approval for Dr. Stephenson to enter into discussion with the City of Tampa for a joint agreement for parking, second by Mr. Marotta, with approval given by aye vote of all members present.

Mr. Dicks asked Mr. Noreiga to relay to Mayor Greco the Board's willingness to work with the City expeditiously on the Ybor development.

- 8.02 Dr. Stephenson reported that at the Board Retreat, the Board expressed a desire to get engaged in the budget planning process earlier than in the past. She indicated that the President's Cabinet has reviewed and discussed this budget information.

Mr. Robert Wolf, Vice President for Financial Affairs, provided the Board with a presentation on the current 1997-98 budget and the projected 1998-99 budget. Dr. Stephenson reminded the Board that this presentation is a scenario only.

Dr. Stephenson reported that the Budget Planning Process will be an ongoing agenda item until the Board feels that they have a full understanding of what is being proposed for next year and are in total agreement with it. She indicated that the Board will still need to hold at least two Budget Workshops.

Mr. Dicks indicated that the Board would like to continue discussions with Dr. Stephenson on the initiatives and how the unallocated funds will be spent. Dr. Stephenson advised that the President's Cabinet will be holding an all-day retreat in the near future to review all of the initiatives that have been submitted, will prioritize the initiatives and provide the Board with a recommendation on the initiatives for next year. Mr. Dicks reminded the Board that there were some initiatives carried over from last year that were not fully funded. Dr. Stephenson indicated that these will be reviewed also. Ms. Stiles indicated that she would provide Dr. Stephenson with copies of her budget notes from last year.

Ms. Weatherford indicated that she has spoken with Dr. Stephenson regarding doing campus tours in conjunction with the budget.

8.03 Ms. Karen Griffin, Accreditation Officer, provided the Board with copies of the revised Mission Statement and highlighted the changes that were made. Ms. Griffin advised that these changes are a cumulation of everyone's recommendations and discussions held with Dr. Stephenson and Mr. Huerta.

Ms. Griffin informed the Board that they would need to decide on one of the two vision statements. The Board discussed these statements and recommended statement #1 with modifications.

After due discussion and consideration, Ms. Weatherford made a motion to adopt the Mission Statement as amended, directed Dr. Stephenson to obtain SACS' approval of the Mission Statement as quickly as possible, to publicize the Mission Statement and thank everyone who participated in the process, second by Mr. Marotta, with approval given by aye vote of all members present.

8.04 Dr. Diana Ferreira, Executive Vice President, provided the Board with an enrollment report. She indicated that as of last week, the enrollment for the Spring Term was 3,282 and that the College's assignment for this term is 3,687. Dr. Ferreira advised that there is an anticipated enrollment of 300 to 350 to still be reported. She indicated that the College's FTE for the Spring term could be down by 50 FTE.

8.05 Ms. Eleanor Gilder, Director of Institutional Advancement, provided the Board with a Fact Sheet and update on the Inaugural events for the week of March 16-20, 1998.

Mr. John Fiengo, Executive Director of the HCC Foundation, reported that the Foundation has raised \$30,000 for the Inauguration. Mr. John Huerta, Vice President for External Affairs, advised that the beginning of the reach out for community partnerships and business partnerships are beginning to take hold.

9.0 LEGAL REPORT

9.01 Mr. Salem reported that:

- 1) the permits and approval have been secured for the TECO/BGA Chiller project at the Ybor City Campus;
- 2) his firm has been working with the President and College staff in connection with the various Ybor City projects; and
- 3) Ms. Spoto will be available while the College Attorney is on leave.

9.02 Mr. Blue reported that:

- 1) preparation has begun on negotiations with the faculty union and that the first meeting with faculty is scheduled for March 19;
- 2) two petitions filed by SEUI are currently pending. A hearing has been scheduled before PERC on both petitions and it was reported that a third petition may be filed for the professional employees. He advised that he will be meeting with SEUI prior to the scheduled PERC hearings to try to resolve these issues; and
- 3) no hearing date has been scheduled for Corine Dismuke's DOA Hearing.

Mr. Dicks reminded Mr. Blue to communicate with Ms. Stiles, the Board's liaison, regarding the faculty negotiations.

10.0 HEARING OF BOARD MEMBERS

The Board offered their congratulations to Ms. Stiles on her recent marriage and their condolences in the recent death of her father.

10.01 Ms. Weatherford reported on:

- 1) her attendance and participation in the ACCT joint meeting with the AACC Legislative Conference in Washington, DC; and
- 2) a language survey that was completed by Jersey City college students that revealed over 68 different languages being spoken among their student body. Ms. Weatherford indicated that she would like to have a similar survey done to see how many different languages are spoken at HCC.

10.02 Mr. Marotta reported on:

- 1) his and Dr. Stephenson's recent visit with other Tampa representatives to the intercity Wolfson Campus at Miami-Dade Community College and the CocoWalk Project in Miami; and
- 2) Mr. John Fiengo's telephone call to him to inform him of the AT&T \$9,000 donation to the HCC Foundation.

10.03 Mr. Dicks reminded the Board of the Inauguration and Ball on March 20th.

Mr. Dicks requested that the Board resume holding monthly Board meetings on campuses.

11.0 ADJOURNMENT

There being no further business, the meeting adjourned at 6:00 p.m.

- 2) the presentation from representatives with the Department of Education and IRS regarding the reporting requirements on the Hope Scholarship and the Lifelong Learning credits for July;
- 3) information on college opportunity for everyone that was provided by Susan Frost, from Department of Education, on the various programs that are intended for all;
- 4) the Florida Legislative Breakfast;
- 5) her meeting with Representative Jim Davis; and
- 6) a meeting with Senator Bob Graham and his staff, who discussed capital projects.