DISTRICT BOARD OF TRUSTEES

BOARD MEETING

HILLSBOROUGH COMMUNITY COLLEGE

LOCATION:
DALE MABRY CAMPUS
STUDENT SERVICES BLDG, ROOM 108
4:00 PM

APRIL 21, 2009
1.0 GENERAL FUNCTIONS

1.01 Call to Order
1.02 Pledge of Allegiance
1.03 Invocation
1.04 Roll Call
1.05 Welcome to Guests and Staff Members
1.06 Foundation Report
1.07 Faculty and Staff Recognitions
   1.07.01 Gubernatorial Fellows Program – Lydia Lyons
   1.07.02 Symposium on Career Opportunities in Biomedical Sciences and Health Professions – Bridges Program
   1.07.03 Hillsborough County Economic Stimulus Task Force, Dr. S. Robinson
   1.07.04 100 Most Influential Business Leaders, Dr. G. Stephenson
   1.07.05 Dale Mabry Campus Highlights

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

1.09 The President recommends approval of the minutes as follows:
March 24, 2009 [Regular Meeting]
(submitted herein for your review).

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 recommends approval of the employment of the following employees. These full-time employees will be compensated in accordance with the BOT approved Salary Schedule (submitted herein for your review).

5.02 The President recommends appointing the persons on the attached list to be employed during Term 09/SP. Each part-time employee will be compensated in accordance with the BOT approved Salary Schedule (submitted herein for your review).

5.03 The President recommends acknowledgment of employment separations (submitted herein for your review).

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01 The President recommends approval/acknowledgement of the Affiliation and Internship Agreements between the District Board of Trustees of Hillsborough Community College and agencies/offices where students will receive clinical experiences related to their educational programs (submitted herein for your review).

6.02 The President recommends approval of sabbatical leave for faculty members Audrey Dunn and Suzanne Lynch for the period of August 2009-August 2010 (submitted herein for your review).

7.0 INSTITUTIONAL SERVICES

7.01 The President recommends receipt of the donation of a 36" HP Design Jet printer with PostScript controller to be used at the SGA and Student Services department of Hillsborough Community College's SouthShore campus (submitted herein for your review).

8.0 FINANCIAL SERVICES

8.01 The President recommends the award of Request for Proposal #2492-09 to Newton Seating Company, Inc. of Jacksonville, FL to provide engineering and design services for bleachers at the Gymnasium Building (DGYM) on the College’s Dale Mabry campus for a total cost
of $92,209 (submitted herein for your review).

8.02 The President recommends approval of Amendment No. 1 to the contract with Horus Construction Services, Inc. establishing the Guaranteed Maximum Price in the amount of $179,368.56 for the renovation of the bathrooms on the third floor of the Ybor Building located at the Ybor City campus (submitted herein for your review).

8.03 The President recommends approval of Amendment No. 3 to the contract with Crossroads Construction Company establishing the Guaranteed Maximum Price in the amount of $276,557.00 for replacement of the air handling unit for the Academic Building (BACA) located at the Brandon campus (submitted herein for your review).

8.04 The President recommends approval of the Purchase and Sale Agreement with Centex Homes, to purchase property located on the east side of 24th Street Northeast, north of College Avenue, and south of 19th Avenue Northeast in Ruskin, Florida for $1.9M and to pass a Resolution authorizing this purchase (submitted herein for your review).

9.0 ADMINISTRATIVE REPORT

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

12.0 ADJOURNMENT
1.0  **GENERAL FUNCTIONS**

1.01  **Call to Order**

   Mr. Huggins called the meeting to order at 4:10 p.m.

1.02  **Pledge of Allegiance**

1.03  **Invocation**

1.04  **Roll Call**

   The following Trustees were in attendance:
   - Mr. Thomas Huggins, III
   - Mr. Daniel Coton
   - Mr. Andrew Graham
   - Mr. Rod Jurado (via telephone)
   - Ms. Nancy Watkins (via telephone)

1.05  **Welcome to Guests and Staff Members**

   Mr. Huggins welcomed all guests and staff members.

1.06  **Foundation Report**

   Dr. Adrienne Garcia, Executive Director of the Foundation, provided the Board with an update and reported that since February 2009, the Foundation has received $48,000 in grants from the Children's Board of Hillsborough County. In addition, Dr. Garcia reported that the Foundation has also received the following gifts in the amount of:

   **Scholarships**
   - $2,080 from an anonymous donor
   - $1,000 from the Hillsborough Education Foundation, Inc.; Verizon Foundation MIP; and the Marvin E. Jones Education Trust
   - $600 from Oldcastle Retail, Inc.
   - $500 from Lackmann Culinary Services; and the Black Diamond Foundation,
**Presidential Showcase Sponsors**

- $10,000 from Verizon
- $5,000 (Gold Sponsor) from AVI-SPL; Coca-Cola Enterprises; and Bright House Networks
- $2,500 (Silver Sponsor) from Kraft Manhattan Construction Group; Caspers Co. McDonalds Restaurants; Sodexho; CapTrust; Cutler Associates;
- $1,000 (Patrons) from the Psychological Assessment Resources, Inc.; Robert Watkins & Company; Anita and Larry Wilder; and Dr. Gwendolyn and Mr. Steve Stephenson.

To date, the 40th Anniversary Endowed Scholarship Fund has received over $140,000 in endowed funds, pledges and gifts. The first two scholarships from interest earned will be awarded in Fall 2009.

Dr. Garcia reminded everyone that Friday, April 24, 2009 is the date for the HCC Presidential Showcase event which will be held at the Avila Home of Outstanding Alumna MaryAnn Stiles. The seventh annual showcase will feature HCC student talent including representatives from music, art and theatre programs, as well as student ambassadors and culinary students who will prepare the desserts. There will also be a silent and live auction. Special thanks to Rod and Mel Jurado for serving as co-chairs and our enthusiastic volunteer planning committee. Invitations should be received; please let us know if you want to send an invitation to anyone else and we'll produce an e-vite (electronic invitation) and we also ask that you send the e-vite to friends and associates on your email distribution list. We anticipate this event will be a success to raise money for scholarships.

**Faculty, Staff and Student Recognitions**

1.07.01 The Board recognized Professor Walt Ellis whose Service-Learning Veteran’s Website Project was selected as the 2009 HCC Innovation of the Year. The Service-Learning courses couple meaningful community service with classroom instruction. Professor Ellis sought to create a service-learning activity that would help students find common ground through awareness of veterans’ issues. The 2009 HCC Innovation of the Year will be featured on the League for Innovation’s “2009 Innovations of the Year” website.

Additionally, Shannon Grinstead was recognized for her submission focused on the Academic Success Center at the Brandon campus, and Marcella Sherman for her entry of the Dale Mabry Learning Commons.

1.07.02 The Board recognized Joe Offner, Eric Gavreau, Christian Garnelo, Kerry Mayo and Mike Schmidt for receiving high praise and recognition the Florida Community College Activities Association’s Winter Music Symposium. In addition, Ken Hanks and Robert Winslow made a presentation at the National Association of Schools of Music
Conference in Salt Lake City in 2007 which has now been published.

1.07.03 The Board recognized HCC students Sara Bradey, Amanda Handley, Nikita Carter, Paige Griffiths and Alaric Perhot, selected to the 2009 Phi Theta Kappa (PTK) All-Florida Academic Team. The students will be recognized at a luncheon hosted by Chancellor Wil Holcombe on April 2, 2009 in Tallahassee, Florida. The All-Florida Academic Team recognizes scholarly achievements and leadership accomplishments of students enrolled in community, technical and junior colleges.

Additionally, Sara Bradey was selected as a Coca-Cola Silver Dollar Scholar and will receive a silver medallion, a check for $1,250 and will be listed in a special edition of USA Today on April 16, 2009. Amanda Handley was also selected as Coca-Cola Finalist and will receive a check for $1,000. Jana Bielicki, an HCC PTK advisor, was selected to receive a scholarship to attend the 2009 PTK International Convention in Texas.

1.07.04 The Board recognized Professor Jim Wysong, Brandon Sciences Program Manager, who was selected to teach a Chautauqua Short Course Program. Chautauqua Short Courses are an annual series of forums in which scholars at the frontiers of various sciences meet intensively for several days with undergraduate college science teachers. Professor Wysong will be teaching on “The Volcanoes and Igneous Landforms of New Mexico” in July. The 2009 Chautauqua Short Courses are sponsored by the Center for Science and Mathematics Education at the University of Texas at Austin.

1.07.05 The Board recognized Professor Deb Ghosh for her appointment to serve on the National Science Teachers Association’s Journal of College Science Teaching Advisory Board. The board’s mission is to promote excellence and innovation in Science teaching and learning for all. Professor Ghosh’s appointment begins on June 1, 2009, and is for a three-year term.

1.07.06 The Board recognized Dr. Gwendolyn Stephenson who was asked to make a presentation at the annual American Association of Community College’s President’s Academy this July in Michigan. The President’s Academy is one of the major professional development activities held each year. Dr. Stephenson’s presentation will focus on community college challenges and opportunities related to equity and diversity.

1.07.07 The Board recognized Hunton Brady Architects for receiving the Design Excellence award received at the American Institute of Architects Orlando Chapter’s Annual Awards. HCC and Hunton Brady received the Award of Honor in the Un-built Design Category for the Ybor Student Services Building. Representatives from Hunton Brady will present the award to the Board at the April Board Meeting.
On behalf of the board, Mr. Huggins congratulated everyone on their efforts and awards.

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:

- **Agenda Item 5.03 [Consent]** – The agenda item was amended to reflect the following: Removal of “Vicki Schnurr”.
- **Agenda Item 5.07 [Non-Consent]** – The President recommended approval of a contract with Hartford Life and Accident Insurance Co. in Tampa, Florida, to provide group life & accidental death and dismemberment, retiree life and voluntary supplemental life & dependent life coverage beginning July 7, 2009, for a two (2) year term with two (2) optional one (1) year renewal periods.
- **Agenda Item 8.02 [Non-Consent]** – This item was removed from the agenda.
- **Agenda Item 8.08 Informational Item Only [Consent]** – Prior to July 1 each fiscal year, the Board must approve a budget for the next fiscal year. To facilitate the orderly preparation of the budget, plans for the 2009-2010 fiscal year budget are underway. The proposed flowchart of the budget development and budget development calendar are attached. Trustee workshops are being determined.

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

1.09 The President recommended approval of the minutes as follows:

February 17, 2009 [Regular Meeting]

The minutes were unanimously approved by 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. These full-time employees will be compensated in accordance with the BOT-approved Salary Schedule.

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

5.02 The President recommended approval of part-time faculty and staff employment recommendations for Term 09/SP. Each part-time employee will be compensated in accordance with the BOT-approved Salary Schedule.

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

5.03 The President recommended acknowledgment of employment separations.

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

5.04 The President recommended approval of renewing the contract with Blue Cross/Blue Shield of Florida to provide medical insurance for eligible employees for fiscal year 2009-2010.

Sue Flaig, HR Director, submitted various options for the Health Savings Account (HSA) as requested at the February Board Meeting. A recommendation of 50% funding was made by Ms. Flaig. Ms. Watkins inquired as to the employee cost. Ronkel Williams, Benefits Officer, advised that the total annual cost the college will pay towards the deductible for single coverage is $625.00. Ms. Watkins inquired about the cost for family coverage. Ms. Williams advised that the annual cost is $2,745 for employee and spouse. Mr. Graham asked if we paid 100% of the deductible, would we still be saving $366 per employee. Ms. Williams advised yes. Ms. Watkins indicated that a 50% contribution would give the employees an opportunity to save without diminishing coverage. Mr. Graham asked if the percentages were final. Ms. Williams advised that the percentage has to be set annually for tax purposes and cannot be increased or decreased during the year. Mr. Graham asked if there was a plan in place to communicate this health coverage option to the employees. Ms. Williams advised yes, that open enrollment meetings would be held for all employees as well as one-on-ones if requested. Mr. Graham asked that Ms. Flaig and Ms. Williams report back to the Board on the percentage of employees participating in this plan after open enrollment was over.

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

5.05 The President recommended approval of the contract with Humana Dental, Inc. in Tampa, Florida, beginning July 1, 2009, for a two (2) year term with two (2) optional one (1) year renewal periods to provide dental coverage for the dental insurance program.

Mr. Jurado stated that he was concerned to see that of the seven firms that bid, only one received a score of 77 points. He also stated that he is seeing more
and more of this over time and dental insurance is getting harder to find. Mr. Jurado thanked Ms. Flaig for the work done to secure affordable dental insurance for the College.

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

5.06 The President recommended approval of renewing the contract with Hartford Life and Accident Insurance Company in Tampa, Florida, beginning July 1, 2009, for a two (2) year term with two (2) optional one (1) year renewal periods to provide disability coverage for the disability insurance program.

Ms. Flaig advised that the same company will be providing both short and long-term disability. The selection of this company allowed for a cost savings of $66,000. Mr. Jurado stated again that he was disappointed that of the nine firms that bid, only one scored over 40%. Mr. Huggins asked what the reason or reasons were that the other firms did not score well. Ms. Flaig advised that each firm was looked at closely and there was no one reason. Some reasons were lack of references, incorrect reference information, terms, rate guarantees and the lack of provisions not to impose pre-existing conditions. Mr. Jurado again stated that more insurance companies are seeking to do less and less and that in the future, we will see fewer firms wanting to insure.

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

5.07 The President recommended approval of renewing the contract with Hartford Life and Accident Insurance Company in Tampa, Florida, to provide group life & accidental death and dismemberment, retiree life and voluntary supplemental life & dependent life coverage beginning July 7, 2009, for a two (2) year term with two (2) optional one (1) year renewal periods.

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

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01 The President recommended approval of the course and program modifications to be effective Fall Term 2009 unless otherwise noted.

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

6.02 The President recommended approval/acknowledgement of the attached list of Affiliation and Internship Agreements between the District Board of Trustees of
Hillsborough Community College and agencies/offices where students will receive clinical experiences related to educational programs.

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

6.03 The President recommended approval of the 2009-2010 Calendar.

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

6.04 The President recommended approval of the Memorandum of Understanding between Hillsborough Community College, Barbados Community College and the Barbados Fire Service.

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

6.05 The President recommended approval of Amendment No. 3 to the Apprenticeship Training Program Agreement with Independent Electrical Contactors, Florida West Coast Chapter, Inc., to extend the agreement for one (1) year beginning on August 20, 2009.

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

6.06 The President recommended approval of Amendment No. 3 to the Apprenticeship Training Program Agreement with Associated Builders & Contractors, Inc., to extend the agreement for one (1) year beginning on August 1, 2009.

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

7.0 INSTITUTIONAL SERVICES

7.01 The President recommended approval of Hillsborough Community College Foundation, Inc. 2009-2010 appropriation request for final certification of funds eligible for state match.

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

7.02 The President recommended acceptance of the donation of a Bright House
Networks Airtime grant to HCC Centers for Continuing Education.

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

7.03 The President recommended acceptance of the donation by Mr. Robert W. West of a private theatre and art book collection to the Ybor campus Theatre Program.

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

8.0 FINANCIAL SERVICES

8.01 Informational Item Only – the College is permitted by Florida Statutes, State Board of Education Regulations and College Administrative Rules to purchase items utilizing County, State, School Board, College and University contracts and sole source procurement as an exception to the competitive bidding process. The procurement list was processed after verification of budgeted funds during the quarter ending December 31, 2008.

8.02 This item was removed from the agenda.

8.03 The President recommended approval of Amendment No. 2 to the contract with Manhattan Construction Company establishing the Guaranteed Maximum Price in the amount of $507,987.00 for the replacement of a cooling tower and the replacement of two condenser water pumps at the Dale Mabry campus.

Mr. Huggins stated for clarification purposes that historically, Manhattan Construction has done a great job with minority participation. Barbara Larson, Vice President for Administration, advised that Manhattan Construction improved their minority participation on the Plant City job approved at last month’s Board Meeting to about 10% and that Manhattan Construction has also informed HCC that they expect the percentage participation on this item to improve by another few percentage points. Manhattan Construction has had some difficulty identifying W/MBE subcontractors for these specialty mechanical contracts.

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

8.04 The President recommended approval of Amendment No 2 to the contract with Allstate Construction, Inc., establishing the Guaranteed Maximum Price in the amount of $779,555.00 for the expansion of the chiller plant located at the SouthShore Center.

Mr. Huggins thanked Allstate Construction for achieving 24% minority subcontractor participation on this job.

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

8.05 The President recommended approval of the application for final payment in the amount of $20,211.55 to Walbridge Aldinger for completion of the remodeling of select spaces on the first floor of the District Administrative Offices, as reviewed and recommended by Long and Associates.

Mr. Huggins acknowledged that Walbridge Aldinger improved minority business participation from 30% to 36% and thanked them for their efforts for utilizing minority businesses and making an effort to improve their target participation.

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

8.06 The President recommended approval of Interlocal Agreement with the City of Tampa to allow HCC to use the City right-of-way at 14th Street for the installation of utility lines and a chilled water pipe for the Student Services Building at the Ybor City campus.

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

8.07 The President recommended approval of the Settlement Agreement with J.O. DeLotto & Sons, Inc., Williamson Dacar Associates, Inc., and Quorum Services, LLC, for final payment to J.O. DeLotto & Sons for $951,209.67.

Barbara Larson thanked college and Board attorneys Martha Kaye Koehler and Frazier Carraway for their work in reaching this settlement. Ms. Larson stated that this is a very fair settlement and the end result is an improved building with a type one classification in terms of fire protection features. Mr. Huggins asked if the settlement included all upgrades. Ms. Larson advised yes; a third party, Quantum, reviewed the building upgrades and related invoices to determine that the settlement was fair.

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

8.08 **Informational Item Only** – Prior to July 1 each fiscal year, the Board must approve a budget for the next fiscal year. To facilitate the orderly preparation of the budget, plans for the 2009-2010 fiscal year budget are underway. The proposed flowchart of the budget development and budget development calendar was attached. Trustee workshops are being determined.

9.0 **Administrative Report**

Dr. Stephenson advised the Board that the Florida Department of Education’s quarterly payment would be reduced by an additional 15% due to revenue
shortfalls. She also stated that a communication would go out to the HCC community so they would also be aware of the reduction.

Dr. Stephenson also announced that the SouthShore campus will receive the gold rating for the LEED standards.

10.0 **LEGAL REPORT**

11.0 **HEARING OF BOARD MEMBERS**

12.0 **ADJOURNMENT**

12.01 There being no further business, the meeting adjourned at 5:00 p.m.
RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.01

BACKGROUND AND PERTINENT FACTS:

These positions are budgeted full-time positions. The positions were properly advertised, and applicants have been scrutinized using the College's screening process.

ECONOMIC IMPACT:

None. Funds are internally available within the 2008-2009 Budget.

OBJECTIVE:

To provide necessary staff support for the appropriate divisional unit.

LEGAL AUTHORITY:

SBE 6A-14.0261, FAC
F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends that the Board approve the employment of the following employees. These full-time employees will be compensated in accordance with the BOT approved Salary Schedule.

Initiator

Date 4/1/09

Vice President/Campus President/Exec Dir of Human Resources

Date 4/2/09

District President

Date 4/3/09

1-0-024 (2/04)
## FACULTY

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## STAFF NON-EXEMPT

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## EXTENSION OF TEMPORARY ASSIGNMENT

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*Full-Time Temporary  
**FTT/Grant Funded
RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.02

BACKGROUND AND PERTINENT FACTS:

The College has determined that part-time faculty and staff are needed to support the academic programs for the Academic Term 09/SP. Part-time faculty will be employed on a term-by-term basis. If additional part-time staff is needed, a supplementary list will be submitted for appointment.

ECONOMIC IMPACT:

None. Funds are internally available within the 2008-2009 Budget.

OBJECTIVE:

To augment full-time faculty and staff with temporary assistance to meet the academic goals of the College.

LEGAL AUTHORITY:

SBE 6A-14.0261, FAC
F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends that the Board appoint the persons on the attached list to be employed during Term 09/SP. Each part-time employee will be compensated in accordance with the BOT approved Salary Schedule.

Initiator

Vice President/Campus President/Exec Dir of Human Resources

District President

Date

Date

Date

4/2/09
4/10/09
4/13/09

1-0-024(2/04)
## HILLSBOROUGH COMMUNITY COLLEGE

### PART-TIME NEW HIRES/REHIRES

**DATE OF BOARD OF TRUSTEES MEETING:** **APRIL 21, 2009**

### FACULTY

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<td>Katzer, Kristopher</td>
<td>FPNC0017</td>
<td>Adj Law Enf NC Instr</td>
<td>Ybor City</td>
</tr>
<tr>
<td>Kusi, Elvis</td>
<td>FPN00471</td>
<td>Adj Accounting Instr</td>
<td>MacDill</td>
</tr>
<tr>
<td>Penton, Edward</td>
<td>FPNN0014</td>
<td>Adj Avocation Instr</td>
<td>Ybor City</td>
</tr>
<tr>
<td>Larson Presswalla, Joyce</td>
<td>FPNC0033</td>
<td>Adj Sociology Instr</td>
<td>Brandon</td>
</tr>
<tr>
<td>Roelting, William</td>
<td>FPNN0017</td>
<td>Adj Law Enf NC Instr</td>
<td>Ybor City</td>
</tr>
<tr>
<td>Watson, John</td>
<td>FPNN0050</td>
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</table>

### NON-FACULTY

<table>
<thead>
<tr>
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<th>POSITION #</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Corcoran, Janis</td>
<td>PT Asst</td>
<td>ZPC10195</td>
<td>Ybor City</td>
</tr>
<tr>
<td>Crosby, Edward</td>
<td>PT Tech</td>
<td>ZPC20050</td>
<td>District Position at Dale Mabry</td>
</tr>
<tr>
<td>Green, Jason**</td>
<td>PT Tech</td>
<td>ZPC2V001</td>
<td>Brandon</td>
</tr>
<tr>
<td>Le'Bue, Bryan</td>
<td>PT Tech</td>
<td>ZPC20050</td>
<td>District Position at Dale Mabry</td>
</tr>
<tr>
<td>Mehta, Roopal</td>
<td>PT Tech</td>
<td>ZPC30081</td>
<td>Dale Mabry</td>
</tr>
<tr>
<td>Mondezie, Earl</td>
<td>PT Tech</td>
<td>ZPC20050</td>
<td>District Position at Dale Mabry</td>
</tr>
<tr>
<td>Williams, Geneva</td>
<td>PT Tech</td>
<td>ZPC20030</td>
<td>Ybor City</td>
</tr>
</tbody>
</table>

**Grant Funded**
RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.03

BACKGROUND AND PERTINENT FACTS:

Upon review of documentation it has been determined that the employees listed herein will separate from employment at the College as indicated.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To acknowledge separations.

LEGAL AUTHORITY:

SBE 6A-14.0261, FAC
F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends acknowledgement of the following separations. (Listing submitted herein for your review.)

<table>
<thead>
<tr>
<th>Initiator</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Miller</td>
<td>4/2/09</td>
</tr>
<tr>
<td>Vice President/Campus President/Exec Dir of Human Resources</td>
<td>4/2/09</td>
</tr>
<tr>
<td>Lucretia L. Flowers</td>
<td>4/2/09</td>
</tr>
<tr>
<td>District President</td>
<td>4/3/09</td>
</tr>
</tbody>
</table>

1-0-024(2/04)
HILLSBOROUGH COMMUNITY COLLEGE
FULL-TIME SEPARATIONS

DATE OF BOARD OF TRUSTEES MEETING: APRIL 21, 2009

<table>
<thead>
<tr>
<th>NAME</th>
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<th>CAMPUS</th>
<th>HIRE DATE</th>
<th>EFFECT DATE</th>
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</thead>
<tbody>
<tr>
<td>Evans, Myria</td>
<td>Biology Instructor</td>
<td>Dale Mabry</td>
<td>08/22/05</td>
<td>05/05/09</td>
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<tr>
<td>Alexander, MacDonald</td>
<td>Academic Advisor</td>
<td>District position at Ybor City</td>
<td>11/17/88</td>
<td>05/29/09</td>
</tr>
<tr>
<td>Cunningham, Linda</td>
<td>Business Assistant</td>
<td>Ybor City</td>
<td>06/12/75</td>
<td>05/04/09</td>
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<tr>
<td>Gordon, Evelyn</td>
<td>Staff Assistant, Sr</td>
<td>Plant City</td>
<td>10/03/02</td>
<td>04/29/09</td>
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<table>
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<tbody>
<tr>
<td>Bellizzi, Lisette</td>
<td>Speech Instructor</td>
<td>FFC30048</td>
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<tr>
<td>Kenney, Sean</td>
<td>Computer Sci Instr</td>
<td>FFC10032</td>
<td>Dale Mabry</td>
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<table>
<thead>
<tr>
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<tr>
<td>Anderson, Carrie Jo*</td>
<td>Vet Tech Instructor</td>
<td>FFC3T179</td>
<td>Plant City</td>
<td>05/05/09</td>
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<tr>
<td>Bacoat-Jones, Tonni*</td>
<td>Biology Instructor</td>
<td>FFC30073</td>
<td>Plant City</td>
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<tr>
<td>Bielecki, Jana*</td>
<td>English Instructor</td>
<td>FFC3T190</td>
<td>Ybor City</td>
<td>05/05/09</td>
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<tr>
<td>Blanco-Maldonado, Ixa**</td>
<td>CASS Instructor</td>
<td>FFC3V004</td>
<td>Brandon</td>
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<tr>
<td>Boosinger, Karen*</td>
<td>Reading Instructor</td>
<td>FFC3T189</td>
<td>SouthShore</td>
<td>05/05/09</td>
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<tr>
<td>Brock, Dexter*</td>
<td>Reading Instructor</td>
<td>FFC30151</td>
<td>Ybor City</td>
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<tr>
<td>Conrad, David*</td>
<td>Math Instructor</td>
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<td>Brandon</td>
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<td>Coursey, Edward*</td>
<td>English Instructor</td>
<td>FFC10005</td>
<td>Dale Mabry</td>
<td>05/05/09</td>
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<tr>
<td>Crepeau, Jacques*</td>
<td>Sociology Instructor</td>
<td>FFC3T195</td>
<td>Dale Mabry</td>
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<tr>
<td>Curtis, Christine*</td>
<td>Math Instructor</td>
<td>FFC3T194</td>
<td>Dale Mabry</td>
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<tr>
<td>Fisher, Suzette*</td>
<td>English Instructor</td>
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<td>Holladay, Sylvia*</td>
<td>English Instructor</td>
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<td>Brandon</td>
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<tr>
<td>Johnson, William*</td>
<td>Biology Instructor</td>
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<tr>
<td>Koratich, Lee*</td>
<td>Math Instructor</td>
<td>FFC3T197</td>
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<tr>
<td>Liller, David*</td>
<td>English Instructor</td>
<td>FFC3T198</td>
<td>Ybor City</td>
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<tr>
<td>Manry, David*</td>
<td>Biology Instructor</td>
<td>FFC10024</td>
<td>Dale Mabry</td>
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<tr>
<td>Marty, Marianne*</td>
<td>Reading Instructor</td>
<td>FFC3T188</td>
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<tr>
<td>McNamara, Lauren*</td>
<td>Math Instructor</td>
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<td>Brandon</td>
<td>05/05/09</td>
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<td>Morris, Minetha*</td>
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<tr>
<td>NAME</td>
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<td>CAMPUS ASGN.</td>
<td>ASSIGN END DATE</td>
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<tr>
<td>Smith-Palinkas, Barbara*</td>
<td>English 2nd-Lang Instr</td>
<td>FFC20015</td>
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<tr>
<td>Tavares, Alex*</td>
<td>English Instructor</td>
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<td>Dale Mabry</td>
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<tr>
<td>Truong, Vien*</td>
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<td>Plant City</td>
<td>05/05/09</td>
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<tr>
<td>Vorder Bruegge, Misty*</td>
<td>Math Instructor</td>
<td>FFC30058</td>
<td>Brandon</td>
<td>05/05/09</td>
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<tr>
<td>Williamson, Mathew*</td>
<td>Math Instructor</td>
<td>FFC10061</td>
<td>Plant City</td>
<td>05/05/09</td>
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**TERMINATION**

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<th>EFFECT. DATE</th>
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</thead>
<tbody>
<tr>
<td>Mejia, Stephanie*</td>
<td>Staff Assistant, Sr</td>
<td>Brandon</td>
<td>12/04/08</td>
<td>03/09/09</td>
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<td>Schnurr, Vicki</td>
<td>Counselor</td>
<td>SouthShore</td>
<td>12/12/88</td>
<td>05/05/09</td>
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</table>

*Full-Time Temporary
BACKGROUND AND PERTINENT FACTS:

Affiliation and Internship Agreements are required between Hillsborough Community College and agencies within the community in order that HCC's Associate in Science Degree program students may go into agencies for clinical experience related to their educational program.

AFFILIATION AGREEMENTS

- Kindred Hospital—Allied Health Sciences

ECONOMIC IMPACT:

None

OBJECTIVE:

To obtain Board approval/acknowledgement of the Affiliation and Internship Agreements.

LEGAL AUTHORITY:

SBE 6A-14.0261
FS 1001.64; 1001.65

RECOMMENDATION:

The President recommends that the Board approve/acknowledge the Affiliation and Internship Agreements between the District Board of Trustees of Hillsborough Community College and agencies/offices where students will receive clinical experiences related to their educational programs.
BACKGROUND AND PERTINENT FACTS:

The agreement between the Hillsborough Community College District Board of Trustees and the Faculty United Service Association (FUSA) regarding Sabbatical Leave provides that “no more than 6 full-time equivalent faculty members shall receive Sabbatical Leave for an academic year.”

ECONOMIC IMPACT:

Compensation while on sabbatical leave is ¾ of the faculty member’s annual salary prorated for the period of the leave. This is paid from the Faculty, Staff and Program Development fund.

OBJECTIVE:

To provide eligible full-time, tenured faculty members with an opportunity for professional growth and/or the completion of their doctoral degree.

LEGAL AUTHORITY:

SBE 6A-14.0411
FUSA Agreement, Article 12.7

RECOMMENDATION:

The President recommends that the Board approve the following faculty members be granted Sabbatical Leave during the 2009-2010 Academic Year.

Audrey Dunn (August 2009-August 2010)
Suzanne Lynch (August 2009- January 2010)

Initiator

Vice President/Campus President/Director of Human Resources

District President
RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

<table>
<thead>
<tr>
<th>Agenda Number: 7.01</th>
</tr>
</thead>
</table>

**BACKGROUND AND PERTINENT FACTS:** Mr. Terry Hill is offering a 36" HP Design Jet printer with PostScript controller, capable of printing 36" wide, full color prints and posters from any PC or Macintosh computer, to the SGA and Student Services department of HCC South Shore Campus.

Hillsborough Community College Foundation, Inc. is the designated recipient of all donated gifts to the institution. The Executive Director will send a letter of appreciation for the donated items.

**ECONOMIC IMPACT:** None

**OBJECTIVE:**

To receive acceptance by the Board of Trustees of a 36" HP Design Jet printer with PostScript controller to be used by the SGA and Student Services department of HCC South Shore Campus.

**LEGAL AUTHORITY:**

F.S. 1004.70

**RECOMMENDATION:**

The President recommends that the Board of Trustees accept receipt of the donation of a 36" HP Design Jet printer with PostScript controller to be used by the SGA and Student Services department of HCC South Shore Campus.

<table>
<thead>
<tr>
<th>Initiator</th>
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<tbody>
<tr>
<td></td>
<td>March 30, 2009</td>
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<table>
<thead>
<tr>
<th>Vice President/Campus President/Director of Human Resources</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer A. Stephenson</td>
<td>4/13/09</td>
</tr>
</tbody>
</table>
RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

BACKGROUND AND PERTINENT FACTS:

On February 11, 2009, the College advertised Request for Proposal #2492-09 for qualified, licensed firms to provide engineering and design services for bleachers at the Gymnasium Building (DGYM) on the College's Dale Mabry Campus. A mandatory site visit of the Gymnasium Building was held on March 4, 2009 at the Dale Mabry Campus.

The College received responses from five (5) firms, and publicly opened on March 4, 2009. Four (4) firms were scored by the evaluation committee and ranked as follows:

<table>
<thead>
<tr>
<th>FIRM</th>
<th>LOCATION</th>
<th>SCORE</th>
<th>Price</th>
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<tbody>
<tr>
<td>Newton Seating Company, Inc.</td>
<td>Jacksonville, FL</td>
<td>89.88</td>
<td>$92,209</td>
</tr>
<tr>
<td>MISSCO Contract Sales, LLC</td>
<td>Jackson, MS</td>
<td>87.88</td>
<td>$90,641</td>
</tr>
<tr>
<td>Southeastern Surfaces and Equipment, Inc.</td>
<td>New Smyrna, FL</td>
<td>84.75</td>
<td>$98,689</td>
</tr>
<tr>
<td>Charron Sports Services, Inc.</td>
<td>Liberty, SC</td>
<td>78.63</td>
<td>$118,053</td>
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<tr>
<td>Hufcor Florida Group*</td>
<td>Odessa, FL</td>
<td>Non Responsive</td>
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</table>

*did not attend mandatory site visit

An evaluation committee consisting of Dean of Student Services, Operations Manager, Program Analyst, and Assistant to the Dean reviewed the responses.

The committee recommends award to Newton Seating Company, Inc. of Jacksonville, FL.

ECONOMIC IMPACT:

Funds will be provided by Capital Improvement Fees (CIF).

OBJECTIVE:

To provide engineering and design services for bleachers at the Gymnasium Building (DGYM) on the College’s Dale Mabry Campus.

LEGAL AUTHORITY:

SBE 6A-14.074 HCC 6HX-5.300 FS 1001.02 FS 1001.64

RECOMMENDATION:

The President recommends the award of Request for Proposal #2492-09 to Newton Seating Company, Inc. of Jacksonville, FL to provide engineering and design services for bleachers at the Gymnasium Building (DGYM) on the College’s Dale Mabry Campus for a total cost of $92,209.

Initiator

Date 4/2/2009

Vice President/Campus President/Director of Human Resources

Date 4/2/09

District President

Date 4/13/09
## RFP Evaluation of Purchasing System

**Written Proposal Evaluation Executive Report**

**Date:** 4/1/2009  **Time:** 12:31:11 PM

**Project Name:** RFP #2492-09 Gymnasium Bleachers, Dale Mabry Campus

<table>
<thead>
<tr>
<th>CRITERIA TYPE</th>
<th>CRITERIA</th>
<th>Price</th>
<th>Plan for accomplishing RFP requirements</th>
<th>Experience</th>
<th>Ability to accomplish RFP requirements</th>
<th>References</th>
<th>Total Score</th>
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<tr>
<td>WEIGHT%</td>
<td></td>
<td>30.00</td>
<td>25.00</td>
<td>20.00</td>
<td>15.00</td>
<td>10.00</td>
<td>100.00</td>
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<td><strong>Newton Seating</strong></td>
<td><strong>Company, Inc.</strong></td>
<td>26.25</td>
<td>23.13</td>
<td>18.00</td>
<td>13.50</td>
<td>9.00</td>
<td>89.88</td>
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<tr>
<td><strong>MISSCO Contract</strong></td>
<td><strong>Sales, LLC</strong></td>
<td>27.00</td>
<td>21.25</td>
<td>17.50</td>
<td>13.13</td>
<td>9.00</td>
<td>87.88</td>
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<tr>
<td><strong>Southeastern Surfaces</strong></td>
<td><strong>and Equipment, Inc.</strong></td>
<td>24.00</td>
<td>22.50</td>
<td>16.50</td>
<td>12.75</td>
<td>9.00</td>
<td>84.75</td>
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<tr>
<td><strong>Charron Sports</strong></td>
<td><strong>Services, Inc.</strong></td>
<td>18.00</td>
<td>21.25</td>
<td>18.00</td>
<td>12.38</td>
<td>9.00</td>
<td>78.63</td>
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</tbody>
</table>

- **Excellent:** 30.00 - 27.00
- **Good:** 26.70 - 21.00
- **Satisfactory:** 20.70 - 15.00
- **Marginal:** 14.70 - 6.00
- **Unsatisfactory:** 5.70 - 0.00
Newton Seating Company, Inc.

**Price** - (Written Evaluation Criteria)
- Good; second lowest bid at $92,209

**Plan for accomplishing RFP requirements** - (Written Evaluation Criteria)
- Good; well developed plan with shortest time frame; seats are more comfortable; extensive documentation for project process.

**Experience** - (Written Evaluation Criteria)
- Excellent; 45 years experience

MISSCO Contract Sales, LLC

**Price** - (Written Evaluation Criteria)
- Excellent; Lowest bid at $90,641

**Plan for accomplishing RFP requirements** - (Written Evaluation Criteria)
- Good; plan is comprehensive from drawings, production, delivery, equipment, installation, and safe guarding existing equipment

**Experience** - (Written Evaluation Criteria)
- Good; extensive experience in bleacher sales and installation

Southeastern Surfaces and Equipment, Inc.

**Price** - (Written Evaluation Criteria)
- Good; third highest $98,689
Plan for accomplishing RFP requirements - (Written Evaluation Criteria)

- Excellent; comprehensive plan addressing time lines, equipment, storage, installation, and the protection of the existing structure and floor

Experience - (Written Evaluation Criteria)

- Good; 15 years experience; has completed comparable projects

Charron Sports Services, Inc.

Price - (Written Evaluation Criteria)

- Satisfactory; highest bid $118,053

Plan for accomplishing RFP requirements - (Written Evaluation Criteria)

- Good; comprehensive plan; completion time 4 months

Experience - (Written Evaluation Criteria)

- Excellent; 40 years experience
BACKGROUND AND PERTINENT FACTS:

In September of 2008, the District Board of Trustees entered into a contract with Horus Construction Services, Inc. to provide construction management services under a continuing contract for miscellaneous projects for which total construction costs do not exceed $1,000,000.

Amendment No. 1 to the contract is the establishment of a Guaranteed Maximum Price (GMP) in the amount of $179,368.56 for the renovation of the bathrooms on the third floor of the YBOR Building located at the Ybor City Campus.

ECONOMIC IMPACT:

None. Funding for the project was provided from the College's General Renovation fund provided by the Public Educational Capital Outlay (PECO) appropriation.

OBJECTIVE:

To receive Board approval of Amendment No. 1 to the contract with Horus Construction Services, Inc. establishing the Guaranteed Maximum Price in the amount of $179,368.56 for the renovation of the bathrooms on the third floor of the YBOR Building located at the Ybor City Campus.

LEGAL AUTHORITY:

COE 6-2.004, FS 287.055, HCC 6HX-10.4.101

RECOMMENDATION:

The President recommends approval of Amendment No. 1 to the contract with Horus Construction Services, Inc. establishing the Guaranteed Maximum Price in the amount of $179,368.56 for the renovation of the bathrooms on the third floor of the YBOR Building located at the Ybor City Campus.
Horus Construction Services, Inc.

HILLSBOROUGH COMMUNITY COLLEGE
YBOR CITY CAMPUS – YBOR BUILDING 3RD FLOOR BATHROOMS RENOVATION

HORUS CONSTRUCTION SERVICES, INC. IS A CERTIFIED W/MBE COMPANY (AFRICAN AMERICAN OWNED).

The following represents anticipated W/MBE Subcontractors for the project:

<table>
<thead>
<tr>
<th>SCOPE OF WORK</th>
<th>SUBCONTRACTOR</th>
<th>W/MBE</th>
<th>AMOUNT</th>
<th>%</th>
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<tbody>
<tr>
<td>Electrical</td>
<td>All Florida Co-Op</td>
<td>Hispanic</td>
<td>18,650.00</td>
<td>10.4</td>
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<td>Framing, Drywall, Demolition</td>
<td>GPM</td>
<td>African</td>
<td>17,350.00</td>
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<tr>
<td>Signage</td>
<td>Identita Designers, Inc</td>
<td>Woman</td>
<td>241.00</td>
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</table>

TOTAL

Guaranteed Maximum Price = $179,368.56
RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.03

BACKGROUND AND PERTINENT FACTS:

In September of 2008, the District Board of Trustees entered into a contract with Crossroads Construction Company to provide construction management services under a continuing contract for miscellaneous projects for which total construction costs do not exceed $1,000,000.

Amendment No. 3 to the contract is the establishment of a Guaranteed Maximum Price (GMP) in the amount of $276,557.00 for the replacement of the air handling unit for the Academic Building (BACA) located at the Brandon Campus.

ECONOMIC IMPACT:

None. Funding for the project was provided from the College's General Renovation fund provided by the Public Educational Capital Outlay (PECO) appropriation.

OBJECTIVE:

To receive Board approval of Amendment No. 3 to the contract with Crossroads Construction Company establishing the Guaranteed Maximum Price in the amount of $276,557.00 for replacement of the air handling unit for the Academic Building (BACA) located at the Brandon Campus.

LEGAL AUTHORITY:

COE 6-2.004, FS 287.055, HCC 6HX-10.4.101

RECOMMENDATION:

The President recommends approval of Amendment No. 3 to the contract with Crossroads Construction Company establishing the Guaranteed Maximum Price in the amount of $276,557.00 for replacement of the air handling unit for the Academic Building (BACA) located at the Brandon Campus.

Initiator
David Cabeceiras

Date 3-31-09

Vice President/Campus President/Director of Human Resources

Date 4/13/2009

District President

Date 4/13/09

1-0-024(2/04)
Crossroads Construction Co.

HILLSBOROUGH COMMUNITY COLLEGE
BRANDON CAMPUS – ACADEMIC BUILDING (BACA) AIR HANDLING UNIT REPLACEMENT

The following represents anticipated W/MBE Subcontractors for the project:

<table>
<thead>
<tr>
<th>SCOPE OF WORK</th>
<th>SUBCONTRACTOR</th>
<th>W/MBE</th>
<th>AMOUNT</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical</td>
<td>Henriquez Electric Corp.</td>
<td>Hispanic</td>
<td>$8,415.00</td>
<td>3%</td>
</tr>
</tbody>
</table>

**TOTAL**

$8,415.00 3%

Guaranteed Maximum Price = $276,557.00
## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number:** 8.04

### BACKGROUND AND PERTINENT FACTS:

Centex Homes, has offered to sell 57 acres of vacant land located on the east side of 24th Street Northeast, north of College Avenue, and south of 19th Avenue Northeast in Ruskin, Florida, for a cost of $1.9M.

### ECONOMIC IMPACT:

The economic impact is $1.9M, which will be paid from the Land Acquisition Fund.

### OBJECTIVE:

To obtain approval of a Purchase and Sale Agreement and pass a Resolution to acquire the property located on the east side of 24th Street Northeast, north of College Avenue, and south of 19th Avenue Northeast in Ruskin, Florida.

### LEGAL AUTHORITY:

FS 1001.64; 1001.65  
SBE 6A-14.0261

### RECOMMENDATION:

The President recommends that the Board approve the Purchase and Sale Agreement with Centex Homes, to purchase property located on the east side of 24th Street Northeast, north of College Avenue, and south of 19th Avenue Northeast in Ruskin, Florida for $1.9M and to pass a Resolution authorizing this purchase.

<table>
<thead>
<tr>
<th>Initiator</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President/Campus President/Director of Human Resources</td>
<td>4/13/09</td>
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1-0-024(2/04)