1.0 GENERAL FUNCTIONS

1.01 Call to Order

Mr. Pittman called the meeting to order at 4:02 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
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 summary of activities during October:

- There were 93 attendees at the VETS Symposium which took place on Saturday, October 26. The event raised $40,000 for program and scholarship support.

  Dr. Atwater added that there had been positive public relations from the symposium. He thanked the Foundation for their support and the two faculty members who led the charge.

- Skanska agreed to be the title sponsor of the annual golf tournament and Borrell Electric will be a co-sponsor. The tournament will be held at Avila on Monday, March 24, 2014.
• Planning for the 2014 Presidential Showcase is underway. The event will take place on April 17, 2014 at the Renaissance Tampa International Plaza Hotel. Proceeds will benefit the scholarship program for first generation college students.

• The “Taste of Westshore” event netted $11,065 from the Westshore Alliance for the benefit of the Culinary Arts program at the Dale Mabry campus.

• A review of the Foundation’s database and wealth analysis was completed. An additional 15,000 email addresses were added to the system, along with 17,000 new phone numbers and 27,746 address changes.

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

• Early Learning Coalition of Hillsborough County; William A. Gregory Foundation, Inc.; Brown & Brown Insurance of Florida, Inc. – Pinellas Division; Ybor City Rotary Foundation, Inc.; Tampa Bay Liebert; Envision Lighting Systems, LLC; Merit Professional Coatings; and Robert C. Anston.

1.07 Faculty, Staff and Student Recognitions

1.07.01 Ashley Carl introduced the Ladyhawks Volleyball Team coach, Mr. Gary Larkin, who, in addition to winning his 300th game, was recognized as the State Coach of the Year and the Northeast/Southeast Coach of the Year.

Coach Larkin introduced Monica Medved, Associate Head Coach, and Alyssa Breviario, 1st Assistant Coach. The Ladyhawks were undefeated this season and were ranked third in the nation. He added that all players are going on to universities within the next year on full scholarship.

He then announced the team’s accomplishments: 2013 Suncoast Conference Champions, Gulf District Champions, FCSAA State Champions and placed third in the nation at the NJCAA Championships.

Coach Larkin recognized the Individual accomplishments for several team members:

• **Andrea Tauai**: Conference Player of the Year, All-State, All-State Tournament Team, NJCA All-Tournament team, and two-time National Player of the week;

• **Shelby Walker**: 1st Team All-Conference, National Player of the Week and also on the All-State team;

• **Nicole Higgins**: 1st Team All-Conference, and All-State Tournament Team;
• **Antia Rodriguez**: 2nd Team All-Conference, and All-State Tournament Team;

• **Mariam Maldonado**: 1st Team All-Conference, the State Tournament MVP, and a State Player of the Week; and

• **Carmen Fernandez**: Second Team All-Conference.

1.07.02 Brandon Campus Highlights:

Dr. Carlos Soto, Brandon Campus President, welcomed the Board back to the Brandon Campus. He then introduced Sabrina Peacock, Dean of Business and Technologies, who presented an update on the US Department of Labor grant-funded Florida TRADE workforce development project for high tech training for advanced manufacturing.

Dr. Soto added that Dean Peacock manages the operation of about $5M-$6M of externally funded projects and is quite adept at completing federal reports.

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 Mr. Reid, with approval given by aye vote of all members present.

1.09 The President recommended approval of the minutes as follows:

**October 23, 2013 [Board Meeting]**

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

1.10 The President recommended approval to advertise the new Administrative Rule 6HX-10-6.19 Identity Theft; and revisions to the following Administrative Rules: 6HX-10-2.07 Threats and Threat Assessment; 6HX-10-6.04 Delinquent Accounts; 6HX-10-6.06 Refund of Student Fees; 6HX-10-6.17 Use of College Supplies and Services; 6HX-10-6.18 Student Fees; and 6HX-10-7.00 Plan Review and Approval of Construction Documents.

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.

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 Mr. Reid, 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. Burt made a motion of approval, seconded by Mr. Reid, 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 Mr. Reid, 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, reflecting the increase in minimum wage.

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.

6.0 **EDUCATIONAL PROGRAMS & STUDENT SERVICES**

6.01 The President recommended approval of the new courses, course modifications, course fee modifications, course termination, and the new program moratorium to be effective Fall Term 2014, unless otherwise noted.

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.

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

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.
6.03 The President recommended approval of the Agreement with the Florida College System Risk Management Consortium in a cooperative effort to develop, implement and participate in the coordinated risk management program for protection against certain risks to which the Florida College System member institutions are exposed.

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 acknowledgement of receipt of the annual IRS Form 990 for the Hillsborough Community College Foundation, Inc. (HCCF), for Fiscal Year 2012-2013 and recommended that the Board of Trustees certify that the HCCF is operating in a manner consistent with the goals of Hillsborough Community College.

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 award of Request for Proposal #2650-14 to Hancock Bank of Dothan, AL, to provide a direct purchase fixed taxable bank loan of $12 million for a seven (7) year period and approval of a resolution and execution of the loan agreement.

Dr. Barbara Larson, CFO/VP of Administration, explained that these funds would be used to proceed with construction of a new classroom and Science Building at the SouthShore Campus as well as a major renovation to the exterior façade of the Dale Mabry Campus Technology Building (DTEC). She stated that help was solicited from Public Financial Management, Inc. (PFM) and introduced Kirk Klausen, representative for PFM. Mr. Klausen explained that the RFP was sent to 39 financial institutions. Hancock Bank had the lowest rates and the loan is pre-payable with no penalty. Dr. Larson added that construction should be completed as early as March 2015 for DTEC and July 2015 for the SouthShore classroom and Science Building.

Mr. Burt reiterated that this process has been in the pipeline for some time and the decision to move forward was not made quickly.

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.

8.02 INFORMATION ITEM ONLY – Quarterly Purchases
Dr. Larson reminded the Board that under state statutes the college is authorized to enter into various contracts without public solicitations provided they are exempt items or are purchased through certain buying cooperatives or existing contracts with public entities after a public solicitation.

8.03 INFORMATION ITEM ONLY – Proposed Process Flow Chart for the Budget Development Cycle.

Dr. Larson explained to the Board that this is information regarding the calendar of events for the 2014-2015 budget development process, including two dates that would be budget workshops.

9.0 ADMINISTRATIVE REPORT

9.01 Dr. Paul Nagy, Executive Director of Strategic Planning and Analysis, provided the Board with an overview of the enrollment report and demonstration of the Business Intelligence System reporting software, known as Hawk Wizard, which allows a business to analyze its data, provides interactive views and incorporates a variety of databases seamlessly.

9.02 Dr. Atwater advised that he and Sally Everett, Director of Community and Government Relations, met with the Hillsborough elected delegation this week which pledged their support in advocating for us to get to the state average for funding; currently, HCC is about $9M below the state average.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:00 p.m.