

**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
WEDNESDAY, JUNE 28, 2023 – 4:00 P.M.  
DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER-BOARD ROOM  
4115 N. LOIS AVENUE  
TAMPA, FLORIDA 33614MINUTES**

**1.0 GENERAL FUNCTIONS**

1.01 Call to Order

This meeting was also held by Zoom video conferencing. The public was reminded that questions or comments can be submitted to the Trustees' email address at any time.

1.02 Invocation

Trustee Watkins asked to keep the families of: Martha Kaye Koehler, General Counsel for HCC; Dean Keppen, beloved father of Fauna Keppen, Career Resource Center Supervisor, SouthShore Campus; Terri Wright, Lab Assistant, Ybor City Campus; Blanca Cecilia Ahumada De Molina, beloved mother of Maritza Tarazona, Graduation Technician in the Office of Registrar, and cherished grandmother of Alejandra Gutierrez, Staff Assistant II in the AS Division, Ybor City Campus.

All who recently passed away in your thoughts and prayers.

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Nancy Watkins
- Brian Lametto
- Greg Celestan
- Chip Diehl

1.05 Welcome to Guests, Staff and Faculty.

1.06 Foundation Report

Lee Lowry, Director of Development for the Foundation, provided the Board with a brief update of the HCCF activities and support.

1.06.01 The Foundation Report was sent to the Board under separate cover. A summary of activities during the month of May included:

- \$2.6M YTD in donations, up 16% and 29% above budget.
- 4.93M YTD total revenue, 16% above last year.
- \$18.1M net assets up 12% from last year.

1.06.02 Fundraising

- The Gregory Foundation made their annual gift. It is the 7th year they have donated \$25,000 to annual scholarships. For the fifth year in a row, they

have committed another \$25,000 for us to use as a match for new annual scholarship donors. With each combined and the match, we have met every year their total giving with us is \$425,000.

- More than 400 attendees joined the HCC Foundation and partners the City of Tampa, Port Tampa Bay, the Tampa Bay Chamber, and Associated Builders and Contractors (ABC) at Steinbrenner Field on June 15 for the third annual Signing Day career summit, presented by Suncoast Credit Union. This was the most attendees at a Signing Day ever. Fifteen jobs were offered on the spot, twelve from Baycare Medical Group and three from Suncoast Credit Union, and exhibitors said they planned to interview hundreds of additional attendees after the event. Over 200 HCC alumni registered to attend. Exhibitors included Coca Cola Florida, Habitat for Humanity, Skanska, Coast Dental, Tampa International Airport, and many more. HCC Workforce and academic development enrollment coordinators, as well as HCC Human Resources, also attended.

#### 1.06.03 Events

- Scholarship Partners Breakfast, September 22, 2023, at Bryan Glazer Family JCC.
- HCC Inshore Fishing Tournament, October 27, 2023 at Hula Bay Club.
- HCC Golf Classic, December 4, 2023 at Tampa Palms Golf & Country Club.
- Presidential Showcase, April 17, 2024 at Armature Works.

#### 1.07 Faculty, Staff and Student Recognitions

Angela Eveillard, Interim Executive Director of Marketing, provided the following faculty, staff and student recognitions:

- 1.07.01 **Melissa Miller**, Dental hygiene instructor and program manager, was awarded the Golisano Health Leadership Award from the Special Olympics Florida.
- 1.07.02 Two HCC student athletes have been recognized in the JUCO Women's Tennis ITA National Awards. **Arina Gamretkaia** has been named the 2023 ITA Sophomore Player of the Year, and **Esmee Andresen** has been named the 2023 ITA Most Improved Sophomore.
- 1.07.03 **Sarah Lytle** was awarded the Wilson ITA Coach of the Year.
- 1.07.04 Beginning July 1, 2023, **Rich Senker**, Vice President of Academic Affairs will serve as the Chair of the Council of Instructional Affairs. The Council on Instructional Affairs (CIA) serves at the direction of the Council of Presidents. His term will run until June 30, 2024. Its role is to provide opportunities for the chief academic officers and other academic administrators in the Florida College System to work together to develop solutions to statewide problems, promote improvements in all aspects of curriculum and instruction, share ideas and problems, coordinate statewide activities and initiatives in academic affairs, provide professional development, and to address issues and concerns as assigned by the Council of Presidents.
- 1.07.05 **Dr. Larissa Baía**, Ybor City Campus President was selected as the Ybor City Chamber of Commerce chair-elect for 2023-2024.
- 1.07.06 For the fifth year in a row the **Respiratory Care Program** has received the CoARC Distinguished RRT Credentialing Success Award.

- 1.07.07 **Lee Lowry**, Director of Development, was recently reelected to the Executive Committee of the Florida Council for Resource Development (FCRD).
- 1.07.08 In January the **Cardiac Catheterization Program** had a site visit from the Joint Review Committee on Education in Cardiovascular Technology (JRCVT). The program had no findings. This is the initial accreditation for the program and the program was granted the maximum initial accreditation length of five years.
- 1.08 The Chairman recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "**Consent.**"
- Trustee Diehl made a motion to approve, seconded by Trustee Celestan. After due discussion and consideration, approval was given by aye vote of all members present.
- 1.09 The President, recommended approval of the **May 24, 2023 Board Meeting Minutes**.
- Trustee Watkins asked if there were any additions or corrections to the minutes, hearing none, the minutes were approved as drafted.

## 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 individuals for **full-time employment**. These individuals will be compensated in accordance with the Board-approved Salary Schedule.
- 5.02 The President, recommended approval of **part-time faculty and staff employment** recommendations for Term 23/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.
- 5.03 The President, recommended acknowledgment of **employment separations**.
- 5.04 The President, recommended approval of the **2023-2026 contract with the Service Employees International Union (SEIU)**.
- Trustee Celestan made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 5.05 The President recommended approval of the **2022-2025 contract with the Faculty United Service Association (FUSA)**.
- Trustee Diehl made a motion of approval, seconded by Trustee Lametto. After due discussion and consideration, approval was given by aye vote of all members present.
- 5.06 The President recommended approval of **salary increases for non-SEIU staff employees**.
- Trustee Celestan made a motion of approval, seconded by Trustee Lametto. After due discussion and consideration, approval was given by aye vote of all members present.
- 5.07 The President recommended approval of **salary increases for administrative employees**.

Trustee Lametto made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

5.08 The President recommended approval of **2023-2024 Salary Schedule**.

Trustee Celestan made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

## 6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01 The President, recommended approval of the **course modifications** to be effective SP/24, unless otherwise noted.

6.02 The President recommended approval of the **Apprenticeship Training Program Agreement with Associated Builders and Contractors (ABC)** for a one-year term beginning on August 1, 2023 and ending July 31, 2024.

Trustee Celestan made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

6.03 The President recommended approval of **Apprenticeship Training Program Agreement with Independent Electrical Contractors (IEC)** for a one-year term beginning on August 1, 2023 and ending July 31, 2024

Trustee Lametto made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

6.04 The President recommended approval of **Apprenticeship Training Program Agreement with United Association Local Union 821** for a one-year term beginning on July 1, 2023 and ending June 30, 2024

Trustee Celestan made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

## 7.0 INSTITUTIONAL SERVICES

7.01 The President recommended approval of the selection of **Matthew Valentin, as Student Trustee**, for the 2023-2024 academic year.

Trustee Diehl made a motion of approval, seconded by Trustee Celestan. After due discussion and consideration, approval was given by aye vote of all members present.

## 8.0 FINANCIAL SERVICES

8.01 The President recommended approval of **Amendment No. 7 to the contract with Reno Building, LLC dba Reno Boyd Co.**, establishing a Guaranteed Maximum Price in the amount of \$567,733.00 for the renovation of the HCC DTEC Cyber Lab at Dale Mabry Campus.

Trustee Lametto made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

8.02 The President recommended approval of **award of Invitation to Negotiate #2890-23 and entering into a contract with SR Landscaping, LLC dba Sunrise Landscape of Tampa, FL**, to provide lawn care services college-wide for a three-year term beginning July 10, 2023 with the option to renew for two additional one-year periods for a cost of \$715,000 for the first year and a not-to-exceed escalation of three percent (3%) per year during the initial three-year term plus additional services, as needed at an additional cost.

Trustee Celestan made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.03 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.
- Trustee Lametto made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 8.04 The President recommended approval to remove **Depreciated Assets** from the College's property records.
- Trustee Diehl made a motion of approval, seconded by Trustee Lametto. After due discussion and consideration, approval was given by aye vote of all members present.
- 8.05 The President recommended approval of **Accounts Receivable Write-offs** as of June 2023.
- Trustee Diehl made a motion of approval, seconded by Trustee Celestan. After due discussion and consideration, approval was given by aye vote of all members present.
- 8.06 The President recommended approval of the **Operating Budgets** for the Current Unrestricted Fund (as presented on Exhibit A, attached) and the Capital Projects/Unexpended Plant Fund for **Fiscal Year 2023-2024**.
- Trustee Celestan made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 8.07 Informational Item Only—**April and May 2023 Financial Statements**.

## 9.0 ADMINISTRATIVE REPORT

- 9.01 Selection: Board Chair and Vice-Chair. Trustee Watkins noted that an election will take place to initiate (2) one-year terms, consecutively, for the offices of Board Chair and Vice Chair. The administration recommended/requested Nancy Watkins as Board Chair and Greg Celestan as Vice Chair.
- Trustee Lametto nominated Nancy Watkins for the office of Board Chair, no further nominations were heard, Nancy Watkins was elected.
- Trustee Diehl nominated Greg Celestan for the office of Vice Chair, no further nominations were heard, Greg Celestan was elected.
- 9.02 Selection: Foundation Liaison and Foundation Liaison.
- Trustee Watkins asked approval for Trustee Lametto to continue as Labor Liaison, and Trustee Patel to continue as Foundation Liaison for another one-year term.
- Trustee Diehl made a motion of approval, seconded by Trustee Celestan. After due discussion and consideration, approval was given by aye vote of all members present.
- 9.03 Board Meeting Dates. The President recommended approval of the proposed Board of Trustees meeting dates for Fiscal year 2024.
- Trustee Watkins asked if there were any questions or concerns regarding the schedule. Hearing none, the schedule was approved as presented.
- 9.04 Equity Report (part 2). Annazette Houston, Chief Diversity Officer, presented the remainder of the Equity Report. No action items were needed. The President recommended approval to submit report to the state.
- Trustee Diehl made a motion of approval, seconded by Trustee Lametto. After due discussion and consideration, approval was given by aye vote of all members present.
- 9.05 The President recommended approval for a name change of the InLab to PC Patel.

Trustee Diehl made a motion of approval, seconded by Trustee Lametto. After due discussion and consideration, approval was given by aye vote of all members present.

- 9.06 The President recommended approval to name the executive suite offices at HCC District Office after Martha Kaye Koehler.

## **10.0 LEGAL REPORT**

- 10.01 Frazier Carraway commented that he is very grateful to hear of the honor given to Martha Kaye Koehler in naming of the Executive Suite at HCC District Offices. She devoted her entire professional career to HCC; she is already dreadfully missed.

## **11.0 HEARING OF BOARD MEMBERS**

- 11.01 Trustee Diehl commented that he proudly endorses honoring Martha Kaye Koehler with the naming of the Executive Suite in her honor. He also wished everyone a Happy and safe Independence Day.

- 11.02 Trustee Watkins reiterated Trustee Diehl's comments and wished everyone a safe Holiday.

## **12.0 ADJOURNMENT**

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