

DISTRICT BOARD OF TRUSTEES BOARD MEETING

JUNE 23, 2021 4:00 PM

LOCATION:

DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER BOARD ROOM 39 COLUMBIA DRIVE

PUBLIC ACCESS:

VIA ZOOM

CLICK HERE TO JOIN:

https://hccfl.zoom.us/j/91226753303

HILLSBOROUGH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BOARD MEETING WEDNESDAY, JUNE 23, 2021 – 4:00 P.M. DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER – BOARD ROOM 39 COLUMBIA DRIVE

ZOOM ACCESS:

https://hccfl.zoom.us/j/91226753303

Page No.

1.0 GENERAL FUNCTIONS

- 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
- 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 **May 26, 2021 Board Meeting** 4 **minutes** (submitted herein for your review).
- 1.10 The President recommends approval as advertised and amended of Administrative Rule 6HX-10-2.19, Substantive Change, which was updated (submitted herein for your review).

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

- CONSENT5.01 The President recommends approval of individuals for **full-time employment**. 16 Each full-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).
- CONSENT5.02 The President recommends approval of individuals for part-time 18 employment during Term 21/SU. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).
- CONSENT5.03 The President recommends acknowledgment of **employment separations** 21 (submitted herein for your review).

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

CONSENT6.01 The President recommends approval of the **program modification** effective 23 Fall 2022 (submitted for your review).

7.0 INSTITUTIONAL SERVICES

7.01 The President recommends acceptance of the **Fiscal Year 2020-2021 Fire** 25 **Safety, Casualty and Sanitation Inspection Report** for filing and action (submitted for your review).

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- 7.02 The President recommends approval of the **Foundation's use of College resources** for the 2021-22 fiscal year, which includes use of personnel services for seven (7) College employees and use of College property and facilities, including approximately 1,500 square feet of office space on the 7th floor of the Dr. Gwendolyn W. Stephenson District Administration Center valued at \$48,000.
- 7.03 The President recommends approval of the search committee's 27 recommended selection of **Ms. Dalia McCloud** as **Student Trustee** for the 2021-2022 academic year (submitted herein for your review).

8.0 FINANCIAL SERVICES

8.01 The President recommends approval of **Budget Amendment No. 5** 28 (submitted herein for your review).

- 8.02 The President recommends approval to enter into a contract with **FilterPro USA, LLC, to furnish and install replacment air filters College-wide** on a quarterly basis for an initial one (1) year period with the option to renew for three (3) additional years, one (1) year at a time, for a total cost of **\$817,691** (submitted herein for your review).
- 8.03 The President recommends award of **Request for Bids #2852-21** to the following lawn service companies for one (1) year beginning June 1, 2021, with option to renew each contract for four (4) one-year terms:
 - Professional Grounds Management, Inc. for the Brandon, Regent, Dale Mabry, Ybor and Collaboration campuses/locations at a total cost of \$317,560.
 - JTCM, Inc. (dba Lawn Sculptures) for District location and Plant City campus at a total cost of \$151,848.
 - Batallan Enterprises (dba Property Works) for SouthShore campus for a total cost of \$102,468.

The total estimated annual cost for July 1, 2021 through June 30, 2022 is \$571,876.

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- 8.04 The President recommends approval of the **Operation Budgets** for the Current Unrestricted Fund (as presented on Exhibit A) and the Capital Projects/Unexpended Plant Fund for **Fiscal Year 2021-2022** (submitted herein for your review).
- 8.05 Informational Item Only **April 2021 Financial Statements**

9.0 ADMINISTRATIVE REPORT

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 Selection: Board Chair and Vice-Chair
- 11.02 Selection: 2021-2022 HCC Foundation and Labor Liaisons
- 11.03 Selection: Board Meeting Date/Time and Location

12.0 ADJOURNMENT

HILLSBOROUGH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BOARD MEETING

WEDNESDAY, MAY 26, 2021 – 4:00 P.M. DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER – BOARD ROOM MINUTES

1.0 GENERAL FUNCTIONS

- 1.01 Call to Order
 - 1.01.01 Due to the COVID-19 virus, this meeting was also held by Zoom video conferencing due to social distancing limitations. The public was reminded that questions or comments can be submitted to the Trustees' email address at any time during the meeting.
- 1.02 Invocation
- 1.03 Pledge of Allegiance
- 1.04 Roll Call

The following Trustees were in attendance:

- Randall Reid
- Chip Diehl
- Nancy Watkins
- Greg Celestan
- Brian Lametto
- Bruce Wills
- 1.05 Welcome to Guests, Faculty and Staff Members
- 1.06 Foundation Report
 - 1.06.01 Mr. Steve Shear, Executive Director of the HCC Foundation, announced the following new Foundation board members were selected: Anthony Anselmo, Fifth Third Bank; Scott Goldbach, GTE Credit Union; Ann Miller, VIP Care; and Linda Neverson, Truist Bank.
 - 1.06.02 Mr. Shear introduced Ms. Lee Lowry, Director of Development, who provided the Board with an overview of the upcoming "Signing Day" event being held at Port Tampa Bay on June 23, 2021, from 10:00 AM-12:00 PM and 1:00 PM-3:00 PM.

The event targets young adults looking for career opportunities in the areas of: hospitality and tourism; construction; manufacturing and industrial; business and professional services; and healthcare. Sponsors include the City of Tampa; Port Tampa Bay; Associated Builders and Contractors; Reno Construction; and the Tampa Bay Chamber. Mayor Jane Castor will attend.

- 1.06.03 The Foundation Board approved the FY 2021-22 budget and the Audit Committee met with Rivero, Gordimer & Company, P.A. on May 27, 2021, to begin the Foundation's annual audit.
- 1.06.04 The Foundation Report was sent to the Board under separate cover. A summary of activities during the month of March included:
 - \$2.7M YTD in Donations;
 - \$734K in Scholarships awarded;
 - \$2.83M YTD in Net Gains on Investments; and
 - \$15.88M in Ending Net Assets.
- 1.06.05 A summary of activities and donations received in March totaled \$295,831. Donors included:
 - Children's Board of Hillsborough County
 - The Florida College System Foundation, Inc.
 - William A. Gregory Jr. Foundation
 - Tampa Electric Company
 - Reno Building
 - Michael McCarthy
 - Gilbane Building Company
 - Anonymous
 - Mosaic Fertilizer, LLC
 - United Civic Organization, Inc.
 - Associated Builders and Contractors, Inc.
 - Port Tampa Bay
 - Tampa Bay Trane
 - Ybor City Rotary Foundation, Inc.
 - Lydia R. Daniel
 - Richard Gonzmart
 - United Civic Organization, Inc.
 - Nadia Kotula
 - Jeanette Voigt
- 1.07 Faculty, Staff and Student Recognitions

Ashley Carl, Executive Director of Marketing and Public Relations, provided the following faculty, staff and student recognitions:

1.07.01 **HCC's Lady Hawks Tennis team** earned the runner-up title at the National Junior College Athletic Association (NJCAA) National Championship tournament on Wednesday, May 5, 2021, in Mesa, Arizona. This year marks HCC's 10th top-five finish at the national level since 2002.

Three (3) individuals on the team claimed singles flight victories: Ana Villalvazo, Flight 4 Champion; Isadora Oliveira, Flight 5 Champion; and Olivia Pezo, Flight 6 Champion. As shared last month, the Lady Hawks completed an impressive undefeated regular season of 6-0 and became the NJCAA Region 8 State Champions. The team is coached by Sarah Summerfield and assistant coach Chris Nyholm.

- 1.07.02 Patrick Hoier, Cardiac Cath Program Manager, was accepted as a "Fellow" in the Alliance in Cardiovascular Professionals. He was accepted into the National Society for Leadership and Success and appointed Vice President of the Society for Cardiovascular Science Educators. Additionally, he presented at two conferences in April 2021: Society for Cardiovascular Educators "Multi-disciplinary Education in Cardiovascular Sciences"; and DeGroot Center for Bioethics National virtual conference. "Post COVID Trauma, Recognizing Allied Health Professionals".
- 1.07.03 **Kathryn Walling**, Dale Mabry's part-time librarian, was selected as a recipient of the Exemplary Reference Winner for *Ask a Librarian!* This is the second HCC librarian to have been elected for this statewide recognition sponsored by the Florida Department of State's Division of Library and Information Services.
- 1.07.04 **Captain Kevin Reed**, Program Manager of the Fire Sciences Program and HCC's Fire Academy, will serve as the Chair of the Florida Fire Training Directors Association for 2021-2022.
- 1.07.05 **Dr. Ginger Clark**, Ybor City Campus President, was elected Chair of the Executive Board of One Tampa. The board is charged with implementing Mayor Castor's initiatives in affordable housing, transportation and workforce development.
- 1.08 The Chairman recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "**Consent**".

Trustee Watkins made a motion of approval, 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 April 28, 2021 Board Workshop and Board Meeting Minutes.

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.

1.10 The President recommended approval of the advertisement of **Administrative Rule 6HX-10-2.19**, **Substantive Change**, which was updated.

Trustee Watkins questioned the origin of the language in the rule and stated that "all substantive change" is grammatically incorrect and should read "all substantive changes" or "any substantive change". Dr. Atwater advised he would check the language in SACS policy. Trustee Watkins asked that the grammar be corrected before advertising the rule.

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

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

5.01 The President recommended approval of individuals for **full-time employment**. These individuals will be compensated in accordance with the Board-approved Salary Schedule.

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

5.02 The President recommended approval of **part-time faculty and staff employment** recommendations for Term 21/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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

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

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

5.04 The President recommended approval of **annual contracts**, as appropriate, for **full-time**, **non-tenured instructional personnel**.

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

5.05 The President recommended approval of the awarding of **continuing contracts** to the following **faculty members**:

Diana Dalziel, Dale Mabry
Joan Desamour, Dale Mabry
Shirley Dobbins, Brandon
Karen Dufraine, Plant City
Odette Figueruelo, Dale Mabry
Rafael Fuentes, Dale Mabry
Diane Grey, Dale Mabry
Kenneth Hawkins, Dale Mabry
Tripat Kaur, Dale Mabry

Joseph Luc, Ybor City
Laura Mita, Brandon
Roxanna Palmer, SouthShore
Lisa Simmons, Dale Mabry
Ronald Smith, Brandon
Sonia Steinhardt, Dale Mabry
Angela Tartaglia, Dale Mabry
Todd Wells, Dale Mabry
Jessica Wilson, Dale Mabry

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

5.06 The President recommended approval of the following faculty to receive **Rank & Promotion**:

Natalie Bisciglia, SouthShore Sarrah Conn, Ybor City Christine Curtis, Dale Mabry James Fatherree, Brandon David Flanigan, Brandon Moheb Isaac, SouthShore Craig Kasper, Brandon Mustapha Lahrach, SouthShore Lawrence Linder, SouthShore Suzanne Lynch, Dale Mabry Johana Melendez, Plant City Beth Smith, Brandon Cameron Spears, Dale Mabry Andrea Vicente, Ybor City

Trustee Diehl asked if this was related to the salary study. Dr. Atwater advised yes. He added that he would provide the Board with an overview of the salary study. [A summary of the salary studies was sent to the Board on June 8, 2021].

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.

5.07 The President recommended approval of **administrative contracts** for FY 2021-2022.

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

5.08 The President recommended approval of **two (2) year contracts** for the following **Administrators**:

- Ashley Carl
- Jennifer China
- Ginger Clark
- Marty Clay
- Al Erdman
- Eric Johnson
- Deborah Kish-Johansen

- Martha Kaye Koehler
- Paul Nagy
- Dayaghan Pendharkar
- Kenneth Ray
- Richard Senker
- Stephen Shear
- Kristen Smuder

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

5.09 The President recommended approval of the **2020-2023 contract** between **Service Employees International Union** (SEIU) staff and the College.

Trustee Watkins stated that she noticed this is retroactive to almost a year. She asked when negotiations started. Kristin Smuder, Executive Director of Human Resources, stated that negotiations began in February or March when COVID hit. She added that the College did not have the funding for pay increases until recently. Dr. Atwater advised that last year's budget did not include salary raises or increases for any employee group.

Trustee Watkins asked what the percentage of this increase is. Ms. Smuder advised approximately 1.9%. She asked if the percentage is in line with the administrator increases. Dr. Atwater advised yes. Trustee Watkins stated that she does not like protracted and prolonged negotiation, and going forward, once we come to an agreement, increases are effective immediately and not retroactive.

Trustee Diehl asked if non-union employees would receive an increase. Dr. Atwater advised yes, everybody would receive an increase.

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

5.10 The President recommended approval of salary increases as a step for all employee groups and Phase II of the Administrator Classification and Compensation Study for a total of \$1,599,463.

Mr. Reid asked if Dr. Atwater is part of this group. Dr. Atwater advised no. He added that he opted out of his increase in September 2020 because no one received increases. A brief conversation took place to provide the new trustees with an overview of how Dr. Atwater's contract and raises are implemented.

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

Trustee Celestan made a motion to approve Dr. Atwater's pay increase that would have occurred on July 1, 2020, seconded by Trustee Watkins.

Trustee Diehl stated that if the president's increase is substantial but the staff only received 1.9%, he would be concerned about the optics. Mrs. Martha Kaye Koehler, General Counsel, advised Dr. Atwater's salary increase was recommended and approved by the Board in September 2020 and is \$12,680.69. Trustee Watkins stated that the president's maximum salary increase is 3%.

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

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01 The President recommended approval of the **new fees** to be effective Summer 2021, unless otherwise noted.

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.

7.0 INSTITUTIONAL SERVICES

7.01 The President recommended **acceptance of a donation** from **HCA Florida** of one (1) C-Arm X-Ray System with an estimated value of \$125,000.

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.

8.0 FINANCIAL SERVICES

8.01 The President recommended approval of the College's **Annual Update to the Five (5) Year Capital Improvement Plan** for submittal to the Division of Florida Colleges and for inclusion in the Division's annual Capital Improvement Plan and Legislative Budget Request for capital projects.

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

8.02 The President recommended approval of the updated **Comprehensive Master Plan** for the **Dale Mabry Campus**.

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

- 8.03 Informational Item Only **Accounts Receivable Write-Offs**
- 8.04 Informational Item Only Financial Audit Report No. 2021-152
- 8.05 Informational Item Only March 2021 Financial Statements

9.0 ADMINISTRATIVE REPORT

9.01 Dr. Atwater introduced incoming Dale Mabry Campus President, Dr. Paige Niehaus. Dr. Niehaus said that she is looking forward to starting in July and thanked the Board for the opportunity to join HCC. Trustee Reid extended his congratulations.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:07 p.m.

Agenda Number: 1.10 **BACKGROUND AND PERTINENT FACTS:** Southern Association of Colleges and Schools (SACS) requires that the College has an institutional policy on Substantive Change in accordance with SACS policy, Comprehensive Standard 14.2, Substantive Change. An update is needed to Administrative Rule 6HX-10-2.19, Substantive Change to align with modifications in documentation adopted by the SACS Commission on Colleges in December 2020 and March 2021. **ECONOMIC IMPACT:** None. **OBJECTIVE:** To approve the advertisement of Administrative Rule 6HX-10-2.19, Substantive Change, which has been updated. **LEGAL AUTHORITY:** FS 1001.64: 1001.65 34 CFR 602.22 **RECOMMENDATION:** The President recommends approval as advertised and amended of Administrative Rule 6HX-10-2.19, Substantive Change, which has been updated. Initiator Date Vice President/Campus President/Director of Human Resources **Date** District President Date

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

06/16/21

ADMINISTRATIVE RULES

Title: SUBSTANTIVE CHANGE	Identification:	6HX-10-2.19	
	Page:	1 of 1	
	Effective Date:	8/30/16	
Authority:	Signature/Approval:	Dr. Ken Atwater	
FS 1001.64; 1001.65			
The Principles of Accreditation,			
Comprehensive Standard 3.12.1, Substantive			
Change			
34 CFR 602.22			

PURPOSE

This rule establishes College policy regarding compliance with the substantive change policy statement of the Southern Association of Colleges and Schools, Commission on Colleges.

RULE

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Hillsborough Community College (HCC) will ensure that all substantive changes are reported in a timely manner to its accreditor, the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC or Commission), as defined within its "Substantive Change Policy and Procedures". The College President is responsible for following the substantive change policy by informing the Commission of changes in accordance with the Commission's procedures and, when required, seek approval prior to initiation of the change.

Accreditation, specific to an institution, is based on conditions existing at the time of the most recent evaluation. When an accredited institution significantly modifies or expands its scope, or changes the nature of its affiliation or ownership, a substantive change review by the Commission is required. The types of substantive change and the operational detail for addressing them can be found in the College's Substantive Change Procedures and in the Commission's policy statement.

History: Adopted 3/25/15

ADMINISTRATIVE RULES

Title: SUBSTANTIVE CHANGE	Identification:	6HX-10-2.19	
	Page:	1 of 1	
	Effective Date:	8/30/16	
Authority:	Signature/Approval:	Dr. Ken Atwater	
FS 1001.64; 1001.65			
The Principles of Accreditation,			
Comprehensive Standard 3.12.1, Substantive			
Change			
34 CFR 602.22			

PURPOSE

This rule establishes College policy regarding compliance with the substantive change policy statement of the Southern Association of Colleges and Schools, Commission on Colleges.

RULE

Hillsborough Community College (HCC) will ensure that all substantive change will be reported in a timely manner to its accreditor, the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC or Commission), as defined within its policy statement "Substantive Change for Accredited Institutions." The College President is responsible for following the substantive change policy by informing the Commission of changes in accordance with the Commission's procedures and, when required, seek approval prior to initiation of the change.

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. as federally regulated by the U.S. Department of Education. Hillsborough Community College (HCC) will ensure that all substantive changes will beare reported in a timely manner to its accreditor, the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC or Commission), as defined within its "Substantive Change Policy and Procedures". The College President is responsible for following the substantive change policy by informing the Commission of changes in accordance with the Commission's procedures and, when required, seek approval prior to initiation of the change. Accreditation, specific to an institution, is based on conditions existing at the time of the most recent evaluation. When an accredited institution significantly modifies or expands its scope, or changes the nature of its affiliation or ownership, a substantive change review by the Commission is required. The types of substantive change and the operational detail for addressing them appropriately can be found in the College's Substantive Change Procedures and in the Commission's policy statement.

Accreditation, specific to an institution, is based on conditions existing at the time of the most recent evaluation. When an accredited institution significantly modifies or expands its scope, or changes the nature of its affiliation or ownership, a substantive change review by the Commission is required. The types of substantive change and the operational detail for addressing them can be found in the College's Substantive Change Procedures and in the Commission's policy statement.

History: Adopted 3/25/15

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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 of the positions are budgeted within the current fiscal year (2020-2021 temporary positions, these positions will be fully budgeted in subsequent fiscal program or service changes or financial exigency requires that funds be discort	years unless		
OBJECTIVE:			
To provide necessary staff support for the appropriate divisional unit.			
LEGAL AUTHORITY:			
SBE 6A-14.0261, FAC F.S. 1001.64; 1001.65			
RECOMMENDATION:			
The President recommends approval of individuals for full-time employment herein for your review). Each full-time employee will be compensated in accepte Board-approved Salary Schedule.			
Initiator	Date		
Vice President/Campus President/Exec Dir of Human Resources	Date		
District President	Date 06/16/21		

FULL-TIME APPOINTMENTS JUNE 23, 2021 BOARD MEETING

ADMINISTRATOR

<u>NAME</u>	<u>TITLE</u>	POSITION #	<u>CAMPUS</u>	START DATE
Busquet, Aimee	Assoc. Dean of Academic Affairs	AFC0100014	Dale Mabry	07/02/21

STAFF EXEMPT

<u>NAME</u>	TITLE	POSITION #	<u>CAMPUS</u>	START DATE
Chicas, Alexa	Academic Advisor	EFC0600091	Plant City	07/01/21
Rosengrant, Vanessa	Academic Advisor	EFC0600070	Dale Mabry	06/17/21

PROMOTION

<u>NAME</u>	<u>FROM</u>	<u>CAMPUS</u>	<u>TO</u>	<u>CAMPUS</u>	START DATE
Davis, Iris	Staff Assistant	Dale Mabry	Staff Assistant II	District	05/20/21
Sneed, Patrick	Program Analyst	District	Enrollment Dev. Coord.	Ybor City	06/17/21

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES **CONSENT** Agenda Number: 5.02 **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 21/SU. 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 (2020-21). 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:** SBE 6A-14.0261, FAC

RECOMMENDATION:

F.S. 1001.64; 1001.65

The President recommends approval of individuals for part-time employment during Term 21/SU (submitted herein for your review). Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Initiator	Date
······································	2410
Vice President/Campus President/Exec Dir of Human Resources	Date
District/President /	Date
A / Jack	
Kan Wall Allac	06/16/21
I'm afth Afth	00/10/21

1-0-024(2/04)

PART-TIME APPOINTMENTS JUNE 23, 2021 BOARD MEETING

FACULTY

NAME	TITL	<u>E</u>	POSITION #	<u>CAMPUS</u>	BEGIN DATE
Balleza, Martha*	Adj	Part-Time Instructor, NC	FPNNV012	ICCE	05/26/21
Nelson, Nydia Novae	Adj	Mathematics Instructor	FPNC0027	Plant City	06/01/21
Tyack, Thomas D	Adj	PSAV Part-Time Instructor, NC	FPNN0071	Ybor City	06/01/21

NON-FACULTY

NAME	TITL	<u>E</u>	POSITION #	<u>CAMPUS</u>	BEGIN DATE
Barfield, Dana	PT	Advanced Technician	ZPP30080	Southshore	06/03/21
Bowman, Meghan	PT	Technician	ZPP20095	Ybor City	05/27/21
Burleson, Bailee	PT	Camp Leader	ZPP50049	ICCE	06/08/21
Burnham, Timothy	PT	Technician	ZPC20138	Ybor City	06/01/21
Correll, Michelle	PT	Advanced Technician	ZPP30080	Southshore	06/03/21
Dopwell Hall, Jahvon	PT	Technician	ZPP20046	Brandon	06/14/21
Eston, Arion	PT	Camp Assistant	ZPP30120	ICCE	06/08/21
Fennell, Joseph	PT	Camp Assistant	ZPP30120	ICCE	06/08/21
Griffin, Ashley	PT	Camp Leader	ZPP50049	ICCE	06/03/21
Guerriero, Joseph	PT	Specialist	ZPP40080	Dale Mabry	06/04/21
Harner, Shannon	PT	Camp Assistant	ZPP30120	ICCE	06/03/21
Hitchlock, Jeffrey	PT	Camp Leader	ZPP50049	ICCE	06/08/21
Jones, Melissa	PT	Specialist	ZPP40012	Ybor City	06/09/21
Pinamang, Faith	PT	Technician	ZPP20111	Dale Mabry	06/09/21
Ramires, Gabriela	PT	Advanced Technician	ZPP30220	Ybor City	06/03/21
Reyes, Alexandra	PT	Specialist	ZPP40080	Dale Mabry	06/04/21
Reyes, Bryan	PT	Technician	ZPP20111	Dale Mabry	06/01/21
Rhodes, Adam	PT	Camp Assistant	ZPP30120	ICCE	06/07/21
Roman, Gregory	PT	Camp Assistant	ZPP30120	ICCE	05/26/21
Thermidor, Chandler	PT	Technician	ZPP20111	Dale Mabry	05/28/21

^{*} Part-Time Temporary/Grant Funded

PART-TIME APPOINTMENTS JUNE 23, 2021 BOARD MEETING

NON-FACULTY

Truong, Vo	PT	Technician	ZPP20079	Dale Mabry	06/10/21
Watson, Seraphine	PT	Camp Leader	ZPP50049	ICCE	06/08/21
Wilkey, Jacqueline	PT	Camp Leader	ZPP50049	ICCE	05/26/21
Wright, Tavier	PT	Associate	ZPC50018	Brandon	06/14/21

^{*} 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 employe separate from employment at the College as indicated.	es listed herein will			
ECONOMIC IMPACT:				
None.				
OBJECTIVE:				
To acknowledge separations.				
LEGAL AUTHORITY:				
SBE 6A-14.0261, FAC F.S. 1001.64; 1001.65				
RECOMMENDATION:				
The President recommends acknowledgement of employment separ herein for your review).	rations (submitted			
Initiator	Date			
πιτιαισι	Date			
Vice President/ President/Exec Dir of Human Resources	Date			
District President	Date 06/16/21			
//	1-0-024(2/04)			

FULL-TIME SEPARATIONS JUNE 23, 2021 BOARD MEETING

RESIGNATION

Dale Mabry

08/16/2007

06/30/21

NAME	<u>TITLE</u>	<u>CAMPUS</u>	BEGIN DATE	END DATE			
Carver, Charles	Lab Assistant	Plant City	03/21/16	05/28/21			
RETIREMENT							
<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	BEGIN DATE	END DATE			
Whiteside, Benjamin	PSAV Coordinator	Ybor City	10/10/1996	06/16/21			

Campus President

Witt, Allen

^{*} Full-Time Temporary ** Full-Time Temporary/Grant Funded

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES CONSENT Agenda Number: 6.01 **BACKGROUND AND PERTINENT FACTS:** The Engineering, Transportation, Architecture and Construction, and Computer Science discipline group presented a program modification to the Academic Affairs Committee. The Academic Affairs Committee approved the program modification and forwarded it to the Vice President for Academic Affairs who reviewed it 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 program modification effective Fall 2022.

Initiator

Karen Griffin

Richard Senker

District President

Vice President/Campus President/Director of Human Resources

June 16, 2021

Date:

Date:

Date:

Hillsborough Community College June 23, 2021 Board Meeting

1. <u>Program Modification</u> **Effective FA/22**

Engineering Technology (AS)

Delete CGS 1000 from program electives, and add CGS 2100 to program electives.

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.01

BACKGROUND AND PERTINENT FACTS:

Each year, the State Department of Education to conduct an annual Fire Safety, Casualty, and Sanitation inspections in accordance with the criteria found in the State Requirements for Educational Facilities (SREF 2014), Chapter 5, Section 5 and Florida Administrative Code 69A-58, Fire Safety in Educational Facilities. This inspection was completed in December 2019 and identified 14 violations. All of these were classified by the inspector as non-serious violations and many were minor discrepancies such as smoke doors that do not latch properly and improper use of extension cords. All deficiencies were noted in the inspection have since been corrected.

ECONOMIC IMPACT:

None. Funds needed to correct deficiencies identified were available within current year budgets.

OBJECTIVE:

To obtain Board approval of the 2020-21 Fiscal Year Fire Safety, Casualty, and Sanitation Inspection Report.

LEGAL AUTHORITY:

F.S. 1013.11 SREF, Chapter 5, Section 5 Chapter 69A-58, FAC

RECOMMENDATION:

The President recommends acceptance of the fiscal year 2020-2021 Fire Safety, Casualty and Sanitation Inspection Report for filing and action.

Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President	Date 06/16/21
77	1-0-024(2/0

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES Agenda Number: 7.02 **BACKGROUND AND PERTINENT FACTS:** The Board has authorized the HCC Foundation to use College property, facilities and personnel services through adherence to the College's administrative rules and procedures for Boardapproved public purposes consistent with the mission, vision and values of the College. For fiscal year 2021-22, the Board is required to approve the Foundation's use of resources that will include use of personnel services of seven (7) College employees and use of College property and facilities, which includes approval of the square footage and its value. **ECONOMIC IMPACT:** None. **OBJECTIVE:** To obtain the Board's approval of the Foundation's anticipated use of College resources for the upcoming 2021-22 fiscal year. **LEGAL AUTHORITY:** 1001.64; 1001.65 **RECOMMENDATION:** The President recommends approval of the Foundation's use of College resources for the 2021-22 fiscal year, which includes use of personnel services for seven (7) College employees and use of College property and facilities, including approximately 1,500 square feet of office space on the 7th floor of the Dr. Gwendolyn W. Stephenson District Administration Center valued at \$48,000. Initiator: Date Stephen C. Shear 06/10/21

Date

Date 06/16/21

Vice President/Campus President/Director of Human Resources

District President

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.03

BACKGROUND AND PERTINENT FACTS:

A search committee was established to identify potential candidates and select a student member of the District Board of Trustees. The committee reviewed seven (7) applicants for the positions and selected four (4) students to interview. The Search Committee recommended Ms. Dalia McCloud to serve on the District Board of Trustees for the 2021-2022 academic year as a Student Trustee.

The Student Board of Trustees member will:

- Serve as the non-voting student representative on the HCC District Board of Trustees and provide input from a student perspective;
- Represent the student body at the District Board of Trustees meetings, college and community events as available;
- Maintain a student trustee email account;
- Have an opportunity to meet with key community and state leaders;
- Participate in required New District Board of Trustees orientations; and
- Participate in community and college events as requested by the board.

ECONOMIC IMPACT:

None except for possible Board travel expenses.

OBJECTIVE:

To obtain approval of a Student Trustee.

LEGAL AUTHORITY:

F.S. 1001.64

F.S. 1001.65

RECOMMENDATION:

The President recommends approval of Ms. Dalia McCloud to serve on the District Board of Trustees for the 2021-2022 academic year as a Student Trustee.

Initiator	Date
Vice President/Campus President/Director of Human Resources Kenneth Ray, Jr.	Date 06/11/21
District President	Date 06/16/21

1-0-024(2/04)

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. These adjustments are related to the 2020-21 fiscal year Budget. The adjustments made in Budget Amendment number 3 are to record cross category budget transfers in the Unrestricted Current Fund totaling \$253,656. See attachment for detailed explanations of changes to the 2020-21 fiscal year Budget. **ECONOMIC IMPACT:** None. **OBJECTIVE:** To obtain Board of Trustees approval for adjustments made in Budget Amendment No. 5. **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 No. 5.

Initiator	Dete	
Initiator	Date	
Kimberly McMillon	06/04/21	
Vice President/Campus President/Director of Human Resources	Date	
District President	Date	
Kn AM AM	06/16/21	
	1-0-024(2/04	

HILLSBOROUGH COMMUNITY COLLEGE Explanation of Budget Changes Unrestricted Current Fund Budget Amendment No. 5 (FY 2020/2021) June 23, 2021

I. AVAILABLE FUNDS

Unallocated Fund Balance Estimated Beginning Fund Balance @ July 1, 2020 Actual (unaudited) Unallocated Fund Balance @ July 1, 2020	53,270,542		53,270,542	
Fiscal Year 2020-21 Revenue Budget @ July 1, 2020	\$ 132,200,801			
Non-mandatory Transfer to Unexpended Plant Fund - Budget Amer	ndment #3	\$(18,915,000)		
Revenue: Budget Amendment # 1 - Prior Year Carry Forward Decrease in MLK veto - Budget Amendment #2 Increase in Distance Learning Fee Revenue #4 Total Funds Brought Forward @ June 23, 2021		4,835,332 (950,000) 3,500,000	7,385,332	
Adjusted Revenue Budget @ June 23, 2021			120,671,133	
TOTAL AVAILABLE FUNDS @ June 23, 2021			\$173,941,675	
II. EXPENDITURES Personnel Costs @ July 1, 2020 Indirect Cost Recovery - Budget - Budget Amendment #1 Distance Learning Increase #4 Cross Category Budget Transfers Adjusted Personnel Budget @ June 23, 2021	\$ 98,245,916	124,121 150,000 189,325	98,709,362	
Current Expenses @ July 1, 2020 Adjustments for Funds Carried Forward: Encumbrances - Budget Amendment #1 Facilities Rental - Budget Amendment #1 Indirect Cost Recovery - Budget Amendment #1 Decrease in MLK veto - Budget Amendment #2 Distance Learning Increase #4 Cross Category Budget Transfers Adjusted Current Expenditures @ June23, 2021	33,454,885	2,377,213 774,399 1,449,801 (950,000) 2,950,000 (253,656)	39,802,642	
Capital Outlay @ July 1, 2020 Adjustments for Funds Carried Forward: Encumbrances - Budget Amendment #1 Distance Learning Increase #4 Cross Category Budget Transfers Adjusted Capital Outlay @ June 23, 2021	500,000	109,798 400,000 64,331	1,074,129	
Non-mandatory Transfer to Unexpended Plant Fund				
Adjusted Transfer in Expenditures Budget @ March 24, 2021		(18,915,000)		
Total Increase in Expenditures Budget @ June 23, 2021		7,385,332		
Adjusted Expenditure Budget @ June 23, 2021			120,671,133	
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2021				
TOTAL ACCOUNTED FOR			\$173,941,675	

Agenda Number: 8.02

BACKGROUND AND PERTINENT FACTS:

On May 3, 2021, the College advertised Request for Proposals #2853-21 for qualified firms to furnish and install replacement air filters College-wide on a quarterly basis. The College received responses from two (2) firms on May 21, 2021. The evaluation process consisted of written submissions which were scored by a five-person evaluation committee comprised of the Director of Facilities & Construction Management, the Dale Mabry Campus Operations Manager, the SouthShore Facilities Manager, the Ybor City Campus Facilities Supervisor, and the Dale Mabry Campus Assistant Dean of Health Sciences. The written submissions were ranked as follows:

FIRM	LOCATION	SCORE
FilterPro USA, LLC	Melbourne, FL	92.00
Climate Control Mechanical Services, Inc.	Ocala, FL	46.20

The evaluation committee recommends award to FilterPro USA, LLC in Melbourne, FL.

ECONOMIC IMPACT:

Funds will be provided from the General Operating Fund.

OBJECTIVE:

To furnish and install replacement air filters College-wide on a quarterly basis for an initial one (1) year period with the option to renew for three (3) additional years, one year at a time.

LEGAL AUTHORITY:

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

RECOMMENDATION:

The President recommends approval to enter into a contract with **FilterPro USA**, **LLC**, to **furnish** and **install replacement air filters College-wide** on a quarterly basis for an initial one (1) year period with the option to renew for three (3) additional years, one (1) year at a time, at a total cost of **\$817,691** based on a price breakdown of **\$195,450** for the initial one-year period; along with **\$201,314** for the first optional renewal year; **\$207,353** for the second optional renewal year; and **\$213,574** for the third optional renewal year.

Initiator	Date
Vice President/Campus President/Executive Director of Human Resources	Date
District/President /	Date
Kn AM AGK	06/16/21

1-0-024 (02/04)

Agenda Number: 8.03

BACKGROUND AND PERTINENT FACTS:

On March 12, 2021, the College advertised Request for Bids # 2852-21 for qualified firms to provide lawn care services College-wide for an initial period beginning July 1, 2021 through June 30, 2022 with four (4) optional one-year renewal periods. The College received responses from eight (8) firms.

The bids were reviewed by the College's Director of Facilities Construction & Management. He recommends award to each respective firm as listed below as the lowest responsive bidders meeting all required bid specifications as follows:

CAMPUS	LOCATION	INITIAL TERM TOTAL COST	FIVE-YEAR TOTAL COST
BRANDON CAMPUS / HCC @ THE REGENT			
Professional Grounds Management, Inc.	St. Petersburg, FL	\$151,480	\$758,100
Batallan Enterprises, Inc. dba Property Works	West Palm Beach, FL	\$258,132	\$1,314,429
JTCM Inc. dba Lawn Sculptures	Tampa, FL	No Bid	No Bid
DALE MABRY CAMPUS			
Professional Grounds Management, Inc.	St. Petersburg, FL	\$88,980	\$445,395
Batallan Enterprises, Inc. dba Property Works	West Palm Beach, FL	\$178,375	\$909,826
JTCM Inc. dba Lawn Sculptures	Tampa, FL	No Bid	No Bid
GWS DISTRICT ADMINISTRATION CENTER / T	HE CORPORATE TRAI	NING CENTER	
JTCM Inc. dba Lawn Sculptures	Tampa, FL	\$24,364	\$124,376
Batallan Enterprises, Inc. dba Property Works	West Palm Beach, FL	\$48,490	\$247,329
Professional Grounds Management, Inc.	St. Petersburg, FL	No Bid	No Bid
PLANT CITY CAMPUS			
JTCM Inc. dba Lawn Sculptures	Tampa, FL	\$127,484	\$643,884
Batallan Enterprises, Inc. dba Property Works	West Palm Beach, FL	\$254,142	\$1,296,283
Professional Grounds Management, Inc.	St. Petersburg, FL	No Bid	No Bid
SOUTHSHORE CAMPUS			
Batallan Enterprises, Inc. dba Property Works	West Palm Beach, FL		\$522,624
JTCM Inc. dba Lawn Sculptures*	Tampa, FL	\$66,736	\$300,728
Professional Grounds Management, Inc.	St. Petersburg, FL	No Bid	No Bid
*Alternate price to mow the North Field once a mo	onth not included in the to	otal	
YBOR CITY CAMPUS / HCC COLLABORATION	STUDIO / YBOR CITY	TRAINING CENTE	R
Professional Grounds Management, Inc.	St. Petersburg, FL	\$77,100	\$389,400
Batallan Enterprises, Inc. dba Property Works	West Palm Beach, FL	\$170,815	\$871,258
JTCM, Inc. dba Lawn Sculptures	Tampa, FL	No Bid	No Bid
NON-RESPONSIVE FIRMS	LOCATION	REASON	
J. Fletcher Enterprises Inc. dba Trimac Outdoor	Tampa, FL	Reference forms in	ncomplete
PROscape Inc.	Orlando, FL	No bid bond or ref	
Russell Landscape Florida, LLC	Ruskin, FL	Price Sheet not su	
Superior Landscaping & Lawn Service Inc.	Fort Myers, FL	Reference questio	
Tampa Automowers LLC dba Mowbot of Tampa	Tampa, FL	No bid bond or refe	
,	1 /		

ECONOMIC IMPACT:

Funds will be provided by the General Operating Budget.

OBJECTIVE:

To provide lawn care services College-wide for an initial twelve-month period beginning July 1, 2021 through June 30, 2022 with four (4) optional twelve-month renewal periods.

LEGAL AUTHORITY:

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

RECOMMENDATION:

The President recommends award of Request for Bids #2852-21 to the following lawn service companies for one (1) year beginning June 1, 2021, with option to renew each contract for four (4) one (1) year terms:

- **Professional Grounds Management, Inc.** for the Brandon, Regent, Dale Mabry, Ybor and Collaboration campuses/locations at a total cost of **\$317,560**.
- JTCM, Inc. (dba Lawn Sculptures) for District location and Plant City campus at a total cost of \$151,848.
- Batallan Enterprises (dba Property Works) for SouthShore campus for a total cost of \$102,468.

The total estimated annual cost for July 1, 2021 through June 30, 2022 is \$571,876.

Initiator	Date
Vice President/Campus President/Executive Director of Human Resources	Date
District President AWAW	Date 06/16/21

1-0-024 (02/04)

Agenda Number: 8.04

BACKGROUND AND PERTINENT FACTS:

Pursuant to Florida Administrative code and Florida Statutes, the Board must approve a After approval, the operating budget is transmitted to the State Department of Education (SDOE) for review and approval. budget of income and expenditures for the next fiscal year.

The budget submitted for Fiscal Year 2021-2022 includes those items reviewed during the June 23, 2021 Board of Trustees Workshop.

ECONOMIC IMPACT:

Proposed Operating Budget – Current Unrestricted Fund (Fund 1) estimated revenue and expenditures of \$136,377,577. Capital Projects/Unexpended Plant Fund (Fund 7) estimated total funds available of \$38,397,356.

OBJECTIVE:

Approval of the Operating Budgets for the Current Unrestricted Fund and the Capital Projects/Unexpended Plant Fund for Fiscal Year 2021-2022.

LEGAL AUTHORITY:

Florida State Board of Education Rule 6A-14.0716 Florida Statutes Section 1011.30; 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of the Operating Budgets for the Current Unrestricted Fund (as presented on Exhibit A) and the Capital Projects/Unexpended Plant Fund for Fiscal Year 2021-2022.

Initiator Kimberly McMillon	Date 06/04/21
Vice President/Campus President/Director of Human Resources	Date
District President En An April	Date 06/16/21

1-0-024(2/04)

EXHIBIT A THE FLORIDA COLLEGE SYSTEM COLLEGE OPERATING BUDGET ANNUAL BUDGET SUMMARY FISCAL YEAR 2021-22

COLLEGI	: Hillsborough Community College	
		CURRENT FUNDS - UNRESTRICTED
BEGINNIN	G FUND BALANCE - JULY 1, 2021:	
ESTIMATE) AFR FUND BALANCE - JUNE 30, 2021 (IF DEBIT BALANCE USE "MINUS SIGN")	-\$14,649,121
ADD AMO	JNT EXPECTED TO BE FINANCED IN FUTURE YEARS (USE PLUS SIGN)	50,473,489
TOTAL RES	ERVE AND UNENCUMBERED FUND BALANCE - JULY 1, 2021	\$35,824,368
ADD:	REVENUES	\$136,377,577
	TRANSFERS IN	\$0
TOTAL REC	EIPTS	\$136,377,577
TOTAL EST	IMATED AVAILABLE	\$172,201,945
DEDUCT:	EXPENDITURES	\$135,977,577
	TRANSFERS OUT	\$400,000
TOTAL DIS	BURSEMENTS	\$136,377,577
ESTIMATE	D FUND BALANCE - JUNE 30, 2022:	
TOTAL AVA	ILABLE LESS DISBURSEMENTS \$35,	824,368
ADD ACCR	JED LEAVE EXPENSE (GLC 59300)	\$0_
TOTAL EST	MATED RESERVE AND UNENCUMBERED FUND BALANCE - JUNE 30, 2022	\$35,824,368
LESS ESTIM	ATED AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (GLC 30800) - JUNE 30, 2022	\$50,473,489
TOTAL EST	IMATED FUND BALANCE - JUNE 30, 2022	(\$14,649,121)
ESTIMATE	D UNENCUMBERED FUND BALANCE - JUNE 30, 2022	\$33,268,229
(Includ	es GL's: 30200, 30300, 30400, 30500, 30600, 30700, 30900, and 31100)	
	OF ESTIMATED UNENCUMBERED FUND BALANCE	
AS OF JUN	E 30 2022, TO ESTIMATED FUNDS AVAILABLE	19.32%
CERTIFY BO	DARD OF TRUSTEES APPROVAL:	
6011505	DECIDENT	
COLLEGE P	KEDIDENI	DATE

HILLSBOROUGH COMMUNITY COLLEGE CAPITAL PROJECTS UNEXPENDED PLANT FUND BUDGET FY 2021-2022

	Total Funds	PECO Funds	CO & DS Funds	CIF	Local Funds
Estimated Funds Available Estimated Balance Forward 07/01/21 Budgeted Revenue 2021-22	\$33,892,356 4,505,000	\$130,411 0	\$176,996 0	\$2,262,791 4,505,000	\$31,322,158 0
Total Funds Available 2021-22	38,397,356	130,411	176,996	6,767,791	31,322,158
<u>Funds Budgeted by Project</u>					
Capital Improvement Fees Energy Saving Initiative Asbestos Settlement Capital Outlay DOE Motor Vehicle Fund New District Building New ERP System Implementation College-wide Maint., Renov., Repairs & Safety College-wide-Deferred Maintenance Ybor Land Sale & Lease/ Campus Improvement	6,767,791 149,160 8,371 176,996 18,418,774 9,983,125 130,411 2,708,737 53,991	0 130,411 0	176,996	6,767,791	149,160 8,371 18,418,774 9,983,125 2,708,737 53,991
Total Budget	38,397,356	130,411	176,996	6,767,791	31,322,158
Budgeted Expenditures					
Projects Under Construction: College-wide Maint., Renov., Repairs & Safety College-wide-Gen Ren/Rem Energy Saving Initiative Asbestos Settlement New District Building New ERP System Implementation Planned Projects: Enhance Educational Facilities Ybor Land Sale & Lease/ Campus Improvement Capital Outlay and Debt Serv (Rollover) Total Budgeted Expenditures	130,411 2,708,737 149,160 8,371 18,418,774 9,983,125 6,767,791 53,991 176,996 38,397,356	130,411 0 0	176,996 176,996	6,767,791 6,767,791	2,708,737 149,160 8,371 18,418,774 9,983,125 53,991 31,322,158
Total Accounted For	\$38,397,356	\$130,411	\$176,996	\$6,767,791	\$31,322,158

Agenda Number: 8.05				
INFORMATIONAL ITEM ONLY MONTHLY FINANCIAL STATEMENTS				
The Board has requested the monthly financial statements be informational only for their review. The financial statements for the 2021 are attached.				
LEGAL AUTHORITY:				
Sections 1001.64; 1001.65 Florida Statutes				
Initiator	Date			
Vice President/Campus President/Director of Human Resources	Date			
District President	Date			
//	1-0-024(2/04)			

Hillsborough Community College Executive Summary Current Unrestricted Fund Period Ending April 30, 2021 (Dollars In Thousands)

	MONTH				YEAR-TO-DATE				
	Current Actual	Prior Year Actual	<u>% Var</u> Prior Yr	Budget	Current Actual	% of Budget	Prior Year Actual	<u>% Var</u> Prior Yr	
Revenues							· <u></u>		
Student Tuition and Fees ⁽¹⁾	\$4,891	\$4,480	9%	\$56,157	\$55,889	100%	\$55,618	0%	
Support from State Government ⁽²⁾	\$6,352	\$6,438	-1%	56,987	\$52,889	93%	\$55,039	-4%	
Other Revenue	\$139	\$98	42%	2,307	\$1,326	57%	\$2,613	-49%	
Total Revenue	\$11,381	\$11,016	3%	\$115,452	\$110,103	95%	\$113,270	-3%	
% of Revenues From State Govt.	56%	58%		49%	48%		49%		
Operating Expenses									
Instructional Salaries & Benefits	\$5,729	\$5,696	1%	\$33,932	\$36,775	108%	\$36,998	-1%	
Other Salaries & Benefits	5,299	5,858	-10%	45,771	41,264	90%	44,078	-6%	
Total Personnel Costs	\$11,028	\$11,555	-5%	\$79,704	\$78,039	98%	\$81,076	-4%	
Other Expenses ⁽³⁾	\$2,150	\$1,669	29%	\$26,012	\$20,237	78%	\$21,934	-8%	
Total Operating Expenses	\$13,178	\$13,224	0%	\$105,715	\$98,276	93%	\$103,010	-5%	
Capital Outlay	\$64	\$255	-75%	\$858	\$275	32%	\$1,421	-81%	
Total Expenses	\$13,242	\$13,478	-2%	\$106,573	\$98,552	92%	\$104,431	-6%	
Excess/(deficit) Revenues Over Expenses	-\$1,861	-\$2,462		\$8,878	\$11,552		\$8,840		

NOTES

- (1) The current month Student Tuition and Fees increased \$410K in April FY21 compared to FY20 primarily due to an increase of \$542K monthly for the new Distance Learning fee, a \$49K increase in TCTC corporate courses, a \$86K increase in College Preparatory Summer 1 Revenue and a \$46K monthly decrease in Waivers, offset by a \$142K decrease in In-State and a \$151K decrease in Out-of-State Advanced & Professional Summer Revenue and when comparing April FY21 to April FY20. For the YTD April FY21, Student Tuition and Fees is up \$270K despite enrollment FTEs being down 9.9% due to the collection of the new distance learning fee this year which has added \$5.8M YTD to revenue.
- (2) The current month decrease of \$875K in Support from State Government is due the funding cuts made by the State of Florida due to the economic impact of the COVID -19 pandemic.
- (3) The current month increase of \$481K in Other Expenses is primarily due to a \$210K increase in Repairs & a \$136K increase in Rentals, a \$186K increase in Data Software, offset by an \$63K increase in Professional Fees for the YTD April FY21 as compared to YTD April FY20.

Hillsborough Community College Executive Summary Current Unrestricted Fund Period Ending April 30, 2021

KEY PERFORMANCE INDICATORS

STATT	<u>ILS</u>		STODENTTIES			
	<u> April 2021</u>	April 2020	<u>Term</u>	FY21	FY20	FY19
Instructional Faculty FTEs (1)	831	831	FALL	8,809	9,847	9,717
All Other Staff FTEs	980	985	SPRING	7,990	9,052	8,898
Total FTEs	1,811	1,816	SUMMER	3,385	3,574	3,442
			TOTAL	20,184	22,473	22,057
% of Instructional FTEs	46%	46%				
			Total Target FY 20-21 (2)	22,495		
	April 2021	April 2020	· ·			
Actual Head Count Instruct. Faculty	1,028	1,090				
Actual Head Count All Other Staff	1.130	1.332				

2,422

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

Total Actual Head Count

STAFE ETES

	<u>April 2021</u>	April 2020*
Current Ratio (Current Assets/Current Liabilites)	6.26	7.43
Return On Net Assets (Net Income/Total Assets)	4%	3%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	7%	8%
Fund Balance as a % of Funds Available (Unencumbered Fund Balance BEFORE GASB 68 & GASB 75/	25.64% Total Funds Available)	34.25%
Days Unrestricted Cash on Hand (Unrestricted Cash & Cash Equiv / Daily Operating Expenses)	48	81

2,158

Notes:

- (1) Instructional Faculty FTEs includes full-time and adjunct faculty.
- (2) Student FTEs for all terms are calculated at the same relative point in time for that term. Total target is recalculated by Institutional Research after final year-end data is received.
- (3) Effective for the fiscal year ending June 30, 2015, the College was required to record a net pension liability through the implementation of GASB 68. The liability is the difference between the total pension liability and the value of the assets that have been set aside in a pension plan to pay benefits to current employees, retirees, and their beneficiaries. Effective for the fiscal year ending June 30, 2017, the College implemented GASB 75 for other post employment benefits (OPEB) which requires the College to recognize the total OPEB liability associated with allowing retirees to participate in healthcare coverage at the same cost as current employees.

STUDENT FTEs (2)

^{*} April 2020 ratios and percentages are restated from April 2020 BOT to match the post FY20 audit presentation.

HILLSBOROUGH COMMUNITY COLLEGE STATEMENT OF NET POSITION AS OF APRIL 30, FISCAL YEARS 2020 AND 2021

	As of April 30, 2021			As of April 30, 2020		
ASSETS						
Current Assets:						
Cash and Cash Equivalents	\$	23,698,091	\$	40,970,707		
Restricted Cash and Cash Equivalents		3,533,660		3,783,414		
Investments Restricted Investments		4,347,363		3,622,275		
Accounts Receivable, Net		15,844,334		16,895,459		
Notes Receivable, Net (Note 1)		10,960		3,240		
Due from Other Governmental Agencies (Note 2)		5,459,682		3,721,465		
Due from Component Unit/College (Note 3)		308,096		636,819		
Inventories		1,785,261		1,619,604		
Prepaid Expenses (Note 4)		978,282		923,482		
Deposits		-		-		
Other Assets						
Total Current Assets	_\$_	55,965,729	\$	72,176,466		
Noncurrent Assets:						
Restricted Cash and Cash Equivalents	\$	43,493,012	\$	9,911,318		
Investments		4,951,171		4,271,927		
Restricted Investments Prepaid Expenses		-		-		
Loans and Notes Receivable, Net		10,117		19,994		
Depreciable Capital Assets, Net (Note 5)		145,489,831		152,872,889		
Nondepreciable Capital Assets		-		2,116,952		
Land		29,036,535		29,456,019		
Other Assets		137,500		137,500		
Total Noncurrent Assets	\$	223,118,166	\$	198,786,600		
TOTAL ASSETS	\$	279,083,895	\$	270,963,066		
DEFERRED OUTFLOWS OF RESOURCES (Note 6)						
Deferred Outflows - Pension FRS	\$	18,092,013	\$	20,326,164		
Deferred Outflows - Pension HIS		4,030,768		3,696,515		
Deferred Outflows - Other Post Employment Benefits		946,922		774,365		
Total Deferred Outflows of Resources	\$	23,069,703	\$	24,797,044		
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$	302,153,598	\$	295,760,110		
LIABILITIES						
Current Liabilities:						
Accounts Payable	\$	1,327,953	\$	735,796		
Accrued Interest Payable		-		-		
Salary and Payroll Taxes Payable		6,091,760		6,522,095		
Retainage Payable		167,323		167,323		
Due to Other Governmental Agencies		11,563		11,563		
Due to Component Unit/College		0.411		9 905		
Deferred Revenue (Note 7) Estimated Insurance Claims Payable		9,411		8,805		
Deposits Held for Others (Note 8)		613,542		605,019		
Long-Term Liabilities - Current Portion:						
Bonds Payable Notes and Loans Payable (Note 9)		-		831,000		
Installment Purchases Payable		-		-		
Capital Leases Payable		-		-		
Compensated Absences Payable		400,000		400,000		
Net Pension Liability (Note 10)		323,047		433,681		
Other Post Employment Benefits Payable (Note 11)			_			
Total Current Liabilities	\$	8,944,600	\$	9,715,282		

HILLSBOROUGH COMMUNITY COLLEGE STATEMENT OF NET POSITION AS OF APRIL 30, FISCAL YEARS 2020 AND 2021

	As of April 30, 2021		As of April 30, 2020	
Noncurrent Liabilities: Bonds Payable Notes and Loans Payable (Note 9) Installment Purchases Payable Capital Leases Payable Special Termination Benefits Payable	\$	7,720,198 - - -	\$	9,886,808 - -
Compensated Absences Payable Net Pension Liability (Note 10) Other Post Employment Benefits Payable Other Long-Term Liabilities		3,737,304 62,057,362 1,647,502		2,707,845 55,191,276 1,498,849
Total Noncurrent Liabilities	\$	75,162,366	\$	69,284,778
TOTAL LIABILITIES	\$	84,106,965	\$	79,000,061
DEFERRED INFLOWS OF RESOURCES (Note 6) Deferred Inflows - Pension FRS Deferred Inflows - Pension HIS Deferred Inflows - Other Post Employment Benefits Total Deferred Inflows of Resources	\$	3,311,127 2,091,194 274,098 5,676,419	\$	4,205,500 2,533,540 87,784 6,826,824
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	\$	89,783,384	\$	85,826,885
NET POSITION Invested in Capital Assets, Net of Related Debt Restricted: Nonexpendable: Endowment Expendable: Endowment	\$	168,424,172	\$	176,007,667
Grants and Loans Scholarships Capital Projects Debt Service Unrestricted		1,425,209 2,248,083 41,837,955 - (1,565,207)		3,283,762 814,761 7,982,067 - 21,844,968
Total Net Position	\$	212,370,213	\$	209,933,225
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$	302,153,598	\$	295,760,110

The accompanying notes to financial statements are an integral part of this statement.

FUND BALANCE SUMMARY FOR FUNDS 1, 3, AND 6 AS OF APRIL 30, 2021

		(1) Current Funds	(3) Auxiliary	(6) Agency	
	GL Code	 Unrestricted 	Funds	Funds	Total
Reserved for Encumbrance	30100	69,129.16	-	- "	69,129.16
Fund Balance - Board Designated	30900	3,038,778.00	-	- "	3,038,778.00
Fund Balance - Grantor	31000	-	-	- "	-
Fund Balance - College	GLTB 31100	32,716,461.61	2,355,863.58	1,000.00	35,073,325.19
Net Change in Unrestricted Net Position per Statement of Net Position	Class 4,5,6,7	11,551,562.95	(824,512.53)	- "	10,727,050.42
Invested In Plant	31200	-	-	- "	-
TOTAL RESERVE & UNALLOCATED FUND BALANCES		47,375,931.72	1,531,351.05	1,000.00	48,908,282.77
Amount Expected to be Financed in Future Yrs (negative number)	30800	(50,473,489.31)	-		(50,473,489.31)
TOTAL FUND BALANCES		(3,097,557.59)	1,531,351.05	1,000.00	(1,565,206.54)
Prior Year 6-30 Fund Balanc	ce	53,270,542.00			
Grand Total Revenue	es	131,317,360.00			
Total Funds Availab	le	184,587,902.00			
Unencumbered Fund Balanc	ce	47,306,802.56			
Unencumbered Fund Balance as % of Total Funds Available	le	25.63%			
Total Fund Balance As Reported After GASB 68 and GASB 74/75					(4 FCF 20C F4)
•	la.				(1,565,206.54)
% of Total Funds Available	ie				-0.85%