

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, AUGUST 22, 2018 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER
BOARD ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

Mr. Cona III called the meeting to order at 4:00 p.m.

1.02 Invocation

Mr. Cona III asked that we keep the family of Madisan Fedak in our thoughts. Madison was working on her pre-requisites for the Allied Health program. She passed away suddenly in July.

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

Mrs. Dipa Shah
Mr. Steve Cona III
Mr. Randall Reid
Mrs. Betty Viamontes
Brig.Gen. Chip Diehl
Ms. Diana Hernandez-Caballero

1.05 Welcome to Guests and Staff Members

1.06 Foundation Report

1.06.01 The 2017-18 FY was the second highest fundraising year in the Foundation's history, with Special Event revenue increasing 73% from the previous year.

1.06.02 The Foundation assisted with submission of a \$3M FUSE scholarship from Helios and the USAB Foundation, of which, HCC will receive nearly \$1.4M.

- 1.06.03 The Foundation launched HCC's first comprehensive fundraising campaign, ***HCC Rising-Together We Can Lift Our Community***.
- 1.06.04 Mr. Shear thanked Mrs. Viamontes for her efforts that helped secure a \$250K gift from Tampa General Hospital.
- 1.06.05 Upcoming events include the **President's Showcase** on September 13; and the **Hawks Line & Sinker Fishing Tournament** on October 5.
- 1.06.06 The June and July 2018 major gift reports were sent to the Board separately and included donations totaling \$506,988. Donors include:
- *Gilbane Building Co.*
 - *B&I Contractors, Inc.*
 - *Reno Building*
 - *Carastro & Associates, Inc.*
 - *Ann E. Ellen*
 - *Anthony Borrell*
 - *Rey F. Bulnes*
 - *Kathleen A. Dawes*
 - *Florida Blue*
 - *Gabioff Foundation*
 - *PNC Bank*
 - *Tegba Hunter*
 - *Stephen M. Koontz*
 - *Lucila Ramiro*
 - *Children's Board of Hillsborough County*
 - *Krewe of Sant' Yago Education Foundation, Inc.*
 - *Community Foundation of Tampa Bay, Inc.*
 - *Lumina Fund for Racial Justice and Equity*
 - *JA Local 123 & MCA Central FL Charitable Fund*
 - *The USAA Foundation, A Charitable Trust*
 - *The Stanton Storer Embrace the Arts Foundation*
 - *Mary Help of Christians School Foundation*
 - *Metz Culinary Management*
 - *Tampa Hispanic Heritage, Inc.*
 - *Hillsborough County Sheriff's Office*
 - *VoltAir Consulting Engineers, Inc.*
 - *Wilder Architecture, Inc.*
 - *Rivero Gordimer & Company, P.A.*

Dr. Atwater thanked the Foundation Board, Mr. Shear, and his staff for the hard work being done in preparation for the HCC Rising campaign.

1.07 Faculty, Staff and Student Recognitions

Ms. Ashley Carl, Executive Director of Marketing and Public Relations, provided the following faculty, staff and student recognitions:

- 1.07.01 Mathematics professors **Kathy Pantelis, Janet Stevenson, Misty Vorder Bruegge, Howard Vorder Bruegge, and Carol Zavarella** were selected to be a part of the **Florida College System's State Mathematics Re-Design Workgroups**. The purpose of the workgroups is to explore issues surrounding the mathematics transition pathways from high schools to the Florida College System, all the way through colleges and universities.
- 1.07.02 **Misty Vorder Bruegge** was also the winner of a 2018 Campus Technology Impact Award for her project, ***Redesigning College Algebra: Delivery, Support, Results***. Only 14 Impact awards were granted worldwide, including winners from Oxford, Georgetown and Drexel Universities. Professor Vorder Bruegge was one of only two winners from a community college. Winners will be featured in the October/November issue of *Campus Technology*.

- 1.07.03 Math professor **Tina Fujita** and Psychology professor **Beth Smith** were selected to attend the **2018 Florida Master Teacher Seminar** at Pensacola State College for an exchange of learning, teaching and philosophy. The purpose of the seminar is to bring teachers together to share their experiences to enhance the teaching of other participants.
- 1.07.04 In the 2018-19 Edition of *President to President*, **Dr. Atwater** published a chapter titled *African American/Black Student Populations: Cutting Edge Models for Best Practice*. This is the 12th edition of *President to President* series, which is sponsored by Sodexo; this is a platform for sharing ideas and proposing solutions for complex issues within higher education.
- 1.07.05 Mr. Desi Saludes, Physics Instructor, received the following letter from Stu Schmill, Dean of Admissions, Massachusetts Institute of Technology, regarding his impact on students:



Mr. Cona asked Mrs. Carl for an update on the website. She stated that it is taking a little longer than expected because they added an intranet and a portal to the workplan, but expect it to be up and running before spring enrollment starts.

- 1.08 The Chairman recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked “**Consent**”, with the exception of agenda item 6.02.

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

- 1.09 The President recommended approval of **June 13, 2018 Board Retreat, Board Workshop** and **Board Meeting Minutes**.

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

- 1.10 The President recommended approval as advertised of the modification of one (1) administrative rule, **6HX-10-4.08 Programs and Areas of Instruction**.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. 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

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.

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

- 5.02 The President recommended approval of **part-time faculty and staff employment** recommendations for Term 18/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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

- 5.03 The President recommended acknowledgment of **employment separations**.

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

- 5.04 The President recommended approval of the **revised 2018-19 Salary Schedule effective January 1, 2018**.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. 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** and the **program modification** to be effective Fall 2018, unless otherwise noted.

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

- 6.02 The President recommended approval of the **Dual Enrollment Articulation Agreements** between Hillsborough Community College and the private/ public charter schools where students will participate in the Dual Enrollment Program.

Dr. Atwater stated that beginning spring 2019, HCC will begin charging tuition for dual enrollment classes for both public and private schools. Dr. Karen Griffin, Director of AA Programs, added that if we had invoiced the public and private schools last year, the College would have netted over \$248K from 8,831 students. Additionally, this year over 2,562 students are dually enrolled which would have netted another \$120K in tuition.

Mrs. Viamontes asked if other colleges were billing for dual enrollment. Dr. Griffin advised that some are and some aren't; Polk State is but St. Pete College is not.

Mr. Cona III asked how the dual enrollment rate, \$71.98/hour, was calculated. Dr. Griffin advised the amount is set by the state and has been in place since 2016. Mr. Cona III asked if dual enrollment students count in FTE. Dr. Atwater advised yes but they are not funded. Mr. Cona III cautioned the College not to create a barrier for students trying to access dual enrollment. He asked that the College look at a long-term strategy providing most of the dual enrollment classes online to make it cost-effective and easy for students. He added that he would like it to be 'virtual' and provided at a good cost-point for the students.

Mrs. Shah asked if online courses offer the opportunity to engage in discussion and if so, do students use them. Christina DiLorenzo, Dual Enrollment Coordinator, stated that it depends on the course and how the course is set up. She added that she doesn't know how often they use discussion boards but they are available to them. Mrs. Viamontes added that she takes an online course and has more interaction online that she did in a classroom. Mr. Cona III added that he would like to see this as a workshop topic in the future.

Mrs. Shah added that while she appreciates how tight budgets may be, this is a voluntary program and there are other options available to students.

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

- 6.03 The President recommended approval of the **Apprenticeship Training Program Agreement** between Hillsborough Community College and **United Association Local 821**, Joint Apprenticeship Training Program Trust Fund, for a three (3) year term beginning on July 1, 2018 and ending on June 30, 2021.

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

- 6.04 The President recommended approval of the **fee waivers for active duty service members** using military tuition assistance beginning July 1, 2018.

Brig.Gen. Diehl stated that this is yet another example that proves Florida is the most military-friendly state. He asked if other colleges have implemented this waiver. He suggested that the College write a letter at year-end to Defense Secretary General James Mattis and advise him of just how much money Florida colleges saved military personnel.

Mrs. Shah made a motion of approval, seconded by Brig.Gen. 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 acceptance of **one (1) oil painting donated by Clayton Galleries and Claudia Ryan** for use at Gallery 221 on the Dale Mabry Campus

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 7.02 The President recommended acceptance of **two (2) oil paintings by Kate Alboreo valued at \$8,800** for use by Gallery 221 at the Dale Mabry Campus.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 7.03 The President recommended acceptance of a donation of **42 Ophthalmic Frames from the Newsome Eye and Laser Center, Inc.**, for use by the Dale Mabry Campus Opticianry Program.

Mrs. Viamontes made a motion of approval, seconded by Mrs. Shah. 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 contracts with **Williams Company Tampa; Charles Perry Partners, Inc.; Reno Building, LLC; Crossroads Construction Co.; D&M Construction Group d/b/a Foresight Construction Group, Inc.;** and **Horus Construction Services, Inc.**, to provide **construction management services under continuing contracts** for miscellaneous projects for which construction costs do not exceed the College's required threshold for continuing contracts, currently two million dollars, for a one (1) year period with the option to renew for up to four (4) additional years, one (1) year at a time.

Mrs. Shah made a motion of approval, seconded by Brig.Gen. Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.02 The President recommended approval of **Amendment No. 2 to the contract with Horus Construction Services, Inc.**, establishing a Guaranteed Maximum Price in the amount of **\$618,591**, for the replacement of the air handling unit that serves the Brandon Campus Library Building.

Mrs. Shah made a motion of approval, seconded by Brig.Gen. Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.03 The President recommended approval of **Amendment No. 1 to the contract with Horus Construction Services, Inc.**, establishing a Guaranteed Maximum Price in the amount of **\$505,484**, for the construction of a facility to house the Compressed Natural Gas Program at the Ybor City Campus Training Center.

Mr. Cona III asked if the next contract would be awarded to another company. Ben Marshall, Director of Facilities Planning and Construction, stated that these types of jobs are always large. Cutler Associates and Crossroads Construction are both currently working on jobs for HCC and Horus Construction had fallen behind in awarded projects and that whoever is lowest [in dollars] on the list is given the next job.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.04 The President recommended approval of **Budget Amendment No. 1.**

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.05 The President recommended approval of the requested **funding for the EduNav System** in the amount of **\$1,068,686.**

Mr. Cona II asked Ms. Hernandez-Caballero if she had an opportunity to see the presentation and what she thought of the EduNav program. She said she felt it is helpful both to students and advisors and wished it had been in place when she started at HCC. She added this will connect students with other colleges such as USF and Florida International University.

Brig.Gen. Diehl asked if dual enrollment students can use the EduNav program. Dr. Ken Ray, VP of Student Services, advised yes.

Mr. Cona III stated that this is a substantial cost and well worth it but wants to make sure we properly implement it and to bring forward any issues with the program. Mrs. Viamontes asked for an update at three or six months to see how the program is working.

Mrs. Shah stated that she wants to make sure we are engaging and encouraging students to use the program once implemented.

Dr. Atwater invited the Board to the EduNav presentation being held at the Ybor City Campus for faculty, staff and students on September 7, 2018.

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

8.06 The President recommends approval of the **May 2018 Financial Statements**.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

8.07 The President recommends approval of the **June 2018 Financial Statements**.

The President thanked the Board for allowing the College to focus on the budget move forward with the salary study implementation.

Mrs. Shah made a motion of approval, seconded by Mr. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

9.0 ADMINISTRATIVE REPORT

9.01 Dr. Atwater reminded the Board that a workshop on Performance Funding will take place at 2:30 PM on September 26.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Ms. Hernandez-Caballero thanked the Board for the opportunity to serve and said she is honored to represent the student body.

11.02 Mrs. Shah said that the Board Retreat held in June was well worth spending the day together and hopes to do this again. She added that the upcoming workshop on Performance Funding, she would like to see all the different factors that are looked at, as well as areas of weaknesses, so the Board might be able to give some ideas and suggestions from an outside point of view.

11.03 Brig.Gen. Diehl welcomed Ms. Hernandez-Caballero to the Board. He also thanked Mrs. Shah for serving as Board Chair. He added that he would like to look further into our online strategy. He also added that the Vision for HCC would not be rolled out until April 2019.

11.04 Mrs. Viamontes welcomed and thanked Ms. Hernandez-Caballero for serving on the Board. She also thanked Mrs. Shah for doing an amazing job as Board Chair and congratulated Mr. Cona III on his reappointment.

Mrs. Viamontes stated that the College has lost a lot of money in performance funding and feels it is important for the Board to receive quarterly reports on exactly what the College is doing to move things forward and change things around.

Mrs. Viamontes stated that there is an opportunity to make sure we are increasing the number of courses based on student success. She added that many students don't know what they want to study and with the implementation of EduNav we can help those students make decisions about their education as well as choosing a career based on what the job market demands.

11.05 Mr. Cona III asked Mr. Marshall hypothetically, if continuing contract amounts were to be raised, what he would like that amount to be. Mr. Cona III added that the \$2M cap has been there for a while and he anticipates a discussion to raise the cap will be forthcoming. Mr. Marshall stated \$2.5M since many jobs are just over the threshold.

Mr. Cona III also stated that he would like a Key Performance Indicator (KPI) on performance funding that reflects the measures and where the College is at. Dr. Atwater stated that we are currently focused on graduation and retention and that it will be discussed further during the Performance Funding workshop on September 26. Dr. Paul Nagy, Special Assistant to the President for Strategic Planning and Analysis, added that he just added a KPI reflecting performance funding measures for retention and completion.

Mr. Cona III advised Mr. Shear that he would like to see ideas for a 50th Anniversary Coin that Board members can all have and distribute.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:27 p.m.