

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
WEDNESDAY, JUNE 16, 2004 – 5:00 P.M.
REGULAR MEETING
DISTRICT ADMINISTRATIVE OFFICES
BOARD ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

Dr. Gonzalez called the meeting to order at 5:10 p.m.

1.02 Pledge of Allegiance

1.03 Invocation

1.04 Roll Call

The following Trustees were in attendance:

Mrs. Chappella I. Hill (Arrived at 5:23 p.m.)
Dr. W. Edward Gonzalez
Mr. Daniel Coton
Mr. Thomas Huggins
Ms. Nancy Watkins

1.05 Welcome to Guests and Staff Members

Dr. Gonzalez welcomed guests and staff members.

1.06 Foundation Report

1.06.01 Dr. Adrienne Garcia, Executive Director of the HCC Foundation, reported that the "end of the year" data for the Foundation is being put together. For the fiscal year ending in June, 2003, the Foundation received \$222,000 in donations. This year, in eleven months, they received \$339,000, showing an increase. Last year's showcase netted \$36,000; this year's showcase netted \$77,000. Last year the Foundation received no state match money; this year they received \$179,000 in match funds. Total revenues for the Foundation last year were in the

neighborhood of \$260,000, this year it is running at \$615,000. Endowment gifts to the Foundation grew; last year \$49,000 was directed to permanent funds and this year \$86,000 directed for scholarships and \$139,000 for other college support. All of this information will be published in Foundation's Annual Report.

Ms. Watkins asked Dr. Garcia to provide a current list of the 21 Foundation Board members.

1.07

Faculty and Staff Recognitions

- 1.07.01 Mr. John Huerta, Vice President for External Affairs, reported that HCC received the United Way Bronze award for having raised \$28,000 and was also awarded the "Best Campaign Practice" award. Mr. Huerta expressed special congratulations to our Chair, Darson Bullard and Co-Chair, Dr. Sharon Miller.
- 1.07.02 Dr. Stephenson has been invited to serve as one of fifteen charter members of the Educational Testing Services [ETS] National Community College Advisory Board. ETS will establish an ETS scholarship fund in acknowledgement of Dr. Stephenson's service, in the amount of \$3000 per year for every year of her service on ETS.
- 1.07.03 Dr. Michael Gonzalez, Chief of Training for Tampa Fire Rescue, sent a letter of appreciation to the College for the efforts of Mr. William Corso and the Emergency Medical Service program's willingness to assist Tampa Fire Rescue with their Paramedic training.
- 1.07.04 Assistant Professor of Speech, John Reffue, served as the Chair for the 2004 National Communication Association, Community College Educator of the Year award. NCA is the nation's premiere scholarly organization for communication. This was the third year of participation on the award committee by Professor Reffue and his first as Chair.
- 1.07.05 Biology Professor John Whitlock and collaborators from the University of South Florida submitted a

research paper to *Letters in Applied Microbiology Publication*, bringing great prestige to our College.

1.07.06 The Datatel Scholars Foundation selected Brandon students, Junia deOliviera and Sophia Stewart-Jenkins to each receive a \$1000 scholarship award. They were to summarize their educational goals and the difference a Datatel scholarship would make in their lives and in those around them.

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

After due discussion and consideration, Dr. Gonzalez 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:

May 19, 2004 [Regular Meeting]

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

- 5.03 The President recommended acknowledgement of employment separations.

After due discussion and consideration, Dr. Gonzalez 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 administrative contracts for fiscal year 2004-2005.

The President indicated that at this time she is not bringing forth salary recommendations because she was directed to have a thorough comparative review of salaries, and has been working with the Mercer Foundation. She plans to bring those salary recommendations to the July meeting.

After due discussion and consideration, Dr. Gonzalez 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 2003-2004 Annual Update of the Educational Equity Act Plan.

Ms. Carol Alford provided a brief overview of the Educational Equity Act Plan to the Board members. Ms. Alford advised that we have had good progress in the A.A. degree completion rates. We have narrowed the gap between the White/Black ratio in completing the A.A. degree and in the White/Hispanic ratio in completing the A.A. degree. In student enrollment and completion, we are meeting the census for Hillsborough County for all the categories, except for *"other minorities"*.

Mr. Huggins asked about the White/Black gap and the White/Hispanic gap and what it is compared to. Ms. Alford advised that the measurement standard is taking the completion rate for A.A. degree completion for White students and comparing them to the Black students' completion rate and the Hispanic students' completion rate. The actual graduates are compared. Dr. Stephenson indicated that the College had set a three-year goal for closing this gap; however, the gap has been substantially reduced in one year's time.

Mrs. Hill asked about the dual enrollment programs and expressed a concern that parents do not know about the program and how to enroll their children. Dr. Stephenson indicated that there is a concentrated effort on the part of College recruiters to share more information on the Dual Enrollment Program with the high schools.

Ms. Watkins inquired about the percentage rates of this community and not the national averages. She indicated that she would like to see the ratio of each group in our community. While the required state reporting does not require that information, Dr. Stephenson indicated that we will augment this and provide that information to Ms. Watkins.

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

- 5.06 The President recommended acceptance of the fiscal year 2003-2004 Fire Safety Casualty and Sanitation Inspection Report.

Mr. Steve Shields, Risk Manager, presented an overview of the annual SREF report. He indicated that overall deficiencies have been reduced by 63% from last year. The reductions can be attributed to the support of the Board, administrators, facilities personnel and previous inspectors. Dr. Stephenson advised that we have invested significant dollars in trying to resolve some of these issues and she believes that is why we have seen such improvement and progress in these efforts. She is proud of the efforts of college staff.

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

6.0 EDUCATIONAL PROGRAMS AND STUDENT SERVICES

- 6.01 The President recommended approval of course modifications, a new College Credit Certificate and a College Credit Certification modification.

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

- 6.02 The President recommended acceptance of the following grants:

6.02.01 Congressional-Directed Veterinarian Technician Training Program – in the amount of \$248,525.

6.02.02 Florida Campus Compact Impact-in the amount of \$15,000.

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

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

6.03.01 Congressional-Earmarked IT₃.

6.03.02 Language Acquisition and Family Learning Center

6.03.03 NSF-ATE IT₃ Center

6.03.04 FDOE-Farmworker Jobs and Education Program

6.03.05 College Reach-Out Program [CROP]

6.03.06 Achieving the Dream: Community Colleges Count

6.03.07 Positive Action Through Cooperation of Parents and Children [PAC] Success Academies

6.03.08 Front Porch Literacy

6.03.09 Community Technology Literacy-Supporting Academic Freedom through Virtual Education [SAFVE]

6.03.10 English Creek Preserve Invasive Plan Removal

6.03.11 Comprehensive Family Literacy – Learning is a Family Affair [LIFA]

After due discussion and consideration, Mr. Huggins made a motion of approval, seconded by Dr. Gonzalez 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 the fiscal year 2004-2005 budget.

Mr. Gary Goff, VP for Administration, CFO, provided a brief review of the budget indicating that the adjustments that were suggested in the recent Board of Trustees Budget Workshop have been made in the revised version of the budget on pages, 22, 35, 36 and 37. The initially allocated \$315,000 for the Plant City Child Care Center facility has been removed. We are requesting approval of the plan as listed; the 5% tuition increase, as well as the 10 increases in

fees, lab fees and three additional fees on pages 50, 51, 52 and 53. The spending plan listed in the document is also being recommended for approval.

Mr. Huggins inquired if the Board will be receiving a feasibility study on the Plant City Child Care Center facility. Dr. Haynes advised that the study should be completed by September and brought back to the Board at that time.

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

- 8.02 The President recommended approval of a contract with Mathews Construction Company to provide construction management services for the construction of the Multi-Use Building on the Plant City Campus.

Mr. Huggins inquired as to the WMBE participation of Mathews Construction and indicated that while we are approving a construction management contract, the composition of Mathews Construction Company itself, is not diverse. A representative in the audience indicated that an effort will be made to hire diverse subcontractors for this project.

Ms. Watkins expressed her concern with Mathews Construction Company and their company's composition, which does not include a diverse workforce.

Mrs. Hill expressed her concern, as well, with the composition of Mathews Construction Company and not having minorities employed there.

The President suggested that perhaps when the opportunity arises, Mathews Construction Company will be looking for strategies to obtain a diverse pool of employees. The company representative agreed that whenever an opportunity presents itself, Mathews Construction Company will make every effort to create a diverse pool of employees.

After due discussion and consideration, Dr. Gonzalez made a motion of approval, seconded by Mr. Coton, with approval given by aye vote of four Board members and one opposing vote of the fifth Board member.

- 8.03 The President recommended approval of the write-off of uncollectible accounts receivable.

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

- 8.04 The President recommended approval of a contract between the College and the Florida Department of Juvenile Justice to provide annual training.

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

- 8.05 The President recommended approval of an agreement between the College and Station WXYB 1520 AM for the purchase of air time for the College's broadcast program.

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

- 8.06 The President recommended approval of a contract between the College and the Donut Shop for limited food and beverage services at the Dale Mabry Campus.

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

- 8.07 The President recommended that the Board acknowledge receipt of three Data Signal computer racks for use in the College's Computer Center.

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

9.0 ADMINISTRATIVE REPORT

- 9.01 Dr. Stephenson reported that we have been selected by the Lumina Foundation: Achieving The Dream, Community Colleges Count, as one of the four community colleges chosen in Florida. They are aware of the work we do at the community college with diverse

populations. They will help us to develop new strategies and to keep data on diverse populations. They are willing to invest in community colleges, and will be funding at least 27 community colleges over the next few years. This project helps us to move forward on the goals that have been set for this college.

- 9.02 Dr. Stephenson informed the Board members that Mike Comins has accepted a job as the Chief Operating Officer for the Florida Association of Community Colleges.

10.0 LEGAL REPORT

- 10.01 Mr. Frazier Carraway reported that he was presenting the Florida Department of Transportation (FDOT) settlement offer on the eminent domain case in Ybor City to the Board for approval. He introduced Mike Rosen, the eminent domain lawyer in the firm. Mr. Carraway indicated that Mike was able to negotiate an offer through three mediations with the state.

Dr. Stephenson offered thanks to Martha Kaye Koehler, College Attorney, for her diligent work on this project, working with Dr. Gaston of the Ybor Campus and working closely with Mike Rosen, as well.

Mr. Carraway apologized for not acknowledging Ms. Koehler's involvement and hard work in bringing this project to resolution.

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

- 10.02 Ms. Suzanne Flaig, Director of Human Resources, gave a brief labor report indicating that today FUSA had ratified the contract. Of the 126 votes, there was only one dissension. This item will be brought back to the Board at the July meeting. Ms. Flaig indicated that she looks forward to a good working relationship with the FUSA union this year, and credits the success to her recent attendance, and the attendance of the union leaders, at the Harvard University seminar on union negotiations.

Ms. Flaig indicated that on June 4, 2004 they met with SEIU representatives. She explained that this is simply a matter of a wage reopener. It is not a contract negotiation like with FUSA. The Union proposed a revamping of the salary structure and proposed the "Step-Plan" of compensation. Ms. Flaig indicated that it was felt that this was inappropriate given the fact that there was only one

issue to discuss. We would not normally revamp the compensation plan without anything else to talk about. We rejected that and put down an initial proposal of 3.5%. The union said that they did not wish to discuss this any further, and wanted the Step-Plan considered. We invited the union leader to caucus, but he was not interested. We wrote them a letter asking that they give us a date to meet again.

The Board will be kept apprised of the progress in this matter.

11.0 HEARING OF BOARD MEMBERS

11.01 Nomination of the 2004-2005 Board Officers

As the Chairman and single member of the nominating committee, Ms. Watkins asked if Dr. Gonzalez would accept nomination for Chairman of the 2004-05 Board period and if Mr. Huggins would accept Vice Chairman for the 2004-05 Board period. Dr. Gonzalez accepted the nomination and Mr. Huggins accepted the nomination. They will be officially seated at the July Board meeting.

Ms. Watkins made a recommendation to accept Dr. Gonzalez and Mr. Huggins for Chairman and Vice Chairman, respectively.

11.02 Discussion – President's 2003-2004 Annual Evaluation Process

Dr. Stephenson indicated that she will provide the Board with her Statement of Accomplishments and it is her intention to do that after she has received and reviewed the accomplishments of those persons who report to her. Following that submittal, Mr. Frazier Carraway will send out a copy of the evaluation form to the Board members.

Mrs. Hill reported that as a matter of Chair privilege, she asked Martha Kaye Koehler to review the salaries and benefits packages for comparable colleges in this state and outside of this state, so that we would have a means of comparison.

Dr. Stephenson suggested that Ms. Koehler should summarize the information that was received and provide it to Mrs. Hill and the Board members for their review, noting that while this information is public information, she assured the colleges who participated that she would keep the information that was shared, "confidential".

11.03 Mr. Huggins thanked everyone for selecting him to represent the Board and the College at the recent CCID conference that was held

in Belize. He indicated that we made tremendous progress and the commitment and support of Hillsborough Community College is well recognized in Belize and by the Belizean ministry. Mr. Huggins also reported that there are three HCC faculty members currently teaching in Belize.

11.04 Dr. Gonzalez thanked his colleagues for choosing him as the next Chairman of the Board. He also reported that in a recent dinner meeting with Dr. Stephenson and a representative from the South County, there was a conversation about a plan of development to pursue a cultural and artistic performance center in the South County.

11.05 Ms. Watkins reported that she recently visited Washington with Mr. Robert Wolf to call on various agencies like Homeland Security, Commerce, Department of Justice and Housing Urban Development to establish relationships there to meet with appropriate people to find out about competitive grants and specific appropriations. Ms. Watkins indicated that it was a very good visit.

11.06 Dr. Gonzalez congratulated Dr. Stephenson on recently becoming a grandmother of twins, a boy and a girl.

11.07 Mrs. Hill congratulated her colleagues who will be taking over the Chairman and Vice Chairman positions at the July Board meeting.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 6:45 p.m.