

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, JUNE 26, 2019 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER – BOARD ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.02 Invocation

1.02.01 Mrs. Shah asked that we remember Hezekiah Walters who recently passed away. Hezekiah was a freshman at Middleton High School and longstanding member of HCC's College Reach-Out Program (CROP).

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

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

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

1.06.01 Mr. Stephen Shear, Executive Director of the HCC Foundation, provided a summary of activities and donations received during May which included:

- \$3.2M YTD in Donations;
- \$4.4M in Total Revenue;
- \$108K YTD Gains on Investments; and
- \$12.87M in Ending Net Assets.

1.06.02 Mr. Ryan Sledok was named board Chair and Ms. Louise Elrod was named Vice-Chair.

1.06.03 Four (4) new board members joined the Foundation. They are: Mr. Phil Minden, President, St. Joseph's Hospital-South; Mr. David Reno, President, Reno Building; Mr. Marcel Blythe, Vice President/Property Claims, USAA; and Mrs. Andrea Williams Gonzmart, Columbia Restaurant Group.

1.06.04 The May major gift reports was sent to the Board separately and included donations totaling \$265,336. Donors included:

- *Children's Board of Hillsborough County*
- *Hills. County Sheriff's Hispanic Adv. Council, Inc.*
- *Krewe of Sant' Yago Education Foundation, Inc.*
- *Lumina Fund for Racial Justice and Equality*
- *The Aspen Institute College Excellence Program*
- *Brown & Brown Ins. Of FL, Inc., Pinellas Division*
- *American Assoc. of Univ. Women, Sun City Center*
- *University of Florida*
- *Ann E. Allen*
- *Lydia R. Daniel*
- *SunTrust Foundation*
- *Nielsen*
- *Bank of America Charitable Found.*
- *Port Tampa Bay*
- *NACCE, Inc.*
- *CapTrust Financial Advisors*
- *Specialized Property Services*
- *Custom Cable*
- *Kathleen A. Dawes*
- *Richard Shannon*

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 **Angela Walters Eveillard**, Strategic Communications Officer, was appointed to the Public Relations Society of America's Board of Directors representing the Sunshine District. The Public Relations Society of America (PRSA) is the nation's largest professional organization serving the communications community with a membership of more than 30,000 members comprised of communications professionals spanning every industry sector nationwide and college and university students who encompass the PRSA.

1.07.02 **Dr. Alex Anzalone**, Interim Brandon Campus President, was cast to be in the chorus for Opera Tampa's production of *Carmen*. You can see him at the Straz Center on February 7th and 9th.

1.07.03 **The Center for International Education** was selected as one of 13 academic institutions to participate in IREX's Global Solutions Sustainability Challenge (GSSC), a program supported by the Stevens Initiative, which is sponsored by the U.S. Department of State and administered by the Aspen Institute.

The GSSC connects students in the United States, Jordan, and Iraq to virtually collaborate on a sustainable solution to a contemporary business challenge. Bi-national teams engage during a six to ten-week period to create a sustainable business solution to a challenge identified by industry partners across business sectors. The program will begin in September and extend through Spring 2021. Congratulations to Michael Brennan, Director of International Education, and his team.

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

Mrs. Shah removed items 7.01 and 8.01 from the consent agenda. 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.

- 1.09 The President recommended approval of the **May 22, 2019 Board Meeting minutes**.

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.

- 1.10 The President recommended approval to advertise the inclusion of one (1) modified Administrative Rule, 6HX-10-6.08, **Procurement Authority**.

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.

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.

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.

- 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. 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.

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

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.

- 5.04 The President recommended approval of the **raises for staff employees** (SEIU and non-SEIU) effective July 4, 2019, and adjunct Faculty effective August 19, 2019.

Brig.Gen. Diehl 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 the **2019-2020 Salary Schedule**.

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.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of **new courses, course modifications, new programs and program modifications** effective fall 2020.

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.

- 6.02 The President recommended approval of the **Dual Enrollment Articulation Agreement** between Hillsborough Community College and **Tampa Christian Academy School**.

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.

- 6.03 The President recommended approval of the **Dual Enrollment Articulation Agreement** between Hillsborough Community College and **Legacy Christian Academy**.

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.

- 6.04 The President recommended approval of the **Concurrent Use Agreement** with the **University of Florida, Institute of Food and Agricultural Sciences (UF/IFAS)**, which will allow UF/IFAS to continue the partnership with the College to offer upper division courses at the Plant City Campus, which will provide HCC students, faculty and staff with opportunities in upper division programs related to food and resource economics, geomatics, and agriculture education and communication. This agreement is for a five (5) year term.

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 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.

Dr. Atwater advised that, despite the lack of funding from the state for deferred maintenance, the College is addressing immediate safety or major maintenance needs as best as we can.

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.

- 7.02 The President recommended approval to **adjust the College's records.**

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

- 7.03 The President recommended acceptance of the Fiscal Year **2018-2019 Fire Safety, Casualty and Sanitation Inspection Report** for filing and action.

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

- 7.04 The President recommended approval of the 2018-2019 annual update to the **College's Equity Accountability Plan.**

Mrs. Cheryl Gonzalez, Chief Diversity Officer, provided a brief PowerPoint presentation on the College's diversity initiatives. Mrs. Viamontes asked why the percentage of Hispanic students has declined. Mrs. Gonzalez advised that because individuals "self-identify", not everyone who is Hispanic identifies only as Hispanic and some individuals may mark two or more boxes, i.e. Caucasian and Hispanic; the end result is that the individual automatically goes into the "other category". Dr. Paul Nagy, Executive Director for Strategic Planning and Analysis, added that this category includes Asian, Native-American and others, but the percentages are so small they are lumped together. Mrs. Gonzalez stated that if the group exceeds 2%, they need to keep separate demographics.

Ms. Hernandez-Caballero asked if there are any strategies for Hispanic students. Mrs. Gonzalez advised that programs are inclusive and anyone can participate. Mrs. Hernandez-Caballero stated that the Collegiate 100 program is mainly focused on black students and that it would be great if the College could have a program for Hispanics as well.

Dr. Atwater stated that the College works with the Mayor's Hispanic Advisory Council which is very active and supportive of recruitment and scholarships.

Mrs. Viamontes noted that 34% of the students are Hispanic but only 10% of the faculty are Hispanic. She stated that a council should be formed by students and faculty. Ms. Hernandez-Caballero added that it would be nice if there was an Hispanic Council on campus.

Mrs. Gonzalez added that each campus has a diversity council but they are working towards a Hispanic advisory council. Mrs. Shah stated that the Hispanic conversation is starting to come up more and it would be nice if, at future meetings, there are organizations that we can associate with, whether College-wide or at each campus.

Dr. Nagy also added that the College has a good record with Hispanic Serving Institution grants and that has contributed to an increased Hispanic population at every campus.

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.

Mrs. Viamontes made a motion instructing the College to establish an internal Hispanic Council, seconded by Brig.Gen. Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

- 7.05 The President recommended acceptance of the **donation of artwork** from Rick Sanders with an estimated combined value of \$3,200, for use at the Dale Mabry Campus Gallery 221.

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.

- 7.06 The President recommended acceptance of a **donation of a tool chest and tools** from Laure Cain with an estimated value of \$5,000, for use by the Workforce Training Center diesel program.

Brig.Gen. Diehl asked if there was a threshold of value for approval. Dr. Martha Kaye Koehler, College Attorney, advised that the policy is that the Board has to approve donations of a certain value. Mrs. Shah asked to review the policy. *[The policy was forwarded to the Board under separate cover on July 9, 2019].*

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.

- 7.07 The President recommended **approval of the Foundation's use of College resources** for the 2019-2020 fiscal year. This includes use of personnel services for seven (7) College employees and use of College property and facilities, including approximately 1,500 square feet of office space on the seventh floor of the Dr. Gwendolyn W. Stephenson District Administration Center, valued at \$48,000.

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.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the **Application for Final Payment** in the amount of \$847,338.26 to **Gilbane Building Company**, for completion of a new Allied Health Building at the College's Dale Mabry Campus, as reviewed and recommended by Harvard Jolly, Inc.

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.

- 8.02 The President recommended approval of **Budget Amendment No. 3.**

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.

- 8.03 The President recommended approval of **Amendment No. 1** to the contract with **Crossroads Construction Company**, establishing a Guaranteed Maximum Price in the amount of \$907,068, for the renovation of the restrooms located at the Brandon Campus courtyard.

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 The President recommended recommends approval of the **May 2019 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.

8.05 Informational Item Only – Accounts Receivable Write-Offs as of June 2019.

8.06 The President recommended approval of the **Operating Budget** for the Current Unrestricted Fund (submitted under separate cover) and the Capital Projects/Unexpended Plant Fund for Fiscal Year 2019-2020.

Mrs. Shah stated that the College is doing a fantastic job making sure there is appropriate funding in the Fund Balance. She asked that we watch this closely and be good stewards of our money. Mr. Al Erdman, Chief Financial Officer, advised that beginning in 2020, any amount of fund balance over 7%, the College is required to submit a report to the state explaining how the funds will be spent. Direction from the state is still forthcoming. **Mrs. Shah asked for a summary of where the College is after GASB.**

Mrs. Viamontes asked for a more strategic and executive level presentation of the budget and a greater focus on the categories that are important.

Brig.Gen. Diehl complained that he is not receiving meeting and workshop materials prior to the meetings. Mrs. Viamontes added that looking at 40-50 pages of budget in the Diligent program is not workable. Brig.Gen. Diehl wants the Board to be engaged in the budget process and prioritization.

Mrs. Viamontes asked for a list of priorities from each Board member so that they can be more proactive; *[This was sent to the Board via email on July 23, 2019]*. Dr. Atwater asked the Board to send their priority lists to him and he would combine the lists into one document and send it to the Board.

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.

9.0 ADMINISTRATIVE REPORT

9.01 Ms. Carl provided a brief interactive overview of the College's new website, www.hccfl.edu. Ms. Carl thanked Ms. Diana Doss, the project manager for the new website and added that this could not have been done without her hard work. She also thanked the Office of Information Technology (OIT).

Brig.Gen. asked for the path [link] for military and veterans to use. *[The link, <http://www.hccfl.edu/support-services/veteran-student-affairs>, was forwarded to the Board on July 10, 2019.]*

- 9.02 Mr. Daya Pendharkar, Vice President of OIT, and Mr. Scott Kearney, Director of Enterprise Systems, provided a brief overview of the College's *internal* website, **my.hccfl.edu**.
- 9.03 Dr. Atwater introduced Mr. Richard Senker as the new Vice President of Academic Affairs.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 Mrs. Viamontes recommended that she serve as Board Chair and Mr. Reid as Vice-Chair for 2019-2020.
- Mr. Reid 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.
- 11.02 Mrs. Viamontes recommended Mrs. Shah as Labor Liaison and Brig.Gen. Diehl as Foundation Liaison.
- Mr. Reid 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.
- 11.03 Mrs. Viamontes recommended that the monthly Board meetings take place on the fourth Wednesday of each month at 4:00 PM. After due discussion and consideration, approval was given by aye vote of all members present.
- 11.04 Mrs. Viamontes recognized Ms. Hernandez-Caballero and thanked her for all the work she has done as a student and representing the College in Tallahassee; she congratulated everyone who took part in her development. She thanked everyone for a fantastic year.
- 11.05 Ms. Hernandez-Caballero thanked everyone for the opportunity to be a student trustee. She has a family at HCC and HCC is a part of her and she will always remember her time at the College.
- 11.06 Brig.Gen. Diehl suggested to Ms. Carl that Ms. Hernandez-Caballero provide a testimonial for the HCC website. He added that he would like the campus presidents to present a 10-year vision for each campus beginning in the fall.
- 11.07 Mr. Reid thanked Ms. Hernandez-Caballero and wished her the best of luck.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:36 p.m.