

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD WORKSHOP
TUESDAY, JUNE 23, 2020 – 9:00 A.M.
VIA MICROSOFT TEAMS
MINUTES**

The Board Workshop commenced at 9:00 a.m.

The following Trustees were in attendance:

Mrs. Betty Viamontes
Mr. Randall Reid
Mrs. Dipa Shah
Brig.Gen. Chip Diehl
Mr. Rashad Stubbs

Dr. Atwater advised that the purpose of the Board Workshop was to discuss the design process for the relocation of the District Administrative Offices to a new or existing location. Dr. Atwater introduced Pete Karamitsanis, Principal, at Invision Advisors.

Mr. Karamitsanis explained Invision's purpose which is to oversee projects during the design and construction phase. Invision will establish a program that outlines the occupant's space needs, security and privacy needs, functionality and technology. The program can then be given to the architect so that the design of the building can start in September. With a budget of \$19M for the total cost for the project, less soft costs for engineers, construction managers, Furniture, Fixtures and Equipment, about \$15M remains for the hard construction with a target of \$300 per square foot (SF) with a total gross square footage of 50,000.

Mrs. Viamontes asked what the current square footage is for the District Administrative Offices. Mr. Karamitsanis advised about 65,000 SF. He stated they are looking at a more efficient building with about 35,000 SF. Mrs. Viamontes asked Mr. Reid why the estimates are so different from previous discussions. Mr. Reid advised the numbers Mr. Karamitsanis provided do not include The Center for Corporate and Continuing Education (TCCE). Mr. Reid stated that the actual number of work stations, currently 156 people, plus 3-4 state auditors, is around \$13.5M which did not include staff assigned to TCCE.

Brig.Gen. Diehl said he preferred not to start with a discussion of the budget but whether or not the building was being built for today or for the year 2030. He asked how they plan to build for future expansion and if the College has asked the County for design money. He also added his concerns for calling it an administration building. Mr. Karamitsanis stated that the idea is to understand the needs and size of the building which is why it is paramount to establish the budget up front.

Mrs. Shah said the approach to the budget should be what is needed and if there are resources left after the project is completed, it can be spent elsewhere. Mr. Karamitsanis said the immediate need is for a building which has to be replaced and there are only 30 months to be out of the existing building which should be the baseline for the discussion.

Mrs. Viamontes asked if the College has assessed the unused capacity at the campuses now that many classes are available online. Dr. Atwater advised yes and that space needs to increase due to social distancing since a classroom with a capacity of 30 students will now only be able to accommodate 15 students. She asked if all available offices are being used. Dr. Atwater advised yes. Mrs. Viamontes asked about the other campuses and their available space. Dr. Atwater advised that the College is full, with the exception of the Plant City Campus.

Brig.Gen. Diehl asked again about the vision for 2030 and stated that administratively, the building needs to be built for the future as the College will continue to grow. Dr. Atwater stated that the College is trying to create more interactive sites and as those parameters are set, a model is being developed for interactive classrooms. He added that interactive classrooms are going to be a necessity in the next five to ten years. Dr. Atwater reminded the Board that approximately \$3M was saved during the construction of the Allied Health Building.

Mr. Reid stated that the worst thing the Board could do is go through the entire process and have a building that is too small for what needs to be go in it. He added that he expects the student/administrator ratio to grow over time but the trend is towards not having every employee sitting in an office for eight hours a day. Mr. Reid stated that the College should approach this with no possibility that they underestimated the workspace needs. Mr. Reid asked about the difference between usable space and gross space. Mr. Karamitsanis advised the numbers used are according to state educational guidelines.

Brig.Gen. asked where Information Technology (OIT) was currently located and if it should be consolidated in the new building and what the requirements would be. Dr. Atwater advised OIT is currently located in the Collaboration Studio, which was purchased by the College ten years ago and it is very efficient.

Mr. Reid advised that either we put in exactly what we need and have money leftover or decide that there are certain functions that should be put in this building and get more for our dollar. He added that he believes the state guidelines are not realistic.

Mrs. Viamontes asked if some of the student-centric functions could be placed in this building as well. Dr. Atwater advised that TCCE will draw outside clientele and it is a perfect fit with the administration function. Mrs. Viamontes asked for some examples and how that fits with fundraising. Dr. Atwater advised he can provide a list of corporate training partners which represents 25-40 companies. He added that TCCE has 11 staff and is approximately 11,000 SF. Dr. Atwater thanked the Board for taking the time to discuss the new facility.

The workshop adjourned at 9:56 a.m.