

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, DECEMBER 4, 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

1.04.01 Mrs. Viamontes asked that we remember Ryan Holcombe and keep his family in our thoughts and prayers. Ryan was an Honors Institute student attending the Dale Mabry Campus and recently passed away.

The following Trustees were in attendance:

- Mrs. Betty Viamontes
- Mrs. Dipa Shah
- Mr. Randall Reid
- Brig.Gen. Chip Diehl
- 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 August which included:

- \$109K in Total Revenue;
- \$131K Net Gain on Investments; and
- \$12.6M in Ending Net Assets.

1.06.02 The Foundation awarded 209 scholarships totaling \$148K for the spring term.

1.06.03 The Foundation awarded 140 FUSE scholarships totaling \$770K.

1.06.04 The September and October major gift reports was sent to the Board separately and included donations totaling \$712,627. Donors included:

- Drs. Kiran & Pallavi Patel 2017 Foundation for Global Understanding
- UA Local 123 & MCA Central Florida Charitable Foundation
- Brown & Brown Insurance – Pinellas Division
- Suncoast Credit Union Foundation
- Tampa United Volleyball Academy
- Lightning Foundation, Inc.
- Miller Electric
- The USAA Foundation, A Charitable Trust
- Children’s Board of Hillsborough County
- Community Foundation of Tampa Bay, Inc.
- Gilbane Building Company
- ASI Landscape Management
- Baston-Cook Company
- Biltmore Construction Company, Inc.
- FleischmanGarcia
- Port Tampa Bay
- Todd K. Osgood
- VoltAir Consulting Engineers, Inc.
- Wilder Architecture, Inc.
- The Moses White Foundation
- Tri-City Electrical Contractors, Inc.
- NACCE, Inc.
- Barbara Steck
- Rivero Gordimer & Company PA
- Weismiller Donor Advised Fund
- Laxer Family Foundation, Inc.
- GTE Financial
- University of South Florida
- Tampa General Hospital
- Barbara Smith-Palinkas
- United Civic Organization, Inc.
- Nielsen Foundation
- Rocha Controls
- Reno Building Company
- BayCare Health System
- CapTrust Financial Advisors
- Patcraft
- Tampa International Airport
- Edamerica
- Wilder Architecture, Inc.
- The Moses White Foundation
- Hepner Architects, Inc.
- Edunav, Inc.
- James F. Perry
- Robert A. Yanez

1.06.05 Dr. Atwater thanked Mr. Shear and his office for leading the way in fundraising for the President’s Showcase.

1.07 Faculty, Staff and Student Recognitions

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

1.07.01 **Ryan Ortega**, SouthShore student, had a scholarly article accepted for publication. The article entitled “An Alternative Proof of the Integral of a Logarithm” was accepted for publication in *The Mathematical Gazette*, a British journal for mathematics and mathematics education. Mr. Ortega is an exceptional student who has already received a M.S. in Public Health from USF and is returning to school to gain pre-requisite credits to pursue a Ph.D. in computer science.

1.07.02 **Eric Johnson**, Director of Government and Community Relations, was appointed to serve as a member of the Hillsborough County Charter Review Board by Commissioner Stacy White. The Charter Review Board is empowered to study County government and propose amendments to the County’s home rule.

- 1.07.03 **Helen Dobbins**, District Accounting Technician, won The Miniature Artists of America Award of Excellence for the 45th Annual International Miniature Art Show. The show begins on January 19, 2020 at the Dunedin Fine Arts Center.
- 1.07.04 Intelligent.com has named the HCC **Psychology Program** among the Leading Associate in Psychology Degree Programs for 2020. Intelligent.com is a trusted resource for online degree rankings and higher education planning. The 2020 rankings are calculated through a scoring system which includes student engagement, potential return on investment and third party evaluations.
- 1.07.05 Volleyball coach Gary Larkin and assistant coaches Monica Ewalt and Danielle Priest, wrapped up the season at the NJCAA National Tournament with a 32-10 season record. **The Lady Hawks** were ranked sixth in the country in Division 1 rankings from the National Junior College Athletic Association (NJCAA).
- The team was recognized with the NJCAA 2019 Sportsmanship Award and freshman outside hitter Isabel Martin was selected to be on the Division 1 Volleyball All-Tournament Team 2019.
- In October, the team was named the 2019 Suncoast Conference Champions, the sixth championship in HCC history. **Coach Larkin** was named the Suncoast Conference 2019 Coach of the Year.
- 1.07.06 **Dawn Herd-Clark**, Ybor City Campus History Professor, recently co-authored a journal article titled, "No One Was on Their Own: Sociability among Rural African American Women in Middle Georgia during the Interwar Years." It appears in the journal, *Agricultural History*.
- 1.07.07 **Lee Lowry**, Director of Development, was selected for the Board of Directors for the Florida Council for Resource Development (FCRD). FCRD supports and equips advancement professionals so they can be successful in fundraising and philanthropic resource development across the Florida College System.
- 1.08 The Chairman recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "**Consent**".
- 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.
- 1.09 The President recommended approval of the **September 25, 2019 Board Meeting minutes**.
- Mrs. Shah made a motion of approval as amended, 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 to advertise the inclusion of one (1) new administrative rule, 6HX-10-1.08 Board of Trustees, Self-Assessment.

Dr. Atwater stated they are developing the procedure and form now and will bring these to the Board at the retreat for discussion and changes. Mrs. Shah asked for a copy of the form at least a week before the retreat. Dr. Atwater stated that the Board would receive information on the retreat well in advance.

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.

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.

- 5.02 The President recommended approval of **part-time faculty and staff employment** recommendations for Term 19/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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.

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

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.

- 5.04 The President recommended approval of revisions to page 12 of the 2019-2020 Salary Schedule, increasing the Grade 1 minimum hourly rate from \$8.46 to \$8.56 effective January 1, 2020, in accordance with Florida law.

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 the **course deletion, course modifications, program modifications** and **program moratoriums** to be effective fall 2020 unless otherwise noted.

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.

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended acknowledgement of receipt of the Hillsborough Community College Foundation (HCCF) annual IRS Form 990 for Fiscal Year 2018-2019, and recommends 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. 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.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of **Amendment No. 1** to the contract with **Williams Company** establishing a Guaranteed Maximum Price in the amount of \$1,097,430, for the exterior elevated walkway and soffit repairs at the Dale Mabry Campus.

Mrs. Shah asked if this would impact the construction of the parking lot. Ben Marshall, Director of Facilities Management, advised no.

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 entering into a contract with **Quorum Services LLC** of Tampa, to provide **Construction Plan Review and Building Code Inspection Services** for renovation, remodeling and new construction projects, College-wide, for an initial term of one (1) year with the option to renew for four (4) additional years, one (1) year at a time, at an estimated amount of \$60,000 for the first year and subject to the number and scope of projects thereafter.

Mrs. Viamontes stated that while the meeting is proceeding quickly, the Trustees have one-on-one discussions prior to the Board meeting and a lot of questions are answered at that time.

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.

- 8.03 The President recommended entering into a contract with **ESCOT Bus Lines, LLC** of Largo to provide **charter bus services** for the College's athletic teams for a three (3) year period with four (4) optional one (1) year renewal periods at an estimated amount of \$146,165 for the first year, subject to the final game schedules.

Mrs. Viamontes requested that when contracts are reviewed in committee, someone from outside the considering department serve on the committee and that committees have no less than five (5) people reviewing the contract.

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.

- 8.04 The President recommended approval of the new **Parking Agreement** with the **Tampa Sports Authority (TSA)** for a one (1) year term beginning February 1, 2020 and ending January 31, 2021, with no other changes to the terms of our current agreement including the fee schedule.

Brig.Gen. Diehl asked about the number of employees TSA is parking on HCC's parking lot. Dr. Martha Kaye Koehler, General Counsel, advised 1,000 spaces are set aside for TSA employees and that those spaces are located on the back side of the Dale Mabry Campus and not used by the general public. Brig.Gen. Diehl stated that the agreement could have been better and easier. He added that TSA should have contributed to the construction costs.

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.

- 8.05 The President recommended approval of the **Lease Agreement** with the **New York Yankees Partnership** for one (1) acre of land at the Dale Mabry Campus to construct and operate an information technology facility and storage area, for a term of thirty (30) years with one (1) five-year option to renew, for an annual rental payment of \$25,000; an annual donation of \$10,000 to the HCC Foundation for the Black, Brown and College Bound conference; and an annual donation of \$15,000 for the student worker program.

Mrs. Viamontes stated that she previously inquired about the market value of the lease and that the College is getting a very good deal. She congratulated the College on getting this agreement done.

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.

8.06 The President recommended approval of the **August 2019 Financial Statements**.

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.

8.07 The President recommended approval of the **September 2019 Financial Statements**.

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.

8.08 Informational Item Only – Mrs. Kim McMillon, Controller, presented the **Budget Development Calendar** for the 2020-2021 Fiscal Year.

Mrs. Viamontes stated that a request was made last year that the budget discussion be an executive level presentation, very confined and to the point. While all of that work is necessary to arrive at those numbers but when it comes to the Board, it should be streamlined.

9.0 ADMINISTRATIVE REPORT

9.01 Dr. Atwater advised there would be no Administrative Report.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 President's Evaluation – Mrs. Shah advised that she and Dr. Atwater met in October to discuss his evaluation; they discussed the evaluations in great detail and what the Board's expectations are for the coming year. She stated that the overall evaluation was positive and that they are looking for another great year.

11.02 Mr. Stubbs congratulated the faculty and staff for their achievements. He stated that he was extra proud of the volleyball team. He said the lease agreement with the New York Yankees is excellent and will prove to be beneficial to the College and the students.

11.03 Brig.Gen. Diehl wished everyone Happy Holidays.

11.04 Mrs. Shah thanked Dr. Jennifer China, SouthShore Campus President, and the students for her wonderful gifts. She added that she is looking forward to the President's Showcase on December 5 and is excited to see that the College surpassed its fundraising goal. She wished everyone a Happy Holiday season and hoped that everyone's Thanksgiving was wonderful.

11.05 Mr. Reid also wished everyone Happy Holidays.

11.06 Mrs. Viamontes reiterated her recommendation that any contracts brought before the Board for approval, that the committee that reviews the contracts has no less than five people and with at least one person from outside of the department.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:33 p.m.