

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, APRIL 22, 2020 – 4:00 P.M.
VIA CONFERENCE CALL
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.01.01 This meeting was held by conference call due to the COVID-19 virus. The Board secretary shared all public comments submitted to the Board prior to the meeting and are preserved herein. The public was reminded that questions or comments could be submitted to the trustees email address at any time during the meeting.

1.02 Invocation

1.02.01 Mrs. Viamontes asked that we keep the HCC community in our thoughts and prayers during this pandemic.

1.02.02 Mrs. Viamontes asked that we remember students Ingrid Robles, Timothy Suchock, and Melena Archer. Ingrid was in HCC's EAP program studying business management at the Dale Mabry Campus; Timothy had just enrolled at HCC and moved into Hawks Landing; and Melena was studying psychology at the Ybor City Campus. She also asked that we remember Ms. Eve Perry, Assistant Professor of Computer Science at the Dale Mabry Campus. Eve was with the College for 32 years. All recently passed away.

1.03 Pledge of Allegiance

1.03.01 As this was a conference call, the Pledge of Allegiance could not be made.

1.04 Roll Call

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 The Foundation Report was sent to the Board under separate cover. A summary of activities and donations received in February and March was provided which included:

- \$2.22M YTD in Donations;
- \$3.7M YTD in Total Revenues;
- \$1.06M YTD in Losses on Investments due to stock market fluctuation; and
- \$12.39M in Ending Net Assets.

1.06.02 The Foundation was instrumental in increasing corporate support of Black Brown and College Bound by 18%.

1.06.03 The internal campaign, which raised \$66,593, was a tremendous success and saw a 19% increase in donations.

1.06.04 The March major gift reports were sent to the Board separately and included donations totaling \$590,318. Donors included:

- *ALS Education, Inc.*
- *Amgen*
- *Associated Builders and Contractors, Inc.*
- *Associated of American Medical Colleges*
- *Big Brothers Big Sisters of Tampa Bay, Inc.*
- *Brown & Brown Insurance of Florida, Inc. – Pinellas Division*
- *Children’s Board of Hillsborough County*
- *Community Foundation of Tampa Bay, Inc.*
- *Cross Construction Services, Inc.*
- *Custom Cable*
- *Fifth Third Bank*
- *First Lego League*
- *Fleishman Garcia*
- *Florida Science Olympiad, Inc.*
- *Florida Veterinary Medical Assoc. Foundation*
- *Gilbane Building Company*
- *Helios Education Foundation*
- *Hepner Architects, Inc.*
- *Highland Student Housing Holdings*
- *Hillsborough County Board of County Commissioners*
- *Hillsborough County Public Schools – GEAR UP*
- *Hillsborough Education Foundation, Inc.*
- *Lightning Foundation, Inc.*
- *Long & Assoc. Architects/Engineers, Inc.*
- *Martin Port*
- *Memorial Hospital of Tampa*
- *Mosaic Fertilizer, LLC*
- *New York Yankees Partnership*
- *Nielsen*
- *Raynor Company Group*
- *Richard Shannon*

- *Rio Salado College: Maricopa Community College*
- *Sheri Thompson*
- *Skanska USA Building Inc.*
- *Sonya A. Golden*
- *Tampa Bay Trane*
- *Tampa United Volley Women's Club*
- *Tegba O. Hunter*
- *The Hope Fund for Children SouthShore, Inc.*
- *USF Foundation, Inc.*
- *Visit Tampa Bay*
- *VoltAir Consulting Engineers, Inc.*
- *Williams Company*

1.07 Faculty, Staff and Student Recognitions

Dr. Atwater advised that recognitions would be done at a later date.

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 **February 26, 2020 Board Workshop and Board Meeting minutes** and the **March 13, 2020 Board Retreat**.

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

4.01 Chuck Hahn, Adjunct Faculty at the Plant City Campus, submitted the following statement: *"I want my students to be able to complete lab skills via Canvas and allow them to gain patient clinical hours with their respective fire department or health care agencies. I understand that other paramedic classes cannot allow this to happen. However, my class has the ability to complete this task. This will aid in them [being able] to complete on time without disruption."*

Dr. Atwater advised that a response was sent to Mr. Hahn on April 17, 2020.

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 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. 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 **new courses, course modifications, course terminations, new programs, 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.

- 6.02 The President recommended approval of the **new course fees** and a **course fee modification** to be effective fall 2020, unless otherwise noted.

Brig.Gen. Diehl asked how much of the CARES Act is being used for Distance Learning. Dr. Atwater advised that as of yet, the College has not received any funds for the CARES Act. The College is expected to receive \$16M but the rules and guidelines have not yet been established and are awaiting clarification.

Mrs. Viamontes asked when the fees would be effective. Rich Senker, Vice President of Academic Affairs, advised the fees would be effective Fall 2020. Mrs. Viamontes asked that funds are tracked appropriately.

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

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the **Financial Statements Audit Report No. 2020-104** for the Fiscal Year Ended June 30, 2019.

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. 2.**

Brig.Gen. Diehl asked if he could have a copy of the salary, steps and ranges as well as information on the three (3) phases and how they work. Dr. Atwater advised yes. *[Requested information was sent to the Board via email on April 23, 2020].*

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 approval of **the Tuition Installment Payment Plan** for students utilizing the Nelnet payment program for summer 2020 term and approval of the **designation of the HCC Foundation as the guarantor** for the plan through the use of the Hawks Landing residual account.

Mrs. Shah asked if had been reviewed and if it was okay for the Foundation to be the Guarantor on this. Martha Kaye Koehler, General Counsel, advised yes. She added there is a regulation with the Department of Education that allows community colleges to do this; if the college is a non-profit and uses a business such as Nelnet, it is permissible.

Brig.Gen. Diehl asked if we are tracking each and every cost related to COVID-19. Dr. Atwater advised yes.

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 **January 2020 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.

- 8.05 The President recommended approval of the **February 2020 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.

9.0 ADMINISTRATIVE REPORT

9.01 Eric Johnson presented the College's Legislative Update. Highlights included the following:

- \$1.2M [estimated] in base funding **increase**;
- \$1M [estimated] in performance-based incentives;
- \$30K [estimated] for Dual Enrollment instruction materials;
- \$1M [estimated] Student Success Incentive Fund;
- \$400K [estimated] for Work Florida Incentive Fund;
- \$2M in Operational Support; This was the **highest dollar amount received** in both the University and College System;
- \$2.26M maintained for Regional Transportation Training Center; However, this includes a reduction of \$237K; and
- \$300K in additional funding for Day of Service.

Brig.Gen. Diehl thanked Mr. Johnson and the group at Southern Strategies. He asked that we be prepared to discuss the College's fund balance in the next Board workshop. He also added that, given the state's budgetary impact of COVID-19, the College needs to be prepared to "stand its ground" on those discussions.

Mrs. Shah stated that she has been concerned about the College's fund balance for some time now and understood that those funds were being set aside for retirement. Mrs. Viamontes stated that we should discuss this further at the budget workshop.

Mrs. Shah asked if it was only HCC or were there other colleges whose fund balance was impacted. Dr. Atwater advised that HCC was one of only five colleges impacted by this. Mr. Johnson advised that the other colleges affected were St. John's River, Daytona State College, College of Central Florida and Broward College. Mr. Erdman advised that he believes that HCC's fund balance maximum will be approximately 7% and that this will be the first year the College has a maximum set amount.

9.02 Mr. Senker thanked the faculty and staff for showing resilience during the COVID-19 crisis. Approximately 2,400 sections of face-to-face courses were converted to online courses which impacted 330 full-time faculty and 690 adjuncts, many of whom have never taught online before.

He also thanked the Information Technology department for getting his team prepared to teach online. Dr. Atwater added that it was a tremendous effort to make so many online courses a reality in such a short time. Mrs. Viamontes stated that expansion of HCC's online course offerings has been a top priority for the past year and thanked everyone involved in this transition.

- 9.03 Brig.Gen. Diehl asked for the "lessons learned and what the challenges were [top four]" from the transition to online courses so that if this happens again, the College is prepared. Dr. Atwater stated that almost all faculty are now trained to deliver courses online. Dr. Atwater suggested that we wait until the College reopens to provide the information requested so there is a more complete picture. Mrs. Shah recommended that this information be provided in June.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 Brig.Gen. Diehl again thanked Mr. Johnson and Southern Strategies for the legislative success. He congratulated Mr. Stubbs on his upcoming graduation.

He added that, as the College transitions back to normal, that the Board members stay available to each other. He asked that we stay on top of what the College's responsibilities would be when the College reopens and the costs associated with it. Mrs. Shah stated that "best practices" can be sent to the Board in a memo. Dr. Atwater advised that the College is already planning for reopening and will keep the Board updated.

Dr. Atwater added that he was selected as co-chair for the County and Mayor's reopening taskforce.

- 11.02 Mrs. Shah thanked everyone for being so flexible and for making life continue for students in whatever capacity they can.
- 11.03 Mr. Stubbs thanked the Foundation and Mr. Johnson for their hard work. Additionally, he thanked the professors for being able to smoothly transition to online courses.
- 11.04 Mrs. Viamontes congratulated Mr. Stubbs on his upcoming graduation. She also thanked Mr. Johnson for the hard work on securing funds for HCC. Additionally, she thanked the staff for the quick transition to an online environment.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:07 p.m.