1.0 GENERAL FUNCTIONS

1.01 Call to Order

Mr. Pittman called the meeting to order at 4:00 p.m.

1.02 Pledge of Allegiance

1.03 Invocation

Mr. Pittman asked that we remember Dr. Gwendolyn W. Stephenson, past President of Hillsborough Community College, who recently passed away.

1.04 Roll Call

The following Trustees were in attendance:

Mr. Drew Pittman
Mr. James Burt
Mrs. MarDee Buchman
Mr. Randall Reid

1.05 Welcome to Guests and Staff Members

1.06 Foundation Report

Ms. Ashley Carl, Executive Director of Marketing and Public Relations, summarized the major gifts report. The report, sent to the Board under separate cover, included the following donations for May 2013:

- Children’s Board of Hillsborough County; Community Foundation of Greater Sun City Center; Tampa United Volleyball Academy; Tampa Bay Rays Baseball LTD; Sykes Enterprises; The Bailey Family Foundation; International Scholarship and Tuition Services, Inc.; Hillsborough Education Foundation, Inc.; Cutler Associates, Inc.; I Have a Dream Foundation; and SMART Scholarship Funding Corp.

Additional gifts were received from:
The Gulf Coast Group at Morgan Stanley; Fraternal Order of Eagles Aerie 4351; GaYBOR District Coalition, Inc.; Grand Lodge Free and Accepted Masons of Florida; Polk Education Foundation and Business Partnership, Inc.; South Florida Baptist Hospital Foundation, Inc.; and Joe Stines.

The Foundation expressed their appreciation to the Mr. Burt for serving as the Foundation Liaison for the past year.

1.07 Faculty, Staff and Student Recognitions

1.07.01 Judith Nolasco, Ybor City Campus Dean of Academic Affairs, graduated in June from Nova Southeastern University with her Doctorate Degree.

1.07.02 Peggy Gleason, SouthShore Campus Senior Staff Assistant, was elected President of the Sun City Center Rotary Club. She has represented our campus for the past three years and will serve as President beginning in July.

1.07.03 The College received word from the State that 100% of the students who graduated from the Fire Academy in April passed the state certification exam.

1.07.04 Community College Week released their annual degree production rankings for the 2011-12 academic year. HCC did incredibly well, showing major increases in degree production.

Included among the rankings, HCC is the country’s 5th leading producer of Associate Degrees among two-year community colleges, the 13th largest producer of degrees for Hispanics and 15th overall for African-Americans.

In discipline-specific rankings, HCC ranked 2nd in the production of Liberal Arts and Sciences Associate Degrees, a 30% increase over the previous year; 8th in the production of Health Professions and Clinical Sciences Degrees, representing a 40% increase over the previous year; and 8th in the production of all Associate Degrees in nursing.

On behalf of the board, Mr. Pittman congratulated everyone on their efforts and awards.

1.08 The Chair recommended adoption of the Agenda as amended, and approval of all agenda items marked “Consent”.

After due discussion and consideration, Mr. Burt made a motion of approval, seconded by Ms. Buchman, with approval given by aye vote of all members present.
1.09 The President recommended approval of the minutes as follows:

May 29, 2013 [Board Meeting]

Hearing no changes, the minutes were approved as published.

1.10 Administrative Rules

1.10.01 The President recommended approval to advertise the following administrative rule: 6HX-10-2.01 Employment and Dismissal of the President.

After due discussion and consideration, Mrs. Buchman made a motion of approval, seconded by Mr. Reid, 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 the employment of the following employees. These full-time employees will be compensated in accordance with the BOT approved Salary Schedule.

After due discussion and consideration, Mr. Burt made a motion of approval, seconded by Mrs. Buchman, 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 13/SU. Each part-time employee will be compensated in accordance with the BOT approved Salary Schedule.

After due discussion and consideration, Mr. Burt made a motion of approval, seconded by Mrs. Buchman, 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. Burt made a motion of approval, seconded by Mrs. Buchman, with approval given by aye vote of all members present.
5.04 The President recommended approval of a 3% pay increase for Administrators and non-represented full-time employees effective July 1, 2013.

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

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01 The President recommended approval of the new courses, course modifications, course fee modification, course deletions, new programs, program modifications, and program deletions to be effective Fall Term 2013, unless otherwise noted.

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

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

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

7.0 INSTITUTIONAL SERVICES

7.01 The President recommended approval of the College’s Annual Update of the Five-Year Capital Improvement Plan for submittal to the Division of Florida Colleges and for inclusion in the Division’s annual Capital Improvement Plan and Legislative Budget Request for capital projects.

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

7.02 The President recommended acceptance of the Fiscal Year 2012-2013 FireSafety, Casualty and Sanitation Inspection Report for filing and action.

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

7.03 The President recommended approval to adjust the College’s records.
After due discussion and consideration, Mr. Reid made a motion of approval, seconded by Mrs. Buchman, with approval given by aye vote of all members present.

8.0 **FINANCIAL SERVICES**

8.01 The President recommended approval of the application for final payment in the amount of $47,834.70 to Allstate Construction for completion of the renovation of the existing cantina located in the Ybor Building at the Ybor City Campus, as reviewed and recommended by Woodroffe Corporation Architects.

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

8.02 The President recommended approval of the application for final payment in the amount of $37,518.35 to Crossroads Construction Company for completion of the renovation of the heating, ventilation and air conditioning (HVAC) system located in the Visual Arts Building at the Ybor City Campus, as reviewed and recommended by Woodroffe Corporation Architects.

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

8.03 The President recommended award of Request for Bids #2634-13 to furnish all labor and materials and the performance of all work necessary or incidental to the North Parking Lot Expansion at the College’s Dale Mabry Campus to B.R.W. Contracting, Inc. of Land O’ Lakes, FL, as the lowest responsive bidder meeting all required bid specifications for a total cost of $325,803.94.

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

8.04 The President recommended entering into a contract with Lott Enterprises dba Pure Air of Pinellas Park, FL, to furnish and install replacement filters for all of the College’s facilities on a quarterly basis for a one-year period for a total price of $81,676.32, with three (3) optional one-year renewal periods for a four-year total of $333,288.39.

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

8.05 The President recommended entering into a contract with Reynolds Smith and Hills, Inc. of Tampa, FL, to provide architectural/engineering services for the construction of a classroom and science laboratory building at the College’s SouthShore Campus at a total cost of $800,820.
Mr. Pittman expressed his concerns at the cost of construction drawings when the College is anticipating a decline in enrollment. Mr. Burt and Mr. Reid both stated that, given the demand for classroom space the SouthShore Campus, they supported this contract. Mr. Pittman asked if the College could stop work on the contract at any time. David Cabeceras, Facilities Manager, advised that the contract was broken out into three phases and at any of those phases, the College could decide not to move forward; In addition, a termination clause is included in the contract.

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

8.06 The President recommended entering into a contract with Skanska USA Building Inc. of Tampa, FL, to provide construction management services for the renovation and remodeling of selected areas and spaces of the Technology Building at the College’s Dale Mabry Campus, for a projected total cost of $215,000, including pre-construction services.

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

8.07 The President recommended approval of the write-off of uncollectible accounts receivable in the amount of $1,845,289.

Dr. Larson advised that St. Petersburg College just acted on $1.6M in uncollectible debt so HCC is within this range. Dr. Atwater stated that a hold is placed on the student’s record and the student cannot proceed at HCC until that hold is removed. Mr. Pittman he wanted to ensure student debt is paid.

Mr. Burt asked if we reserved adequately for our bad debt. Bonnie Carr, Controller, advised that there was $100,000 difference between the reserve and write-off amount. Mr. Burt asked who was in charge in overseeing that these debts get collected. Ms. Carr advised the student accounts receivable department. Mr. Burt stated he would like to see improvement in collections and the goal should be to have the lowest write-off of uncollectable debt. Mr. Burt asked if there was a system-wide sharing of bad debt information among the colleges. Ms. Carr advised no.

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

8.08 The President recommended approval of the student fee structure effective Fall 2013.

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

8.09 The President recommended approval of Budget Amendment No. 7.
Mr. Burt stated that by covering the tuition of students who didn’t otherwise qualify, that is $2.1M that could have gone to other students who were qualified or might have had needs.

Dr. Atwater stated that the College has been carrying over a lot of financial aid fee money and that money was used as well. He added that the College was following the wrong process where Satisfactory Academic Progress (SAP) was concerned. Dr. Atwater stated the SAP was addressed and corrected.

Mr. Burt asked why it is so difficult for financial aid directors to get this right. Dr. Atwater stated that when he was hired, there was poor leadership by the Financial Aid Director; the next Financial Aid Director only lasted eight months. Once the current financial aid director was in place, an internal review was completed and the SAP issue was discovered. The College has since implemented the correct SAP requirements.

Mr. Burt asked what the organizational chart was for Financial Aid. Dr. Atwater advised Dr. Ray reports to him and the Financial Aid Director reports to Dr. Ray.

Mr. Burt stated this was a large number and last time, it was not nearly as large; he asked what happened to cause it to increase dramatically. Dr. Atwater advised the College went back over several years to correct the problem. Dr. Atwater stated that there was a rule change and we were in compliance with some requirements and with others we had not been fully following the regulations. Mr. Burt asked since the $2.1M would have to be used for financial aid anyway, then someone who deserved it might not have received it. Dr. Atwater advised yes.

Mr. Burt stated the cost to the operating component in addition to bad debt is $1.4M. Mr. Burt stated had it not been for errors and collections, about $3.2M could have gone into operating expenses. Dr. Atwater advised yes, this could have been appropriated for expenditures.

Mr. Pittman stated that there may be a lack of technology that needs to be addressed. If the College needs manpower or to implement additional software in order to fix these issues, that the College uses its resources to make sure this problem does not happen again. Dr. Atwater stated again that the problem was poor leadership and not fully implementing the regulations.

Mr. Burt stated again it was a big mistake and he hoped the college doesn’t make it again. Dr. Atwater stated he had the utmost confidence in the new Financial Aid Director, Tierra Smith.

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

8.10 The President recommended approval of the Operating Budgets for the Current Unrestricted Fund (as presented on the attached “Exhibit A”) and the Capital Projects/Unexpected Plant Fund for Fiscal Year 2013-2014.

Mr. Pittman stated that a very detailed workshop was held recently and thanked the staff for making it easy for the Board to understand.
After due discussion and consideration, Mr. Burt made a motion of approval, seconded by Mrs. Buchman, with approval given by aye vote of all members present.

9.0 ADMINISTRATIVE REPORT

Dr. Atwater advised that a workshop would be held on August 28, 2013, at 2:00 PM to discuss “Self Insurance”.

Dr. Atwater stated that the College was awarded a special Dr. Martin Luther King, Jr. Celebration appropriation by the state to celebrate diversity, along with St. Petersburg College and State College of Florida at Manatee. As part of the Consortium, we were able to receive this special appropriation of $210K. We hope to use this to expand our Black, Brown and College Brown conference, Hope Scholars, and provide support for Community Service activities.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

As a follow up to the recent approval of Dr. Atwater’s contract, Mr. Burt stated the Board needs to establish a new evaluation form. Dr. Atwater stated both he and Dr. Paul Nagy, Director of Strategic Planning and Analysis, are working on these benchmarks such as state accountability and performance measures, and hope to have a recommendations before September. Mr. Burt stated this was important and said two of the goals are going to be related to Financial Aid and added that Dr. Atwater’s goals will affect those who work directly for him.

Mr. Burt asked about HCC being last as far as percentage ranking for costs of administrators in terms of other colleges. Mr. Burt stated he would like to see a follow up analysis on that. Dr. Atwater stated that HCC was not last on administrative costs. Mr. Burt added he would like to see HCC at number 1 in terms of graduation rates. Dr. Atwater stated that the College is moving up as evidenced by the Community College Week report. Mr. Burt stated he would also like to see HCC move up in terms of operating efficiency.

Mr. Reid requested that the Board receive Outlook invitations on meetings, workshops and appointments. Dr. Atwater stated they are moving the Board to electronic Board Books and will try and incorporate Outlook Calendar as well.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:57 p.m.