

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, AUGUST 28, 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

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Mrs. Dipa Shah
- Mrs. Betty Viamontes
- Mr. Randall Reid *[arrived at 4:03 PM]*
- Brig.Gen. Chip Diehl
- Mr. Rashad Stubbs

1.04.01 Mrs. Viamontes administered the Oath of Office to newly appointed student trustee, Mr. Rashad Stubbs.

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 June and July which included:

- \$3.1M YTD in Donations;
- \$5.6M in Total Revenue;
- \$6.9K in Endowments; and
- \$12.8M in Ending Net Assets.

1.06.02 An overview of 2018-19 donor information was provided which included a \$1M cash gift from Drs. Kiran and Pallavi Patel; an additional \$1.4M in new planned gifts were pledged; and over \$1M due for FUSE scholarships from Helios and US AmeriBank Foundations.

1.06.03 Mr. Ryan Sledek, Foundation Board Chair, provided the Foundation's financial summary for 2018-19. Revenues were up 81%, representing the largest fundraising year in HCC history; cash donations increased 148%; and net assets increased 25%.

Mr. Sledek also shared his goals for the coming year which include creating an annual fund and a formal planned giving program.

Dr. Atwater asked Mr. Sledek to share with the Foundation board members, his gratitude for their hard work and for having an outstanding year.

1.06.04 The June major gift reports was sent to the Board separately and included donations totaling \$499,881. Donors included:

- Children's Board of Hillsborough County
- Cruise Industry Charitable Foundation, Inc.
- Tampa Bay Trane
- Baker Barrios Architects
- Core Roofing Systems, Inc.
- Anston-Greenlees, Inc.
- Wilder Architecture, Inc.
- Eric W. Bailey
- Gary M. Larkin
- Stephen M. Koontz
- Rey F. Bulnes
- TECO Energy
- Johnson Controls
- Caspers Company McDonalds
- VoltAir Consulting Engineers, Inc.
- B&I Contractors, Inc.
- Raynor Company Group
- Johnson Controls
- James A. Fernandez
- Martin Port
- Vinanta Mundra

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 **Vonda Melchior**, Director of Purchasing, was invited by the Institute for Public Procurement (NIGP) to do a presentation on FEMA procurement for the annual conference this year. Over 1,500 will attend the conference with an expected session attendance of 200. The NIGP has over 3,000 member agencies representing over 15,000 professionals across the United States, Canada and countries outside of North America. Her presentation is entitled *Procuring Relief: What You Need to Know About FEMA Funding*.

1.07.02 **Ms. Elina "Tina" Bivins**, Manager, Equity, Diversity & Title IX, received her Juris Doctorate degree from Western Michigan University's Thomas M. Cooley Law School in August.

1.07.03 **Leif Penrose**, Dean of Health Sciences, was granted the degree of Doctor of Health Sciences by the Pallavi Patel College of Health Care Services at Nova Southeastern University. Dr. Penrose supervises the HCC Health Science Division, with programs at the Dale Mabry, SouthShore and Plant City campuses. Dr. Penrose completed his degree research while supervising the massive construction, equipping and ultimate occupation of the new Allied Health Building.

- 1.07.04 **Tanesha “Nevalar” Davis**, Registrar, was elected as Vice Chair of the Florida College Registrars and Admissions Officers. She will assume the role of Chair in 2021. This organization was established in 1975. All registrars, admissions officers and other professionals in related functions at all colleges in the Florida College System are invited to participate.
- 1.07.05 **Glorianna Felix**, Program Manager in HCC’s Center for International Education, was appointed to serve as the Two-Year College Representative for National Association of Foreign Student Advisers-Association of International Educators, the world's largest nonprofit association dedicated to international education and exchange. During her three-year term, Ms. Felix will organize professional development and networking opportunities for international educators working at Associate Degree institutions in the southeastern United States.
- 1.07.06 HCC will be hosting the **Intercollegiate Tennis Association (ITA) Junior College Florida Region Tournament** September 27-29. The winner of the singles and doubles draws will move on to play at the ITA Small College National Tournament where they will compete against the best of all Junior Colleges, NCAA Division II schools, and NAIA Division schools. Six teams will compete from across the state including Broward College, ASA Miami College, St. Petersburg College, State College of Florida, and Eastern Florida State College. This will be the first match our Lady Hawks will play on the newly resurfaced tennis courts at the HCC Tennis Center.

Mrs. Viamontes wished the students and faculty a wonderful 2019-20 year.

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

Dr. Atwater asked that agenda item 8.04, approval of the June 2019 financial statements, be removed from the agenda. Mr. Reid made a motion of approval to accept as amended, seconded by Mrs. Shah. After due discussion and consideration, approval was given by aye vote of all members present.

Mrs. Viamontes stated that she had questions about some of the numbers on the June financial statements and once clarified, this item would be reintroduced.

- 1.09 The President recommended approval of the **June 26, 2019 Board Workshop and Board Meeting minutes**.

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.

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

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.

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 **2019-2022 Collective Bargaining Agreement** with the Faculty United Services Union.

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.

Dr. Atwater stated that he appreciated the faculty's cooperation during the contract negotiations. Mrs. Viamontes also thanked the negotiating team and faculty.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

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

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.

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the **Application for Final Payment** in the amount of \$41,944.44 to **Horus Construction Services, Inc.**, for completion of the construction of a facility to house the Compressed Natural Gas Program at the Ybor City Campus Training Center, as reviewed and recommended by Volt Air Consulting Engineers.

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.

- 8.02 The President recommended approval of **Amendment No. 1** to the contract with **Charles Perry Partners, Inc.**, establishing a Guaranteed Maximum Price in the amount of \$1,982,493, for the addition of approximately 450 parking spaces and a monument sign to the Dale Mabry Campus front yard.

Dr. Atwater stated that HCC has a contract with the Tampa Sports Authority and that he has a meeting with them to discuss increasing the amount HCC receives from the game day parking fee of \$25/car. Mrs. Shah asked to review the TSA contract; *[The contract was sent to the Board on September 5, 2019.]* Brig.Gen. Diehl asked if HCC could “go it alone on parking”. Dr. Atwater stated yes but he would first like to bring any TSA offer to the Board for a vote.

Brig.Gen. Diehl asked if HCC had approached the Buccaneers to help with construction. Dr. Atwater advised the Buccaneers were asked for \$150K but the Bucs walked away from the discussion.

Mrs. Shah made a motion that the Tampa Sports Authority contract cannot be renewed without Board approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

Mrs. Shah made a motion of approval of Amendment No. 1, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

8.03 The President recommended approval of **Budget Amendment No. 1**.

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 Mr. Eric Johnson, Government Relations, provided a brief presentation on the proposed 2019-2020 legislative agenda, which included the following funding requests:

- \$10M – District Deferred Maintenance
- \$3M – SouthShore Campus Workforce Center
- \$3M – Operational Support
- \$2M – Supply Chain and Logistics Center Phase I
- \$1M – FUSE

Mrs. Viamontes asked for a list of the requests for District Deferred Maintenance as well as what happens if the maintenance is delayed and how it increases cost; *[This information was sent to the Board on September 16, 2019]*. She added that the more information the Board has when visiting legislators the better.

Mrs. Viamontes asked if classes would be held at the SouthShore Campus Workforce Center. Dr. Atwater advised that the building will be used for classes, offices, workforce space, as well community meeting space, very similar to the Trinkle Building at the Plant City Campus. Mrs. Viamontes stated that HCC continues to ask for funding for new buildings when the older buildings need so much work; HCC needs to look at online classes as a solution and become less reliant on buildings.

Mrs. Viamontes expressed concern over the name of the new building. Mr. Johnson stated that there is a focus on workforce development at the state level and that is the reason for the name. Mrs. Shah stated that she didn't think anyone in Tallahassee would know what the current name meant and suggested alternatives that may better represent what the building will be used for. Brig.Gen. Diehl asked what the current cost of the building would be. Mr. Johnson stated \$30M.

Brig.Gen. Diehl asked when the Board would see the "vision" for the SouthShore Campus. Dr. Jennifer China, SouthShore Campus president, stated that she is currently working on the campus vision which would be presented at a future Board meeting. Mrs. Shah asked if the campus still had pods. Dr. China advised yes. Mrs. Shah added that photos of the pods should be included when presenting the request to legislators. Dr. Atwater added that the statistics and back-up documentation is also available showing the need and justification for this building.

Mrs. Viamontes thanked Mr. Johnson for his presentation.

- 9.02 Dr. Atwater informed the Board that HCC is in the midst of an administrative salary study and a recommendation will be brought to the Board no later than the November meeting.

Mrs. Viamontes stated that she has reviewed the administrative salary study, reviewing every page. She disagreed with their numbers and how the study was prepared. She asked that the company that produced the study go back and look at the grade levels and rates of other peer colleges.

- 9.03 Dr. Atwater congratulated Mrs. Viamontes on being named Hispanic Woman of the Year by Tampa Hispanic Heritage, Inc.

Dr. Allen Witt, Dale Mabry Campus president, congratulated Mrs. Viamontes on the publishing of her newest book, The Girl from White Creek.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 Mr. Stubbs thanked the Board for giving him the opportunity to serve on the Board. He added that this is a humbling experience and he is excited to learn as much as he can. He added that the students at the Dale Mabry Campus are looking forward to the additional parking spaces.

- 11.02 Brig.Gen. Diehl asked that we keep Al Erdman, CFO and VP for Administration, in our thoughts as he recovers from surgery, as well as those on the east coast that may be dealing with Hurricane Dorian this Labor Day weekend.

- 11.03 Mr. Reid welcomed Mr. Stubbs to the Board.

- 11.04 Mrs. Shah welcomed Mr. Stubbs to the Board. Mrs. Shah stated that with regards to the FUSA agreement, that HCC has come a long way, keeping students in mind in coming to an agreement.

- 11.05 Mrs. Viamontes welcomed Mr. Stubbs to the Board; she stated that she is excited to have him here and looks forward to his contributions. She also thanked Dr. Atwater and Dr. Ginger Clark, Ybor City Campus president, for HCC's partnership with the Lyons Eye Institute.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:58 p.m.