

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, MARCH 24, 2021 – 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 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 Ashley Carl and her family in our thoughts and prayers. Charlie Carl, Ms. Carl's son, recently passed away.

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Randall Reid
- Chip Diehl
- Nancy Watkins
- Greg Celestan
- Brian Lametto
- Bruce Wills *[via Zoom]*

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

1.06.01 Mr. Steve Shear, Executive Director of the HCC Foundation provided a brief update on the \$250K match from the Science Technology Engineering and Math (STEM) grant. Only 20% of the matching funds had been received by the fourth year but the Foundation finally received the remaining 80% matching funds in the fifth and final year. The Foundation now has \$500K for STEM scholarships.

- 1.06.02 The Urban League of Hillsborough County donated \$20,000 to assist students at the Ybor City Campus needing less than 10 credit hours to graduate.
- 1.06.03 The Foundation's annual internal campaign will begin April 1 and run for two (2) weeks. Our goal is to increase the number of donors by 15% and the dollars raised by 10%.
- 1.06.04 The Foundation Report was sent to the Board under separate cover. A summary of activities during the month of February included:
- \$1.86M YTD in Total Revenue;
 - \$621K YTD in Donations;
 - \$1.82M YTD in Net Gains on Investments; and
 - \$14.99M in Ending Net Assets.
- 1.06.05 A summary of activities and donations received in February totaled \$208,973. Donors included:
- *Children's Board of Hillsborough County*
 - *Nielsen*
 - *Robert S. Trinkle*
 - *American Association of University Women*
 - *Nuts, Bolts and Thingamajigs*
 - *Dr. Paul D. Nagy*
 - *BayCare Health System*
 - *Business Office Systems (BOS)*
 - *CapTrust Financial Advisors*
 - *Custom Cable*
 - *Metz Culinary Management*
 - *VoltAir Consulting Engineers, Inc.*
 - *Stephen C. Shear*
 - *Dr. Ken Atwater*
 - *Association of Certified Fraud Examiners (ACFE) Tampa*
 - *Pan American University Women's Club*

1.07 Faculty, Staff and Student Recognitions

Mr. Shear also provided the following faculty, staff and student recognitions:

- 1.07.01 **HCC's Fire Academy** has been named the 2021 Fire Training Center of the Year by the Florida Fire Training Directors Association. With over 50 training locations available in the state, this annual award is provided to the center that goes above and beyond the minimum standards by demonstrating innovation in training, implementation of new programs, and maintaining a high level of student certifications and job placement. Additional criteria include hosting fire service projects, diversity of students, and possessing high level instructor qualifications. Centers are nominated by a member of the Association for consideration.

Dr. Atwater congratulated Captain Reed and the Fire Academy staff for their achievements.

- 1.07.02 HCC is pleased to announce that all five (5) campus chapters of **Phi Theta Kappa** were named 2021 REACH Chapters. This signifies maintaining or increasing their chapter membership acceptance rate to 15 percent or higher during the very challenging 2020 calendar year.

Chapter advisors include: Ybor City - Myria Evans; Plant City - Evie D'Amico and Molly Coufal; Dale Mabry – Tom Klee and Sam Jacobson; SouthShore – Roxanna Palmer and Shawn McKinney; Brandon - Christina Connor and Andrew Magrath.

- 1.07.03 The Florida College System Activities Association announced their 2020 publication award winners last week.

Newspaper Category:

- **Hawkeye:** Third Place *General Excellence, Design, and Headlines* and Second Place for *Website*; **Inner Circle:** Second Place for *Feature Story*, Third Place for *In-Depth Reporting*, First Place for *General Column*, Yacob Reyes; First Place for *Illustration*, Yacob Reyes and Ezequiel Gonzalez; Second Place for *News Photo*, Tessa Chesnut; Third Place for *Arts Review*, Darian Hernandez; and First Place for *Photo*, Sabrina Montoya.

Magazine B Division:

- First Place for *Photo* – Sabrina Montoya

Congratulations to these students and to Rich Gaspar, Faculty Advisor.

- 1.07.04 The total number of **COVID vaccinations** administered across Dale Mabry, Brandon and SouthShore, including first and second doses, is currently at 4,483 doses.

A second-dose clinic is also scheduled for March 25 at Dale Mabry where another 410 doses will be administered. Another combined 3,700 doses will be administered at the two upcoming second-dose clinics at Brandon and SouthShore.

Dr. Atwater also added that an additional mobile vaccine site at the SouthShore Campus. Mr. Shear added that there will only be 250 doses total and recommended arriving early.

1.07.05 **Steve Crudup**, Assistant Dean for PSAV and Workforce Programs, is the new Chair-Elect for the Workforce, Adult, and Continuing Education Commission (WACE) for the Association of Florida Colleges. Steve has served as the Region IV Representative since May 2020 and, upon completion of the Chair-Elect term in 2021, will take on Chair duties for 2022. Steve serves with Ryan Buckthorpe, Director of ICCE, current Past Chair for guidance and inspiration. Steve's goals for his cycle are to increase involvement in WACE from schools across the state, as well as provide consistent professional development opportunities for colleagues throughout the year.

1.08 The Chairman recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "**Consent**".

Trustee Watkins made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

1.09 The President recommended approval of the **February 24, 2021 Board Workshop** and **Board Meeting Minutes**.

Trustee Watkins made a motion of approval, seconded by Trustee Diehl. 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.

Trustee Watkins made a motion of approval, seconded by Trustee Diehl. 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 21/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Trustee Watkins made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

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

Trustee Watkins made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

- 5.04 The President recommended approval of **Professor Emeritus status** to the following: Michael Reichard, Criminal Justice, 2003-2013; Rosario Urso, Mathematics, 1970-2011; William Underwood, Opticianry, 1990-2019; and Matthew Werhner, Earth Sciences, 1984-2014.

Trustee Celestan made a motion of approval, seconded by Trustee Watkins. After due discussion and consideration, approval was given by aye vote of all members present.

Trustee Watkins recognized Rosario Urso for serving the College for 41 years.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

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

Trustee Watkins made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

- 6.02 The President recommended approval of the **new Bachelor of Science in Nursing (BSN)** program.

Dr. Atwater presented the timeline for implementation of the BSN program. Trustee Watkins asked if students have to have an Associates in Science in Nursing (ASN) and pass the Registered Nurse (RN) exam prior to entering the BSN program. Dr. Atwater advised yes.

Trustee Watkins made a motion of approval, seconded by Trustee Celestan. 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 **revised HCC Foundation, Inc. Bylaws**.

Dr. Atwater added that the Bylaws will be brought back to the Board later this year so that they are more closely aligned with the 12th Edition of Robert's Rules of Order.

Trustee Watkins made a motion of approval, seconded by Trustee Celestan. 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 **January 2021 Financial Statements**.

Trustee Watkins stated that the financial statements should be presented to the Board as an Informational Item Only but not approved by the Board.

Trustee Watkins objected to the motion set forth and that approval of the financial statements be postpone indefinitely, seconded by Trustee Celestan. After due discussion and consideration, approval was given by aye vote of all members present.

9.0 ADMINISTRATIVE REPORT

- 9.01 Dr. Atwater briefed the Board on the Board's Self-Evaluation. He added that he would forward a copy of the Self-Evaluation Procedure and the Self-Evaluation for comment. *[The procedure and self-evaluation were sent to the Board on March 26, 2021].*

- 9.02 Kristen Smuder, Executive Director of Human Resources, introduced Amy Lerom, Senior Vice President for Brown and Brown. Ms. Lerom provided a PowerPoint presentation on the 2021-22 Health Care Plan for HCC.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 Trustee Diehl congratulated HCC on the COVID vaccination program. He also thanked the campuses for the tours that they have been giving. Trustee Diehl asked if HCC and USF were in sync with the programs that each college was offering. Trustee Watkins advised yes.

- 11.02 Trustee Watkins addressed the Board about paper copies of the agenda. Since the agenda is sent to the Board via PDF, a paper copy is not needed. She asked if the trustees were comfortable forgoing the paper copy. All trustees agreed that the electronic version of the agenda would be sufficient. Dr. Atwater added that if a trustee wanted a paper copy, one would be provided.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:12 p.m.

DRAFT