

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, DECEMBER 5, 2018 – 4:00 P.M.
BRANDON CAMPUS
10451 NANCY WATKINS DRIVE – BADM 116
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

Mrs. Viamontes called the meeting to order at 4:00 p.m. She stated that Mr. Cona III had resigned his position as Board Chair following being elected to the Hillsborough County School Board.

Mrs. Viamontes then made a motion of approval to have Mrs. Shah serve as Board Chair, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote by Mrs. Viamontes, Mr. Reid and BG Diehl; Mrs. Shah abstained.

1.02 Invocation

1.02.01 Mrs. Shah asked that we keep the families of **Dr. Michael Lopez** and **Mr. Brandon Clark** in our thoughts and prayers. Dr. Lopez taught business and law at HCC, and Brandon was studying counseling and human services. Both passed in November.

Mrs. Shah also asked that we keep the family of **Ms. Carla Stefaniak** in our thoughts. Carla attended HCC in 2014 studying Mass Communications and died in December.

Finally, she asked that we remember our **41st President, Mr. George H. W. Bush** who passed away on November 30.

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

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

1.05 Welcome to Guests and Staff Members

1.06 Foundation Report

1.06.01 Mr. Shear provided a summary of activities and donations received during October under separate cover which included:

- \$2.4M YTD in Total Revenue;
- \$151K in Special Events Revenue;
- \$271K YTD in losses on Investments; and
- \$11.9M in Ending Net Assets.

1.06.02 Mr. Shear advised that **140 scholarships** totaling \$116K were awarded for the spring term; and **58 FUSE scholarships** totaling \$319K were awarded during the program's first year.

1.06.03 Thirteen (13) organizations and faculty applied for Resources for Excellence Grants. The committee will select recipients this month.

1.06.04 The October 2018 major gift reports were sent to the Board separately and included donations totaling \$109,598. Donors included:

- *Masonry Builders, Inc.*
- *Tri-City Electrical Contractors*
- *EdFinancial*
- *PMMI*
- *Reno Building*
- *Jason Grabowski*
- *Tom Bradley*
- *Armstrong Flooring*
- *Children's Board of Hillsborough County*
- *Community Foundation of Tampa Bay, Inc.*
- *Associated Builders and Contractors, Inc.*
- *CKT Asset Management Company*
- *USF Foundation, Inc.*
- *Cox Fire Protection, Inc.*
- *Quality Fabrication & Supply*
- *Cain & Bultman*

1.07 Faculty, Staff and Student Recognitions

1.07.01 Dr. Nancee Sorenson welcomed the Board to the Brandon Campus. She recognized **Ryan Brown**, Student Activities Coordinator; along with **Katherine Feliu**, **Cregory Boatwright**, **Crystal Tanco**, and **LeTayvia Rubin**, Student Government Officers and hosts for the Board meeting.

Dr. Sorenson introduced Brandon Campus student, **Cyriss Vasquez**. Mr. Vasquez recently received an HCC Foundation scholarship from the Mayor's Hispanic Advisory Council. He is currently working on his A.A. and will graduate in May 2019. Mr. Vasquez detailed the challenges he has faced as someone who is visually impaired and expressed his gratitude for HCC and the mentor program.

Dr. Sorenson then introduced **Christina Connor**, English Professor and advisor for the mentor program. Ms. Connor and student mentor **Debra Masten** gave a brief presentation on the benefits of the program and introduced several students who highlighted their personal experiences with both the program and with the campus' Student Success Center. Student speakers included **Hunter Reyes**, **Suzanne Proplesch**, **Marieliz Garcia** and **Yadelis Brito**.

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

1.07.02 HCC's marketing department was notified that we won four (4) **MarCom Awards**. These awards include:

Platinum **HCC50: Five Decades of Innovation and Inspiration**
Marketing: Bench/Shelter/Mass Transit

Platinum **USF FUSE @ HCC**
Print Creativity: Brochure

Gold **HCC Hawk Facts**
Print Creativity: Illustration/Graphic Design/

Gold **HCC Athletics: Defend the Nest**
Print Creativity: Poster

MarCom is administered by the Association of Marketing and Communication Professionals (AMCP), an international organization of several thousand marketing, communication, advertising, public relations, digital and web professionals. The MarCom Awards are one of the largest and most-respected creative competitions in the world and honor excellence in marketing and communication while recognizing the creativity, hard work and generosity of industry professionals. Each year about 6,000 print and digital entries are submitted from dozens of countries, primarily from private sector corporations and creative agencies.

Stephanie Rivera, Senior Graphic and Web Designer, designed the four winning concepts that received awards.

1.07.03 **Xavier Pellot** and **Jason Kirby**, student leaders from the “*NSF Louis Stokes Alliance for Minority Participation – Bridge to Baccalaureate*” (LSAMP-B2B) cohort, attended the Society of Hispanic Professional Engineers National Convention held in Cleveland, Ohio, November 7th – 9th. Xavier and Jason were chosen because of the drive and effort they have put forth in their classes, involvement with the LSAMP-B2B grant, the Honors Institute, and Student Government Association.

Students experienced seminar topics lead by industry engineering professionals focusing on engineering technology, innovation, human resources, workplace issues, academic pathways, industry trends, and future leadership opportunities. The students returned with a greater understanding of their future degree seeking pathways, and the opportunities that their chosen engineering majors will give them in the future careers.

- 1.07.04 **Dr. Alex Anzalone**, Dean of Associate in Sciences at the Brandon Campus, was selected and completed the **National Community College Hispanic Leadership Program** at the end of October 2018. This year long activity prepares Hispanic Community College leaders to advance to the next tier in their professional and personal goals. Each individual is paired with a mentor and completes a rigorous curriculum.
- 1.07.05 HCC received the first *U.S. Department of Education Fulbright-Hays Group Project Abroad to Brazil* under the directorship of **Dr. Suzanne Lynch**. This nearly \$100K award will be open to 13 HCC faculty who teach arts, social sciences, or area studies. The program, *Artistic Representations of the African-Brazilian Experience in Northeast Brazil*, will commence during the summer of 2019.
- This project provides a four-week collaborative learning experience in Brazil, which gives participants multiple perspectives of the African-Brazilian experience through scholarly research and dialogue with area study experts. The program prioritizes the interest of HCC professors and aims to inform learning, build and enhance curricular resources, and internationalize curricula in meaningful and measurable ways. Special thanks to **Suzanne Lynch**, Project Director; **Bryan Shuler**, Curriculum Coordinator; **Travis Meek**, Evaluation Coordinator, as well **Bianca Hernandez**, Grants Manager, for their efforts to secure this award.
- 1.07.06 **Ms. Kayla Charles**, Director of Enrollment Management Technology Resources, earned a **Ph.D. in Higher Education Administration** from the University of Florida.
- 1.07.07 The Upper Tampa Bay-Florida SunCoast Manufacturing Association Sixth Annual Advanced Manufacturing Awards Ceremony was held in October. During this event, new HCC Engineering Technology Alumna **Ms. Michelle Puentes**, received the **2018 Student Excellence Award** in recognition of her outstanding perseverance, leadership and academic achievement in pursuit of a career in advanced technology and manufacturing.
- 1.07.08 Dr. Atwater also recognized **Dr. Anzalone** for his work with the **Council of 100**. The Council recently looked at our advanced manufacturing and training program. Ashley Furniture Industries CEO Todd Wanek, advised that HCC's facility is one of the best he has seen in Florida; The CEO committed to providing support to our veteran's lounges.
- 1.08 The Chairman recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "**Consent**".

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.

- 1.09 The President recommended **approval of minutes** for the October 17, 2018 HCC/HCC Foundation Board Workshop; the October 17, 2018 Board Meeting; and the November 11, 2018 Special Board Meeting.

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.

2.0 HEARING OF STUDENTS

- 2.01 Former student, Ms. Heather Fraser, addressed the Board regarding a lack of cohesiveness between campuses.

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

- 4.01 Ms. Sally Bartlett, Adjunct English Instructor, addressed the Board regarding adjunct faculty pay.

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.

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.

- 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.

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.

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

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.

- 5.04 The President recommended approval of **three (3) changes to the 2018-2019 Salary Schedule**.

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.

- 5.05 The President recommended **approval of raises for non-SEIU staff employees effective January 3, 2019.**

Mr. Reid 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, course deletions, program modification, program moratoriums and program deletion** to be effective Fall 2019, unless otherwise noted.

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.

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

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.

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended that the **Board acknowledge receipt of the annual IRS Form 990** for the Hillsborough Community College Foundation, Inc. (HCCF) for Fiscal Year 2017-18 and that the Board certify that the HCCF is operating in a manner consistent with the goals of Hillsborough Community College and the State of Florida.

Mrs. Viamontes made a motion of approval, seconded by Mrs. Reid. 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. 1** to the contract with **Biltmore Construction Company, Inc.**, establishing a Guaranteed Maximum Price in the amount of \$1,990,753, for the renovation of the Annex Building at the Ybor City Campus Training Center.

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

8.02 The President recommended approval of the **September 2018 Financial Statements**.

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

8.03 The President recommended approval of the **October 2018 Financial Statements**.

Mr. Reid 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 INFORMATIONAL ITEM ONLY – Mr. Al Erdman, Chief Financial Officer, presented the **Budget Development Calendar** for the 2019-2020 Fiscal Year.

9.0 ADMINISTRATIVE REPORT

9.01 Mr. Erdman reviewed a proposal for upgrades/expansion of the Dale Mabry Campus parking lot and monument sign. This project will add approximately 500-600 parking spaces to the Dale Mabry Campus, iron fencing and a corner monument. This project will be funded by savings from the Allied Health Building and will not require any additional money from the budget.

Mrs. Shah asked if the mesh on the monument sign would collect moss. Mr. Erdman advised no. Mrs. Shah requested that the monument sign have something that states “Go Hawks” on it so that it can be seen while waiting at the traffic light at Tampa Bay Boulevard and Dale Mabry Highway. Mrs. Shah also asked if there would be a walkway to Raymond James Stadium. Mr. Erdman advised there would be several access points through the fence that would be locked during the day and unlocked for events.

Mrs. Viamontes asked if the new signage met hurricane requirements. Mr. Erdman advised yes. Mrs. Viamontes also asked if a study was done to determine how many spaces are actually needed at the campus. Mr. Erdman advised the campus needs several thousand spaces but they can only be added as funds become available. Dr. Atwater reminded the Board that the campus lost over 200 parking spaces for construction of the Allied Health Building and advised that these new parking spaces will be filled the day they are open. Mrs. Viamontes asked for the cost of the beautification. Mr. Erdman advised that the corner piece cost is approximately \$350K-\$375K of the \$2M projected cost. Mrs. Viamontes also asked if there were any naming opportunities for the monument sign. Dr. Atwater advised they are looking at sponsorships.

Brig.Gen. Diehl asked if HCC has asked The Sports Authority (TSA) to pay for the construction of the new parking spaces. Dr. Atwater advised yes and expects TSA to make a contribution towards this project. Originally, the College asked for approximately \$250K from TSA but was told that was not possible. BG Diehl asked Dr. Witt how this project contributes to the future of the campus. Dr. Witt advised the first thing the students say when asked what they would like to see at the campus is more parking and that the parking issue is starting to have an affect on enrollment. Dr. Atwater added that should the campus need to develop areas with parking in the future, it will not be an issue. Brig.Gen. Diehl asked why HCC isn't building a multi-story parking garage. Mr. Erdman advised the cost to create a surface parking space is around \$2,500 and the cost for a parking garage space is about \$15,000.

Mrs. Hernandez-Caballero advised that if it weren't for Google Maps, she would never have even found the Dale Mabry Campus. She has also heard from other students, that if they want to attend a morning class, they have to arrive almost 30 minutes early just to find a parking space.

Mrs. Shah added that this will physically make the campus more visible and that this new plan is cohesive, continuous and more welcoming.

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

- 9.02 Mr. Eric Johnson, Director of Government Relations, gave a brief overview of the draft legislative priorities which include \$2M in Operational Support, \$25M for the SouthShore campus Workforce Center, \$25M in District Deferred Maintenance, \$2M for the FUSE program, and \$2M for the Supply Chain and Logistics Program Support.

Mrs. Viamontes asked for details on the FUSE program. Dr. Atwater advised he would forward the information sheet with details on this request. Mrs. Shah asked if USF would endorse this request. Mr. Johnson advised yes. Dr. Nagy added that the USF Board is fully aware of our request and is excited about this.

Brig.Gen. Diehl stated that this is the same legislative priorities list that was presented at the joint HCC/Foundation Board workshop in October and nothing has changed; he added that is it hard to vote on this when it's the first time he has seen it since then. He asked how the priorities relate to the College's vision, who are the champions that the College has talked to, who the legislators are that support this and what is *not* on the list. Dr. Atwater advised they looked at the College's needs and met with the lobbyist on what is obtainable. Brig.Gen. Diehl expressed his frustration over receiving this list without being given further details or being asked to collaborate on it.

Mr. Reid stated that he personally likes the priorities and was fine with the list back in October.

Mrs. Shah added that she appreciates what Brig.Gen. Diehl is saying. She stated that she reviewed the priorities list from October, asked several questions and is satisfied with the list as it is. She added that with both the Chancellor and Commissioner leaving, there are a lot of uncertainties going forward and wants to make sure the College follows through on the performance funding discrepancies and further investigates the dual enrollment program and getting credit for those first-time-in-college students.

Mrs. Viamontes clarified that her concerns referred to the October workshop as they had not seen or discussed the legislative priorities in advance of the workshop. She added that going forward, she would like to receive a more detailed explanation of the legislative priorities in advance of the workshop, and to have an opportunity to discuss the priorities prior to finalization.

Mr. Reid made a motion to approve the legislative priorities, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by Mrs. Shah, Mrs. Viamontes and Mr. Reid. Brig.Gen. Diehl voted nay.

- 9.03 Dr. Atwater advised that there would be a workshop prior to the January Board meeting to discuss the possible sale of the Dr. Gwendolyn W. Stephenson District Administration Center and The Corporate Training Center located on Davis Islands.

Mrs. Shah asked that the memo on the limitations of use for the Davis Islands property be shared with the Board.

- 9.04 Dr. Atwater advised the Board that Dr. Shawn Robinson, Ybor City Campus President, was returning to teaching beginning in January and that Dr. Ginger Clark would be the new Ybor Campus President. He added that a national search would be done in the spring to fill the vacant Vice President of Academic Affairs position.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 Ms. Diana Hernandez-Caballero thanked the Brandon Campus for the warm welcome. She also thanked the students who came and talked about their experiences at the campus. She thanked Mr. Vasquez and stated that "HCC is proud of you." She added that she was impressed with the mentor/mentee program and asked that the College make the program more known throughout all the campuses. She congratulated Dr. Robinson and thanked him for his service at the Ybor City Campus.

- 11.02 Brig.Gen. Diehl congratulated and thanked Dr. Robinson for his work at the Ybor City Campus.

- 11.03 Mrs. Viamontes thanked Mr. Vasquez for speaking to the Board. She also thanked Dr. Robinson for his service.

Mrs. Viamontes said at the recent ACCT Congress, she sat through a presentation on Board evaluations. She recommended that a board evaluation be done at the same time the president's evaluation is done. Dr. Atwater stated that he would like to start looking at some models at how that might work and will bring that back to the Board and they can make a decision on how they want to proceed. Dr. Nagy added that the Board evaluation is a new SACS requirement. Mrs. Viamontes stated that she would also like to review the president's evaluation criteria as well.

11.04 Mr. Reid thanked Dr. Robinson and Dr. Clark and wished them both good luck.

11.05 Mrs. Shah stated that she sat in the session Mrs. Viamontes referred to on president's evaluations and also believes a board evaluation is needed. She thanked Mr. Vasquez for sharing his inspirational story. She also thanked Dr. Robinson for his ten years of service to the College. She thanked Dr. Clark for filling the campus president role at Ybor.

Mrs. Shah thanked Dr. Sorenson for hosting the Board and thanked all of the students who spoke. She also thanked her fellow trustees for the opportunity to serve as Board Chair again.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:43 p.m.