

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, FEBRUARY 28, 2024 – 4:00 P.M.
PLANT CITY CAMPUS, TRINKLE CENTER
1206 NORTH PARK ROAD
PLANT CITY, FLORIDA 33563
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

This meeting was also held by Zoom video conferencing. The public was reminded that questions or comments can be submitted to the Trustees' email address at any time.

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Nancy Watkins
- Aakash Patel (virtual)
- Greg Celestan (virtual)
- Chip Diehl
- Brian Lametto
- Matthew Valentin

1.05 Welcome to Guests, Staff and Faculty.

Dr. Marty Clay, President of Plant City Campus, welcomed the Board of Trustees to the Campus. He reminded the Board that the Strawberry Festival begins on 2/29/2024. Dr. Clay provided the Board with an update regarding Plant City Campus, including a \$1.352M Title 3 grant that was awarded to their campus called "Supporting Students through Innovative Practices". He recognized Dr. Mechel Albano, Bridget Mullen, Peter St. Onge and Stanford Kefalos as the main drivers of the grant acquisition. Plant City Campus also received a \$325K private donation, which funded two endowed scholarships. He added that Plant City Campus has partnerships with University of Florida, Plant City Community Gardens, Sage Trucking and United Food Bank of Plant City. He then introduced Mary Heysek, President of United Food Bank of Plant City to present a power point of the services offered to the Plant City Community. Including the College Hunger program, which serves on average, eighty students a month, which suffer with food insecurities. HCC Nursing, Counseling and Human Services and Vet Tech students also volunteer at the food bank.

Student Corine Hockenberry, SPARK Club President, gave the Board an overview of the SPARK Club (students with disabilities) and how they collaborate with the food bank to aid HCC Students and the Plant City community. She invited the Board members to attend Disability Awareness Day at Plant City Campus on April 3, 2024 from 10:00am – 2:00pm.

1.06 Foundation Report

Garrett Weddle, Executive Director for the Foundation, provided the Board with a brief update of the HCCF activities and support.

1.06.01 The Foundation Report was sent to the Board under separate cover and included:

- \$4.6M in new gifts and commitments, up 31% compared to last year (July – January). Current total net assets: \$20.1M (excluding Hawks Landing).

1.06.02 Highlights:

- Realized \$207k planned gift in January.
- Advancement Operations Consultant onsite last week.
- Scholarship Manager position filled.
- Director of Development, HCCF Board member recruitment and Scholarship awarding cycle are all underway.

1.06.03 Events:

- BBCB, March 6-8, 2024, Tampa Convention Center.
- HCC Presidential Showcase, April 17, 2024, Armature Works.

Trustee Watkins commented that the foundation assets were stagnant for several years. She thanked Dr. Atwater on his leadership of the team and the progress that has taken place. The President responded by thanking his team and their efforts. He noted that it is the work of the team and their belief in the college and our community.

1.07 Faculty, Staff and Student Recognitions

Angela Eveillard, Executive Director of Marketing, provided the following faculty, staff and student recognitions:

1.07.01 **Rianna Spain**, SouthShore student who currently serves as the President of the Student Government Association, was selected as student of the month for the Florida College System – Student Government Association.

1.07.02 **Cheyenne Olson**, Student Activities Coordinator at the SouthShore campus was nominated for Advisor of the Year at this year's Association for the Promotion of Campus Activities.

1.07.03 **The SouthShore Campus Student Government Association** won the National Community Service Project award at the Association for the Promotion of Campus Activities National Conference in Hershey, Pennsylvania. SouthShore's SGA has completed over 3,500 hours of community service.

1.07.04 **The Brandon Campus** was a finalist for the Central Hillsborough Chamber of Commerce (Greater Riverview Chamber of Commerce) Business of the Year with over twenty employees.

1.07.05 **The EPI program (Educator Preparation Institute) at HCC Brandon Campus**, has received official notification from the Department of Education, that they successfully completed and passed the site and program review process. Approval ranking will be good until June 1, 2030.

1.07.06 **Mary Seguiti** appointed to executive board for the National Contact Lens Examiners (NCLE) state and national licensing.

1.07.07 **Brandon Campus** received a National Science Foundation (Advanced Technological Education) grant in the amount of \$601,075.

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

Trustee Lametto made a motion to approve, 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 **December 6, 2023, Board Meeting Minutes.**

Trustee Watkins asked if there were any additions or corrections to the minutes, hearing none, the minutes were approved as drafted.

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.

5.02 The President, recommended approval of **part-time faculty and staff employment** recommendations for Term 24/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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

6.0 **EDUCATIONAL PROGRAMS & STUDENT SERVICES**

6.01 The President, recommended approval of the **new courses, course modifications, course deletions, requests to make courses inactive, and program modifications** to be effective FA/24, unless otherwise noted.

6.02 The President recommended approval the **new course fee to be effective FA/24**, unless otherwise noted.

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

6.03 The President recommended approval of the **2024-2025 Academic Calendar**.

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

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the application for **final payment in the amount of \$123,732.82 to Horus Construction Services, Inc.** for completion of the renovation of existing space to house ICCE and the Central Duplicating Center in the Library Building (DLRC) located at the Dale Mabry Campus as reviewed and recommended by Wilder Architecture, Inc.

Trustee Diehl 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 of contracts with Williams Company; Horus Construction Services, Inc. Foresight Construction Group, Inc.; Barr & Barr, Inc.; and Charles Perry Partners, Inc.,** to provide construction management services under continuing contracts for miscellaneous projects in which construction costs do not exceed the College's required threshold for continuing contracts, currently four million dollars (\$4,000,000), for a one (1) year period with the option to renew for up to four (4) additional years, one (1) year at a time.

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

- 8.03 The President recommended approval of **Budget Amendment Number 3.**

The President commented on the progress that has taken place under the leadership of Ryan Buckthorpe, Director, Continuing Education/Corporate Training.

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

- 8.04 Informational Item Only – **Exempt Quarter One Purchases.**

- 8.05 Informational Item Only – **Exempt Quarter Two Purchases.**

Trustee Watkins asked for an explanation of Exempt Quarterly Purchases. Mr. Rose explained that this report dropped off the agenda during the pandemic. Trustee Watkins asked for a catch-up report to make up for the missing years to satisfy the statutory requirement. The President agreed to provide a report of the missing years at a future Board meeting.

- 8.06 Informational Item Only – **Financials November and December 2023.**

9.0 ADMINISTRATIVE REPORT

- 9.01 The President provided a Legislative update. Details of the report will be emailed to the Board as requested by Trustee Patel.

- 9.02 The President reminded the Board of the upcoming 17th Annual Black, Brown and College Bound Event coming up the first week of March.

- 9.03 The President commended the work of the team, HR and Finance, which is working on the rollout of the new ERP system (Workday).

10.0 LEGAL REPORT

- 10.01 Frazier Carraway, Board attorney, welcomed our new General Counsel, Jon Squires.

11.0 HEARING OF BOARD MEMBERS

- 11.01 Trustee Valentin commented that the ACCT trip to DC was great and thanked the Board as well as Ms. Cruz for the success of the trip.
- 11.02 Trustee Patel commented that the ACCT trip to Washington DC was successful. Also, he is excited for BBCB.
- 11.03 Trustee Diehl commented on the successful trip to the ACCT Legislative Summit in Washington, DC. He thanked Ms. Cruz, the Board Assistant, for organizing the trip.
- 11.04 Trustee Lametto thanked Dr. Clay and the Plant City Campus for hosting the Board meeting and for their hospitality. He enjoyed the presentations.
- 11.05 Trustee Watkins thanked Plant City Campus for their hospitality in hosting the Board Meeting. Also, thanked Ms. Cruz for the organization of the ACCT trip.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:04 p.m.