



**HCC**

**DISTRICT BOARD OF TRUSTEES  
BOARD MEETING**

**DECEMBER 6, 2023**

**4:00 PM**

**LOCATION:**

HILLSBOROUGH COMMUNITY COLLEGE  
BRANDON CAMPUS, BADM 116/117, CONFERENCE CENTER  
10451 NANCY WATKINS DRIVE  
TAMPA, FL 33619

**HILLSBOROUGH COMMUNITY COLLEGE**  
**DISTRICT BOARD OF TRUSTEES**  
**BOARD MEETING**  
**DECEMBER 6, 2023 – 4:00 P.M.**  
**BRANDON CAMPUS, BADM 116/117, CONFERENCE CENTER**  
**10451 NANCY WATKINS DRIVE**  
**BRANDON, FL 33511**

Page No.

<b>1.0</b>	<b><u>GENERAL FUNCTIONS</u></b>	
	1.01 Call to Order	
	1.02 Invocation	
	1.03 Pledge of Allegiance	
	1.04 Roll Call	
	1.05 Welcome to Guests and Staff Members Dr. Deborah Kish-Stephan, Campus President	
	1.06 Foundation Report	
	1.07 Faculty and Staff Recognitions	
	1.08 The Chair recommends adoption of the agenda, all revisions to the agenda and approval of all agenda items marked “ <b>Consent</b> ”.	
	1.09 The President recommends approval of the <b>October 25, 2023, Board Meeting minutes</b> (submitted herein for your review).	3
<b>2.0</b>	<b>HEARING OF STUDENTS</b>	
<b>3.0</b>	<b>HEARING OF CITIZENS</b>	
<b>4.0</b>	<b>HEARING OF FACULTY AND STAFF</b>	
<b>5.0</b>	<b>HUMAN RESOURCES</b>	
<b>CONSENT</b>	5.01 The President recommends approval of individuals for <b>full-time employment</b> . Each full-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).	9
<b>CONSENT</b>	5.02 The President recommends approval of individuals for <b>part-time employment</b> during Term 23/FA and 24/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).	11
<b>CONSENT</b>	5.03 The President recommends acknowledgment of <b>employment separations</b> (submitted herein for your review).	13

	5.04	The President recommends approval that the attached <b>post-tenured faculty remain on continuing contracts</b> (submitted herein for your review).	15
<b>6.0</b>		<b><u>EDUCATIONAL PROGRAMS AND STUDENT SERVICES</u></b>	
<b>CONSENT</b>	6.01	The President recommends approval of the <b>course modifications and the requests to make courses inactive to be effective SP/24</b> , unless otherwise noted (submitted herein for your review).	16
<b>7.0</b>		<b><u>INSTITUTIONAL SERVICES</u></b>	
	7.01	The President recommends acknowledgement of receipt of the Foundation's annual <b>IRS Form 990 for Fiscal Year 2022-2023</b> and that the Board <b>certify</b> that the Foundation is operating in a manner consistent with the goals of the College and the State of Florida (submitted herein for your review).	18
<b>8.0</b>		<b><u>FINANCIAL SERVICES</u></b>	
	8.01	The President recommends approval of <b>Budget Amendment Number Two</b> (submitted herein for your review).	19
	8.02	The President recommends <b>acceptance of the Operational Audit</b> Report No. 2024-035 (submitted herein for your review).	21
	8.03	The President recommends approval of <b>Amendment No. 8 to the contract with Reno Building, LLC dba Reno Boyd Co., establishing a Guaranteed Maximum Price in the amount of \$2,934,398.00</b> for exterior improvements to the Gymnasium Building (DGYM) at the Dale Mabry Campus (submitted herein for your review).	35
	8.04	The President recommends approval to <b>adjust the College's records</b> for any items that are not relocated for reuse at another College location (submitted herein for your review).	41
	8.05	The President recommends awarding of a <b>contract to Cigna Health &amp; Life Insurance Co.</b> of Bloomfield, CT, to provide administration for self-insured medical benefits and an integrated prescription drug plan for a three-year term beginning July 1, 2024, through June 30, 2027, with the option to renew for two (2) additional one-year periods (submitted herein for your review).	42
	8.06	Informational Item Only – <b>September 2023 Financials</b>	43
<b>9.0</b>		<b><u>ADMINISTRATIVE REPORT</u></b>	
<b>10.0</b>		<b><u>LEGAL REPORT</u></b>	
<b>11.0</b>		<b><u>HEARING OF BOARD MEMBERS</u></b>	
<b>12.0</b>		<b><u>ADJOURNMENT</u></b>	

# Section 1

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**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
WEDNESDAY, OCTOBER 25, 2023 – 1:00 P.M.  
DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER-BOARD ROOM  
4115 N. LOIS AVENUE  
TAMPA, FLORIDA 33614  
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

Trustee Watkins asked to keep the families of: Mr. Florentino Alarcón, beloved father of Judy Gaspar, Special Services Coordinator at District Office, and All who recently passed away in your thoughts and prayers.

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

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

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. A summary of the last three months, July, August and September, included:

- \$2.35M in new gifts and commitments, up 106% compared to last year.

1.06.02 Events

- HCC Inshore Fishing Tournament, October 27, 2023, at Hula Bay Club.
- HCC Golf Tournament, December 4, 2023, at Tampa Palms Golf & Country Club.

## 1.07 Faculty, Staff and Student Recognitions

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

- 1.07.01 **Professor Larry Linder**, EMS Faculty at the SouthShore Campus, was recognized by the National Registry of Emergency Medical Technicians for his 20 years of consecutive EMS certification. The National Registry of Emergency Medical Technicians serves as the National EMS Certification organization by providing a valid, uniform process to assess the knowledge and skills required for competent practice by EMS professionals throughout their careers and by maintaining a registry of certification status.
- 1.07.02 The **HCC Respiratory Care Program** faculty participated in an interdisciplinary event with NOVA Southeastern first- and second-year medical students on Wednesday, October 11th. HCC faculty shared their expertise in patient respiratory assessment and oxygen devices with the medical students. The NOVA medical students shared their experience with the Acadicus VR simulation software.
- 1.07.03 **HCC Opticianry Program** received confirmation from the Commission on Opticianry Accreditation (COA) for full accreditation for another six years. Congrats to the entire team including **Mary Seguiti, Laurie Pierce, Thomas Neff and Lee Stokes**.
- 1.07.04 **The National Accrediting Agency for Clinical Laboratory Science (NAACLS)** grants the Medical Laboratory Science (MLS) Program a 10-year accreditation cycle. Congratulations to **Dr. Tripat Kaur and Rosa Montana**.
- 1.07.05 The **HCC Student Government Association** hosted the Florida College System SGA Region 2 Retreat at the Dale Mabry Campus on Friday, October 6. Dr. Richard F. Gaspar, Ybor City Campus Professor of Communication, has been named as the first recipient of the College Media Association's Kelley Lash Scholarship.  
The President congratulated the Allied Health team of Faculty and Staff who worked on the accreditation process. The Board shared in their appreciation of these efforts.

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

Trustee Patel made a motion to approve, 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 **September 27, 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

- 4.01 The President commented that at the recent Faculty In-Service, the first wage opener was held and accomplished within one meeting. He commended both parties for their collegiality.

#### 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 23/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 the **course modifications, course inactivation, program modifications and the new programs** to be effective FA/24, unless otherwise noted.

#### 7.0 INSTITUTIONAL SERVICES

#### 8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of **Amendment No. 8 to the contract with Williams Company Tampa**, establishing a Guaranteed Maximum Price in the amount of **\$1,972,667** for the new Shell Point Road entry to the SouthShore Campus.
- Discussion took place regarding the need to change the address of the campus as well as additional directional signage. Timeline of completion was also discussed. A tentative date of Summer 2024 was put forth.
- Trustee Celestan 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 that the Board accept the **Fiscal year 2022-2023 Fire Safety, Casualty and Sanitation Inspection Report** for filing and action.
- Trustee Lametto made a motion of approval, seconded by Trustee Patel. After due discussion and consideration, approval was given by aye vote of all members present.
- 8.03 The President recommended approval of the carryforward spending plan proposed by the administration.
- Trustee Diehl made a motion of approval, seconded by Trustee Celestan. After due discussion and consideration, approval was given by aye vote of all members present.
- 8.04 Informational Item Only – **Financials July and August 2023**.

## 9.0 ADMINISTRATIVE REPORT

9.01 The President reviewed the Board Priorities that were sent to the Board members as supplemental materials. He asked for Board approval of the Board Priorities as follows:

### **Priority 1— Engagement with Workforce Community:**

- **Initiative 1:** Support development and implementation of a new A.S. Degree and certificates in Financial Technologies (i.e., FinTech).

*Strategic Plan Alignment: College Goal #2 Talent Development, Initiative C to expand public-private funding partnerships to support programmatic delivery.*

In 2022-23, a grant award of \$350,000 from J.P. Morgan Chase was accepted to support development of credentials in Financial Technology including an associate in science degree and stackable certificates. To this end, seven course proposals from Data Analytics to Global Financial Technologies have been completed to build the curriculum. Curricula proposals are on target to move through the Academic Affairs approval process and those of the state in 2023-24.

- **Initiative 2:** Support the LEAP College Access Network goal, which is 60% of the county's working-age population will hold a post-secondary credential by 2025.

*Strategic Plan Alignment: College Goal #2 Talent Development, Initiative A to attain a postsecondary educational attainment rate in Hillsborough County of 60% by 2025*

### **Priority 2 — Adapting to a post-pandemic education model:**

- **Initiative 1:** Support acquisition and implementation of the new Enterprise Resource Planning system.

*Strategic Plan Alignment: College Goal #3 Continuous Improvement, Initiative D to reassess the adequacy of the Ellucian Colleague ERP to meet college need.*

**Initiative 2:** Support practices for HCC's return to a post-pandemic education environment.

*Strategic Plan Alignment: College Goal #3 Continuous Improvement, Initiative A to design and execute an Academic Master Plan that anticipates and responds to community needs.*

For 2022-23, the proportion of credit classes offered online was 56% of total class offerings, down from 59% in the prior year of 2021-22 and from 75% during the height of the pandemic in 2020-21. Pre-pandemic online offerings were 31% of the class schedule in 2019-20.

Likewise, for 2022-23, credit FTE enrollment in online classes represented 62% of total FTE, down from 66% in 2021-22. Pre-pandemic online FTE was 36% in 2019-20

### **Priority 3 — Promote the advancement of educational achievement for minority students:**

- **Initiative 1:** Support initiatives for improved retention and completion.

*Strategic Plan Alignment: College Goal #1 Student Success, Initiatives B-C to increase retention and completion.*

The 2023 *Key Performance Indicators* of HCC reveal that retention rates have declined to unprecedented levels beginning in the 2020-21 year. Shown below are traditional fall-to-spring and fall-to-fall measures of retention tracking an entering cohort of students. More typically fall-to-spring rates exceed 70% and fall-to-fall exceed 50%. The declining trends persist across all categories of race/ethnicity. Additional study is needed to determine causality, but the trends coincide with onset of the Covid pandemic.

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

- 9.02 The President asked Eric Johnson, Director of Community and Government Relations, to give the Board an update regarding the preparation of the 2024 session. Director Johnson informed the Board of the upcoming Fly In to be held on January 22, 2024, in the afternoon as well as the COP Business Meeting to be held on January 23, 2023. The tentative agenda should be available soon. He asked the Board members to let us know if they will be in Tallahassee in the coming months so we can coordinate advocacy efforts.
- 9.03 The President reminded the Board about the HCC Open House/Ribbon Cutting to be held on November 3, 2023, 1:00 pm to 4:00 pm. We are expecting over 175 attendees from around the Tampa Bay Community, including Mayor Jane Castor, as well as two County Commissioners.
- 9.04 The President informed the Board that he is planning a Board Retreat for Spring 2024. They will be contacted regarding a date and time that is convenient for all to attend. Agenda items will include: Brightline Proposal and New York Yankees Proposal.
- 9.05 Trustee Patel asked when the next Student Trustee will start. The President stated that the new Student Trustee starts at the beginning of the Fall semester. Trustee Watkins inquired where we were with the review of the Student Trustee selection process. The President and Trustee Watkins discussed the timeline for the review of the Student Trustee selection process. The President will provide a report with a timeline. Trustee Watkins suggested a possible special meeting if needed. Student Trustee Valentin noted that he would like to be a part of the process of reviewing the current Student Trustee selection process.

**10.0 LEGAL REPORT**

**11.0 HEARING OF BOARD MEMBERS**

- 11.01 Trustee Patel is attending the Brightline trip on November 6, 2023, with Tampa Partnership and the Mayor.
- 11.02 Trustee Diehl Thanked the Board Secretary for the planning of the ACCT trip.

**12.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 1:51 p.m.

**Section 2-4**

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## **Section 5**

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**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 5.01**

**CONSENT**

**BACKGROUND AND PERTINENT FACTS:**

These are personnel appointments for budgeted full-time positions.

**ECONOMIC IMPACT:**

All the positions are budgeted within the current fiscal year (2023-2024). Except for temporary positions, these positions will be fully budgeted in subsequent fiscal years unless program or service changes or financial exigency requires that funds be discontinued.

**OBJECTIVE:**

To provide necessary staff support for the appropriate divisional unit.

**LEGAL AUTHORITY:**

F.S. 1001.64; 1001.65

**RECOMMENDATION:**

The President recommends approval of individuals for full-time employment (submitted herein for your review). Each full-time employee will be compensated in accordance with the Board-approved Salary Schedule.

**Initiator** Type text here

**Date**

**Vice President/Campus President/Exec Dir of Human Resources**

**Date**

**District President**



**Date**

11/28/23

1-0-024 (2/04)

**FULL-TIME APPOINTMENTS**  
**DECEMBER 6, 2023, BOARD MEETING**

**ADMINISTRATOR**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Barshay, Terri*	Associate Dean, Accelerated Learning	AFC0100021	Dale Mabry	11/16/23
Thomas, Sarah	Director, Institutional Research	AFC0100002	District	11/02/23

**FACULTY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Dubal, Ashish	Dental Assisting Instructor	FFC40019	Dale Mabry	11/02/23
Mendoza, Rebecca*	Nursing Instructor	FFC30054	Dale Mabry	10/26/23
Molina, Cathy*	Nursing Instructor	FFC30273	Dale Mabry	10/26/23

**STAFF EXEMPT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Hastings, Troy	Academic Advisor	EFC0600131	Ybor City	11/01/23
Novak-Lamvichit, Annette**	Job Placement Assistant	EFC06V0020	Dale Mabry	11/16/23
Scanlon, Kati	Communication Center Supervisor	EFC0600134	Ybor City	11/02/23
Viswanathan, Wanda	Accountant II	EFC0800027	District	11/01/23

**STAFF NON-EXEMPT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Lostal-Bolden, Lygia	Lab Assistant	NFC0400057	Brandon	10/19/23
Swain, Delories*	Staff Assistant	NFC0200043	District	11/14/23

**PROMOTION**

<b><u>NAME</u></b>	<b><u>FROM</u></b>	<b><u>CAMPUS</u></b>	<b><u>TO</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
McBride, Zhannay	Staff Assistant II	Dale Mabry	Lab Assistant	Dale Mabry	11/02/23

\*Full-Time Temporary

\*\*Full-Time Temporary/Grant-Funded

**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 5.02**

**CONSENT**

**BACKGROUND AND PERTINENT FACTS:**

The College has determined that part-time faculty and staff are needed to support the academic programs for the Academic Term 23/FA and 24/SP. Part-time faculty will be employed on a term-by-term basis. If additional part-time staff is needed, a supplementary list will be submitted for appointment.

**ECONOMIC IMPACT:**

All the positions are budgeted within the current fiscal year (2023-2024). All part-time faculty and staff budgets are reviewed during budget development and established based on enrollment projections and departmental need.

**OBJECTIVE:**

To augment full-time faculty and staff with temporary assistance to meet the academic goals of the College.

**LEGAL AUTHORITY:**

F.S. 1001.64; 1001.65

**RECOMMENDATION:**

The President recommends approval of individuals for part-time employment during Term 23/FA and 24/SP (submitted herein for your review). Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

**Initiator**

**Date**

**Vice President/Campus President/Exec Dir of Human Resources**

**Date**

**District President**



**Date**

11/28/23

1-0-024(2/04)

**PART-TIME APPOINTMENTS**  
**DECEMBER 6, 2023, BOARD MEETING**

**FACULTY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>
Clement-Joseph, Simone	Adj Nursing Instructor	FPNC0062	Dale Mabry	01/08/24
Clinton, Tyrone	Adj Physics Instructor	FPNC0451	Plant City	01/08/24
Horton, Marilyn	Adj Nursing Instructor	FPNC0472	Dale Mabry	01/08/24
Jay, Tamara	Adj Nursing Instructor	FPNC0062	Dale Mabry	01/08/24
Kargakos, Anastasia	Adj Nursing Instructor	FPNC0062	Dale Mabry	01/08/24
Knuth, Kristen	Adj Veterinary Tech Instructor	FPNC0468	Plant City	01/08/24
Mendez, Zachary	Adj Nursing Instructor	FPNC0069	Dale Mabry	01/08/24
Smith, Alyssa	Adj Biological Sciences Instructor	FPNC0055	Dale Mabry	01/08/24

**NON-FACULTY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>
Hidalgo, Nicholas	PT Advanced Technician	ZPP30229	Dale Mabry	10/31/23
Redmond, Haley	PT Advanced Technician	ZPP30102	Brandon	11/01/23
Russell, Melissa	PT Associate	ZPP50027	Dale Mabry	10/31/23
Stato, Joanne	PT Associate	ZPP50022	Ybor City	10/27/23

\* Part-Time Temporary/Grant Funded

**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 5.03**

**CONSENT**

**BACKGROUND AND PERTINENT FACTS:**

Upon review of documentation, it was determined that the employees listed herein will separate from employment at the College as indicated.

**ECONOMIC IMPACT:**

None.

**OBJECTIVE:**

To acknowledge separations.

**LEGAL AUTHORITY:**

F.S. 1001.64; 1001.65

**RECOMMENDATION:**

The President recommends acknowledgement of employment separations (submitted herein for your review).

**Initiator**

**Date**

**Vice President/ President/Exec Dir of Human Resources**

**Date**

**District President**



**Date**

11/28/23

1-0-024 (2/04)

**FULL-TIME SEPARATIONS**  
**DECEMBER 6, 2023, BOARD MEETING**

**RESIGNATION**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>	<b><u>END DATE</u></b>
Allan, John	Curriculum Designer	Collaboration	04/08/21	11/03/23
Brady, Jeffrey	Instructional Designer	Collaboration	09/11/10	10/26/23
Hill, Ellen	Staff Assistant	District	05/07/15	11/01/23
Potts, Ronnie	Student Services Advising Generalist	SouthShore	11/07/19	10/26/23
Singleton, Todd	PSAV Trainer II	Ybor City	01/13/16	01/03/24
Tayeb, Ana	Enrollment Development Coordinator	SouthShore	01/03/13	11/09/23
Thillet, Julia	Honors Enrollment Development Coor.	Dale Mabry	10/26/17	10/27/23

\* Full-Time Temporary

\*\* Full-Time Temporary/Grant Funded

# RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 5.04**

**BACKGROUND AND PERTINENT FACTS:**

SBE Rule 6A-14.0411 provides the legal basis for continuing contracts to community college personnel upon recommendation of the President. In accordance with the HCC/FUSA Agreement Article 9.4, Post-Tenure/Continuing Contracts Reward Review the Campus Tenure Committees, the Deans, and the Campus Presidents reviewed documentation to support that these faculty remain on continuing contracts. Based on further review of coursework and activities, the President recommends that the faculty listed below remain on continuing contracts.

**ECONOMIC IMPACT:**

None

**OBJECTIVE:**

To allow the following post-tenured faculty to remain on continuing contracts effective the 2024-2025 academic year.

**LEGAL AUTHORITY:**

SBE Rule 6A-14.0411, SBE Rule 6A-14.002(1), FS 1012.83

**RECOMMENDATION:**

The President recommends that the Board approve that the following post-tenured faculty remain on continuing contracts:

- |   |  |   |
|---|--|---|
| Katen Amin, Business, YB<br>Adonis Amparo, Librarian, YB<br>John Bacheller, Biology, DM<br>Tracy Barnes, Electronics, DM<br>Deborah Barr, Sociology, DM<br>Jennifer Bess, Biology, DM<br>Jana Bielecki, English, YB<br>Natalie Bisciglia, Humanities, SS<br>Karen Boosinger, Reading, SS<br>Jeremy Bullian, Librarian, YB<br>Anthony Buonaquisti, Physics, DM<br>Evelio Carballo-Lopez, Physics, PC<br>Cecilia Carr, Nursing, DM<br>Marilyn Carrasquillo, Computer Sci, DM<br>Myrah Caya, Counselor, YB<br>Vincent Centonze, Veterinary Tech., PC<br>Phillip Chamberlin, English, SS<br>Sarrah Conn, Sociology, YB<br>Edward Coursey, English, DM<br>Karl Debate, Physical Education, DM<br>Walt Ellis, Sociology, DM<br>James Fatherree, Earth Sciences, BR<br>June Fishbourne, Psychology, SS<br>David Flanigan, Chemistry, BR<br>Charity Freeman, English, PC<br>Richard Gaspar, Communications, YB<br>Debarati Ghosh, Biology, BR<br>Melissa Gonzalez-Lam, Math, YB<br>Shirley Hamilton, Dietetic Tech., DM<br>Craig Hardesty, Math, SS<br>Kristin Heathcock, Librarian, BR<br>Margaret Hopson-Fernandes, Biology, BR<br>Todd Huffman, Speech, SS<br>Moheb Isaac, Chemistry, SS | Frederick Jaeger, Hospitality Mgmt., DM<br>Todd Joseph, Psychology, DM<br>Sami Kadamani, Math, BR<br>Joann Kakascik, Math, DM<br>Craig Kasper, Aquaculture, BR<br>Diane Kelly, Math, PC<br>Elizabeth Key-Raimer, Counselor, DM<br>Lee Koratich, Math, YB<br>Mustapha Lahrach, Biology, SS<br>Theresa Lewis, Counselor, BR<br>Lawrence Linder, EMT, SS<br>Suzanne Lynch, English, DM<br>Brian Marlowe, Earth Sciences, DM<br>Michele Martinez, Accounting, BR<br>Becky McAfee, Computer Science, BR<br>Elizabeth McCullough, Chemistry, BR<br>Kenneth McCullough, Political Science, DM<br>Shawn McKinney, Philosophy, SS<br>Lauren McNamara, Math, DM<br>Johana Melendez, Biology, PC<br>Angela Mick, Counselor, DM<br>James Miller, Math, DM<br>Sharon Moran, Computer Science, DM<br>April Muchmore-Vokoun, English 2 <sup>nd</sup> Lang., DM<br>Bridget Mullen, Reading, PC<br>Darryl Miles, Psychology, DM<br>Kristina Nappi, Nursing, DM<br>Melynda Neal, Criminal Justice, YB<br>Thea Nicolaidis, English, SS<br>Valerie Palazzolo, Art History, YB<br>Kathryn Pantelis, Math, DM<br>Jeffrey Pelzer, Computer Science, DM<br>Laurie Pierce, Opticianry, DM<br>Paula Porter-Smith, Dental Hygiene, DM | Paul Rabaut, Biology, YB<br>John Reffue, Speech, DM<br>Gina Ricard, Respiratory Therapy, DM<br>Joscelyn Richey, Nursing, DM<br>Randall Rockefeller, Computer Science, BR<br>Roberto Rubini, Chemistry, YB<br>Valerie Saad, English, DM<br>Mark Sandag, Legal Assistant, YB<br>Michelle Sanders, Reading, DM<br>Theresa Scott, English, SS<br>Christine Seiler, History, BR<br>Sheryl Sippel, Math, DM<br>Kathryn Smith, Nursing, DM<br>Lisa Smith, Biology, DM<br>Cameron Spears, Computer Science, DM<br>Shelly Stein, Speech, DM<br>Janet Stevenson, Math, DM<br>Gwendolyn Suarez, Radiation Therapy, DM<br>Mark Switzer, Music, DM<br>Thomas Tankersley, Paralegal, YB<br>Kristine Thomas, Biology, SS<br>Michelle Thompson, Computer Science, BR<br>Joseph Tisdale, Architectural Const., DM<br>Rebecca Todd, Anthropology, DM<br>Kelley Torregiante, Psychology, DM<br>Vien Truong, Math, PC<br>Christina Turner, Chemistry, DM<br>John Van Dyke, English, BR<br>Andrea Vicente, History, YB<br>Misty Vorder-Bruegge, Math, DM<br>Mary Wasinger, Nursing, DM<br>Janet Willman, English, BR<br>Mark Zarycki, Business, BR |
|---|--|---|

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
<b>District President</b>	<b>Date</b> 11/28/23

## Section 6

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**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 6.01**

**CONSENT**

**BACKGROUND AND PERTINENT FACTS:**

The English discipline group presented course modifications and requests to make courses inactive to the Academic Affairs Committee.

The Academic Affairs Committee approved the course modifications and the requests to make courses inactive and forwarded all to the Vice President for Academic Affairs who reviewed them with the appropriate staff for forwarding to the President.

**ECONOMIC IMPACT:**

None.

**OBJECTIVE:**

To strengthen the college curriculum.

**LEGAL AUTHORITY:**

HCC 6HX-10-4.06

**RECOMMENDATION:**

The President recommends approval of the course modifications and the requests to make courses inactive to be effective SP/24, unless otherwise noted.

**Initiator**

Dionna Doss and Brian Mann

**Date:**

**Vice President/Campus President/Director of Human Resources**

Richard Senker

**Date:**

**District President**



**Date**

11/28/23

1-0-024(2/04)

**Hillsborough Community College**  
December 2023 BOT

**Course Modifications**  
**Effective SP/24**

CRW 1001. Creative Writing I

- Delete college-level writing skills and ENC 1101 from prerequisites.
- Change course description to read: “Creating original work such as poetry, fiction, creative non-fiction, and other genres of creative writing. Students will have the opportunity to receive feedback from their peers and engage contemporary works to understand elements of style and craft.”

CRW 1001H. Honors Creative Writing I

- Delete college-level writing skills and ENC 1101 from prerequisites.
- Change course description to read: “Same course description as CRW 1001 with honors content. Honors Program permission required.”

**Courses Becoming Inactive**  
**Effective SP/24**

AML 2010H, Honors American Literature to 1885

ENL 2012H, Honors British Literature to 1800

LIT 2120H, Honors World Literature: 1650-Present

## **Section 7**

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**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 7.01**

**BACKGROUND AND PERTINENT FACTS:**

Pursuant to the state law, the Hillsborough Community College Foundation's annual IRS Form 990 for the Fiscal Year 2022-2023 is submitted for the Board's acknowledgement and the Board of Trustees is requested to certify, after review, that the Foundation is operating in a manner consistent with the goals of the community college and in the best interests of the State of Florida.

**ECONOMIC IMPACT:**

None

**OBJECTIVE:**

To submit the Fiscal Year 2022-2023 annual IRS Form 990 of The Hillsborough Community College Foundation, Inc. to the HCC Board of Trustees as required by state law and to certify that The Hillsborough Community College Foundation, Inc. is operating pursuant to the requirements outlined by state law.

**LEGAL AUTHORITY:**

F.S. 1001.64; 1004.70

**RECOMMENDATION:**

The President recommends the Board of Trustees acknowledge the receipt of the annual IRS Form 990 of the Hillsborough Community College Foundation, Inc. for the Fiscal Year 2022-2023 and recommends that the Board of Trustees certify that The Hillsborough Community College Foundation, Inc. is operating in a manner consistent with the goals of Hillsborough Community College and the State of Florida.

**Initiator:**

L. Garrett Weddle

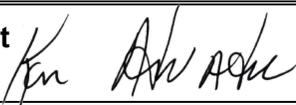
**Date**

11/13/2023

**Vice President/Campus President/Director of Human Resources**

**Date**

**District President**



**Date** 11/28/23

## **Section 8**

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**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 8.01**

**BACKGROUND AND PERTINENT FACTS:**

Pursuant to Florida Administrative Code and Florida Statutes, a budget amendment is required to adjust an expenditure class within the budget i.e., personnel costs, current expenses and capital outlay.

1. The adjustments made in budget amendment number 2 are to increase the revenue and expenditure budgets by \$66,214 for projected revenue and related expenditures in excess of the original budget for the Institute of Corporate and Continuing Education (ICCE) Trades Programs.
2. The adjustments made in budget amendment number 2 are to record cross category budget transfers in the unrestricted current fund (fund 1) totaling \$213,352.

See attachment for detailed explanation of changes to the budget.

**ECONOMIC IMPACT:**

Increase unrestricted current fund revenue and expenditure budgets by \$66,214.

**OBJECTIVE:**

To obtain Board of Trustees approval for adjustments made in Budget Amendment Number 2.

**LEGAL AUTHORITY:**

Florida State Board of Education Rule 6A-14.0717 (2) (a)  
Sections 1001.02(9), 1011.01, 1011.30, Florida Statutes

**RECOMMENDATION:**

The President recommends approval of Budget Amendment Number 2.

**Initiator**

Bethoria Paige, Director of Finance and Budget

**Date**

11/14/2023

**Vice President/Campus President/Director of Human Resources**

**Date**

**District President**



**Date** 11/28/23

**HILLSBOROUGH COMMUNITY COLLEGE**  
**Explanation of Budget Changes**  
**Unrestricted Current Fund**  
**Budget Amendment No. 2 (FY 2023/2024)**  
**December 6, 2023**

	Budget Amendment #1	Budget Amendment #2	Totals
<b>I. AVAILABLE FUNDS</b>			
<u>Unallocated Fund Balance</u>			
Estimated Beginning Fund Balance @ July 1, 2023	\$ 22,908,257		\$ 22,908,257
Fiscal Year 2023-24 Revenue Budget @ July 1, 2023	\$ 154,273,560		\$ 154,273,560
<u>Funds Carried Forward:</u>			
Encumbrances	2,434,485		
Facilities Rental	2,270,271		
Indirect Cost Recovery	2,538,114		
Pipeline Carryforward	74,474		
Total Funds Brought Forward @ August 23, 2023			7,317,344
<u>Revenue:</u>			
Increase in ICCE Revenue for Trades Programs		66,214	66,214
Adjusted Revenue Budget @ December 6, 2023			\$ 161,657,118
TOTAL AVAILABLE FUNDS @ December 6, 2023	\$ 177,181,817	\$ 7,317,344	\$ 184,565,375
<b>II. EXPENDITURES</b>			
<u>Personnel Costs @ July 1, 2023</u>			
Personnel Costs @ July 1, 2023	\$ 114,130,159		\$ 114,130,159
Facilities Rental	100,501		
Indirect Cost Recovery	192,578		293,079
Increase for ICCE - Trades Programs		45,855	45,855
Cross Category Budget Transfers		75,421	75,421
Adjusted Personnel Budget @ December 6, 2023			\$ 114,544,514
<u>Current Expenses @ July 1, 2023</u>			
Current Expenses @ July 1, 2023	\$ 37,694,354		\$ 37,694,354
Adjustments for Funds Carried Forward:			
Encumbrances	1,707,997		
Facilities Rental	2,155,121		
Indirect Cost Recovery	2,152,288		
Pipeline Carryforward	74,474		6,089,880
Increase for ICCE - Trades Programs		20,359	20,359
Cross Category Budget Transfers		(213,352)	(213,352)
Adjusted Current Expenditures @ December 6, 2023			\$ 43,591,241
<u>Capital Outlay @ July 1, 2023</u>			
Capital Outlay @ July 1, 2023	\$ 2,449,047		\$ 2,449,047
Adjustments for Funds Carried Forward:			
Encumbrances	726,488		
Facilities Rental	14,649		
Indirect Cost Recovery	193,248		934,385
Cross Category Budget Transfers		137,931	137,931
Adjusted Capital Outlay @ December 6, 2023			\$ 3,521,363
Total Increase in Expenditures Budget @ December 6, 2023			7,383,558
Adjusted Expenditure Budget @ December 6, 2023	154,273,560	7,317,344	\$ 161,657,118
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2024	\$ 22,908,257		\$ 22,908,257
TOTAL ACCOUNTED FOR	\$ 177,181,817	\$ 7,317,344	\$ 184,565,375

**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 8.02**

**BACKGROUND AND PERTINENT FACTS:**

The Office of the Auditor General, State of Florida, conducts an operational audit of governmental entities on a periodic basis. The College has received the Operational Audit Report for the period January 2022 through December 2022.

The audit examined the operations of the College to determine compliance with all applicable laws, rules, and regulations. The report summarizes that the College generally complied with significant guidelines and has implemented procedures for internal controls of operations. Audit findings and management responses are included in the report.

**ECONOMIC IMPACT:**

The College is revising its operational procedures to correct deficiencies noted in the operational audit report. There is no economic impact to the College in implementing the corrective actions needed to meet the audit recommendations.

**OBJECTIVE:**

To acknowledge acceptance of the operational audit report for the period January 2022 through December 2022.

**LEGAL AUTHORITY:**

Section 11.45, Florida Statutes  
Florida State Board of Education Rule 6A-14.072

**RECOMMENDATION:**

The President recommends acceptance of the Operational Audit Report No. 2024-035.

**Initiator**

Bethoria Paige, Director of Finance and Budget

**Date**

11/14/2023

**Vice President/Campus President/Director of Human Resources**

**Date**

**District President**



**Date**

11/28/23

**STATE OF FLORIDA AUDITOR GENERAL**

**Operational Audit**

**HILLSBOROUGH COMMUNITY COLLEGE**



Sherrill F. Norman, CPA  
Auditor General

## **Board of Trustees and President**

During the period January through December 2022, Dr. Kenneth H. Atwater served as President of Hillsborough Community College and the following individuals served as Members of the Board of Trustees:

Nancy Watkins, Chair from 6-22-22,  
Vice Chair through 6-21-22  
Gregory Celestan, Vice Chair from 6-22-22  
Brigadier General Arthur “Chip” Diehl III (Ret.),  
Chair through 6-21-22  
Brian Lametto  
Aakash Patel

The team leader was Wing Yee Mau, CPA, and the audit was supervised by Mark A. Arroyo, CPA.

Please address inquiries regarding this report to Jaime N. Hoelscher, CPA, Audit Manager, by e-mail at [jaimehoelscher@aud.state.fl.us](mailto:jaimehoelscher@aud.state.fl.us) or by telephone at (850) 412-2868.

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[FLAuditor.gov](http://FLAuditor.gov)

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**State of Florida Auditor General**

**Claude Pepper Building, Suite G74 · 111 West Madison Street · Tallahassee, FL 32399-1450 · (850) 412-2722**

# HILLSBOROUGH COMMUNITY COLLEGE

## SUMMARY

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This operational audit of Hillsborough Community College (College) focused on selected College processes and administrative activities and included a follow-up on findings noted in our report No. 2021-087. Our operational audit disclosed the following:

**Finding 1:** The College contracted with a consultant to facilitate information technology (IT) contract negotiations and was given the option to pay a fixed fee of \$85,000 or a 15 percent variable fee of the negotiated savings achieved in reducing the final IT contract costs. Without documented justification, the College chose to pay the variable fee, resulting in consultant costs totaling \$1.8 million. In addition, College records did not evidence that College personnel verified the accuracy of the represented savings.

**Finding 2:** Contrary to State law, College-reported distance learning course fee revenue for the 2020-21, 2021-22, and 2022-23 fiscal years exceeded the additional costs of developing and delivering the courses by a total of \$8.6 million.

**Finding 3:** Some unnecessary IT user access privileges continued to exist that increase the risk for unauthorized disclosure of sensitive personal information to occur.

## BACKGROUND

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Hillsborough Community College (College) is under the general direction and control of the Florida Department of Education, Division of Florida Colleges, and is governed by State law and State Board of Education rules. A board of trustees (Board) governs and operates the College. The Board constitutes a corporation and is composed of five members appointed by the Governor and confirmed by the Senate. The College President serves as the Executive Officer and the Corporate Secretary of the Board and is responsible for the operation and administration of the College.

The College has campuses in Brandon, Plant City, Ruskin, Tampa, and Ybor City. Additionally, credit and noncredit classes are offered in public schools and other locations throughout Hillsborough County.

## FINDINGS AND RECOMMENDATIONS

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### Finding 1: Information Technology Consulting Services

State Board of Education (SBE) rules<sup>1</sup> and College rules<sup>2</sup> require the College to publicly solicit competitive offers from at least three sources for purchases exceeding the category three threshold (\$65,000) established in State law,<sup>3</sup> unless the purchase is otherwise exempt from this requirement, such as

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<sup>1</sup> SBE Rule 6A-14.0734, Florida Administrative Code.

<sup>2</sup> HCC Administrative Rules, 6HX-10-6.08, *Procurement Authority*.

<sup>3</sup> Section 287.017(3), Florida Statutes.

purchases of information technology (IT) consulting services. College rules also require that exempt purchases over the category five threshold (\$325,000) be reported quarterly to the Board.

To increase public confidence in the contracting and payment processes, when IT software contract negotiations are outsourced to consultants, such as enterprise resource planning (ERP) selection partners, that base their fees on a percent of cost savings achieved, records should be maintained to demonstrate that services were procured at the lowest price consistent with desired quality. Moreover, Florida courts<sup>4</sup> have established that there exists an implied covenant of good faith and fair dealing in all contracts, which exists in virtually all contractual relationships.

Our examination of College records and discussions with College personnel disclosed that the College established an ERP Steering Committee to choose an ERP selection partner to facilitate evaluations of and contract negotiations with an ERP vendor and ERP implementation partner. College records disclosed that the Board was informed of the College's plans to replace the ERP system and that the College retained ERP selection partner services to assist with the selection process. In June 2022, the College paid the ERP selection partner \$1.8 million for contract negotiation services based on 15 percent of the \$12 million negotiated savings achieved in reducing the ERP vendor original proposed price to the final contract price. However, we identified certain deficiencies in the College ERP selection partner contract and payment processes. Specifically:

- The ERP selection partner offered the College two options for negotiation service fees. The first option provided for a fixed fee of \$85,000 and the second option was a variable fee based on 15 percent of the negotiated savings achieved in reducing the ERP vendor original proposed price to the final contract price. The College selected the second option, which resulted in a payment of \$1.8 million for the fee based on \$12 million in savings.

In response to our inquiry regarding the rationale for selecting the variable fee option, College personnel indicated that the option gave the ERP selection partner incentive to negotiate for larger savings and considered how much the fee would be if different savings were achieved. For example, a savings of \$567,000 would be the breakeven point at which the consultant would make \$85,000 and any savings less than \$567,000 would cost the College less than \$85,000. Additionally, College personnel stated that the College considered that any savings achieved during the initial negotiations would save the College money in future renewals because the renewal price would normally be based on a percentage increase of the current annual cost of the subscription at renewal. However, although we requested, neither a cost-benefit analysis nor other records were provided to identify the potential cost savings that could be achieved by the ERP selection partner to justify the variable fee contract instead of a fixed fee.

While College personnel asserted that the variable fee option provided an incentive for the consultant to negotiate for larger savings, the contracted negotiation services provided by the fixed fee and variable fee options were the same. Consequently, whether the College had selected the fixed fee option or the variable fee option, the consultant would have been contractually obligated to, in good faith, provide equivalent contract negotiation services.

- College personnel indicated that the ERP selection partner received the original proposed price spreadsheet from the ERP vendor and provided the spreadsheet to the College. When the final \$17.5 million contract price was received, College personnel compared the price to the original price to verify that a \$12 million savings had been achieved. However, the College contract with the ERP selection partner did not require College personnel to be present to verify the ERP vendor original proposed price and College records did not demonstrate that College personnel were

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<sup>4</sup> QBE Insurance Corp. v. Chalfonte Condominium Apartment Association, Inc., 94 So. 3d 541, 548 (Fla. 2012).

present to independently verify receipt of the original price. Consequently, College records did not demonstrate that College personnel independently verified the original proposed price used to calculate the \$12 million savings (i.e., 40.7 percent savings) and justify the ERP selection partner's negotiation service fees totaling \$1.8 million.

- Although College procedures required the College to report the ERP selection partner contract to the Board in June 2022 when the College paid \$1.8 million to the ERP selection partner, the report to the Board was not made. According to College personnel, the contract was not reported due to an oversight.

Absent College records justifying the consultant's contracted variable fee and documenting verification of the accuracy of the represented savings and related fee, the College's ability to demonstrate the reasonableness of the consulting fee was limited, increasing the risk of waste, fraud, and abuse. In addition, absent Board review and approval of the ERP selection partner payment, the Board may be limited in its ability to effectively monitor exempt purchases and contracts greater than \$325,000.

**Recommendation: The College should enhance procedures to ensure and demonstrate that IT consulting services are procured at the lowest price consistent with desired quality and terms of the contract. Such enhancements should include:**

- **Before IT consultant contracts are executed, documented justification for how service fees will be calculated.**
- **For contracts containing variable fees for negotiations based on achieved savings, consultant contract provisions that require College personnel to be present to document independent verification of the vendor's original proposed prices. In addition, College records should be maintained to demonstrate that College personnel independently verify the vendor's original proposed price used to calculate and justify the amount for negotiation fees.**
- **Adherence to College rules requiring quarterly reports to the Board disclosing all contracts exempt from competitive procurement and greater than \$325,000.**

### **Follow-Up to Management's Response**

*Management's response states that no statutes were violated and that the methodology terms that the College chose for vendor reimbursement allowed for a material savings on the negotiated ERP price. However, the point of our finding is that there was no evidence of material savings as College personnel did not verify of record the accuracy of the represented savings on the negotiated ERP price and also chose to pay consultant variable costs totaling \$1.8 million instead of consultant fixed costs of \$85,000 for the same level of services.*

### **Finding 2: Distance Learning Course Fees**

State law<sup>5</sup> allows Colleges to assess a student who enrolls in a course listed in the distance learning catalog a per-credit-hour distance learning course fee. The amount of the distance learning course fee may not exceed the additional costs of the services provided which are attributable to the development and delivery of the distance learning course.

<sup>5</sup> Section 1009.23(16), Florida Statutes.

According to College personnel, the Board established a distance learning course fee of \$14 per credit hour for the Fall 2020 Term based on costs identified as directly related to the design and delivery of distance learning courses. College personnel indicated that some costs were based on student usage and could exceed the amount anticipated. Table 1 summarizes from College records the distance learning course per-credit-hour user fee and the estimated revenue, estimated additional costs, and anticipated distance learning credit hours supporting the \$14 established fee for the 2020-21 fiscal year.

**Table 1**  
**Distance Learning Course User Fee**  
**Estimated Revenue and Additional Costs**  
**2020-21 Fiscal Year**

User Fee	Amount
Fee Revenue:	
Per Credit Hour	\$ 14
Anticipated Distance Learning Credit Hours	165,000
<b>Total Estimated Revenue</b>	<b><u>\$2,310,000</u></b>
Additional Costs:	
Salaries	\$ 897,000
Services <sup>a</sup>	1,337,000
<b>Total Estimated Additional Costs</b>	<b><u>\$2,234,000</u></b>

<sup>a</sup> The amount includes costs such as software and software subscriptions, online tutoring, and online test proctoring.

Source: College records.

Notwithstanding support for how the \$14 per credit hour distance learning fee was calculated, College records did not demonstrate that the College identified and monitored the additional costs for each distance learning course separately or that the fee amount assessed did not exceed the additional costs attributable to the development and delivery of each distance learning course.

The College continued to assess the \$14 per credit hour distance learning user fee through June 2023. As illustrated in Table 2, our examination of College records for the 2020-21, 2021-22, and 2022-23 fiscal years disclosed that reported distance learning course fee revenue for the 3 fiscal years exceeded the additional costs of developing and delivering the courses by \$8,621,220.

**Table 2**  
**Distance Learning Courses Fee Revenues and Additional Costs**  
**For the 2020-21, 2021-22, and 2022-23 Fiscal Years**

	2020-21	2021-22	2022-23	Total Excess Revenues
Revenues	\$6,180,690	\$4,783,286	\$4,768,148	-
Additional Costs	1,850,743	2,375,485	2,884,676	-
Excess Revenues over Additional Costs	<u>\$4,329,947</u>	<u>\$2,407,801</u>	<u>\$1,883,472</u>	<b><u>\$8,621,220</u></b>

Source: College records.

Accordingly, College records did not demonstrate that the College complied with State law by limiting the amount of the distance learning course fees to the additional costs of the services attributable to the development and delivery of the distance learning courses. In response to our inquiry, College personnel indicated that the excess revenue over additional costs incurred by the distance learning courses was due to significantly higher than expected student enrollment.

Although the additional costs attributable to the development and delivery of distance learning courses may vary by course, Table 3 shows the actual cost per student credit hour for the total additional costs attributable to the development and delivery of College distance learning courses for the 2020-21, 2021-22, and 2022-23 fiscal years.

**Table 3**  
**Distance Learning Course Additional Cost Per Credit Hour**  
**For the 2020-21, 2021-22, and 2022-23 Fiscal Years**

	2020-21	2021-22	2022-23
Additional Costs	\$1,850,743	\$2,375,485	\$2,884,676
Total Student Credit Hours	450,856	345,745	345,188
Cost per Student Credit Hour	\$ 4.10	\$ 6.87	\$ 8.36

Absent effective procedures for determining and documenting the additional costs attributable to the development and delivery of each distance learning course, and for establishing and assessing appropriate distance learning course fees, students may be overcharged for those courses and the College cannot demonstrate compliance with State law.

**Recommendation:** The College should establish effective procedures to demonstrate that the distance learning course fees assessed to and collected from students who enroll in distance learning courses are limited, as required by State law, to the additional costs of the services provided which are attributable to the development and delivery of the courses. Such procedures should include the maintenance of records to justify the fee assessed for each distance learning course based on the additional costs of services to develop and deliver that course.

**Finding 3: Information Technology User Access Privileges**

The Legislature has recognized in State law<sup>6</sup> that social security numbers (SSNs) can be used to acquire sensitive personal information, the release of which could result in fraud against individuals or cause other financial or personal harm. Therefore, public entities are required to provide extra care in maintaining the confidential status of such information. Effective controls restrict employees from accessing information unnecessary for their assigned job duties and provide for documented, periodic evaluations of information technology (IT) access privileges.

According to College personnel and records, the College established a unique identifier, other than the SSN, to identify employees and students and maintained employee and student information, including SSNs, in the College IT system. The College collects and uses SSNs for various purposes, such as to

<sup>6</sup> Section 119.071(5)(a), Florida Statutes.

process employee benefits, comply with the Federal employee tax requirements, register newly enrolled students, and comply with Federal and State requirements related to financial and academic assistance.

As of March 2023, the College IT system contained SSNs for a total of 672,454 employees and students, including 653,517 current, former, and prospective<sup>7</sup> students and 18,937 current and former employees. College personnel indicated that there were 230 employees with IT user access privileges to that information. As part of our audit, we examined College records supporting the IT user access privileges to SSNs for 27 selected employees and found that 22 employees had access to student SSNs and employee SSNs but did not need access to both to perform their job duties. According to College personnel, the IT system did not have a mechanism to differentiate user access privileges to student and employee SSNs and, consequently, did not always limit access based on employee job duties. College personnel also indicated that the College plans to implement a new IT system by Fall 2026 that will differentiate user access privileges to student and employee SSNs.

College security administrators or their designees documented periodic evaluations of certain IT user access privileges; however, the evaluations did not address whether access to both student and employee information was necessary. The existence of unnecessary user access privileges to sensitive personal information increases the risk of unauthorized disclosure of the information and the possibility that the information may be used to commit a fraud against College employees, students, or others. Similar findings were noted in our report Nos. 2021-087 and 2018-160.

**Recommendation: To properly safeguard and protect sensitive personal information, including SSNs, the College should enhance procedures to ensure that only those employees who have a demonstrated need to access sensitive personal information be granted such access. Such enhancements should include an upgrade to the IT system that includes a mechanism to differentiate IT user access privileges to student and employee SSNs.**

## ***PRIOR AUDIT FOLLOW-UP***

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The College had taken corrective actions for findings included in our report No. 2021-087 except that Finding 3 was also noted in report No. 2021-087 as Finding 5, and in report No. 2018-160 as Finding 6.

## ***OBJECTIVES, SCOPE, AND METHODOLOGY***

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The Auditor General conducts operational audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations.

We conducted this operational audit from March 2023 through July 2023 in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

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<sup>7</sup> The College retention policy requires prospective student SSNs to be purged from the IT system after three academic terms.

This operational audit focused on selected College processes and administrative activities. For those areas, our audit objectives were to:

- Evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste, and abuse, and in administering assigned responsibilities in accordance with applicable laws, rules, regulations, contracts, grant agreements, and other guidelines.
- Examine internal controls designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of records and reports, and safeguarding of assets, and identify weaknesses in those controls.
- Determine whether management had taken corrective actions for findings included in our report No. 2021-087.
- Identify statutory and fiscal changes that may be recommended to the Legislature pursuant to Section 11.45(7)(h), Florida Statutes.

This audit was designed to identify, for those areas included within the scope of the audit, weaknesses in management's internal controls significant to our audit objectives; instances of noncompliance with applicable laws, rules, regulations, contracts, grant agreements, and other guidelines; and instances of inefficient or ineffective operational policies, procedures, or practices. The focus of this audit was to identify problems so that they may be corrected in such a way as to improve government accountability and efficiency and the stewardship of management. Professional judgment has been used in determining significance and audit risk and in selecting the particular transactions, legal compliance matters, records, and controls considered.

As described in more detail below, for those programs, activities, and functions included within the scope of our audit, our audit work included, but was not limited to, communicating to management and those charged with governance the scope, objectives, timing, overall methodology, and reporting of our audit; obtaining an understanding of the program, activity, or function; identifying and evaluating internal controls significant to our audit objectives; exercising professional judgment in considering significance and audit risk in the design and execution of the research, interviews, tests, analyses, and other procedures included in the audit methodology; obtaining reasonable assurance of the overall sufficiency and appropriateness of the evidence gathered in support of our audit findings and conclusions; and reporting on the results of the audit as required by governing laws and auditing standards.

Our audit included the selection and examination of transactions and records, as well as events and conditions, occurring during the audit period of January 2022 through December 2022 and selected College actions taken prior and subsequent thereto. Unless otherwise indicated in this report, these records and transactions were not selected with the intent of statistically projecting the results, although we have presented for perspective, where practicable, information concerning relevant population value or size and quantifications relative to the items selected for examination.

An audit by its nature does not include a review of all records and actions of management, staff, and vendors and, as a consequence, cannot be relied upon to identify all instances of noncompliance, fraud, waste, abuse, or inefficiency.

In conducting our audit, we:

- Reviewed applicable laws, rules, College policies and procedures, and other guidelines, and interviewed College personnel to obtain an understanding of applicable processes and administrative activities and the related requirements.
- Reviewed College information technology (IT) policies and procedures to determine whether the policies and procedures addressed certain important IT control functions, such as security, systems development and maintenance, disaster recovery, and incident response and recovery.
- Evaluated College procedures for maintaining and reviewing employee access to IT data and resources. We examined access privileges to the database and finance and human resources applications during the audit period for the 348 users with high-risk update access to determine the appropriateness and necessity of the access based on the employees' job duties and user account functions and the adequacy with regard to preventing the performance of incompatible duties.
- Evaluated College procedures that prohibit former employees' access to College IT data and resources. We examined the access privileges for the 575 employees who separated from College employment during the period July 1, 2021, through June 30, 2022, to determine whether the access privileges had been timely deactivated.
- Evaluated College procedures for protecting sensitive personal information of students and employees, including social security numbers (SSNs). From the population of 230 employees who had access to sensitive personal information of students and employees as of March 2023, we examined College records supporting the access privileges granted to 27 employees to determine the appropriateness and necessity of the access privileges based on the employees' assigned job responsibilities.
- Evaluated the appropriateness of the College comprehensive IT disaster recovery plan effective during the audit period and determined whether it had been recently tested.
- Reviewed operating system, database, network, and application security settings to determine whether authentication controls were configured and enforced in accordance with IT best practices.
- Reviewed the College's financial position and determined if the College prepared a spending plan for its excess carryforward balance in compliance with Section 1013.841, Florida Statutes.
- From the population of delinquent student receivables outstanding more than 90 days totaling \$181,089 and recorded as of December 31, 2022, evaluated College records supporting 30 selected delinquent student receivables totaling \$47,610 to determine whether the adequacy of the College's restrictions on student records and holds on transcripts and diplomas were appropriate and enforced in accordance with Board policies established pursuant to Section 1010.03, Florida Statutes.
- Evaluated the effectiveness of College controls during the audit period to ensure that students who did not pay fees in an approved manner were not considered in calculating full-time equivalent enrollments for State funding purposes pursuant to Sections 1009.22(11) and 1009.23(9), Florida Statutes.
- Examined College records for the 2020-21, 2021-22, and 2022-23 fiscal years to determine whether distance learning course fees were assessed, collected, and separately accounted for in accordance with Section 1009.23(16)(a) and (b), Florida Statutes.
- From the population of laboratory fees with revenue totaling \$1.9 million during the audit period, examined College records for 6 selected laboratory fees with revenue ranging from \$57 to \$2,806 per student to determine whether the fees were assessed only to students who received the services and examined supporting documentation to determine whether the College properly calculated these fees in compliance with Section 1009.23(12)(a), Florida Statutes.

- From the population of 8,051 course sections offered during the Fall 2022 and Spring 2023 Terms, examined College records supporting textbook adoptions to determine whether the College textbook affordability procedures complied with Section 1004.085, Florida Statutes.
- Reviewed the capital improvement plans for the 2021-22 through 2027-28 fiscal years to determine whether the College's capital projects were properly reported in accordance with Division of Florida Colleges instructions for consideration in the Florida Department of Education annual legislative budget request for Public Education and Capital Outlay funding submitted to the Legislature.
- Examined College records supporting bonus payments from State funds totaling \$27,500 paid to the 11 executive staff employees during the audit period to determine whether the payments complied with Section 215.425, Florida Statutes.
- From the major construction project with construction costs totaling \$13.5 million and in progress during the audit period, selected 6 payments totaling \$3.5 million and examined College records to determine whether the payments complied with contract terms and conditions, Board policies and College procedures, and provisions of applicable State laws and rules.
- Reviewed documentation related to the major construction project with total construction costs of \$13.5 million during the audit period to determine whether the College process for selecting design professionals and construction managers complied with State law, the College adequately monitored the selection process of subcontractors, the Board had adopted a policy establishing minimum insurance coverage requirements for design professionals, design professionals provided evidence of required insurance, and construction funding sources were appropriate.
- From the population of restricted capital outlay expenses totaling \$22.4 million during the audit period, examined records supporting 7 selected expenses totaling \$6.3 million to determine whether the expenses complied with the restrictions imposed on the use of the funding resources.
- From the population of 901 industry certifications reported for performance funding that were attained by students during the 2021-22 fiscal year, examined 30 industry certifications to determine whether the College maintained documentation for student attainment of the industry certifications.
- Examined College records to determine whether the College evaluated, prior to purchase, the effectiveness and suitability of the new software application costing \$17.5 million and whether the software application was procured using a competitive selection process. Further, we examined College records for related ERP vendor selection services totaling \$1.8 million and ERP implementation partner services totaling \$10.8 million to determine whether the purchases were procured appropriately and monitored effectively.
- Inquired whether the College had any expenses or entered into any contracts under the authority granted by a state of emergency, declared or renewed during the audit period.
- Communicated on an interim basis with applicable officials to ensure the timely resolution of issues involving controls and noncompliance.
- Performed various other auditing procedures, including analytical procedures, as necessary, to accomplish the objectives of the audit.
- Prepared and submitted for management response the findings and recommendations that are included in this report and which describe the matters requiring corrective actions. Management's response is included in this report under the heading **MANAGEMENT'S RESPONSE**.

## ***AUTHORITY***

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Section 11.45, Florida Statutes, requires that the Auditor General conduct an operational audit of each College on a periodic basis. Pursuant to the provisions of Section 11.45, Florida Statutes, I have directed that this report be prepared to present the results of our operational audit.

A handwritten signature in blue ink that reads "Sherrill F. Norman". The signature is written in a cursive style with a large initial 'S'.

Sherrill F. Norman, CPA  
Auditor General

# MANAGEMENT'S RESPONSE

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Office of the President | Dr. Ken Atwater

October 13, 2023

Sherrill F. Norman, Auditor General  
Claude Denson Pepper Building, Suite G74  
111 West Madison Street  
Tallahassee, Florida 32399-1450

Dear Ms. Norman

As required by Section 11.45(4)(d) Florida Statutes, here is Hillsborough Community College's formal response to the September 15, 2023 operational audit.

### **Finding 1: Information Technology Consulting Services**

Hillsborough Community College (HCC) accepts the finding but does include for this communication that no statutes were violated. The methodology terms that the College chose for vendor reimbursement allowed for a material savings on the negotiated ERP price. As this issue is considered a one-time event by HCC, it effectively will not be a future point of contention.

HCC does commit to adhering to College rules requiring quarterly reports to the Board disclosing all contract exempt from competitive procurement practice that exceeds \$325,000.

### **Finding 2: Distance Learning Course Fees**

Hillsborough Community College (HCC) accepts the finding that excess Distance Learning fees assessed and collected exceeded the additional costs for the programs during Fiscal Year 2023. The uncertainty of online delivery contributed to the additional collection as HCC has experienced increased interest and growth in this delivery method, which has proven extremely difficult to predict especially since the start of the pandemic.

HCC has already initiated extensive reviews to better understand the costs associated with the delivery of distance learning course fees and is in process to develop procedures that demonstrate that the fees charged will only be based on the costs of delivery.

### **Finding 3: Information Technology User Access Privileges**

Hillsborough Community College (HCC) accepts the finding that there is a need to safeguard and protect sensitive personal information including SSNs. Currently underway is a modernization of the College ERP system and this upgrade to our operating system, when completed, will eliminate the security issues now faced and noted.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Atwater".

Dr. Ken Atwater  
President

cc: Mark Arroyo  
Rhonesia Dennard

Hillsborough Community College  
4115 N. Lois Avenue, Tampa, FL 33614 | 813.253.7050 | 813.253.7183 fax | hccfl.edu

**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 8.03**

**BACKGROUND AND PERTINENT FACTS:**

In August of 2018, the District Board of Trustees entered into a contract with Reno Building, LLC dba Reno Boyd Co. to provide construction management services under a continuing contract for miscellaneous projects for which total construction costs do not exceed \$4,000,000.

Amendment No. 8 to the contract is the establishment of a Guaranteed Maximum Price (GMP) in the amount of \$2,934,398.00 for exterior improvements to the Gymnasium Building (DGYM) at the Dale Mabry Campus.

**ECONOMIC IMPACT:**

Funding for the project was provided from the College’s Capital Outlay Debt Services (CO&DS) funds provided to the College for use in completing projects that are on the College’s State Board of Education approved Project Priority List (PPL), along with funds from the district-wide college projects fund.

**OBJECTIVE:**

To receive Board approval of Amendment No. 8 to the contract with Reno Building, LLC dba Reno Boyd Co., establishing a Guaranteed Maximum Price in the amount of \$2,934,398.00 for exterior improvements to the Gymnasium Building (DGYM) at the Dale Mabry Campus.

**LEGAL AUTHORITY:**

COE 6-2.004  
FS 287.055  
HCC 6HX-10.4.101

**RECOMMENDATION:**

The President recommends approval of Amendment No. 8 to the contract with Reno Building, LLC dba Reno Boyd Co., establishing a Guaranteed Maximum Price in the amount of \$2,934,398.00 for exterior improvements to the Gymnasium Building (DGYM) at the Dale Mabry Campus.

<b>Initiator</b> Ben Marshall	<b>Date</b> November 14, 2023
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<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
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<b>District President</b> 	<b>Date</b> 11/28/23
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Date: Nov. 10, 2023
Project: HCC DALE MABRY GYM EXTERIOR IMPROVEMENTS
Client: HCC
Address: 4001 w. Tampa Bay Blvd., Tampa Fl., 33614

Please find the attached Guaranteed Maximum Price Summary for "HCC DALE MABRY GYM EXTERIOR IMPROVEMENTS" in accordance with the drawings/specifications by Wilder Architecture, Inc. 100% cd Submittal dated 9/29/23 as qualified below and with attached documents for clarification. All Reno Boyd Building Co. work will be performed under strict accordance with all Institution (HCC) standards, state and local building codes.

Total for Scope of Work: \$2,934,398.00

Exclusions from this Proposal:

Table with 2 columns: Exclusion Item, Description. Items include Builders Risk Insurance, Permit Fees, Testing, Surveys, etc.

Note:

- 1. The Attached GMP Summary for \$2,934,398.00 General Conditions and Allowance Schedule detail is provided for information.

Qualification for this Proposal are as follows:

- 1. Any additional work not shown on the contract drawings and concealed conditions or deviations from the AHJ approved drawings.
2. Construction Schedule is anticipated to be 7-8 months, working normal daytime business hours and after all materials are in hand/onsite.
3. We cannot provide a warranty of any existing conditions not specifically identified in the plans or specifications given to RBBC prior to Commencement Date or specifically excluded in proposal by RBBC.
4. Due to current market material pricing vulnerability, pricing is valid for 15 days.
5. Due to a nationwide substantial material shortage / delayed accessibility, Reno Boyd Building Co. will not be held responsible for any material delays or cost increases that are outside of our control.
6. GMP contains an Allowances, please see trade allowance line items in Summary attached.
7. Storefront low per spec bid adjusted to use standard dark anodized
8. Electrical main secondary feeders work (temporary and permanent) is also dependent on TECO/Power Company availability. We will coordinate in advance to align with HCC Academic calendar and the project schedule should power shutdowns be determined required.

Disclaimer:

The information contained in this proposal (including any attachments) is intended only for the use of the individual(s) or entity named above and is privileged and confidential. Any dissemination or distribution of this proposal (including any attachments) other than to the person(s) or entity named above is strictly prohibited.

Note:

RBBC is a fully licensed and insured Certified General Contractor in the state of Florida. RBBC is a Certified EPA LEAD Base Paint Renovator per 40 CFR Part 745.225. All Material is guaranteed to be as specified, all work to be completed in a workmanlike manner according to standard practices.

HCC Gym Exterior

Project Lead: Dave Wade (davew@renoboyd.com)

Project Location: 4001 W. Tampa Bay Blvd

## Bid Packages

Number	Name	Forecast
2a	Selective Demolition	\$164,500
7a	7a: Insulated Metal Panel System	\$1,090,800
7a	7b: Roofing	\$222,570
7b	8b: Storefronts	\$138,000
8a	9a: Interior Finishes & Framing Allowance	\$35,000
8a	9b: Exterior Stucco & Framing Allowance	\$50,000
9c	15a: Mecho Shades Allowance	\$62,865
9g.1	26: Electrical work & Feeder Allowance	\$313,235
<b>Total</b>		<b>\$2,076,970</b>

## Reno Boyd Building Co.'s Costs

Number	Description	Amount
<b>General Conditions</b>		<b>\$434,932</b>
	General Conditions	\$434,932
<b>Insurance</b>		<b>\$77,595</b>
	GL Ins	\$24,476
	P&P Bond	\$34,575
	P&P Bond on IMP Sub	\$18,544
<b>Contingency 10%</b>		<b>\$207,697</b>
	Owner Contingency 5%	\$103,849
	CM Contingency 5%	\$103,849
<b>Fees</b>		<b>\$137,204</b>
	GC Fee 5%	\$137,204
<b>Taxes</b>		
<b>Total</b>		<b>\$857,428</b>

**Forecasted Project Cost**

**\$2,934,398**

# RENOBOYD

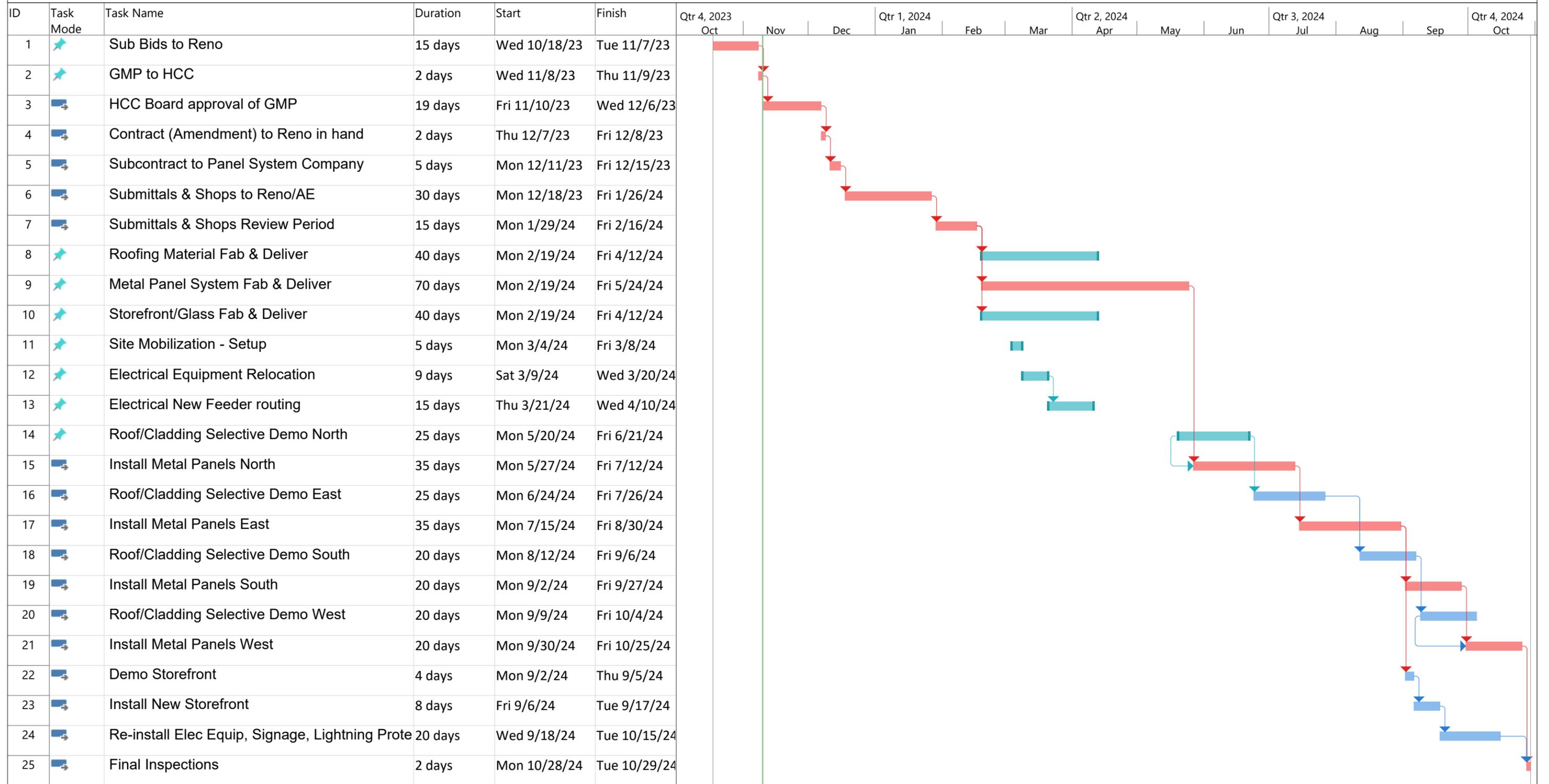
HCC Gym Exterior  
 Project Lead: Dave Wade (davew@renoboyd.com)  
 Project Location: 4001 W. Tampa Bay Blvd

11/10/2023

<b>ALLOWANCE SCHEDULE</b>		
1	<b>9a: Interior Finishes &amp; Framing Allowance</b>	\$ 35,000.00
	Includes Drywall, Framing, Painting, Window sills at the DLRC Storefront interior areas.	
2	<b>9b: Exterior Stucco &amp; Framing Allowance</b>	\$ 50,000.00
	Includes Stucco repairs, Framing if necessary at Metal Panel cladding as indicated, Painting at the exterior as indicated.	
3	<b>15a: Mecho Shades Allowance</b>	\$ 62,825.00
	Non-Motorized Shades at the 2nd floor DLRC Storefront areas only.	
4	<b>26: Electrical work &amp; Feeder Allowance</b>	\$ 313,235.00
	We have estimated a temporary secondary Electrical service relocation, a re-routed new Elec Service entry to allow for building exterior cladding demo and new metal panel installation.	
	<b>TOTAL ALLOWANCES</b>	\$ 461,060.00

Job Name: HCC DM GYM EXTERIOR				Days						
Date: 11/10/2023				Weeks		34.64				
GENERAL CONDITIONS				Months		8.00				
DESC.	ITEM	QTY	UNITS	LABOR	MATRL	SUB/LS	LABOR	% of time	SUB	BURDENED TOTAL
<b>SUPERVISION</b>										
	Precon Manager	0.00	WK.	2,450.00	-	-	0	0.00	0	0
	General Supt.	35.00	WK.	4,000.00	-	-	140,000	0.25	0	35,000
	Sr. PM/PE	35.00	WK.	3,600.00	-	-	126,000	0.32	0	40,320
	Proj. Mgr.	43.00	WK.	3,080.00	-	-	132,440	0.50	0	66,220
	Supt.	39.00	WK.	3,200.00	-	-	124,800	1.00	0	124,800
	Project Engineer	39.00	WK.	2,600.00	-	-	101,400	0.50	0	50,700
	Proj. Accountant	39.00	WK.	2,000.00	-	-	78,000	0.20	0	15,600
	Proj. Admin.	39.00	WK.	1,400.00	-	-	54,600	0.20	0	10,920
<b>TEMP FACILITIES</b>										
	Office trailer	8.00	MO.	-	800.00	-	0	6,400	0	6,848
	Office Set-Up/Pull	1.00	LS.	-	3,500.00	-	0	3,500	0	3,745
	Trailer Entry/Misc	1.00	LS.	-	1,500.00	-	0	1,500	0	1,605
	Copier	8.00	MO.	-	250.00	-	0	2,000	0	2,140
	Post. & Courier	8.00	MO.	-	200.00	-	0	1,600	0	1,712
	Office supplies	8.00	MO.	-	200.00	-	0	1,600	0	1,712
<b>TEMP UTILITIES</b>										
<b>OPERATIONS</b>										
	Cell Phones	8.00	MO.	-	300.00	-	0	2,400	0	2,568
	Drinking water	8.00	MO.	-	100.00	-	0	800	0	856
	Temp Protection	8.00	MO.	-	1,500.00	-	0	12,000	0	12,840
	Temp Toilets	8.00	MO.	-	300.00	-	0	2,400	0	2,568
	Temp. Fire Protect	8.00	MO.	-	-	150.00	0	0	1,200	1,200
	Daily Cleanup	35.00	WKS	204.00	-	-	7,140	0	0	7,140
	Dumpster	20.00	PULL	-	500.00	-	0	10,000	0	10,700
	Personal Protect. Dev	1.00	LS.	-	-	850.00	0	0	850	850
	Sub/Supplier Drawings	10.00	EACH	-	200.00	-	0	2,000	0	2,140
	IT/Data Proc.	8.00	MO.	1,500.00	-	-	12,000	0	0	12,000
	Aerial/Project Photos	1.00	LS.	-	-	500.00	0	0	500	500
	Job signs/Directional	1.00	LS.	200.00	1,000.00	-	200	1,000	0	1,270
	Temp fencing	1.00	LS.	-	-	7,850.00	0	0	7,850	7,850
	First Aid	8.00	MO.	-	50.00	-	0	400	0	428
<b>EQUIPMENT</b>										
	Small tools	8.00	MO.	-	500.00	-	0	4,000	0	4,280
	Rental (Temp A/C/Air Movers)	8.00	MO.	-	750.00	-	0	6,000	0	6,420
	Cranes/Lifts		COW	-	-	-				
	Scaffolding		COW	-	-	-				
<b>TRAVEL</b>										
<b>IMPACT/PERMITS</b>										
<b>INSUR/BONDS (CALC AS % OF GMP)</b>										
							776,580	57,603	10,400	\$434,932

HCC DM GYM EXTERIOR



Project: HCC DM GYM EXTERIOR Date: Fri 11/10/23	Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress	
	Split		Inactive Milestone		Manual Summary		Deadline			
	Milestone		Inactive Summary		Start-only		Critical			
	Summary		Manual Task		Finish-only		Critical Split			
	Project Summary		Duration-only		External Tasks		Progress			

**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 8.04**

**BACKGROUND AND PERTINENT FACTS:**

Each year HCC performs a thorough inventory of all College assets, including those that are capitalized and depreciated (over \$5000 each) as well as those assets which have been tagged but are not capitalized (generally \$1000-\$5000 each). Through the annual inventory, the College has identified and itemized both types of assets that are no longer useful at HCC but are potentially worthy of donation to a qualified organization or have been trade in/returned to a vendor. Items that are not donated will be disposed of according to F.S. 274.06. The College's property records must be adjusted to reflect this action. Any previously capitalized items have been fully depreciated and are of negligible value.

The College's property records must be adjusted to reflect this action. Any previously capitalized items have been fully depreciated and are of negligible value.

**ECONOMIC IMPACT:**

This agenda item has no budget or operational impact.

**OBJECTIVE:**

To remove these items from the College's property records.

**LEGAL AUTHORITY:**

F.S. 274.05, F.S. 1001.64, S.1001.65, 6HX-10.6.05, SBE 6A-14.0261

**RECOMMENDATION:**

The President recommends approval to adjust the College's records for any items that are not relocated for reuse at another College location

**Initiator**

**Date**

**Vice President/Campus President/Director of Human Resource**

**Date**

**District President**



**Date** 11/28/23

**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 8.05**

**BACKGROUND AND PERTINENT FACTS:**

Humana, the College’s current medical administrator, will no longer provide medical administrator services effective June 30, 2024. As a result, this summer the College advertised Invitation to Negotiate (ITN) #2897-23, entitled Administrator for Self-Insured Medical Benefits and Integrated Prescription Drug Plan. The ITN allows for a three-year initial term with the option to renew for two additional one-year periods, for a total possible term of five years.

As part of the ITN two-step review process, the College’s insurance evaluation committee reviewed three written responses, and shortlisted two of the three responses, Cigna Health & Life Insurance Co and Aetna Life Insurance Company, for further consideration. A Best and Final Offer (BAFO) was requested from the shortlisted firms. Upon review of the BAFOs, the evaluation committee unanimously voted to recommend Cigna for award based on their proposal terms and pricing, the premium holiday fund, and the wellness fund of \$150,000 annually. A premium holiday fund is a credit against the administrative fee. The holiday fund totals \$396,500 over the initial three-year term.

The fixed cost for the administrative services will be \$38 per employee per month or approximately \$444,600 annually for three years, with a three percent rate cap for years 4 and 5 respectively. The cost for Year 1 stop loss will be approximately \$1,805,366 and adjusted annually based on claims history. For fiscal years 2024 and 2025, the total fixed cost of both administrative services and stop loss insurance will be approximately \$2,249,966 based on 975 enrolled employees.

**ECONOMIC IMPACT:**

Funds are being provided in the General Operating Budget for FY 2024-2025.

**OBJECTIVE:**

To provide an administrator for self-insured medical benefits and an integrated prescription drug plan.

**LEGAL AUTHORITY:**

SBE 6A-14.0734; HCC 6HX-10-5300, F.S. 1001.02; F.S. 1001.64; F.S. 1001.65

**RECOMMENDATION:**

The President recommends award of a contract to Cigna Health & Life Insurance Co. of Bloomfield, CT, to provide administration for self-insured medical benefits and an integrated prescription drug plan for a three-year term beginning July 1, 2024 through June 30, 2027, with the option to renew for two (2) additional one-year periods.

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Executive Director of Human Resources</b>	<b>Date</b>
<b>District President</b> 	<b>Date</b> 11/28/23

**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 8.06**

**INFORMATION ITEMS ONLY  
MONTHLY FINANCIAL STATEMENTS**

The Board has requested the monthly financial statements be submitted as informational only for their review. The financial statement for the month of September 2023.

**LEGAL AUTHORITY:**  
Sections 1001.64; 1001.65 Florida Statutes

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
<b>District President</b> 	<b>Date</b> 11/28/23

1-0-024(2/04)