



# **DISTRICT BOARD OF TRUSTEES BOARD MEETING**

**SEPTEMBER 28, 2022  
4:00 PM**

## **LOCATION:**

**HCC SOUTHSORE CAMPUS, SPMF 201-202  
551 24TH STREET NE  
RUSKIN, FL 33570**

## **PUBLIC ACCESS:**

**VIA ZOOM**

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**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
WEDNESDAY, SEPTEMBER 28, 2022 – 4:00 P.M.  
SOUTHSHORE CAMPUS, SPMF 201-202  
551 24<sup>TH</sup> STREET NE, RUSKIN, FL 33570  
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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 Welcome to SouthShore Campus – Dr. China
- 1.07 Foundation Report
- 1.08 Faculty and Staff Recognitions
- 1.09 The Chair recommends adoption of the Agenda, all revisions to the Agenda and approval of all agenda items marked “**Consent**”.
- 1.10 The President recommends approval of the **August 24, 2022 Board Meeting minutes** (submitted herein for your review). 3
- 1.11 The President recommends approval **as advertised for the deletion of one (1) Administrative Rule, 6HX-10-6.15 Bookstore Refund & Buy-Back Policy.** 10

**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).

<b>CONSENT</b>	5.03 The President recommends acknowledgment of <b>employment separations</b> (submitted herein for your review).	
	5.04 The President recommends Board approval of the <b>revised 2022-2023 Salary Schedule</b> (submitted herein for your review).	20
<b>6.0</b>	<b><u>EDUCATIONAL PROGRAMS &amp; STUDENT SERVICES</u></b>	
<b>7.0</b>	<b><u>INSTITUTIONAL SERVICES</u></b>	
	7.01 The President recommends Board approval of the <b>Annual Audit of the HCC Foundation</b> (submitted herein for your review).	22
	7.02 The President recommends Board approval of the <b>HCC Foundation's use of College resources for the 2022-2023 fiscal year</b> (submitted herein for your review).	23
<b>8.0</b>	<b><u>FINANCIAL SERVICES</u></b>	
	8.01 The President recommends approval of the <b>carryforward spending plan</b> (submitted herein for your review).	24
	8.02 The President recommends approval to <b>designate \$230,000 of the unrestricted fund balance to establish a reserve for self-insurance</b> (submitted herein for your review).	25
	8.03 Informational Item Only – <b>June 2022 and July 2022 Financial Statements</b>	26
<b>9.0</b>	<b><u>ADMINISTRATIVE REPORT</u></b>	
	9.01 Marni Fuente, Director of Early Childhood & Community Initiatives, will present regarding: <b>The Quality Early Education System (QEEs) at HCC</b>	
<b>10.0</b>	<b><u>LEGAL REPORT</u></b>	
<b>11.0</b>	<b><u>HEARING OF BOARD MEMBERS</u></b>	
	11.01 Discussion: Board Priorities	
<b>12.0</b>	<b><u>ADJOURNMENT</u></b>	

## Section 1

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**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
WEDNESDAY, AUGUST 24, 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: Reverend Carl Melchior Jr., HCC Alumni and brother-in-law of Vonda Melchior, Director of Purchasing; Mrs. Joyce Covington, beloved mother of Martha Kaye Koehler, General Counsel in the President's office; Wayne Collier, beloved uncle of Martha Kaye Koehler, General Counsel in the President's office; Paul Lamison, beloved husband of Nerissa Lamison, Department Chair & Professor of Radio, TV & Broadcasting at Ybor City Campus; Aaron Wilson, beloved husband of Anita Wilson, Testing Assistant at Brandon Campus; Bernardo Pendino Albano, beloved father of Mechel Albano, Assistant Dean of Academic Affairs at Plant City Campus; Arnold Fields, beloved father of Linda Edwards, Campus Services Manager, District Office; Eleanor Nobles, beloved mother of Yoshimura Downs, Student Services Manager at SouthShore Campus; Raquel Pinero, beloved mother of Joe Pinero, College Locksmith; All who recently passed away, in your thoughts and prayers.

**1.03 Pledge of Allegiance**

**1.04 Roll Call**

The following Trustees were in attendance:

- Chip Diehl
- Nancy Watkins
- Greg Celestan
- Brian Lametto
- Aakash Patel
- Juan Penagos

Dr. Atwater introduced two new administrators, Dr. Larissa Baía, Ybor City Campus President & Mr. Greg Rose, VP for Administration/Chief Financial Officer. Mr. Rose gave a short bio of himself to the Board before thanking Mr. Ken Burdzinski for the help during transition. Dr. Atwater also thanked Mr. Burdzinski as well as Mr. Dustin Lemke for their excellence as interims during the search process.

1.04.01 Trustee Diehl administered the Oath of Office to the new Student Trustee, Mr. Juan Penagos.

1.04.02 Trustee Diehl passed the gavel to Nancy Watkins as the new Board Chair.

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

1.06.01 Steve Shear, Executive Director of the Foundation, introduced the new Foundation Board Chair, Mr. Eric Bailey. Mr. Bailey addressed the board and shared his passion for HCC (as an alum). He also shared the goals of the Foundation for the upcoming year. Mr. Bailey announced a major gift from JP Morgan Chase of \$350K to support diversity in FIN TECH positions.

1.06.02 The Foundation Report was sent to the Board under separate cover. A summary of year end financials included:

- \$2.39M YTD in Donations, 134% higher than last year.
- \$5.08M in Total Revenue, 68% higher than last year.
- (\$1.85M) Investment Earnings; Down 157%.
- \$15.5M in Net Assets down 4%.

1.06.03 Fundraising Highlights include:

- Total revenue of over \$5M. Largest amount in a non-capital campaign year.
- Awarded over \$1M in scholarships- our second largest total ever.
- Had an 29% increase in dollars raised in our internal campaign.
- Increased planned giving members by 33%.
- Record amounts raised in our Fishing and Golf Tournaments.

1.06.04 Upcoming events:

- Professor Emeritus Luncheon, Columbia Restaurant, September 15, 2022.
- Inshore Fishing Tournament, Westshore Yacht Club, October 7, 2022.
- Presidential Showcase, Armature Works, November 10, 2022.
- Golf Tournament, Tampa Palms Golf & Country Club, February 13, 2023.

1.07 Faculty, Staff and Student Recognitions

Ashley Thomas, Executive Director of Marketing and Public Relations, provided the following Faculty, Staff and Student recognitions:

1.07.01 The Counseling & Human Services Program, located at the Dale Mabry Campus, was recently reaccredited, without any conditions, by the Council for Standards in Human Service Education. Of the fourteen similar programs in Florida, HCC is the only one that is nationally accredited and has been since 1980. No program in the country has been accredited longer. **Dr. William Day** is the program manager.

- 1.07.02 Nursing Faculty who have earned their Doctoral degrees: **Dr. Cynthia Dubs, Dr. Shania Matthews, Dr. Mary Watts, Dr. Kathryn McGill.**
- 1.07.03 **Dr. Gina Ricard**, Program Manager and Faculty in the Respiratory Care Program has been appointed the President-Elect for the Florida Society for Respiratory Care (FSRC).
- 1.07.04 **Laurie Pierce** was appointed President on the board of directors of the "Professional Opticians of Florida", which is the state Opticians association.
- 1.07.05 As the DALH Simulation Center moves to seeking accreditation status, HCC is preparing personnel to have the appropriate qualifications. The following individuals have obtained the Certified Healthcare Simulation Operations Specialist (CHSOS) credential: **Shannon Burns, Nanette Pidala, and Melodie Rivernbark.** The following individuals have obtained the Certified Health Simulation Educator (CHSE) credential: **Laura Lewicki, Patricia Walton, Sheila Hajari, Gina Ricard, Teresa Hesse.**
- 1.07.06 Dale Mabry student, **Michael Rodriguez**, has been selected from more than 1300 applicants as a **2022 Coca-Cola Leaders of Promise Scholar** and will receive a **\$1,000 scholarship.** The Leaders of Promise Scholarship, sponsored by the Coca-Cola Scholars Foundation, recognizes 200 Phi Theta Kappa members with awards totaling \$200,000. Twenty-five of these scholarships are earmarked for Society members who are active personnel or veterans of the U.S. Military. They are selected based on outstanding academic achievement and demonstrated leadership potential.
- 1.07.07 Nine faculty members received the full Association of College and University Educators (ACUE) Certificate in Effective College Instruction. Endorsed by the American Council on Education, this certification includes the completion of four courses during 2021-22 for a total of 56 hours of professional development. Each of these nine faculty/staff completed courses in Creating an Inclusive and Supportive Online Learning Environment, Promoting Active Learning Online, Inspiring Inquiry and Preparing Lifelong Learners, and Designing Learner-centered Online Courses.
- Deborah Barr – Dale Mabry Campus
  - Jean Danic – Dale Mabry Campus
  - Christian Hazzi – Plant City Campus Adjunct
  - Sophia Kowalski – CITT Instructional Designer and Adjunct
  - Jody Land – CITT Instructional Designer and Adjunct
  - Michelle Loudermilk – Dale Mabry Campus Adjunct
  - Tina Majchrzak – Dale Mabry Campus
  - Cynthia Moore – Ybor City Campus
  - Megan Wiedeman – CITT Instructional Designer and Adjunct
- 1.07.08 Dale Mabry Campus President **Dr. Paige Niehaus** has been selected as one of 26 for the 2022-23 class of the Aspen New Presidents Fellowship. This program, supported by JPMorgan Chase, supports community college presidents in the early years of their tenure as they work to achieve higher and more equitable levels of student success. The fellows, selected through a competitive process, will work closely with other transformational community college presidents and Aspen leaders over nine months to learn from field-leading research, analyze their colleges' student outcomes, and clarify their visions for excellent and equitable outcomes for students while in college and after they graduate.

- 1.07.09 Brandon Campus President **Dr. Deb Kish** was appointed to the American Association of Community College's Commission on Public Relations Advocacy and Advancement for 2022-2025.
- 1.07.10 Brandon Math Faculty **Dr. Shawn Robinson** was installed as the Florida Kiwanis Division 14 Lt. Governor for 2022-2023 at the Florida District Convention on August 6th. Division 14 covers Kiwanis Clubs in Hillsborough County. His term starts October 1st. Dr. Robinson was also selected as a Finalist in the American Book Fest's 2022 International Book Awards Competition in the Novella Category for *She Folds: The Last Poker Night and Launder Care: The Mob Takes from Babies*.
- 1.07.11 Brandon Academic Success Center Tutor **Daniel Cardwell** was accepted into the Scholars Program of the Florida Bar's Business Law Section. They are giving him a stipend to attend a conference in September to participate in two BLS committees as well as other programming. The Florida Bar recognized him on their social media pages and congratulated him on being accepted.
- 1.07.12 Brandon English faculty **Chrissy Connor's** article, "Deciduous" was accepted into the award-winning science fiction publication *The Magazine of Fantasy and Science Fiction* (September/October 2023).
- 1.07.13 SouthShore Adjunct Political Science Faculty **Dr. T. Adam Golob**, has published a new book *Gang Strategies in the Northern Triangle: Coerced Criminality as a Form of Human Trafficking* through Rowman & Littlefield Publishing.
- 1.07.14 SouthShore Nursing Faculty Professor **Amanda de la Serna** presented a poster session at the Association of Women's Health, Obstetric and Neonatal Nurses (AWHONN) 2022 Florida Conference last month.
- 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 Celestan after due discussion and consideration, approval was given by aye vote of all members present.
- 1.09 The President recommended approval of the **June 22, 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.
- 1.10 The President recommended approval to **advertise the deletion of Administrative Rule 6HX-10-6.15, Bookstore Refund and Buy Back Policy**.
- 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.

## **2.0 HEARING OF STUDENTS**

## **3.0 HEARING OF CITIZENS**



#### **4.0 HEARING OF FACULTY AND STAFF**

- 4.01 The following Faculty members addressed the Board regarding FUSA Bargaining:

Sheryl Sippel  
Rick Gaspar  
Jeremy Bullian  
Cheri Borman  
Kathryn Smith  
Janet Sibol  
Krista Noren-Santmyer  
Danielle Clark  
Gina Oviedo-Martinez  
Christopher Lue  
Ashley Harrier (written via email)

#### **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 **implementation of full-time SEIU staff increases** retroactive to July 1, 2022.

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

- 5.05 The President recommended approval of the updated **2022-2023 Salary Schedule** (refer to June 2022 Agenda).

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.

## 6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

## 7.0 INSTITUTIONAL SERVICES

## 8.0 FINANCIAL SERVICES

- 8.01 The President recommended 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).

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 FY 2022-2023 Budget Amendment No. 1 to carry forward balances and encumbrances from the 2021-2022 fiscal year to the 2022-2023 fiscal year and to increase the unrestricted budget for additional estimated revenue.

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

- 8.03 The President recommended approval of Amendment No. 2 to 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.

Trustee Diehl 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 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.

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

- 8.05 The President recommended 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 at the 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**

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.

- 8.06 The President recommended 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**

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

## **9.0 ADMINISTRATIVE REPORT**

- 9.01 ACCT Reminder. October 26 – 30<sup>th</sup> in NY, NY.
- 9.02 BOT September Meeting is at South Shore Campus.
- 9.03 Enrollment Blast – We are running about 2-3% ahead in enrollment.

## **10.0 LEGAL REPORT**

## **11.0 HEARING OF BOARD MEMBERS**

- 11.01 Trustee Patel welcomed Juan Penagos to the Board. He also Congratulated Dr. Niehaus for starting Leadership Tampa this evening. He mentioned Professor Andy Gold and the event coming up on September 2<sup>nd</sup>, Susie Steiner Breakfast.
- 11.02 Trustee Diehl Welcomed Greg Rose and Juan Penagos. He wished everyone a Happy Labor Day.
- 11.03 Trustee Penagos noted that he is very excited to be on the Board. He has already toured three campuses. He thanked the Faculty for all they do for the students and the college. He also thanked the Board for how well they manage the college.
- 11.04 Trustee Watkins welcomed everyone back to the new school year. Thanked all the faculty members that attended and spoke.

## **12.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 5:10 p.m.

## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 1.11**

### BACKGROUND AND PERTINENT FACTS:

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

### ECONOMIC IMPACT:

None.

### OBJECTIVE:

Approval as advertised to delete one (1) administrative rule.

### LEGAL AUTHORITY:

FS 1001.64; 1001.65

### RECOMMENDATION:

The President recommends approval as advertised for the deletion of one (1) administrative rule, *6HX-10-6.15 Bookstore Refund & Buy-Back Policy*.

**Initiator**

**Date**

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

**Date**

**District President**



**Date**

9/20/2022

1-0-024(2/04)

## **Section 2-4**

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## Section 5

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**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES****Agenda Number: 5.01****CONSENT****BACKGROUND AND PERTINENT FACTS:**

These are personnel appointments for budgeted full-time positions.

**ECONOMIC IMPACT:**

All 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**

9/20/2022

1-0-024 (2/04)



**FULL-TIME APPOINTMENTS**  
**SEPTEMBER 28, 2022 BOARD MEETING**

**ADMINISTRATOR**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Doss, Dionna	Associate VP, Associate in Arts Program	AFC0400001	District	09/01/22

**FACULTY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Sharabyani, Abdolhossein*	Architectural Construction Instructor	FFC30085	Dale Mabry	08/11/22

**STAFF EXEMPT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Bowman, Nakol*	Financial Aid Manager	EFC1000098	Dale Mabry	09/22/22
Delay, Timothy	Academic Advisor	EFC0600100	Dale Mabry	09/01/22
Exume, Erline	Human Resources Analyst	EFC0800090	District	09/12/22
Heller, Paula**	Financial Services Manager II	EFC11V0003	District	08/25/22
Heydeman, Dominic	Financial Aid Counselor	EFC0600056	Plant City	09/01/22
Hudson, Danyel	Financial Services Manager	EFC1000102	District	08/19/22
Johnson, Kaitlyn	Financial Aid Counselor	EFC0600056	Dale Mabry	09/07/22
Kovtun, Irene	Financial Aid Counselor	EFC0600022	Brandon	09/08/22
Montgomery, Chelsie**	Enrollment Development Coordinator	EFC08V0014	Ybor City	09/01/22
Newell, David	Assistant Dean	EFC1200049	Dale Mabry	09/06/22
Shah, Suvarna*	Online Academic Advisor	EFC06T001	Dale Mabry	09/01/22
Smith, Candra	Accountant	EFC0600054	District	09/09/22
Smith, Hannah	Job Placement Assistant	EFC0600128	Plant City	08/25/22

\*Full-Time Temporary

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

**FULL-TIME APPOINTMENTS**  
**SEPTEMBER 28, 2022 BOARD MEETING**

**STAFF NON-EXEMPT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Cisneros, Anais	Information Technology Technician	NFC0600009	Plant City	09/08/22
Torres, Adrian	Information Technology Technician	NFC0600012	Brandon	09/08/22
Underwood, Janice*	Executive Staff Assistant	NFC0400006	District	09/08/22
Zayas, Robert	Campus Facilities Worker	NFC0100008	Dale Mabry	08/30/22

**PROMOTION**

<b><u>NAME</u></b>	<b><u>FROM</u></b>	<b><u>CAMPUS</u></b>	<b><u>TO</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Collins, Beverly	Student Svcs. Advising Generalist	Ybor City	Svcs. For Students with Disabilities Coordinator	Brandon	09/19/22
Hartzog, Susan	Accounting Technician	District	Accountant II	District	08/11/22

\*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.

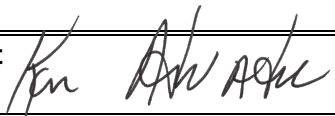
Initiator

Date

Vice President/Campus President/Exec Dir of Human Resources

Date

District President



Date

9/20/2022

1-0-024(2/04)

**PART-TIME APPOINTMENTS**  
**SEPTEMBER 28, 2022 BOARD MEETING**

**FACULTY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>
Barnes, Lori	Adj Allied Health Instructor III	FPNN0077	Dale Mabry	08/31/22
Berry, Karla	Adj Nursing Instructor	FPNC0069	Dale Mabry	08/29/22
Blair, Amber	Adj Music Instructor	FPNC0266	Ybor City	08/31/22
Bowen, Kristin	Adj Nursing Instructor	FPNC0069	Dale Mabry	09/07/22
Burrison, Charlotte	Adj Nursing Instructor	FPNC0069	Dale Mabry	09/06/22
Butler, Tiffany	Adj Nursing Instructor	FPNC0069	Dale Mabry	09/13/22
Caravella, Kristi	Adj Speech Instructor	FPNC0079	Dale Mabry	08/10/22
Cates, Gillian	Adj Earth Science Instructor	FPNC0528	Dale Mabry	09/07/22
Crawley, Meagan	Adj Nursing Instructor	FPNC0069	Dale Mabry	09/07/22
Emory, Jason	Adj Psychology Instructor	FPNC0146	Plant City	08/31/22
Firgens, Benjamin	Adj Speech Instructor	FPNC0011	Brandon	09/20/22
Harrison, Malikita	Adj Nursing Instructor	FPNC0069	Dale Mabry	09/12/22
Johns, Steven	Adj Biological Sciences Instr.	FPNC0115	Plant City	08/31/22
Kline, Rebecca	Adj Nursing Instructor	FPNC0069	Dale Mabry	08/25/22
Lutz, Kristina	Adj Nursing Instructor	FPNC0069	Dale Mabry	09/12/22
Malinowski, Krystyna	Adj Respiratory Therapy Instr.	FPNC0529	Dale Mabry	09/13/22
Moss, Krista	Adj Nursing Instructor	FPNC0069	Dale Mabry	08/29/22
Odom, Darci	Adj Anthropology Instructor	FPNC0326	Brandon	09/02/22
Pascal, Tamika	Adj Political Science Instructor	FPNC0277	Ybor City	09/07/22
Sabo, Gail	Adj Psychology Instructor	FPNC0052	Dale Mabry	08/25/22
Salazar, Francisco	Adj Psychology Instructor	FPNC0034	Plant City	09/13/22
Saleh, Mahmoud	Adj Chemistry Instructor	FPNC0290	Brandon	09/13/22
Sistrunk, Kaleb	Adj Nursing Instructor	FPNC0069	Dale Mabry	08/25/22
Smith, Molly	Adj Speech Instructor	FPNC0011	Brandon	09/13/22
Stanley, Tracy	Adj Education Instructor	FPNC0408	SouthShore	09/13/22
Starzhevskiy, Alexandra	Adj Nursing Instructor	FPNC0069	Dale Mabry	09/01/22
Tate, Breanna	Adj Respiratory Therapy Instr.	FPNC0286	Dale Mabry	08/25/22
Tenn, Brian	Adj Apprentice Instructor	FPNN0040	Plant City	09/02/22
Thompson, Amber	Adj Respiratory Therapy Instr.	FPNC0529	Dale Mabry	08/26/22
Walston, Sarah	Adj Dance Instructor	FPNC0421	Ybor City	09/01/22

\* Part-Time Temporary/Grant Funded

**PART-TIME APPOINTMENTS**  
**SEPTEMBER 28, 2022 BOARD MEETING**

Williams, Leslie	Adj	Psychology Instructor	FPNC0301	Ybor City	09/09/22
Williamson, Jessica	Adj	Dance Instructor	FPNC0421	Ybor City	08/26/22

**NON-FACULTY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>
Bautista, Daniela	PT Assistant Coach	ZPP30106	Dale Mabry	08/30/22
Blincoe, Russell	PT Technician	ZPP20112	Plant City	09/13/22
Chapman, Edward	PT Associate	ZPP50033	Dale Mabry	09/08/22
Estes, Hailey	PT Technician	ZPP20111	Dale Mabry	09/01/22
Fortney, Catherine	PT Technician	ZPP20109	Ybor City	09/08/22
Galvez, William	PT Technician	ZPP20112	Plant City	09/08/22
Igarzabal, Facundo	PT Technician	ZPP20096	Dale Mabry	09/06/22
Lackore, Carolyn	PT Associate	ZPP50052	Dale Mabry	09/13/22
Lawson, Denise	PT Advanced Technician	ZPP30080	SouthShore	09/08/22
Mahoney, Terry	PT Associate	ZPP50033	Dale Mabry	09/06/22
Mastorides, Laura	PT Associate	ZPP50052	Dale Mabry	08/24/22
Parker, Devontae	PT Associate	ZPP50052	Dale Mabry	09/12/22
Rives, Jake	PT Associate	ZPP50033	Dale Mabry	09/12/22
Saavedra, Ronaldo	PT Technician	ZPP20130	SouthShore	09/08/22
Zilbar, Adam	PT Assistant Coach	ZPP30106	Dale Mabry	09/08/22

**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:**

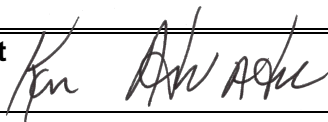
To acknowledge separations.

**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**

9/20/2022

1-0-024 (2/04)

**FULL-TIME SEPARATIONS**  
**SEPTEMBER 28, 2022 BOARD MEETING**

**RESIGNATION**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>	<b><u>END DATE</u></b>
Davis, Autumn	Academic Advisor	Plant City	03/23/17	08/19/22
Furr, Alyssa	Academic Records Associate	Collaboration Studio	03/25/21	08/31/22
Kornegay, William**	Job Placement Assistant	Dale Mabry	09/18/20	09/09/22
Lalonde, Ronald	PSAV Trainer II	Ybor City	10/03/19	09/01/22
Martinez, Shalimar	Financial Aid Manager	Collaboration Studio	11/07/19	09/21/22

**RETIREMENT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>	<b><u>END DATE</u></b>
Hamilton Guenther, Laura	Lab Supervisor	Brandon	05/29/97	10/05/22
Sawyers, Desmond	English Instructor	Brandon	08/20/07	09/09/22

\* Full-Time Temporary

\*\* Full-Time Temporary/Grant Funded

## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 5.04**

### BACKGROUND AND PERTINENT FACTS:

Under Florida law, the minimum wage in Florida is required to go up \$1.00 per year until it reaches \$15.00 per hour in 2026. Currently, the Florida minimum wage is \$10.00 per hour and is required to go up to \$11.00 per hour on September 30, 2022. The College previously updated the minimum wage for all full-time employees to exceed the \$15.00 per hour requirement.

This item provides revision to the Salary Schedule for FY 2022-2023 to update minimum wage for **part-time employees** to \$11.00 per hour in accordance with Florida law effective September 30, 2022.

### ECONOMIC IMPACT:

Funds used for these items are currently budgeted and estimated to cost \$100,000.

### 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 revised 2022-2023 Salary Schedule (submitted herein for your review).

Initiator	Date
Vice President/ President/Exec Dir of Human Resources	Date
District President 	Date 9/20/2022

1-0-024 (2/04)



## Section 6

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## Section 7

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## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 7.01**

### BACKGROUND AND PERTINENT FACTS:

Pursuant to the state law, the Hillsborough Community College Foundation's annual Audit for the Fiscal Year 2021-2022 is submitted for the Board's acceptance. The Board is asked to review and accept the following:

- College support of direct support organization's operating expenses
- Annual change in the direct support organization's net assets
- Direct-Support Organization's ability to cover indebtedness (both current and projected)

### ECONOMIC IMPACT:

NONE

### OBJECTIVE:

To submit the Fiscal Year 2021-2022 annual Audit of the Hillsborough Community College Foundation, Inc. to the HCC Board of Trustees for acceptance as required by state law.

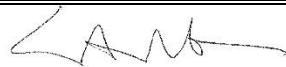
### LEGAL AUTHORITY:

F.S. 1004.64;1001.65;1004.70  
SBE 6A-14.0261

### RECOMMENDATION:

The President recommends the Board of Trustees review and accept the annual audit of the Hillsborough Community College Foundation, Inc. for the Fiscal Year 2021-2022.

**Initiator** Stephen C. Shear



**Date**

09/15/2022

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

**Date**

**District President**



**Date**

9/20/2022

## 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 Board-approved public purposes consistent with the mission, vision and values of the College.

For fiscal year 2022-23, 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 2022-23 fiscal year.

### LEGAL AUTHORITY:

1001.64; 1001.65

### RECOMMENDATION:

The President recommends approval of the Foundation's use of College resources for the 2022-23 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:

Stephen C. Shear



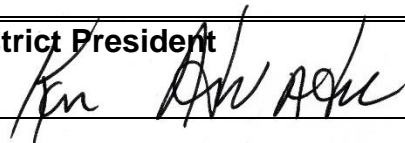
#### Date

09/20/22

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

#### Date

#### District President



#### Date

09/20/22

## Section 8

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## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 8.01**

### BACKGROUND AND PERTINENT FACTS:

Florida Statute 1013.841 requires Florida Colleges with over 15,000 FTE to maintain a minimum carryforward balance of at least 7%. Each Florida College System institution that retains a state operating fund carryforward balance in excess of the 7% minimum is required to submit a spending plan to their Board for its excess carryforward balance for review and approval by September 30, 2022.

Once approved, the spending plan will be forwarded to the State Board of Education by no later than November 15, 2022.

On June 30, 2021, HCC's carryforward balance was \$24,607,389. The required 7% carryforward is \$12,721,696; therefore, HCC has \$11,885,693 in carryforward balance in excess of the 7%.

The carryforward spending plan proposed by the administration is attached.

### ECONOMIC IMPACT:

Dependent on the actual amount of spending of the carryforward fund balance.

### OBJECTIVE:

To obtain Board approval for the carryforward spending plan.

### LEGAL AUTHORITY:

FS 1014.841

### RECOMMENDATION:

The President recommends approval of the attached carryforward spending plan.

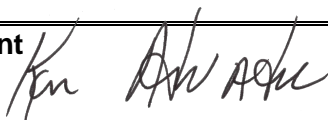
**Initiator**

**Date**

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


**Date**

**District President**



**Date**

9/20/2022

<b>RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES</b>	
<b>Agenda Number: 8.02</b>	
<b>BACKGROUND AND PERTINENT FACTS:</b>	
<p>At the March 2022 meeting of the Board of Trustees, the Board approved an individual self-insured program to provide health insurance for Hillsborough Community College (HCC) employees, retirees, former employees, and their dependents. HCC contracted with a service provider for administrative services and reinsurance/stop loss coverage effective July 1, 2022.</p> <p>The plan is provided by an insurance company licensed by the Florida Department of Financial Services, Office of Insurance Regulation. The College contributes employee premiums as a fringe benefit. Employee dependent coverage is by payroll deduction and coverage for retirees, former employees, and their dependents is by prepaid premium.</p> <p>A reserve in the amount of \$1,368,145 is required by the state to be on hand as of July 1, 2022. A reserve in the amount of \$2,230,000 is being recommended for any potential losses during the 2022-23 fiscal year. To fund the reserve, \$2,230,000 of the unrestricted fund balance will be designated for self-insurance.</p>	
<b>ECONOMIC IMPACT:</b>	
<p>Increase Board designated fund balance by \$230,000 and decrease unallocated fund balance by \$230,000.</p>	
<b>OBJECTIVE:</b>	
<p>To obtain Board approval of the recommended reserve for self-insurance.</p>	
<b>LEGAL AUTHORITY:</b>	
<p>FS 1001.64, 1001.65, 112.08</p>	
<b>RECOMMENDATION:</b>	
<p>The President recommends designating \$230,000 of the unrestricted fund balance to establish a reserve for self-insurance.</p>	
<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
<b>District President</b> 	<b>Date</b> 9/20/2022



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

**Agenda Number: 8.03**

**INFORMATION ITEMS ONLY**  
**MONTHLY FINANCIAL STATEMENTS**

The Board has requested the monthly financial statements be submitted as informational only for their review. The financial statements for the months of June 2022 and July 2022 are included herewith.

**LEGAL AUTHORITY:**

Sections 1001.64; 1001.65 Florida Statutes

**Initiator**

**Date**

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

**Date**

**District President**



**Date**

9/20/2022

1-0-024(2/04)