

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, AUGUST 21, 2024 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON
DISTRICT ADMINISTRATION CENTER
4115 NORTH LOIS AVENUE
TAMPA, FL 33614
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.01.01 Board Chair Watkins passed the gavel to Greg Celestan as the new Board Chair.

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

1.04.01 Board Chair, Greg Celestan administered the Oath of Office to the new Student Trustee, Ms. Lauren Gay.

The following Trustees were in attendance:

- Nancy Watkins
- Greg Celestan
- Chip Diehl
- Brian Lametto
- Lauren Gay

1.05 Welcome to Guests, Staff and Faculty

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:

- New gifts and commitments \$6.75M (total for FY 24) up 32% compared to last year.

1.06.02 Highlights for FY24:

- Total Net Assets for HCC Foundation: >\$20M
- Awarded over 650 scholarships to students.
- Foundation Operations analyzed by consultant resulting in new procedures.
- Executed ten successful events.
- Fifty-eight percent increase in number of major gifts received (>\$25,000)
- Initiated Major Gift Announcements

1.06.03 Events:

- Scholarship Partners Breakfast, September 13, 2024, Bryan Glazer JCC, 7:30am to 9:00am.
- Hook Line and Sinkers Fishing Tournament, October 4, 2024, Hula Bay Club, 7:30am to 3:30pm.
- HCC Golf Classic, November 25, 2024, Tampa Palms Golf & Country Club, 7:30am to 3:30pm.
- Presidential Showcase, April 2, 2025, Armature Works, 6:00pm-9:00pm.

1.07 Faculty, Staff and Student Recognitions

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

- 1.07.01 **HCC received \$385,499** as a sub-recipient of the Louis Stokes B2B Alliance: Tampa Bay Bridge to the Baccalaureate grant. The total award through the National Science Foundation is \$1 million and part of a continuing collaboration between the Dale Mabry Campus mathematics and sciences division, St. Pete College and State College of Florida at Manatee/Sarasota.
- 1.07.02 **Dr. Ken Ray and Dr. Kayla Charles** received an invitation to present at the Annual National Small College Enrollment Conference on July 30 in Charlotte NC. They presented "Enhancing the Student Experience through Continuous Improvement: An integrated approach to Enrollment Management".
- 1.07.03 **Michelle Thompson**, Computer Science Faculty at the Brandon Campus, earned a certification for the Microsoft Office Specialist Associate Badge by passing the Microsoft Office Specialist Associate tests for Microsoft Word 365 apps, Microsoft Excel 365 apps, and Microsoft PowerPoint 365 apps along with successfully completing the Microsoft Word 365 Apps Expert exam.
- 1.07.04 **Dr. Deborah Stephan**, Brandon Campus President, has been asked to serve on the American Council of Education's Bridging the Cliff Innovation Lab Steering Committee which will guide the questions for the next ACE Innovation Lab Convening.

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

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

- 1.09 The President recommended approval of the **June 26, 2024, Board Meeting Minutes.**

Trustee Celestan 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/FA. 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 **HCC's general education course offerings, the reviewed general education inventory spreadsheet, the signing of the certification form to be submitted to the Office of K-20 Articulation by September 1, 2024, and the submission of necessary changes to SCNS**.

Trustee Lametto made a motion to approve, seconded by Trustee Watkins. 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 **Foundation's Use of College Resources for the 2024-2025 fiscal year**.

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.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended **award of Request for Bid #2914-24** to furnish all labor and materials necessary to improve parking lots at the Ybor, Plant City, Brandon, and Southshore Campuses to The Kearney Companies, LLC of Riverview, Florida, as the lowest responsive bidder meeting all required bid specifications for a total cost of \$2,626,263.

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

- 8.02 The President recommended that the Board approve the application for **final payment in the amount of \$90,252.95** to Williams Company Tampa for completion of the new Shell Point Road entry to the SouthShore Campus as reviewed and recommended by Stantec.

Trustee Watkins made a motion to approve, 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 the contract with **Reno Building, LLC dba Reno Boyd Co.**, establishing a Guaranteed Maximum Price in the amount of **\$593,406.00** for interior renovation/remodeling of classrooms (BTEC) at the Brandon Campus.

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

8.04 The President recommended approval of **Budget Amendment Number 1**.
Trustee Diehl made a motion to approve, seconded by Trustee Watkins. After due discussion and consideration, approval was given by aye vote of all members present.

8.05 Information Only - Exempt Quarterly Past Purchases.

8.06 The President recommended approval to amend the College's May 17, 2022 contract with **Barnes & Noble College Booksellers, LLC of Basking Ridge, NJ** to provide for the transition College-wide to the Barnes & Noble College First Day® Complete Program for student purchases of textbooks and course materials beginning with the Spring 2025 semester.

There was discussion regarding the condition of the books upon return after rental is completed. The President assured the Board that the clarification from Barnes and Noble would be provided.

Trustee Watkins moved to postpone approval of the amendment pending clarification of condition of books being returned. Hearing no second to the motion, the motion failed. Trustee Celestan then asked for a motion to approve.

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

Trustee Watkins noted that her no vote was not against the substance of the amendment proposed, but that of the verbiage regarding condition of books returned upon completion of rental.

9.0 ADMINISTRATIVE REPORT

9.01 The President reminded the Board that the College is transitioning to the Florida State Healthcare System. Open enrollment will occur in mid-October with a start date of January 1, 2025.

9.02 The FinTech Program was approved by the State Board for January 2025 implementation.

10.0 LEGAL REPORT

10.01 Rhonda Stringer, new Board Counsel, introduced herself and assured the Board that she and the firm are committed to continuing the level of service that Frazier Carraway provided for all the previous years. She looks forward to working with all.

11.0 HEARING OF BOARD MEMBERS

11.01 Trustee Diehl welcomed the new Student Trustee, Lauren Gay. He congratulated the new Board Chair Greg Celestan and thanked the outgoing Chair Nancy Watkins.

11.02 Trustee Lametto welcomed the new Student Trustee and thanked Trustee Watkins for her service as Chair to the Board.

11.03 Trustee Celestan welcomed the new Student Trustee and thanked Trustee Watkins for her service to the Board as Chair.

11.04 Trustee Watkins welcomed our new Student Trustee and also welcomed Rhonda Stringer. She also mentioned the layout of the current Board dais and how it is situated. The positioning of the dais and the speaker podium make it difficult to see the audience. Previously, there were discussions of raising the dais in order to be able to view the audience beyond the presenter podium. The President stated that we will look into her request to alter the position of the Board dais.

12.0 ADJOURNMENT

There being no further business, the meeting was adjourned at 4:52 p.m.