

HILLSBOROUGH

COMMUNITY COLLEGE FOUNDATION

ANNUAL BOARD MEETING MINUTES

June 10, 2004

Spain Restaurant, Tampa, FL

HCCF Board Members In Attendance: Dan Carbone, Nancy Carey, John Cochran, Tony Cooper, Tom Ellwanger, Ross Elsberry, Ernest Fernandez, Frank Fralick, Donna Jordan, Rudy Jordan, Karen Mincey, Tamra Muir, Mark Proctor, Dr. John Sinnott, Melvin Stone and Larry Wilder.

HCC Board Members Unable to Attend: Jennifer Closshey, Shannon Edge, Gary Goff, Dr. Ed Gonzalez, Jim Hackman, Joseph Jackson, Patricia Martini Clark, Jim Mehlretter, Chuck Peterson, and Stan Tyrell

HCC Staff Members Present: Adrienne Garcia and Dr. Gwen Stephenson

Guests Present: Dr. Robert Chunn, Dr. Felix Haynes, Chappella Hill, Dr. Bruce Judd and Steve Stephenson

- I. **Call to Order** – Frank Fralick called the meeting to order at 6:40 PM with a quorum present.
Special Presentation - Frank recognized & welcomed Dr. Stephenson's two new grandchildren born on May 27th.
Frank presented appreciation plaques to the two (2) retiring Board members, Mark Proctor and Melvin Stone and thanked them for their contributions and service to the HCC Foundation Board.
Frank welcomed the six (6) new Board members; Nancy Carey, John Cochran, Tom Ellwanger, Joseph Jackson, John Sheppard (unable to be present) and Dr. John Sinnott. The Board now consists of 25 members with excitement and great energy.
- II. **Approval of Minutes** – Minutes of the April 8, 2004 meeting were approved.
- III. **Approval of May 2004 Financial Statement** – Frank reviewed the Statement of Activities for the past 11 months. A motion was made and seconded to approve the May 2004 Financial Statement
- IV. **Approval of the 2004 – 2005 Foundation Budget** – Frank reviewed the proposed Budget (previously reviewed by the Finance Committee and the Executive Committee), noting the expected increase in Special Events revenues as well as the small increase in Operating Costs due to the upgrade of the Foundation's Executive Assistant. A motion was made and seconded to approve the 2005 Foundation Budget.

- V. **Election of Officer's & Executive Committee** – The following slate of officers and the Executive Committee At-Large Member were unanimously approved.

2004-2005 Executive Committee

Dan Carbone, Chair	Frank Fralick, Past Chair
Jim Hackman, Vice Chair	Adrienne Garcia, Ed.D. Secretary
Chuck Peterson, Treasurer	Gary Goff, Presidential Liaison
Donna Jordan, At-Large	_____, BOT Liaison

- VI. **HCC Foundation Executive Director** – Adrienne Garcia requested acceptance of the donation of three (3) Data Signal computer racks to be used in the Computer Center. A motion was made, seconded and approved for the Foundation Board to accept this donation. She will report our plans to the Board of Trustees so they may accept the donation on behalf of HCC.

Adrienne reported a professor and the World Humanities Club would like to submit a grant proposal for \$42,000 to various corporate foundations through the HCC Foundation's 501c3 charter. The funds, if secured, would be utilized to send HCC students to Ghana with the Habitat for Humanities endorsement to build homes. A motion was made, seconded and approved to submit the proposals.

Adrienne thanked the current Board and the HCC Leadership for their work and support during the past year. She welcomed the new Board members and shared her appreciation for their interest in the HCC Foundation.

- VII. **Board of Trustees Chair** - Chappella Hill told of her personal pleasure and great honor to serve on the HCC Board of Trustees, as well as to be Chair. She has seen the HCC Foundation grow and change over the years due to its leadership and active Board members and is very excited about the positive direction of the Foundation. The Board of Trustees is looking forward to the Foundation becoming #1 in funding and the Trustees will do anything to assist the Foundation to take the College to the next level. On behalf of the Board of Trustees, Mrs. Hill thanked everyone on the Foundation Board for their time and efforts.

- VIII. **President's Report** - Dr. Stephenson reported that HCC is one of the fastest growing Community Colleges in the country, with the leadership at each campus, second to none. The increased state funding that the college will receive this year will be used to help improve staff and faculty salaries, in an effort to make HCC's salaries more competitive as well as to continue to attract outstanding talent.

Dr. Stephenson will continue to support the Foundation as it works to educate the community in understanding the role that HCC plays in the community. The College's partnerships with other institutions of higher learning are growing; as an example, HCC provides trained technicians to support USF trained professionals.

- IX. HCC Foundation Chair** – Frank noted that Adrienne Garcia, as the Executive Director of the HCC Foundation, is the “energy” behind what occurs within the Foundation. Frank congratulated Adrienne for her outstanding efforts and ability to keep the Board on track, steer them in the right direction and encourage them to reach greater heights.

The HCC Foundation Board has received outstanding support from the Board of Trustees and Dr. Stephenson and her staff. Among the accomplishments of the past year has been a revision of the Foundation by-laws to incorporate term limits; selection of a new investment manager, Sun Trust; and the choice of a new auditor. He reported the Foundation received the largest gift to date, \$100,000 from the Trinkle family of Plant City, and \$178,000 in state matching dollars. During the past 11 months, the Foundation has raised \$405,000 which is an 85% increase over last year’s total donations (\$219,000). We are securing larger gifts – this year received 69 Major Gifts (over \$1,000) compared to last year’s total of 46. Frank reported the outcomes of successful appeals (\$29,000) and the Presidential Showcase (netted \$76,500). Also, we will again invite major donors to the October Scholarship Partner’s Breakfast and late January Gasparilla Invasion Reception to recognize them for their generosity. Those who events would be good opportunities to cultivate prospective donors, and Frank urged all to think about guests to invite to these upcoming event.

- X. Old Business - None**

- XI. New Business** – Frank turned over the gavel to the incoming Chair of the Foundation Board, Dan Carbone. Dan thanked Frank for his diligent work leading the Foundation Board for the past year and particularly, his generosity in supporting and sponsoring our events. Then, Dan reviewed some of the Foundation’s activities and events scheduled during the upcoming year.

- XII. Adjourned**

The meeting was adjourned at 7:10 PM.

Respectfully Submitted by:

Adrienne M. Garcia, Secretary
Executive Director

HILLSBOROUGH

COMMUNITY COLLEGE FOUNDATION

ANNUAL BOARD MEETING MINUTES

August 12, 2004

TCTC - Room 125

HCCF Board Members In Attendance: Dan Carbone, Nancy Carey, John Cochran, Ross Elsberry, Frank Fralick, Donna Jordan, Joseph Jackson, Dr. John Sinnott, Stan Tyrell and Larry Wilder.

HCC Board Members Unable to Attend: Jennifer Closshey, Tony Cooper, Shannon Edge, Tom Ellwanger, Gary Goff, Jim Hackman, Rudy Jordan, Patricia Martini Clark, Karen Mincey, Jim Mehlretter, Tamra Muir, Chuck Peterson, and John Sheppard.

HCC Staff Members Present: Dr. Adrienne Garcia, Josette Bulnes, Stena Campagna and Dr. Gwen Stephenson

- I. **Call to Order** – Dan Carbone called the meeting to order at 11:52 AM. Due to the hurricane preparedness, many board members were unable to attend, thus a quorum was not present. All Board members were introduced and new members were welcomed.
- II. **Orientation Presentation** – Dan & Adrienne offered a Foundation overview via a Power Point presentation detailing a history of the college and statistical information on its students; Foundation background, goals and fundraising activities, including anticipated revenues and expenses. (*Contact Stena for a print copy of the presentation.*)
- III. **Approval of Minutes** – The minutes of the June 10, 2004 meeting were not approved due to lack of a quorum.
- IV. **Approval of June & July 2004 Financial Statements** – In Chuck Peterson's absence, Adrienne briefly reviewed the *Statement of Activities* for June & July. Due to lack of a quorum, the June & July, 2004 Financial Statements will be presented at a future meeting for approval.
- V. **Chair's Report** – Birthday wishes were extended to all Board members celebrating in the months of June – August.

Dan asked everyone to review the Board Commitment form, reflect on the list and return it to the Foundation indicating activities for the upcoming year.

Committee chairs were announced; Frank Fralick, Scholarship Committee; Jim Hackman, Development & Projects Committee; and Chuck Peterson, Budget and Finance Committee. Committee appointments were shared with Directors.

Dan announced that Ernie Fernandez had recently resigned from the HCC Foundation Board. Dan noted the many contributions Ernie had made to HCC and the Board during the two decades he served. As a result of Ernie's resignation, Dan will soon call a meeting of the Nominating Committee to review potential candidates.

VI. President's Report – Dr. Stephenson provided information on current College projects:

Marketing: Now is an extremely “good time” for HCC; the “best kept secret in town” is changing. In an effort to make more people aware of HCC, the college will be investing more in the area of marketing. The structure of the marketing department has been reorganized and John Huerta and his team will be developing a strategic plan for marketing the college. The goal is to even more closely answer the needs of the community with what the college offers. In addition, we will continue to work closely with USF to offer more programs to complement their curriculum.

Tallahassee Report – Community Colleges have been receiving a lot of pressure from the legislature to move towards offering baccalaureate degrees. Dr. Stephenson emphasized to the Board the extreme care and consideration that must be exercised in looking towards this type of transition. It would be a monumental task, requiring a strategic shift as well as different accreditation, library expectations, etc. Several Board members expressed their concern that a shift to a baccalaureate would also require an enormous capital investment. This fall, Dr. Stephenson will continue working with the community to find out their concerns and desires regarding this step. In addition, she will meet with the cabinet to discuss a plan to offer baccalaureate programs from other Universities at HCC locations to junior and senior level students during times of the day when HCC facilities are available.

Financial - The financial health of the college is **very strong**. For the first time, the fund balance exceeds the money for accrued leave of all HCC employees.

Internal - In the past, many of the current faculty and administrators had lost ground related to their salaries. After an extensive study, HCC has developed a 3-year plan to increase faculty salaries to be at the 75 percentile of their national and state associates. Administrator's salaries and benefits will also increase to be more competitive.

Grants - The number of state and federal grants awarded to HCC continues to grow. Dr. Stephenson announced that a major grant of \$2.5 million was just awarded from the National Science Foundation. This grant will help HCC to become a leader in developing a state-wide manufacturing and training center in the areas of Nano & Bio Technology.

HCC was recently awarded a grant from the Lumina Foundation, an organization that places special emphasis on educating and training underserved and low-income minority students. HCC will work with Florida Community College, Tallahassee Community College, Valencia Community College and Brevard Community College to develop services to help low-income and minority students achieve.

VII. Committee Reports

- A. **Budget/Finance** – In Chuck Peterson's absence, Adrienne briefly reviewed the 7/31/04 Sun Trust Investment statement. On July 31st the Foundation had \$1.3M invested in equities and fixed instruments.

The 2004-2005 Revised HCC Foundation Budget will be presented for approval at the October meeting since a quorum was not present. The State Match of \$713K needs to be added to the budget.

B. Development – Adrienne indicated that an “appeal” letter will go out to prospective donors in late November or early December. Each Board member is asked to provide a list of 20 prospects (names & addresses) to the Foundation office to be included in the appeal mailing.

Golf Tournament - Stan Tyrell reviewed the progress of the upcoming November 15th golf tournament. All Board members were invited to play in the tournament and invite friends and business associates, as we want to fill the venue. Also, Directors are asked to assist in recruiting sponsors and help with securing auction item donations.

We will develop a public relations list of radio, T.V. and print media contacts. Several Board members offered to provide specific contact names for the list.

Scholarship Partner’s Breakfast – Frank reported that this event, in appreciation of HCC scholarship major donors, will take place on Tuesday, October 19th 7:30 AM at the University Club, Tampa. Approximately 150 people will be in attendance, giving HCC an excellent opportunity for exposure to the community. Each Board member was asked to provide 2-3 names of people to invite who may be interested in providing HCC Scholarships.

Current sponsors include Coca Cola - \$2,500, J.P. Morgan Chase - \$1,000 and Manhattan Construction Co. - \$1,000.

VIII. Executive Director’s Report – Adrienne indicated that an appreciation letter was recently sent from Dr. Stephenson to all major (\$1,000+) donors.

A mailing to all HCC vendors will go out before the end of August detailing the 2004-2005 Sponsorship Opportunities. Follow-up calls will be made to solicit more support for upcoming fundraising events.

Dr. Chunn will make a presentation at the October 14th Board of Director’s meeting on the Development Project on the campus’ front yard and the Mayor’s Beautification Committee landscaping project.

Included in the hand-outs were 2 articles related to fund-raising. Through-out the year, Adrienne will provide additional informative readings.

IX. Old Business - None

X. New Business – At the last Executive Committee Meeting, \$800 was approved for the purchase of HCC recognition/service awards. This issue requires Board approval and will be presented at a later date.

XI. Adjourned

The meeting was adjourned at 1:15 PM.

Respectfully Submitted by:

Adrienne M. Garcia, Secretary
Executive Director

HILLSBOROUGH

COMMUNITY COLLEGE FOUNDATION

BOARD MEETING MINUTES

October 14, 2004

Dale Mabry Campus, Student Services Bldg, Room 108

HCCF Board Members In Attendance: Dan Carbone, Nancy Carey, Jennifer Closshey, Tom Ellwanger, Jim Hackman, Donna Jordan, Joseph Jackson, Patricia Martini Clark, Karen Mincey, Chuck Peterson, Stan Tyrell and Larry Wilder.

HCC Board Members Unable to Attend: John Cochran, Ross Elsberry, Tony Cooper, Shannon Edge, Gary Goff, Rudy Jordan, Jim Mehlretter, Tamra Muir, Dr. John Sinnott and John Sheppard.

HCC Staff Members Present: Dr. Adrienne Garcia, Josette Bulnes, Stena Campagna and Rob Wolf.

- I. **Call to Order** – Dan Carbone called the meeting to order at 11:40 AM. Everyone present introduced themselves.
- II. **Approval of Minutes** – The minutes of the June 10th and the August 12th meetings were approved.

Approval of June, July, August & September 2004 Financial Statements – Due to the absence of a quorum at the August Board meeting, the Financial Statements for June, July, August & September 2004 were approved at this meeting.

Chair's Report – Dan Reported that there is a spot open on the board as a result of Ernie Fernandez's resignation. Board members should submit names to the Nominating Committee by the December Board meeting. It is hoped that we will fill this opening with someone with financial experience to take some of the burden from Chuck Peterson. In February the Nominating Committee will begin the recruitment process to fill the six openings that will occur next year.

Dan encouraged all Board members to try to attend the scheduled Board meetings and Committee meetings.

III. Committee Reports

- A. **Budget/Finance** – The Foundation has 2.1M in net assets. Although, at this point in the year, we are under the projection for donations, Chuck is confident that the future events will accomplish our goal.

The 2004-2005 revised HCC Foundation Budget & Auditor's Report was presented and approved.

- B. **Development** – Jim Hackman reminded everyone of the December Mail Appeal. Stena will provide a list of names to all board members to review prior to the actual

mailing. All board members were encouraged to send any new names to Stena to include in this mailing.

Golf Tournament - Stan Tyrell indicated that we have met our \$10,000 fee to Avila with the current sponsors. New sponsors and golfers are still needed to cover other expenses and maximize our profits. Brochures for the golf classic will be mailed next week. Stan has created a general fax to solicit golfers and sponsors that he will share with all board members.

Stan asked all board members to consider donating items for the goodie bags; i.e. letter openers, mouse pads, pens, etc. from their respective companies. We anticipate filling 120 goodie bags.

Pirate's Invasion – The Pirate's Invasion is scheduled for January 29, 2005. This event is a family oriented social event to thank donors for their generosity. AVI is our first sponsor. We will keep everyone updated as we receive additional sponsors.

Presidential Showcase – Donna Jordan reported that the committee will hold its first meeting on October 28th and the event will be held in early April. Donna is continuing to look for a house to host the event.

C. Scholarship – Karen Mincey, Scholarship Committee member, reminded everyone of the Scholarship Partners' Breakfast on October 19th. All Foundation Board members are encouraged to bring one guest to the event. Several check presentations will be made by recent donors.

Adrienne will announce the "Sinnott Challenge" at the breakfast. Dr. Sinnott will donate up to \$25,000 for the establishment of an Endowed Scholarship Fund to be named in Dr. Stephenson's honor. It is the goal to raise \$25,000 as a result of the Scholarship Partners' Breakfast. All gifts to this fund secured by February 1, 2005 will qualify for state matching. The Scholarship committee will provide an update on this effort at the November Executive Committee meeting.

IV. Executive Director's Report – Adrienne indicated that the 2003-2004 Foundation Annual Report will be distributed at the Scholarship Partners' Breakfast.

A committee has been formed to award three Mini-grants; one from TECO, one as a faculty award and the 3rd as a Staff award. The deadline for submitting applications for these awards is October 14th. Applicants were asked to submit proposals of programs that would be of particular benefit to students. Monies awarded must be utilized by June of 2005. Those receiving these awards will be announced at the December Board meeting.

Adrienne has been meeting with a group to discuss building a Performing Arts Center for the South County Campus. The next meeting is scheduled for October 27th at the office of Dr. Carlos Soto, Brandon Campus President.

Jennifer Closshey reported on her meetings with Dr. Haynes, Plant City Campus President, to raise funds for Technology enhancement. \$250,000 will be awarded by the City of Plant City before February, 2005 in order to qualify for state matching. The Plant City Chamber of Commerce is playing a very active role in this project.

Included in the meeting packet are several clippings about board members as well an article written by Adrienne titled, “Oh No, Not Another Event”.

- V. **Old Business** – Chuck Peterson reported on the meeting with Lydia Daniel, Director of the Honors Institute. As a result of the departure of the original funding source to the Institute, the HCC Foundation will need to establish a different funding structure. The Foundation will honor any prior funding commitments to the Institute and the Scholarship Committee will meet to structure an appropriate Honors Scholarship to be presented at the December Board meeting.
- VI. **New Business** – Jennifer Closshey brought up an issue of concern; how to communicate with the Legislature in support HCC’s efforts. It was recommended that items of concern should be sent to Dr. Stephenson to present to COP (Council of Presidents). The Board will work together to create some “talking points” for Dr. Stephenson.
- VII. **Adjourned**
The meeting was adjourned at 1:08 PM.

Respectfully Submitted by:

Adrienne M. Garcia, Secretary
Executive Director

HILLSBOROUGH

COMMUNITY COLLEGE FOUNDATION

BOARD MEETING MINUTES

December 9, 2004

Plant City Campus, FS/PEPS Bldg, Room 102/103

HCCF Board Members In Attendance: Dan Carbone, Nancy Carey, Jennifer Closshey, John Cochran, Tony Cooper, Ross Elsberry, Frank Fralick, Gary Goff, Jim Hackman, Donna Jordan, Patricia Martini Clark, Jim Mehlretter, Tamra Muir, Dr. John Sinnott and Stan Tyrell.

HCC Board Members Unable to Attend: Shannon Edge, Tom Ellwanger, Joseph Jackson, Rudy Jordan, Karen Mincey, Chuck Peterson, John Sheppard and Larry Wilder.

HCC Staff Members Present: Dr. Adrienne Garcia, Stena Campagna and Dr. Felix Haynes

Guests: Alcoa Foundation - Ellie Hicks, HR Specialist and Tom Jones, Operations Manager

- I. **Call to Order** – Dan Carbone called the meeting to order at 4:26 P.M. He thanked Jim Hackman for securing the Pepin bus to transport Directors from Tampa to Plant City.
- II. **Welcome** – Dr. Felix Haynes, Plant City Campus President, welcomed all Board members and guests to the Plant City campus. Dr. Haynes gave an overview of the developments at the campus. Construction has begun on the \$8.4M Trinkle Multi-Purpose building. The start of this project has been eagerly anticipated and the sound of bulldozers is like music to the ears of everyone. Once completed, the new building will feature four 950 square foot classrooms, four 1,050 square foot vocational labs and over 20,000 square feet of community center space (to accommodate everything from artistic performances to academic conferences and large community gatherings). A Capital Campaign is planned to raise funds for the community center space, particularly technology enhancements. Jennifer Closshey, Adrienne Garcia and Dr. Haynes are working with local community and business leaders to secure advance pledges prior to a public announcement.

The Plant City campus is proud to announce the largest enrollment to date with 2,928 students registered this Term. The campus will soon roll out a major student recruiting campaign to increase enrollment by 10% each year.

Plant City will soon have the following new programs available: Vet Tech – 54 students are already registered, Advanced Water Technology, Irrigation Technology, Pest Control Technology and GPS/GIS Certification. Future new programs include horticulture and natural resources.

The Plant City area is experiencing a boom in population and economic growth; recently the City issued 6,000 permits for new homes in the area. In anticipation of future growth, the Chamber is working on a comprehensive plan. The Plant City campus will be prepared for this growth surge.

- III. Special Presentation** – Dan Carbone introduced Alcoa Foundation representatives, Ellie Hicks, HR Specialist and Tom Jones, Operations Manager. Mr. Jones presented a check for \$6,500 to the Foundation for the Plant City Scholarship program.
- IV. Approval of Minutes** – The minutes of the October 14th meeting were approved.
- V. Approval of June, July, August & September 2004 Financial Statements** – In Chuck Peterson’s absence, Adrienne Garcia presented the October and November, 2004 financial statements, which were then approved by the Board.
- VI. Chair’s Report** – Dan shared a letter from Tom Ellwanger, suggesting that the Foundation discuss a change to current by-laws for a meeting **quorum**. Currently the Foundation by-laws require “more than one-half of the elected members” be present in order to establish a quorum. This has been difficult to achieve at several meetings and as a result, decisions need to be postponed. Since the Board only meets every other month, this can prevent the Board from getting business done. After a brief discussion, a motion was made and passed to change the Foundation by-laws quorum requirements from one-half to “more than one-third” attendance. The revision will be presented to the Board of Trustees at the January, 2005 meeting,

Changing the board meeting time and day of the week was also discussed. Adrienne and Dan Carbone will communicate with Board members to secure feedback related to possibly changing the time and/or day of the meetings.

The **mini-grant** panel reviewed the 13 proposals submitted. Each mini grant recipient will be awarded \$2,500. Dan thanked Board Directors Karen Mincey and Dr. Patty Martini Clark for reviewing the proposals. The Board approved the following; TECO Mini-grant – awarded to Marcella Sherman for the purchase of 2 computers for the Writing Center at Dale Mabry campus; Staff Mini-grant – awarded to Arleen Janz to develop training materials for student tutors at all campuses; and Faculty Mini-grant – awarded to Dr. Cynthia Hawkins to supports costs of involving students in community service learning projects. Adrienne Garcia will notify the recipients.

Dan thanked all Board Directors who submitted a letter of recommendation on behalf of Dr. Stephenson for the Tampa Bay Business Journal **Minority Business Person** of the Year (Government) Award. Finalists will be named in the next few weeks and the winner will be announced at the awards event on January 27, 2005.

Dan reported that in response to a **landscaping project** initiated by Larry Wilder and the Mayor’s Beautification Program, students and staff did some planting at the Dale Mabry campus just before the Thanksgiving holiday.

VII. Committee Reports

- A. Budget/Finance** – In Chuck Peterson’s absence, Adrienne reviewed the investment summaries for October and November, 2005.

A memo was distributed to all Board Directors about the **Carrollwood Rotary Endowment**. Carrollwood Rotary established an endowed scholarship fund in 1994 and made a second donation in 1999. Foundation records however indicated that the 1999 donation was placed in the General Scholarship Fund. The staff recommended to transfer \$10,000 (the \$6,500 donation of 1999 plus the state

match) to the Carrollwood Rotary Endowed Scholarship Fund from the State of Florida Fund. The Board unanimously approved this recommendation. John Sinnott asked if students receiving a scholarship ever attend a luncheon to personally thank the donor. Adrienne informed the board that the Foundation encourages all recipients to attend a meeting if invited and all scholarship recipients write a personal “thank you” note that is mailed by the Foundation to the donor.

The Finance Committee will schedule a meeting in early January to initiate the 2006 Foundation budget.

B. Scholarship – Frank Fralick thanked Dr. John Sinnott for the challenge to establish an Endowed Scholarship Fund named for Dr. Stephenson. To date, the **Sinnott Challenge** has realized 50% of its goal or a total of \$12,500 (includes received and pledged gifts). Frank Fralick encouraged everyone to add to the Sinnott Challenge by January 31st in order to qualify for the state match.

The Scholarship Committee will meet in mid-January.

C. Development – Jim Hackman, Chair, asked for a report on the Golf Classic. Stan Tyrrell, Golf Committee Chair, thanked everyone for their hard work and efforts that made the first **HCC Foundation Golf Classic** such a huge winner. Over \$18,000 was realized in net proceeds. The weather and the venue were ideal. This event was the first of what will be a long and successful tradition.

Dan Carbone indicated that the success of the Golf Classic was due to Stan’s excellent leadership and the board is hopeful that Stan will agree to chair the committee again next year. Donna Jordan expressed a “special thank you” to Dr. Barbara Goldstein for acting as the official tournament photographer.

Jim reported the **December Mail Appeal** focused on the Sinnott Challenge and was mailed the first week in December. If Directors can identify other prospects who should be included, please send names and addresses to Stena ASAP. The response will be reported at the next meeting.

Jim reminded all the **HCC Pirate Invasion** Reception is scheduled for January 29, 2005. This family-oriented event is utilized to thank donors for their generosity. To date we have \$2,500 in sponsorships. Nancy Carey will look into getting Bay News 9 to be a sponsor for the event as well as provide media coverage.

Donna Jordan, **Presidential Showcase** Planning Committee Chair, has secured the 30,000 square foot Yaffe house in Avila as the site of the April event. Everyone at the golf tournament had an opportunity to see the house and this has generated much “buzz” about the event. The Planning Committee is working on securing an Honorary Chair and several back-up suggestions. Sponsorship opportunities are available from \$1,000 to \$10,000. Most important at this time is getting the word out. Donna is looking for all who will want to help with publicity. Jim Hackman will look into getting Media General involved. The next Presidential Showcase committee meeting is scheduled for January 18th.

D. Nominating – Jim Hackman reported his committee is identifying people with strong financial skills to join the Foundation Board. Currently, one seat is open so Directors are urged to send names to Jim Hackman immediately. His committee will

review nominations and will present a candidate at the February Board meeting. Then, the regular nomination process will take place for electing new Board Directors in April.

- VIII. Executive Director's Report** – Adrienne presented *Trendline 2004*, an HCC fact book, recently published by the Institutional Research department under Strategic Planning Director, Dr. Paul Nagy, in preparation for accreditation renewal by the college.

Inside HCC, Fall 2004 was distributed to all board members. The Foundation contributes an article to each issue in an effort to continue to educate and update HCC employees on the Foundation activities.

Adrienne is continuing her meetings and discussions with Dr. Soto and the Sun City Center community about the **South Shore campus**. State funding is in place to initiate the first phase of construction. Future plans include a Performing Arts Center and Drs. Soto and Garcia are developing a campaign to secure private funding from South County residents and organizations for a theatre and other arts programs. The funds for that project will be matched by the state. Ross Elsberry has agreed to help in spreading the word about this project and identifying prospective donors.

Adrienne shared **holiday gift cards** indicating she had made a gift to honor each Foundation Director for his/her support of HCC. The cards are available through the Foundation office for anyone who would like to make a donation to honor friends, coworkers or family. The donation can be directed to the HCC Scholarship Fund or other funds. Just send your check and names and addresses of designated recipients to the Foundation office by Thursday, December 16th

- IX. Old Business** – None

- X. New Business** – Jim Hackman, on behalf of the entire board of directors, expressed deep appreciation to Adrienne and her staff for their great efforts. Jim Hackman said he has served on the Foundation Board for quite some time and has seen considerable forward motion in the past two years. The directors were unanimous in their appreciation for the Foundation team.

Nancy Watkins, BOT liaison, expressed appreciation to the board on behalf of the HCC Trustees. The work done by the HCC Foundation board makes a significant difference to the College and to our students.

- XI. Adjourned**

Dan wished everyone Blessed Holidays and the meeting was adjourned at 5:15 PM.

Respectfully Submitted by:

Adrienne M. Garcia, Secretary
Executive Director

HILLSBOROUGH

COMMUNITY COLLEGE FOUNDATION

BOARD MEETING MINUTES

February 10, 2005

Brandon Campus, BADM Bldg, Room 101

HCCF Board Members In Attendance: Shannon Edge, Nancy Carey, Jennifer Closshey, John Cochran, , Ross Elsberry, Tom Ellwanger, Gary Goff, Jim Hackman, Joseph Jackson, Rudy Jordan Patricia Martini Clark, Jim Mehlretter, Karen Mincey, John Sheppard, Dr. John Sinnott, Stan Tyrell and Larry Wilder.

HCC Board Members Unable to Attend: Dan Carbone, Tony Cooper, Frank Fralick, Donna Jordan, Chuck Peterson, Nancy Watson and Tamra Muir.

HCC Staff Members Present: Dr. Carlos Soto, Dr. Adrienne Garcia, Stena Campagna and Josette Bulnes

Guests: Sue Flaig, HR Director, Kay Sanborn, Benefits Mgr., John Huerta, Exec. Director Marketing & Public Relations and Ellie Gilder, Director Institutional Advancement

- I. **Call to Order** – Jim Hackman, Vice Chair, called the meeting to order at 11:50 A.M. A quorum was present.
- II. **Welcome** – Dr. Carlos Soto, Brandon Campus President, welcomed all Board members and guests to the Brandon campus. Dr. Soto gave an overview of the developments at the campus, including the construction of a new Student Services facility. Also, he shared news of the new South Shore campus recently funded by the legislature.
- III. **Chair's Report** – Employee Service Awards Presentation - Sue Flaig and Kay Sanborn spoke about the long-standing HCC tradition of giving Employee Service awards to recognize HCC employees who have worked at the college for 5, 10, 15, 20, 25, 30 and 35 years. Previously, the funding for these awards came through the President's budget, however the auditor has prohibited future expenditures so Human Resources is seeking funding from the Foundation. In the past, the Foundation has assisted when the inventory of past awards has been depleted. The HR Department is reevaluating the types of awards given and the format in which they are distributed. O.C. Tanner, a manufacturer of recognition awards and programs, has been selected by the HR Department to provide future awards.

The O.C. Tanner program would also upgrade the entire experience, allowing some recipients to select their own recognition award from a controlled list. The contract with O.C. Tanner would lock in the price for the awards, with only the price of gold and shipping being subject to market changes. The cost of the service recognition awards for 2005 would be \$9,520.00

Sue Flaig stressed the significance of continuing this practice of giving recognition awards based on a recent Gallop study that reported employees job satisfaction is enhanced with recognition.

Adrienne noted that the HR Department has been helpful in soliciting HR vendors to contribute through the Foundation.

Alumni Plan – John Huerta will soon attend Blackbaud training. Upon his return he will be able to load the Alumni data into the Blackbaud database from the Datatel system where it currently resides. John will explore resources, among them the Tampa Tribune, who could verify names and addresses of HCC graduates.

John has created a series of Corporate newspaper ads that promote the Alumni and the Foundation. The goal is to give exposure to all facets of the college.

In responding to a “strategic planning process”, Ellie Gilder was able to reevaluate the Alumni plan and to restructure it to keep pace with the goals of the college as well as with the changes in how people receive information, i.e. email vs. snail mail.

Part of the HCC re-accreditation process calls for Alumni surveys to determine what programs alumni want. Ellie has targeted June, 2005 to determine 3,000 - 4,000 alumni names to survey. The results of this survey will be used to establish an alumni group. In the future the alumni group would work collaboratively with the HCC Foundation.

Other specifics proposed:

- Fire Science Technology Alumni – There is a great deal of interest among the Fire Science Technology department to establish an alumni group. Ellie is working with Dean Jack Evans to create a letter to send to Fire Science alumni. Once an alumni group is established, the goal will be for them to work with the Foundation to raise money for the HCC Fire Science Technology programs.
- Nursing / Health Science Alumni – Ellie has spoken to the Nursing Department. Although interested, they will need to postpone their involvement until staff and monies are available.
- Pinnacle Group – The current database is being reviewed to identify 500 as a targeted population for establishing a “pinnacle group” of alumni that would act in an advisory capacity in offering marketing recommendations.
- *Campus Cruiser*, a software program recently purchased to allow HCC students to have email addresses can also be utilized by an on-line alumni community. Once in use, a staff person will update the on-line community on a regular basis. Campus Cruiser also has the capacity to connect with Datatel.
- Alumni Directory – The last directory was done in 1997 at a cost of \$30 each (no ads were included). Not likely the Harris company would create one for a community college.
- Board Directors recommended the following –
 - An HCC marketing class may want to create an alumni plan as a class project.
 - Jennifer Closshey recently worked on a Chamber directory for Plant City that was very successful. Jennifer suggested creating a separate directory for the Plant City area, as many HCC Plant City graduates remain within Plant City.

- Larry Wilder, an HCC graduate volunteered to act as a liaison with the Foundation Board and the alumni association.
- Alumni and Marketing will present their written alumni plan to the Foundation Board to determine how to best fit the milestones into the Foundation programs and future plans.

IV. Secretary's Report - Approval of Minutes – The minutes of the December 9, 2004 meeting were approved.

V. Treasurer's Report - Approval of December, 2004 & January 2005 Financial Statements – In Chuck Peterson's absence, Jim Hackman presented the December, 2004 & January 2005 financial statements, which were then approved by the Board. The January donations are almost \$300,000 above budget and operating expenses and expenditures are within budget.

VI. Committee Reports

A. Budget/Finance – In Chuck Peterson's absence, Ross Elsberry reviewed the SunTrust investment summaries for December and January, as well as the 2004 summary that indicated \$2.13M in assets. Currently the portfolio is 65% equities and 35% cash/fixed assets. A 10.37% return was achieved for 2004, with 7-9% earnings projected for 2005.

The Finance Committee recommended that the Investment Policy guidelines for fixed income securities be increased to allow greater flexibility within the portfolio. They recommend increasing the upper limit to from 20% to 35% to allow up to 50-50 allocation balance, if needed. Also, the Committee recommends the Policy be modified to require the money manager to notify the Foundation Executive Director or Finance Chair of any material (5%) investment allocation changes.

The Board approved a motion to modify the Investment Policy in two ways, first, to increase the asset allocation guidelines upper limit for fixed income securities to 35% and secondly, to add to the "communications" section, the notification of the Executive Director or Investment Committee Chair when current allocations make a material 5% change.

The Foundation financial accounting has been shifting from Bruce Szabo to HCC for the past 6-7 months. Thus far, this transition is running smoothly, however the Executive Director suggests investing in the Blackbaud Financial Edge software package. The software will enable the Foundation to track its own financial operations and cost \$6,000 - \$7,000 with training and implementation expected to be in the same range. The Foundation can fund this purchase through its General Support Fund and implemented before June 30, 2005. Adrienne is also looking into credits with Blackbaud that could be used to reduce some of the cost. The Board moved and approved the expenditure.

Adrienne has requested the addition of an Annual Gifts Coordinator position and has received approval from Dr. Stephenson and the Finance Committee to add a new position July 1. The funding, about \$46,000 salary plus benefits will be shared with the Foundation and the College. The Board agreed to approve the establishment and funding of this position, to be included in next year's budget to be presented at the April meeting.

B. Scholarship – In Frank Fralick’s absence, Jim Hackman reviewed the outcome of the Sinnott Challenge. Over \$27,000 was raised and matched by \$25,000 donated by Dr. Sinnott and the Foundation has applied for the State match to create an Endowed Scholarship fund.

The Foundation Board was presented a listing of Endowed Funds. With 5% investment earnings, they yield \$31,361.00 for scholarships next year. Also, the 5% earnings or \$32,356 from the AITF fund will be utilized to match \$40,000 HEF scholarship funds. Finally about \$39K will materialize from current scholarship funds and \$15K are projected from miscellaneous scholarship gifts creating the possibility of awarding more than \$125,000 in scholarships in FY 2005 – 2006.

C. Development – Pirate Reception - Adrienne reported that the Pirates Reception was a great success with nearly 100 in attendance. Donors, faculty and staff came together with Foundation Directors to enjoy a delightful afternoon watching the Pirates and its’ flotilla invade Tampa Bay in perfect weather.

Beer Garden - Although the Foundation had applied in the past, this year marked the first year of hosting a concession during Gasparilla. Adrienne gave a huge “thank you” to Dan Carbone who has set a new record for his volunteerism, arriving at 7:30 AM, loading and setting up tables and chairs and staying till 7 PM to ensure that as much beer as possible could be sold. She also expressed thanks to the 34 faculty and staff that volunteered their time to work at the Beer Garden. Despite a shaky start to the day (the organizers of the event failed to deliver the tent, tables and chairs, leaving Adrienne to scour the halls of the District Office at 8AM in search of some), the event netted \$5,447.40 for the Foundation General Support Fund. The funds will be shared with campuses for their priorities and projects. A fun and exhausting day was had by all.

Presidential Showcase - Jim Hackman told everyone about the phenomenal home of Christel and Mark Yaffe in Avila that will host this year’s event. Donna Jordan and Danita Dickman are leading an enthusiastic committee that is planning a medieval theme for the event with many HCC students demonstrating their talents during the evening.

Debbie and Wade Boggs will be the evenings “honorary chairs” and the goal is to have 300 – 350 invited guests in attendance. “Save the Date” cards will be mailed next week, with invitations sent on March 28th. Sponsorships from \$10,000 to \$2,500 are available and include recognition in the event program. The Foundation is seeking assistance from the Board Directors in securing sponsorships, ticket sales and auction items. Stena will email this information to the Board. Each Director is asked to purchase 2 tickets and bring another couple; or be a patron couple to insure the event’s success.

D. Nominating – Jim Hackman will host a phone conference call next week with the Nominating Committee. Adrienne will email a Board Director profile to all Board members. We are especially seeking candidates with strong financial experience to fill the current vacancy. Four to six vacancies may be occurring in the very near future so it is important that the Nominating Committee has a pipeline of candidates to recommend. Please send the names of any potential candidates to Jim or Adrienne as soon as possible.

- VII. Executive Director's Report** – Adrienne sought approval from the Board to fund a \$2,500 mini grant submitted by Pam Heglar, Student Service Director, to fund customer service training for front-line student services personnel. The Board approved this request. Given the importance of customer service training to HCC and other community colleges, the Board recommended that Pam Heglar market this program to other campuses and use it as a profit center for HCC.

Adrienne continues to meet with an enthused committee from South County for funding a Performing Arts facility. Their goal is to raise \$8M.

Jennifer Closshey gave the Board an update about the Plant City Campaign. The Trinkle building is under construction. Currently a brochure is being created that will be distributed to target major gift prospects in Plant City to raise \$700,000 for enhancements to the building.

VIII.

Unfinished Business –The Board agreed to fund the service awards for the 2005 year. The Foundation will work with HR to discuss creating a specific appeal for this funding for future years.

Rudy Jordan was commended for his heroic act saving a young child from drowning.

IX New Business – None

X. Adjourned

The meeting was adjourned at 1:40 PM.

Respectfully Submitted by:

Adrienne M. Garcia, Secretary
Executive Director

HILLSBOROUGH

COMMUNITY COLLEGE FOUNDATION

BOARD MEETING MINUTES

April 14, 2005

Ybor City Campus, YPST Bldg, Room 306

HCCF Board Members In Attendance: Dan Carbone, John Cochran, Tom Ellwanger, Ross Elsberry, Frank Fralick, Gary Goff, Joseph Jackson, Rudy Jordan, Patty Martini-Clark, Karen Mincey, Tamra Muir, John Sinnott and Larry Wilder.

HCC Board Members Unable to Attend: Nancy Carey, Jennifer Closshey, Tony Cooper, Shannon Edge, Jim Hackman, Donna Jordan, Jim Mehlretter, Chuck Peterson, John Sheppard, Stan Tyrell, and Nancy Watkins

HCC Staff Members Present: Dr. Adrienne Garcia and Josette Bulnes

Guests: Judith and Angus Williams

- I. **Call to Order** – Dan Carbone, Vice Chair, called the meeting to order at 11:50 A.M. A quorum was present.
- II. **Secretary’s Report – Approval of Minutes** - Dr. Garcia presented the minutes of the February 10, 2005 meeting. A motion was made, seconded and approved to accept the minutes.
- III. **Treasurer’s Report:** In Mr. Peterson’s absence, Mr. Elsberry presented the February and March 2005 financial statements. He noted revenues/donations were above budget. A motion was made, seconded and approved to accept the financial statements.
- IV. **Chair’s Report** – Mr. Carbone presented a recommendation from the peer review panel to support 3 mini-grants:
 1. TECO – Bill Corso, for purchase of laptop and projector for the EMT Program; 2. Faculty – Kim Williams, to support student travel to Costa Rica; and 3. Staff – Elsa Villa, for an artist-in-residence project. A motion was made, seconded and passed to support the recommended mini-grants. Dr. Garcia will provide additional information on the EMT Program request.

Mr. Carbone brought forth a request from the HCC Director of International Programs to support 6 nursing students on a summer study trip to Ecuador at a cost of \$4500. A motion was made, passed and approved to support the students. Dr. Sinnott suggested the Foundation consider establishing an endowment for international studies in the future.

V. Julia Williams Award - The Chair introduced Mrs. Julia Williams, former HCC Trustee, HCC Foundation founder and namesake of the award to recognize dedication and service to the HCC Foundation. Mrs. Williams presented the 2005 Julia B. Williams Award to Dr. John Sinnott for his impact in establishing, challenging and completing the \$100,000 Gwendolyn W. Stephenson Endowed Scholarship Fund. Dr. Sinnott expressed his surprise and delight in accepting this award from his peers.

VI. Committee Reports

A. Finance/Budget/Investments/Audit – Mr. Elsberry reported the Foundation's investment portfolio exceeds \$2.5M.

Dr. Garcia reminded the Directors that their approval to purchase the Blackbaud Financial Edge software will bring accounting in-house with oversight by HCC. She and Ms. Bulnes will begin in May with installation; training and implementation to take place in the summer.

The Finance Committee will meet on May 17th at 4 PM in Chuck Peterson's office to meet with the SunTrust Investment Manager and to finalize their recommendations for the 2005-2006 budget.

B. Scholarship - Mr. Fralick reported the Foundation will partner, again, with Hillsborough Education Foundation to match \$40,000 in scholarships for 2005-06. Thereafter, they agree the match will be 50/50 (HCC will match \$20K of their scholarships and HEF will provide \$20 to match HCC Foundation scholarships.

He shared Operating Guideline #103 regarding donations. Gifts of less than \$1000 will be assigned to the General Scholarship or General Support Funds. Gifts of \$1000 or more may be named for the donor and restricted. Gifts of \$2,000 and above may be used to establish a Foundation Fund.

C. Development – Dr. Garcia reported on the status of the 2005 Presidential Showcase. To date sponsors have contributed over \$75K and 200 guests have indicated they will attend. The Yaffee residence will provide an extraordinary venue and students in art, theatre, music and dance will entertain guests. The auction includes over 50 items. She thanked Donna Jordan, Chair; and Foundation Directors Patty Clark, Nancy Watkins and Jim Hackman who are assisting in planning the event.

D. Nominating – Mr. Carbone reviewed the status of Directors' Terms and the slate of new Directors, Officers and Executive Committee. Jim Mehlretter was thanked for his years of service. Ross Elsberry agreed to serve another 3-year term and Jim Hackman and Chuck Peterson will serve 2-year Terms. Biographies were presented on the Directors: Susan Casper, Steve Short and Allyson Horn. Officers and Executive Committee include: Chair: Jim Hackman; Vice Chair: Dr. Patty Martini-Clark; Secretary: Dr. Adrienne Garcia; Treasurer: Chuck Peterson; Presidential Designee: Dr. Gary Goff; BOT Designee: to be appointed in June; Immediate Past

Chair: Dan Carbone; and At-large Member: Tom Ellwanger. A motion was made, seconded and approved to elect the directors, officers and executive committee.

- VII. Executive Director's Report** - Dr. Garcia reported the HCC Internal Campaign is in progress. A letter from campus presidents and Dr. Stephenson was mailed to 1500 full-time and part-time employees asking them to consider making a gift for scholarships or college priorities. This year the campaign will focus on participation. Dr. Sinnott suggested she meet with the faculty committees and program managers to urge them to encourage faculty to contribute.

Two residents of Sun City Center, and Drs. Stephenson, Carley, Chunn and Garcia visited the Bethune-Cookman campus in Daytona Beach to view their 2500 seat theatre. Dr. Garcia is seeking information about other community college theatres in preparation for the South County campaign. Vicki Elsberry arranged a visit for Dr. Garcia with the Community Foundation of South County.

Dr. Stephenson will meet with HCC Trustees and former Trustees from Plant City soon to present the campaign plan for technology enhancement for the Trinkle Multi-Purpose Center.

- VIII. Unfinished Business** – None

- IX. New Business** - Mr. Carbone reported that Dr. Stephenson will be out of town on June 9th. He asked Directors when they preferred to schedule the Annual Meeting and Dinner. It was determined the meeting will be the evening of Wed. June 8th.

The meeting was adjourned at 1:15 P.M.

Respectfully Submitted by:

Adrienne M. Garcia, Secretary
Executive Director

HILLSBOROUGH

COMMUNITY COLLEGE FOUNDATION

BOARD ANNUAL MEETING MINUTES

June 6, 2005

The Columbia Restaurant

HCCF Board Members In Attendance: Dan Carbone, Jim Mehlretter, Karen Mincey, Nancy Watkins, Larry Wilder, Susan Casper, Alyson Horn, Steve Short, Nancy Carey, John Cochran, Ross Elsberry, Frank Fralick, Gary Goff, Donna Jordan, Jim Hackman, and Dr. Patty Martini Clark.

HCC Board Members Unable to Attend: Shannon Edge, Tom Ellwanger, Jennifer Closshey, Chuck Peterson, John Sheppard, Dr. John Sinnott, Stan Tyrell, Tamra Muir, Tony Cooper, and Joseph Jackson

HCC Staff in Attendance: Dr. Gwen Stephenson, Dr. Adrienne Garcia, Dr. Bob Chunn and Dr. Bruce Judd

Call to Order – Chair Dan Carbone called the meeting to order at 7 PM.

- I. **Welcome** – The chair recognized Jim Mehlretter for his 16 years of service to the Foundation Board. Mr. Carbone introduced the 3 new Board Directors: Susan Casper, Alyson Horn and Steve Short. He thanked members of the Executive Committee, event chairs and the Executive Director for their support during his administration.
- II. **Secretary's Report – Approval of Minutes** - Mr. Carbone presented the minutes of the April 14th meeting. A motion was made, seconded and approved to accept the minutes as written.
- III. **Treasurer's Report** - Dr. Garcia shared the April 30th financial statement and presented the FY 2005-2006 Budget. A motion was made, seconded and approved to accept the budget for next fiscal year.
- IV. **Reports – Trustees**- Mrs. Watkins, BOT Designee, brought greetings from her trustee colleagues. She thanked the Foundation Directors for their assistance in raising support for student scholarships and for helping the institution achieve its mission.

President- Dr. Stephenson complimented the Foundation Directors for their successful efforts to increase private funding on behalf of HCC. She thanked Donna Jordan and the Presidential Showcase planning committee for producing one of the finest events in Hillsborough County. She acknowledged the Foundation is changing the fundraising culture at HCC, particularly by conducting an Internal Campaign annually and working on campaigns at the Plant City and South County Campuses. She thanked the Executive Director for her leadership with the Foundation.

Foundation Chair- Mr. Carbone reviewed Foundation goals set last July and reported outcomes to date. Donations on April 30th included \$509,000 (beyond the original goal of \$375K.) State match of \$655,000 exceeded last year's \$178,000 total. Event proceeds of \$128K included the Presidential Showcase and two new events- Golf Classic and Pirate Fest Concession. Mr. Carbone volunteered to oversee the Pirate Fest activity next year. To date nearly \$1.3M has been raised.

Mr. Carbone addressed board participation over the past year. He thanked those who had regular attendance, participated on Board Committees, supported events and made generous gifts. He challenged each person to continue to increase their commitment to the HCC Foundation.

He expressed that during the past year the Board had been energized and more involved in producing results. He said the three new Board members are a reflection of the high energy, higher profile, competent individuals sought for the Foundation.

Finally, the chair reported during the year, scholarship funds raised and awarded were similar to last year, but our goal to increase scholarships funds had not been met. He challenged the incoming Chair and Scholarship Committee to pursue the increased goal more vigorously.

V. Unfinished Business: None

VI. New Business: Mr. Carbone presented the gavel to Jim Hackman as incoming chair.

Mr. Hackman thanked Mr. Carbone for his extraordinary leadership efforts and presented him with a token of appreciation. He said Board Directors would be surveyed soon to determine their preference for meeting dates and times for the next year.

There was no further business and the meeting was adjourned at 7:35 PM.

Respectfully Submitted by:

Adrienne M. Garcia, Secretary
Executive Director

HILLSBOROUGH

COMMUNITY COLLEGE FOUNDATION

BOARD MEETING MINUTES

August 18, 2005

Dale Mabry Student Services Bldg. - Room 108

HCCF Directors In Attendance: Nancy Carey, Susan Casper, John Cochran, Tony Cooper, Frank Fralick, Jim Hackman, Rudy Jordan, Dr. Patricia Martini Clark, Steve Short, Dr. John Sinnott, and Larry Wilder.

HCCF Directors Unable to Attend: Dan Carbone, Jennifer Closshey, Shannon Edge, Tom Ellwanger, Ross Elsberry, Allyson Horn, Joseph Jackson, Donna Jordan, Karen Mincey, Tamra Muir, Chuck Peterson, and John Sheppard.

HCC Staff Members Present: Josette Bulnes, Dianne Birkhead, Dr. Adrienne Garcia, Ellie Gilder, John Huerta, Martha Kaye Koehler, Dr. Gwen Stephenson and Rob Wolf,

Guests: Dave McKenna (Place Properties), Tom Lawrence (Carter & Associates) and Herb Boatner, (Fowler White)

- I. **Call to Order** – Chair Jim Hackman called the meeting to order at 11:50 AM. A quorum was not present at this time but was later established. Board members welcomed new members to the first meeting of FY 2005-2006.
- II. **President's Report-** Dr. Stephenson introduced Dr. Chunn, Dale Mabry Campus President, and others involved with the proposed student housing complex. Dr. Chunn advised that this project is part of the response to an RFP issued last year to have private/public partnerships at HCC. A feasibility study indicated the project could be successful with 3 stories, 144 units with 414 beds. The rental rates are 5 – 10% below market and the complex is slated for opening in January 2007. The BOT approved the concept of the project last night. Dr. Chunn advised that this facility will have lots of security including call boxes, gated entrances, cameras, card reader and they will offer a Tampa Police Department officer housing in return for his/her presence.

Rob Wolf, HCC Senior VP, discussed the RFP process that the college has gone through before considering the proposal from Place Properties. The plan includes the HCC Foundation leasing the HCC property and then sub-leasing it to Place Properties, who will construct and manage this housing project. State law does not allow community colleges to own housing facilities but does allow its Foundation to utilize its properties. Mr. Boatner was engaged to advise whether the Foundation and its Directors would be served well to enter into this agreement and found no adverse reason preventing the Letter of Intent is signed. Dr. Stephenson did advise that HCC is in the process of creating a new HCC Development Foundation to maintain control of this property and any other developments in the future.

Mr. Lawrence and Mr. McKenna advised that Place Properties will manage the property, marketing; leasing, operations and a security firm would be hired. Concerns were voiced about securing funding for the property in efficient and cost effective ways. Board members asked for a copy of the financial analysis for review. Ms. Koehler reviewed

quickly the draft letter of intent included in each board members packet and suggested Section 6, Financing, be deleted from the letter. A motion to approve the revised Letter of Intent was made, seconded and approved to move forward with this project. The Agreement will be developed immediately and should be ready for Foundation approval during September in order to begin construction and have it completed in time for the January 2007 Term.

Mr. Hackman requested that the board allow the Executive Committee to make the decisions on its behalf as time was important. All Directors will be welcome to attend the next meeting on September 8th. A motion was made, seconded and approved.

- III. **Orientation Presentation** –Dr. Garcia offered a Foundation overview via Power Point and included information on HCC, the Foundation, fundraising and finances for the past and new year.
- IV. **Approval of Minutes** – The minutes of the June 6, 2005 meeting were approved.
- V. **Approval of June & July 2005 Financial Statements** – In Chuck Peterson’s absence, Dr. Garcia reviewed the *Statement of Activities* for June & July. A motion was made, seconded and approved to accept the financial reports.
- VI. **Chair’s Report** –Mr. Hackman reported that during last month’s Executive Committee meeting, a \$500 donation was authorized for the American Association of Community College Trustees (AACCT). Also, the Scholarship Committee was asked to meet with Dr. Lydia Lyon to determine if funding is needed for the Honor’s Institute this year.

Mr. Hackman congratulated Dr. Garcia on her “Hispanic Woman of the Year” award and requested that we purchase a table for the board to attend the Tampa Hispanic Heritage Gala on September 24th. Motion was made, seconded and approved.

Mr. Hackman asked each Director to reflect on their self-evaluation, complete the Board Commitment form, and return it to the Foundation ASAP.

Committee appointments will be emailed to each board member and approval for the appointments will be made at the October meeting.

Mr. Hackman announced that Dr. Gary Goff had recently resigned from HCC as he has accepted a position as President of Roane State Community College in Tennessee. Congratulations to Dr. Goff. Also, Nancy Watkins was appointed to serve another year as BOT Liaison.

VII. **Committee Reports**

Finance/Investments/Audit - Dr. Garcia advised that the FY 2004-2005 audit is included in the board’s packet and that we did every well. The auditor, Toni Wheat, CPA, advised that the Director’s activities be analyzed to better attribute time for administration and fundraising.

The SunTrust Investment Manager’s report for July 2005 was not included and will be sent via email to all Directors.

- **Development** – Mr. Hackman and Dr. Garcia presented info on two upcoming events to benefit HCC:

HCC Foundation Golf Classic- To be held December 5, 2005 at The Player's Club (TPC). All Directors are invited to play in the tournament and invite friends and business associates, as we want to fill the venue. Mr. Hackman, Mr. Carbone and Mr. Cochran serve on the planning committee.

Skanka Fishing Tournament- A fishing tournament (flier included) will be hosted by Skanka and proceeds will be directed to the Foundation for the Brandon campus. Ms. Birkhead will send board members the phone number to contact someone regarding the tournament. All Directors are encouraged to enter and bring business associates and friends.

Dr. Garcia indicated that a letter will be mailed to prospective donors in late November or early December. Each Director is asked to provide a list of prospects (names & addresses) to the Foundation office to be included in the mailing.

Scholarship -

Scholarship Partner's Breakfast – Dr. Garcia reported that this event, in appreciation of HCC scholarship major donors, will take place on Friday, September 23rd 7:30 AM at the University Club, Tampa. Approximately 150 people will attend, giving HCC an excellent opportunity for exposure to the community. Each Board member was asked to provide 3-5 names of people to invite who may be interested in providing HCC Scholarships. Mayor Iorio has confirmed her attendance and Dr. Stephenson will present a brief overview of the College's role in promoting economic development in the Tampa Bay community.

Dr. Garcia also asked Directors to identify a benefactor for a challenge to establish another Endowed Fund. Last year Dr. Sinnott's Challenge created a \$114K Endowment, named for Dr. Gwendolyn Stephenson, to generate 5-6 scholarships annually in perpetuity.

Mr. Fralick and his committee will be meeting with Dr. Lyons soon regarding the Honors Institute.

VIII. Executive Director's Report –A letter detailing the 2005-2006 Sponsorship Opportunities will be mailed soon to all HCC vendors, past sponsors and corporate prospects. Follow-up calls will be made to solicit more support for upcoming fundraising events. If Directors have names to include, please submit to Ms. Birkhead immediately.

Planned Giving- Tom Ellwanger will assist to develop a plan for soliciting donors to include HCC in their will and estate plans.

Reminder- \$150 Board dues should be submitted to Ms. Birkhead ASAP.

Mini Grants-Mrs. Birkhead will send you a copy of the mini grant summaries that were approved last year.

Financial Edge- Dr. Garcia advised the software is currently being installed and will allow HCCF to keep the financial books in house.

IX. Unfinished Business –

- Alumni Update-Ms. Gilder advised as of June 2005, HCC has a total of 58,796 graduates (not including deceased grads) Ms. Gilder shared a card that is to be used as a contact card that can either be handed out or mailed to inform alumni of HCC programs. The website has also been updated. Every graduate this year has received alumni association membership, a contact card and links to the website. Senator Tom Lee and Nancy Watkins have accepted Honorary positions in the HCC Alumni Association leadership. Ms. Gilder has more cards, if anyone needs them.

Mr. Huerta advised that records of 10,000 of HCC's earliest graduates have been "cleaned up" and another batch of 10,000 is ready for correction. New print ads are scheduled to be placed in the Tampa Tribune and the St. Pete Times soon to educate the community about the College, programs and alumni.

Dr. Stephenson advised that HCC and other community colleges are pooling their resources to hire a consultant to determine what the colleges can do to better their Alumni Associations. This should be completed within the next few months.

- X. New Business –** HCC Human Resource department requested \$18,000 for service recognition awards, retirement gifts and excellence awards during FY 2005-2006. Dr. Stephenson was asked to relay a suggestion to HR to eliminate the retirement gifts and recognize employees doing an excellent job while they are still working with the college. A motion was made, seconded and approved to fund the proposal.

XI. Adjourned

The meeting was adjourned at 1:40 PM.

Respectfully Submitted by:

Adrienne M. Garcia, Ed.D.
Secretary and Executive Director

HILLSBOROUGH

COMMUNITY COLLEGE FOUNDATION

BOARD MEETING MINUTES

October 13, 2005

TCTC-Room 125

HCCF Directors In Attendance: Nancy Carey, Frank Fralick, Jim Hackman, Dr. Patricia Martini Clark, Steve Short, Dr. John Sinnott, Dan Carbone, Ross Elsberry, Donna Jordan, Karen Mincey, Chuck Peterson and Nancy Watkins (BOT).

HCCF Directors Unable to Attend: Jennifer Closshey, Shannon Edge, Tom Ellwanger, Joseph Jackson, Tamra Muir, Susan Casper, John Cochran, Tony Cooper, Alyson Horn, Rudy Jordan, Larry Wilder and John Sheppard.

HCC Staff Members Present: Dianne Birkhead, Dr. Adrienne Garcia, Martha Kaye Koehler, and Dr. Gwen Stephenson.

- I. **Call to Order** – Chair Jim Hackman called the meeting to order at 11:45 AM. Minutes from August 18, 2005 meeting were approved with no changes.

- II. **Approval of August & September 2005 Financial Statements** –Chuck Peterson reviewed the *Statement of Activities* for August and September. Mr. Peterson noted that our payables and excess cash flow is due to the Trinkle project. A motion was made, seconded and approved to accept the financial reports. Mr. Peterson also reviewed the SunTrust Investment Manager's report for September 2005.

- III. **Chair's Report** –Mr. Hackman reported that there was no Executive Committee meeting due to lack of quorum.

Mr. Hackman thanked Mr. Peterson, Casper Company, for the donations of 5 18-speed bikes. Mr. Peterson advised that Dr. Pepper was able to donate the bikes. Dr. Garcia also advised that through the Epilepsy Foundation she was able to get helmets donated for each bike.

Mr. Hackman asked Mr. Carbone to talk about the IT3 grant that Verizon has started at HCC. Mr. Carbone was able to review the grant winner and the aspects of the program that will help students preparing to return to college.

- **Skanska Fishing Tournament:** The fishing tournament was a success and Mr. Hackman thanked those who participated. The tournament raised approximately \$25,000 for the Brandon campus.

President's Report- Dr. Stephenson updated the board on the Place Properties project. After speaking with Mr. Rudy Jordan, HCC has decided to hire another consultant and look at other financial avenues. This new consultant will be paid by Carter & Associates but will report directly to the college. HCC is hoping to have several proposals together by next week and an analysis

completed for the BOD. Basically HCC is back to the drawing board on funding and building plans. Several banks have recommended that they look at building quad construction style, which seem to be more successful for colleges. The only downside to this type of construction is that if they don't fill with students it will be hard to fill with any other type (families, teachers, etc).

Brandon donated property- Dr. Stephenson asked the board to accept a piece of land that is being donated to the Brandon campus contingent on environmental report and studies. This piece of vacant property is only 24x80 feet. There are no plans to build on it since it is too small but it can be used for equipment or parking. The board approved the donation.

IV. Committee Reports

Financial Edge - Mr. Peterson updated the board on the installation of Financial Edge. Mrs. Bulnes has been working diligently on implementing old financials. Mrs. Birkhead and the new Annual Fund Coordinator will also be crossed trained.

- **Development** – Ms. Carey, Chair expressed her enthusiasm on chairing this committee but asked that attendance be a priority. She also advised that once the Foundation receives the Alumni report the committee can start to tap into the older Alumni resources. Mr. Hackman quickly talked about the golf classic being held at the Tournament Players Club, Tampa Bay. He is still in the process of working with Mr. Jackson, Outback Steakhouse on dinner and sponsorship for the classic.

- **Scholarship - Scholarship Partner's Breakfast** – Mr. Fralick updated the BOD on the breakfast. We had approximately 80 attendees with 2 student speakers. Dr. Stephenson announced that one of the speakers, a homeless mother of 3, was Mayor Iorio was able to find her family housing. More of our student stories need to get out some how. Maybe that is something the committee can work on. The Scholarship Committee was not able to meet due to the lack of quorum. Mr. Fralick also emphasized the need for attendance.

Mr. Fralick asked the directors to identify a challenge to establish another Endowed Fund or to come up with any other ideas for a challenge. Last year Dr. Sinnott's Challenge created a \$114K Endowment, named for Dr. Gwendolyn Stephenson, to generate 5-6 scholarships annually in perpetuity. This year's challenge does not have to be on the same scale as the Sinnott Challenge but the committee would like to include this year's challenge in the end of the year mailing.

Executive Director's Report – Dr. Garcia asked to have the BOD provide names of friends or businesses that we can send the end of the year mailing to. The mailing will be directed to external prospects. This mailing will an average bring in \$25.00 per gift. The BOD asked Dr. Garcia to send a reminder out for these names. The BOD would also like to know the amount of revenue this mailing generated. Dr. Garcia will have a report run and email it the board. Several ideas were discussed about moving the mailing to a different time of the year. The BOD also asked to see if there is any research that shows when it is best for the Foundation to do mailings and events. Dr. Garcia advised that she would look for this information and have the Development Committee review it.

Holiday Cards-Dr. Garcia provided samples of holiday cards that the office will mail out if individuals donate to the college. A minimum gift of \$20 or \$25 will get a card. Dr. Garcia asked the BOD to consider what businesses this could be marketed to.

Annual Fund Coordinator- Dr. Garcia updated the BOD on the search for this new position. 30 candidate resumes were reviewed. 6 candidates were interviewed and Dr. Garcia and Mrs. Bulnes have narrowed it down to 2 individuals. After reviewing some references they hope to make an offer early next week.

Annual Reports/Continuing Education Catalog- Each BOD was given a copy of the Annual Report and the Continuing Ed Catalog.

Calendar- Dr. Garcia reminded the BOD that we have scheduled all Board meetings for the year and a copy of the meetings were enclosed in the handouts. Please make sure that each assistant is given a copy and the meetings are added to your calendar.

V. New Business –Mr. Hackman thanked the entire BOD for their commitment to the Foundation and the tremendous help each one provides.

VI. Adjourned
The meeting was adjourned at 12:45 PM.

Respectfully Submitted by:

Adrienne M. Garcia, Ed.D.
Secretary and Executive Director

HILLSBOROUGH

COMMUNITY COLLEGE FOUNDATION

BOARD MEETING MINUTES

December 8, 2005

Dale Mabry, Student Services Building, Room 108

HCCF Directors In Attendance: Frank Fralick, Jim Hackman, Dr. Patricia Martini Clark, Steve Short, Dan Carbone, Ross Elsberry, Karen Mincey, Susan Casper, Tony Cooper, Alyson Horn, Rudy Jordan, and Nancy Watkins (BOT).

HCCF Directors Unable to Attend: Jennifer Closshey, Nancy Carey, John Cochran, Tom Ellwanger, Joseph Jackson, Donna Jordan, Tamra Muir, Chuck Peterson, John Sheppard, John Sinnott, and Larry Wilder.

HCC Staff Members Present: Dianne Birkhead, Dr. Adrienne Garcia, Josette Bulnes, and Dr. Gwen Stephenson.

- I. **Call to Order** – Chair Jim Hackman called the meeting to order at 11:50 AM with a quorum present. Minutes from October 13, 2005 meeting were approved with no changes.
- II. **Approval of October & November 2005 Financial Statements** –Susan Casper reviewed the *Statement of Activities* for October and November. A motion was made, seconded and approved to accept the financial reports.
- III. **Chair's Report** –Mr. Hackman reported the Executive Committee has asked that the HCC alumni on the board serve on an ad hoc committee to assist Ms. Ellie Gilder, HCC Director of Institutional Advancement, to develop plans for involving alumni in the future.

Last month past, current and future Foundation Chairs met last month to discuss ways to make the Foundation stronger and able to raise additional funds in the future. Two important areas that need to develop are Alumni and Marketing HCC.

- IV. **President's Report**—Dr. Stephenson updated the board on the Place Properties project (finalizing financing) and other construction around the campuses. In February, the Brandon Student Service Center will have its Grand Opening.
- V. **Committee Reports**
 - **Scholarship** – Mr. Fralick advised that the committee will be meeting in January. Meanwhile, he referred everyone present to a listing of scholarship donations since July 1st and asked Directors to contact donors they know to thank them for their gift. Also, note cards will be available at each meeting to enable Directors to write notes the Foundation staff can mail on their behalf.
 - **Budget**-Ms. Casper updated the members of the board on the SunTrust investment accounts. The stock market had an upswing in the last month.

- **Development**-Mr. Carbone updated everyone on the golf classic. Ninety-six (96) golfers and sponsors enable the Foundation to earn proceeds of \$24K, compared to 79 golfers last year and \$16K in proceeds. It was suggested that we look at a date earlier in the Fall and also we should add “save the date” info to future mailings.
 - i. December Mail Appeal- the mail appeal has been mailed to approximately 2500 addresses. Last year, 2004 the Foundation raised approximately \$20,000.
 - ii. Pirate Fest concession-a motion was made and approved to participate in this year’s Pirate Fest on January 28th. Last year the concession raised \$6000. Mr. Carbone has offered to chair this event again this year and will seeking volunteers to assist.
 - iii. Hoop it Up-Dr. Garcia reported this organization has asked to host a 3-on-3 contest at the Dale Mabry campus in April 2006. The company will be in charge of everything from marketing and running the tournament and will give participants shirts with an HCC logo and their logo. HCC will be allowed to enter several teams in the competition and some HCC athletes will assist as referees. A motion was made and carried to participate with Hoop it Up at the Dale Mabry campus to raise funds for athletics.

VI. Executive Director’s Report –Dr. Garcia updated the board on the status of the alumni plans (Memos from Ellie Gilder are included in the handouts). Dr. Stephenson also updated the board on a Council on Resource Development study in progress to learn how successful fundraising involved alumni.

- i. **Verizon Foundation Grant Concepts**- Dr. Garcia asked for approval to submit two grants to Verizon. Motion was made and carried.
- ii. **TECO mini grant**- Ms. Mincey updated the board on the mini-grant process and the group is recommending a submission by Linda Tarrango to support student learning in economics and accounting. The board approved the grant of \$2500 for the period January – June 2006.
- iii. **South County Campaign**- Dr. Garcia reported the committee working on the South County Theater is still functioning.
- iv. **Plant City Campaign**-To date, \$588,000 in donations and state match has been raised and a pledge for \$100,000 to be given in increments of \$25,000 has been received. The Grand Opening for the Trinkle Building will be held in January. The Campaign Committee will hold a dinner on January 17th at the Trinkle Center.

VII. Old Business –

- **Employee Recognition**-The HR Director, Sue Flaig, has asked for guidance on future support from the Foundation to fund watches for employees retiring after 20-30 years. The watches range from \$100-\$125 each with approximately 8 to 12 people retiring each year. The Foundation has agreed to support this request in future years, until another source can be found. Dr. Carlos Soto and Ms. Flaig are leading an effort to start a group for retired faculty and staff, similar to an alumni association. The HCC Alumni Association and the Retired HCC Faculty/Staff group might be good sources for support in the future.

VIII. New Business-Dr. Garcia updated the board on Financial Edge and its implantation. She relayed a great compliment that Ms. Bulnes received from the Financial Edge representative.

IX. Adjourned

The meeting was adjourned at 12:35 PM.

Next meeting is February 9, 2006.

Respectfully Submitted by:

Adrienne M. Garcia, Ed.D.
Secretary and Executive Director Director/dkb

HILLSBOROUGH

COMMUNITY COLLEGE FOUNDATION

BOARD MEETING MINUTES

February 9, 2006

Ybor Campus, Public Service Tech. Bldg, Room 314

HCCF Directors in Attendance: Jennifer Closshey, Jim Hackman, Dr. Patricia Martini Clark, Steve Short, Dan Carbone, Rudy Jordan, and Chuck Peterson.

HCCF Directors Unable to Attend: Frank Fralick, Nancy Carey, John Cochran, Tom Ellwanger, Joseph Jackson, Ross Elsberry, Karen Mincey, Susan Casper, Tony Cooper, Alyson Horn, Tamra Muir, John Sheppard, John Sinnott, and Larry Wilder.

HCC Staff Members Present: Dianne Birkhead, Dr. Adrienne Garcia, Josette Bulnes, Ellie Gilder, John Huerta and Dr. Gwen Stephenson.

- I. **Call to Order** – Chair Jim Hackman called the meeting to order at 11:50 AM with a quorum present. Minutes from the December 8, 2005 meeting were approved with no changes.

- II. **Approval of December 2005 & January 2006 Financial Statements** –Mr. Peterson reviewed the *Statement of Activities* for December and January. The January budget column needs to be updated to indicate \$ 808,000 over anticipated revenues. As of January the Foundation’s assets are totaling \$4.5M, with a large portion from the Plant City Campaign. On the Board can determine when the money will be spent in Plant City then we can determine where to invest the money. (keep in Bank of America account or invest in SunTrust portfolio).
 - **Plant City Campaign**-Mrs. Closshey gave a brief history on the current Plant City Campaign. The committee has determined that there are four areas that they want to focus on for the fundraising. They include: the Trinkle Building, Bridge programs to the high school students and Endowed programs. The recent banquet held at the Trinkle building has recognized the donors of the first \$1 M and set the stage for the prospective donors. The building was not fully complete so the donors could get a good look at what still needed to be done. To date the Campaign has raised approximately \$2M including the state match. Mrs. Closshey suggested that our treasurer ask for a budget and a timeline to be given in writing for when the expenditures are going to be needed. It was also recommended that prior to meeting with Mr. Verner that the Foundation put in writing the ideas or suggestions that we will offer at this meeting. Mrs. Closshey did advise that the committee, when seeking donations, is advising the potential donor of the state match and that that match will be earmarked for Plant City. Dr. Stephenson has committed that donations to Plant City and the State Match will be directed to Plant City Campus.

Plant City’s Campaign can be used as a model for the other campuses that will be starting their own campaigns. Mrs. Closshey recommended that each campus have a sub board/committee that would handle the details for that campus but report directly to the Foundation Board. Each campus can rotate the timing of their projects.

- III. **President’s Report**—Dr. Stephenson updated the board on the Dale Mabry project and other construction around the campuses. In approximately two weeks she will be asking the Executive Committee to meet to review the finalized financing from the bank that HCC is now negotiating with. All of the board members are welcome to be included in this meeting. Demolition on the W.T. Edwards building has not begun yet. The money from the state will not be given to HCC until HCC has a developer lined up.

- IV. **Chair’s Report** –Mr. Hackman reported he has named a Nominating Committee to include the Executive Committee and Larry Wilder.

There have been 3 resignations this year, including Donna Jordan just recently and two Directors terms will end this year. The board is asked to submit names of people that could serve on this board. You can email your nominations to Dr. Garcia. The Nominating Committee will review the suggestions and contact the prospects. Dr. Garcia will email the procedures to the Board.

Last month past, current and future Foundation Chairs met last month to discuss ways to make the Foundation stronger and able to raise additional funds in the future. Two important areas that need to develop are Alumni and Marketing HCC.

- **Alumni Update**-Mrs. Gilder advised that since her last report, 10K records have been added to the database. The records were in bad shape and needed lots of updating. Her office is in the process of mailing 3000 Inside HCC newspapers. Mr. Huerta is in the process of working with IT to have the old records moved from Datatel (old system) to Blackbaud (new system). Each year they are hoping to update the Alumni database with an additional 10K to 20K records. The records they have already researched for range from 1977-1988. The next group will be from 1988-1998.

Mrs. Gilder announced that she has some people interested in being the pinnacle group to spearhead Alumni events. These people include: Randy Sears (water department), John Dicks (Mayor of Plant City and former HCC Trustee), Irene Guy (Verizon) Chief Nesmith (Hillsborough County Fire Department, has been asked but has not confirmed yet), Major Bill Davis (Hillsborough County Sheriff), Cathy Castor (county commissioner, friend, not alumni), Andrew George. Dr. Stephenson asked for a list of all alumni that have been contacted for this group and who have agreed to serve.

Their plan of action includes getting this group together to start discussing goals and plans. Mr. Huerta has been in touch with Campus Cruiser to include a HCC alumni newsletter. The Foundation would be able to include events and other announcements in this newsletter. Mr. Huerta shared that they would like to start running a media blitz alternating papers and weeks with biographies on the committee members that are HCC alumna. Mrs. Gilder is planning to meet with the pinnacle group next month. The proposed agenda for this meeting will include at least 3 priorities/goals which include an Alumni Scholarship Fund, networking forums, and regular communication. She would like to have the committee set their own goals in addition to the ones already mentioned. Dr. Garcia advised that the Foundation currently has approximately \$750 in the Alumni Scholarship Fund that will be awarded in the Fall.

Dr. Garcia and Mrs. Gilder listened to a broadcast given by the Council for Resource Development on Community College Alumni and will receive a “white paper” of best practices received from different community colleges. Preliminary feedback shows that 58% of community colleges have little involvement from their Alumni and 34% had no alumni involvement. One suggestion was that the Alumni come up with a signature event. Once Mrs. Gilder receives this report she will forward it to the Foundation.

Mr. Hackman inquired what exactly is the timeline we are looking at for the Foundation to start contacting the alumni for support. Mrs. Gilder wanted to wait for the meeting with the pinnacle group to have them come up with a time line. She advised that they plan to meet by the 3rd week in March. The Foundation would like to invite the 50 to 100 alumni to the Presidential Showcase. Mrs. Gilder will provide names and addresses to the Foundation next week.

V. Committee Reports

- **Scholarship** – In the absence of Mr. Fralick Dr. Garcia handed out a report for December 1st to February 9th, showing names of donors. She asked the board to review this list and send a personal note thanking those they knew for their gift. She will bring this report updated to each meeting.
 - i. **Blue Cross Blue Shield (BCBS)**-The Foundation has an opportunity to receive 9,600 for healthcare/nursing scholarships if we can raise that amount for match. Dr. Garcia is in the process of sending a letter requesting support to many of the Medical Association Groups in our area.
 - ii. **Fall Awards**-We currently have a total of \$85K available for the Fall Scholarship Awards. For this fiscal year we have already given \$125K in scholarships.
 - iii. **Paloumpis Fund**-The Dr. Paloumpis Endowment has \$10K and is earning about \$500 a year that is awarded annually. Since we lost quorum we will have to defer to the next meeting to

discuss how much more we may want to add to this fund to honor the past HCC President who recently passed away.

- **Development-** In Mrs. Carey absence, Dr. Garcia reported on the activities in the past month.
 - i. **December Mail Appeal-** the mail appeal has been mailed to approximately 2500 addresses and raised \$3K. The return was modest with only 17 donors but the average gift is about \$176. This list needs to be cleaned up for next year.
 - ii. **Pirate Fest concession-** Mr. Carbone gave a brief summary of the days events. The Foundation manned 2 booths this year selling four different products. We made approximately \$5K plus the \$2K donation that Captain Morgan is providing to each non-profit. It is recommended, in the future, that obtain more volunteers for the end of the night shift. We had a nice turn out of volunteers though from Board Members, to faculty/staff and students. One idea is to have a banner to recognize that the booth is supporting the HCC Foundation. Mr. Hackman offered to supply those banners for next year.
 - iii. **Pirate Reception-**Dr. Garcia reported that the event to honor donors had 80 people in attendance. We need to get more prospects to these events.
 - iv. **Presidential Showcase-** The Showcase is to take place on Sunday, April 9th at Lexus of Tampa Bay. The Foundation would like to announce all proceeds from the silent auction will benefits scholarships. All Directors are encouraged to attend, be Patron or sponsors, help secure auction items and encourage others to attend.

- VI. **Executive Director's Report** –Dr. Garcia reported that the Foundation just announced 4 mini grants available to faculty/staff.
 - i. **Lecture Series-** Dr. Garcia has met with Dr. Reffue who asked the Foundation to sponsor a lecture series. This could be marketed as a community service type of series. HCC does not currently have any type of lecture series. Dr. Reffue advised that it would cost from \$20-30K. Due to the lack of quorum this request will be presented in April.

- VII. **New Business-**The attendance for this meeting was very small, most likely due to the location. It has been difficult to get the TCTC building with all their class schedules. It was recommended that we ask Dr. Stephenson if we can possibly meet in her conference room if TCTC is not available. Mrs. Closshey suggested that we host a meeting at the Plant City Campus to be able to show off the new Trinkle building.

- VIII. **Adjourned**
The meeting was adjourned at 1:35 PM.

Next meeting is April 13, 2006.

Respectfully Submitted by:

Adrienne M. Garcia, Ed.D.
Secretary and Executive Director Director/dkb

Board of Directors Meeting
April 13, 2006 TCTC Building
Minutes

HCCF Directors in Attendance: Dan Carbone, Susan Casper, Tony Cooper, Ross Elsberry, Frank Fralick, Jim Hackman, Rudy Jordan, Patty Martini Clark, Karen Mincey, Chuck Peterson, and Steve Short

HCCF Directors Unable to Attend: Nancy Carey, Jennifer Closshey, Tom Ellwanger, Alyson Horn, Joseph Jackson, Tamra Muir, John Sheppard, John Sinnott, Nancy Watkins and Larry Wilder

HCC Staff Members Present: Adrienne Garcia, Dianne Birkhead, Felix Haynes and Gwendolyn Stephenson

- I. **Call to Order** – Chair Jim Hackman called the meeting to order at 11:39 AM with a quorum present. Minutes from the February 9, 2006 meeting were approved as submitted.

- II. **Approval of February & March 2006 Financial Statements** –Mr. Peterson reviewed the *Statement of Activities* for March. As of March the Foundation’s assets totaled just over \$4.5M, with a large portion from the Plant City Campaign. The financial statements for February and March 2006 were approved.

- III. **Chair’s Report** –Mr. Hackman awarded the Julia Williams award to both Dan Carbone and Chuck Peterson for their excellent service and dedication to the HCC Foundation. The award is named for Mrs. Williams, Founder and former HCC Trustee.
 - **Alumni update:** Mr. Hackman updated the committee on the recent Alumni pinnacle group meeting with Ms. Gilder. Ms. Gilder is putting together a timeline of Alumni activities and communications for the Foundation to plan future solicitations.

- IV. **President’s Report-** Dr. Stephenson reported on the progress of the Dale Mabry student housing project. The BOT and Executive Committee of the Foundation approved the resolution to move forward on financing with Bank of America in March. The paperwork should be ready in May for final approval. Mr. Jordan is going to contact the bank to see if they will host a debit structure workshop for the Foundation Directors to be able to make an informed decision. Once the paperwork is finalized Mr. Hackman recommended that the full board meet to vote on the project. He offered to host the meeting at the Pepin Heart institute at UCH. The project opening has been moved back to open in mid October of 2007. Dr. Stephenson advised that they are in the process of putting together a development foundation to handle any future developments including the Dale Mabry housing project.

Dr. Stephenson advised that she recently (with other community college presidents) met with Chancellor David Armstrong to help change the regulations to allow community colleges to own student housing projects.

Dr. Stephenson also advised that the Florida Legislature has approved the community colleges to be able to offer football but that the Foundation would have to back the team. At this time the president does not believe this would be approved by the Trustees for HCC.

Plant City Campaign update: Dr. Haynes advised that in the last 18-24 months the Plant City campus has gathered pledges \$1.4M. Dr. Haynes advised that last year’s state match money went into the Trinkle Fund for equipment purchases. He is asking that any excess monies be transferred to the Plant City Growth Fund. He is also asking that any state match funds requested this year be placed in a suspension fund, with decisions made whether to use for endowment or for new instructional programs. Dr. Garcia stated that the account would be a special temporally restricted account that will generate daily interest.

V. Committee Reports

- **Scholarship** – Mr. Fralick advised as of this day the Foundation has awarded 195 scholarships totaling \$183,500. An additional \$62,500 is expected to be used for athletic housing.
 - i. **Blue Cross Blue Shield (BCBS)**-The Foundation has received \$9600 from the Foundation for Florida's Community Colleges and BCBS. The Board of Directors is asked to find help raise at least \$500 each for the required match. Dr. Garcia will put together an informational email that each board member can use to solicit the support.
 - ii. **Paloumpis Fund**-The Dr. Paloumpis Endowment has \$10K and is earning about \$500 a year that is awarded annually. A motion was made to move an additional \$10,000 into the Paloumpis Endowment Fund. This \$20,000 endowment will earn \$1,000 annually interest and for scholarships. Motion approved.

- **Budget/Finance**- Mr. Peterson reviewed the SunTrust statement, which shows the Foundation investment portfolio has just under \$3M, which is up 3.6% this calendar year. The Finance committee will be meeting soon to prepare next fiscal years' budget. Ms. Toni Wheat has been retained, again, to audit the Foundation's financial statements.

- **Development**- In Mrs. Carey absence, Dr. Garcia reported on the recent activities.
 - i. **Internal Campaign**- the Foundation is getting ready to mail internally to all of our faculty/staff, both part time and full time. Last year we were able to raise \$25,000, with 15% participation. We anticipate growth in both areas.
 - ii. **Pirate Fest concession**- Mr. Carbone reported that we profited \$5,000 with 2 locations. Plus we are waiting for a \$2000 donation from Diego. These funds will be distributed to each campus based on volunteer numbers and hours worked. Mr. Hackman advised that Pepin Distributing has signed a contract to be the Pirate Fest sponsor for the next few years. We will need more volunteers for next year.
 - iii. **Presidential Showcase**- Dr. Garcia reported that the showcase was approximately 40% smaller due to several factors, including holding it on a Sunday night and some major sporting events held the same night. Dr. Garcia thanks Mr. Jackson with Outback for donating the food with A La Carte Event Pavilion, a subsidiary vendor. Outback also donated the wine. The Foundation has cleared \$69,000 and roughly \$9,000 for scholarships through the silent auction. Some favorable comments were: Seating, dress code, and openness of dealership, space. Some recommendations for following years: review price of tickets, flip location from residential to commercial and back again, more displays of HCC programs, sign-in book to capture addresses and photographer (to send photos with thank you notes asking to consider sponsorship/donation to the Foundation).**HCC Golf Classic**-The Golf Classic will be held on Monday, October 23, 2006 at the TPC, The Tournament Players Club, in Lutz. All were satisfied with that location last year.

- **Nominating Committee**-Mr. Peterson reported on the progress of the nominating committee. Included in the handouts are biographies of the new-slated prospects for the board for the upcoming FY 2006-07. Nominated Directors to serve a 3 year term to 2009 are:
 - Debra Bauman, Manhattan Construction VP Business Development

- Cassandra Gonzmart, Ruby Tuesday General Manager, Columbia Restaurant Group
- Stephen Koontz, Trane, VP Business Development
- Denise Muth, Skanska, Project Manager
- Ed Verner, Plant City businessman, chairs HCC PC Campus Campaign

The following will complete their term this year:

- Tony Cooper
- Frank Fralick
- Tamra Muir
- Larry Wilder

The Following have agreed to a one-year extension of their term to 2007:

- Dan Carbone
- Jennifer Closshey
- Karen Mincey

The following have agreed to a second 3-year term to 2009:

- Dr. Patti Martini Clark
- Rudy Jordan
- Tom Ellwanger
- John Cochran

Slate of Officers and Executive Committee for 2006-07:

- Chair-Chuck Peterson, Jr.
- Vice Chair- Dr. Patti Martini Clark
- Secretary-Dr. Adrienne Garcia
- Treasurer- Susan Casper
- Immed. Past President- Jim Hackman
- At-Large Director-Tom Ellwanger
- BOT Designee-TBA
- Presidential Designee-TBA

A motion was made and passed to revise the bylaws to include a one-year term for a Faculty Designee. An email will be sent to all faculty to identify those interested in serving on the Board. The Foundation nominating committee will review candidates and their recommendation shall be approved by the board.

VI. Executive Director's Report –

- i. Lecture Series-** Dr. Garcia has met with Dr. Reffue who asked the Foundation to sponsor a lecture series. This could be marketed as a community service series. HCC does not currently have any type of lecture series. Dr. Reffue advised that it would cost from \$20-30K. After much discussion the Board of Directors decided to decline the lecture series under its current structure. This might be a good signature event for the Alumni Association and Marketing Department. They can host guest speakers such as famous chefs, Bob Villa or any other speakers related to HCC programs. May utilize as fundraising event or charge for tickets.
- ii. Mini Grants-**Ms. Mincey reported on the response to applicants for the mini grants. The Board approved for Mary Martinasek (Dale Mabry) and John Ormrod (Brandon) to be awarded \$2500 each.

VII. Adjourned

There being no other business the meeting was adjourned at 1:28 PM.

Respectfully Submitted by:
 Adrienne M. Garcia, Ed.D.
 Secretary and Executive Director Director/dkb

Board of Directors Annual Meeting
June 6, 2006
Bonefish Grill, Tampa
Minutes

HCCF Directors in Attendance: Debra Bauman, Dan Carbone, Susan Casper, Ross Elsberry, Frank Fralick, Jim Hackman, Alyson Horn, Joseph Jackson, Stephen Koontz, Dr. Patty Martini Clark, Karen Mincey, Denise Muth, Chuck Peterson, Ed Verner, and Larry Wilder

HCCF Directors Unable to Attend: Nancy Carey, Jennifer Closshey, Tom Ellwanger, Cassandra Gonzmart, Tamra Muir, John Sheppard, John Sinnott, Steve Short, , Rudy Jordan and Tony Cooper

HCC Staff Members Present: Dr. Adrienne Garcia, Dianne Birkhead, Josette Bulnes, Barbara Larson, Dr. Carlos Soto, Dr. Bob Chunn and Dr. Gwendolyn Stephenson

HCC BOT Present: Nancy Watkins and Dr. Ed Gonzalez

- I. **Call to Order** – Chair Jim Hackman called the meeting to order at 6:47 PM with a quorum present.
- II. **Special Recognition-** Mr. Hackman thanked Caspers Company for underwriting the Annual dinner. He also presented each departing Director (Nancy Carey, Frank Fralick, Tony Cooper, Tamra Muir, Nancy Watkins and Larry Wilder) a certificate of appreciation for their years of committed service to the Foundation. Mr. Hackman continued with introductions of new Board Director. Those new members are Debra Bauman (Manhattan Construction), Cassandra Gonzmart (Ruby Tuesdays), Stephen Koontz (Tampa Bay Trane), Denise Muth (Skanska USA Building, Inc.) and Ed Verner (Real Estate Investor).
- III. **Approval of April 2006 minutes-**Minutes from the April 13, 2006 meeting were approved as submitted.
- IV. **Approval of April 2006 Financial Statement** –Mr. Peterson reviewed the Statement of Activities for April. The Foundation currently has total revenue of \$2M with expenses of \$844, 000. The Foundation has total net assets of just under \$4.7M. The financial statements for April 2006 were approved as submitted.
 - **FY 2006-2007 Budget Proposal-**The FY 2006-07 budget with revenues of \$2.3M and expenses of \$1.3M, was approved without changes.
- V. **BOT** –Mrs. Watkins relayed thanks to the Foundation’s Board of Directors from the Trustees for all the hard work they have given over the years. The Board of Trustees is very pleased with the continued growth that the Foundation has seen in the last three years.

VI. President's Report- Dr. Stephenson thanked Mr. Hackman for setting and achieving his goals with the Foundation as the Chair for this past year. She also thanked all the Directors for their continued support of the college. HCC continues to strive to be the best community college that provides comprehensive education to its students. Dr. Stephenson introduced Ms. Barbara Larson, the new CFO of the college.

VII. Chair's Report –Mr. Hackman reviewed several of the Foundation's past year's accomplishments including: raising \$2M, awarding \$200K in scholarships/student housing, the Plant City campaign raising \$900,000 and the successful events held (Pirate Fest, Golf Classic and the Presidential Showcase). Mr. Hackman officially handed the Chair's position over to Mr. Chuck Peterson, the Chair for FY 2006-07. Mr. Peterson thanked Mr. Hackman for his leadership this past year. Mr. Hackman announced that he is taking on a new position with University Community Health, VP of Human Resources. A calendar of meetings and events for next year was established.

VIII. Adjourned

There being no other business the meeting was adjourned at 7:12 PM.

Respectfully Submitted by:
Adrienne M. Garcia, Ed.D.
Secretary and Executive Director Director/dkb