

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
SPECIAL BOARD MEETING
FRIDAY, JUNE 5, 2020 – 10:00 A.M.
VIA MICROSOFT TEAMS
MINUTES**

1. Call to Order *[10:25 A.M.]*

1.1.01 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.

2. Invocation

3. Pledge of Allegiance – As this meeting was conducted via Microsoft Teams, the Pledge of Allegiance could not be made.

4. Roll Call

The following Trustees were in attendance:

- Mrs. Betty Viamontes
- Mrs. Dipa Shah
- Mr. Randall Reid
- Brig.Gen. Chip Diehl *[joined the call at 10:56 A.M.]*
- Mr. Rashad Stubbs

Welcome to Guests and Staff Members

5. Discussion

This meeting was called to order to discuss moving forward with the relocation of the District Administrative Offices. Dr. Atwater advised that Mr. Reid was working as an HCC's liaison and will lead the owner's representative discussion. Mr. Al Erdman, Vice President for Administration and CFO, will present locations and a timetable.

Owner's Representative –

Mr. Reid advised that a lot of discussion has taken place regarding the hiring of an outside owner's representative to drive the process; This is important, as the project if by the design/build delivery method, is where you hire one firm and one team at one time. This is a quicker option, as there is a reasonable but finite

timeline. Due to the cost of construction management, design-build appears to be the cheaper method and involves hiring an outside group to sit with us and help with the programming of the building. When the architect is selected, we also save funds on their fee. This is substantially less than what a construction management firm would charge. We would then hand the architect the program and can continue with normal procurement, hiring a contractor, etc. Dr. Atwater advised that the employee representative firm has agreed to provide just the programming.

Mrs. Shah stated that it looks like the only thing currently being considered is moving the entire administration center to a newly constructed building at the Dale Mabry Campus. Mrs. Shah said she would like, in parallel, for the College to look at the market in Hillsborough County to see if there is a building that might be available for purchase which may expedite the process. She added that there may be an opportunity to purchase an existing building at a very low price. She asked that the College consider taking the administrative functions and diversify them across campuses and consider using proceeds from the sale for much needed deferred maintenance; she added that it would be nice to have everything in one place but there may be other options.

Mr. Reid stated that as long as that effort doesn't slow down the process, he would support Mike Griffin of Savills checking the market, as long as the College starts down the other path in the interim. He added that if HCC commits \$32K but later finds the perfect building, it will have saved far more than \$32K and that he is fine with exploring other options. Mr. Reid stated that part of the programming effort could be to build a building that housed 50 people as example but that they need to know who needs to be in this building. Mr. Reid added that he envisioned a new building that is healthy, resilient and sustainable. Mrs. Viamontes agreed and added that the College needs to look at the new space and various functions within the building to determine if the new building could have a bigger impact in the community via dual-use to help the future growth of education efforts.

Dr. Atwater reminded the Board that approximately eight (8) years ago, HCC purchased the Collaboration Studio and a lot of service functions were offloaded at that time. HCC will continue to look at the core services being provided in the administrative building. Dr. Atwater asked if Mr. Griffin previously provided information on available buildings and price ranges. Mrs. Koehler, General Counsel, advised yes. Dr. Atwater asked Mrs. Shah if she still wanted to have the College look for other buildings. Mrs. Shah advised yes, as circumstances have changed dramatically in the past several months and would also like to make sure that the building search isn't just limited to the downtown area but a wider geographic area. Mrs. Viamontes asked if a motion was needed. Mr. Caraway, Legal Counsel, advised no.

Site Options –

Mr. Erdman presented three (3) possible site options at the Dale Mabry Campus. Dr. Atwater advised the Dale Mabry Campus is the most heavily trafficked

campus and that we want to make sure that the new building doesn't interfere with the instructional delivery or impact parking at the Campus. Option 2 is currently part of the Master Plan. Options 1 and 3 require modification to the Master Plan and would require state approval. The preferred option, Option 3, would be to build on the outskirts of the Campus. Mrs. Shah advised she liked Option 3 because it does not interfere with the functions of the Campus. Mrs. Viamontes, Mr. Reid and Mr. Stubbs agreed. Dr. Atwater agreed that the Campus is very busy and future growth opportunities could be impacted if we try to situate a new building in the core of the campus.

Brig.Gen. Diehl asked what the vision of the Campus is for 2030 and is the College going to "let today drive tomorrow or let tomorrow drive today". He added that with the buildings that need to be updated and expanded, the College should place the administration building where it advantages tomorrow and not try to shoe-horn it in today. Brig.Gen. Diehl also stated that this is the cornerstone of HCC for the next 30-50 years and should be a grand building, intimately part of the whole campus and showcase HCC. This is the right campus and the campus of the future and the face of HCC from a single campus standpoint. He suggested a rooftop vista that looks out over the city and to "aim high".

Mr. Reid advised that with a need for only 30-40K square feet [approximately three floors], this building will not be tall or have a vista view. Mr. Ben Marshall, Facilities and Planning Manager, advised the building cannot exceed the height of Raymond James Stadium because of the airport. Mr. Reid added that the building cannot go over four (4) stories. He stated that the clock is ticking and the College doesn't have a lot of time to explore every option in Tampa. He added that HCC is weighing the pros and cons of doing other things with this money, such as paying off the balloon payment on the Allied Health Building, deferred maintenance, etc., and using it for other critical needs. Mr. Reid stated that with the new building being a functional administrative building, it should not be the focus of the Campus. Brig.Gen. Diehl recommended using the excess fund balance when possible. He added that he would like to see the vision for the campus and where this fits in. He stated that the community will invest with the College if we ask to raise funds to help, as would Tallahassee.

Mrs. Shah stated that she believes HCC can do that but to also take this opportunity to use the proceeds from the sale to help the campuses with deferred maintenance or student needs. Mrs. Viamontes agreed with Mrs. Shah and added that we do not want to overextend ourselves. Mrs. Shah stated that the College needs to be mindful of the other needs. Dr. Atwater reiterated that the preferred location is Option 3 and recommended Option 3 to move forward. Mr. Carraway asked if Mr. Reid needed direction. Mr. Reid advised no; that a decision is not needed yet.

Brig.Gen. Diehl asked to meet the owner's representative and would like to see the vision for Dale Mabry Campus for 2030. He stated that the building should be multi-purpose with the ability to expand. He added that he thinks the College can "do it all." Mr. Reid stated the entire reason for this is that Tallahassee would

never give the College the money to build a building and the College is already under contract and moving in 30 months, so it would not be possible to take building plans to Tallahassee. Mr. Reid added that the only chance to have input on what this building looks like is now. He added that the building needs to be functional and efficient and that the College can focus its grand vision elsewhere. Brig.Gen. Diehl stated that the College doesn't have anything to show Tallahassee. Mr. Reid stated that the budget is the funds received from the sale of the District Administrative Offices. He added that even if HCC had the perfect plan to show Tallahassee, they still would not fund the new building. Brig.Gen. Diehl stated that he understood the time constraints but felt rushing into construction was a mistake.

Mr. Reid stated that there may be an opportunity to take \$3M to the County and ask the County to provide HCC with the \$3M match promised, take that money and build a new building at SouthShore instead. Mrs. Shah stated that she thought that was a great idea.

Mr. Reid stated that the College has a \$4M balloon payment due on Allied Health in four (4) years, which can be paid with the proceeds from the sale, and eliminate the debt. Brig.Gen. Diehl asked if the College is looking to refinance the balloon payment since interest rates are low. Mr. Erdman advised that he did not know if the College could refinance because the loan is being paid with Capital Improvement Funds (CIF) with very specific rules and guidelines.

Mrs. Viamontes stated that there might be potential for naming opportunities. Dr. Atwater advised the district administration offices were named **The Dr. Gwendolyn W. Stephenson District Administration Center** in perpetuity and the name will move with the building.

Brig.Gen. Diehl asked again to meet the owner's representative. Dr. Atwater advised he would take care of it once they are under contract.

Tentative Timeline –

Mr. Erdman provided a brief overview of the estimated timeline from programming through completion. Mr. Reid asked Mr. Carraway if meetings regarding design charettes need to be noticed. Mr. Carraway advised if there are multiple Board members at the meeting, then yes, it needs to be noticed.

Mrs. Shah asked if the program approval isn't expected to be completed until September, would the Board be able to have input. She suggested the Board have a meeting every two (2) weeks so they can provide input on the direction.

Mr. Reid reminded Dr. Atwater that the College does not need to wait to start this project. Dr. Atwater stated the College would complete the search for an alternate property as quickly as possible. Dr. Atwater stated that he would work with Mr. Erdman on the square footage range for the consultant so they can find locations that will work for HCC.

Mr. Reid asked for an initial noticed meeting with the owner's representatives, Dr. Atwater, Mr. Erdman and Mr. Marshall and the Board, to have a similar discussion about what the Board has discussed to date and to discuss the pros and cons. Brig.Gen. Diehl asked again to see what the Dale Mabry Campus will look like in 2030. Brig.Gen. Diehl also asked that "friends of HCC" be given the opportunity to review what HCC is planning, including county commissioners, Mr. Patel, the Florida legislative delegation, etc.

Mr. Reid stated that the College will issue an RFQ for design/build tomorrow, regardless of whether this ends up being new construction or an existing building. He added that by September, there will need to be a final program in place and the direction should be established by that time. Mrs. Shah agreed. Dr. Atwater stated he would find a time for the Board to meet with the owner's representative and poll the Board on availability.

Dr. Atwater reminded the Board that the 2020-2021 FY budget is being developed but, as of this morning, the governor has not signed the state's budget. Mrs. Viamontes thanked Mr. Edman for streamlining the budget presentation for the Board.

Mrs. Shah also requested that the next Board meeting or workshop be held via Zoom. Mr. Reid added that he felt Zoom was a better meeting platform as well.

Brig.Gen. Diehl asked when students return to class. Dr. Atwater advised the College is working on a reopening plan with the main guidelines being safety and healthcare, academic integrity and delivery, and being open and accessible. He added that once it is completed, he will share it with the Board. Brig.Gen. Diehl stated that some colleges are discussing taking temperatures before students enter buildings, adding COVID-19 testing, and other ideas which can be costly and requested that HCC stay ahead of it.

6. Adjournment

There being no further business, the meeting adjourned at 12:00 P.M.