

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
WEDNESDAY, SEPTEMBER 21, 2005 - 5:00 P.M.
BOARD MEETING
DISTRICT ADMINISTRATIVE OFFICES
BOARD ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

Mr. Huggins called the meeting to order at 5:05 pm

1.02 Pledge of Allegiance

1.03 Invocation

Mr. Huggins requested that during the moment of silence, staff remember Bob Schatzow, an Ybor City Campus Computer Science Professor, who recently passed away.

1.04 Roll Call

The following Trustees were in attendance:

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

1.05 Welcome to Guests and Staff Members

Mr. Huggins welcomed all guests and staff members.

Dr. Stephenson introduced Ms. Jan Bullard, the College's Business Officer Consultant, who is working with staff while the College conducts the Vice President for Administration/CFO search.

1.06 Foundation Report

1.06.01 Dr. Adrienne Garcia, Executive Director of the Foundation, provided the Board with an update and reported that the Foundation has received \$10,000 from CocaCola Enterprises Bottling Company; \$10,000 from Verizon Foundation for the IT³ Verizon proposal to field test the CPT tutoring CD; \$5,000 from the Old Memorial Golf Course in honor of the Linda and Dick Greco book fund; \$2,500 from John J. and Lucille C. Madigan Charitable Foundation for scholarships; \$1,500 from the Foundation for Florida Community Colleges for scholarships;

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\$1,000 from the BAC Foundation for scholarships; \$1,000 from the Rotary Club of Navarre, Florida for scholarships; \$550 from the Foundation's auditor, Antoinette J. Wheat, CPA; and \$500 from the Crescent City Rotary Club for scholarships. In addition, she reported that two (2) \$500 sponsorship gifts have been received from Bencor, Inc. and the Florida Association of Community Colleges' HCC Chapter for the upcoming "All College Day." Dr. Garcia also advised that \$500 has been received from CocaCola Enterprises Bottling Company and \$1000 from Overstreet Wealth Management for sponsorship of the upcoming Hawk Radio Golf Tournament.

Dr. Garcia reminded the Board of the upcoming Foundation Scholarship Breakfast on September 23rd @ 7:30 am at the University Club and explained that this event is a good opportunity to share information about the College and our educational programs with the guests, as well as to introduce some of our students.

Dr. Garcia informed the Board that the Second Annual HCC Foundation Golf Classic is scheduled for December 5th at the Players Club and asked that they mark their calendars for this event.

1.07 Faculty and Staff Recognitions

- 1.07.01 The Board recognized the following faculty members for recently being nominated for "Who's Who Among American Teachers:

Ybor City Campus

Dr. Susan Miletta

Brandon Campus

Mr. John Hardin

Ms. Elizabeth McCullough

Ms. Eileen Perez

- 1.07.02 The Board recognized Ms. Elizabeth McCullough, a Brandon Campus Chemistry Professor, for being recognized as an "Outstanding Educator" by the University of Florida's College of Agricultural and Life Sciences. Mr. John Huerta, the Executive Director of Marketing and Public Relations, reported that Ms. McCullough received this honor "in recognition of outstanding contributions made to students of the College of Agricultural and Life Sciences through pre-collegiate teaching and advising".
- 1.07.03 Mr. Huerta reported that Dr. Luz Lono, an Ybor City Campus Foreign Language Professor, was recently highlighted in a feature article entitled; "Silhouette" in the July 15th edition of the

La Gaceta.

- 1.07.04 The Board recognized Ms. Kimberly Williams, an Ybor City Campus History Professor, for recently participating in a four-week Fulbright-Hayes professional development, "Seminar on Traditional and Modern Thailand." Mr. Huerta reported that the intensive program, in Thailand, consisted of a series of two-dozen lectures, seminars and conferences hosted by native scholars and experts as well as tours of educational institutions, historical sites and organizations involved in cultural exchanges.
- 1.07.05 The Board recognized Mr. Jack Evans, the Ybor City Campus Dean of Associate of Science and Technical Programs, on his recent graduation from the 2005 Leadership Tampa Class.
- 1.07.06 Professor Kathryn Smith, a Dale Mabry nursing instructor, shared with the Board a brief overview of the HCC's nursing students' visit to Ecuador. She introduced nursing students Ms. Ramey Beye-Brewer and Mr. Chris Erigo-Brockman who participated in this year's Ecuador visit. In addition, Ms. Smith advised that the College is currently sponsoring three (3) visiting nursing faculty from the Universidad Central Del Ecuador.

The Board welcomed the following visiting Universidad Central del Ecuador nursing faculty to HCC:

- Zoila Cazar
- Gladys Veneras
- Antonieta Villacrés

- 1.07.07 The Board recognized Mr. Joe Benvotato, the Brandon Campus Director of Student Services, for recently being selected as a member of the Brandon YMCA's Board of Directors.
 - 1.07.08 The Board recognized Dr. Gwendolyn Stephenson, the College President, for recently being elected as the 2005-06 President Elect for the Community Colleges for International Development [CCID] Executive Committee.
- 1.08 The Chairman recommended adoption of the Agenda and all revisions to the Agenda.

Dr. Stephenson explained that the agenda has been revised as follows:

- Item #8.04 [Non Consent] – Following successful negotiations, this agenda item has been amended to recommend the award of a contract to Williamson Dacar Associates of Safety Harbor, Florida, at a cost of \$478,480, to provide planning, preparation of construction bid documents and contract administration for the remodeling/renovation of buildings at the Ybor City Campus.

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

aye vote of all members present.

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

August 9, 2005 [Board Workshop]
August 17, 2005 [Regular Meeting]

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

- 1.10 The President recommended approval as advertised of the modification of one administrative rule in the rule manual.

Dr. Stephenson apprised the Board that after this rule was advertised, the College did receive additional comments and staff has made further revisions to the rule as presented.

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

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

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

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

- 5.02 The President recommended approval of part-time faculty and staff employment recommendations.

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

- 5.03 The President recommended acknowledgment of employment separations.

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

- 5.04 The President recommended approval of a Medical Leave of Absences without pay.

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

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

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

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

- 6.02 The President recommended approval of the Articulation Agreement between the College and the Criminal Justice Officer Administration for the award of accelerated credit towards an Associate in Applied Science Degree for individuals who successfully complete an approved Florida Criminal Justice Standards and Training Commission program.

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

- 6.03 The President recommended approval of the updated LPN Statement of Agreement between the College and Erwin Technical and Brewster Adult Technical Centers/Hillsborough District School Board to allow students an additional two years to articulating LPN credit to HCC.

- 6.04 The President recommended approval of the Articulation Agreement between the College and the United States Sports Academy to allow qualified HCC graduates admittance into the United States Sports Academy's Bachelor of Sports Science degree program.

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

- 6.05 The President recommended acceptance of the following grants:

- 6.05.01 Carl D. Perkins – in the amount of \$522,159
- 6.05.02 Jobs for Florida's Future – Registered Nurse Partnership – General Revenue - in the amount of \$224,813
- 6.05.03 Jobs for Florida's Future – Registered Nurse Partnership – Lottery - in the amount of \$16,921
- 6.05.04 Placement Tutorial E-Literacy – in the amount of \$10,000

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

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

- 6.06.01 Even Start Program [Centers of Academic and Literacy Excellence – CALE]
- 6.06.02 Farmworker Jobs and Education Program [Continuation]
- 6.06.03 Community College National Center for Community Engagement [CNCCE] – Supporting Actions for Engagement [SAFE]

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

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

8.01 The President recommended approval of Budget Amendments Number 5 and 6 to fiscal year 2004-2005 budget.

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

8.02 The President recommended approval of Budget Amendments Number 1, 2, 3, 4 and 5 to fiscal year 2005-2006 budget.

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

8.03 The President recommended approval of the adjustment of the College's property records.

Mr. Coton inquired whether the College notifies community organizations regarding the opportunity to obtain obsolete College property.

Mr. Steve Shields, the College's Director of Risk Management and Auxiliary Services, advised that the College's disregarded property is first made available via a public auction and that any unsold items are donated to community organizations/institutions.

Mr. Coton suggested that the College inform the Chambers of Commerce regarding the College's obsolete property to ensure that community foundations and organizations have the opportunity to obtain much needed equipment.

Dr. Stephenson indicated that the College does receive and fulfill requests for equipment/computer donations from private schools and the Hillsborough County School District System.

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Ms. Bullard indicated that she is familiar with the process and will work with staff to develop a community notification mechanism for the College's obsolete property.

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

- 8.04 The President recommended approval of a contract with Williamson Dacar Associates of Safety Harbor, Florida to provide planning, preparation of construction bid documents and contract administration for the remodeling/renovation of buildings at the Ybor City Campus.

Ms. Bullard provided the Board with an overview and the selection process of the contract with Williamson Dacar Associates of Safety Harbor, Florida and indicated that this contract is to provide planning, preparation of construction bid documents and contract administration for the remodeling/renovation of buildings at the Ybor City Campus at a cost of \$478,480.

Mr. Huggins inquired how significant the renovations will be to the Performing Arts Building.

Ms. Bullard explained that the Performing Arts Building is very much the focus of this project, to the extent that the architectural firm will have specialized consultants to provide assistance in the remodeling of this building.

Dr. Lois Gaston, the Ybor City Campus President, reported that the Performing Arts Building renovation will be very extensive, including electrical, mechanic, and fire safety items.

Ms. Bullard informed the Board that the total budget for this project is \$5.4 million.

Mr. Huggins expressed his concern regarding Williamson Dacar Associates' lack of diversity and their proposed utilization of national consultants for expertise on this project, which are not W/MBE certified firms.

Mr. Ted Williamson, of Williamson Dacar Associates, reported that one of the civil engineer consulting firms that will be used on this project is a minority-owned firm and advised that his firm employs a female architect.

After due discussion and consideration, Ms. Watkins made a motion of approval as amended, seconded by Dr. Gonzalez, with approval given by aye vote of all members present.

- 8.05 The President recommended approval of a contract with SchenkelSchultz Architecture of Tampa, Florida to provide planning, preparation of

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construction bid documents and contract administration for the remodeling/renovation of buildings at the Plant City Campus.

Ms. Bullard provided the Board with an overview and the selection process of the contract with SchenkelSchultz of Tampa and indicated that this contract is to provide planning, preparation of construction bid documents and contract administration for the remodeling/renovation of buildings at the Plant City Campus at a cost of \$306,954.

Dr. Felix Haynes, the Plant City Campus President, reported that the buildings that are to be remodeled/renovated are the oldest buildings on campus.

Ms. Bullard informed the Board that the total budget for this project is \$4.2 million.

Mr. Huggins reiterated his concern regarding the lack of diversity in the proposed consultants.

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

- 8.06 The President recommended approval of a bid award to RestoCon Corporation for the waterproofing and restoration of the Brandon Campus Science Building.

Mrs. Hill expressed concern regarding RestoCon Corporation's unskilled labor diversity.

Ms. Bullard reported that Ms. Vonda Melchior, the College's Director of Purchasing, has discussed with RestoCon's representatives the diversity numbers for their unskilled labors and was informed that the information, as reported, is correct.

Ms. Watkins clarified that the diversity information provided to the Board for RestoCon Corporation is the composition of their Tampa Office and does not reflect the number of employees that will actually work on the Plant City project.

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

- 8.07 The President recommended approval of a contractual Agreement between the College and Smarthinking for academic year 2005-2006 for on-line tutoring services.

Dr. Stephenson explained that Smarthinking provides on-line tutoring for our students in such areas as mathematics, science and writing and that this is the College's third year to offer this service to our students.

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Dr. Sylvia Carley, the Vice President for Education and Student Development, reported that this is a win-win situation between faculty and students in that it is a 24-7 tutorial service.

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

- 8.08 The President recommended approval of a Lease Agreement between the College and the Tampa Bay Workforce Alliance [previously known at the Hillsborough County Workforce Board] for a period of two (2) years for use of facilities at the Plant City Campus for a One-Stop Career Center.

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

- 8.09 The President recommended approval of an Easement with Tampa Electric Company at the Plant City Campus associated with the Trinkle Multi-Purpose Building.

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

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

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

- 8.11 The President recommended acceptance of the Hillsborough Community College Foundation's annual audit for fiscal year 2004-2005.

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

9.0 **ADMINISTRATIVE REPORT**

- 9.01 Dr. Stephenson shared with the Board that the College has recently completed a Faculty/Staff Satisfaction Survey as part of the College's Institutional Effectiveness Plan and indicated that she has asked Dr. Paul Nagy, the Director of Strategic Planning and Institutional Research, to provide the Board with an overview of the survey findings at the October Board meeting.

- 9.02 Dr. Stephenson indicated that also at the October Board meeting she will provide the Board with an update on all the College's ongoing projects.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Dr. Gonzalez reported that he recently met with Dr. Stephenson to discuss the Board's evaluation of the President. He reported that Dr. Stephenson received an overall rating between the 4.6-4.9 range for her 2004-2005 annual evaluation. He reminded the Board that the President's salary was previously handled in her 2003-2004 contract.

The Board expressed approval of Dr. Stephenson's performance and their appreciation of her job this past year.

Dr. Stephenson thanked the Board for their comments and suggestions and advised that she takes the Board's suggestions very seriously and will be seeking their guidance on ways that she can improve in those suggested areas.

11.02 Mrs. Hill congratulated Dr. Stephenson on being selected as President Elect of CCID for 2005-06. She also reported on the positive remarks that she received regarding Dr. Stephenson at the recently attended ACCT conference in Seattle, Washington.

11.03 Mr. Huggins thanked Dr. Gonzalez for taking the time and responsibility to evaluate the President.

Mr. Huggins also thanked his fellow Board members and Dr. Stephenson for their attendance and participation in the International College Boards: Effective Governance in Belize, Thailand and the United States panel discussion session at the recent ACCT conference.

Dr. Stephenson commended Mr. Huggins on his excellent panel presentation.

12.0 ADJOURNMENT

12.01 There being no further business, the meeting adjourned at 5:47 pm