

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, DECEMBER 9, 2020 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER – BOARD ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.01.01 Due to the COVID-19 virus, this meeting was also held by Zoom video conferencing due to social distancing limitations. 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 students Jake Eatman and Spencer Stephens in our thoughts. Jake, a SouthShore student on the AA Medical path, passed away in November. Spencer, a Dale Mabry student was enrolled in HCC's dental program, passed in December.

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Mr. Randall Reid
- Mrs. Dipa Shah
- Brig.Gen. Chip Diehl
- Mrs. Betty Viamontes *[via Zoom]*
- 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 October included:

- \$139K YTD in Total Donations;
- \$461K YTD in Total Revenue;

- \$540K YTD in Net Gains on Investments; and
 - \$13.5M in Ending Net Assets.
- 1.06.02 Spring term scholarships totaled \$201K representing an increase of 40% from last spring. Special thanks were given to Drs. Kiran and Pallavi Patel who allowed \$50K of their \$200K campaign pledge for this year to be moved to annual scholarships from the spring term due to increased demand.
- 1.06.03 Mr. Shear thanked Suncoast Credit Union, HCC Athletics' Department and Workforce Development to secure previously donated funds to raise \$85K and received the \$170K state match, securing \$255K for scholarships.
- 1.06.04 Eleven (11) faculty and staff applied for Resources for Excellent Grants, recipients will be chosen at a later date.
- 1.06.05 A summary of activities and donations received in October totaled \$530,894. Donors included:
- *Children's Board of Hillsborough County*
 - *Dr. Kiran C. Patel*
 - *SunTrust Banks, Inc.*
 - *PNC Bank*
 - *UA Local 123 & MCA Central Florida Charitable Foundation*
 - *Driggers Engineering Services, Inc.*
 - *CapTrust Financial Advisors*
 - *CSP, Inc.*
 - *Hamilton Engineering & Surveying*
 - *Raymow Construction*
 - *Tappouni Mechanical*
 - *The Hope Fund for Children SouthShore, Inc.*
 - *Horus Construction Services, Inc.*
 - *Onicx Group*
 - *Florida State University*
 - *BayCare Health System*
 - *Anonymous Donor*

1.07 Faculty, Staff and Student Recognitions

- 1.07.01 **Dr. Alex Anzalone**, Interim Brandon Campus President and Dean of Associate in Science, was accepted to participate in The League for Innovation's Executive Leadership Institute (ELI). ELI provides prospective community college presidents, or those in transition, an opportunity to analyze their abilities, reflect on their interests, refine their skills, and engage in leadership discussions with faculty of community college leaders from across North America.

- 1.07.02 Each year the Sun City/SouthShore Branch of the American Association of University Women honors an area woman for her contributions to the community. **Dr. Jennifer China**, SouthShore Campus President, has been named the AAUW Sun City Center South/Shore 2021 Woman of Distinction.
- 1.07.03 **Johana Melendez**, Biology Professor at the Plant City Campus, served as a panelist for grant reviews for the National Institutes for Food and Agriculture during the 2020 year.
- 1.07.04 The **HCC Marketing Department** won two gold awards in the 2020 National Council for Marketing and Public Relations (NCMPR) Paragon awards competition. NCMPR is the Marketing and PR affiliate of the AACC. The awards were for the Visual and Performing Arts Immersion Day publication and the Graphic Design program's brochure.
- 1.07.05 The 2020 Champions of Diversity Award recipients are as follows:
- Exemplary Administrator: **Dr. Alessandro Anzalone**, Brandon Campus.
 - Exemplary Staff: **Amanda Poss**, Gallery Director, Dale Mabry Campus.
 - Exemplary Faculty: **Johana Melendez**, Biology Professor, Plant City Campus.
 - All Five Student Government Associations (SGAs) represented by: **Cristal Abreu**, Brandon Campus; **Jasmine Perez**, Plant City Campus; **Brianna Bermudez**, Dale Mabry Campus; **Victoria Thompson**, SouthShore Campus; and **Godwin Vashawn**, Ybor City Campus.
 - Corporate Sponsor: **Wells Fargo**.
- 1.08 The Chairman recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "**Consent**". Dr. Atwater requested that addendum item 8.07 be removed from the agenda.

Mrs. Viamontes made a motion of approval as amended, 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 **October 28, 2020 Board Meeting Minutes** and the **November 9, 2020 Board Workshop Minutes**.

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.

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 **approval of revisions** to page 12 of the **2020-2021 Salary Schedule**, increasing the Grade 1 minimum hourly rate from \$8.56 to \$8.65 effective January 1, 2021, in accordance with Florida law.

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 **2021-2022 College Calendar**.

Mrs. Viamontes 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.

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended acknowledgement of receipt of the Hillsborough Community College Foundation's **IRS Form 990 for Fiscal Year 2019-2020** and that the Board certify that the Foundation is operating in a manner consistent with the goals of the College and the State of Florida.

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.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended award of **Invitation to Negotiate No. 2839-21** with **Tampa East Holdings, LLC** [d/b/a Hilton Garden Inn Tampa East Brandon] as the primary contractor with **LCP Tampa East Investment, LLC** [d/b/a Sheraton Tampa East] as back-up contractor, to provide hotel accommodation services for adult incumbent workers who will be receiving training at the College's Brandon Campus to earn industry certifications, for a three (3) year period beginning January 10, 2021 through December 11, 2021, with the option to renew for two (2) additional years, one (1) year at a time.

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.

- 8.02 The President recommended approval of a transfer of **\$18,915,000 from the Unrestricted Fund Balance** in Fund 1, to the General Fund, Fund 7, the Unexpended Plant Fund.

Brig.Gen. asked how protected these funds are. Mr. Erdman, Chief Financial Officer, advised the state could ask for a portion of the money back but they have never done it in the past.

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.

- 8.03 The President recommended approval of the **August 2020 Financial Statements**.

Mrs. Shah 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.

- 8.04 The President recommended approval of the **September 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.

8.05 The President recommended approval of the **October 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.

8.06 Informational Item Only – Al Erdman, Chief Financial Officer, presented the **Budget Development Calendar** for the 2021-2022 Fiscal Year.

Brig.Gen. Diehl asked how HCC is preparing for the upcoming budget year. Dr. Atwater assured the Board that HCC will present a balanced budget. Mr. Reid asked if HCC was strategizing on how the College will adapt to the coming budget. Eric Johnson, Director of Community and Government Relations, advised that the College is already speaking to Senate and House members but felt that the budget will remain flat.

Mr. Johnson reminded the trustees that the revenue projections are not good and the best thing to do was highlight what was being done to build the workforce back up. He added that there will be an opportunity for Zoom calls and being able to talk to a lot of people in a very short time and ensure that the messaging is there.

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 Dr. Deborah Kish-Johansen, incoming Brandon Campus President.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Mr. Wills welcomed Dr. Kish-Johansen to the College and congratulated the faculty/staff members who were recognized for their accomplishments on behalf of HCC.

11.02 Brig.Gen. Diehl congratulated Dr. China on her Women of Distinction award. He asked that everyone to stay safe and be careful.

- 11.03 Mrs. Viamontes also congratulated Dr. China. She added that she is excited about the future of HCC and wished everyone Happy Holidays.
- 11.04 Mrs. Shah stated that she was excited that HCC is moving forward with Bachelor's degrees. She congratulated all award winners, the Marketing team, Dr. China and the Foundation for their accomplishments. She added that she knows 2020 was a difficult year but to keep moving forward.
- 11.05 Mr. Reid apologized for not being able to attend the workshop but believes the timing is right for HCC to join the rest of the state in offering Baccalaureate degrees. He wished everyone Happy Holidays and hopes a vaccine is on the horizon, takes hold and that everyone will have a normal 2021.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:35 p.m.