DISTRICT BOARD OF TRUSTEES
BOARD MEETING

MARCH 22, 2023
4:00 PM

LOCATION:

HILLBOROUGH COMMUNITY COLLEGE
YBOR CITY CAMPUS, YBOR ROOM
2112 N. 15TH STREET
TAMPA, FL 33605

PUBLIC ACCESS:

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HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, MARCH 22, 2023 – 4:00 P.M.
YBOR CITY CAMPUS, YBOR ROOM
2112 N. 15TH STREET
TAMPA, FL 33606

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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 Ybor City Campus - Dr. Larissa Baía

1.06 Foundation Report

1.07 Faculty and Staff Recognitions

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

1.09 The President recommends approval of the **February 22, 2023 Board Meeting minutes** (submitted herein for your review). 4

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). 10

CONSENT 5.02 The President recommends approval of individuals for **part-time employment** during Term 23/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review). 12

CONSENT 5.03 The President recommends acknowledgment of **employment separations** (submitted herein for your review). 14

5.04 The President recommends approval of a one (1) year extension to the dental and vision contract with Humana (submitted herein for your review). 16

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

CONSENT 6.01 The President recommends approval of the **reduced course fee to be effective FA/23,** unless otherwise noted (submitted herein for your review). 17

6.02 The President recommends approval of the **2023 – 2024 College Calendar** (submitted herein for your review). 20

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

8.01 The President recommends acceptance of the **Financial Statements Audit Report No. 2023-120 for the Fiscal Year Ended June 30, 2022** (submitted herein for your review). 28

8.02 The President recommends approval of the **supplemental survey to amend the College's August 1, 2020 Educational Plant Survey and submit it to the Office of Educational Facilities, Florida Department of Education for validation** (submitted herein for your review). 29

8.03 Informational Item Only – **January 2023 Financial Statements.** 30

9.0 ADMINISTRATIVE REPORT

9.01 Health Insurance Presentation, 2023-2024 Medical Renewal.

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, FEBRUARY 22, 2023 – 4:00 P.M.
PLANT CITY CAMPUS, TRINKLE CENTER
1206 N. PARK ROAD
PLANT CITY, FLORIDA 33596
MINUTES

1.0 GENERAL FUNCTIONS

1.01 Call to Order

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

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

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

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Dr. Marty Clay welcomed the Board to Plant City Campus. He introduced Star Schmidt, MacDill Satellite Campus Manager, who presented a power point giving an overview of HCC's presence on MacDill Air Force Base. She introduced HCC Professor Paul Flaherty, Meteorology Adjunct Professor, who is a Hurricane Hunter and Supervisory Meteorologist with NOAA. He presented a power point outlining many of the different aspects of his experiences that he shares with his students in his courses. Trustee Watkins commented that she can see he really enjoys his work and that it is a huge benefit to our students.

1.07 Foundation Report

Presenting for Steve Shear: Angela Eveillard, Interim Executive Director of Marketing and Public relations, provided the Board with a brief update of the HCCF activities and support.

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

- $1.31M YTD in donations; up 22% above budget.
- $138K YTD in gains on investments due to market gains.
- 2.45M YTD Total Revenues; up 8% over budget.

- $16.39M Ending Net Assets up 1% from last year.

1.07.02 Fundraising and Events

- We secured a $56,000 gift from the Steinbrenner Family. Also, the New York Yankees and their CFO Tony Bruno donated over $40,000 to our baseball team to make a locker room, coaches offices, and improve our practice field on their property.
- Our Board Governance Committee has started the process of seeking new board members. We are looking for 6-8 new board members with an emphasis on representation from the automobile, culinary, and hospitality industries.
- Presidential Showcase, March 29, 2023 at Armature Works.
- Scholarship Partners Breakfast, September 15, 2023, location TBA.
- Hawks, Line and Sinker Fishing Tournament, October 27, 2023 at Hula Bay Club.
- HCC Golf Classic, December 4, 2023 at Tampa Palms Golf & Country Club.

1.08 Faculty, Staff and Student Recognitions

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

1.08.01 **Sheila McCants** was recognized as a 2023 City of Tampa Black History Program Honoree. She was one of twelve individuals to receive this honor.

1.08.02 **Rich Senker** was recently selected to serve on the MacDonald Training Center, Inc. (MTC) board. MTC is celebrating their 70th Anniversary of supporting and empowering people with disabilities in Tampa Bay.

1.08.03 Visual Arts Instructor **Omar Richardson** came in second place on February 2 for his mixed media printmaking piece entitled, “Facing the Truth,” in the Visions in Black Art Exhibition in Sarasota, Florida.

1.08.04 **Gina Ricard** was elected as the Florida Society of Respiratory Care, President-elect. Her two-year term starts in July.

1.08.05 **Thomas Neff** was elected chair of the COA (Commission on Opticianry Accreditation) Commission on Opticianry Education. He will serve a one-year term.

1.08.06 **Dr. Paul Nagy**, Vice President of Strategic Planning & Analysis, has been invited to speak at SAS Innovate. SAS Innovate is a global convening of business leaders across six industrial tracks committed to “changing the world.”

1.08.07 **Dr. Dawn Herd-Clark** co-authored an article in January of this year. Alongside Felicia Jamison, the article “Claudius Turner, the Dorchester Cooperative Movement, and African Americans in Liberty County, Georgia,” was published in the Journal of the Georgia Association of Historians.

1.08.08 **Simone Wood and Stephanie Walters** incorporated the Florida Ready to Work program in their basic skills and soft skills instruction. Their students earned a total of 134 soft skills credentials between July – December 2022. HCC received $1,340 in performance bonus funding from the Florida Ready to Work program.

1.08.09 **Josh Hill and Dr. Kristin Heathcock** are presenting at the AACC Conference in Denver in April on Open Educational Resources.

DRAFT

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

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

1.10 The President recommended approval of the **December 7, 2022 Board Meeting Minutes and January 18, 2023 Special Board Meeting minutes.**

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.

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
Richard Gaspar
Johana Meleńdez
Jeremy Bullian
Janet Willman
Anthony Buonaquisti
Phillip Chamberlin
Jeff Rubenstein
Tina Fujita

5.0 HUMAN RESOURCES

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

5.02 The President recommended approval of **part-time faculty and staff employment** recommendations for Term 23/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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

DRAFT

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01 The President recommended approval of the **course modifications, course deletion, program modifications, and college-wide seat capacity requests to be effective FA/23,** unless otherwise noted**.**

6.02 The President recommended approval of the **reduced course fee to be effective FA/23**, unless otherwise noted.

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.

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

8.01 Informational Item Only - **November 2022 and December 2022 Financial Statements**

9.0 ADMINISTRATIVE REPORT

9.01 Dr. Atwater invited Eric Johnson, Director of Community and Government Relations (attending virtually) to provide the Board with a Legislative update. Mr. Johnson thanked all the Trustees that attended the ACCT Legislative Summit in Washington DC. He briefly explained the colleges Legislative Agenda for appropriations for the 2023 legislative session which is about to begin. He presented a power point outlining what we are advocating regarding HCC. Trustee Celestan asked when these priorities will be approved. Mr. Johnson explained the budget process of approving proposed priorities and that the State's budget usually takes effect on July 1st. It will most likely be the end of May or beginning of June before we know what the budget will look like. Dr. Atwater explained that we will have two budget workshop meetings with the board leading up to bringing a balanced budget to the Board in June.

Dr. Atwater asked to please let us know if any of the Trustees are planning to go to Tallahassee to advocate for HCC. We want to ensure we are talking to the right people and advocating for the same things.

9.02 Dr. Paul Nagy provided an overview of the Grants Report that was distributed to each Board Member.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Trustee Patel congratulated Dr. Atwater for his Power 100: Tampa Bay's most influential business leaders of 2022 honor. He added that he was looking forward to BBCB.

DRAFT

11.02 Student Trustee Penagos thanked Plant City Campus for hosting the Somos HCC Bilingual Awareness Night. He also congratulated Getulio Gonzalez-Mulattieri for receiving the MaryJo Henderson Scholarship as well as 2nd Place winner of the FCHC Fine Arts Contest Jillian Ireland and 3rd Place winner of the FCHC Fine Arts Contest - Sidney Martin. Roundtable Discussion - "The Journey of an Honors Leader" led by Juan Sebastian Penagos Marquez, Catherine OBrien, and Heidy Mendoza. Poster Presentation - "Daily Activity and Household Robots" by Melissa Fayo Guzman. He gave a special thank you to Angela Mick and Kara Horwood for chaperoning and moderating sessions, as well as, Director Kaya Hamer-Small and honors faculty who presented this opportunity and helped the group have a successful conference experience.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:37 p.m.

DRAFT

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** 3/10/23

1-0-024(2/04)

FULL-TIME APPOINTMENTS
MARCH 22, 2023 BOARD MEETING

FACULTY

NAME	TITLE	POSITION #	CAMPUS	START DATE
Barther-Gordon, Ronnette	Counselor	FFC30107	Ybor City	03/09/23

STAFF EXEMPT

NAME	TITLE	POSITION #	CAMPUS	START DATE
Cunningham, Jeremy*	Theater Coordinator	EFC0800069	Ybor City	02/23/23
Jordan, Brenda	Program Analyst	EFC0600129	Collaboration	03/02/23

STAFF NON-EXEMPT

NAME	TITLE	POSITION #	CAMPUS	START DATE
Brown, Sheila	Campus Business Assistant	NFC0400056	Ybor City	03/02/23
Johnson, Sonya	Learning Resources Technician/District	NFC0300113	Plant City	03/20/23

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

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.02 **CONSENT**

BACKGROUND AND PERTINENT FACTS:

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

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (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 23/SP (submitted herein for your review). Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Initiator	**Date**
Vice President/Campus President/Exec Dir of Human Resources	**Date**
District President	**Date** 03/10/23

1-0-024(2/04)

PART-TIME APPOINTMENTS
MARCH 22, 2023 BOARD MEETING

FACULTY

NAME	TITLE		POSITION #	CAMPUS	BEGIN DATE
Draskovich, Alicia	Adj	Radiation Therapy Instructor	FPNC0090	Dale Mabry	03/02/23
Swope, August	Adj	Nursing Instructor	FPNC0472	Dale Mabry	02/23/23

NON-FACULTY

NAME	TITLE		POSITION #	CAMPUS	BEGIN DATE
Boyle, Bernadette	PT	Advanced Technician	ZPP30228	District	02/23/23
Cooey, Rylee	PT	Advanced Technician	ZPP30053	Brandon	03/02/23
Crelier, Leonardo	PT	Technician	ZPP20096	Dale Mabry	03/06/23
Hostetler, Michelle	PT	Associate	ZPP50053	Dale Mabry	03/01/23
Moeller, Cameron	PT	Technician	ZPP20138	Ybor City	02/28/23
Silsby Mannerud, Celeste	PT	Specialist	ZPP40092	Ybor City	02/22/23
Tran, Monica	PT	Technician	ZPP20079	Dale Mabry	02/23/23
Wilson, Olivia	PT	Technician	ZPP20064	Ybor City	02/27/23
Xie, Xiong Fei	PT	Advanced Technician	ZPP30005	Dale Mabry	03/02/23

** Part-Time Temporary/Grant Funded*

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.03 **CONSENT**

BACKGROUND AND PERTINENT FACTS:

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

ECONOMIC IMPACT:

None.

OBJECTIVE:

To acknowledge separations.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

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

Initiator	**Date**
Vice President/ President/Exec Dir of Human Resources	**Date**
District President	**Date** 03/10/23

1-0-024(2/04)

FULL-TIME SEPARATIONS
MARCH 22, 2023 BOARD MEETING

RESIGNATION

NAME	TITLE	CAMPUS	BEGIN DATE	END DATE
Calhoun, Bobby*	Assistant Dean	Dale Mabry	08/25/14	03/10/23
Stechly, Brittany	Special Project Trainer	Ybor City	12/04/18	02/22/23

RETIREMENT

NAME	TITLE	CAMPUS	BEGIN DATE	END DATE
Bonavita, Louis	Sociology Instructor	Dale Mabry	08/08/13	05/08/23
Sada, Nitza	Lab Assistant	Ybor City	08/29/88	05/31/23
Soash, Don	Math Instructor	Dale Mabry	08/22/91	05/08/23

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

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.04

BACKGROUND AND PERTINENT FACTS:

In July 2019, HCC approved the awards of the dental and vision insurance contracts to Humana which included a three (3) year administrative rate guarantee along with the option of two (2) additional years, one (1) year at a time. Humana agreed to hold the rates for years four (4) and five (5) and in August 2021, the Board approved to extend Humana's contract for years (4) and (5). Humana has agreed to extend the current contracts for Vision and Dental for one additional year or year 6, through June 2025 and keep the rates the same.

This extension allows HCC to take advantage of one additional year of a rate guarantee and allows for a smoother implementation of benefits administration and electronic data interchange (EDI) in the new Workday ERP that is scheduled to go live in January 2024. This extension potentially saves additional administrative costs of changing vendors immediately after setting up Workday.

For medical, Humana has advised that they will no longer provide commercial coverage after next year. As a result, In the fall of 2023, HCC will need to go out for a new medical provider to start July 1, 2024. There will be a presentation under my administrative report providing a review of our health insurance for the past year by Brown and Brown, our insurance broker.

ECONOMIC IMPACT:

There is no additional economic impact.

OBJECTIVE:

To obtain approval for a one (1) year extension of the administrative services contract with Humana for dental and vision.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of a one (1) year extension to the dental and vision contract with Humana.

Initiator	**Date**
Vice President/ President/Exec Dir of Human Resources	**Date**
District President	**Date** 03/10/23

1-0-024(2/04)

Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01 **CONSENT**

BACKGROUND AND PERTINENT FACTS:

The Business and Hospitality discipline group presented a program modification; and the Engineering, Transportation, Architecture and Construction and Computer Sciences discipline group presented program modifications to the Academic Affairs Committee.

The Academic Affairs Committee approved the program modifications and forwarded all to the Vice President for Academic Affairs who reviewed them with the appropriate staff for forwarding to the President.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To strengthen the college curriculum.

LEGAL AUTHORITY:

HCC 6HX-10-4.06

RECOMMENDATION:

The President recommends approval of the program modifications to be effective FA/23, unless otherwise noted.

Initiator Brian Mann and Dionna Doss	**Date:**
Vice President/Campus President/Director of Human Resources Richard Senker	**Date:**
District President	**Date** 03/10/23

1-0-024(2/04)

Hillsborough Community College
March 2023 BOT

Program Modifications
Effective FA/23

Culinary Arts (CCC)
- Delete HUN 2201 from program requirements.
- Add HUN 2203 to program requirements.

Business Intelligence Specialist (AS)
- Add CTS and CAP to the list of prefixes for electives.
- Delete SPC 1608 from program requirements.
- Add SPC 1608 to elective list.
- Add CIS 2321 to program requirements (Year 2, First Semester)
- Move ENC 1101 to Year 1 First Semester
- Move COP 1000 to Year 1 First Semester
- Move CGS 2301 to Year 1 Second Semester
- Move GEB 1011 to Year 1 Second Semester
- Move ISM 2110 to Year 1 Second Semester

Business Intelligence Professional (CCC)
- Delete COP 2050 and CGS 2541 from program requirements.
- Add COP 1030 (Year 1 Second Semester) and CGS 2301 (Year 1 Second Semester) to program requirements.
- Add CGS, CIS, CTS, CAP, and COP to the elective list.
- Move COP 1000 to Year 1 First Semester
- Move ISM 2110 to Year 1 Second Semester
- Move CGS 1510 to Year 1 Third Semester
- Move CGS 1540 or elective to Year 1 Third Semester

AS • Business Intelligence Specialist

AS.BIS (60 Credit Hours)

Program Required Courses

YEAR I – First Semester

†AMH	2020	Modern American History or †POS 2041, American Government	3 cr.
†CGS	1000	Introduction to Computers and Technology	3 cr.
†COP	1000	Programming Logic	3 cr.
†ENC	1101	English Comp I	3 cr.
†MAC	1105	College Algebra	3 cr.
~~†CGS~~	~~2301~~	~~Management Information Systems~~	~~3 cr.~~
		~~*Specified Electives~~	~~3 cr.~~

YEAR I – Second Semester

~~†ENC~~	~~1101~~	~~English Comp I~~	~~3 cr.~~
†CGS	2301	Management Information Systems	3 cr.
†EVR	1001C	Introduction to Environmental Science or PHY 1020C, Conceptual Physics	3 cr.
†GEB	1011	Introduction to Business	3 cr.
ISM	2110	Business Intelligence I	3 cr.
STA	2303	Elementary Statistics	3 cr.
~~†COP~~	~~1000~~	~~Programming Logic~~	~~3 cr.~~
		~~*Specified Electives~~	~~3 cr.~~

YEAR I – Third Semester

†CGS	2541	Database Design	3 cr.
†COP	1030	Introduction to Python Programming	3 cr.
~~†GEB~~	~~1011~~	~~Introduction to Business~~	~~3 cr.~~
†HUM	1020	Introduction to the Humanities or †PHI 1010, Introduction to Philosophy	3 cr.

YEAR II – First Semester

~~†AMH~~	~~2020~~	~~Modern American History or †POS 2041, American Government~~	~~3 cr.~~
~~†COP~~	~~1030~~	~~Introduction to Python Programming~~	~~3 cr.~~
CIS	2321	Systems Analysis	3 cr.
COP	2050	R-Programming	3 cr.
†CTS	2440	Database Programming SQL	3 cr.
		*Specified Electives	3 cr.

YEAR II – Second Semester

~~COP~~	~~2050~~	~~R-Programming~~	~~3 cr.~~
~~ISM~~	~~2110~~	~~Business Intelligence I~~	~~3 cr.~~
~~†EVR~~	~~1001C~~	~~Introduction to Environmental Science or PHY 1020C, Conceptual Physics~~	~~3 cr.~~
ISM	2111	Business Intelligence II	3 cr.
		*Specified Electives	3 cr.
		*Specified Electives	3 cr.

~~**YEAR II – Third Semester**~~

~~ISM~~	~~2111~~	~~Business Intelligence II~~	~~3 cr.~~
~~†SPC~~	~~1608~~	~~Public Speaking~~	~~3 cr.~~

***Select at least 9 credit hours from any courses with prefix: CAP, CGS, CIS, COP, CTS, MAC, MAN, MAR, PSY, SOP, SYG**

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

CCC • Business Intelligence Professional

CCC.BUS.PRO (20 Credit Hours)

Program Required Courses

YEAR I – First Semester

†CGS	1000	Introduction to Computers and Technology	3 cr.
†COP	1000	Programming Logic	3 cr.
STA	2023	Elementary Statistics	3 cr.

YEAR I – Second Semester

CGS	2301	Management Information Systems	3 cr.
COP	1030	Introduction to Python Programming	3 cr.
~~†COP~~	~~1000~~	~~Programming Logic~~	~~3 cr.~~
~~†CGS~~	~~1540~~	~~Database Management~~	~~1 cr.~~
ISM	2110	Business Intelligence I	3 cr.

YEAR I – Third Semester

*†CGS	1510	Spreadsheet Applications I	1 cr.
*†CGS	1540	Database Management	1 cr.
~~†CGS~~	~~2541~~	~~Database Design~~	~~3 cr.~~

YEAR II – First Semester

~~COP~~	~~2050~~	~~R-Programming~~	~~3 cr.~~

~~**YEAR II – Second Semester**~~

~~ISM~~	~~2110~~	~~Business Intelligence I~~	~~3 cr.~~

NOTE: Coursework may be applied to the two-year AS degree in Business Intelligence Specialist.*Students progressing into the AS-BIS program can substitute for Elective (3 credit hours) from any courses with prefix: CAP, CGS, CIS, COP, CTS

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.02

BACKGROUND AND PERTINENT FACTS:

It is the standard operating procedure for the College Calendar to be approved by Hillsborough Community College's Board of Trustees and subsequently forwarded to the Florida College System for their approval.

The Calendar Committee was composed of the Vice President for Student Services & Enrollment Management, the Vice President for Academic Affairs, a representative from Financial Services and Payroll, three faculty members, one Assistant Dean, one Student Services Dean, the Director of Financial Aid, the Registrar, a representative from management information systems, two academic deans, and one SEIU representative.

ECONOMIC IMPACT:

None

OBJECTIVE:

Implementation of the 2023-2024 College Calendar for inclusion in the HCC Catalog.

LEGAL AUTHORITY:

SBE 6A-10.019, FS 683.01, FS 1001.64, HCC 6HX-10-4.07

RECOMMENDATION:

The President recommends approval of the 2023-2024 Collage Calendar.

Initiator	**Date**
Vice President/Campus President/Director of Human Resources Kenneth Ray, Jr.	**Date**
District President	**Date** 03/10/23

1-0-024(2/04)

HILLSBOROUGH COMMUNITY COLLEGE
2023-2024 Academic/Faculty Calendar

FALL TERM 2023
REGULAR COLLEGE

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
Preparation	August 17 & 18	0	2
CLASSES	August 21 - Sept 1	10	10
Labor Day/Holiday	September 2 - 4	0	0
CLASSES	September 5 - October 23	35	35
Faculty In-Service	October 24	0	1
CLASSES	October 25 - November 9	12	12
Veterans Day/Holiday	November 10 - 11	0	0
CLASSES	November 13 - 22	8	8
Thanksgiving BREAK	November 23 - 26	0	0
CLASSES	November 27 - December 12	12	12
Winter BREAK (Faculty)	December 18 - January 2	0	0
Winter BREAK (Staff)	December 20 - January 2	0	0
		77	80

SPRING TERM 2024
REGULAR COLLEGE

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
Preparation	January 4 - 5	0	2
CLASSES	January 8 - 14	5	5
MLK Day/Holiday	January 15	0	0
CLASSES	January 16 - February 18	24	24
President's Day (2/19)		0	0
Strawberry Festival 3/4			
CLASSES	February 20 - March 10	14	14
Mid Term BREAK	March 11 - 17	0	0
CLASSES	March 18 - March 28	9	9
Spring Day	March 29 - 31	0	0
CLASSES	April 1 - April 15	11	11
All College Day	April 16	0	1
CLASSES	April 17 - May 6	14	14
Commencement	May 3		
		77	80

SUMMER TERM 2024
REGULAR COLLEGE

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
CLASSES	May 13 - 24	10	10
Memorial Day/Holiday	May 25 - 27	0	0
CLASSES	May 28 - July 3	27	27
Independence Day/Holiday	July 4	0	0
CLASSES	July 5 - August 6	23	23
		60	60

HILLSBOROUGH COMMUNITY COLLEGE

ACADEMIC CALENDAR

Fall 2023 Tentative

Priority Registration Period	
Honor / Athletes / Veteran/Disabilities/Fuse/Ignite/Trio	4/10/2023
Current students w/ 30+ credit hours	4/11/2023
Current students w/ 1-29 credit hours	4/17/2023
New and Former students/Non-degree/Transient	4/24/2023
State Employee & Senior Citizen	First Day of Class

Application/Payment/Financial Aid Deadlines	
Payment Due Date****	7/21/2023
Financial Aid Priority Deadline	6/26/2023
Financial Aid Refund Begins **	9/20/2023
First Time Loan Borrow Refund Begins ***	10/4/2023

TERM BEGINS August 21, 2023			
16 week classes	**8/21/23 - 12/12/23**	**8 week classes**	**8/21/23 - 10/16/23**
Drop/Add	8/21 - 8/25	Drop/Add	8/21 - 8/25
Deadline for Refund	8/25/2023	Deadline for Refund	8/25/2023
Deadline to Withdraw "W" grade	10/28/2023 *	Deadline to Withdraw "W" grade	9/22/2023
5 week classes	**8/21/23 - 9/25/23**	**12 week classes**	**9/18/23 - 12/12/23**
Drop/Add	8/21 - 8/25	Drop/Add	9/18 - 9/22
Deadline for Refund	8/25/2023	Deadline for Refund	9/22/2023
Deadline to Withdraw "W" grade	9/11/2022	Deadline to Withdraw "W" grade	11/8/2023
5 week classes	**9/26/23 - 10/31/23**	**10 week classes**	**9/26/23 - 12/12/23**
Drop/Add	9/26 - 9/30 *	Drop/Add	9/26 - 9/30 *
Deadline for Refund	9/30/2023 *	Deadline for Refund	9/30/2023 *
Deadline to Withdraw "W" grade	10/18/2022	Deadline to Withdraw "W" grade	11/10/2023 *
5 week classes	**11/1/23- 12/12/23**	**8 week classes**	**10/17/23 - 12/12/23**
Drop/Add	11/1 - 11/5 *	Drop/Add	10/17 - 10/21 *
Deadline for Refund	11/5/2023 *	Deadline for Refund	10/21/2023 *
Deadline to Withdraw "W" grade	11/27/2023	Deadline to Withdraw "W" grade	11/20/2023
Winter Intersession	**12/13/23 - 12/30/23**		
Drop/Add	12/13/2023		
Deadline for Refund	12/13/2023		
Deadline to Withdraw "W" grade	12/21/2023		

TERM ENDS December 12, 2023	
Deadline to Apply for Degree	11/15/2023
Last Day to Remove "I" Grade	3/8/2024

Non-Class Days	
Labor Day	9/4/2023
Faculty In-Service	10/24/2023
Veterans Day	11/10/23 - 11/11/23
Thanksgiving Break	11/23/23 - 11/26/23
Winter Break	12/20/2023 - 1/2/2024

* Must Add/Drop/Withdraw classes online only if the last day to drop/add or deadline to withdraw date falls on a day the college is closed.

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*** For additional information visit www.hccfl.edu/financial-aid/loan-information

**** After payment due date, course fees are due at the time of registration

HILLSBOROUGH COMMUNITY COLLEGE

ACADEMIC CALENDAR

Spring 2024 Tentative

Priority Registration Period	
Honor / Athletes / Veteran/Disabilities/Fuse/Ignite/Trio	10/30/2023
Current students w/ 30+ credit hours	10/31/2023
Current students w/ 1-29 credit hours	11/6/2023
New and Former students/Non-degree/Transient	11/13/2023
State Employee & Senior Citizen	First Day of Class

Application/Payment/Financial Aid Deadlines	
Payment Due Date****	12/8/2023
Financial Aid Priority Deadline	11/14/2023
Financial Aid Refund Begins **	2/7/2024
First Time Loan Borrow Refund Begins ***	2/21/2024

TERM BEGINS January 8, 2024			
16 week classes	**1/8/24 - 5/6/24**	**8 week classes**	**1/8/24 - 3/4/24**
Drop/Add	1/8 - 1/12	Drop/Add	1/8 - 1/12
Deadline for Refund	1/12/2024	Deadline for Refund	1/12/2024
Deadline to Withdraw "W" grade	3/23/2024 *	Deadline to Withdraw "W" grade	3/12/2024 *
5 week classes	**1/8/24 - 2/12/24**	**12 week classes**	**2/5/24 - 5/6/24**
Drop/Add	1/8 - 1/12	Drop/Add	2/5 - 2/9
Deadline for Refund	1/12/2024	Deadline for Refund	2/9/2024
Deadline to Withdraw "W" grade	1/29/2024	Deadline to Withdraw "W" grade	4/1/2024
5 week classes	**2/13/24 - 3/25/24**	**10 week classes**	**2/13/24 - 5/6/24**
Drop/Add	2/13 - 2/17 *	Drop/Add	2/13 - 2/17 *
Deadline for Refund	2/17/2024 *	Deadline for Refund	2/17/2024 *
Deadline to Withdraw "W" grade	3/8/2024	Deadline to Withdraw "W" grade	4/4/2024
5 week classes	**3/26/24 - 5/6/24**	**8 week classes**	**3/5/24 - 5/6/24**
Drop/Add	3/26 - 3/30 *	Drop/Add	3/5 - 3/9 *
Deadline for Refund	3/30/2024 *	Deadline for Refund	3/9/2024 *
Deadline to Withdraw "W" grade	4/19/2024	Deadline to Withdraw "W" grade	4/11/2024

TERM ENDS May 6, 2024	
Deadline to Apply for Commencement Program	2/15/2024
Deadline to Apply for Degree	4/15/2024
Commencement Ceremony	5/3/2024
Last Day to Remove "I" Grade	7/5/2024

Non-Class Days	
Martin Luther King Day	1/15/2024
President's Day (BR, DM, SS, YB, DAO, MacDill campuses only)	2/19/2024
Strawberry Festival (PC campus only)	3/4/2024
Mid-term Break	3/11/24 - 3/17/24
Spring Day	3/29/24 - 3/31/24
All College Day	4/16/2024

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HILLSBOROUGH COMMUNITY COLLEGE

ACADEMIC CALENDAR

Summer 2024 Tentative

Priority Registration Period	
Honor / Athletes / Veteran /Disabilities/Fuse/Ignite/Trio	3/18/2024
Current students w/ 30+ credit hours	3/19/2024
Current students w/ 1-29 credit hours	3/25/2024
New and Former students/Non-degree/Transient	4/1/2024
State Employee & Senior Citizen	First Day of Class

Application/Payment/Financial Aid Deadlines	
Payment Due Date****	4/12/2024
Financial Aid Priority Deadline	3/18/2024
Financial Aid Refund Begins **	6/12/2024
First Time Loan Borrow Refund Begins ***	6/26/2024

TERM BEGINS May 13, 2024			
12 week classes	**5/13/24 - 8/6/24**	**10 week classes**	**5/13/24 - 7/22/24**
Drop/Add	5/13 - 5/17	Drop/Add	5/13 - 5/17
Deadline for Refund	5/17/2024	Deadline for Refund	5/17/2024
Deadline to Withdraw "W" grade	7/3/2024	Deadline to Withdraw "W" grade	6/24/2024
8 week classes	**5/28/24 - 7/22/24**	**6 week classes**	**5/13/24 - 6/24/24**
Drop/Add	5/28 - 6/1 *	Drop/Add	5/13 - 5/17
Deadline for Refund	6/1/2024 *	Deadline for Refund	5/17/2024
Deadline to Withdraw "W" grade	7/1/2024	Deadline to Withdraw "W" grade	6/7/2024
5 week classes	**5/13/24 - 6/17/24**	**5 week classes**	**6/18/24 - 7/22/24**
Drop/Add	5/13 - 5/17	Drop/Add	6/18 - 6/22 *
Deadline for Refund	5/17/2024	Deadline for Refund	6/22/2024 *
Deadline to Withdraw "W" grade	7/3/2024	Deadline to Withdraw "W" grade	7/8/2024
6 week classes	**6/25/24 - 8/6/24**		
Drop/Add	6/25 - 6/29 *		
Deadline for Refund	6/29/2024 *		
Deadline to Withdraw "W" grade	7/19/2024		

TERM ENDS August 6, 2024	
Deadline to Apply for Degree	7/15/2024
Last Day to Remove "I" Grade	10/4/2024

Non-Class Days	
Memorial Day	5/25/24 - 5/27/24
Independence Day	7/4/2024

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Fall								
Start	8/21	8/21	10/17	9/18	8/21	9/26	11/1	9/26
End	12/12	10/16	12/12	12/12	9/25	10/31	12/12	12/12
	16 Week	8 Week A	8 Week B	12 Week	5 Week A	5 Week B	5 Week C	10 Week
Monday	16	8	8	13	5	5	6	11
Tuesday	16	8	8	12	5	5	6	11
Wednesday	16	8	8	12	5	5	6	11
Thursday	15	8	7	11	5	5	5	10
Friday	14	8	6	10	5	5	4	9
Saturday	13	7	6	10	4	5	4	9
M-F	77	40	37	58	25	25	27	52
MW	32	16	16	25	10	10	12	22
TTH	31	16	15	23	10	10	11	21

Spring								
Start	1/8	1/8	3/5	2/5	1/8	2/13	3/26	2/13
End	5/6	3/4	5/6	5/6	2/12	3/25	5/6	5/6
	16 Week	8 Week A	8 Week B	12 Week	5 Week A	5 Week B	5 Week C	10 Week
Monday	15	7	8	12	5	4	6	10
Tuesday	15	8	7	11	5	5	5	10
Wednesday	16	8	8	12	5	5	6	11
Thursday	16	8	8	12	5	5	6	11
Friday	15	8	7	11	5	5	5	10
Saturday	15	8	7	11	5	5	5	10
M-F	77	39	38	58	25	24	28	52
MW	31	15	16	24	10	9	12	21
TTH	31	16	15	23	10	10	11	21

Summer							
Start	5/13	5/28	5/13	6/25	5/13	5/13	6/18
End	8/6	7/22	6/24	8/6	7/22	6/17	7/22
	12 Week	8 Week	6 Week A	6 Week B	10 Week	5 Week A	5 Week B
Monday	12	8	6	6	10	5	5
Tuesday	12	8	6	7	10	5	5
Wednesday	12	8	6	6	10	5	5
Thursday	11	7	6	5	9	5	4
Friday	12	8	6	6	10	5	5
Saturday	11	8	5	6	9	4	5
M-F	59	39	30	30	49	25	24
MW	24	16	12	12	20	10	10
TTH	23	15	12	12	19	10	9

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 Office of the Auditor General for the State of Florida performs annual audits of all of the Community Colleges. The College has received the Financial Statements Audit Report for the Fiscal Year ending June 30, 2022. A copy was sent to the Board of Trustees.

The report opinion concludes that Hillsborough Community College has complied with applicable laws, rules and grant requirements and concludes that the College's financial statements fairly present the financial position of the College; that there were no instances of noncompliance; and there are no material weaknesses in internal controls.

ECONOMIC IMPACT:

No economic impact to the College.

OBJECTIVE:

To acknowledge acceptance of the Financial Statements Audit Report for the Fiscal Year ending June 30, 2022.

LEGAL AUTHORITY:

FS 11.45, SBE 6A-14.072

RECOMMENDATION:

The President recommends acceptance of the Financial Statements Audit Report No. 2023-120 for the Fiscal Year Ended June 30, 2022.

Initiator	**Date**
Vice President/Campus President/Director of Human Resources	**Date**
District President	**Date** 03/10/23

1-0-024(2/04)

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

BACKGROUND AND PERTINENT FACTS:

At least every five years, each Community College District Board of Trustees is responsible for arranging an educational plant survey for its college. The Board of Trustees, its administrative staff, or another agency employed by the Board conducts the survey. An educational plant survey is a systematic study of existing educational plants and ancillary plants to determine future needs, for the purpose of providing an appropriate educational program and services for each student. The reason for the survey is to aid in formulating plans for housing the educational programs, student population, faculty, administrators, staff, auxiliary and ancillary services of the Community College District. The survey report is reviewed and approved by the Board of Trustees and submitted to the Office of Educational Facilities, Florida Department of Education.

The Board may amend the survey whenever it is warranted. Each survey and amendment must be reviewed and approved by the Board of Trustees before it is submitted to the Office of Educational Facilities, Florida Department of Education, for its files.

An amendment to the August 1, 2020 survey report has been prepared on behalf of the Board. This amendment to the survey reflects changes in facility needs at the Dale Mabry Campus to include repairs to the Gymnasium exterior building envelope. The detail on page 14, number 1.047 of the Spot Survey Report reflects the only changes to the Educational Plant Survey as a result of this recommendation.

ECONOMIC IMPACT:

No economic impact.

OBJECTIVE:

To obtain Board approval of the supplemental survey to amend the College's August 1, 2020 Educational Plant Survey and submit it to the Office of Educational Facilities, Florida Department of Education for validation.

LEGAL AUTHORITY:

SREF 3.1, FAC
FS 1013.31(1)

RECOMMENDATION:

The President recommends approval of the supplemental survey to amend the College's August 1, 2020 Educational Plant Survey and submit it to the Office of Educational Facilities, Florida Department of Education for validation.

Initiator Ben Marshall	**Date** March 6, 2023
Vice President/Campus President/Director of Human Resources	**Date**
District President	**Date** 03/10/23

1-0-024(2/04)

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 month of January 2023.

LEGAL AUTHORITY:
Sections 1001.64; 1001.65 Florida Statutes

Initiator	**Date**
Vice President/Campus President/Director of Human Resources	**Date**
District President	**Date** 03/10/23

1-0-024(2/04)