



HCC

DISTRICT BOARD OF TRUSTEES BOARD MEETING

OCTOBER 25, 2023

1:00 PM

LOCATION:

**DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER BOARD ROOM
4115 NORTH LOIS AVENUE**

PUBLIC ACCESS:

VIA ZOOM

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HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
OCTOBER 25, 2023 – 1:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER—BOARD ROOM
4115 NORTH LOIS AVENUE
TAMPA, FL 33614

PUBLIC ACCESS [HERE](#)

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Section 1

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, SEPTEMBER 27, 2023 – 4:00 P.M.
DALE MABRY CAMPUS, STUDENT SERVICES BLDG. ROOM 108
4001 WEST. TAMPA BAY BLVD.
TAMPA, FLORIDA 33614
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 Watkins asked to keep the families of: Dr. Karen Griffin, retired Associate Vice President for AA Programs, HCC District Offices and Dr. Bill Day, Program Manager, Counseling & Human Services, Dale Mabry Campus, 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:

- Nancy Watkins
- Aakash Patel
- Greg Celestan (virtual)
- Chip Diehl
- Brian Lametto (virtual)
- Matthew Valentin

1.05 Welcome to Guests, Staff and Faculty

Dr. Paige Neihaus, Dale Mabry Campus President welcomed the Board and gave an overview of the campus including: Bistro 118 is now open for the fall semester and encouraged all to make a reservation online and visit for lunch. She introduced Amanda Poss, Gallery Director, who gave an update on the two galleries located at the campus. Dr. Laura Lewicki, Associate Dean of Nursing was also introduced, and she gave the Board an update on the new BSN Program.

1.06 Foundation Report

Mr. Garrett Weddle, Executive Director of Development for the Foundation, provided the Board with a brief update of the HCCF activities and support.

1.06.01 The Foundation Report was sent to the Board under separate cover. A summary of monthly financials included:

- \$1.8M in new gifts and commitments (July/August), up 169% compared to last year.

1.06.02 Fundraising Highlights include:

- Operations consultant will begin on November 1, 2023
- Data base health check is underway by Blackbaud.
- Update on new Director of Development.

1.06.03 Events

- HCC Inshore Fishing Tournament, October 27, 2023 at Hula Bay Club.
- HCC Golf Tournament, December 4, 2023 at Tampa Palms Golf & Country Club.

1.07 Faculty, Staff and Student Recognitions

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

1.07.01 **Dr. Rafael Fuentes** was selected as a member of the Tampa Hispanic Heritage Leadership Class of 2023. He was awarded in the category of health.

1.07.02 Professor **Dr. David Flanigan** co-authored the article, "Going Beyond Binary: Rapid Identification of Protein-Protein Interaction Modulators Using a Multifragment Kinetic Target-Guided Synthesis Approach" in the Journal of Medicinal Chemistry.

1.07.03 Brandon Campus Librarian **Dr. Kristin Heathcock** was selected to serve as the Crew leader for the HCC Volunteers at the Statewide Special Olympic Fall Games on Friday, November 10th at the ESPN Wide World of Sports in Orlando.

1.07.04 Five Honors students attended the 2023 Women's Conference of Florida and College Women on the Rise Program. Additionally, they submitted essays for a \$1,000 scholarship opportunity, with **Nancy Che, Maria Garcia, and Yuqqe Madalena** earning scholarships.

1.07.05 **Ghadah Rahman**, an adjunct English faculty member at the HCC SouthShore Campus, was chosen for the 2023-2024 English Language Fellow Program by the U.S. Department of State.

1.07.06 Ten faculty members attended the United Faculty of Florida (UFF) Fall Senate Meeting with several to serve on UFF statewide committees:

- **Jeremy Bullian**, Ybor City and **Charity Freeman**, Plant City were confirmed to the UFF Government Relations Committee.
- **TaMetryce Collins**, Brandon, was confirmed to the UFF Leadership, Equity, Inclusion and Diversity Committee.
- **Elizabeth Key-Raimer**, Dale Mabry, was confirmed to the UFF Credentials and Elections Committee.
- **Tom Tankersley**, Ybor City, was confirmed to the UFF Contract Enforcement Committee.
- **HCC-FUSA** has representation on the UFF Steering Committee and most of the UFF Standing Committees.
- **Dr. Simone Jenkins** has been elected to serve on the Hillsborough County Black Chamber of Commerce.

1.08 The Chair 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 Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

- 1.09 The President, recommended approval of the **August 23, 2023 Board Meeting Minutes**.

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

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

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

5.02 The President, recommended approval of **part-time faculty and staff employment** recommendations for Term 23/FA. 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 **Revised 2023 – 2024 Salary Schedule**.

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.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01 The President, recommended approval of the **course fee deletions and modifications** to be effective SP/24, unless otherwise noted.

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

7.0 INSTITUTIONAL SERVICES

7.01 The President recommended approval of the **Annual Audit of the HCC Foundation**.

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

8.0 FINANCIAL SERVICES

8.01 Informational Item Only – **Financial Report June 2023**.

9.0 ADMINISTRATIVE REPORT

- 9.01 Dr. Atwater reminded the Board that the **October 25, 2023** meeting will be held at the Dr. Gwendolyn W. Stephenson District Office Board Room at **1:00 pm**.
- 9.02 The Ribbon Cutting / Grand Opening for the Dr. Gwendolyn W. Stephenson District Office will be held on Friday, November 3, 2023, 2:00 pm to 4:00 pm.

10.0 LEGAL REPORT

- 10.01 Frazier Carraway, Board Legal Counsel, shared the President's Evaluation as well as many of the comments that were submitted by the Board of Trustees. Dr. Atwater thanked Board for their confidence in him and the leadership of the HCC team. He is proud to be a part of the team and the successes for HCC.

11.0 HEARING OF BOARD MEMBERS

- 11.01 The President reviewed the Board Priorities that were sent to the Board members as supplemental materials. The Board will vote on the final priorities at the October meeting.
- 11.02 Trustee Watkins noted that a Board Retreat is overdue, and that advanced planning should commence. Dr. Atwater commented that a Spring date is being planned.
- 11.03 Trustee Patel thanked Dr. Atwater for speaking at the South Tampa Chamber of Commerce luncheon recently.
- 11.04 Trustee Watkins congratulated Trustee Patel on the success of the Early Learning Coalition luncheon. Trustee Patel serves as the Board chair for the ELC. Trustee Patel thanked Dr. Baía, President of Ybor Campus, and her staff for attending the luncheon.
- 11.05 Trustee Valentin commended the Foundation for their great work. Also, he is glad to see the fee reductions for students.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:41 p.m.

Section 2-4

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Section 5

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

These are personnel appointments for budgeted full-time positions.

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2023-2024). Except for temporary positions, these positions will be fully budgeted in subsequent fiscal years unless program or service changes or financial exigency requires that funds be discontinued.

OBJECTIVE:

To provide necessary staff support for the appropriate divisional unit.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

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

Initiator	Date
Vice President/Campus President/Exec Dir of Human Resources	Date
District President 	Date 10/17/23

1-0-024 (2/04)

FULL-TIME APPOINTMENTS
OCTOBER 25, 2023 BOARD MEETING

ADMINISTRATOR

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Fugate, Jessica	Director of Fundraising, Foundation	AFC0100007	District	11/06/23

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Cunillera, Sasha	Executive Staff Assistant II	NFC050008	District	10/17/23

**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/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 (2023-2024). All part-time faculty and staff budgets are reviewed during budget development and established based on enrollment projections and departmental need.

OBJECTIVE:

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

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of individuals for part-time employment during Term 23/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

10/17/23

1-0-024(2/04)

PART-TIME APPOINTMENTS
OCTOBER 25, 2023 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Faison, Dawneva	Adj History Instructor	FPNC0411	SouthShore	10/12/23
Gonzalez Cordero, Develyn	Adj Spanish Instructor	FPNC0534	SouthShore	09/29/23
McLain, Krista	Adj Librarian	FPNN0092	Dale Mabry	10/04/23
Milone, Michelle	Adj Computer Science Instructor	FPNC0388	SouthShore	10/12/23
Schryver, Warren	Adj Law Enforcement Instructor	FPNN0061	Ybor City	10/02/23
Van Shaik, Harold	Adj Music Instructor	FPNC0266	Ybor City	10/03/23
Welch, Ashlee	Adj Nuclear Medicine Instructor	FPNC0084	Dale Mabry	10/10/23

NON-FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Asmar Gonzalez, Farid	PT Technician	ZPP20202	Ybor City	10/05/23
Bros, Aaliyah	PT Assistant	ZPP10180	SouthShore	10/02/23
Gollini, Rossana	PT Advanced Technician	ZPP30005	Dale Mabry	09/29/23
Nelson, Chauncey	PT Associate	ZPP50018	Brandon	10/02/23
Russell, Carl	PT Advanced Technician	ZPP30005	Dale Mabry	10/06/23
Scott, Rodney*	PT Associate	ZPP5V017	Dale Mabry	10/12/23

* 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

10/17/23

FULL-TIME SEPARATIONS
OCTOBER 25, 2023 BOARD MEETING

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Andrews, Philip	Academic Advisor	Ybor City	03/24/22	10/02/23
Costa, Dalisa**	Special Projects Trainer	Ybor City	09/11/23	09/28/23
Land, Zachary*	Staff Assistant	Brandon	04/22/21	09/29/23

* Full-Time Temporary

** Full-Time Temporary/Grant Funded

Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

The Physical Science discipline group presented a course inactivation request; the Biological Science discipline group presented a program modification; the Mathematics discipline group presented course modifications; and the Engineering, Transportation, Architecture and Construction, and Computer Science discipline group presented new programs, a program modification and course modifications to the Academic Affairs Committee.

The Academic Affairs Committee approved the course modifications, course inactivation, program modifications and the new programs 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 course modifications, course inactivation, program modifications and the new programs to be effective FA/24, unless otherwise noted.

Initiator

Dionna Doss and Brian Mann

Date:

Vice President/Campus President/Director of Human Resources

Richard Senker

Date:

District President



Date

10/17/23

1-0-024(2/04)

Hillsborough Community College
October 2023 BOT

Course Modifications
Effective SP/24

MAT 0022, Integrated Arithmetic and Algebra

- Modify prerequisites to “college level reading, REA 0018 or higher or appropriate score on placement test.”

MAT 0029, Developmental Mathematics for Statistics and Liberal Arts

- Modify prerequisites to “college level reading, REA 0018 or higher or appropriate score on placement test.”

Effective FA/24

CAP 2650, Introduction to Artificial Intelligence

- Change course prefix to CAI

CAP 2651, Introduction to Machine Learning

- Change course prefix to CAI

CAP 2652, Natural Language Processing

- Change course prefix to CAI

CAP 2653, Artificial Intelligence for Business Solutions

- Change course prefix to CAI

CAP 2950, Artificial Intelligence Capstone

- Change course prefix to CAI

Course Inactivation
Effective SP/24

IDS 2200, Energy Issues

New Programs
Effective FA/24

Cloud Computing (CCC)

Artificial Intelligence Practitioner (CCC)

Program Modifications
Effective FA/24

Biotechnology Laboratory Technology (AS)

- Add MAC 2233C to elective list.

Artificial Intelligence AS

- Replace CAP 2650, CAP 2651, CAP 2652, CAP 2653, and CAP 2950 with CAI 2650, CAI 2651, CAI 2652, CAI 2653, and CAI 2950 in program requirements.

CCC • Cloud Computing
(24 credit hours)

Program Required Courses

YEAR I – First Semester

†CGS	1000	Introduction to Computers and Technology	3 cr.
CTS	1106	Introduction to Linux	3 cr.
*†CTS	1305	Introduction to Networking	3 cr.
CTS	xxxx	Introduction to Network Virtualization.....	3 cr.

YEAR I – Second Semester

†CTS	1145	Introduction to the Cloud	3 cr.
†CTS	1303	Enterprise Operating Systems I.....	3 cr.

YEAR I – Third Semester

†CNT	1401	Introduction to Network Security.....	3 cr.
†CTS	2375	Enterprise and Cloud Computing	3 cr.

CCC • Artificial Intelligence Practitioner
(18 credit hours)

Program Required Courses

YEAR I – First Semester

CAI	2650	Introduction to Artificial Intelligence.....	3 cr.
COP	1030	Introduction to Python Programming.....	3 cr.

YEAR I – Second Semester

CAI	2651	Introduction Machine Learning	3 cr.
CTS	1106	Introduction to Linux	3 cr.

YEAR I – Third Semester

CAI	2652	Natural Language Processing.....	3 cr.
CAI	2653	Artificial Intelligence for Business Solutions.....	3 cr.

Section 7

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Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 8.01	
BACKGROUND AND PERTINENT FACTS:	
<p>In August of 2018, the District Board of Trustees entered into a contract with Williams Company Tampa to provide construction management services under a continuing contract for miscellaneous projects for which total construction costs do not exceed \$4,000,000.</p> <p>Amendment No. 8 to the contract is the establishment of a Guaranteed Maximum Price (GMP) in the amount of \$1,972,667 for the new Shell Point Road entry to the SouthShore Campus.</p>	
ECONOMIC IMPACT:	
Funds were provided from the district-wide college projects fund.	
OBJECTIVE:	
To receive Board approval of Amendment No. 8 to the contract with Williams Company Tampa, establishing a Guaranteed Maximum Price in the amount of \$1,972,667 for the new Shell Point Road entry to the SouthShore Campus.	
LEGAL AUTHORITY:	
COE 6-2.004 FS 287.055 HCC 6HX-10.4.101	
RECOMMENDATION:	
The President recommends approval of Amendment No. 8 to the contract with Williams Company Tampa, establishing a Guaranteed Maximum Price in the amount of \$1,972,667 for the new Shell Point Road entry to the SouthShore Campus.	
Initiator Ben Marshall	Date October 5, 2023
Vice President/Campus President/Director of Human Resources	Date
District President 	Date 10/17/23



**WILLIAMS
COMPANY**

GENERAL CONTRACTORS
CONSTRUCTION MANAGERS

October 6th, 2023

Mr. James Wiggers
Director of Facilities, Hillsborough Community College
Facilities Planning & Construction
4115 N. Lois Ave
Tampa, FL 33614

RE: Hillsborough Community College - SouthShore Campus Shell Point Road Entrance
Guaranteed Maximum Price

Dear Mr. Wiggers,

Enclosed for your review are the following documents associated with our Guaranteed Maximum Price proposal for the above-referenced project.

- GMP Bid Summary & Bid Tabulation
- General Conditions & General Requirements Cost Breakdown
- Exhibit A: Drawing & Specification Log
- Exhibit B: Allowance Items
- Exhibit C: Project Clarifications
- Exhibit D: Proposed Construction Schedule – **TO BE DELIVERED AT LATER DATE**

Thank you for the opportunity to work with you on this project, should have any questions regarding this GMP proposal, please don't hesitate to reach out.

Regards,

Bryon Madaras
Preconstruction Manager
Williams Company Tampa

HCC SouthShore Shell Point Road Entrance

Exhibit A – Drawing & Specification Log

10/06/2023

HCC SS SHELL POINT ROAD ENTRANCE – BID SET 9/12/2023

No # – COVER SHEET

C-101 – SITE NOTES

C-102 – EXISTING CONDITIONS & DEMO PLAN (DATED 3/10/2023)

C-103 – SITE PLAN

C-111 – ROADWAY PLAN

C-112 – SITE PLAN

C-131 – ROADWAY DRAINAGE

C-132 – SITE DRAINAGE PLAN

C-201 – ROADWAY SIGNING AND PAVEMENT MARKING

C-202 – SITE SIGNING AND PAVEMENT MARKING

C-301 – TYPICAL SECTION

C-302 – ROADWAY SECTIONS

C-501 – SITE DETAILS

C-511 – DRAINAGE DETAILS

C-701 – ONSITE BEST MANAGEMENT PRACTICES PLAN

C-702 – OFFSITE BEST MANAGEMENT PRACTICES PLAN



COMPANY
GENERAL CONTRACTORS
CONSTRUCTION MANAGERS

HCC Southshore Shell Point Road Entrance Exhibit B - List of Allowances 10/6/2023

<u>Allowances Included in GMP</u>	<u>Amount</u>
1. Landscape and Irrigation Repairs to Disturbed Areas	\$ 3,000
2. Coordination and Additional Scope to Accommodate TECO work and site lighting package	\$ 15,000
3. MOT and Right-of-Way Requirements & Permit Comments - Night Work, Flagging, Lane Closures for 6 WEEKS	\$ 100,000
4. Over-Excavation of Pond and Haul-Off of Unsuitables	\$ 10,000
5. Import of Clean Fill if Required	\$ 10,000
6. Landscaping of Medians and Other Areas Within the New Entrance Roadwork	\$ 5,000
7. Escalation & Volatility Allowance for Concrete & Asphalt	\$ 15,000
8.	
9.	
10.	
<hr/>	
	TOTAL ALLOWANCES \$ 158,000

HCC Southshore Shell Point Road Entrance

Exhibit C - GMP Clarifications

10/6/2023

These clarifications are intended to identify decisions and assumptions made in developing this Proposal. In some cases, we are identifying what has been changed from the documents. In other cases, we indicate what is included in the absence of sufficient information. In the event of a discrepancy between these, and the Designer's Documents, these Clarifications, and Allowances will take precedence.

The bid is based upon site plans dated 9/12/2023 by Stantec. We confirm receipt of the Geotechnical Report from Arehna Engineering dated 9/2/2023, (0) Addenda, and (0) RFI responses.

Division 01 – General Conditions

1. This proposal is valid for 30 days from the date of this pricing. If the Work of the project is delayed due to circumstances outside of the Contractor's control, cost adjustments may be required. The date of commencement shall be one business day after the last of the following dates occur:
 - **Contractor's receipt of an executed contract**
 - **Contractor's receipt of a recorded copy of the Notice of Commencement**
 - **Receipt of all required building permits for the Work**
2. The proposal does not include material pricing escalation, due to the current volatility of the market. If the work for this project is delayed cost adjustments may be required.
3. This proposal includes a **3.00%** Contingency for this project.
4. The proposal does not include any permit fees.
5. The proposal does not include sewer, water, or transportation impact fees, power company connection fees, telephone connection fees, or gas connection fees.
6. The proposal does not include asbestos or other hazardous or unsuitable material removal or abatement.
7. The proposal is based on adequate power and water available for construction use at the start of the project. We have not included any costs for temp water, power or other utilities for construction. The proposal includes a maximum of 100' for temp power from a transformer to the job trailer.
8. The proposal includes builder's risk insurance.
9. The proposal does not include temporary utilities.
10. The proposal does not include shop drawings signed or sealed by a registered engineer.
11. The proposal does not include dewatering.
12. The proposal includes fencing the site.
13. The proposal does not include temporary security.
14. The proposal does not include materials testing.
15. The proposal does not include water meters, gas meters, or electric meters.
16. The proposal assumes adequate water is available on site.
17. The proposal includes as-built survey drawings to document completed construction conditions for the stormwater management system as required by the project civil engineer and Hillsborough County.
18. The proposal does not include costs to address seismic conditions.

19. The proposal includes a payment and performance bond.
20. The proposal does not include a boundary survey.
21. This proposal is subject to the accuracy of the documents provided at the time of the bid. We cannot warrant the adequacy or accuracy of these documents for coordination. Trade-specific costs included in the proposal are based solely on the documents specific to each trade. Trade-specific items not indicated on the trade-specific documents are not included. Coordination between civil, architectural, structural, and M.E.P documents is the responsibility of the design professionals. Additional costs required as a result of corrected or completed coordination are not included in this proposal.
22. Our Proposal is based upon the plans and specifications provided to us, as clarified herein. We have not provided a code compliance review, and have included no allowance for potential costs due to changes required to meet current or future codes or regulations.
23. In the event that the Building Permit or other events prevent continuation of this scope of work, then payment shall be made in full to the Contractor within a reasonable period (30 day period) for the full value of completed portions of this work.
24. This proposal is based on a continuous construction schedule. No allowances have been made for work stoppages due to jurisdictional requirements beyond the contractor's control. Permits and approvals from the Water Management District and/or the Department of Environmental Protection are not under the control of the contractor and may be required by the authority having jurisdiction to continue work. Project delays may result in an additional cost to the owner.
25. The One-Year warranty period shall extend from the date of Substantial Completion, the issuance of a temporary certificate of occupancy, or beneficial use by the Owner or User Group, whichever comes first, for each building.
26. Proposed Value Engineering (VE) will alter the value of the scope of work shown in the documents. It is the Owner's responsibility to have the design team provide redesigned drawings defining the revised scope of work and incorporating the VE item revisions into the documents for pricing, permits, and construction. The amount of the contract is to be adjusted for any differences between the final pricing of the VE redesign and the previously proposed VE values.
27. We have included the underground conduit systems only as specifically indicated on the drawings with respect to quantity, size of conduits, type of materials, and lengths.
28. We do not include warranty bonds on any work.
29. This proposal includes a job site trailer for the coordination and supervision of the Shell Point Road project and ongoing activities with the Modular Relocation work.
30. Savings may be realized if run concurrently with the Modular Relocation project.
31. Davis-Bacon or Prevailing Wages are excluded from this proposal.

Division 02 – Sitework

1. The proposal includes an allowance of **\$10,000** the removal of unsuitable soils (muck or deleterious soils) and over-excavation of the pond if required. We do not include rock removal.
2. The proposal does not include any signalization costs, none shown on drawings.
3. This proposal excludes the monument sign and all power requirements as no electrical is shown on the drawings.
4. We have included an allowance of **\$5,000** for landscaping at the medians and other areas within the roadwork. No landscaping is shown in the construction documents.

5. This proposal includes an allowance of **\$3,000** for the repair of existing landscaping and irrigation within the construction area.
6. This proposal includes an allowance of **\$10,000** for the import of clean fill if required.
7. This proposal includes an alternate 4"x8" paver as the Tremron Aqua pavers are not available.
8. This proposal includes the MOT within the work area as the existing Shell Point Road as being 24' wide, able to provide (2) 11' wide lanes of travel that will leave a 2' buffer to the work zone. The restriping of the new roadwork will be included under a separate MOT permit.
9. This proposal includes an allowance of **\$100,000** for additional MOT and right-of-way maintenance of traffic based on permit comments and/or county requirements. This would include but is not limited to, nightwork, flagging operations, and lane closures. The anticipated duration of these requirements is included as (6) weeks.
10. This proposal includes an allowance of **\$15,000** to cover escalation and volatility of the concrete and asphalt materials.

Division 03 – Concrete

1. This proposal excludes all site lighting bases, footings, or concrete supports. All site lighting work is by TECO.
2. This proposal excludes any foundation or footings for the monument sign, none are shown.

Division 16 – Electrical

1. Primary utility provider electrical conduit and transformer pad(s) are not included.
2. We have included the empty underground conduits only as specifically indicated on the drawings with respect to quantity, size of conduits, type of materials, and lengths.
3. This proposal includes an allowance of **\$15,000** for the coordination and work for any requirements from TECO before installing the site lighting.
4. This proposal excludes the site lights, additional conduit, boxes, wiring, and connections which are all by TECO. This proposal includes the coordination and scheduling of these activities only.
5. This proposal excludes any electrical connection to the monument sign, none shown.



Project: HCC SouthShore Shell Point Rd
Ruskin, FL

Date: 10/6/2023

Item	CSI	Description	TOTALS	Comments
01	01	General Conditions	247,110	GC's for 3 Months Continuous
02	01	Allowances	158,000	Internal Estimate
05	02	Sitework	1,264,684	Cook Construction
		Subtotal A	\$ 1,669,794	
		Design Fee	\$ -	NIC
		Preconstruction Costs	\$ -	Under Separate Agreement
		Permit	\$ -	NIC
		SDI	\$ 17,499	
		Subtotal B	\$ 1,687,293	
		Fee (Overhead & Profit)	\$ 164,511	
		Subtotal C	\$ 1,851,805	
		Insurances	\$ 32,407	
		Builder's Risk	\$ 12,037	
		Total	\$ 1,896,248	
		Contingency	3.00% \$ 56,887	
		P&P Bond	\$ 19,531	
		Grand Total	\$ 1,972,667	



Project: HCC SouthShore Shell Point Rd
 Location: Ruskin, FL
 Specifications Sections: **Sitework**
 Current Apparent Low Bid: \$ 1,264,684 Cook Construction

CSI	Description	Quant.	Unit	Cook Construction	Dallas 1 Corp	Zorcon Contracting			NO BIDS	
		2						MWBE Certified		
								NO PROPOSAL	Ajax Paving	
								PER BID PACKAGE	Alto Construction	
GENERAL CONDITIONS										
	Site General Conditions	1	LSUM	Y	Y	Y			Arox Land Dev	
	Mobilization	1	LSUM	Y	Y	Y			C & M Road Builders	
	MOT Permit Drawings & Submittal	1	LSUM	Adj	3,250	Adj	3,250	Adj	3,250	Central Site Dev
									<-No Bid Letter	
DEMOLITION - SITE										
	Remove Pavement - Leave Base	11,184	SQFT	Y	Y	Y			Cypress Gulf	
	Sawcut Sidewalk & Curb	145	LNFT	Y	Y	Y			Deme Construction	
	Remove Sidewalk	867	SQFT	Part	2,168	Y		Y	McLeod Land Service	
	Remove All Striping Within Work Area - Note 1/C-111	1	LSUM	N	3,500	N	3,500	Y	Pipeline Construction	
									SiteCrafters of FL	
SITE PREPARATION										
	Rumble Racks	2	EACH	Y	(1) Included	Y		Y	Kearney Companies	
	Temporary Laydown Area	200	SQYD	N	2,000	N	2,000	N	2,000	Utility Group of FL
	Clearing and Grubbing & Hauling off	2	ACRE	Y	Y	Y		Y	Watson Civil Const	
	Silt Fence	2,935	LNFT	Part	3,669	Y		Y	Complete Development	
	Erosion and Dust Control	1	LSUM	Part	4,500	Y		Y	Sprague Contracting	
	Storm Inlet Protection - Existing & New	9	EACH	Part	1,350	Y		Y	<-No Bid Letter	
	Street Sweeping	3	MOS	Part	4,125	Y		Y	BRW Contracting	
	Irrigation Repairs Due to Demo	5	EACH	N	750	N	750	N	750	<-No Bid Letter
									Woodruff & Sons	
EARTHWORK										
	Overall Earthwork Including Site Prep	2	ACRE							
	Excavate Pond	11,807	CUYD	Y	Y	Y		Y		
	Cut - Site	3,920	CUYD	Y	Y	Y		Y		
	Fill - Site	3,920	CUYD	Y	Y	Y		Y		
	Import/Grade/Compact Fill Allowance	3,920	CUYD	Y	SEE ALLOWANCES	Y	SEE ALLOWANCES	Y	SEE ALLOWANCES	
	Proof Roll Paved Areas	2	ACRE	?	1,616	Y		Y		
	Storm Water Pollution Prevention Program & Maintenance	2	ACRE	?	3,645	N	3,645	N	3,645	
	Seeding & Mulch	9,500	SQFT	Y	Sod Included	Y		Y		
	Backfill Landscape Islands - Medians	250	CUYD	Y	Y	Y		Y		
	Sod Pond Slopes	9,500	SQFT	Y	Y	Y		Y		
STORM										
	Overall Storm	2	ACRE							
	8" HDPE Line 0-6	76	LNFT	Y	Y	Y		Y		
	12"-15" HDPE	41	LNFT	Y	Y	Y		Y		
	18" RCP & Extension at Site South	207	LNFT	Part	6,365	Y		Y		
	24" RCP	100	LNFT	Y	HDPE - NOT RCP	Y		Y		
	Type "C" Inlet	1	EACH	Y	Y	Y		Y		
	MES (Mitered End Section)	4	EACH	Y	Y	Y		Y		
	Modify Storm Inlets	4	EACH	Y	Y	Y		Y		
	Curb Inlet	4	EACH	Y	Y	Y		Y		
	18" Brick Plug - Note C-131 - Remove & Reinstall	2	EACH	N	7,796	BID	7,040	Y		
	Rip Rap - Stone Bedding	1	LSUM	Y	Y	Y		Y		
PAVING										
	Overall Paving	2	ACRE							
	12" Stabilized Sub Grade	2,680	SQYD	Y	Y	Y		Y		
	8" Base Course	2,680	SQYD	Y	Y	Y		Y		



Project: HCC SouthShore Shell Point Rd
 Location: Ruskin, FL
 Specifications Sections: **Sitework**
 Current Apparent Low Bid: \$ 1,264,684 Cook Construction

CSI	Description	Quant.	Unit	Cook Construction	Dallas 1 Corp	Zorcon Contracting				NO BIDS	
	Medium Duty Paving	4,357	SQYD	Y		Y		Y			
	Prime & Sand	4,357	SQYD	?	3,050	Y		Y			
	Type "F" Curb and Gutter	985	LNFT	Y		Y		Y			
	Type "B" Curb	388	LNFT	Y		Y		Y			
	Ribbon Curb - Radius @ Pavers	375	LNFT	Y		Y		Y			
	Concrete Shock Pad at Water Main	204	SQFT	Y		Y		Y			
	Concrete Flatwork - Finishing	6,484	SQFT	?	9,726	Y		Y			
	5' & 6' Wide 4" Sidewalk	6,484	SQFT	Y		Y		Y			
	Sidewalk HC Ramps (Down from 1300)	3	EACH	Y		Y		Y			
	Detectable Warning Surface	3	EACH	Y		N	750	Y			
ALT	Concrete Pavers & GeoTextile - SITE CONTRACTOR	2,520	SQFT	ALT	ADD \$80,640	ALT	ADD \$42,000	ALT	ADD \$83,160		
	STANDARD BRICK PAVERS - BID	1	LSUM	BID	20,919	BID	20,919	BID	20,919		
	8" Base Under Pavers (#57 & #89)	280	SQYD	Y	Included ↑	Y	Included ↑	Y	Included ↑		
	Sidewalk/Street Sweeping	6,484	SQFT	N	1,945	Y		Y			
	Pavement Striping & Signage	4,003	SQYD	Y		Y	B/O \$53,123.49	Y			
	Signage	12	EACH	Y		Y	Included ↑	Y			
MISC. SITEWORK											
	Overall Site Contractors Mobilization, Staking, GC's	2	ACRE								
	Site Survey As-Builts - Stantec	2	ACRE	Y	Complete	Y	Complete	Y	Complete		
	Construction Layout	2	ACRE	Y		Y		Y			
	Restaking Allowance	1	LSUM	N	3,500	N	3,500	N	3,500		
	Temp Fence Site Perimeter - Same as Silt Fence	2,935	LNFT	N	14,675	N	14,675	N	14,675		
	Temp Fence Scrim - Same as Silt Fence	2,935	LNFT	N	5,870	N	5,870	N	5,870		
	10' Gate	2	EACH	N	1,200	N	1,200	N	1,200		
	Restoration of Disturbed Areas	5,000	SQFT	Y	See Allowance	Y	See Allowance	Y	See Allowance		
	Maintenance of Traffic	1	LSUM	Y	See Allowance	Y	See Allowance	Y	See Allowance		
	Irrigation sleeves	150	LNFT	N	750	N	750	N	750		
	4" PVC Conduit - Empty (3 per Run)	336	LNFT	N	13,020	BID	6,720	N	13,020		
	Pullboxes - Quartzite Boxes - Direct Bury	4	EACH	N	2,200	N	2,200	N	2,200		
Documents											
	Civil - 9/2023										
Schedule											
	Agreement to Preliminary Schedule Requirements										
Insurance & Bonding											
	Williams Company Tiered Insurance Requirements				2.5% Bond		1.5% Bond		NO BONDING		
	Bonding				30,846		20,535		34,270	-	-
	Base Bid				1,112,250		1,292,249		1,299,028		
	Adjustments				152,434		97,304		106,049	-	-
	Total Cost				1,264,684		1,389,554		1,405,077	-	-

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 8.02	
BACKGROUND AND PERTINENT FACTS:	
<p>Each year, the State Department of Education to conduct an annual Fire Safety, Casualty, and Sanitation inspections in accordance with the criteria found in the State Requirements for Educational Facilities (SREF 2014), Chapter 5, Section 5 and Florida Administrative Code 69A-58, Fire Safety in Educational Facilities. This inspection was completed in December 2022 and identified thirty-five violations. All of these were classified by the inspector as non-serious violations and many were minor discrepancies such as smoke doors that do not latch properly, exit lights non-functional, inappropriate storage, and improper use of extension cords. All deficiencies noted in the inspection have since been corrected.</p>	
ECONOMIC IMPACT:	
<p>None. Funds needed to correct deficiencies identified were available within current year budgets.</p>	
OBJECTIVE:	
<p>To obtain Board approval of the 2022-23 Fiscal Year Fire Safety, Casualty, and Sanitation Inspection Report.</p>	
LEGAL AUTHORITY:	
<p>F.S. 1013.11 SREF, Chapter 5, Section 5 Chapter 69A-58, FAC</p>	
RECOMMENDATION:	
<p>The President recommends that the Board of Trustees accept the Fiscal year 2022-2023 Fire Safety, Casualty and Sanitation Inspection Report for filing and action.</p>	
Initiator Ben Marshall	Date October 10, 2023
Vice President/Campus President/Director of Human Resources	Date
District President 	Date 10/17/23

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.03

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.

Once approved, the spending plan will be forwarded to the State Board of Education no later than October 26, 2023.

On June 30, 2023, HCC's carryforward balance was \$31,066,303. The required 7% carryforward is \$11,994,196; therefore, HCC has \$19,072,107 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 carryforward spending plan proposed by the administration.

Initiator

Bethoria Paige – Director of Finance and Budget

Date

10/9/2023

Vice President/Campus President/Director of Human Resources

Date

District President



Date

10/17/23

Hillsborough Community College

Certified Fund Balance

Fiscal Year 2022-23

Account Title	GL	Fund Balance Unrestricted
Reserve for Performance Based Incentive Funds	30200	\$ -
Reserved for Academic Improvement Trust Funds	30300	\$ -
Reserved for Other Required Purposes	30400	\$ -
Reserved for Staff & Program Development	30500	\$ -
Reserved for Student Activities Funds	30600	\$ -
Reserved for Matching Grants	30700	\$ -
Fund Balance - Board Designated	30900	\$ 4,093,778.00
Fund Balance - College	31100	\$ 26,972,525.35
Total Unallocated Fund Balances		\$ 31,066,303.35
Funds Available		\$ 171,345,663.30
College's Reserve Requirement %		7%
Reserve Requirement		\$ 11,994,196.43
Amount Requiring Spending Plan		\$ 19,072,107

Hillsborough Community College
 2023-24 Florida College System Carryforward Spending Plan
 Pursuant to 1013.841, Florida Statutes
 July 1, 2023

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY2023-24	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1.	(g) Commitment to contingency reserve related to state declared emergency	To supplement 7% required reserves in case of state declared emergency	15,072,107	4	1	2027	This would fund 40 days of operations at the current rate of \$379,594 per day.
2.	(e) Operating expenditures	Reserve for self-insurance for health insurance	4,000,000	4	1	2027	HCC will continue to fund self-insurance for healthcare
3.	Select Category						
4.	Select Category						
5.	[Create your own category]						

Total as of July 1, 2023: *	\$ 19,072,107
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Amount Requiring Spending Plan	\$ 19,072,107
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RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.04

**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 July and August 2023.

LEGAL AUTHORITY:
Sections 1001.64; 1001.65 Florida Statutes

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President



Date

10/17/23