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 keep Plant City Campus President, Dr. Marty Clay, in our thoughts as he mourns the loss of his mother 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

Mr. Farrukh Quraishi, Interim Executive Director, provided the Board with a brief summary of activities the Foundation has been engaged in since July 1. These include visits to all five campuses to meet with campus presidents, their leadership teams, touring the workforce training facilities and attending orientation for incoming workforce students. Upcoming events are as follows:

- The Scholarship Partners Breakfast will be held on Friday, September 20 at the Centre Club.
- The Foundation staff will be dedicating more time to recruitment and establishing relations for the Alumni Association.
• The annual fishing tournament, sponsored by The Morganti Group, will be held on October 4.

• On October 26, a Veterans Entrepreneurial Training Symposium (VETS) will be held at the Dale Mabry Campus to introduce a 12-credit, one semester certificate program designed by the Dale Mabry Campus business faculty. Mr. Quraishi praised business faculty members Andy Gold, Mary Beth Hurly and Linda Tarrago for their enthusiasm and hard work on this project. Suncoast Schools Federal Credit Union has also donated funds for the program. The goal is to provide scholarships to any veteran or active-duty personnel making the transition to civilian life.

• The Foundation is currently working on their annual report. Once complete, it will be distributed to current and prospective donors. They are also working on developing fundraising marketing materials.

Mr. Quraishi summarized the major gifts report. The report, sent to the Board under separate cover, included the following donations for June and July 2013:

• Associated Credit Bureaus of FL, Inc.; Dr. Ken Atwater; School Board of Polk County; Abernathy Port Charlotte Kiwanis Foundation, Inc.; Joseph Kuhn; Barbados Association of Tampa Bay, Inc.; GTE Federal Credit Union; Innisbrook Associate Scholarship Fund; Bloomingdale Homeowners Association, Inc.; Josephine Hubbard; Moore Communications Group; Phi Theta Kappa; Kiwanis Club of SCC Foundation, Inc.; Bret Lafferty; Luxxotica Retail; Scholarship America; Suncoast Schools Federal Credit Union; Verizon Foundation MIP; Children’s Board of Hillsborough County; Interfaith Social Action Council of Sun City Center, Inc.; The Bailey Family Foundation; WREC Educational Foundation, Inc.; Tempo of Lakeland High School; Brandon Hospital Auxiliary, Inc.; Luz P. Lono; Good Samaritan Mission, Inc.; Children’s Cancer Center, Inc.; Mom Taylor Scholarship Fund, Inc.; The First United Methodist Church of Plant City; Plant City Rotary Foundation; The Glenn W. & Hazelle Paxson Morrison Foundation, Inc.; The Marine Corps Scholarship Foundation; Major League Baseball Players Association; Herman “Steve” Stephenson; C.M. Veterans Association; Skanska USA Building, Inc.; Blake Medical Center Auxiliary; Eagle Ranch Academy; East Bay High School Alumni Association; Gulf Coast Community Foundation; Haines City Citrus Growers Association; Hot Springs National Park Rotary Foundation Club, Inc.; National FFA Foundation, Inc.; P. Buckley Moss Foundation for Children’s Education; Pasco Education Foundation, Inc.; Plant City Garden Club, Inc.; Plant HS Academic Foundation; Rotary Club of Tampa; Sarasota Family YMCA, Inc.; The Spartanburg County Foundation; and the Thomas Jefferson High School Alumni Association, Inc.

Additional gifts were received from:

• Cutler Associates, Inc.; Blackboard Student Services; AVI-SPL; Bay Area Manufacturers Association; Williams Company; James O. Brookins; and Fifth Third Bank.
Mr. Quraishi thanked Mr. Burt for serving as the Foundation Liaison for the past year.

1.07 Faculty, Staff and Student Recognitions

Dr. Atwater advised there were no recognitions.

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. Reid made a motion of approval, seconded by Mr. Burt, with approval given by aye vote of all members present.

1.09 The President recommended approval of the minutes as follows:

June 19, 2013 [Board Workshop]
June 26, 2013 [Board Meeting]

Hearing no changes, the minutes were approved as published.

1.10 Administrative Rules

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

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

1.10.02 The President recommended approval to advertise the following administrative rule: 6HX-10-5.02 Grading System.

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.

Craig Johnson, VP of Academic Affairs, stated that on page 19, the Administrative Withdrawal (AW) strikethrough line was in error and should be removed.

2.0 HEARING OF STUDENTS

David Wilson, Brandon Campus Student Government Association (SGA), provided an update to the Board. Mr. Wilson was appointed Director of Legislative Staff and charged with creating the legislative agenda students will take to their legislators for discussion. The SGA plans to meet with Senator John Legg, Chairman of the Education Committee, on September 20th.
Mr. Wilson also notified the Board that the SGA decided not to pursue student voting privileges on the Board of Trustees.

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. Reid made a motion of approval, seconded by Mr. Burt, 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/FA. Each part-time employee will be compensated in accordance with the BOT approved Salary Schedule.

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

5.04 The President recommended approval of the revised Salary Schedule for FY 2013-2014, with an effective date of September 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.

5.05 The President recommended approval of the Memorandum of Understanding between SEIU and the College.

   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.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01 The President recommended approval of the new course, course modifications, course fee modifications and program modifications to be effective Fall Term 2013, unless otherwise noted.
After due discussion and consideration, Mr. Reid made a motion of approval, seconded by Mr. Burt, 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. Reid made a motion of approval, seconded by Mr. Burt, with approval given by aye vote of all members present.

6.03 The President recommended approval of the Articulation Agreement between the College and Polk State College.

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

6.04 The President recommended approval of the accelerated Articulated Agreement for the Associate in Science Industrial Management Technology program.

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

6.05 The President recommended approval to award college credit toward the AS degree in the Criminal Justice Technology program.

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

6.06 The President recommended approval to award college credit toward the AS degree in the Criminology and Criminal Justice Studies program.

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

6.07 The President recommended approval of the accelerated Articulated Agreement with Tampa Electric Company for the Associate in Science Industrial Management Technology program.

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

6.08 The President recommended approval of the accelerated Articulated Agreement with Associated Builders and Contractors for the Associate in Science Industrial Management Technology program.

After due discussion and consideration, Mr. Reid made a motion of approval, seconded by Mr. Burt, with approval given by aye vote of all members present.
6.09 The President recommended approval of the accelerated Articulated Agreement with Independent Electrical Contractors for the Associate in Science Industrial Management Technology program.

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

6.10 The President recommended approval of the accelerated Articulated Agreement with the Automotive Body Collision and Repair program for the Associate in Science Industrial Management Technology program.

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

6.11 The President recommended approval of the accelerated Articulated Agreement for Automotive Service Technology with the Associate in Science Industrial Management Technology program.

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

6.12 The President recommended approval of the Dual Enrollment Articulation Agreement between Hillsborough Community College and the School Board of Hillsborough County.

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.

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

8.01 The President recommended approval of the Warranty Deed to transfer land consisting of approximately 7,640.73 square feet of land, more or less, to Hillsborough County to provide for the new northbound turn lane for the HCC Brandon Campus road entrance and for the mast arm for the traffic signal on Falkenburg Road.

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.

8.02 The President recommended approval of Budget Amendment No. 1.

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.
8.03 The President recommended entering into a contract with Cutler Associates, Inc. of Tampa, FL, to provide construction management services for the construction of a new classroom and science laboratory building at the College’s SouthShore Campus, for a projected total cost of $396,243.75, including pre-construction services.

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.

8.04 Informational Item Only – Quarterly Purchases.

Dr. Barbara Larson, CFO and VP of Business Administration, gave a brief overview of this informational item.

9.0 ADMINISTRATIVE REPORT

9.01 Dr. Atwater advised that the College was in the process of converting to electronic Board books, utilizing the software program Diligent Board Books. Dr. Atwater advised that training for all Board members would begin shortly after the contract is executed and the e-Board books will be utilized beginning in October 2013.

Mr. Daya Pendharkar, VP of Information Technology, provided a brief demonstration of the Board Books program.

9.02 Dr. Atwater provided a brief overview of legislative priorities with compression funding being the most important discussion. A binder with back-up materials on the other legislative topics for discussion will be provided to the Board after Labor Day.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Mr. Reid recommended Mr. Pittman as the incoming Board Chair and Mr. Burt as the incoming Vice-Chair.

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.

11.02 Randall Reid recommended Mrs. Buchman as the HCC Foundation liaison and Mr. Reid as the Labor Liaison.

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.
11.03 Mr. Reid recommended that the Board meeting date/time of 4:00 PM on the fourth Wednesday of the month, remain the same. The Board meetings will continue to take place at the Dr. Gwendolyn W. Stephenson District Administration Center and at the five campuses.

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.

11.04 Mr. Burt asked Dr. Atwater to provide the Board with an update on the possibility of selling the 17 acres located at the front of the Dale Mabry Campus where the tennis courts are currently located. He stated that the property is only receiving parking revenue and felt that there are other options to think about. Mr. Pittman agreed with Mr. Burt.

Dr. Atwater advised that he met with a group that had previously shown interest in the W.T. Edwards property but ultimately decided against that location. They discussed the possibility of using the front property or the tennis complex which would require relocation of the tennis courts. Dr. Atwater stated that if the property is going to be considered for lease or sale, the College would need to publicly advertise as we had earlier done for the W.T. Edwards.

11.05 Mr. Pittman congratulated Mr. Reid on his reappointment by Governor Rick Scott to the Board of Trustees.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:50 p.m.