

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, AUGUST 12, 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 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

1.03 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:

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

1.04.01 Mr. Reid administered the Oath of Office to newly appointed student trustee, Mr. Robert “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 June included:

- \$1.6M YTD in Cash Donations;
- \$4.65M in Total Revenue;
- \$454K YTD in Net Gains on Investments; and

- \$12.9M in Ending Net Assets.

1.06.02 The first ever comprehensive fundraising campaign tripled our initial goal, raising \$9,221,868.

1.06.03 Received \$100,000 planning grant from JPMorgan Chase for our new Heavy Equipment program.

1.06.04 There was a 19% increase in scholarships awarded, reflecting an all-time high dollar amount.

1.06.05 A summary of activities and donations received in June. Donors included:

- *The Children's Board of Hillsborough County*
- *Community Foundation of Tampa Bay, Inc.*
- *State of Florida, Department of the Lottery*
- *Christopher F. Snyder*
- *BayCare Health System*
- *Charles Perry Partners, Inc.*
- *Peninsular Mechanical Contractors, Inc.*
- *Ann E. Allen*
- *Anthony Borrell*
- *Rey F. Bulnes*
- *Jeanette Voigt*

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. 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.

1.09 The President recommended approval of the **June 23, 2020 Board Workshop**, **June 24, 2020 Board Workshop** and the **June 24, 2020 Board Meeting Minutes**.

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.

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. 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.

- 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. 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.

- 5.03 The President recommended acknowledgment of **employment separations**.

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.

- 5.04 The President recommended that the Board ratify the **Memorandum of Understanding (MOU) with FUSA** related to changes to the Collective Bargaining Agreement and related issues associated with the impact of COVID-19 for the spring, summer and fall terms.

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 modification, program modification and new programs** to be effective fall 2021, unless otherwise noted.

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.

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended approval of the College's **July 1, 2020 Educational Plant Survey** for submittal to the Office of Educational Facilities, Florida Department of Education.

Mr. 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 **Application for Final Payment in the amount of \$88,076.12 to Charles Perry Partners, Inc.**, for completion of the addition of approximately 450 parking spaces and a monumental sign located at the Dale Mabry Campus, as reviewed and submitted by Hepner Architects, Inc.

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 The President recommended approval of the **Lease Agreement with Florida Health Sciences Center, Inc., d/b/a Tampa General Hospital (TGH)** beginning August 25, 2020, to allow HCC to remain in the District Administrative Offices for a term up to thirty (30) months through February 25, 2023, with no rental payments. HCC will remain responsible for our operational costs and routine maintenance costs.

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.

- 8.03 The President recommended approval of the **Assignment and Assumption of the Reciprocal License Agreement for Parking to Tampa General Hospital** that the Board and the City of Tampa approved in July 2007, at closing for the sale of the District Administrative Offices.

In conjunction, the President recommended approval of the **First Amendment for the Purchase and Sale and Deposit Receipt Agreement with Tampa General Hospital**, to include the Reciprocal License Agreement for Parking be as a permitted exception under the terms of the agreement, and to provide an executed Assignment and Assumption of the License Agreement at closing.

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.

- 8.04 The President recommended approval of **Budget Amendment No. 1.**

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.

8.05 The President recommended approval of **Budget Amendment No. 2.**

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.

8.06 The President recommended approval of **Amendment No. 2 to the contract with Horus Construction Services, Inc.**, establishing a Guaranteed Maximum Price in the amount of \$833,867 for the Technology Building Backfill Remodel Project to include rooms 121A, 122, 124, 124A, 364, 365 and 463, located at the Dale Mabry Campus.

Mr. Reid asked if the continuing services contract limits were increased to \$4M. Mr. Ben Marshall, Facilities Manager, said not at this time. Mr. Marshall stated that Horus Construction Services, Inc. was grandfathered in to the \$2M limit with the design teams raised to the \$200K limit. Dr. Atwater stated he would submit an agenda item in September to adjust the limits according to the new state amendment.

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.

8.07 The President recommended approval of the **May 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.

8.08 The President recommended approval of the **transfer of \$20,000,000 from the June 30, 2020 Fund 1 Unrestricted Fund Balance** to Fund 7.

Brig.Gen. Diehl stated that he was concerned about where the College allocated the funds and disagreed that the funds should be used for deferred maintenance. Dr. Atwater advised that the College was only recommending that half of the funds be used for deferred maintenance but if the Board decides there are other priorities, the College is open to suggestions and recommendations.

Mr. Reid reiterated that the recommendation was simply to transfer funds and not a commitment to where the funds were being allocated. Dr. Atwater added that the College would seek Board approval prior to utilizing these funds. Mrs. Shah added that this is a very responsible move and a very good decision.

Brig.Gen. Diehl asked if money is put in Fund 7, if that money be used to assist with construction of the new administrative building. Dr. Atwater advised yes.

Mrs. Shah made a motion of approval, which was then tabled by the Board.

After due discussion and consideration, Mrs. Shah modified her motion of approval of the transfer of \$20,000,000 from the June 30, 2020 Fund 1 Unrestricted Balance to Fund 7, and not specifically how the funds are spent, seconded by Mrs. Viamontes. Approval was given by aye vote of all members present.

- 8.09 The President recommended entering into a **contract with Baker Barrios Architects, Inc.**, which provides architectural/engineering services to provide planning, preparation of bid and construction documents, and contract administration for the construction of an approximately three (3) story, thirty thousand (30,000) to forty-five thousand (45,000) square foot administrative, multi-purpose facility at the College's Dale Mabry Campus, for a **total cost of \$1,122,400**. The contract provides for progress payments to compensate Baker Barrios Architects, Inc., as authorized work is completed.

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 advised that the College will reopen its doors to students on August 17, 2020 for in-person learning. He added that enrollment is still down about 16% but is consistent across the state.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 Mr. Wills stated that he was happy to be on the Board.
- 11.02 Mrs. Viamontes welcomed Mr. Wills to the Board. She mentioned that she has relatives attending HCC and noted that they were impressed with the amount of preparation the Dale Mabry Campus has done to give students a safe environment in which to learn.
- 11.03 Mrs. Shah stated that she was pleased the College's doors are opening and hopefully will provide some normalcy to students.
- 11.04 Brig.Gen. Diehl asked if the ACCT Annual Congress was going to be virtual this year. Dr. Atwater advised yes.
- 11.05 Mr. Reid stated that he was pleased with the advance work done on the new district offices, given that the sale of the district office building was yet to be completed.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:49 p.m.

DRAFT