



DISTRICT BOARD OF TRUSTEES BOARD MEETING

**FEBRUARY 28, 2024
4:00 PM**

LOCATION:
HILLSBOROUGH COMMUNITY COLLEGE
PLANT CITY CAMPUS, TRINKLE CENTER
1206 NORTH PARK ROAD
PLANT CITY, FL 33563

HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
FEBRUARY 28, 2024 – 4:00 PM
PLANT CITY CAMPUS, TRINKLE CENTER
1206 NORTH PARK ROAD
PLANT CITY, FL 33563

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1.0	<u>GENERAL FUNCTIONS</u>	
	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. Martyn Clay	
	1.06 Foundation Report	
	1.07 Faculty and Staff Recognitions	
	1.08 The Chairman recommends adoption of the Agenda, all revisions to the Agenda and approval of all agenda items marked “Consent”.	
	1.09 The President recommends approval of the December 6, 2023 Board Meeting minutes (submitted herein for your review).	3
2.0	<u>HEARING OF STUDENTS</u>	
3.0	<u>HEARING OF CITIZENS</u>	
4.0	<u>HEARING OF FACULTY AND STAFF</u>	
5.0	<u>HUMAN RESOURCES</u>	
CONSENT	5.01 The President recommends approval of individuals for full-time employment . Each full-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).	9
CONSENT	5.02 The President recommends approval of individuals for part-time employment during Term 24/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).	12
CONSENT	5.03 The President recommends acknowledgment of employment separations (submitted herein for your review).	15

6.0	<u>EDUCATIONAL PROGRAMS AND STUDENT SERVICES</u>	
CONSENT	6.01 The President recommends approval of the new courses, course modifications, course deletions, requests to make courses inactive, and program modifications to be effective FA/24, unless otherwise noted (submitted herein for your review).	17
	6.02 The President recommends that the BOT approve the new course fee to be effective FA/24 , unless otherwise noted (submitted herein for your review).	20
	6.03 The President recommends that the Board approve the 2024-2025 Academic Calendar (submitted herein for your review).	22
7.0	<u>INSTITUTIONAL SERVICES</u>	
8.0	<u>FINANCIAL SERVICES</u>	
	8.01 The President recommends that the Board approve the application for final payment in the amount of \$123,732.82 to Horus Construction Services, Inc. for completion of the renovation of existing space to house ICCE and the Central Duplicating Center in the Library Building (DLRC) located at the Dale Mabry Campus as reviewed and recommended by Wilder Architecture, Inc. (submitted herein for your review).	27
	8.02 The President recommends approval of contracts with Williams Company; Horus Construction Services, Inc. Foresight Construction Group, Inc.; Barr & Barr, Inc.; and Charles Perry Partners, Inc., to provide construction management services under continuing contracts for miscellaneous projects in which construction costs do not exceed the College's required threshold for continuing contracts, currently four million dollars (\$4,000,000), for a one (1) year period with the option to renew for up to four (4) additional years, one (1) year at a time (submitted herein for your review).	28
	8.03 The President recommends approval of Budget Amendment Number 3 (submitted herein for your review).	32
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Section 1

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

1.0 GENERAL FUNCTIONS

1.01 Call to Order

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

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Nancy Watkins
- Aakash Patel (virtual)
- Greg Celestan
- Chip Diehl
- Brian Lametto (virtual)
- 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 July – October 2024, included:

- \$2.7M in new gifts and commitments, up 69% compared to last year.

1.06.02 Highlights:

- Advancement Operations Consultant onsite November 14, 2023
- Scholarships awarded for spring: \$163,000 to 180 students.
- Fishing Tournament: Gross profit \$64,500 with 40 boats

1.06.03 Events:

- HCC Golf Tournament, SOLD OUT December 4, 2023, at Tampa Palms Golf & Country Club.
- BBCB, March 6-8, 2024, Tampa Convention Center.

- HCC Presidential Showcase, April 17, 2024, Armature Works.

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 HCC students competed in the Great Debate; a state debate competition held at St. Pete College. HCC students **Simeon Sanders** placed first, and **Kiara Crumby** placed second. Students competed against four other community colleges and ten finalists.
- 1.07.02 **Hawk Media Club** earned first place honors at the 64th Annual Florida College System Publications Association Conference in Design, Photography, In-Depth Reporting and Arts Reporting. Students also received honors in Feature Photo, Headlines and Comic Strip categories. Editor-in-Chief, **Olivia Crandall** received the prestigious Inner Circle Award which recognizes students who earn honors in three or more categories. Journalism students **Luise Barbieri**, **Emele Gaspar**, and **Lauren Lee** were awarded honors in multiple categories.
- 1.07.03 **Dr. Dawn Herd-Clark**, Ybor City Campus Faculty, recently published two literary pieces, "Affordable Higher Education" and co-authored with Felicia Jamison "Claudius Turner, the Dorchester Cooperative Movement, and African Americans in Liberty County, Georgia," *Journal of the Georgia Association of Historians*, 2023.
- 1.07.04 **Dr. Tripat Kaur**, program manager for the medical laboratory science program, presented at the Gerontological Society of America annual conference. Her presentation was titled "The Role of Community Colleges in Training Healthcare Workers for an Aging Population".
- 1.07.05 HCC **Marketing and Public Relations** in partnership with the **Diversity and Equity** department were awarded a Public Relations Society of America Tampa Bay prestige award for the 2023 Black, Brown and College Bound marketing and public relations initiatives.
- 1.07.06 HCC student **Joselyn Sneed** was awarded the Kanji Family Ron Alicandro hospitality management scholarship at the annual ExTravelganza event.
- 1.08 The Chair recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "**Consent**."

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

- 1.09 The President recommended approval of the **October 25, 2023, Board Meeting Minutes**.

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

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

- 5.01 The President, recommended approval of individuals for **full-time employment**. These individuals will be compensated in accordance with the Board-approved Salary Schedule.
- 5.02 The President, recommended approval of **part-time faculty and staff employment** recommendations for Term 23/FA and 24/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.
- 5.03 The President recommended acknowledgment of **employment separations**.
- 5.04 The President recommended approval of the following **post tenured faculty remain on continuing contracts**.

Katen Amin, Business, YB
Adonis Amparo, Librarian, YB
John Bacheller, Biology, DM
Tracy Barnes, Electronics, DM
Deborah Barr, Sociology, DM
Jennifer Bess, Biology, DM
Jana Bielecki, English, YB
Natalie Bisciglia, Humanities, SS
Karen Boosinger, Reading, SS
Jeremy Bullian, Librarian, YB
Anthony Buonaquisti, Physics, DM
Evelio Carballo-Lopez, Physics, PC
Cecilia Carr, Nursing, DM
Marilyn Carrasquillo, Computer Sci, DM
Myrah Caya, Counselor, YB
Vincent Centonze, Veterinary Tech., PC
Phillip Chamberlin, English, SS
Sarrah Conn, Sociology, YB
Edward Coursey, English, DM
Karl Debate, Physical Education, DM
Walt Ellis, Sociology, DM
James Fatherree, Earth Sciences, BR
June Fishbourne, Psychology, SS
David Flanigan, Chemistry, BR
Charity Freeman, English, PC
Richard Gaspar, Communications, YB
Debarati Ghosh, Biology, BR
Melissa Gonzalez-Lam, Math, YB
Shirley Hamilton, Dietetic Tech., DM
Craig Hardesty, Math, SS
Kristin Heathcock, Librarian, BR
Margaret Hopson-Fernandes, Biology, BR
Todd Huffman, Speech, SS
Moheb Isaac, Chemistry, SS

Frederick Jaeger, Hospitality Mgmt., DM
Todd Joseph, Psychology, DM
Sami Kadamani, Math, BR
Joann Kakascik, Math, DM
Craig Kasper, Aquaculture, BR
Diane Kelly, Math, PC
Elizabeth Key-Raimor, Counselor, DM
Lee Koratich, Math, YB
Mustapha Lahrach, Biology, SS
Theresa Lewis, Counselor, BR
Lawrence Linder, EMT, SS
Suzanne Lynch, English, DM
Brian Marlowe, Earth Sciences, DM
Michele Martinez, Accounting, BR
Becky McAfee, Computer Science, BR
Elizabeth McCullough, Chemistry, BR
Kenneth McCullough, Political Science, DM
Shawn McKinney, Philosophy, SS
Lauren McNamara, Math, DM
Johana Melendez, Biology, PC
Angela Mick, Counselor, DM
James Miller, Math, DM
Sharon Moran, Computer Science, DM
April Muchmore-Vokoun, English 2nd Lang., DM
Bridget Mullen, Reading, PC
Darryl Miles, Psychology, DM
Kristina Nappi, Nursing, DM
Melynda Neal, Criminal Justice, YB
Thea Nicolaides, English, SS
Valerie Palazzolo, Art History, YB
Kathryn Pantelis, Math, DM
Jeffrey Pelzer, Computer Science, DM
Laurie Pierce, Opticianry, DM
Paula Porter-Smith, Dental Hygiene, DM

Paul Rabaut, Biology, YB
John Reffue, Speech, DM
Gina Ricard, Respiratory Therapy, DM
Joscelyn Richey, Nursing, DM
Randall Rockefeller, Computer Science, BR
Roberto Rubini, Chemistry, YB
Valerie Saad, English, DM
Mark Sandag, Legal Assistant, YB
Michelle Sanders, Reading, DM
Theresa Scott, English, SS
Christine Seiler, History, BR
Sheryl Sippel, Math, DM
Kathryn Smith, Nursing, DM
Lisa Smith, Biology, DM
Cameron Spears, Computer Science, DM
Shelly Stein, Speech, DM
Janet Stevenson, Math, DM
Gwendolyn Suarez, Radiation Therapy, DM
Mark Switzer, Music, DM
Thomas Tankersley, Paralegal, YB
Kristine Thomas, Biology, SS
Michelle Thompson, Computer Science, BR
Joseph Tisdale, Architectural Const., DM
Rebecca Todd, Anthropology, DM
Kelley Torregiante, Psychology, DM
Vien Truong, Math, PC
Christina Turner, Chemistry, DM
John Van Dyke, English, BR
Andrea Vicente, History, YB
Misty Vorder-Bruegge, Math, DM
Mary Wasinger, Nursing, DM
Janet Willman, English, BR
Mark Zarycki, Business, BR

Trustee Diehl made a motion to approve, seconded by Trustee Celestan. 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 **course modifications, course inactivation, program modifications and the new programs** to be effective FA/24, unless otherwise noted.

7.0 **INSTITUTIONAL SERVICES**

- 7.01 The President recommended the Board 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.

Trustee Diehl made a motion to approve, seconded by Trustee Celestan. 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 **Budget Amendment Number Two**
Trustee Lametto 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 **acceptance of the Operational Audit Report No. 2024-035**
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.
- 8.03 The President recommended 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
Trustee Celestan made a motion of approval, seconded by Trustee Diehl After due discussion and consideration, approval was given by aye vote of all members present.
- 8.04 The President recommended approval to **adjust the College's records** for any items that are not relocated for reuse at another College location.
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.
- 8.05 The President recommended awarding 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.
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.
- 8.06 Informational Item Only – **Financials September 2023.**

9.0 **ADMINISTRATIVE REPORT**

- 9.01 The President asked Eric Johnson, Director of Community and Government Relations to give an **update regarding the 2024 Legislative Agenda.** Director Johnson presented a power point of items on the agenda and what to expect. He also invited all Board members to attend the January 22, 2024 AFC Conference in Tallahassee. As well as the ACCT Legislative Summit in Washington, DC on October 4-7, 2024.

9.02 The President announced the Board Retreat will take place on Friday, April 5, 2024. Details will follow.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Trustee Valentin thanked all the faculty and staff of HCC for their hard work this year and hope it continues into the new year benefitting the Tampa Bay Community. He also expressed his hope for HCC to delve into AI courses.

11.01 Trustee Patel Congratulated Trustee Celestan for the great article (podcast) in the TBBJ.

11.01 Trustee Diehl wished everyone a Happy Holiday and looks forward to the New Year

11.02 Trustee Watkins wished everyone a Happy Holiday and Happy New Year.

President Atwater announced the selection, offer and acceptance of a new General Counsel. He will be joining us on January 29, 2024.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:25 p.m.

Section 2-4

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Section 5

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 of 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

Date

Vice President/Campus President/Exec Dir of Human Resources

Date

District President

Date

2/20/24

1-0-024 (2/04)

FULL-TIME APPOINTMENTS
FEBRUARY 28, 2024 BOARD MEETING

ADMINISTRATOR

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Eveillard, Angela	Executive Director, Marketing & Public Relations	District	01/03/24
Geary, Kellie*	Dean of Academic Affairs	Brandon	01/12/24
Heathcock, Kristin*	Dean, Associate in Science Degree Programs	Brandon	01/05/24
Squires, Jonathan	General Counsel	District	01/29/24

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Black, Louise	Dietetic Technician Instructor	Dale Mabry	01/04/24
Cardwell, Daniel*	Librarian	Brandon	01/16/24
Hutcherson, Michelle	Nursing Instructor	Dale Mabry	01/16/24
Nawaz, Hamid	Biological Sciences Instructor	Brandon	01/04/24

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Barrell, Kara	Marketing & Communications Coor.	District	01/11/24
Elston, Schemica	Honors Enrollment Development Coor.	Dale Mabry	01/18/24
Hopkins, Taylor	Instructional Designer	Collaboration	01/08/24
James, Kristina*	Project Manager	District	01/22/24
Mendez, Manola*	Online Learning Retention Coordinator	District	02/01/24
Olavarrieta Herrera, Emiliana	Curriculum Designer	Collaboration	01/25/24
Orzolek, Mary Katherine**	Academic Advisor	Dale Mabry	01/12/24
Torrealba, Indira	Instructional Designer	Collaboration	01/08/24

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Caraballo, Melody	Staff Assistant II	Dale Mabry	12/18/23

*Full-Time Temporary

**Full-Time Temporary/Grant-Funded

PROMOTION

<u>NAME</u>	<u>FROM</u>	<u>CAMPUS</u>	<u>TO</u>	<u>CAMPUS</u>	<u>START DATE</u>
Paniagua, Laurimar	Online Learning Retention Coordinator	Collaboration	Assistant Dean	Dale Mabry	01/16/24

**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 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 of 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 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**
2/20/24

1-0-024(2/04)

PART-TIME APPOINTMENTS
FEBRUARY 28, 2024 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Ali, Kasima	Adjunct	Brandon	01/08/24
Alvey, Jennifer	Adjunct	Dale Mabry	02/05/24
Castillo Andino, Franklin	Adjunct	Dale Mabry	01/10/24
Cataffo-O'Brien, Kristie	Adjunct	Dale Mabry	01/18/24
Costello, Kailah	Adjunct	Dale Mabry	01/08/24
Cox, Stefani	Adjunct	Brandon	01/08/24
DeFlavis, Doreen	Adjunct	Brandon	01/10/24
Edwards, Urshula	Adjunct	Dale Mabry	01/08/24
Evci, Ugurcan	Adjunct	SouthShore	01/10/24
Garcez Iemini, Mylene	Adjunct	Plant City	01/08/24
Gilleland, Amanda	Adjunct	Brandon	01/17/24
Goode, James	Adjunct	Plant City	01/08/24
Gygli, Nicholas	Adjunct	Dale Mabry	01/08/24
Harris, Thomas	Adjunct	Dale Mabry	01/08/24
Hill, Archie	Adjunct	Dale Mabry	01/08/24
Husbands, Terry	Adjunct	Dale Mabry	01/18/24
Lake, Sean	Adjunct	Dale Mabry	01/08/24
Miller, Katie	Adjunct	Dale Mabry	02/01/24
Murphy, Felicia	Adjunct	Dale Mabry	01/08/24
Obateru, Adetokunbo	Adjunct	Dale Mabry	01/08/24
Pardo, Maria	Adjunct	Dale Mabry	01/08/24
Puterbaugh, Benjamin	Adjunct	Dale Mabry	01/08/24
Putman, Kathy	Adjunct	Dale Mabry	01/08/24
Rachakonda, Girish	Adjunct	Plant City	02/12/24
Robinson, Sara	Adjunct	Dale Mabry	01/18/24
Sanchez, Francis John	Adjunct	Dale Mabry	01/17/24
Scherr, Valerie	Adjunct	Dale Mabry	01/08/24
Simpson, Rebecca	Adjunct	Dale Mabry	01/08/24
Stolar, Christina	Adjunct	Dale Mabry	01/08/24
Talley, Paige	Adjunct	Dale Mabry	01/08/24
Torres, Marisol	Adjunct	Dale Mabry	01/08/24

*Full-Time Temporary

**Full-Time Temporary/Grant-Funded

Wakeman, Jennifer
Weldon, Krystal
White, Destiny

Adjunct
Adjunct
Adjunct

Brandon
Dale Mabry
Brandon

12/06/23
01/08/24
01/29/24

NON-FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Al-Jamal, Madelynn	PT Advanced Technician	Brandon	01/25/24
Baker, Brendan	PT Technician	Brandon	02/13/24
Bee, Charlene*	PT Technician	Dale Mabry	01/05/24
Brown, Sarah	PT Advanced Technician	Dale Mabry	01/16/24
Carty, Thomas	PT Associate	SouthShore	01/04/24
Coyle, Marie*	PT Technician	Dale Mabry	01/24/24
Davis, Nia	PT Technician	Plant City	01/19/24
McClain, Kendall	PT Associate	Collaboration	02/12/24
Ouidir, Narimane	PT Technician	Dale Mabry	01/30/24
Ring, Jennifer	PT Specialist	Dale Mabry	01/05/24
Walker, Davion	PT Technician	Brandon	02/12/24

**Full-Time Temporary*

***Full-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**

2/20/24

1-0-024 (2/04)

FULL-TIME SEPARATIONS
FEBRUARY 28, 2024 BOARD MEETING

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Barrell, Kara	Marketing & Comm. Coord.	District	01/11/24	01/14/24
Box, Iveline	Project Manager	District	08/03/22	01/03/24
Conwell, Shameka	Annual Fund Manager	District	07/28/22	01/17/24
Crimaldi, Ross	Information Technology Tech	District	02/17/22	01/10/24
Garlanger, Ashlyn	Staff Assistant II	Dale Mabry	02/04/22	02/16/24
Germosen, Tisha	Academic Advisor	Dale Mabry	09/05/23	02/16/24
Kearney, Scott	Director, Enterprise Systems	District	08/07/18	02/21/24
Luma, Mateanie	Learning Resources Tech	Ybor City	09/28/17	01/19/24
Medina, Phillip	Public Safety Supervisor	Ybor City	09/26/22	01/03/24
Peters-Salter, Niyla	Academic Advisor	Brandon	08/18/22	01/27/24
Rand, Patricia	Dean of Academic Affairs	Brandon	09/27/21	01/11/24
Rincones, Arnaldo	Financial Aid Counselor	Dale Mabry	07/10/23	01/03/24
Winslow, Kenneth	Special Projects Trainer	Ybor City	02/08/22	01/05/24

RETIREMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Brigante-Jamison, Deborah	Student Svcs. Support Spec.	Dale Mabry	04/08/10	02/28/24
Fryman, Lonnie	Tradesworker II	Dale Mabry	04/20/00	04/30/24
Lamberth, Wanda	Lab Assistant	Plant City	01/08/92	01/04/24
Ponce, Margarita	Office Administration Instructor	Ybor City	02/01/07	01/05/24
Scally, Darlene	Lab Assistant	Plant City	07/14/12	03/18/24

DECEASED

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Coursey, Edward	English Instructor	Dale Mabry	01/07/08	12/27/23
Marcus, Roxanna	English Instructor	Dale Mabry	08/24/87	01/14/24

* Full-Time Temporary

** Full-Time Temporary/Grant Funded

Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01

CONSENT Type text here

BACKGROUND AND PERTINENT FACTS:

The Business and Hospitality discipline group presented a new course and a program modification; the Communication discipline group presented course terminations and requests to make courses inactive; the Health Sciences discipline group presented program modifications; the mathematics discipline group presented new courses; and the Physical Sciences group presented a course modification to the Academic Affairs Committee.

The Academic Affairs Committee approved the new courses, course modifications, course deletions, requests to make courses inactive, and program modifications 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 new courses, course modifications, course deletions, requests to make courses inactive, and program modifications to be effective FA/24, unless otherwise noted.

Initiator	Date:
Dionna Doss and Brian Mann	
Vice President/Campus President/Director of Human Resources	Date:
Richard Senker	
District President	Date
	2/20/24

1-0-024(2/04)

Hillsborough Community College

February 2024 BOT

New Courses

Course Number/ Prefix	Course Title	Category	Credit/ Clock Hrs.	Effective Term
FSS 1945	Food Practicum V	Transfer	2 cr.	FA/24
MGF 1130	Mathematical Thinking	Transfer	3 cr.	SU/24
MGF 1131	Mathematics in Context	Transfer	3 cr.	SU/24

Course Modifications

Effective FA/24

CHM 1020C, Chemistry and Society

- Change course description to read “A study of how chemistry and chemicals directly affect our lives including common household substances, radioactivity, environmental pollutants, energy sources and polymers. Laboratory experimentation will be included. A special fee will be charged for this course.”

Course Deletions

Effective SP/24

REA 0055, Developmental Reading Module I

REA 0057, Developmental Reading Module II

REA 0058, Developmental Reading Module III

Courses to Become Inactive

Effective SP/24

GER 1120, Elementary German I

GER 1121, Elementary German II

ITA 1120, Elementary Italian I

REA 1105, Critical Reading Techniques

SPC 2300H, Honors Interpersonal Communications

SPC 2930H, Honors Selected Topics in Communications

SPN 1340, Spanish I for Heritage Speakers

SPN 1341, Spanish II for Heritage Speakers

SPN 2221, Intermediate Spanish II

SPN 2240, Intermediate Spanish Conversation

Program Modifications

Effective FA/24

Culinary Management AS

- Change program requirement FSS 1944 to ‘FSS 1944 or FSS 0945’ in Year 2/Second Semester.

Diagnostic Medical Sonography AS

- Change ‘MAC 1105 or higher math or STA 2023’ to ‘MAC 1105 or higher math’ - (delete STA 2023 from the options).

Echocardiography AS

- Change 'MAC 1105 or higher math or STA 2023' to 'MAC 1105 or higher math' - (delete STA 2023 from the options).

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.02

BACKGROUND AND PERTINENT FACTS:

A new course fee presented by the Business and Hospitality discipline group was approved through the Academic Affairs Committee process. The proposal was forwarded to the Vice President for Academic Affairs who reviewed the recommendation with the appropriate staff and forwarded the proposal to the College President.

ECONOMIC IMPACT:

The projected impact associated with the new course fee is approximately \$25,000 annually. This is contingent upon student enrollment. All revenue from the course fee is used directly for travel and study abroad expenses.

OBJECTIVE:

To strengthen the college curriculum and cover needed travel and study abroad expenses to offer our students an additional option to our current practicum classes.

LEGAL AUTHORITY:

HCC 6HX-10-4.06

RECOMMENDATION:

The President recommends that the BOT approve the new course fee to be effective FA/24, unless otherwise noted.

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

2/20/24

1-0-024(2/04)

Hillsborough Community College
February 2024 BOT

Effective FA/24

FSS 1945, Food Practicum V

- Create new course fee for \$2,500 per student.

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 6.03	
BACKGROUND AND PERTINENT FACTS: <p>It is the standard operating procedure for the College Calendar to be approved by Hillsborough Community College's Board of Trustees and subsequently forwarded to the Florida College System for their approval.</p> <p>The Calendar Committee was composed of the Vice President for Student Services & Enrollment Management, the Vice President for Academic Affairs, a representative from Financial Services and Payroll, three faculty members, one Assistant Dean, one Student Services Dean, the Director of Financial Aid, the Registrar, a representative from management information systems, two academic deans, and one SEIU representative.</p>	
ECONOMIC IMPACT: <p>None</p>	
OBJECTIVE: <p>Implementation of the 2024-2025 College Calendar for inclusion in the HCC Catalog.</p>	
LEGAL AUTHORITY: <p>SBE 6A-10.019 FS 683.01 FS 1001.64 HCC 6HX-10-4.07</p>	
RECOMMENDATION: <p>The President recommends that the Board approve the 2024-2025 Calendar.</p>	
Initiator	Date
Vice President/Campus President/Director of Human Resources Kenneth Ray, Jr.	Date
District President	Date 2/20/24

1-0-024(2/04)

HILLSBOROUGH COMMUNITY COLLEGE 2024 - 2025 Academic/Faculty Calendar

FALL TERM 2024 REGULAR COLLEGE

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
Preparation	August 15-16	0	2
CLASSES	August 19 - August 30	10	10
Labor Day/Holiday	August 31 - September 2	0	0
CLASSES	September 3 - October 21	35	35
Faculty In-Service	October 22	0	1
CLASSES	October 23 - November 8	13	13
Veterans Day/Holiday	November 11	0	0
CLASSES	November 12 - 27	12	12
Thanksgiving BREAK	November 28 - December 1	0	0
CLASSES	December 2 - 10	7	7
Winter BREAK (Faculty)	December 11 - January 1	0	0
Winter BREAK (Staff)	December 19 - January 1	0	0
		77	80

SPRING TERM 2025 REGULAR COLLEGE

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
College Resumes Operation	January 2	0	0
Preparation	January 2-3	0	2
CLASSES	January 6 - 17	10	10
MLK Day/Holiday	January 20	0	0
CLASSES	January 21 - February 14	19	19
President's Day (2/17)		0	0
Strawberry Festival 3/3			
CLASSES	February 18 - March 14	19	19
Mid Term BREAK	March 17 - 23	0	0
CLASSES	March 24 - April 7	11	11
All College Day	April 8	0	1
CLASSES	April 9 - 17	7	7
Spring Day	April 18 - 20	0	0
CLASSES	April 21 - May 5	11	11
Commencement	May 2		
		77	80

SUMMER TERM 2025
REGULAR COLLEGE

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
CLASSES	May 12 - 23	10	10
Memorial Day/Holiday	May 24 - 26	0	0
CLASSES	May 27 - July 3	28	28
Independence Day/Holiday	July 4	0	0
CLASSES	July 7 - August 4	21	21
		59	59

Fall 2024								
Start	8/19	8/19	10/14	9/16	8/19	9/24	10/30	9/24
End	12/10	10/12	12/10	12/10	9/23	10/29	12/10	12/10
	16 Week	8 Week A	8 Week B	12 Week	5 Week A	5 Week B	5 Week C	10 Week
Monday	15	7	8	12	5	5	5	10
Tuesday	16	8	8	12	5	5	6	11
Wednesday	16	8	8	12	5	5	6	11
Thursday	15	8	7	11	5	5	5	10
Friday	15	8	7	11	5	5	5	10
Saturday	14	7	7	11	4	5	5	10
MW	31	15	16	24	10	10	11	21
TTH	31	16	15	23	10	10	11	21

Spring 2025								
Start	1/6	1/6	3/4	2/3	1/6	2/11	3/25	2/11
End	5/5	3/3	5/5	5/5	2/10	3/24	5/5	5/5
	16 Week	8 Week A	8 Week B	12 Week	5 Week A	5 Week B	5 Week C	10 Week
Monday	15	7	8	12	5	4	6	9
Tuesday	15	8	7	11	5	5	5	10
Wednesday	16	8	8	12	5	5	6	11
Thursday	16	8	8	12	5	5	6	11
Friday	15	8	7	11	5	5	5	10
Saturday	15	8	7	11	5	5	5	10
MW	31	15	16	24	10	9	12	20
TTH	31	16	15	23	10	10	11	21

Summer 2025							
Start	5/12	5/26	5/12	6/24	5/12	5/12	6/17
End	8/4	7/21	6/23	8/4	7/21	6/16	7/21
	12 Week	8 Week	6 Week A	6 Week B	10 Week	5 Week A	5 Week B
Monday	12	8	6	6	10	5	5
Tuesday	12	8	6	6	10	5	5
Wednesday	12	8	6	6	10	5	5
Thursday	12	8	6	6	10	5	5
Friday	11	7	6	5	9	5	4
Saturday	10	7	5	5	8	4	4
MW	24	16	12	12	20	10	10
TTH	24	16	12	12	20	10	10

Section 7

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Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 8.01	
BACKGROUND AND PERTINENT FACTS:	
<p>In August of 2018, the District Board of Trustees entered into a contract with Horus Construction Services, Inc. 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. 03 to the contract established a Guaranteed Maximum Price for the renovation of existing space to house ICCE and the Central Duplicating Center in the Library Building (DLRC) located at the Dale Mabry Campus in the amount of \$1,397,287. The project was completed on October 17, 2022, as per the contract for a total amount of \$1,271,612.52. The final contract amount reflects a deduction of \$94,621.84 for Direct Purchases and \$5,977.32 for Tax Savings. Wilder Architecture, Inc. has reviewed and approved the application for final payment in the amount of \$123,732.82 to Horus Construction Services, Inc. The unused portion of the GMP in the amount of \$25,075.32 is credited back to the College. All closeout documents including warranties have been provided to the College. All sub-contractor invoices have been paid.</p>	
ECONOMIC IMPACT:	
Funds were provided from the district-wide college projects fund.	
OBJECTIVE:	
To obtain Board approval for final payment of \$123,732.82 to Horus Construction Services, Inc. for completion of the renovation of existing space to house ICCE and the Central Duplicating Center in the Library Building (DLRC) located at the Dale Mabry Campus.	
LEGAL AUTHORITY:	
FS 1013.50	
RECOMMENDATION:	
The President recommends that the Board approve the application for final payment in the amount of \$123,732.82 to Horus Construction Services, Inc. for completion of the renovation of existing space to house ICCE and the Central Duplicating Center in the Library Building (DLRC) located at the Dale Mabry Campus as reviewed and recommended by Wilder Architecture, Inc.	
Initiator Ben Marshall	Date February 13, 2024
Vice President/Campus President/Director of Human Resources	Date
District President	Date 2/20/24

Tytex

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

BACKGROUND AND PERTINENT FACTS:

The College advertised a Request for Qualifications #2900-23 for qualified general contractors licensed in the State of Florida to provide construction management services for construction projects in which costs will not exceed the College's required threshold for continuing services contracts, currently at four million dollars (\$4,000,000) or less. These projects will primarily consist of renovation, remodeling, and/or retrofitting of mechanical/electrical equipment and/or systems in existing facilities as well as new construction if desired by the College. The contract term will be for a one (1) year period with the option to renew for up to four (4) additional years, one (1) year at a time. The College received responses from fourteen (14) firms. The written submissions from the fourteen (14) firms were scored by a six-person evaluation committee. Nine (9) firms were short-listed for interviews and individually ranked by the committee members. Based on the committee's rankings and comments, the Vice President of Administration/CFO recommended award to five firms.

FIRMS	LOCATION
Williams Company	Tampa, FL
Horus Construction	Tampa, FL
Barr & Barr, Inc.	Tampa, FL
Foresight Construction Group, Inc.	Tampa, FL
Charles Perry Partners, Inc.	Tampa, FL

ECONOMIC IMPACT:

Projects will be budgeted in advance and funded by annual general renovation Public Education Capital Outlay (PECO) appropriations, Capital Outlay & Debt Service (CO&DS) appropriations, capital improvements fees (CIF), general operating funds and other funds as appropriate.

OBJECTIVE:

To provide construction management services for construction projects under continuing contracts for construction management services in existing facilities as well as new construction.

LEGAL AUTHORITY:

SBE 6A-14.0734; HCC 6HX-10-6.08; HCC 6HX-10-6.21; FS 287.055; FS 1001.02; FS 1001.64; FS 1013.45

RECOMMENDATION:

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

Initiator	Date
Vice President/Campus President/Executive Director of Human Resources	Date
District President	Date

2/20/24

1-0-024(2/04)

Key Points for the Continuing Services – Construction Management Contract

Date of Advertisement: July 20, 2023

Request for Qualifications: #2900-23

Purpose: To identify qualified general contractors licensed in Florida for construction management services.

Project Scope:

- Construction projects with costs up to \$4 million.
- For all College's properties.
- Includes renovation, remodeling, retrofitting of mechanical/electrical systems, and new construction (if needed).

Contract Term: 1 year with the option to renew for up to four additional years, annually.

Contract Fee Structure:

- The Fee Structure for the GMP was reworked and lowered from the previous contract period along with establishing fee ceilings. This new fee structure was based on the historical GMP data, General Condition's data, as well as the various costs for bonding and insurances following the same methodology. The fee structure presented and agreed to is as follows:

<u>Contract Value</u>	<u>Fee</u>
Up to \$999,999	7%
\$1,000,000 to \$1,999,999	6%
\$2,000,000 to \$2,999,999	5%
\$3,000,000 to \$4,000,000	4%
General Conditions/Requirements	20%
Bonds Paid	2%
Subcontractor Default	1.50%
CCIP	3%
GLI	1.50%

- Fees generally range from 4% to 7%, varying by project dollar amount and complexity.
- Specific parameters and ranges have been set for bonds, insurance, and costs associated with general conditions for greater cost controls.

Responses: Received from 14 firms.

Evaluation Committee:

- Dr. Deborah Kish Stephan, Campus President, Brandon (Chair)
- Dr. Paige Niehaus, Campus President, Dale Mabry
- Nadia Kotula, Dean of Academic Affairs, Southshore Campus
- Ben Marshall, Director of Facilities, Planning & Construction, District
- Annazette Houston, Chief Diversity Officer
- Joseph Tisdale, Architectural Construction Assistant Professor

Committee Rankings:

The committee interviewed and received presentations from the nine (9) shortlisted firms. Committee members individually rated each firm as #1 to #9, where #1 represented their most favorable evaluation and #9 their least, as follows:

	#1	#2	#3	#4	#5	#6	#7	#8	#9	Tampa Office
Williams Company	III	II				I				Y
Horus Construction	I	I	I	I	I	I				Y
Barr & Barr, Inc.	I	I			I	I	I	I		Y
Willis Smith Construction		I	II		I	I	I			N
Foresight Construction Group, Inc.		I		II	I	I		I		Y
Charles Perry Partners, Inc.			I	II	I		II			Y
Reno Boyd Building	I		I	I	I		I		I	Y
Skanska USA			I			I	I	II	I	Y
Gilbane Construction								II	III	Y

Selection:

- The committee conducted interviews and vetted the written submissions for all applicants.
- Nine (9) companies were selected for interviews, final presentation, and recommendation to the Vice president of Administration (VP) for consideration.
- The matrix used by the committee (provided above) illustrated where each committee participant voted on the ability of the short-listed firms to provide the best service and fit for the College. The matrix is not point based.
- Companies with the highest vote grouping meeting the Colleges' needs were those targeted for the negotiation phase of the process.
- All companies recommended have a local office.
- A bonus for the College is that two (2) of the selected companies are minority owned.

Recommendation:

Vice President of Administration/CFO recommended awarding to five firms with local offices.

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 8.03	
BACKGROUND AND PERTINENT FACTS:	
<p>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. The adjustments made in budget amendment number 3 are to increase the revenue and expenditure budgets by \$180,994 for projected revenue and related expenditures in excess of the original budget for the Institute of Corporate and Continuing Education's (ICCE) Allied Health, Information Technology, and Trades Programs.</p>	
ECONOMIC IMPACT:	
<p>Increase unrestricted current fund revenue and expenditure budgets by \$180,994.</p>	
OBJECTIVE:	
<p>To obtain Board of Trustees approval for adjustments made in Budget Amendment Number 3.</p>	
LEGAL AUTHORITY:	
<p>Florida State Board of Education Rule 6A-14.0717 (2) (a) Sections 1001.02(9), 1011.01, 1011.30, Florida Statutes</p>	
RECOMMENDATION:	
<p>The President recommends approval of Budget Amendment Number 3.</p>	
Initiator Bethoria Paige, Director of Finance and Budget	Date: 2/15/2024
Vice President/Campus President/Director of Human Resources	Date
District President	Date 2/20/24

1-0-024(2/04)

HILLSBOROUGH COMMUNITY COLLEGE
Explanation of Budget Changes
Unrestricted Current Fund
Budget Amendment No. 3 (FY 2023/2024)
February 28, 2024

		Budget Amendment #1	Budget Amendment #2	Budget Amendment #3	Totals
I. AVAILABLE FUNDS					
<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
Increase in ICCE Revenue - Allied Health/IT/Trades Programs				180,994	180,994
Adjusted Revenue Budget @ February 28, 2024					\$ 161,838,112
TOTAL AVAILABLE FUNDS @ February 28, 2024	<u>\$ 177,181,817</u>	<u>\$ 7,317,344</u>	<u>\$ 66,214</u>	<u>\$ 180,994</u>	<u>\$ 184,746,369</u>
II. EXPENDITURES					
<u>Personnel Costs @ July 1, 2023</u>	\$ 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
Increase for ICCE - Allied Health/IT/Trades Programs				117,204	117,204
Adjusted Personnel Budget @ February 28, 2024					\$ 114,661,718
<u>Current Expenses @ July 1, 2023</u>	\$ 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)
Increase for ICCE - Allied Health/IT/Trades Programs				63,790	63,790
Adjusted Current Expenditures @ February 28, 2024					\$ 43,655,031
<u>Capital Outlay @ July 1, 2023</u>	\$ 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 @ February 28, 2024					\$ 3,521,363
Total Increase in Expenditures Budget @ February 28, 2024					\$ 7,564,552
Adjusted Expenditure Budget @ February 28, 2024	<u>154,273,560</u>	<u>7,317,344</u>	<u>66,214</u>	<u>180,994</u>	<u>\$ 161,838,112</u>
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2024	<u>\$ 22,908,257</u>				<u>\$ 22,908,257</u>
TOTAL ACCOUNTED FOR	<u>\$ 177,181,817</u>	<u>\$ 7,317,344</u>	<u>\$ 66,214</u>	<u>\$ 180,994</u>	<u>\$ 184,746,369</u>

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**Agenda Number: 8.04****EXEMPT QUARTERLY (QTR 1) PURCHASES
INFORMATIONAL ONLY**

The College is permitted by State Board of Education and HCC Administrative Rules to purchase items under various contracts such as state, city, county, district school board, college, university and buying cooperatives contracts as well as single or sole source procurements and various items such as textbooks, instructional materials and equipment, library books, materials, and supplies, food, professional services, instructional services, information technology resources, items for resale and other items as exceptions to the requirements of the competitive solicitation process and without prior District Board of Trustees approval. The following items and/or services have been processed after verification of budgeted funds during the period of July 1, 2023 through September 30, 2023.

ITEM	SOURCE	AMOUNT
Demolition and installation of two (2) new cooling towers and support of eight (8) CHWP and CWP pumps and six (6) VFD's at the South Shore Campus. HCC/Trane U.S. Inc. single source Agreement. Funds provided through the HEERF – Federal Funds.	Trane U.S. Inc. Tampa, FL	\$380,152
Online proctoring services for online classes college wide. University of West Florida ITN #181TN-02A. Funds are provided in the General Operating Budget.	Honorlock Inc Boca Raton, FL	\$794,367
Security Guard Services college-wide. Florida Department of Management Services State Contract 92121500-20-1. Funds are provided in the General Operating Budget.	Allied Universal Security Services, LLC Santa Ana, CA	\$600,000
Services and annual inspections of the fire alarm systems college-wide. NJPA Contract #031517-SGL. Funds are provided in the General Operating Budget.	Johnson Controls Fire Protection, LLC Tampa, FL	\$245,304
Web-based Student Services for inbound calls college-wide. Austin Peay State University RFP #22-004. Funds are provided in the General Operating Budget.	Edamerica Knoxville, TN	\$1,009,990
Annual subscription for Canvas Cloud learning management system college wide. FSU ITN #5774-4. Funds are provided in the General Operating Budget.	Instructure Inc. Salt Lake City, UT	\$355,665

LEGAL AUTHORITY:**FS 1001.02(6)****FS 1001.64(4)****SBE 6A-14.0734****HCC 6HX-10-6.08****Initiator****Date****Vice President/Campus President/Director of Human Resources****Date****District President****Date**

2/20/24

1-0-024(2/04)

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.05

EXEMPT QUARTERLY (QTR 2) PURCHASES INFORMATIONAL ONLY

The College is permitted by State Board of Education and HCC Administrative Rules to purchase items under various contracts such as state, city, county, district school board, college, university and buying cooperatives contracts as well as single or sole source procurements and various items such as textbooks, instructional materials and equipment, library books, materials, and supplies, food, professional services, instructional services, information technology resources, items for resale and other items as exceptions to the requirements of the competitive solicitation process and without prior District Board of Trustees approval. The following items and/or services have been processed after verification of budgeted funds during the period of October 1, 2023 through December 31, 2023.

ITEM	SOURCE	AMOUNT
Purchase and installation of a replacement fan and BAS upgrades for the DSCI South Lab. HCC/Trane U.S. single source Agreement. Funds are provided through HEERF – Federal Fund 26-63400006.	Trane U.S. Inc. Tampa, FL	\$390,803
Lease renewal for eleven (11) administrative computer and equipment leases used College-wide. Funds are provided through the General Operating Fund 10-44010010.	Dell Financial Services, L.L.C. Round Rock, TX	\$501,484

LEGAL AUTHORITY:

FS 1001.02(6), FS 1001.64(4), SBE 6A-14.0734, HCC 6HX-10-6.08

Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President	Date 2/20/24

1-0-024(2/04)

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.06

INFORMATIONAL ITEM ONLY MONTHLY FINANCIAL STATEMENTS

The Board has requested the monthly financial statements be submitted as informational only for their review. The financial statements for the months of **November 2023 and December 2023**.

LEGAL AUTHORITY:

Sections 1001.64; 1001.65 Florida Statutes

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

2/20/24

1-0-024(2/04)