

**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
WEDNESDAY, FEBRUARY 27, 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 keep the families of students **Austin Kinney** and **Donterius Fells**, former faculty member **Marc Borchers**, and founding faculty member **Lee De Cesare** in our thoughts and prayers. All recently passed away.

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 and Staff Members

1.06 Foundation Report

1.06.01 Lee Lowry, Director of Development, provided a summary of activities and donations received during January which included:

- \$2.75M YTD in Donations;
- \$3.4M YTD in Total Revenue;
- \$22K YTD in Unrealized Losses on Investments; and
- \$12.4M in Ending Net Assets.

1.06.02 Ms. Lowry advised that the Foundation's Internal Campaign kicked off February 11, 2019.

- 1.06.03 All previous records set for funds raised for Black, Brown and College Bound were smashed! Special thanks to the Equity and Diversity Department for their efforts and support.
- 1.06.04 Dale Mabry Campus students reached out to the Foundation because they were interested in leaving a legacy by creating an Endowment fund. The students have committed to raising \$5,000 towards the total \$10,000 needed to create an endowed scholarship.
- 1.06.05 The nominating committee is currently in the process of contacting new and prospective board members.
- 1.06.06 March events include the **Scholarship Partners Breakfast** on March 1, 2019 at the Palm Ceia Golf and Country Club; **HCC50: An Oral History** at the Tampa Bay History Center-TECO Hall on March 6, 2019; and the **Dr. Sylvia Marion Carley Luncheon** at Marriott Waterside on March 8, 2019.
- 1.06.07 The January major gift reports was sent to the Board separately and included donations totaling \$199,028. Donors included:
- *Children's Board of Hillsborough County*
  - *United Way Suncoast*
  - *Charles Perry Partners, Inc.*
  - *Kenneth L. Hagan Campaign Funds*
  - *Mary E. Crandall*
  - *Tampa United Volleyball Academy*
  - *University of South Florida*
  - *Pan American University Women's Club*
  - *VoltAir Consulting Engineers, Inc.*
  - *Fl. Veterinary Medical Assoc. Found., Inc.*
  - *Hills. County Veterinary Society, Inc.*
  - *HCC (STEM grant match)*
  - *Lynn v. Calhoun*
  - *USF Foundation, Inc.*
  - *Parchment, Inc.*
  - *Ellucian*
  - *Escot Bus Lines*
  - *Hepner Architects, Inc.*
  - *Plant City Rotary Club*
  - *Hillsborough County Sherrifs Office*
  - *Karen A. Linsky*

## 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 Last week, the Tampa City Council recognized **HCC's 50<sup>th</sup> anniversary**. Dr. Atwater was in attendance and acknowledged the recognition from the City Council meeting.
- 1.07.02 **Dr. Barry Hubbard**, Interim Dean of Associate in Science Programs at the Dale Mabry Campus, was appointed to the **Westshore Alliance Board of Directors** for the coming year. The Alliance's mission is to promote, shape future growth and foster economic prosperity of the Westshore District.

- 1.07.03 **Dr. Stephen Lambert**, HCC's QEP Director, will present "Implementing and Measuring *Start2Finish*, a College-Wide Retention Initiative" at the Council for the Study of Community Colleges Annual Conference in San, Diego, CA.
- 1.07.04 **Shawn (Shahriar) Zamani**, HCC Honors Alumnus, was recently selected as a recipient of a **Gates Cambridge Scholarship**. Established by Bill and Melinda Gates in October 2000, scholarships are awarded to outstanding applicants from countries outside the United Kingdom, to pursue a full-time post-graduate degree in any subject available at the University of Cambridge. Selection criteria includes: outstanding intellectual ability, leadership potential, a commitment to improving the lives of others, and a good fit between the applicant's qualifications and aspirations and the postgraduate program at Cambridge for which they are applying.
- 1.07.05 **Dustin Lemke**, Dale Mabry Campus Dean, was appointed by the **Hillsborough Area Regional Transit (HART) board** to the Independent Oversight Committee. The purpose of this committee is to ensure that the Transportation Surtax is successfully implemented and to provide independent oversight of the distribution and expenditure of this tax. This appointment is for a three year term.
- 1.07.06 **Dr. Craig Hardesty**, SouthShore Campus Department Chair for the Associate in Science Programs, was elected **Chair of the Firehouse Cultural Center Board of Directors** for 2019.
- 1.07.07 The Dale Mabry Dental Clinic is now serving veterans. We were asked by the VA if the dental clinic would be able to accommodate taking care of some of their patients. By joining forces, the VA is able to get their patients taken care of in a timelier manner. The VA is also paying standard community rates which has the potential to allow the clinic to break even. We are currently able to take as many veterans as they can send us.
- 1.07.08 Each year, Phi Theta Kappa (PTK) recognizes outstanding students in the Florida College System based on academic achievement, leadership and service to the community by naming them to the **All-Florida Academic Team**. Students are nominated by their respective colleges to the All-USA Academic Team competition sponsored by the PTK Honor Society. PTK also distinguishes the top 30 students of each class by selecting them to the All-Florida First Team based on rating in competition throughout the state.

The Academic team will be honored in April at an event hosted by the Florida College System, in conjunction with the PTK Florida Region.

HCC will be represented by the following students:

- *Rashel Aguilar*
- *Sai Chappidi*
- *Alanah Cooper*
- *Diana Hernandez-Caballero*

- Victoria Ilesanmi
- Ashley Levy
- Gitte Ost
- Christina Sylvestre
- Jasmine Wilson
- Ocean Levine
- Rona Nuestro
- Levi Scheller
- Jose Valencia

1.07.09 **Dr. Ken Atwater** was selected as the recipient of the ***Diverse Champions Award***. This award is given to individuals who have made similarly extraordinary contributions to the world of higher education.

The *Diverse Champions Award* recognizes higher education leaders who have shown unwavering commitment to equal opportunity and access for all, particularly at the community college level.

The award was created by *Diverse: Issues In Higher Education* in 2012 upon the retirement of the inaugural *Diverse Champions Award* winner, Dr. John E. Roueche, as director of the Community College Leadership Program (CCLP) at the University of Texas at Austin. Of the more than 500 CCLP graduates produced during his 40-plus year tenure at CCLP, more than 60 percent are women and people of color.

1.07.10 **Dr. Atwater** was asked to serve on the American Association of Community College’s **Task Force on Community College Apprenticeships**. The task force will work to assist in the launch of the Department of Labor’s Expanding Community College Apprenticeships (ECCA) initiative. It will identify, validate, and promote highly successful apprenticeship models and work-based learning programs that can be rapidly ramped up into full apprenticeship programs across multiple sectors and regions which already exist in the community college sector. The task force may be asked to serve as incubators for testing models, programs, and metrics. This appointment is for a three year term.

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

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.

Mrs. Viamontes then asked to remove agenda item 6.01 from the consent agenda.

Mr. Reid amended his motion to approve the consent items and remove agenda item 6.01 from consent, 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 minutes** for the January 23, 2019 Board Workshop and Board Meeting.

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.

- 1.10 The President recommended **approval of one (1) modified Administrative Rule, 6HX-10-4.02, Full-time Faculty Members.**

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**

- 4.01 Ms. Sally Bartlett, Adjunct English Instructor, thanked Dr. Atwater and the Board for meeting with the adjunct representatives this month and stated that they are looking forward to negotiating in the fall.

## **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 Brig.Gen. Diehl. 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 Brig.Gen. Diehl. 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 Brig.Gen. Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

5.04 The President recommends **award of contract to Humana Inc. of Tampa, FL** for a three (3) year period beginning July 1, 2019 through June 30, 2022, to provide administration for self-insured medical benefits and an integrated prescription plan.

The fixed cost for the **administrative services will be \$44.94/employee/month (PEPM)** or approximately \$530,112 annually for three (3) years, with a three percent (3%) rate cap in Years 4 and 5.

The cost for **the reinsurance will be \$76.64 PPEM or approximately \$904,045** for Year 1, and adjusted annually based on claim history.

The total annual fixed cost of administrative services and the cost of reinsurance for FY 2019-2020 will be approximately **\$1,434,157, based on 983 enrolled.**

Dr. Atwater advised the College pays 89% of the healthcare cost for employees. The national average companies pay is 80%.

Mrs. Viamontes asked if there was a clause in the contract that protects the College from losing providers, especially area hospitals. Amy Lerom, Vice President at Brown & Brown, Inc., advised no.

Mrs. Shah asked about medications that are also dropped from coverage. Ms. Lerom advised the College can make an exception if it's in the best interest of the College. Ms. Smuder advised when they come to us, we try to find them an alternative medication. Sometimes the employee needs to prove they have tried different medications first.

Mrs. Shah asked why we didn't pick the highest scoring bidder for health insurance. Ms. Smuder advised that once negotiations started, Humana came back with a better plan and the cost difference was nominal. Mrs. Shah asked if we asked Cigna to negotiate. Ms. Smuder advised Cigna was asked for certain concessions and their best offer. Ms. Smuder added that Humana does provide a wellness incentive, the Go365 program, and an on-site representative.

Mrs. Viamontes asked if there was any more room for negotiation. Ms. Smuder stated that she did not think so.

Mrs. Viamontes made a motion of approval, provided that there are protections in the contract for providers that, during those three years, the providers cannot be changed; the motion was seconded by Brig.Gen. Diehl.

Mrs. Shah stated that Mrs. Viamontes motion asked for a contingency that was not previously negotiated. She stated that further negotiations were warranted with Humana and Cigna. B&B advised Humana would not amend a contract to keep a hospital in network just for HCC.

After due discussion and consideration, Mrs. Viamontes withdrew her motion.

Mrs. Shah made a motion that the College return to negotiation with Humana and Cigna for a better proposal, and if the College can get any provider protections for individual hospitals, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

Brig.Gen. Diehl stated that we would not be up against a deadline if negotiations were started three to four months earlier. Dr. Atwater advised they would look and try to change the calendar.

- 5.05 The President recommended approval of the **Memorandum of Understanding between SEIU** for staff and the College, with an implementation date for the wage reopener effective January 3, 2019.

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.

## **6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES**

- 6.01 The President recommended approval of the **new courses, course modifications, course deletions, new program, and program modifications** to be effective Fall 2019, unless otherwise noted.

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.

- 6.02 The President recommended **approval of the new course fees** to be effective fall 2019, unless otherwise noted.

Mrs. Viamontes stated that every time there is a fee increase, the reasons for the increase are repetitive and not detailed enough. Dr. Brian Mann, Director of A.S. Programs, advised that when it goes before academic affairs, we have every single item that increased in cost; these are just consumables and do not generate a profit.

Dr. Atwater added they would provide a summary of fee changes along with the details. He reminded the Board that fees are only brought before the Board in February and September. Brig.Gen. Diehl asked if state colleges do this. Dr. Mann advised yes. Brig.Gen. asked why consumables can't be included in the cost of the course. Dr. Atwater stated that the College has been in a tuition freeze for eight years now and the only way to cover the increased cost of consumables is through fees.

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 **2019-2020 Calendar**.

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**

## **8.0 FINANCIAL SERVICES**

- 8.01 The President recommended approval of the **January 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.

- 8.02 Informational Item Only – Quarterly Purchases

## **9.0 ADMINISTRATIVE REPORT**

- 9.01 Dr. Atwater recommended that the College not move forward with the sale of the Dr. Gwendolyn W. Stephenson District Administration Center Site to Tampa General Hospital at this time.

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.

- 9.02 Dr. Atwater recommended approval of Hillsborough County's offer to purchase English Creek for \$550,000, so that the County and College can move forward with further due diligence and a contract.

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.

- 9.03 Dr. Atwater recommended the College begin discussions with the Florida Department of Law Enforcement to donate or lease for a nominal fee, 0.258 acres of land at the Dale Mabry Campus to be used for additional parking.

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. Mr. Reid abstained.

## FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Reid, Randall		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Hillsborough Community College	
MAILING ADDRESS 39 Columbia Drive		NAME OF STATE AGENCY	
CITY Tampa	COUNTY Hillsborough	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	
DATE ON WHICH VOTE OCCURRED February 27, 2019			

### WHO MUST FILE FORM 8A

This form is for use by any person serving at the State level of government on an appointed or elected board, council, commission, authority, committee, or as a member of the Legislature. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

### INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

#### ELECTED OFFICERS:

As a person holding elective state office, you may not vote on a matter that you know would inure to your special private gain or loss. However, you may vote on other matters, including measures that would inure to the special private gain or loss of a principal by whom you are retained (including the parent or subsidiary or sibling organization of a principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. If you vote on such a measure or if you abstain from voting on a measure that would affect you, you must make every reasonable effort to disclose the nature of your interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for you to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

A member of the Legislature may satisfy the disclosure requirements of this section by filing a disclosure form created pursuant to the rules of the member's respective house if the member discloses the information required by this subsection, or by use of Form 8A.

#### APPOINTED OFFICERS:

As a person holding appointive state office, you are subject to the abstention and disclosure requirements stated above for Elected Officers. You also must disclose the nature of the conflict before voting or before making any attempt to influence the decision by oral or written communication, whether made by you or at your direction.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

#### IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.
- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

#### IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION OR VOTE AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF STATE OFFICER'S INTEREST**

I, Randall Reid, hereby disclose that on February 27, 20 19 :

(a) A measure came or will come before my agency which (check one or more)

inured to my special private gain or loss;

inured to the special gain or loss of my business associate, \_\_\_\_\_ ;

inured to the special gain or loss of my relative, \_\_\_\_\_ ;

inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or

inured to the special gain or loss of \_\_\_\_\_, which is the parent, subsidiary, or sibling organization of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The measure involved an organization, the Florida Department of Law Enforcement, which recently hired the company I work for to renovate their facility.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

March 6, 2019 \_\_\_\_\_  
Date Filed Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

CE Form 8A - Effective 11/2013 Page 2  
Adopted by reference in Rule 34-7.010(1)(e), F.A.C.

9.04 Dr. Atwater recommended approval to move forward with discussions so further due diligence can be completed and a lease negotiated with the New York Yankees administration to build a data center on 0.9 acres of the Dale Mabry Campus.

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.

## 10.0 LEGAL REPORT

## **11.0 HEARING OF BOARD MEMBERS**

11.01 Brig.Gen. Chip Diehl asked if HCC could find out about the vehicle maintenance course recently announced by Miami Dade College. Dr. Ginger Clark, Ybor City Campus President, advised that the vehicle maintenance course was offered three years ago but the interest wasn't there. Dr. Atwater advised we would follow up.

Brig.Gen. Chip Diehl also asked about the legislative session that begins next week. Dr. Atwater advised that both he and Eric Johnson, Director of Government Relations, have been to Tallahassee and met with all key delegates including the senate president, spoke to all the appropriation chairs, and have provided them with our priorities.

11.02 Mrs. Viamontes asked about the performance funding quarterly report. Dr. Atwater advised we would provide a quarterly report in March. Mrs. Viamontes also asked about the Board evaluations. Dr. Atwater advised Dr. Paul Nagy is working on two evaluation tools, the Board evaluation and President's evaluation to include performance funding, and will provide models in the spring.

11.03 Mrs. Shah stated that she was pleased to see the email on the textbook program. She asked if we could test the waters on tuition increases to adjust the ever-increasing costs.

## **12.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 5:44 p.m.