

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
WEDNESDAY, JANUARY 12, 2005 - 5:00 P.M.
BOARD MEETING
DISTRICT ADMINISTRATIVE OFFICES
BOARD ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

Dr. Gonzalez called the meeting to order at 5:05 pm.

1.02 Pledge of Allegiance

1.03 Invocation

Dr. Gonzalez asked that during the moment of silence that we remember our soldiers fighting in Iraq and the Tsunami victims.

1.04 Roll Call

The following Trustees were in attendance:

Dr. W. Edward Gonzalez
Mr. Thomas Huggins
Mr. Daniel Coton
Mrs. Chappella I. Hill
Ms. Nancy Watkins

1.05 Welcome to Guests and Staff Members

Dr. Gonzalez 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 \$10,000 from Marion Gatliff, to establish an endowed scholarship fund for Plant City Campus nursing students; \$6,000 from the Foundation for Florida Community Colleges for scholarships for students with financial needs; \$5,000 from Sodexo for sponsorship of the recently held HCC Foundation's Golf Classic; \$2,500 from TempWise for sponsorship for the upcoming Presidential Showcase; and \$1,000 from Dr. Stephenson. She indicated that over \$7,000 has been received as a result of the December mail appeal, primarily for the Sinnott

Challenge, and \$2,600 for unrestricted funds. Dr. Garcia advised that \$18,000 has been received towards the Sinnott Challenge, which includes \$2,500 from Foundation Board member Jennifer Closshey, and \$1,000 each from Dr. Margarita Cancio and Ms. Sally Houston.

Dr. Garcia reported that on January 29th the Foundation will honor its major donors at the Pirate Invasion Reception. She indicated that the Foundation has been selected by Pirate Fest, Inc. to operate a beer garden during the Gasparilla Parade. Dr. Garcia also indicated that the Presidential Showcase Planning Committee has secured the home of Mark and Christel Yaffee in Avila for the April 28, 2005 event.

1.07 Faculty and Staff Recognitions

- 1.07.01 Mr. John Huerta, Executive Director of Marketing and Public Relations, reported that Mr. John Meeks, the Director of the College's Criminal Justice Institute at the Ybor City Campus, recently received a letter of appreciation from the Division of Alcoholic Beverages and Tobacco for the College's assistance during the Guavaween Celebration on October 30, 2004. He explained that Mr. Meeks and the College provided the Division with a first floor command post and assisted in the security of thousands of Guavaween guests.
- 1.07.02 The Board recognized Dr. Sharon Miller, the College's Dean of Continuing Education; Dr. Barbara Goldstein, the Dale Mabry Campus Dean of Associate of Arts; and Ms. Elizabeth Johnson, the Dale Mabry Campus Dean of Associate of Science and Technical Programs, on their recent graduation from the Academy for Leadership and Development. Mr. Huerta explained that the Academy is to advance organizational leadership and provide succession planning for leaders in community and technical colleges.
- 1.07.03 The Board recognized Dr. Barbara Goldstein, the Dale Mabry Campus Dean of Associate of Arts, and Professor Jim Wysong, a Brandon Campus Earth Science Instructor, for recently being awarded the FACC Curriculum Commission's Exemplary Practices Awards at FACC's November convention.
- 1.07.04 Mr. Huerta explained that State Board of Education Chairman, F. Phillips Handy and Commissioner of Education, John L. Winn, recently signed a resolution recognizing "All School Districts, Community Colleges and State Universities' Facilities, Grounds and Maintenance Staff" for their sacrifices and dedication to the reconstruction efforts in the aftermath of Hurricanes Charley, Frances, Ivan and Jeanne.

1.07.05 The Board recognized Dr. Gwendolyn Stephenson for being selected as a finalist for the Tampa Bay Business Journal's 2005 Minority Business Person of the Year in the category of Nonprofit/Social Services. Mr. Huerta reported that there are four finalists in the Nonprofit/Social Services category and 17 finalists in the other five categories. He advised that the winners will be announced at the upcoming dinner on January 27, 2004.

1.07.06 The Board recognized fellow Trustee Thomas Huggins for recently completing his term of service as a member of the Association of Community Colleges Trustees [ACCT] Southern Regional Awards Committee.

1.07.07 Mr. Huerta introduced Mr. Patrick Burley, a Dale Mabry student, who has been very involved in the Dale Mabry Student Government Association and wanted to share his College experience with the Board.

Mr. Burley addressed the Board and shared his HCC educational experience. He expressed his appreciation to the excellent teachers and counselors that he encountered while attending HCC and thanked the Board for providing him with an education and the personal attention that he needed.

Mr. Huggins reiterated that it is the Board's goal and intent to be the very best College in this community and to serve the students of our community. He thanked Mr. Burley for selecting HCC for obtaining his initial education.

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 Mrs. Hill, with approval given by aye vote of all members present.

1.09 The President recommended approval of the minutes as follows:

November 29, 2004 [Board Workshop]
December 15, 2004 [Regular Meeting]

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.

1.10 The President recommended approval as advertised of the modification of seven current administrative rules and the deletion of one current administrative rule in the rule manual.

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.

- 1.11 The President recommended approval to advertise four new administrative rules and the modification of one current administrative rule in the rule manual.

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.

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 Mrs. Hill, 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 Mrs. Hill, 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 Mrs. Hill, with approval given by aye vote of all members present.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of a course modification and program modifications.

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

members present.

6.02 The President recommended approval of new non-credit courses.

After due discussion and consideration, Ms. Watkins made a motion of approval, seconded by Mrs. Hill, 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 Fleishman Garcia of Tampa to provide Phase I architectural/engineering services related to site selection/evaluation for the construction of a live fire training center.

Dr. Stephenson provided the Board with a brief overview of this item and explained that the College has been seeking a location for the burn tower for our Fire Science Program.

Dr. Lois Gaston, Ybor City Campus President, explained that the English Creek site was part of the College's Homeland Security model plan and that the model included providing some training facilities at satellite sites.

Mrs. Hill inquired whether the College has explored the environmental issues for this site.

Dr. Gary Goff, Vice President of Administration/CFO, advised that the Phase I assessment will review the placement of the burn tower on College-owned property and determine whether permits may be issued for locating the burn tower on this site.

Dr. Gonzalez inquired regarding the College's acreage at English Creek and how much land will be needed for the burn tower.

Mr. Wolf indicated that the College has in excess of 300 acres at English Creek and that the burn tower will be located on approximately one-third of an acre.

Dr. Goff explained that the burn tower will be built on a 120' by 120' pad.

Mrs. Hill inquired if the College has any other land options besides the English Creek site for this burn tower.

Dr. Gaston explained that English Creek currently houses the College's environmental studies programs and some of our related Fire Science Program classes.

Mr. Jack Evans, Dean of Associate of Science and Technical Programs, explained that a burn tower is a requirement for the College's certification, and that the College's program has tripled its enrollment since 9/11. He explained that our students are currently being bused to Citrus County to receive the burn building requirement, which is part of their state certification. Part of the consultant review that was completed approximately one year ago established the need for the College to have an overall training facility and a satellite site in eastern Hillsborough County.

Dr. Stephenson reported that most community colleges that offer these programs do have their own facilities.

Mrs. Hill inquired if any discussions have taken place on establishing a partnership with Polk Community College.

Mr. Robert Wolf, Senior Vice President, indicated that preliminary discussions are being held with Pasco Hernando Community College regarding use of the burn tower; however, not with Polk Community College.

Mr. Huggins asked for clarification regarding the intent of the Board's recommendation to select Fleishman Garcia of Tampa to provide the Phase I architectural/engineering services and for Phase II.

Dr. Goff explained that the intent of the Board item is for the Board to approve Fleishman Garcia for Phase I and as a candidate for Phase II. If Phase I determines that it is feasible to locate the burn tower at English Creek, staff will bring back for the Board's approval a negotiated price for Phase II for the architectural/engineering design for the building.

Mr. Huggins inquired if an established budget has been developed for this project.

Dr. Goff indicated that there are monies in the Ybor Land Trust fund that would provide the funds for the architectural/engineering portion of the cost, as well as the construction cost. He indicated that staff would like to have the entire project completed for between \$400,000 to \$500,000.

After due discussion and consideration, Ms. Watkins made a motion of approval, seconded by Mr. Huggins.

The Board expressed concern regarding the confusion between the agenda recommendation and the Board item recommendation.

Ms. Watkins withdrew her motion, seconded by Mr. Huggins.

Ms. Watkins made a motion to approve Fleishman Garcia of Tampa, Florida, to provide Phase I architectural/engineering services related to site selection/evaluation for the construction of a live fire training facility to be located at the College's English Creek site at a cost of \$13,275. A

recommendation for award for preparation of construction bid documents and contract administration (Phase II) for the construction of a live fire training facility [burn tower] to be located at the College's English Creek site will be forwarded, subject to the findings associated with Phase I, and successful negotiations for Phase II fees. The motion was seconded by Mr. Huggins, with approval given by aye votes of all members present.

Mrs. Hill inquired if any of the Board members have toured English Creek.

Dr. Gonzalez and Ms. Watkins indicated that they have been to English Creek.

Mrs. Hill indicated that Board members may want to schedule a visit to English Creek. She also would like to be provided with photos of the site, facility and the proposed burn tower.

Dr. Goff shared with the Board an aerial design of English Creek and identified the current facilities and where the proposed burn tower will be located.

- 8.02 The President recommended approval of the updated lab and course fees for Fall Term 2005.

Dr. Sylvia Carley, Vice President for Education and Student Development, explained the review process to the Board and the rationale for fee adjustments.

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.

- 8.03 The President recommended approval of the Memorandum of Understanding (MOU) between the College and MacDill Air Force Base.

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

- 8.04 The President recommended approval of the amended Hillsborough Community College Foundation, Inc., bylaws.

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

- 8.05 The President recommended acceptance of the donation of one dual monitor for use in the Nursing Skills Lab.

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