

**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
WEDNESDAY, JUNE 23, 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 can be submitted to the Trustees' email address at any time during the meeting.

1.02 Invocation

1.02.01 Trustee Diehl asked that we keep Dr. Tonjua Williams, President of St. Petersburg College, in our thoughts and prayers. Dr. Williams' father recently passed away.

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Chip Diehl
- Nancy Watkins
- Greg Celestan
- Brian Lametto
- Aakash Patel
- Bruce Wills

1.04.01 Trustee Diehl administered the Oath of Office to newly appointed Board member Aakash Patel.

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

- 1.06.01 Mr. Steve Shear, Executive Director of the Foundation, gave a brief update on the Signing Day job fair held at Port Tampa Bay. The event was a success with over 300 students in attendance. On-the-spot job offers were extended to 12 candidates. He added that the Mayor was in attendance. Dr. Atwater thanked Suncoast Credit Union for being the main sponsor for this event.
- 1.06.02 The Foundation Board elected the following officers for the 2021-2022 year: Charles Holloman, Chair and Eric Bailey, Vice Chair. Other committee chairs included Bruce Napier; Chris Taylor; Georgia Vahue; and Louise Ellrod.
- 1.06.03 The Foundation received over \$600K in FUSE scholarship funds from the Helios Education Foundation and the USAB Foundation with an additional \$600K encumbered to be paid to existing awardees as they meet future steps and requirements to completion.
- 1.06.04 The Foundation Report was sent to the Board under separate cover. A summary of activities during the month of May included:
- \$2.7M YTD in Donations;
  - \$734K in Scholarships awarded;
  - \$3M YTD in Net Gains on Investments; and
  - \$16.1M in Ending Net Assets.
- 1.06.05 A summary of activities and donations received in May totaled \$226,241. Donors included:
- *Children's Board of Hillsborough County*
  - *Columbia Food Service, Inc.*
  - *Patricia Jones*
  - *Stephen C. Shear*
  - *Hillsborough Community College (General Scholarship, Paralegal)*
  - *Martin Port*
  - *Saul Richardson*
  - *Cathy Zaccari Memorial Foundation, Inc.*
  - *Baker Barrios Architects*
  - *Anthony Borrell*

## 1.07 Faculty, Staff and Student Recognitions

Ashley Carl, Executive Director of Marketing and Public Relations, provided the following faculty, staff and student recognitions:

- 1.07.01 The Florida College System Activities Association announced their **All-Academic Team** which included 32 student athletes from HCC. To be eligible, athletes must have a minimum cumulative GPA of 3.3 or higher and have taken a minimum of 18 credit hours in the current academic year. Additionally, the women's volleyball, tennis and basketball teams were recognized for having a 3.0 team average.

HCC athletes selected to the All-Academic Team are:

- *Aaron Dolney*
- *Michael Schuler*
- *Madison Horak*
- *Alex Curtis*
- *Ana Villalvazo*
- *Gabriella Bello*
- *Emily Longoria*
- *Chloe Melis*
- *Nadine Burbrink*
- *Jose Mendoza-Nieves*
- *Arianna Andrade*
- *Catherine Lecop-Bianco*
- *Diana Rivera-Nelson*
- *Viktoryia Zhadzinskaya*
- *Sydney Focarino*
- *Raelin Mcallister*
- *Nathany Valeria Rodriguez*
- *Isadora Oliveira de Marcondes*
- *Alex Cordero*
- *Ella Berg*
- *Sheyvonne Owens*
- *Sydney Haley*
- *Mbali Langa*
- *Savannah Jones*
- *Rylee Moorman*
- *Ana Oro*
- *Magda Tuells*

**Sarah Summerfield**, Athletic Director, and **Joe Bentrovato**, Dean of Student Services, are responsible for HCC athletics.

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

- 1.09 The President recommended approval of the **May 26, 2021 Board Meeting Minutes**.

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

- 1.10 The President recommended approval as amended of **Administrative Rule 6HX-10-2.19, Substantive Change**, which was updated.

Trustee Celestan made a motion of approval, seconded by Trustee Patel. 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 Celestan. 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/SU. 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 Celestan. 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 Celestan. 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 fees** to be effective Summer 2021, unless otherwise noted.

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 **acceptance of the Fiscal Year 2020-2021 Fire Safety, Casualty and Sanitation Inspection Report** for filing and action.

Trustee Watkins made a motion of approval, seconded by Trustee Patel. 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 2021-2022 fiscal year, which includes the 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 7<sup>th</sup> floor of the Dr. Gwendolyn W. Stephenson District Administration Center valued at \$48,000.

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.

- 7.03 The President recommended **approval of the search committee's recommended selection of Ms. Dalia McCloud as Student Trustee** for the 2021-2022 academic year.

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.

## **8.0 FINANCIAL SERVICES**

- 8.01 The President recommended approval of **Budget Amendment No. 5**.

Trustee Watkins asked that budget amendments be presented with back-up that includes a net-change column. Kim McMillon, Controller, advised they would provide the back-up going forward.

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

- 8.02 The President recommended approval to enter into a contract with **FilterPro USA, LLC**, to **furnish and install replacement air filters** College-wide on a quarterly basis for an initial one (1) year period with the option to renew for three (3) additional years, one (1) year at a time, for a total cost of \$817,691.

Trustee Watkins asked if there was a reason only two bids were received. Vonda Melchior, Director of Purchasing, advised it had to do with the need for multiple and varied types of air filters throughout the College with many companies not able to provide the labor force needed for the service area.

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

- 8.03 The President recommended **award of Request for Bids #2852-21** to the following lawn service companies for one (1) year beginning June 1, 2021, with the option to renew each contract for four (4) one-year terms:

- **Professional Grounds Management, Inc.** for the Brandon, Regent, Dale Mabry, Ybor and Collaboration campuses/locations at a total cost of **\$317,560.**
- **JTCM, Inc. (dba Lawn Sculptures)** for District location and Plant City campus at a total cost of **\$151,848.**

The total estimated annual cost for July 1, 2021 through June 30, 2022 is **\$469,108.**

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

- 8.04 The President recommended approval of the **Operating Budgets** for the Current Unrestricted Fund (as presented on Exhibit A) and the **Capital Projects/Unexpended Plant Fund** for Fiscal Year 2021-2022.

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.

- 8.05 Informational Item Only – **April 2021 Financial Statements**

- 8.06 The President recommended **approval to adjust** the College's **property records.**

Trustee Celestan asked if there was an issue with theft. Dr. Atwater advised that while there is some theft, it is not on a large scale. Trustee Watkins asked that future write-offs include why the items were written off, use of age, if it was stolen, etc. Dr. Atwater advised they would make that adjustment to the report.

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

## **9.0 ADMINISTRATIVE REPORT**

- 9.01 Dr. Atwater stated that the Board may want to have a workshop to discuss the new administration building and the challenges with costs and availability of material.

## **10.0 LEGAL REPORT**

## **11.0 HEARING OF BOARD MEMBERS**

- 11.01 Trustee Diehl made the following recommendations:

Trustee Diehl serve as Board Chair and Trustee Watkins as Vice-Chair for 2020-2021; that Trustee Lametto serve as Labor Liaison and Trustee Celestan as Foundation Liaison; and that the monthly Board meetings take place on the fourth Wednesday of each month at 4:00 PM.

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

Trustee Wills congratulated Ms. McCloud and thanked everyone for their kind words and sentiments.

Trustee Diehl thanked Randall Reid, former Trustee, for his 12 years of service.

## **12.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 4:45 p.m.