

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
WEDNESDAY, NOVEMBER 17, 2004 - 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 5:02 pm.

1.02 Pledge of Allegiance

1.03 Invocation

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 \$178,359 in matching funds from the state of Florida; \$5,000 from Skanska for the College's basketball program; \$3,000 from the recently held Hawkfest Golf Tournament for scholarships; \$1,000 from AWBA of Plant City for a scholarship; \$1,000 from Randy Sowell for the World Humanities Club; a generous pledge from Dr. Robert Chunn; and \$500 from Safeguard Insurance for the College's employee recognition program.

Dr. Garcia provided the Board with an update on the Foundation's inaugural HCC Golf Classic, which raised \$18,000. She acknowledged and thanked Sodexo for their platinum sponsorship, Foundation Director Stan Tyrrell for serving as Chair of the golf classic, the planning committee and the Foundation staff members for all their help with this event.

Dr. Garcia advised that Dr. John Sinnott, a new HCC Foundation Director, has issued a challenge to match up to \$25,000 in donations to establish an Endowed Scholarship Fund that he would like to name in honor of Dr. Gwendolyn Stephenson. She indicated that the state will match the \$50,000 donation, which will create a \$100,000 endowed scholarship that will yield five (5) \$1,000 scholarships annually. Dr. Garcia reported that \$9,500 has already been raised for Dr. Sinott's challenge and that the Foundation plans to target their December mail appeal to encourage donations to qualify for this match.

Ms. Watkins advised that she would like her fellow Board members to consider taking on the remaining \$15,000 as a Board project. She indicated that each Board member could try to raise \$3,000 by the end of December. Ms. Watkins indicated that she would like the Board to discuss this issue at the upcoming workshop.

1.07 Faculty and Staff Recognitions

- 1.07.01 The Board recognized Dr. Adrienne Garcia, the Executive Director of the HCC Foundation, for recently having an article published in the Fall 2004 edition of the *Council for Resource Development* publication entitled, "Oh, No! Not Another Event."
- 1.07.02 The Board recognized Ms. Martha Kaye Koehler, the College's Attorney, who was recently named President of the Kiwanis Club of Midtown Tampa. Mr. John Huerta, Executive Director for Marketing and Public Relations, advised that Ms. Koehler will serve a one-year term.
- 1.07.03 The Board recognized Mr. Jimmy Martell, an HCC student, President of the World Humanity Club and the Ybor City Campus Student Government Association Senator, for organizing a number of events for Habitat for Humanity, coordinating media events to promote the Ybor City Campus and cultural events to enlighten his fellow students. In addition, Mr. Huerta explained that Mr. Martell has arranged for HCC students to visit an orphanage with toys generated from the club's toy drive and has organized an upcoming trip for the World Humanity Club to travel to Ghana, Africa, to build houses with Habitat for Humanity for the residents there. Mr. Huerta advised that Mr. Martell has proven to be a strong compassionate leader among his peers, a dedicated public servant and an excellent student.
- 1.07.04 The Board recognized Dr. Gary Brannan, a Brandon Campus Biology Instructor, on the conferment of his Ph.D. from the University of South Florida in Educational Leadership with emphasis in Community College.

- 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. Coton, with approval given by aye vote of all members present.

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

October 20, 2004 [Regular Meeting]

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

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.

- 5.04 The President recommended a three-day suspension without pay for Pat Kettering, a Brandon Campus Records Specialist, in accordance with the progressive disciplinary process.

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.

- 5.05 The President recommended approval of the creation of the Performing Arts

Technician class and the attached class specification.

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.

- 5.06 The President recommended approval of the reclassification of the Records Specialist position #NFCK0013, encumbered by Irene Davis, to Senior Staff Assistant.

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 a new course and program modification.

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 County Inter-Institutional Articulation Agreement between the University of South Florida, the School District of Hillsborough County and the 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 of the Memorandum of 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.

- 6.04 The President recommended approval of the Articulation Agreement between the College and Florida A&M University College of Pharmacy and Pharmaceutical Sciences.

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

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval/acknowledgement of the listed Affiliation/ Internship Agreements between the College and the listed sites.

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

9.0 ADMINISTRATIVE REPORT

- 9.01 Dr. Stephenson shared with the Board a slide presentation of pictures from "All College Day," which were taken by Dr. Barbara Goldstein, the Dale Mabry Campus Dean of Academic Affairs. In addition, she recognized Ms. Eleanor Gilder, the Director of Institutional Advancement and Special Projects, for coordinating this successful event.
- 9.02 Dr. Stephenson reminded the Board that a Board Workshop has been scheduled for November 29th @ 5:30 pm at the Corporate Training Center to discuss the College's procurement process and apprenticeship programs.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Mrs. Hill provided the Board with a report on her meetings with Dr. Stephenson regarding the President's contract. She advised that as the Board heard from the Foundation's report, the President of HCC is well respected in the community and she has brought nation-wide recognition to the College. Mrs. Hill indicated that the Board and the College need the President to continue through 2006-07 and possibly 2007-08 with her excellent and experienced leadership to complete the strategic plan that the Board has adopted, which include the following important projects:

- SACs Reaffirmation
- Dale Mabry Development Project
- New SouthShore Campus
- Brandon Student Services Building
- Plant City Trinkle Building

Mrs. Hill made a motion to amend Dr. Stephenson's contract in the following manner:

- a) Effective July 1, 2004, her Employment Agreement be amended to reflect an extension of the Agreement through June 30, 2007, with an option to renew for an additional year through June 30, 2008.
- b) Effective July 1, 2004, her Employment Agreement be amended to reflect the base salary of \$212,500 for contract year 2004-2005, retroactive to July 1, 2004, such salary to be paid in installments in accordance with the policy of the District Board governing payment of other professional staff members employed by the District Board.

- c) The President is to receive the same salary increase as all other administrators for year 2005-06 and 2006-07.
- d) Incentive compensation of \$15,000 will be provided each year for contract years 2004-05, 2005-06 and 2006-07, based upon the President's accomplishment of objectives.
- e) Except as modified herein, all other terms and conditions of the Employment Agreement as amended by the First Amendment, Second Amendment, Third Amendment, Fourth Amendment, Fifth Amendment, and Sixth Amendment, shall remain in full force and effect.

Seconded by Mr. Huggins, with approval given by aye vote of all members present.

Dr. Stephenson expressed her appreciation to the Board for their support and assured the Board that she will continue to give 100 percent of her efforts to this job and indicated that she looks forward to continuing to work the College's leader.

- 11.02 Mr. Huggins commended the College for the recently aired "College Tour" segment that was shown on Channel 28.

Mr. Huerta explained that the College purchased a segment on the "College Tour" program that was aired on ABC (Channel 28 or Cable Channel 11). He reported that the program includes several segments, the first of which was dedicated to Hillsborough Community College.

Mr. Huerta advised he will provide the Board with future dates and times when this program will be aired.

- 11.03 Dr. Stephenson explained that some Board members have calendar conflicts with the January and February Board meetings and requested that the Board consider rescheduling these meetings.

The Board discussed available dates and suggested that the January Board meeting be rescheduled to January 12th and that the February Board meeting be rescheduled to March 2nd.

- 11.04 The Board expressed their appreciation and support to Dr. Stephenson for her work and contributions to the community.

- 11.05 Dr. Gonzalez thanked Mr. Huggins and Ms. Watkins for standing in for him at the October Board meeting.

- 11.06 Mrs. Hill commended Dr. Gonzalez, Dr. Chunn and Dr. William Clark for their insight into the HCC Dental Clinic. She advised that she has recommended several individuals to the clinic who have reported on the excellent services they received.

Dr. Stephenson advised that several months ago, the American Association of Community Colleges [AACCC] distributed a brochure that listed some of the

innovative public/private partnerships, which include highlights of the Dale Mabry Dental Clinic.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:35 p.m.

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
MONDAY, NOVEMBER 29, 2004 - 5:30 P.M.
BOARD WORKSHOP
DISTRICT ADMINISTRATIVE OFFICES
THE CORPORATE TRAINING CENTER – ROOM 125
MINUTES**

The Board Workshop commenced at 5:35 pm.

The following Trustees were in attendance:

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

Dr. Stephenson advised that the purpose of the workshop was to provide the Board with presentations regarding the College's procurement process and apprenticeship programs.

Ms. Martha Kaye Koehler, the College Attorney, provided an overview of the Board's recent discussion items and issues that the Board has surfaced regarding the College's procurement process.

Dr. Gary Goff, the Vice President for Administration/CFO, and Ms. Vonda Melchior, the Director of Purchasing, provided the Board with a presentation on the College's procurement methods and evaluation process and explained that the following changes to the College's procurement process are being recommended:

1. Add the location to the Oral Evaluation for Request for Qualifications [RFQ].
2. Add the scoring ranges to the Request for Proposal [RFP]/Invitation to Negotiate [ITN] process.
3. Add the following language to all procurement methods:

Hillsborough Community College encourages the participation of minority/women Business Enterprises (M/WBE), in all contracts, subcontracts and joint ventures associated with this project.

The College encourages the participation of minority/women Business Enterprises (M/WBE) in contracts. No person, agency or company shall be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any

Ms. Melchior indicated that the printing bids were sent to all minority vendors that are listed on the College, the City, County and State's minority vendors' list.

Dr. Goff explained that staff will be updating the College's procurement process and the administrative rules and that the recommended changes will be submitted to the Board for approval in the near future.

Dr. Gonzalez asked Dr. Goff to review the purchasing process for items under \$5,000 to ensure that the purchases are reasonable and are being shared with minority vendors.

Mr. Huggins commended Dr. Goff and his staff for all the hard work that they have done in improving the College's procurement process.

Ms. Watkins reminded her fellow Board members of her request at the November Board meeting to raise \$15,000 as a Board project towards Dr. John Sinnott's challenge to match up to \$25,000 for an endowed scholarship fund in honor of Dr. Gwendolyn Stephenson. She reiterated that each Board member needs to raise \$3,000 by the end of January.

The Board postponed the Apprenticeship Program presentation and requested that a workshop be scheduled for this presentation.

The workshop concluded at 7:20 p.m.