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

1.04 Roll Call

The following Trustees were in attendance:

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

1.05 Welcome to Guests and Staff Members

1.06 Foundation Report

Mr. Farrukh Quraishi, Interim Executive Director, provided the Board with a summary of activities during October:

- The “Hawks, Line and Sinker” annual fishing tournament was held on October 4th. Nineteen returning sponsors and five new sponsors participated with net proceeds over $25,000.

- The William A. Gregory Foundation made a two-year commitment of $50,000 for scholarships.

- The VETS Symposium will take place on Saturday, October 26 beginning at 8:00 AM. Dale Mabry faculty did an outstanding job putting this program together. Dr. Atwater and Mr. Quraishi thanked business faculty members Beth Curley, Andy Gold and Linda Tarrago for their hard work and efforts in making HCC a veteran-friendly institution.
• The Foundation met with the Mayor's Hispanic Advisory Council to begin planning a luncheon to be hosted by HCC on May 13, 2014; Maribel Garret, Title V Project Director, will be HCC’s representative on the Council. HCC will be receiving the funds raised at this event.

• The “Taste of Westshore” was held at the Dale Mabry campus on Sunday, October 6. Over 1,100 people attended. Guests voted for their favorite restaurants, with The Capital Grille in first place; Flemings Steakhouse in second; and HCC’s hospitality management team placing third. A portion of the proceeds raised at the event will be donated to the support HCC’s culinary arts program.

• Ed Coursey, English Instructor for the Dale Mabry Campus, was appointed faculty liaison to the HCC Foundation Board. Mr. Coursey is a Certified Fund Raising Executive (CFRE).

• HCC is participating in the nationwide social media fundraising campaign, “Hashtag Giving Tuesday” (#givingtuesday) on December 3, 2013. The event follows retailers “Back Friday” and “Cyber Monday”, encouraging philanthropic giving on the Tuesday following Thanksgiving. Mr. Quraishi encouraged everyone to spread the word by going to HCC’s Facebook page and clicking ‘like’.

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

• Helios Education Foundation; Early Learning Coalition of Hillsborough County; Title V Grants Scholarship [endowment match]; State of Florida; William A. Gregory Foundation; Scholarship America; Tampa Bay Rays Baseball LTD; Hillsborough Education Foundation; Arkansas Community Foundation; Florida Strawberry Festival; Major League Baseball Charities, Inc.; Unity in the Community, Inc.; Tampa Lakes Woman’s Club; Chartered Property Casualty Underwriters; Hyde Park United Methodist Church; National Christian Foundation/Idlewild Scholarship Fund; Home Run Benefits Consulting LTD; Citizen Potawatomi Nation; University Village Employee Scholarship Foundation, Inc.; The Bailey Family Foundation; City Center Chapter IAAP; Coral Springs Community Chest, Inc.; The First United Methodist Church Plant City; GFWC Tampa Woman’s Club; GFWC Woman’s Club of Plant City, Inc.; Greater Plant City Chamber of Commerce Foundation, Inc.; Scholarship America; South Florida Baptist Hospital Foundation, Inc.; Taylor Education Foundation, Inc.; Thomas Jefferson High School Alumni Association, Inc.; and the Ybor City Rotary Foundation, Inc.

Additional gifts were received from:

• Suncoast Schools Federal Credit Union Foundation; Cutler Associates, Inc.; Gary M. Larkin; TECO Energy, Inc.; Tampa Bay Trane; VoltAir Consulting Engineers, LLC; RoyalAire Mechanical Services, Inc.; Masonry Builders, Inc.; Bay Area Manufacturers Association; Harvard Jolly, Inc.;
1.07 Faculty, Staff and Student Recognitions

1.07.01 At the conclusion of the National Association for Community College Entrepreneurship (NACCE) conference held in Charlotte, NC, HCC won the inaugural “NACCE Entrepreneurial College in Action” grant of $15,000 funded by The Coleman Foundation. The winning team was led by HCC’s Beth Kerly, Business/Marketing Professor; Andy Gold, Business/Entrepreneurship Professor; Dr. Ginger Clark, Vice President of Workforce Development; with support from Dr. Sudeep Vyapari, HCC Sustainability Director.

The award winning proposal titled “Moving from Disruption to Transformation: A New Framework for Community Engagement and e-Ship Education” will increase the number and type of partnerships between faculty and community members; increase the number of mentoring-based partnerships between community entrepreneurs and HCC students; increase the number and type of co-curriculum learning experiences for student entrepreneurs; and increase the number of students completing a short-term entrepreneurship certificate program.

1.07.02 Alex Anzelone, Engineering Technology Program Manager for the Brandon Campus, was selected as the 2013 FLATE Post-Secondary Educator of the Year and will be honored in December at the Annual Manufacturer’s Association of Florida (MAF) Summit. The award recognizes teaching excellence in a Florida Technical Center or State/Community College for programs that support Florida’s manufacturing industry. Mr. Anzelone was also recognized for his work with students and continuous involvement with industry partners to ensure continuous improvement of the academic program.

1.07.03 Tracey Reller, Ybor City Camput Art Instructor, was awarded the 2013 Italian American Woman of Excellence Award in Education. She was recognized by the Italian Club Ladies Auxiliary, Inc. organization.

1.07.04 HCC’s dental hygiene students received first place at the Florida Dental Hygiene Association (FDHA) Student Table Clinic Competition at the FDHA Symposium held in Orlando in October. Students Chloe Latimer and Lindsey Burley presented “The Body Gains, The Bone Loses!” The Dental Hygiene program is located at the Dale Mabry Campus.

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

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

October 15, 2013 [Board Workshop]
September 25, 2013 [Board Meeting]

Mr. Frazier Carraway, Board Attorney, requested the Board Workshop minutes, paragraph three be clarified that although the Board agreed, no action was taken.

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

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

1.10 The President recommended approval of Administrative Rules 6HX-10-2.14 Equal Employment Opportunity; and 6HX-10-2.15 Non Discrimination.

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.

2.0 HEARING OF STUDENTS

David Wilson, Student Government Association (SGA) representative, provided the Board with an update of the Brandon Campus' SGA’s legislative agenda.

Mr. Wilson introduced Lukeson Edmond and Barbara de los Santos of the Phi Theta Kappa Alpha Lambda Alpha chapter of the Brandon campus. As part of the “Honors in Action” project, “Conflict and Competition in Politics”, the group would like to form a committee of students who would help HCC pursue the College’s legislative agenda at both the state and federal level. This project also focuses on raising student awareness of political values.

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.

Dr. Atwater introduced Dr. Ginger Clark, former Director of Technical Programs, who recently assumed a new role as Vice President of Workforce Training.
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.

5.02 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, Mrs. Buchman 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, 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 course modifications, course fee modifications, program modifications and the new program to be effective Fall Term 2014, unless otherwise noted.

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.

6.02 The President recommended approval of the Articulation Agreement between the College and South University.

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

7.01 The president recommended review and acceptance of a donation of one (1) 1978 Ritter Panorex machine, model A1 87536, to the HCC Dental Program at the Dale Mabry Campus.

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.

7.02 The President recommended approval to adjust the College’s records.

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.
8.0 **FINANCIAL SERVICES**

8.01 The President recommended approval of Amendment No. 3 to the contract with Biltmore Construction Company, Inc., establishing a Guaranteed Maximum Price totaling $998,873 for the renovation of the heating, ventilation and air conditioning (HVAC) system located in the Sciences Building (PSCI) located at the Plant City Campus.

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 to enter into a contract with ESCOT Bus Lines, LLC of Largo, Florida, to provide charter bus services for the College’s athletic teams for a two-year period with four (4) optional one-year renewal periods.

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 approval to issue an Invitation to Negotiate for the lease of approximately nine (9) acres where the HCC tennis complex is currently located, for the development of an amateur sports facility, which will include the requirement to relocate and rebuild for the College’s use, the HCC tennis complex on the W.T. Edwards parcel with the size of the new tennis complex to be determined by HCC.

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 approval to prepare and issue a Request for Proposal (RFP) for real estate brokerage services to explore lease and development opportunities for the front-yard parcel at the Dale Mabry campus, for uses that complement the College and/or our educational mission; and to assist with creating and marketing an Invitation to Negotiate (ITN) for the parcel.

Mr. Pittman reiterated that this decision was discussed at length at the Board Workshop on October 15, 2013. Mr. Burt asked how the RFP would be evaluated. Dr. Larson stated that HCC generally includes the evaluation criteria within the RFP and use criteria such as experience, references for similar projects and work with public entities. Mr. Burt asked if the Board would have the opportunity to review the proposals. Dr. Atwater advised a committee would be assembled and if a Board member wants to serve on the selection committee that could be done. Mr. Burt stated he was open to assisting with the process.
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.

9.0 **ADMINISTRATIVE REPORT**

9.01 Dr. Paul Nagy, Executive Director of Strategic Planning and Analysis, presented the annual Grants Activity Report. Dr. Nagy also thanked Julie Recay, Grants Manager, for the authorship of the report.

9.02 Dr. Atwater thanked Ms. Buchman for attending All College Day.

10.0 **LEGAL REPORT**

11.0 **HEARING OF BOARD MEMBERS**

12.0 **ADJOURNMENT**

There being no further business, the meeting adjourned at 4:49 p.m.