

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, OCTOBER 28, 2020 – 4:00 P.M.
VIA ZOOM VIDEO CONFERENCING
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.01.01 Due to the COVID-19 virus, this meeting was held by Zoom video conferencing. The Board secretary shared that there were no public comments submitted to the Board prior to the meeting. 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 Mr. Reid asked that we keep the family of student Luke Cosgrove in our thoughts. A graduate of HCC's EMT program, Luke was attending classes at the Dale Mabry Campus this semester and recently passed away.

1.03 Pledge of Allegiance

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

1.04 Roll Call

The following Trustees were in attendance:

- Mr. Randall Reid
- Mrs. Dipa Shah
- Mrs. Betty Viamontes
- Brig.Gen. Chip Diehl
- Mr. Bruce Wills

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 in September included:

- \$351K YTD in Total Revenue;
- \$117K YTD in Events Revenue;
- \$635K YTD in Net Gains on Investments; and
- \$13.7M in Ending Net Assets.

1.06.02 USAA increased their sponsorship of the Veterans Symposium to \$20,000, bringing their total overall donation to \$30,000.

1.06.03 The Foundation was able to match \$109,000 in donor gifts with STEM grant matching endowment dollars.

1.06.04 The annual fishing tournament was an overwhelming success. The turnout was high and netted over \$70,000, almost 10% more than last year.

1.06.05 A summary of activities and donations received in September totaled \$360,855. Donors included:

- *The Children's Board of Hillsborough County*
- *Suncoast Credit Union Foundation*
- *Community Foundation of Tampa Bay, Inc.*
- *Tampa Electric Company*
- *Nielsen*
- *EWI Construction, LLC*
- *Gilbane Building Company*
- *Junior League of Tampa, Inc.*
- *ASI Landscape Management*
- *B&I Contractors, Inc.*
- *BayCare Health System*
- *Caspers Company McDonalds*
- *Hepner Architects, Inc.*
- *Raynor Company Group*
- *REP Architects*
- *RoyalAire Mechanical Services, Inc.*
- *Tampa Bay Trane*
- *TLC Engineering Solutions*
- *Nuts, Bolts & Thingamajigs*
- *Lucila Ramiro*
- *Anthony Borrell*

1.07 Faculty, Staff and Student Recognitions

Dr. Atwater advised that detailed recognitions were listed in the *Hawkwire* newsletter.

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 Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 1.09 The President recommended approval of the **September 23, 2020 Board Meeting Minutes**.

Mrs. Viamontes made a motion of approval, seconded by Mrs. Dipa. 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 Mrs. Viamontes. 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 20/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 Mrs. Viamontes. 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 Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 5.04 The President recommended approval of **Memorandum of Understanding 2020-21** related to the impact of COVID-19 on provisions of the Collective Bargaining Agreement.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of the **new courses, course terminations, program modifications, new programs and program termination** to be effective fall 2021, unless otherwise noted.

Mrs. Shah 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 spring 2021, unless otherwise noted.

Mrs. Shah asked if students would be able to go to the Foundation for assistance in paying these fees. Dr. Atwater advised yes.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended approval of the **District Board of Trustees' Self Evaluation Form** for Fiscal Year 2020-2021.

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.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the **June 2020 Financial Statements**.

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.

Mrs. Viamontes questioned the accrual of staff vacation time and if the College was encouraging staff to take time off. Mr. Erdman advised that during the pandemic, there was nothing to do and no place to go, so many employees did not use their vacation leave. Additionally, the College reminds each employee of accrued time and that any vacation hours accrued over 330 hours would be lost at the end of the year.

Mrs. Viamontes stated that revenues are going down and expenses are going up. She asked that Mr. Erdman explain the \$20M transfer from fund balance. Mr. Erdman advised the \$20M was transferred from Fund Balance to Fund 7 and that this money is a “transfer” and not an expense.

Mrs. Shah asked about the 4% Return on Net Assets. Mr. Erdman advised that this was due to the fund transfer and will turn positive again in July 2021.

8.02 The President recommended approval of the **July 2020 Financial Statements**.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

9.0 ADMINISTRATIVE REPORT

9.01 Dr. Atwater introduced Wayne Dunkelberger, Creative Director, and Cory Heck, Design Manager for Baker Barrios Architects. Mr. Dunkelberger gave a brief presentation of the design of the new District Administrative Offices.

Mrs. Viamontes asked about the building’s energy efficiency and the impact a hurricane would have on this design. Mr. Dunkelberger advised that to maximize efficiency and shading, the building’s windows will have a high performance glazing as well as horizontal shading devices built in. An energy efficiency model was completed which did drive the location of the building on the site. He added that the building will be built to maximum wind standards and requirements.

Brig.Gen. Diehl asked for a workshop to further discuss the new District Administrative Offices. *[A Board Workshop was held on November 9, 2020]*. Mrs. Shah agreed and added that this would give the Board an opportunity to come up with additional questions they may have. Mrs. Shah also stated that she would like to see a space for the Foundation to entertain.

Mrs. Viamontes reminded the Board that the College is under monetary constraints and will also need to be out of the current building fairly quickly.

9.02 Dr. Atwater introduced Dr. Paul Nagy, Strategic Planning and Analysis. Dr. Nagy provided a brief presentation on enrollment.

Leif Penrose, Dean of Health Sciences, gave a brief presentation on the College's COVID-19 pandemic response.

Mrs. Shah stated that she would like to have the College's pandemic response information so that she may share and highlight the work Dean Penrose and his team has done. *[This information was forwarded to Mrs. Shah on November 18, 2020]*. Dr. Atwater advised he would provide her that information.

Al Erdman, Chief Financial Officer, gave a brief presentation on the College's financial position for the remainder of the 2020-21 fiscal year. Mrs. Viamontes stated that the job the College has done to control costs is reflected in Fund Balance. She thanked Dr. Atwater for ensuring the College remain fiscally responsible during these difficult times.

Mrs. Shah asked how the CARES funding would be allocated. Dr. Atwater advised that the majority of the care funds, approximately \$4M, would go to classroom retrofit. He added that funds will also be used to offset the cost of personal protective equipment and other related items needed to prepare the College to receive students during the pandemic. Mrs. Shah expressed concern that the CARES funding was to provide paycheck protection; however, the College is reducing part time staff.

Brig. Gen. Diehl assed that he would like to discuss the CARES funding, Distance Learning and the demise of USF's College of Education at the December Board workshop. Dr. Atwater advised yes.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Mrs. Viamontes advised that she reviewed and discussed the Board's evaluation of the president with Dr. Atwater. She stated that she spent several hours going over Dr. Atwater's lengthy report but that not everyone has the financial or statistical background to comprehend that much information. She added that she would like to see an executive summary of the president's performance, along with the detailed report. Mr. Reid agreed. Dr. Atwater reminded the Board that the evaluation criteria was set by a previous Board and that is why the report is so detailed. Mrs. Viamontes stated that she did not necessarily want a shorter report, rather just the addition of an executive summary. Brig.Gen. Diehl added that he would like to discuss this at a workshop as well.

Mr. Reid stated that the President's evaluation average of 3.68, under his contract terms, entitles him to a salary increase; however, Dr. Atwater has agreed to waive his raise in light of the College's financial position. Dr. Atwater also thanked staff for stepping up, making sacrifices and helping to manage and minimize cuts.

Mrs. Shah made a motion to accept Dr. Atwater's offer to forgo his contractual obligation for a raise, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 11.02 Mrs. Shah thanked the Foundation for a great job on the annual fishing tournament. She also thanked everyone for their hard work during the pandemic. Mrs. Shah added that she would like to see a note sent from the Board to the staff thanking them for everything they've done. *[The Board's thank-you note was sent to the HCC Community on November 30, 2020]*. Dr. Atwater stated that he would be glad to assist in crafting that note.
- 11.03 Mrs. Viamontes stated that she liked the presentations but in the future would like to see the costs associated with the areas discussed.
- 11.04 Mr. Wills congratulated the College on being able to triple the number of students taking online courses.
- 11.05 Mr. Reid stated that, in relation to the new District Administrative Offices, the goal is to build a cost-efficient, functional building and have funds left over. If the Board is going to make changes that might alter the construction timeline, it is extremely important that these changes are finalized as soon as possible to keep everyone on schedule.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:59 p.m.