

DISTRICT BOARD OF TRUSTEES BOARD MEETING

OCTOBER 26, 2022 4:00 PM

LOCATION:

DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER BOARD ROOM 39 COLUMBIA DRIVE TAMPA, FL 33606

> PUBLIC ACCESS: VIA ZOOM

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HILLSBOROUGH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BOARD MEETING WEDNESDAY, OCTOBER 26, 2022 – 4:00 P.M. DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER – BOARD ROOM 39 COLUMBIA DRIVE

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1.0 GENERAL FUNCTIONS

- 1.01 Call to Order
- 1.02 Invocation
- 1.03 Pledge of Allegiance
- 1.04 Roll Call
- 1.05 Welcome to Guests and Staff Members
- 1.06 Foundation Report
- 1.07 Faculty and Staff Recognitions
- 1.08 The Chairman recommends adoption of the Agenda, all revisions to the Agenda and approval of all agenda items marked "**Consent**".
- 1.09 The President recommends approval of the **October 6, 2022 Board Meeting minutes** (submitted herein for your review).

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

CONSENT5.01 The President recommends approval of individuals for **full-time employment**. Each full-time employee will be compensated in accordance with the Boardapproved Salary Schedule (submitted herein for your review).

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- CONSENT5.02 The President recommends approval of individuals for **part-time employment** during Term 22/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule 11 (submitted herein for your review).
- CONSENT5.03 The President recommends acknowledgment of employment separations 13 (submitted herein for your review).

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

CONSENT6.01 The President recommends approval of the **new course, course** modifications, course deletion, new programs and program modifications, to be effective FA/23, unless otherwise noted (submitted herein for your review).

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

- 8.01 The President recommends award of Request for Bids # 2883-23 to provide all labor and materials and the performance of all work necessary or incidental services for Flush Valve and Faucet Replacement Project College-wide services to S R Plumbing LLC of Orlando, FL, as the lowest responsive and responsible bidder meeting all required bid specifications for a total cost of 19 \$1,997,777 (submitted herein for your review).
- 8.02 Informational Item Only August 2022 and September 2022 Fianancial 20 Statements

9.0 ADMINISTRATIVE REPORT

10.0 LEGAL REPORT

10.01 President's Evaluation

11.0 HEARING OF BOARD MEMBERS

12.0 ADJOURNMENT

HILLSBOROUGH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BOARD MEETING THURSDAY, OCTOBER 6, 2022 – 4:00 P.M. (SEPTEMBER 28, 2022 MEETING RESCHEDULED DUE TO HURRICANE) DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER – BOARD ROOM MINUTES

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 Charles White, former Associate Professor and Head Basketball Coach at Dale Mabry Campus and Joe Kitchens, Assistant Professor of Mathematics at Plant City Campus who recently passed away, in their thoughts and prayers.

- 1.03 Pledge of Allegiance
- 1.04 Roll Call

The following Trustees were in attendance:

- Chip Diehl
- Nancy Watkins
- Greg Celestan
- Brian Lametto
- Aakash Patel
- Juan Penagos
- 1.05 Welcome to Guests, Faculty and Staff Members
- 1.06 Foundation Report
 - 1.06.01 Lee Lowry, Director of Development for the Foundation, provided the Board with a brief update of the HCCF activities and support. She announced that our great partners at Suncoast Credit Union committed a large single gift for program support and scholarships as well as for HCC's annual Faculty and Staff Service Awards. She also reminded the Board that the Fishing Tournament is tomorrow and the Presidential Showcase is coming up on November 10, 2022. Dr. Atwater congratulated the Foundation staff for an outstanding year and commended their hard work.
 - 1.06.02 The Foundation Report was sent to the Board under separate cover. A summary of activities during the month of August included:
 - \$257K YTD in Donations;
 - \$677K in Total Revenue;

- \$316K net gain on investments due to positive market returns
- \$16.2M in Net Assets.
- 1.06.03 Fundraising:
 - Suncoast Credit Union committed \$100,425 for sponsorships and program support.
 - The Florida College System Foundation, Inc. committed \$67,572.00 for scholarships from The Helios Education Foundation and Bank of America for First Generation Scholarships; and from Florida Blue for Nursing and Allied Health Scholarships.
 - Inshore Fishing Tournament, October 7, 2022.
 - Presidential Showcase, November 10, 2022.
- 1.07 Faculty, Staff and Student Recognitions

Lee Lowry, Director of Development for the Foundation, provided the following faculty, staff and student recognitions:

- 1.07.01 We are very fortunate to have had a member of our faculty on the front lines during Hurricane Ian. **Paul Flaherty** teaches Meteorology for HCC (MacDill/PC) and is also a Meteorologist, Director, Manager, and Science Branch Chief working as a Hurricane Hunter for the National Oceanographic and Atmospheric Administration (NOAA.) In that capacity, Paul spent time tracking Hurricane Ian. Paul was also recently selected to the Senior Executive Fellows Program at the John F. Kennedy School of Government at Harvard University.
- 1.07.02 The Phi Chi chapter of Phi Theta Kappa was selected to receive an Honors in Action grant in the amount of \$1,000 to enhance their 2022 Honors in Action project. As a part of the application process, the chapter was recognized for its engagement at the college and in the community. **Tom Klee** is the faculty advisor.
- 1.07.03 At the United Faculty of Florida Fall Senate Meeting, the Senate body voted four HCC faculty members onto three of the five state Steering Committees. Tom Tankersley, Legal Studies, Ybor City Campus, Member of Contract Enforcement Committee; Wendy Pogoda, Mathematics, SouthShore Campus, Member of Membership Committee; TaMetryce Collins, Psychology, Brandon Campus, Member of Leadership, Equity, Inclusion & Diversity Committee; Elizabeth Key-Raimer, Counseling, Dale Mabry Campus, Chair of Leadership, Equity, Inclusion & Diversity Committee.
- 1.07.04 Board member Juan Penagos recognized the completion of a HIA grant that was completed by a **PTK student** with the assistance of **Dr. Paige Niehaus**.
- 1.08 The Chairman recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "**Consent**".

Trustee Celestan made a motion to approve, seconded by Trustee Patel after due discussion and consideration, approval was given by aye vote of all members present.

1.09 The President recommended approval of the August 24, 2022 Board Meeting Minutes.

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

1.10 The President recommended that the Board approve the deletion of **Administrative Rule 6HX-10-6.15**, **Bookstore Refund and Buy-Back Policy**.

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

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

3.01 Heather Urquides from Sunshine Health addressed the Board regarding opportunities for underprivileged students.

4.0 HEARING OF FACULTY AND STAFF

4.01 The following Faculty members addressed the Board regarding FUSA Bargaining:

Sheryl Sippel Janet Willman Wendy Pagoda John Hardin Tony Buonaquisti Cheri Borman (for Terry Varvil) Timothy Griffin April Muchmore Volken

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 22/FA. 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 Board approval of the **revised 2022-2023 Salary Schedule for Part-time minimum wage.**

Trustee Celestan asked if Salary Schedule adjustments affect negotiations with the union. Dr. Atwater answered that this item is a federal mandate and all other adjustments are made during negotiations. *Trustee Watkins asked how many part time employees HCC has that are making minimum wage.* **Response was sent to all Board members on 10/18/22.**

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

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

7.0 INSTITUTIONAL SERVICES

7.01 The President recommended approval of the **Annual Audit of the HCC Foundation, Inc.**

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

7.02 The President recommended that the Board approve the Foundation's use of College resources for the 2022-2023 fiscal year.

Trustee Patel 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 the **carryforward spending plan**.

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

8.02 The President recommended approval to **designate \$230,000 of the unrestricted fund balance to establish a reserve for self-insurance.**

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

9.0 ADMINISTRATIVE REPORT

9.01 Marni Fuente, Director of Early Childhood & Community Initiatives, presented regarding: The Quality Early Education System (QEES) at HCC.

Trustee Patel commented regarding the program and applauded Ms. Fuente and her notoriety throughout the QEES community. He encouraged the Board to visit the Ybor Campus to see the program in action. He thanked Dr. Atwater for making this presentation a priority today.

Trustee Penagos commented that he has seen the benefits of the program within his own family. He also asked if the program can be beneficial to his generation concerning the emotional aspect of the program. Ms. Fuente responded positively.

Trustee Diehl offered to assist in facilitating a military connection for the initiative.

The President will send the Board a copy of the QEES annual report. **Report was sent to all Board members on 10/7/2022.**

9.02 The President reminded Board members that are attending ACCT in NY that he will be contacting them regarding specific details for meetings.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 The President reviewed the Board Priorities that were sent to the Board members as supplemental materials. He asked for Board approval of the substitution of Board Priorities as follows:

As an outcome of its annual self-evaluation process, listed below are the three (3) 2022-2023 priorities of the Board of Trustees in support of the College Strategic Plan:

Priority 1— Engagement with Workforce Community:

- Initiative 1: Support development and implementation of a new A.S. Degree and certificates in Financial Technologies (i.e. FinTech).
 <u>Strategic Plan Alignment</u>: College Goal #2 Talent Development, Initiative C to expand public-private funding partnerships to support programmatic delivery.
- Initiative 2: Support the LEAP College Access Network goal, which is 60% of the county's working-age population will hold a post-secondary credential by 2025. <u>Strategic Plan Alignment</u>: College Goal #2 Talent Development, Initiative A to attain a postsecondary educational attainment rate in Hillsborough County of 60% by 2025.

Priority 2 — Adapting to a post-pandemic education model:

- Initiative 1: Support acquisition and implementation of the new Enterprise Resource Planning system. <u>Strategic Plan Alignment</u>: College Goal #3 Continuous Improvement, Initiative D to reassess the adequacy of the Ellucian Colleague ERP to meet college need.
- Initiative 2: Support practices for HCC's return to a post-pandemic education environment.
 <u>Strategic Plan Alignment</u>: College Goal #3 Continuous Improvement, Initiative A to design and execute an Academic Master Plan that anticipates and responds to community needs.

Priority 3 — Promote the advancement of educational achievement for minority students:

- Initiative 1: Support initiatives for improved retention and completion.
 <u>Strategic Plan Alignment</u>: College Goal #1 Student Success, Initiatives B-C to increase retention and completion.
- Initiative 2: Continue to support the Black, Brown and College Bound Summit.
 <u>Strategic Plan Alignment</u>: College Goal #1 Student Success, Initiatives B-G to increase retention, completion, transfer, transfer success, licensure, and job placement.

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.

- 11.02 Trustee Patel shared that the Governor announced a \$1.9M award which included a \$50K award to HCC for our Entrepreneurship program.
- 11.03 Trustee Penagos asked the Faculty present and those listening online to spread the word regarding the Jack Kent Cooke Scholarship that is now open for applicants.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:08 p.m.

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Agenda Number: 5.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

These are personnel appointments for budgeted full-time positions.

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2022-2023). Except for temporary positions, these positions will be fully budgeted in subsequent fiscal years unless program or service changes or financial exigency requires that funds be discontinued.

OBJECTIVE:

To provide necessary staff support for the appropriate divisional unit.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of individuals for full-time employment (submitted herein for your review). Each full-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Initiator	Date
Vice President/Campus President/Exec Dir of Human Resources	Date
District President //	Date
En AMAGUC	10/18/22
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1 - 0 - 024(2/04)

FULL-TIME APPOINTMENTS OCTOBER 26, 2022 BOARD MEETING

STAFF EXEMPT

NAME	TITLE		POSITION #	CAMPUS	START DATE
Sterling, Sonia*	Financial Services Manager		EFC1000103	District	10/10/22
	STAFF	NON-EXE	<u>MPT</u>		
NAME	TITLE		POSITION #	CAMPUS	START DATE
Flores, Carlos	Financial Aid Technician		NFC0300108	Dale Mabry	10/11/22
Helm, Ernest	Campus Facilities Worker		NFC0100003	Dale Mabry	10/10/22
PROMOTION					
NAME	FROM	<u>CAMPUS</u>	<u>TO</u>	<u>CAMPUS</u>	<u>START</u> DATE
Altiery-Irizarry, Yadira	Bilingual Svcs. Program Coor.	Brandon	Instructional Technolog	gist Collaborat	

Agenda Number: 5.02

CONSENT

BACKGROUND AND PERTINENT FACTS:

The College has determined that part-time faculty and staff are needed to support the academic programs for the Academic Term 22/FA. Part-time faculty will be employed on a term-by-term basis. If additional part-time staff is needed, a supplementary list will be submitted for appointment.

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2022-2023). All part-time faculty and staff budgets are reviewed during budget development and established based on enrollment projections and departmental need.

OBJECTIVE:

To augment full-time faculty and staff with temporary assistance to meet the academic goals of the College.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of individuals for part-time employment during Term 22/FA (submitted herein for your review). Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Initiator	Date
Vice President/Campus President/Exec Dir of Human Resources	Date
District President //	Date
An AMAGAC	10/18/22
	4 0 004(0/04)

1-0-024(2/04)

PART-TIME APPOINTMENTS OCTOBER 26, 2022 BOARD MEETING

FACULTY

NAME

NAME

Deshong, Sandra Watson, Tamara ____

PT

Specialist

TITLE		POSITION #	<u>CAMPUS</u>	BEGIN DATE
•	History Instructor Succeed Florida Instructor	FPNC0463 FPNC0452	SouthShore Brandon	10/06/22 10/10/22
Auj	NON-FACULT		Dianuon	10/10/22
<u>TITLE</u>		POSITION #	CAMPUS	BEGIN DATE
	Associate Assistant Coach	ZPC50028 ZPP30106	Dale Mabry Dale Mabry	10/10/22 10/10/22

ZPP4T001

TIAN

Brandon

10/20/22

Amos, Stephanie Bajare, Madara Cella, Raymond*

* Part-Time Temporary/Grant Funded

Agenda Number: 5.03

CONSENT

BACKGROUND AND PERTINENT FACTS:

Upon review of documentation, it was determined that the employees listed herein will separate from employment at the College as indicated.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To acknowledge separations.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends acknowledgement of employment separations (submitted herein for your review).

Initiator	Date	
Vice President/ President/Exec Dir of Human Resources	Date	
District President	Date 10/18/22	
		1 - 0 - 024(2/04)

1 - 0 - 024(2/04)

FULL-TIME SEPARATIONS OCTOBER 26, 2022 BOARD MEETING

RESIGNATION

NAME	TITLE	<u>CAMPUS</u>	BEGIN DATE	END DATE
Dilorenzo, Christina	Dual Enrollment Coordinator	District	07/21/05	11/09/22
Felicidario, Quincy	Business Information Analyst	District	11/30/06	10/28/22
	RETIREMEN	I		
NAME	TITLE	<u>CAMPUS</u>	BEGIN DATE	END DATE
Burkes, Wanda	Cashier – Financial Services II	SouthShore	10/21/13	11/30/22

* Full-Time Temporary ** Full-Time Temporary/Grant Funded

Agenda Number: 6.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

The Behavioral Sciences discipline group presented a new course and a program modification; and the Engineering, Transportation, Architecture and Construction and Computer Sciences discipline group presented new courses, course modifications, a course deletion, new programs and program modifications to the Academic Affairs Committee.

The Academic Affairs Committee approved the new courses, course modifications, course deletion, new programs, and program modifications, and forwarded all to the Vice President for Academic Affairs who reviewed them with the appropriate staff for forwarding to the President.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To strengthen the college curriculum.

LEGAL AUTHORITY:

HCC 6HX-10-4.06

RECOMMENDATION:

The President recommends approval of the new courses, course modifications, course deletion, new programs, and program modifications to be effective FA/23, unless otherwise noted.

Initiator	Date:
Brian Mann and Dionna Doss	
Vice President/Campus President/Director of Human Resources	Date:
Richard Senker	
District President	Date
An AAN AAN	10/18/22

Hillsborough Community College October 2022 BOT

New Courses

Course Number/ Prefix	Course Title	Category	Credit/ Clock Hrs.	Effective Term
CAP XXXX	Artificial Intelligence Capstone	Transfer	3 cr.	FA/23
CAP XXXX	Artificial Intelligence for Business Solutions	Transfer	3 cr.	FA/23
CAP XXXX	Introduction to Artificial Intelligence	Transfer	3 cr.	FA/23
CAP XXXX	Introduction to Machine Learning	Transfer	3 cr.	FA/23
CAP XXXX	Natural Language Processing	Transfer	3 cr.	FA/23
EPI XXXX	Demonstration of Accomplishment	EPI	3 cr.	SP/23

Course Deletions Effective End of FA/23

COP 2344, Shell Scripting

Course Modifications Effective SP/23

CIS 2772, Cybersecurity Operations Fundamentals

• Add "or instructor permission" to prerequisites print text.

Effective FA/23

COP 1000, Programming Logic

- Add CGS 1000 to co-requisites. CGS 1000 is already a prerequisite, so this change will give the students the option of taking it prior to or concurrently with COP 1000.
- CTS 1106, Introduction to Linux
 - Add CGS 1000 to co-requisites. CGS 1000 is already a prerequisite, so this change will give the students the option of taking it prior to or concurrently with CTS 1106.
- CTS 1305, Introduction to Networking
 - Add CGS 1000 to co-requisites. CGS 1000 is already a prerequisite, so this change will give the students the option of taking it prior to or concurrently with CTS 1305.

New Programs

Effective FA/23

Artificial Intelligence – AS Artificial Intelligence – CCC Cybersecurity Analyst – CCC Cybersecurity Operations Analyst - CCC

Program Modifications Effective SP/23

Educator Preparation Institute - Certificate

• Add new course EPI XXXX, Demonstration of Accomplishment to the program requirements.

Effective FA/23

- Cybersecurity Operations AS
 Delete COP 2344 from program requirements.
 Add CTS 2301C to program requirements.

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Agenda Number: 8.01

BACKGROUND AND PERTINENT FACTS:

On September 8, 2022, the College advertised Request for Bids # 2883-23 for qualified firms to provide Flush Valve and Faucet Replacement Project College-wide services. The College received bids from three (3) firms each providing pricing. The bids were publicly opened on October 5, 2022.

FIRM	LOCATION	TOTAL PRICE
S R Plumbing LLC	Orlando, FL	\$1,997,777
RoyalAire Mechanical Services	Oldsmar, FL	\$2,212,000
Ackerman Plumbing, Inc.	Sarasota, FL	\$2,399,219

The bids were reviewed by the Director of Facilities, Planning and Construction, and SGM Engineering, the College's engineer for the project. They recommend award to **S R Plumbing LLC** of **Orlando**, **FL**, as the lowest responsive and responsible bidder meeting all required bid specifications for a total cost of \$1,977,777.

ECONOMIC IMPACT:

Funds will be provided from Coronavirus Aid, Relief, and Economic Security Act (CARES).

OBJECTIVE:

To provide all labor and materials and the performance of all work necessary or incidental to the Flush Valve and Faucet Replacement Project College-wide services.

LEGAL AUTHORITY:

SBE 6A-14.0734	HCC 6HX-10-6.08	FS 1001.02	FS 1001.64

RECOMMENDATION:

The President recommends award of Request for Bids # 2883-23 to provide all labor and materials and the performance of all work necessary or incidental services for Flush Valve and Faucet Replacement Project College-wide services to **S R Plumbing** LLC of **Orlando**, **FL**, as the lowest responsive and responsible bidder meeting all required bid specifications for a total cost of \$1,997,777.

Initiator	Date
	Dato
Vice President/Campus President/Executive Director of Human	Date
•	Dato
Resources	
District President // //	Date
	Dato
En ANAGU	10/10/00
	10/18/22

Agenda Number: 8.02

INFORMATION ITEMS ONLY

MONTHLY FINANCIAL STATEMENTS

The Board has requested the monthly financial statements be submitted as informational only for their review. The financial statements for the months of August and September 2022.

LEGAL AUTHORITY:

Sections 1001.64; 1001.65 Florida Statutes

Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President / / / /	Date
Ken ANAGU	10/18/22
	10/10/22

1-0-024(2/04)