

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, JUNE 24, 2020 – 4:00 P.M.
VIA MICROSOFT TEAMS
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 which 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

1.03 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 May was provided.

1.06.02 The May major gift reports were sent to the Board separately and included donations totaling \$188,545. Donors included:

- *The Children's Board of Hillsborough County*
- *Gobioff Foundation*
- *Hillsborough County Sheriff's Hispanic Advisory Council, Inc.*
- *The USAA Foundation, A Charitable Trust*

- *Stephen M. Koontz*
- *JE Dunn Construction*
- *Gilbane Building Company*
- *American Association of University Women SCC/SouthShore*
- *Eric W. Bailey*
- *Cathy Zaccari Memorial Foundation, Inc.*
- *Gary Vien*

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 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 **May 27, 2020 Board Meeting** and the **June 5, 2020 Special Board Meeting Minutes**.

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 **Mrs. Elizabeth Key-Raimer**, Counselor at the Dale Mabry Campus and FUSA Representative, read a letter from FUSA regarding the College’s reopening and safety measures being implemented to protect faculty, staff and students against COVID-19.

"We are encouraged by the extraordinary efforts and thoughtful recommendations presented by the work groups that Dr. Atwater has tasked with planning the reopening. While FUSA understands the need to return to campus, we respectfully request that HCC do so in a manner that prioritizes the health and safety of students, faculty, and staff above all other considerations. COVID-19 is a rapidly evolving situation, which requires a critically-informed public health response in order to ensure the health and safety of the College community.

We hereby request that all College decisions regarding the reopening of campuses and facilities be guided by the clear criteria set forth by the World Health Organization (WHO), Centers for Disease Control (CDC), and Florida Department of Health (FDOH) so as to ensure decisions are evidence-based and driven by scientific data. We ask that public health data serve as the framework for a strategic and phased reopening timeline. Following the strictest health and safety guidelines is particularly critical as we currently experience a dramatic increase in COVID-19 cases at the state, county, and local levels.

Based on the data, the following should be prioritized:

Age and/or underlying health conditions - the CDC and WHO guidelines have indicated that individuals with certain conditions (Attachment 1) may have a higher risk of contracting COVID-19 infections. Employees in these categories should be able request to work remotely until an FDA-approved vaccine or treatment is available. In addition, employees who have immediate household members in these categories should also be able to request to work remotely; Developing and implementing Policies and Procedures that are timely and are clearly communicated to the HCC community. Administrators responsible for implementing the plans are identified. Policies and Procedures should include the following: protocols for students, faculty and staff to report health, safety, and academic issues related to the pandemic without fear of reprisal; clear protocols for class cancellation, substitution, or relocation due to students or faculty exhibiting symptoms or having confirmed exposure; Implementing policies and procedures to ensure employee and student safety when on campus facilities; facemasks provided by the College and required to be worn on campus at all times (no one-way valve masks); all academic rooms should have alcohol-based hand sanitizer at the entrance and a supply of anti-viral hand wipes and/or disinfecting spray; restrooms and door handles should be sanitized and cleaned on a regular basis throughout the day; clearly posted social distancing regulations and guidelines for enforcement; posted guidelines for faculty/staff/students on proper handwashing, hand sanitizer, and restroom use; Implement scheduling policies that provide for the maximum safety of students, faculty, and staff by limiting classes and interactions on campus.

The Faculty of HCC stand ready to work with the Board and Administration to create a safe and academically rich environment for our students.”

- 4.02 The following letter was received from **Dr. Arleen Mariotti**, Adjunct Instructor at the Brandon Campus and was read into the record:

“I have been an adjunct instructor with the Educator Preparation Institute at HCC for ten years. I have been asked to outline the activities and time it took me to transition to an online format.

As you are aware, online teaching requires more up-front work, particularly designing, organizing, and inputting course materials into a course management system, i.e. Canvas. It is also imperative that instructors reach out to students more often than in a face-to-face format.

I met my first class in person on March 12. The following week was spring break followed by an extension week. On March 19, we received an email from Dr. Senker informing us that HCC was moving to “remote” instruction and we had eleven days to make the changeover.

From March 20-April 30, I worked at least 8 to 10 hours each week in the following activities: engaging in professional development and training on transitioning to online learning/teaching; creating six narrated power points (3-4 hours each); uploading new resources to Canvas; converting the classroom learning activities to the online environment; converting rubrics so they could be sent online; contacting students via email, texts phone calls and Canvas Chats or Conferences; holding online office hours.

Total time in transitioning is estimated at 48 to 60 hours. I also had to continue traditional course activities which included: delivering class via Zoom; grading assignments.

During this transition, my department was not supportive. I did not receive any suggestions or advice. I feel my department did not assist faculty in the preparation or delivery of their online courses. However, CITT was helpful and answered all my questions. I hope the Board takes this into consideration in their deliberation of compensating faculty for the time it took to deliver quality instruction in an online format.

- 4.03 The following letter was received from **Nann Pollack-Tucker**, Adjunct Instructor at the Brandon Campus and was read into the record:

“Thank you for giving me this opportunity to share the amount of time and training required to transition from teaching a face to face class to an online class. Obviously, the Covid-19 crisis created a sense of urgency to transition so that the students would be well informed and prepared for a shift that for many of them was a first-time experience. Included in the transition were creating either a visual chatroom or an audio experience, learning techniques as an instructor such as Zoom, preparing exams that are difficult to breach, preparing power points, and other activities to help the students to be successful. I spent a great deal of time completing the transitions for three courses. It was also necessary for me as an instructor to be connected to my student through phone calls, emails, and through Canvas inbox to encourage participation and to tutor students, so they could be successful in the course. The inability to have a face to face conference was possibly a deterrent for students who do not do well in the online environment. I have completed the required Canvas online training to be eligible to teach online in Fall 2020 because continuing as an adjunct instructor for Hillsborough Community College is important to me. I appreciate your attention to my request for additional compensation because of the increased professional planning.”

- 4.04 The following letter was received from **Christopher Johnson**, Adjunct Instructor at the Ybor City Campus and was read into the record:

“Thank you I am Christopher Johnson, and have worked at HCC as an adjunct instructor in Humanities since the 1990s. My union, the Florida Public Service Union (SEIU), is working to establish a sick leave provision for part-time contingent faculty members such as myself. I am writing you to endorse this proposal.

One of the biggest problems we face as part-time instructors is what to do when we get sick. We have been encouraged for years to stay home if we have any serious symptoms. And now, this advice becomes even more crucial because of the COVID-19 pandemic. If we think we are sick, we have a moral obligation to stay home, for fear that we might infect others with a disease that may cause permanent physical trauma or even death.

Yet at present, if we do stay home, we are actually penalized. If another person fills in as a substitute, that person gets paid. This is fair. But our pay gets docked. That is not fair. We are incentivized to work when we are sick, which is not good for anybody—we cannot work at full capacity, and we risk spreading disease. Establishing a sick leave provision would be a win-win situation for all of us.

I am more than just an employee of Hillsborough Community College. I am a participant in its mission to make life better for our students and for the Tampa Bay area. I urge the Board of Trustees to support a move that will let us be kind to ourselves and to be effective teachers of our students.

Thank you very much for your attention to this matter.”

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 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 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

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended approval of the 2019-2020 annual update to the College's **Equity Accountability Plan**.

Mrs. Shah stated that the College and the diversity program are making a big difference for our youth. She added that she sees the impact being made and she is glad to be a part of such a great organization. Mrs. Viamontes agreed and stated that education is the great equalizer and the work the College does for the community is wonderful.

Mrs. Viamontes stated that on the Minority Student Enrollment "not reported" category in 2018 was significant but there is nothing listed for 2019. Mrs. Shah asked if there was a different method in collecting the data. Dr. Atwater advised that he believed it is an error and stated that Equity Department will re-check the numbers.

Mrs. Shah made a motion to approve the 2019-2020 Equity Accountability Plan once the information is updated to reflect the Minority Student Enrollment number "not reported", seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 7.02 The President recommended approval of the **Foundation's Use of College Resources** for the 2020-2021 Fiscal Year, which includes use of personnel services for seven (7) College employees and use of College property and facilities, including approximately 1,500 square feet of office space on the seventh floor of the Dr. Gwendolyn W. Stephenson District Administration Center valued at \$48,000.

Mr. Reid 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.

- 7.03 The President recommended acceptance of the Fiscal Year **2019-2020 Fire Safety, Casualty and Sanitation Inspection Report** for filing and action.

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.

- 7.04 The President recommended approval of HCC's annual update to the **Five-Year Capital Improvement Plan** for submittal to the Division of Florida Colleges and for inclusion in the Division's annual Capital Improvement Plan and Legislative Budget Report for capital projects.

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.

- 7.05 The President recommended approval to re-adopt the **2010 Comprehensive Master Plans** for the Dale Mabry, Ybor City, Brandon, Plant City and SouthShore Campuses.

Mr. Reid stated he was concerned with the wording of the recommendation. He added that after 10 years, the College should probably revisit the master plans for many reasons. Mr. Ben Marshall, Facilities Manager, said that he believes the master plan for Dale Mabry would need to be updated before the new building is built.

Mrs. Shah made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, Mrs. Shah amended the motion to approve the re-adoption of the 2010 Comprehensive Master Plan as re-adopted and approved in 2015. Mrs. Viamontes seconded the motion. After due discussion and consideration, approval was given by aye vote of all members present.

- 7.06 The President recommended approval of the search committee's recommended selection of **Mr. Robert "Bruce" Wills as Student Trustee** for the 2020-2021 academic year.

Mr. Reid stated that it was a great experience participating in the search noting that all the applicants were wonderful. He congratulated Mr. Wills on his selection. **Mrs. Shah requested Mr. Will's application information.** *[This information was sent to the Board on June 25, 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.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the **May 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.

- 8.02 This item was removed from the agenda.

- 8.03 Informational Item Only – Accounts Receivable Write-Offs as of June 2020.

- 8.04 The President recommended approval of the **Operating Budget** for the Current Unrestricted Fund (submitted under separate cover) and the Capital Projects/Unexpended Plant Fund for Fiscal Year 2020-2021.

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.

9.0 ADMINISTRATIVE REPORT

- 9.01 Dr. Atwater advised that the College is working with Tampa General Hospital to complete the Lease Agreement. He stated that the College would hold a Special Board Meeting to discuss the Lease Agreement once completed.
- 9.02 Dr. Atwater stated that the College is working diligently to reopen the College on August 17, 2020. Safety is the College's guiding principle and the Board will be given updates on everything that is being done. A phased approach of staff returning will begin on July 13, July 20, with faculty returning on August 13. He added that, once finalized, he will send them the College's reopening plan. [The reopening plan was sent to the Board under separate cover on July 21, 2020]. He thanked staff and faculty for stepping up during this pandemic.
- 9.03 Dr. Atwater stated that for the first time ever, HCC will hold a virtual commencement ceremony on June 26, 2020 at 10:00 AM.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 Mrs. Viamontes recommended that Mr. Reid serve as Board Chair and Brig.Gen. Diehl as Vice-Chair for 2020-2021.
- Mrs. Shah made a motion to appoint Mr. Reid as Board Chair and Brig.Gen. Diehl as Vice-Chair, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.
- Mrs. Viamontes thanked everyone for their support during her time as Board Chair.
- 11.02 Mrs. Viamontes recommended herself as Labor Liaison and Mrs. Shah as Foundation Liaison.
- Mr. Reid 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.
- 11.03 Mrs. Viamontes recommended that the monthly Board meetings take place on the fourth Wednesday of each month at 4:00 PM. After due discussion and consideration, approval was given by aye vote of all members present.

- 11.04 Mrs. Shah thanked Mrs. Viamontes for the value and skills she brings to the Board. She also thanked Mr. Stubbs for stepping up, volunteering and serving the student community. She stated that she is excited to work as the Foundation Liaison. She added that her thoughts and prayers are with the students during this pandemic and understands that it is very difficult with the interruption of their education, their social lives, and with their mobility. She welcomed Mr. Wills as the incoming Student Trustee. She also asked for Mr. Will's contact information so that she can set up a virtual meeting. [This information was sent to the Board on June 25, 2020].
- 11.05 Brig.Gen. Diehl echoed Mrs. Shah's comments and saluted Mr. Stubbs for a great year. He added be safe this Fourth of July.
- 11.06 Mr. Reid thanked Mrs. Viamontes for her contributions as both a Board Chair and as a trustee. He added that he is looking forward to being Board Chair for a third time. He thanked Mr. Stubbs for his contributions as the Student Trustee.
- 11.07 Mr. Stubbs congratulated Mr. Wills on being appointed Student Trustee. He stated that he was humbled to serve as Student Trustee for the 2019-2020. He thanked the Board for the opportunity to learn from them. He added that because of HCC, he has been given a sense of a second home and the ability to tell his story. His original goal was professional baseball but now he sees what it takes to be a leader and realized that service fills him in a way sports can't. Mr. Stubbs finished by stating that HCC will always be his family.
- 11.08 Mrs. Viamontes stated that she is excited for Mr. Stubbs and can't wait to see what the future holds for him. She welcomed Mr. Wills to the Board. She thanked the faculty and staff for everything they have accomplished in a very short period of time adding that the Board appreciates everything they have done.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:19 p.m.