

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, SEPTEMBER 23, 2020 – 4:00 P.M.
VIA ZOOM VIDEO CONFERENCING
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.01.01 Due to the COVID-19 virus, this meeting was held by Zoom video conferencing. 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

1.03 Pledge of Allegiance

1.03.01 As this was a video conference, the Pledge of Allegiance could not be made.

1.04 Roll Call

The following Trustees were in attendance:

- Mrs. Betty Viamontes
- Mrs. Dipa Shah
- Mr. Randall Reid
- Brig.Gen. Chip Diehl
- 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 June included:

- \$129K YTD in Cash Donations;
- \$346K in Total Revenue;
- \$496K YTD in Net Gains on Investments; and
- \$14.1M in Ending Net Assets.

- 1.06.02 Suncoast Credit Union committed \$99K for sponsorships and program support. This is their largest commitment to the College.
- 1.06.03 The Florida College System Foundation committed \$54K for scholarships from The Helios Education Foundation First Generation scholarships; Bank of America Dream Makers scholarships; and Florida Blue Nursing and Allied Health scholarships.
- 1.06.04 The Foundation board unanimously approved the 2019-2020 audit as well as the two-year contract with The Southern Group.
- 1.06.05 The annual HCC Fishing Tournament which is scheduled to take place on October 16, 2020 is sold out.
- 1.06.06 A summary of activities and donations received in July and August. Donors included:

- *The Children's Board of Hillsborough County*
- *Hillsborough County Sherriff's Office Charities, Inc.*
- *The USAA Foundation, A Charitable Trust*
- *Community Foundation of Tampa Bay, Inc.*
- *The Florida College System Foundation, Inc.*
- *Verizon Foundation*
- *Enterprise Holdings Foundation*
- *The Stanton Storer Embrace the Arts Foundation*
- *Ybor City Development Corporation*
- *Entrepreneurship Resources, Inc.*
- *Interfaith Social Actions Council of Sun City Center, Inc.*
- *Wells Fargo Bank, N.A.*
- *Charles Perry Partners, Inc.*
- *Anston-Greenlees, Inc.*
- *Baston Cook Company*
- *Biltmore Construction Company, Inc.*
- *Harvard Jolly Architecture*
- *Wilder Architecture, Inc.*
- *Baker Barrios Architects*
- *Walbridge Aldinger*
- *VoltAir Consulting Engineers, Inc.*
- *Reno Building*
- *Williams Company*
- *Kast Construction*
- *Patcraft*
- *NACEE, Inc.*

1.07 Faculty, Staff and Student Recognitions

Dr. Atwater advised that detailed recognitions were listed in the *Hawkwire* newsletter.

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

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.

- 1.09 The President recommended approval of the **August 12, 2020 Board Meeting Minutes**.

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.

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. 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.

- 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. 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.

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

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 **new courses, course modification, program modification and new programs** to be effective fall 2021, unless otherwise noted.

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.

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended review and acceptance of the **annual audit of the Hillsborough Community College Foundation, Inc.** for Fiscal Year 2019-2020.

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 that **continuing contracts** with **SGM Engineering, Inc.; Anston-Greenlees, Inc.; VoltAir Consulting Engineers, Inc.;** and **Hahn Engineering** be amended to increase the maximum amount of award to **four million dollars (\$4,000,000)** per project.

Mr. Reid asked what the original length of the term was for continuing contracts. Mrs. Vonda Melchoir, Purchasing Manager, advised that continuing contracts began in April 2017 with one more renewal year in April 2021. Mr. Reid asked that with this increase, if there was a concern that a company that could handle a \$1M contract might not be able to handle a \$4M contract. Mr. Ben Marshall, Facilities Manager, advised that there are no concerns and that the firms are all healthy.

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 that **continuing contracts** with **Wilder Architecture, Inc.; Holmes Hepner & Associates Architects, Inc.; FleishmanGarcia Architecture;** and **Baker Barrios Architects, Inc.** be amended to increase the maximum amount of award to four million dollars (\$4,000,000) per project.

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 that **continuing contracts** with **Pennoni Associates, Inc.; Ayers Associates, Inc.; and Stantec Consulting** be amended to increase the maximum amount of award to four million dollars (\$4,000,000) per project.

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.

- 8.04 The President recommended that **continuing contracts** with **Williams Company; Charles Perry Partners, Inc.; Reno Building, LLC; Crossroads Construction Company; Foresight Construction Group, Inc.; and Horus Construction Services, Inc.** be amended to increase the maximum amount of award to four million dollars (\$4,000,000) per project.

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 **award of RFQ No. 2830-20** and approval to enter into a contract with **Charles Perry Partners, Inc.** to provide **pre-construction services in the amount of \$120,403 and 4.00% of the project budget**, currently \$14,000,000, for construction management services **for a projected cost of \$560,000 for construction management services** for the construction of a new District Administration Center building at the Dale Mabry Campus. The contract provides for an additional \$36,416 for site enabling that will be reflected as a deduction in the GMP as well as progress payments to compensate Charles Perry Partners, Inc., as authorized work is completed.

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 advised that he will provide a complete report on the pandemic next month. Currently, the College has had 45 positive cases on campus.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 Mr. Reid advised that the president's evaluation is normally scheduled for September but this discussion has been moved to October. Mrs. Shah made a motion to add one month to the president's evaluation process for 2019-2020, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

11.02 Mr. Wills expressed concern about donations received by the Foundation from vendors included in the continuing contracts pool. He asked if this was a conflict of interest. Mr. Reid advised that this is completely normal and that at any university or college, you will find the same thing. He added that vendors appreciate HCC as a customer and this is how they support the College and show their appreciation.

Mrs. Shah asked if Mr. Wills would have an opportunity to observe the contract process. Dr. Atwater advised yes. She asked if a copy of the PowerPoint presentation on the contracts process be sent to Mr. Wills. Dr. Atwater advised yes. *[The PowerPoint presentation "Contract Procurement Process" was sent to Mr. Wills on October 9, 2020].*

11.03 Mrs. Viamontes asked that the president's evaluation be submitted in a timelier manner next year. Dr. Atwater advised the delay was due to the pandemic and late start of the fall semester. He added there will also be an additional section on his evaluation for performance funding.

Mrs. Viamontes asked when the Board would receive their evaluation form. Dr. Atwater advised that this was also delayed but will be completed soon. Mrs. Viamontes asked if there was a deadline for the completion of the Board's evaluation. Dr. Atwater advised that this evaluation was requested by the Southern Association of Colleges and Schools; however, there is no statutory or state requirement for this evaluation.

11.04 Mrs. Shah stated that she is following the enrollment numbers and it appears to be going well. She added that she is pleased the pandemic protocols appear to be working.

11.05 Mrs. Viamontes thanked everyone for the work being done in a very challenging environment. She added that she supports the additional online classes and is glad HCC was able to transition so many courses to an online environment in a very short time.

11.06 Brig.Gen. Diehl asked if athletics were postponed for the Fall. Dr. Atwater advised yes. He asked that everyone go out and cheer for the Tampa Bay Lightning.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:44 p.m.