



DISTRICT BOARD OF TRUSTEES BOARD MEETING

**August 24 2022
4:00 PM**

LOCATION:

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

PUBLIC ACCESS:

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**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, AUGUST 24, 2022 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER – BOARD ROOM
39 COLUMBIA DRIVE**

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Page No.

1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.01.01 Passing of the Gavel

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

1.04.01 Oath of Office — Juan Penagos Marquez

1.05 Welcome to Guests and Staff Members

1.06 Foundation Report

1.07 Faculty and Staff Recognitions

1.08 The Chair recommends adoption of the Agenda, all revisions to the Agenda and approval of all agenda items marked “**Consent**”.

1.09 The President recommends approval of the **June 22, 2022 Board Meeting minutes** (submitted herein for your review).

1.10 The President recommends approval to **rescind Administrative Rule 6HX-10-6.15, Bookstore Refund and Buy-Back Policy** (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

- 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).
- CONSENT** 5.02 The President recommends approval of individuals for **part-time employment** during Term 22/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).
- CONSENT** 5.03 The President recommends acknowledgment of **employment separations** (submitted herein for your review).
- 5.04 The President recommends approval of the **implementation of full-time SEIU staff increases** retroactive to July 1, 2022 (submitted herein for your review).
- 5.05 The President recommends approval of the **2022-2023 Salary Schedule** (refer to June 2022 Agenda).

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

- 8.01 The President recommends approval of FY 2021-2022 Budget Amendment No. 5 to decrease Fund 1 (the General Fund) and Budget Amendment No. 3 to increase Fund 7 (the Plant Fund) (submitted herein for your review).
- 8.02 The President recommends approval of FY 2022-2023 Budget Amendment No. 1 (submitted herein for your review).
- 8.03 The President recommends approval of Amendment No. 2 to the contract with **Charles Perry Partners, Inc.**, establishing a Guaranteed Maximum Price in the amount of **\$1,333,623** for the addition of approximately 205 parking spaces to the front yard located at the Dale Mabry Campus (submitted herein for your review).
- 8.04 The President recommends approval of Amendment No. 6 to the contract with **Foresight Construction Group, Inc.**, establishing a Guaranteed Maximum Price in the amount of **\$960,023.48** for exterior building envelope improvements to the Ybor, Faculty and Collaboration Studio buildings located at the Ybor City Campus (submitted herein for your review).
- 8.05 The President recommends award of Request for Bids # 2882-22 to provide all labor and materials and the performance of all work necessary or incidental services for heating, ventilation and air conditioning replacement services SouthShore Campus to **Foresight Construction Group, Inc., of Gainesville, FL**, as the lowest responsive bidder meeting all required bid specifications for a total cost of **\$1,891,000** (submitted herein for your review).

- 8.06 The President recommends award of Request for Bids #2881-22 to provide all labor and materials and the performance of all work necessary or incidental services for heating, ventilation and air conditioning replacement services at the College's The Regent, satellite facility of the HCC Brandon Campus, to **Foresight Construction Group, Inc., of Gainesville, FL**, as the lowest responsive bidder meeting all required bid specifications for a total cost of **\$1,981,000** (submitted herein for your review).

9.0 ADMINISTRATIVE REPORT

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

12.0 ADJOURNMENT

Section 1

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, JUNE 22, 2022 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER – BOARD ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

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

1.02 Invocation

Trustee Diehl asked to keep the family of: Sandra Hayes Holley, beloved mother of Suzy Holley, Executive Assistant to Dr. Atwater, who recently passed away, in your thoughts and prayers.

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Chip Diehl
- Nancy Watkins
- Greg Celestan
- Brian Lametto
- Aakash Patel
- Dalia McCloud

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

1.06.01 Ashley Carl, Executive Director of Marketing and Public Relations, provided the Board with a brief update of the HCCF activities and support.

1.06.02 The Foundation Report was sent to the Board under separate cover. A summary of activities during the month of April included:

- \$2.24M YTD in Donations, 168% higher than last year and 96% over budget.
- \$4.49M in Total Revenue, 54% higher than last year.
- \$808K Scholarships awarded YTD, 10% greater than last year.
- \$16.26M in Net Assets up 18% year over year.

1.06.03 The Foundation kicked off their Fundraising Campaign for scholarships for our students in our new BSN program since financial aid is not immediately available for these students. We are pleased to announce that Tampa General Hospital is our first corporate donor donating \$100,000 to give full scholarships for the entire length of the program to 10 students. They have completed awarding the FUSE scholarships and the total amount committed to our students for their degree here and on to USF will exceed \$1,000,000. Thanks again to the Helios Foundation and the USAmeribank Foundation for their amazing gifts

1.06.04 Upcoming events:

- Inshore Fishing Tournament
- Presidential Showcase
- 2023 Golf Tournament

1.07 Faculty, Staff and Student Recognitions

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

Trustee Patel made a motion to approve, seconded by Trustee Watkins after due discussion and consideration, approval was given by aye vote of all members present.

1.09 The President recommended approval of the **May 25, 2022 Board Meeting Minutes**.

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.

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 22/SU. 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 **2022-2023 Salary Schedule**.

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

- 5.05 The President recommends approval of **implementation of Phase 3 of the Administrator Salary Study** and approval of **full-time staff increases**.

Trustee Watkins made a motion of approval, 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 **new courses, course modifications, and program modifications** to be effective FA/23, unless otherwise noted.
- 6.02 The President recommended approval of the **Apprenticeship Training Program Agreement** between Hillsborough Community College and **Plumbers and Pipe Fitters Local Union 123** for a one-year term beginning on July 1, 2022 and ending June 30, 2023.
- 6.03 The President recommended approval of the **Apprenticeship Training Program Agreement** between Hillsborough Community College and **Independent Electrical Contractors** for a one-year term beginning on August 1, 2022 and ending July 31, 2023.
- 6.04 The President recommended approval of the **Apprenticeship Training Program Agreement** between Hillsborough Community College and **Associated Builders and Contractors** for a one-year term beginning on August 1, 2022 and ending July 31, 2023.
- 6.05 The President recommended approval of the **Apprenticeship Training Program Agreement** between Hillsborough Community College and **United Association Local Union 821** for a one-year term beginning on July 1, 2022 and ending June 30, 2023.

Trustee Patel made a motion of approval (for 6.02 – 6.05), seconded by Trustee Watkins. 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 the **Fiscal Year 2021-2022 Fire Safety, Casualty and Sanitation Inspection Report** for filing and action.

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

- 7.02 The President recommended approval of the selection of **Mr. Juan Penagos Marquez**, as **Student Trustee**, for the 2022-2023 academic year.

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.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of **Budget Amendment No. 4** to decrease Fund 1 (the General Fund) and **Budget Amendment No. 2** to increase Fund 7 (the Plant Fund)

Trustee Patel 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 approval of the **College's Annual Update of the Five-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 Patel 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 The President recommended approval to remove **Depreciated Assets** from the College's property records.

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

- 8.04 The President recommended approval of **Accounts Receivable Write-offs** as of June 2022 renewals.

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

- 8.05 The President recommended approval of the **Operating Budgets** for the Current Unrestricted Fund (as presented on Exhibit A, attached) and the Capital Projects/Unexpended Plant Fund for **Fiscal Year 2022-2023**.

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

- 8.06 Informational Item Only-**May 2022 Financial Statements**.

9.0 ADMINISTRATIVE REPORT

- 9.01 Introduction of Administrators.
- 9.02 Selection: Board Chair and Vice Chair.
- 9.03 Selection: 2022-2023 HCC Foundation and Labor Liaisons.
- 9.04 Selection: Board Meeting Date/Time and Location.

10.0 LEGAL REPORT

- 10.01 Discussion of Board Self-Evaluation.

11.0 HEARING OF BOARD MEMBERS

- 11.01 Trustee Watkins thanked Trustee Diehl for his leadership as chair of the Board.

11.02 Trustee Diehl wished everyone a Happy 4th of July!

12.0 ADJOURNMENT

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

DRAFT

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 1.10

BACKGROUND AND PERTINENT FACTS:

The President has reviewed the Hillsborough Community College Administrative Rules and Procedures and determined that one (1) administrative rule needs to be deleted.

Administrative Rule, 6HX-10-6.15 Bookstore Refund and Buy-Back Policy established the refund and buy-back policy for textbooks and other items purchased at College-operated campus bookstores. Effective July 1, 2022, the College has outsourced campus bookstore operations to Barnes & Noble making this administrative rule obsolete.

Barnes & Noble publishes its returns and refund policy on its HCC Bookstore website. Their policy is similar to the College's rule and provides students with the ability to return books and merchandise for full credit within certain timeframes and with appropriate proof of purchase.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To approve the advertisement of the deletion of one (1) administrative rule.

LEGAL AUTHORITY:

FS 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval to advertise the deletion of one (1) administrative rule. (A copy of the rule is included.)

- 6HX-10-6.15 Bookstore Refund & Buy-Back Policy

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President



Date
08/17/2022

1-0-024(2/04)

ADMINISTRATIVE RULES

Title: BOOKSTORE REFUND AND BUY-BACK POLICY	Identification: 6HX-10-6.15
	Page: 1 of 2
	Effective Date: 12/06/17
Authority: FS 1001.64; 1001.65	Signature/Approval: Dr. Ken Atwater

PURPOSE

This administrative rule establishes the refund and buy-back policy for textbooks and other items purchased at campus Bookstores.

RULE

1. **REFUND POLICY**—Hillsborough Community College (HCC) Bookstores will grant full refunds on textbooks (whether purchased new or used) during the first two (2) weeks of the Fall, Spring and Summer semester. The refund period for all late start sessions lasting less than sixteen (16) weeks will be from the first day of classes for the session and the drop/add date for the session.
 - A. All refund requests must be accompanied by the original sales receipt, HCC student ID, and a governmental issued photo ID.
 - B. If purchased new, the textbooks must have no markings or be defaced in any manner. Textbooks that are sold as a sealed package must be returned unwrapped. Access Code packages must be unopened.
 - C. Defective textbooks merchandise, and supplies will be exchanged for a similar item within two (2) weeks of the original purchase.
 - D. Refunds will be issued for College and general merchandise items if returned within five (5) business days from the original purchase and the items are in their original unopened package.
 - E. No refund will be issue for special order textbooks, merchandise, and software.
 - F. No refund will be issued for textbooks, textbook packages and access codes marked "No Refund if Package is Open".
 - G. No refund will be issued for reference books, study aids and opened software.
 - H. No refund will be issued for items that come in contact with eyes, ears, nose or mouth.
 - I. No refund will be issued for food or beverage merchandise.
 - J. No refund will be issued for clothing items. If the clothing item is clean and not worn, the Bookstore will exchange for a different size or style.

ADMINISTRATIVE RULES

Identification: 6HX-10-6.15	Page: 2 of 2	Effective Date: 12/06/17
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2. **BUY-BACK POLICY**—The Bookstore will arrange for a third party textbook wholesaler to be on campus at the end of each semester to purchase used textbooks from students. The Bookstore will evaluate its current inventory and determine what textbooks and quantities of textbooks are needed for the next semester. If a textbook is determined to be needed, the title will be added to a used textbook want list provided to the textbook wholesale company.

The buy-back period will be during the last weeks of the semester.

History: Adopted: 11/17/93; Revised: 8/30/06; Formerly: 6HX-10-5.107

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 (2022-2023). 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**

08/17/2022

1-0-024 (2/04)

FULL-TIME APPOINTMENTS
AUGUST 24, 2022 BOARD MEETING

ADMINISTRATOR

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Campbell, Heidi*	Dir Employee Performance & Engagement	AFC02T0002	District	4/18/22

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Corson, Joshua*	English Instructor	FFC1T016	Dale Mabry	08/11/22
Daniels Gardner, Tasnee	Computer Science Instructor	FFC30156	Ybor City	08/11/22
Davis, Sheryl	English Instructor	FFC10050	Plant City	08/11/22
Fiskey, Francis*	Computer Science Instructor	FFC30053	Dale Mabry	08/11/22
Ho, Loi	Mathematics Instructor	FFC20059	Brandon	08/11/22
Jegade, Ekaterina	English as a 2 nd Language Instructor	FFC30161	Dale Mabry	08/11/22
Kelsay, Taylor	Biology Instructor	FFC10015	Brandon	08/11/22
Lambert, Mary	English Instructor	FFC10003	Dale Mabry	08/11/22
Marquez, David*	Computer Science Instructor	FFC30192	SouthShore	08/11/22
Mehra, Shabnam	Computer Science and Bus Instructor	FFC10091	Ybor City	08/10/22
Miles, Jennifer	Nuclear Medicine Tech Instructor	FFC40002	Dale Mabry	08/11/22
Miller, Melissa	Dental Hygiene Instructor	FFC30166	Dale Mabry	08/10/22
Moroney, Shannon	Biology Instructor	FFC10056	Dale Mabry	08/11/22
Nelson, Ruth	Music Instructor	FFC30049	Ybor City	08/11/22
Ponticos, Douglas	Humanities Instructor	FFC20035	Ybor City	08/11/22
Richardson, Omar	Art Instructor	FFC20033	Ybor City	08/11/22
Smith, Amy*	Mathematics Instructor	FFC30015	Dale Mabry	08/11/22
White, Michael*	Computer Science Instructor	FFC3T293	Brandon	08/11/22
Woodliff, Courtney	Student Life Skills Instructor	FFC30243	Brandon	08/11/22

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Altieri Irizarry, Yesenia	Accountant	EFC0600002	District	07/08/22
Beermann-Young, Ariel**	Special Projects Trainer	EFC10V0028	Ybor City	08/08/22

*Full-Time Temporary

**Full-Time Temporary/Grant-Funded

FULL-TIME APPOINTMENTS
AUGUST 24, 2022 BOARD MEETING

Box, Iveline	Project Manager	EFC1000021	District	08/03/22
Burkhard, Craig*	EPI Manager	EFC1000020	Brandon	08/01/22
Conwell, Shameka	Annual Fund Manager	EFC1000022	District	07/28/22
Giffuni, Connie	Academic Advisor	EFC0600092	Plant City	07/28/22
Fenn, Amanda**	Special Projects Trainer	EFC10V0027	Ybor City	08/10/22
Hanjian, Jay	PSAV Coordinator	EFC0800022	Ybor City	06/16/22
O'Grady, Edward	Academic Success Center Coordinator	EFC0800040	Dale Mabry	08/11/22
Peters-Salter, Niyla*	Academic Advisor	EFC06T0015	Brandon	08/18/22
Puca, Ana	Student Services Advising Generalist	EFC0600069	Ybor City	08/11/22
Schneer, Suzanne	PSAV Coordinator	EFC0800067	Ybor City	06/16/22
Thillet, Julia	Honors Enrollment Development Coor	EFC0900001	Dale Mabry	08/04/22
Thompson, Eric*	Online Academic Advisor	EFC06T0010	Plant City	07/28/22
Williams, Joni*	Online Academic Advisor	EFC06T0013	Ybor City	08/11/22

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Chov, Steven	Human Resources Technician	NFC0300110	District	07/20/22
Gonzalez, Evette	Staff Assistant II	NFC0300016	Collaboration	07/28/22
Lizalda Tumbajoy, Valentina	Cashier Clerk Finance	NFC0100016	Brandon	08/04/22
McNeely, Panisha	Public Safety Supervisor	NFC0600028	District	07/14/22
Ponce, Lizbeth	Student Services Support Specialist	NFC0300093	Plant City	07/07/22
Rios, Franchesca	Student Services Support Specialist	NFC0300098	Brandon	08/11/22
Ruiloba, Jonathan	Lab Assistant*	NFC0400022	Ybor City	08/01/22
Williams, Kailah	Cashier Clerk Finance	NFC0100015	Dale Mabry	08/08/22

PROMOTION

<u>NAME</u>	<u>FROM</u>	<u>CAMPUS</u>	<u>TO</u>	<u>CAMPUS</u>	<u>START DATE</u>
Antlitz, Daniel	Accountant II	District	Foundation Manager	District	07/25/22
Blanco, Audrey	Lab Assistant	Dale Mabry	New Student Programs Coord	Dale Mabry	07/14/22
Brown, Annette	Cashier Clerk Finance	Brandon	Financial Svcs Support	Plant City	07/21/22

*Full-Time Temporary

**Full-Time Temporary/Grant-Funded

Collins, Reickah	Web Developer/Analyst	Coll. Studio	Technician Applications Engineer	Coll. Studio	06/30/22
Hales, Kellie**	Grants Coordinator	Coll. Studio	Trainer, Special Projects	Coll. Studio	07/28/22
Nye, Marina	Student Communications Coordinator	District	Student Communications Manager	District	07/15/22
Vickers, Tia	Financial Aid Manager	Plant City	Academic Records Officer	Collaboration	07/14/22
Washington, Shamill	Student Svcs Support Specialist	Brandon	Enrollment Dev. Coordinator	Brandon	06/24/22

**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 22/FA. 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 (2022-2023). All part-time faculty and staff budgets are reviewed during budget development and established based on enrollment projections and departmental need.

OBJECTIVE:

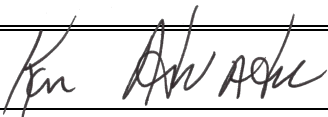
To augment full-time faculty and staff with temporary assistance to meet the academic goals of the College.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of individuals for part-time employment during Term 22/FA (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**

08/17/2022

1-0-024(2/04)

PART-TIME APPOINTMENTS
AUGUST 24, 2022 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Banerjee, Koushik	Adj Chemistry Instructor	FPNC0120	Plant City	08/15/22
Bonnet, Vicki	Adj Nursing Instructor	FPNC0472	Dale Mabry	08/12/22
Congedo, Elizabeth	Adj Math Instructor	FPNC0138	Plant City	08/15/22
Cunneen, Susan	Adj Nursing Instructor	FPNC0472	Dale Mabry	08/11/22
Dutton, Simon	Adj Philosophy Instructor	FPNC0078	Dale Mabry	08/08/22
Faison, Ebony	Adj Succeed Florida Instructor	FPNC0452	Brandon	07/01/22
Finneran-Wathen, Mary	Adj Math Instructor	FPNC0030	Brandon	08/08/22
George, Suzanne	Adj Math Instructor	FPNC0140	Plant City	08/15/22
Godoy, Liliana	Adj Nursing Instructor	FPNC0069	Dale Mabry	08/11/22
Gonzales, Jason	Adj SLS Instructor	FPNC0527	Brandon	08/08/22
Gorman, Jenise	Adj Education Instructor	FPNC0046	Dale Mabry	07/14/22
Howard, Tawanna	Adj Psychology Instructor	FPNC0031	Brandon	08/12/22
Justice, Deirdre	Adj Psychology Instructor	FPNC0146	Plant City	08/15/22
Ivanova, Mariya V	Adj Math Instructor	FPNC0413	SouthShore	08/11/22
Lacorte, Renee	Adj Veterinary Tech Instructor	FPNC0468	Plant City	08/15/22
Lasky, Simon	Adj Music Instructor	FPNC0266	Ybor City	08/01/22
Mercier, Maria	Adj English as a 2 nd Language	FPNC0177	Ybor City	08/03/22
Mesa-Pajan, Tatiana	Adj Art Instructor	FPNC0149	Ybor City	08/01/22
Mills, Debra	Adj EPI Instructor	FPNN0072	Brandon	08/11/22
Monestime, Nedlyne	Adj Nursing Instructor	FPNC0472	Dale Mabry	08/12/22
Morris, Robert	Adj Computer Science Instructor	FPNC0388	SouthShore	08/01/22
Pajan, Tatiana	Adj Art Instructor	FPNC0149	Ybor City	08/01/22
Perry, Patricia	Adj Theatre Instructor	FPNC0422	Ybor City	08/03/22
Porter, Willie	Adj Math Instructor	FPNC0140	Plant City	08/15/22
Preston, Mark	Adj English Instructor	FPNC0074	Dale Mabry	08/08/22
Rautenberg, Kevin	Adj Occupational NC Instructor	FPNC0060	Ybor City	08/11/22
Reid, Lawrence	Adj Art Instructor	FPNC0149	Ybor City	07/20/22
Rich, Lee Ann	Adj English Instructor	FPNC0074	Dale Mabry	08/08/22
Roberts, Kaletia	Adj Art Instructor	FPNC0149	Ybor City	07/19/22
Robertson, Devron L	Adj Psychology Instructor	FPNC0146	Plant City	08/15/22

* Part-Time Temporary/Grant Funded

PART-TIME APPOINTMENTS
AUGUST 24, 2022 BOARD MEETING

Salmon, Katriona	Adj	English Instructor	FPNC0074	Dale Mabry	08/08/22
Schwarz, Jarrod	Adj	English Instructor	FPNC0074	Dale Mabry	08/08/22
Scott, Lekeicha	Adj	Accounting Instructor	FPNC0037	Dale Mabry	08/12/22
Spilker, Anthony	Adj	Biological Science Instructor	FPNC0005	Brandon	08/01/22
Sotomayor, Mercedes	Adj	Nursing Instructor	FPNC0069	Dale Mabry	08/11/22
Whitehead, Leah	Adj	Chemistry Instructor	FPNC0152	Ybor City	08/01/22
Wilson, Marlon	Adj	Art Instructor	FPNC0149	Ybor City	08/04/22
Wijerathne, WSM Nadeesha	Adj	Chemistry Instructor	FPNC0056	Dale Mabry	08/15/22
Worden, James	Adj	Chemistry Instructor	FPNC0120	Plant City	08/15/22

NON-FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Backhoff, Richard	PT Associate	ZPP50033	Dale Mabry	07/15/22
Booth, Dylan	PT Advanced Technician	ZPP30227	Dale Mabry	08/09/22
Burgos, Daniela	PT Technician	ZPP20100	Plant City	07/27/22
Cannon, Malik	PT Camp Assistant	ZPP30120	District	06/23/22
Diaz, Thad	PT Associate	ZPC50033	Dale Mabry	07/07/22
Eberhard, Minami*	PT Associate	ZPC5T001	Dale Mabry	08/18/22
Edwards, Deidre	PT Technician	ZPP20096	Dale Mabry	06/23/22
Forrest, Travis	PT Technician	ZPP20045	Brandon	07/14/22
Giannattasio, John	PT Associate	ZPP50029	Dale Mabry	08/15/22
Gauta, Elena	PT Associate	ZPP50034	Dale Mabry	08/11/22
Glass, Richard	PT Assistant Coach	ZPP30106	Dale Mabry	07/20/22
Grullon-Polanco, Larry	PT Advanced Technician	ZPP30001	Dale Mabry	08/05/22
Hodges, Brandon	PT Associate	ZPP50046	Ybor City	08/11/22
Kefalos, Stanford	PT Technician	ZPC20103	Plant City	06/30/22
Mojica, Josue	PT Technician	ZPP20100	Plant City	07/21/22
Mullings, Kenjela	PT Camp Assistant	ZPP30120	District	05/05/22
Perez, Sarah	PT Advanced Technician	ZPP30089	Dale Mabry	07/20/22
Palmer, Shanna-Simone*	PT Associate	ZPP5T002	Dale Mabry	08/12/22
Rogers, Kathleen	PT Advanced Technician	ZPP30001	Dale Mabry	06/23/22

* Part-Time Temporary/Grant Funded

PART-TIME APPOINTMENTS
AUGUST 24, 2022 BOARD MEETING

Rogerson, Marvin	PT	Associate	ZPP50054	District	07/07/22
Scarpa Rodrigues, Fernanda	PT	Advanced Technician	ZPC30079	Plant City	07/14/22
Skowronski, Claire	PT	Associate	ZPP50029	Dale Mabry	06/27/22
Sneed, Kyra*	PT	Technician	ZPP2T008	Dale Mabry	07/08/22
Swanger, Dustin	PT	Advanced Technician	ZPP30001	Dale Mabry	8/15/22

* *Part-Time Temporary/Grant Funded*

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**Agenda Number: 5.03****CONSENT****BACKGROUND AND PERTINENT FACTS:**

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

ECONOMIC IMPACT:

None.

OBJECTIVE:

To acknowledge separations.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

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

Initiator**Date****Vice President/ President/Exec Dir of Human Resources****Date****District President****Date**

08/17/2022

1-0-024 (2/04)

FULL-TIME SEPARATIONS
AUGUST 24, 2022 BOARD MEETING

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Bivins, Elina	Equity Programs Manager	District	02/12/14	07/29/22
Gadson, Dabion	Student Services Support Specialist	Collaboration Studio	04/19/12	06/30/22
Illari, Julie	EPI Manager	Brandon	09/16/21	07/31/22
Lopez, Sarah**	Assistant Dean	Dale Mabry	01/03/19	07/01/22
Lopez, Zabrina	Financial Aid Counselor	Collaboration Studio	08/07/14	07/08/22
Nielsen, Barbara	Assoc Director Employee Relations	District	10/14/19	08/12/22
Paget, Ann	Research Analyst	District	11/12/14	07/18/22
Patton, Chauncey	Testing Supervisor	Dale Mabry	11/16/20	07/15/22
Richardson, Dominick	Financial Svcs. Support Technician	District	02/27/20	06/24/22
Rodriguez-Morales, Jennifer*	Clinical Liaison Manager	Dale Mabry	07/03/17	07/08/22
Schorr, Mary	Academic Advisor	Dale Mabry	05/19/16	07/08/22
Teerlinck, Susan	Staff Assistant	Ybor City	04/25/19	07/08/22
Wilson, Marquisha	Academic Advisor	Dale Mabry	02/21/08	07/15/22

RETIREMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Connolly, James	DAO Facilities Manager	District	12/11/89	08/08/22
Griffin, Karen	AVP, Associates in Arts Program	District	01/25/89	07/29/22
Miller-Anderson, Thelma	Biology Instructor	Plant City	08/19/99	08/11/22
Switalski, Jean	Job Placement Assistant	Dale Mabry	10/16/14	08/31/22

* Full-Time Temporary

** Full-Time Temporary/Grant Funded

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.04

BACKGROUND AND PERTINENT FACTS:

This Summer, the College and SEIU engaged in negotiations for the annual wage re-opener as specified in the contract. Previously, because Florida passed a law to increase the minimum wage to \$15.00/hr. effective September 30, 2026, the College raised hourly rates for the non-bargaining unit staff employees. Due to the competitive labor market, many businesses have already implemented the \$15.00/hr. minimum. Further, initially HCC contracted with MGT Consulting to review our current salaries and calculate the cost to bring the salaries up to a minimum of \$16.00/hr. so that the college can continue to recruit and retain qualified individuals. The consultant recommendation also addresses compression. Following negotiations with SEIU staff, we are requesting implementation of the MGT recommendation that brings minimum wage for full-time SEIU staff to \$16.00/hr., addresses compression by incrementally increasing salaries (the highest increases at the bottom of the scale and smaller increases at the top), and matches the wages that the Board approved in June 2022 for non-bargaining unit staff.

On August 11 and 12, 2022, SEIU ratified the salary changes with the following votes:

Non-Instructional: 49 Yes; 0 No.
Professional: 9 Yes; 0 No
Supervisory: 8 Yes; 0 No

ECONOMIC IMPACT:

\$1,300,000 for the full-time SEIU staff increases

Costs are included in the 2022-23 budget.

OBJECTIVE:

To provide salary increases to full-time SEIU staff.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

To approve the wage re-opener for implementation of full-time SEIU staff increases retroactive to July 1, 2022.

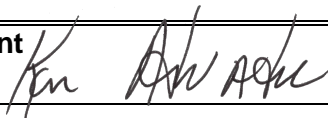
Initiator

Date

Vice President/ President/Exec Dir of Human Resources

Date

District President



Date

08/17/2022

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.05

BACKGROUND AND PERTINENT FACTS:

This item provides revision to the Salary Schedule for FY 2022-2023 to update the SEIU staff salary table.

ECONOMIC IMPACT:

Funds used for these items are included in the 2022-23 budget.

OBJECTIVE:


To provide a revised Salary Schedule for adoption by the Board of Trustees.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends Board approval of the 2022-2023 revised Salary Schedule to update the SEIU Staff Salary table (refer to June 2022 agenda).

Initiator	Date
Vice President/ President/Exec Dir of Human Resources	Date
District President 	Date 08/17/2022

1-0-024 (2/04)

Section 6

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Section 7

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Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

BACKGROUND AND PERTINENT FACTS:

The State of Florida requires colleges the size of HCC to carry a minimum 7% of Total Funds Available as an Unrestricted Fund Balance, including Board Designated Fund Balances, in Fund 1 (the General Fund). HCC has historically carried more than that amount, and now has a need to transfer a portion of these funds to Fund 7 (the Plant Fund). DOE Rule 6A-14.0716, FAC allows each Florida College System Board of Trustees to move money between funds, with Board approval and notification to the System Chancellor for review.

The administration has calculated the required minimum percentage and recommends that a portion of the FY 2021-2022 excess, \$17,000,000 be transferred from Fund 1 to Fund 7. The total \$17,000,000 transfer will be allocated to the implementation of the new Workday ERP system, Deferred Maintenance, and Technology Refresh Program.

This transfer will not cause the College to fall below the DOE's 7% minimum fund balance requirement.

ECONOMIC IMPACT:

Decrease Fund 1 (Budget Amendment #5) and increase Fund 7 (Budget Amendment No.3) by equal amounts for Fiscal Year 2021-2022. No net economic impact.

OBJECTIVE:

To transfer funds from Fund 1 to Fund 7 to provide for implementation of new ERP System, Deferred Maintenance and Technology Refresh Program.

LEGAL AUTHORITY:

6A-14.0716,FAC

RECOMMENDATION:

The President recommends approval of FY 2021-2022 budget amendment number 5 to decrease Fund 1 (the General Fund) and budget amendment number 3 to increase Fund 7 (the Plant Fund).

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

08/17/2022

HILLSBOROUGH COMMUNITY COLLEGE
Explanation of Budget Changes
Unrestricted Current Fund
Budget Amendment No. 5 (FY 2021/2022)
August 24, 2022

	Budget Amendment #1	Budget Amendment #2	Budget Amendment #3	Budget Amendment #4	Budget Amendment #5	Totals
I. AVAILABLE FUNDS						
<u>Unallocated Fund Balance</u>						
Estimated Beginning Fund Balance @ July 1, 2021	\$ 35,824,368					\$ 35,824,368
Fund Balance Transfer to Fund 7 - BA #4				(10,000,000)		(10,000,000)
Fund Balance Transfer to Fund 7 - BA #5					(17,000,000)	(17,000,000)
Actual Unallocated Fund Balance @ July 1, 2022						<u>\$ 8,824,368</u>
Fiscal Year 2021-22 Revenue Budget @ July 1, 2021	\$ 136,377,577					\$ 136,377,577
<u>Funds Carried Forward:</u>						
Encumbrances	2,350,956					
Facilities Rental	1,019,824					
Indirect Cost Recovery	1,721,167					
ICCE(Institute for Corporate and Continuing Education)	244,379					
HEERF Lost Revenue	3,000,000					
Total Funds Brought Forward @ August 25, 2021						8,336,326
<u>Additional Revenue:</u>						
Dale Mabry Facilities Rental		525,240				525,240
<u>Revenue:</u>						
Increase in Distance Learning Fee Revenue - BA #3			1,600,000			1,600,000
Adjusted Revenue Budget @ June 30, 2022						\$ 146,839,143
TOTAL AVAILABLE FUNDS @ June 30, 2022	<u>\$ 172,201,945</u>	<u>\$ 8,336,326</u>	<u>\$ 525,240</u>	<u>\$ 1,600,000</u>	<u>\$ (10,000,000)</u>	<u>\$ 155,663,511</u>
II. EXPENDITURES						
<u>Personnel Costs @ July 1, 2021</u>						
Indirect Cost Recovery	\$ 100,119,916	140,692				\$ 100,119,916
Distance Learning Increase - BA #3			1,000,000			1,000,000
Cross Category Budget Transfers		959,191	77,189		(19,735)	1,016,645
Adjusted Personnel Budget @ June 30, 2022						<u>\$ 102,277,253</u>
<u>Current Expenses @ July 1, 2021</u>						
Adjustments for Funds Carried Forward:	\$ 35,757,661					\$ 35,757,661
Encumbrances		2,003,539				
Facilities Rental		1,019,824				
Indirect Cost Recovery		1,569,748				
ICCE(Institute for Corporate and Continuing Education)		244,379				
HEERF Lost Revenue		3,000,000				7,837,490
Dale Mabry Facilities Rental		476,920				476,920
Distance Learning Increase - BA #3			600,000			600,000
Cross Category Budget Transfers		(1,197,596)	(116,512)		(3,015)	(1,317,123)
Adjusted Current Expenditures @ June 30, 2022						<u>\$ 43,354,948</u>
<u>Capital Outlay @ July 1, 2021</u>						
Adjustments for Funds Carried Forward:	\$ 500,000					\$ 500,000
Encumbrances		347,417				
Indirect Cost Recovery		10,727				358,144
Dale Mabry Facilities Rental			48,320			48,320
Cross Category Budget Transfers			238,405	39,323	22,750	300,478
Adjusted Capital Outlay @ June 30, 2022	<u>\$ 136,377,577</u>	<u>8,336,326</u>	<u>525,240</u>	<u>1,600,000</u>	<u>-</u>	<u>\$ 1,206,942</u>
<u>Non-mandatory Transfer</u>						
Fund Balance Transfer to Fund 7 - BA #4				(10,000,000)		(10,000,000)
Fund Balance Transfer to Fund 7 - BA #5					(17,000,000)	(17,000,000)
Adjusted Transfer in Expenditures Budget @ June 30, 2022				(10,000,000)	(17,000,000)	(10,000,000)
Total Increase in Expenditures Budget @ June 30, 2022						10,461,566
Adjusted Expenditure Budget @ June 30, 2022						<u>\$ 146,839,143</u>
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2022	<u>\$ 35,824,368</u>					<u>\$ 8,824,368</u>
TOTAL ACCOUNTED FOR	<u>\$ 172,201,945</u>	<u>\$ 8,336,326</u>	<u>\$ 525,240</u>	<u>\$ 1,600,000</u>	<u>\$ (10,000,000)</u>	<u>\$ 155,663,511</u>

HILLSBOROUGH COMMUNITY COLLEGE
Explanation of Budget Changes
Plant Fund
Budget Amendment No. 3 (FY 2021/2022)
August 24, 2022

I. AVAILABLE FUNDS		Budget Amendment #1	Budget Amendment #2	Budget Amendment #3	Totals
<u>Unallocated Fund Balance</u>					
Estimated Fund Balance @ July 1, 2021	\$ 27,408,574				
Actual (unaudited) Unallocated Fund Balance @ July 1, 2021					\$ 27,408,574
<u>Non-mandatory Transfer from Current Unrestricted Fund</u>					
Deferred Maintenance (Amend #1)		10,000,000			10,000,000
Data Software Project (Amend #2)			10,000,000		10,000,000
Data Software Project & Deferred Maintenance (Amend #3)				17,000,000	17,000,000
<u>Fiscal Year 2021-2022 Revenue Budget @ July 1, 2021</u>	\$ 4,505,000				4,505,000
Total Revenue					<u>\$ 41,505,000</u>
<u>Funds Carried Forward:</u>					
Encumbrances brought forward		1,923,662			1,923,662
Total Funds Brought Forward @ June 30, 2022					
TOTAL AVAILABLE FUNDS @ June 30, 2022	<u>\$ 31,913,574</u>	<u>\$ 11,923,662</u>	<u>\$ 10,000,000</u>	<u>\$ 17,000,000</u>	<u>\$ 70,837,236</u>
II. EXPENDITURES					
<u>Current Expense @ July 1, 2021</u>	\$ 9,983,125				\$ 9,983,125
Data Software Project # 2			10,000,000		10,000,000
Data Software Project # 3				11,000,000	11,000,000
Adjusted Current Expenditures @ June 30, 2022					<u>\$ 30,983,125</u>
<u>Capital Outlay @ July 1, 2021</u>	\$ 21,930,449				\$ 21,930,449
Encumbrance Brought Forward		1,923,662			1,923,662
Deferred Maintenance #1		10,000,000			10,000,000
Deferred Maintenance & Technology Refresh #3				6,000,000	6,000,000
Adjusted Capital Outlay @ June 30, 2022					<u>\$ 39,854,111</u>
Total Adjusted Expenditure Budget @ June 30, 2022	<u>\$ 31,913,574</u>	<u>\$ 11,923,662</u>	<u>\$ 10,000,000</u>	<u>\$ 17,000,000</u>	<u>\$ 70,837,236</u>
III. TOTAL ACCOUNTED FOR	<u>\$ 31,913,574</u>	<u>\$ 11,923,662</u>	<u>\$ 10,000,000</u>	<u>\$ 17,000,000</u>	<u>\$ 70,837,236</u>

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

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 2021-22 fiscal year-end close and the 2022-23 fiscal year budget.

The adjustments made in Budget Amendment No. 1 are to carry forward balances and encumbrances from the 2021-22 fiscal year to the 2022-2023 fiscal year and to increase the unrestricted budget for additional estimated revenue. See attachment for detailed explanations of changes.

ECONOMIC IMPACT:

Increase FY 2022-2023 Unrestricted Current Fund revenue and expenditure budgets by \$5,996,876 and increase FY 2022-2023 Plant Fund revenue and expenditure budgets by \$14,740,374.

OBJECTIVE:




To obtain Board of Trustees approval for adjustments made in Budget Amendment No. 1.

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 FY 2022-2023 Budget Amendment No. 1.

Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President   	Date 08/17/2022

1-0-024(2/04)

HILLSBOROUGH COMMUNITY COLLEGE
Explanation of Budget Changes
Unrestricted Current Fund
Budget Amendment No. 1 (FY 2022/2023)
August 24, 2022

		Budget Amendment #1	Totals
I. AVAILABLE FUNDS			
<u>Unallocated Fund Balance</u>			
Estimated Beginning Fund Balance @ July 1, 2022	\$ 21,824,368		\$ 21,824,368
Fiscal Year 2022-23 Revenue Budget @ July 1, 2022	\$ 143,322,609		\$ 143,322,609
<u>Funds Carried Forward:</u>			
Encumbrances		2,334,702	
Facilities Rental		1,629,039	
Indirect Cost Recovery		2,033,135	
Total Funds Brought Forward @ August 24, 2022			5,996,876
Adjusted Revenue Budget @ August 24, 2022			\$ 149,319,485
TOTAL AVAILABLE FUNDS @ August 24, 2022	<u>\$ 165,146,977</u>	<u>\$ 5,996,876</u>	<u>\$ 171,143,853</u>
II. EXPENDITURES			
<u>Personnel Costs @ July 1, 2022</u>	\$ 104,128,292		\$ 104,128,292
Facilities Rental		177,603	177,603
Indirect Cost Recovery		99,228	99,228
Adjusted Personnel Budget @ August 24, 2022			\$ 104,405,123
<u>Current Expenses @ July 1, 2022</u>	\$ 38,694,317		\$ 38,694,317
Adjustments for Funds Carried Forward:			
Encumbrances		2,132,660	
Facilities Rental		1,451,436	
Indirect Cost Recovery		1,933,907	
Adjusted Current Expenditures @ August 24, 2022			\$ 44,212,320
<u>Capital Outlay @ July 1, 2022</u>	\$ 500,000		\$ 500,000
Adjustments for Funds Carried Forward:			
Encumbrances		202,042	
Indirect Cost Recovery			202,042
Adjusted Capital Outlay @ August 24, 2022		5,996,876	\$ 702,042
Total Increase in Expenditures Budget @ August 24, 2022			5,996,876
Adjusted Expenditure Budget @ August 24, 2022	143,322,609		\$ 149,319,485
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2022	<u>\$ 21,824,368</u>		<u>\$ 21,824,368</u>
TOTAL ACCOUNTED FOR	<u>\$ 165,146,977</u>	<u>\$ 5,996,876</u>	<u>\$ 171,143,853</u>

HILLSBOROUGH COMMUNITY COLLEGE
Explanation of Budget Changes
Plant Fund
Budget Amendment No. 1 (FY 2022/2023)
August 24, 2022

		Budget Amendment #1	Totals
I. AVAILABLE FUNDS			
<u>Unallocated Fund Balance</u>			
Estimated Fund Balance @ July 1, 2022	\$ 29,078,704		\$ 29,078,704
Actual Unallocated Fund Balance @ July 1, 2022			<u>\$ 29,078,704</u>
<u>Fiscal Year 2022-2023 Revenue Budget @ July 1, 2022</u>	\$ 64,745,549		\$ 64,745,549
<u>Funds Carried Forward:</u>			
Encumbrances brought forward		\$ 14,740,374	
Total Funds Brought Forward @ August 24, 2022			\$ 14,740,374
Adjusted Revenue Budget @ August 24, 2022			\$ 79,485,923
TOTAL AVAILABLE FUNDS @ August 24, 2022	<u>\$ 93,824,253</u>	<u>\$ 14,740,374</u>	<u>\$ 108,564,627</u>
II. EXPENDITURES			
<u>Current Expense Cost @ July 1, 2022</u>	\$ 19,984,418		\$ 19,984,418
Data Software Project			
Total Current Expense Cost @ August 24, 2022			<u>19,984,418</u>
<u>Capital Outlay @ July 1, 2022</u>	\$ 44,761,131		\$ 44,761,131
Adjustment @ August 24, 2022			
Encumbrance Brought Forward		14,740,374	\$ 14,740,374
Deferred Maintenance			
Adjusted Capital Outlay @ August 24, 2022		<u>14,740,374</u>	<u>59,501,505</u>
Total Increase in Expenditures Budget @ August 24, 2022			14,740,374
Total Adjusted Expenditure Budget @ August 24, 2022	<u>\$ 64,745,549</u>		<u>\$ 79,485,923</u>
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2022	<u>\$ 29,078,704</u>		<u>\$ 29,078,704</u>
TOTAL ACCOUNT FOR	<u>\$ 93,824,253</u>	<u>\$ 14,740,374</u>	<u>\$ 108,564,627</u>

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.03

BACKGROUND AND PERTINENT FACTS:

In August of 2018, the District Board of Trustees entered into a contract with Charles Perry Partners, 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. 2 to the contract is the establishment of a Guaranteed Maximum Price (GMP) in the amount of \$1,333,623 for the addition of approximately 205 parking spaces to the front yard located at the Dale Mabry Campus.

ECONOMIC IMPACT:

Funds were provided from the district-wide college projects fund.

OBJECTIVE:

To receive Board approval of Amendment No. 2 to the contract with Charles Perry Partners, Inc., establishing a Guaranteed Maximum Price in the amount of \$1,333,623 for the addition of approximately 205 parking spaces to the front yard located at the Dale Mabry Campus.

LEGAL AUTHORITY:

COE 6-2.004
FS 287.055
HCC 6HX-10.4.101

RECOMMENDATION:

The President recommends approval of Amendment No. 2 to the contract with Charles Perry Partners, Inc., establishing a Guaranteed Maximum Price in the amount of \$1,333,623 for the addition of approximately 205 parking spaces to the front yard located at the Dale Mabry Campus.

Initiator

Ben Marshall

Date

August 9, 2022

Vice President/Campus President/Director of Human Resources

Date

District President



Date 08/17/2022

1-0-024(2/04)

pckge	Description	Takeoff Quantity	Sub Cost/Unit	Sub Amount	Total Amount
01D	CONSTRUCTION TESTING, INSPECTIONS				
	Materials Testing - allowance	1.00 Allow	10,000.00 /Allow	10,000	10,000
	01D CONSTRUCTION TESTING, INSPECTIONS		/sf	10,000	10,000
31A	EARTHWORK and PAVING				
	Sitework Surveying and Layout	1.00 LS	77,445.00 /LS	77,445	77,445
	Demolition, Clear and Grub	1.00 LS	27,741.00 /LS	27,741	27,741
	Grading, Retention Ponds, Site Grades, Dewatering	1.00 LS	107,557.00 /LS	107,557	107,557
	Concrete Improvements, Sidewalk	1.00 LS	1,558.00 /LS	1,558	1,558
	Asphalt Paving, Subgrade, Striping and Signage	1.00 LS	549,826.00 /LS	549,826	549,826
	Erosion Control, SWPPP Provisions, Sod Slopes	1.00 LS	11,961.00 /LS	11,961	11,961
	31A EARTHWORK and PAVING			776,088	776,088
31B	SITE UTILITIES				
	Drainage Improvements	1.00 LS	99,051.00 /LS	99,051	99,051
	31B SITE UTILITIES			99,051	99,051
32A	FENCING				
	Temporary Fencing	1.00 LS	8,000.00 /LS	8,000	8,000
	32A FENCING			8,000	8,000
32B	LANDSCAPE				
	Landscape	1.00 LS	3,300.00 /LS	3,300	3,300
	Irrigation	1.00 LS	1,500.00 /LS	1,500	1,500
	Bahia Sod	1.00 LS	63,200.00 /LS	63,200	63,200
	32B LANDSCAPE			68,000	68,000
99B	GENERAL REQUIRMENTS				
	General Requirements	1.00 LS	15,937.00 /LS	15,937	15,937
	Staffing (General Conditions)	1.00 LS	96,675.00 /LS	96,675	96,675
	99B GENERAL REQUIRMENTS			112,612	112,612
	BASE			1,073,751	1,073,751

Estimate Totals

Description	Amount	Totals	Rate
contract bond (max 24 mo)	10,244		
builder's risk inland	5,068		0.380 \$ / 100
general liability 06.05.2020	7,015		5.260 \$ / 1,000
sdi insurance	12,975		1.350 %
	35,302	1,109,053	
owner's contingency	53,688		5.000 %
construction contingency	53,688		5.000 %
escalation	53,688		5.000 %
	161,064	1,270,117	
cm fee	63,506		5.000 %
subtotal	63,506	1,333,623	
Total		1,333,623	

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.04

BACKGROUND AND PERTINENT FACTS:

In August of 2018, the District Board of Trustees entered into a contract with Foresight Construction Group, 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. 6 to the contract is the establishment of a Guaranteed Maximum Price (GMP) in the amount of \$960,023.48 for exterior building envelope improvements to the Ybor, Faculty and Collaboration Studio buildings located at the Ybor City Campus.

ECONOMIC IMPACT:

Funds are provided from the district-wide college projects fund.

OBJECTIVE:

To receive Board approval of Amendment No. 6 to the contract with Foresight Construction Group, Inc., establishing a Guaranteed Maximum Price in the amount of \$960,023.48 for exterior building envelope improvements to the Ybor, Faculty and Collaboration Studio buildings located at the Ybor City Campus.

LEGAL AUTHORITY:

COE 6-2.004
FS 287.055
HCC 6HX-10.4.101

RECOMMENDATION:

The President recommends approval of Amendment No. 6 to the contract with Foresight Construction Group, Inc., establishing a Guaranteed Maximum Price in the amount of \$960,023.48 for exterior building envelope improvements to the Ybor, Faculty and Collaboration Studio buildings located at the Ybor City Campus.

Initiator

Ben Marshall

Date

July 26, 2022

Vice President/Campus President/Director of Human Resources

Date

District President



Date 08/17/2022

1-0-024(2/04)

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.05

BACKGROUND AND PERTINENT FACTS:

On June 24, 2022, the College advertised Request for Bids #2882-22 for qualified firms to provide heating, ventilation and air conditioning replacement services at SouthShore campus. The College received bids from two (2) firms each providing pricing. The bids were publicly opened on July 15, 2022.

FIRM	LOCATION	TOTAL PRICE
Foresight Construction Group, Inc.	Gainesville, FL	\$1,891,000
Air Mechanical & Service Corp.	Tampa, FL	\$2,348,000

The bids were reviewed by the Director of Facilities, Planning and Construction, and Anston-Greenlees Inc, the College's engineer for the project. They recommend award to **Foresight Construction Group, Inc. of Gainesville, Florida**, as the lowest responsive bidder meeting all required bid specifications for a total cost of **\$1,891,000**.

ECONOMIC IMPACT:

Funds will be provided from Coronavirus Aid, Relief, and Economic Security Act (CARES)

OBJECTIVE:

To provide all labor and materials and the performance of all work necessary or incidental to the heating, ventilation, and air conditioning replacement services at SouthShore campus.

LEGAL AUTHORITY:

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

RECOMMENDATION:

The President recommends award of Request for Bids # 2882-22 to provide all labor and materials and the performance of all work necessary or incidental services for heating, ventilation, and air conditioning replacement services SouthShore Campus to **Foresight Construction Group of Gainesville, FL**, as the lowest responsive bidder meeting all required bid specifications for a total cost of **\$1,891,000**.

Initiator

Date

Vice President/Campus President/Executive Director of Human Resources

Date

District President



Date

08/17/2022

1-0-024(2/04)

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.06

BACKGROUND AND PERTINENT FACTS:

On June 24, 2022, the College advertised Request for Bids # 2881-22 for qualified firms to provide heating, ventilation and air conditioning replacement services at The Regent, satellite facility of the HCC Brandon Campus. The College received bids from three (3) firms each providing pricing. One (1) bid was non-responsive for failure to meet the Request for Bid requirements. The bids were publicly opened on July 15, 2022.

FIRM	LOCATION	TOTAL PRICE
Foresight Construction Group, Inc.	Gainesville, FL	\$1,981,000
Air Mechanical & Service Corp.	Tampa, FL	\$2,445,926
Reno Boyd Building Company	Tampa, FL	Non-responsive

The bids were reviewed by the Director of Facilities, Planning and Construction, and Anston-Greenlees Inc, the College's engineer for the project. They recommend award to **Foresight Construction Group, Inc. of Gainesville, Florida**, as the lowest responsive bidder meeting all required bid specifications for a total cost of **\$1,981,000**.

ECONOMIC IMPACT:

Funds will be provided from the Coronavirus Aid, Relief, and Economic Security Act (CARES)

OBJECTIVE:

To provide all labor and materials and the performance of all work necessary or incidental to the heating, ventilation, and air conditioning replacement services at The Regent, satellite facility of the HCC Brandon Campus.

LEGAL AUTHORITY:

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

RECOMMENDATION:

The President recommends award of Request for Bids # 2881-22 to provide all labor and materials and the performance of all work necessary or incidental services for heating, ventilation, and air conditioning replacement services at the College's The Regent, satellite facility of the HCC Brandon Campus, to **Foresight Construction Group, Inc. of Gainesville, FL**, as the lowest responsive bidder meeting all required bid specifications for a total cost of **\$1,981,000**.

Initiator

Date

Vice President/Campus President/Executive Director of Human Resources

Date

District President



Date

08/17/2022