

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, JANUARY 22, 2020 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER – BOARD ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Mrs. Betty Viamontes
- Mrs. Dipa Shah
- Mr. Randall Reid
- Brig.Gen. Chip Diehl
- Mr. Rashad Stubbs

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

1.06.01 Mr. Stephen Shear, Executive Director for the Hillsborough Community College Foundation, provided a summary of activities and donations received during November and December which included:

- \$1.93M YTD in Donations;
- \$3.05M YTD in Total Revenues;
- \$224K YTD in Gains on Investments; and
- \$14.43M in Ending Net Assets.

1.06.02 In December, the **Mayor's Hispanic Advisory Council** donated \$15,000 and the **Tampa Hispanic Heritage** donated \$10,000, both doubling their contributions from last year.

1.06.03 Mr. Shear thanked his staff for their hard work during the College's **Capital Campaign**, which raised a grand total of **\$9,221,868.94**. Mrs. Viamontes also thanked his staff.

1.06.04 The November and December major gift reports were sent to the Board separately and included donations totaling \$1,396,720. Donors included:

- *Children's Board of Hillsborough County*
- *Verizon Foundation*
- *Community Foundation of Tampa Bay, Inc.*
- *Suncoast Credit Union Foundation*
- *The New York Yankees Tampa Foundation, Inc.*
- *William A. Gregory Jr. Foundation*
- *The USAA Foundation, A Charitable Trust*
- *Human Specialty Benefits*
- *Tampa Bay Trane*
- *Associated Builders & Contractors, Inc.*
- *Baker Barrios Architects*
- *Harvard Jolly Architecture*
- *Driggers Engineering Services, Inc.*
- *Tampa Hispanic Heritage, Inc.*
- *PNC Bank*
- *Doolittle Institute, Inc.*
- *Metz Culinary Management*
- *Team Applications, LLC*
- *AIG Matching Grants Program*
- *Charles Perry Partners, Inc.*
- *Hillsborough County Veterinary Society*
- *Fifth Third Bank*
- *Vinanta Mundra*
- *JP Morgan Chase Foundation*
- *Bijal Patel*
- *CapTrust Financial Advisors*
- *Port Tampa Bay*
- *Tampa Bay Trane*
- *BCI Integrated Solutions*
- *APG Electric, Inc.*
- *Inter-Bay Electric*
- *Jason W. Stephenson*
- *Anthony Bruno*
- *Peter M. Cirak*
- *Justin Day*
- *Stephen C. Shear*
- *Patricia Jones*
- *Michael R. Albanese*
- *Daniel A. Pohto*
- *Kathleen Dawes*
- *Anthony Borrell*
- *Cynthia M. Brady*
- *Robert M. Thomas*
- *Lucila Ramiro*

1.07 Faculty, Staff and Student Recognitions

Ms. Ashley Carl, Executive Director of Marketing and Communications, provided the following faculty, staff and student recognitions:

- 1.07.01 **Brian Mann**, Director of Associate in Sciences, was appointed as a member of the Articulation Coordinating Committee (ACC) by Richard Corcoran, Commissioner of Education. The ACC serves as a cross-sector advisory board to help maintain Florida's system of articulation between education levels. They help to maintain statewide articulation agreements, establish course equivalencies to facilitate the transfer of credit and recommend articulation improvements to the Florida Talent Development Council, the State Board of Education and the Board of Governors.
- 1.07.02 **Cheryl Gonzalez**, Chief Diversity Officer, was recognized for "pioneering work and foresight in the establishment of Capital City Chamber of Commerce", and was honored for her outstanding leadership and contributions to the Tallahassee business community.
- 1.07.03 **Dr. Jennifer China**, SouthShore Campus President, was appointed to the South Bay Hospital Board of Trustees. The Board of Trustees is the local governing board of the hospital. South Bay Hospital serves the SouthShore and Sun City area.

- 1.07.04 HCC had 13 bi-national teams composed of 235 students from 12 schools across the U.S., Jordan, and Iraq, investigate how the La Terza Sustainability Challenge Prompt impacted their local communities. Bi-national teams collaborated virtually through the human centered design process to create innovative business solutions.

All teams investigated the impact of food production and developed sustainable business concepts. Teams submitted these business concepts in the form of a brief video pitch and concept document for display in the *Global Solutions Virtual Global Business Fair*. Judges from La Terza Coffee and Atheer Telecom Iraq Limited identified the top six (6) teams, which included HCC's team. Those teams were invited to pitch live at the Virtual Global Business Expo on December 18.

- 1.07.05 *Higher Education Marketing Report*, the most widely read publication for educational marketers, is a proud sponsor of Education Digital Marketing Awards. The Education Digital Marketing Awards recognize the best educational websites, digital content, electronic communications, mobile media and social media among two and four-year colleges and universities and secondary schools. Judges for this year's awards consisted of a national panel of higher education marketers, advertising creative directors, marketing and advertising professionals and the editorial board of Higher Education Marketing Report.

HCC's **Marketing and Public Relations Department** won the following awards in this year's competition: *Athletics Website*: Gold; *Digital Video – Spring Enrollment Promotions*: Silver; and *Institutional Website*: Bronze.

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

Brig.Gen. Diehl made a motion of approval, seconded by Mrs. Shah. After due discussion and consideration, approval was given by aye vote of all members present.

- 1.09 The President recommended approval of the **December 4, 2019 Board Meeting minutes**.

Mrs. Shah made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

- 1.10 The President recommended approval as amended, for the inclusion of one (1) new administrative rule, **6HX-10-1.08 Board of Trustees, Self-Evaluation**.

Mrs. Shah made a motion of approval, seconded by Mr. Reid. 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.

Brig.Gen. Diehl made a motion of approval, seconded by Mrs. Shah. 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 19/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Brig.Gen. Diehl made a motion of approval, seconded by Mrs. Shah. After due discussion and consideration, approval was given by aye vote of all members present.

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

Brig.Gen. Diehl made a motion of approval, seconded by Mrs. Shah. After due discussion and consideration, approval was given by aye vote of all members present.

- 5.04 The President recommended approval of **continuing contracts** for post-tenured faculty.

Mr. Reid made a motion of approval, seconded by Brig.Gen. Diehl. 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 modifications, courses becoming inactive, program modifications, program moratorium, and new programs** to be effective fall 2020 unless otherwise noted.

Brig.Gen. Diehl 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 the renaming the HCC Tennis Center to the **Tejas Pradip Patel Tennis Center at HCC**, in recognition of the Patel Family's \$400,000 gift to the HCC Foundation for the benefit of the College.

Mrs. Shah made a motion of approval, seconded by Mr. Reid. 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 **Application for Final Payment** in the amount of \$47,470.59 to **Foresight Construction Group, Inc.**, for completion of the south parking lot improvements at the Dale Mabry Campus, as reviewed and recommended by Stantec Consulting Services, Inc.

Mr. Reid asked, with the addition of the Allied Health Building, how many additional parking spaces were required by the city and how many spaces were added. Mr. Ben Marshall, Facilities Manager, stated that the College is exempt from the city requirements. HCC committed to creating new 270 spaces but is just finishing up 449 new spaces; of those, 59 are handicap spaces. Mr. Stubbs added that the south parking lot and additional spaces are being well-utilized.

Mr. Reid made a motion of approval, seconded by Mrs. Shah. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.02 The President recommended approval of the **Application for Final Payment** in the amount of \$58,922.88 to **Reno Building**, for completion of the renovation of the Ybor Room at the Ybor City Campus, as reviewed and recommended by Wilder Architecture.

Mr. Reid asked what the total cost was for this project. Mr. Marshall advised \$589,228.70. Mrs. Viamontes asked if it was possible to lease the space to generate additional revenue. Dr. Ginger Clark, Ybor City Campus President, advised yes and that there is already a waiting list.

Mrs. Shah made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.03 The President recommended approval of the **October 2019 Financial Statements**.

Mrs. Viamontes added that we should be doing accrual accounting. Mr. Al Erdman, Chief Financial Officer, agreed and added it would be done that way in the future.

Mr. Reid 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 approval of the **November 2019 Financial Statements**.

Mrs. Shah made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

9.0 ADMINISTRATIVE REPORT

9.01 Dr. Atwater advised his Administrative Report on Grants Activity would be postponed until February. He stated that instead, the Board will continue the discussion from the January 22, 2020 Board Workshop regarding the Davis Island property.

Mrs. Shah made a motion directing the College to market the Davis Island property. Seconded by Mr. Reid.

Mrs. Viamontes modified the motion to include a lease-back option of two (2) years, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

In order to combine two motions into one, Mr. Reid moved to table both motions, seconded by Brig.Gen. Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

Mrs. Shah then made a motion directing the College to market the Davis Island property as soon as practical, but no later than February 29, 2020, with the condition of being able to occupy these offices for two (2) years. The motion was seconded by Mr. Reid with approval given by aye vote of all members present.

Dr. Atwater stated that HCC would need to notify the state that the property will be put up for sale.

Mr. Reid added that the sooner we get a space plan and estimate, the better. Mrs. Shah stated that she would like to see how much space is needed, where the offices would go [campus or non-campus] and a realistic price tag. Mr. Reid stated that he knew architects that would do a space plan for free or for very little cost.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Mr. Stubbs congratulated the HCC Foundation and staff and encouraged them to set new goals.

11.02 Brig.Gen. Diehl stated Happy New Year to everyone. He thanked Mr. Shear for including him in the golf tournament last weekend and said that it was a lot of fun. After review of the HCC Fact Book, Brig.Gen. Diehl asked why HCC was ranked so poorly on College Placement Test (CPT) scores. Ms. Carl added that the CPT score helps HCC place high school students in developmental classes.

Brig.Gen. Diehl also asked if the College could send a congratulatory letter to the new superintendent. Dr. Atwater stated that his office is planning to send one; He added that HCC plans to host a reception for USF's new president this spring and will include the new superintendent.

11.03 Mrs. Shah stated that the CPT scores are not a reflection on HCC and that the scores are a reflection of the high schools students attend.

11.04 Mrs. Viamontes also congratulated the Foundation and staff. She stated that several months ago, she had the opportunity to review the Administrator Salary Study and had requested additional data. Dr. Atwater advised that the report is ready and he would meet with each Board member prior to the February Board meeting to discuss the recommendation that will be made.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:51 p.m.