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**DISTRICT BOARD OF TRUSTEES
BOARD MEETING**

MARCH 27, 2024

4:00 PM

LOCATION:

HILLSBOROUGH COMMUNITY COLLEGE
YBOR CITY CAMPUS, YBOR ROOM
2112 NORTH 15TH STREET
TAMPA, FL 33605

HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
MARCH 27, 2024, 4:00 PM
YBOR CITY CAMPUS
2112 NORTH 15th STREET
TAMPA, FL 33605

		<u>Page No.</u>
1.0	<u>GENERAL FUNCTIONS</u>	
	1.01 Call to Order	
	1.02 Invocation	
	1.03 Pledge of Allegiance	
	1.04 Roll Call	
	1.05 Welcome Guests and Staff Members – 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 28, 2024, Board Meeting minutes (submitted herein for your review).	3
2.0	<u>HEARING OF STUDENTS</u>	
3.0	<u>HEARING OF CITIZENS</u>	
4.0	<u>HEARING OF FACULTY AND STAFF</u>	
5.0	<u>HUMAN RESOURCES</u>	
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).	8
CONSENT	5.02 The President recommends approval of individuals for part-time employment during Term 24/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).	10
CONSENT	5.03 The President recommends acknowledgment of employment separations (submitted herein for your review).	12

6.0	<u>EDUCATIONAL PROGRAMS AND STUDENT SERVICES</u>	
CONSENT	6.01 The President recommends approval of the new courses, course modifications, new program, AA pathway modifications, program modifications, a program moratorium and a program deletion to be effective FA/24 , unless otherwise noted (submitted herein for your review).	14
CONSENT	6.02 The President recommends that the Board approve the amendment/revision to the 2024-2025 Academic Calendar (submitted herein for your review).	25
	6.03 The President recommends approval of the proposals to decrease the course fees to be effective FA/24 , unless otherwise noted (submitted herein for your review).	28
7.0	<u>INSTITUTIONAL SERVICES</u>	
	7.01 The President recommends that the Board of Trustees ratify the amended Bylaws of the Hillsborough Community College Foundation, Inc. (submitted herein for your review).	30
8.0	<u>FINANCIAL SERVICES</u>	
	8.01 The President recommends approval of the application for final payment in the amount of \$37,655.75 to Williams Company Tampa for completion of repairs to the exterior stucco, painting, and lightning protection reattachment for the SMPF building located at the SouthShore Campus as reviewed and recommended by Hepner Architects, Inc. (submitted herein for your review).	31
9.0	<u>ADMINISTRATIVE REPORT</u>	
	9.01 Insurance Update	
	9.02 Student Trustee Selection Process	
	9.03 Legislative Update	
10.0	<u>LEGAL REPORT</u>	
11.0	<u>HEARING OF BOARD MEMBERS</u>	
12.0	<u>ADJOURNMENT</u>	

Section 1

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, FEBRUARY 28, 2024 – 4:00 P.M.
PLANT CITY CAMPUS, TRINKLE CENTER
1206 NORTH PARK ROAD
PLANT CITY, FLORIDA 33563
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:

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

1.05 Welcome to Guests, Staff and Faculty.

Dr. Marty Clay, President of Plant City Campus, welcomed the Board of Trustees to the Campus.

Plant City Food Bank representative Mary Heysek presented a power point of the services offered to the Plant City Community. Student Corrine [last name needed], SPARK Club representative also gave the Board an overview of the SPARK Club and how they collaborate with the food bank to aid the community.

1.06 Foundation Report

Garrett Weddle, Executive Director 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 and included:

- \$4.6M in new gifts and commitments, up 31% compared to last year (July – January). Current total net assets: \$20.1M (excluding Hawks Landing).

1.06.02 Highlights:

- Realized \$207k planned gift in January.

- Advancement Operations Consultant onsite last week.
- Scholarship Manager position filled.
- Director of Development, HCCF Board member recruitment and Scholarship awarding cycle are all underway.

1.06.03 Events:

- BBCB, March 6-8, 2024, Tampa Convention Center.
- HCC Presidential Showcase, April 17, 2024, Armature Works.

1.07 Faculty, Staff and Student Recognitions

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

1.07.01 **Rianna Spain**, SouthShore student who currently serves as the President of the Student Government Association, was selected as student of the month for the Florida College System – Student Government Association.

1.07.02 **Cheyenne Olson**, Student Activities Coordinator at the SouthShore campus was nominated for Advisor of the Year at this year’s Association for the Promotion of Campus Activities.

1.07.03 **The SouthShore Campus Student Government Association** won the National Community Service Project award at the Association for the Promotion of Campus Activities National Conference in Hershey, Pennsylvania. SouthShore’s SGA has completed over 3,500 hours of community service.

1.07.04 **The Brandon Campus** was a finalist for the Central Hillsborough Chamber of Commerce (Greater Riverview Chamber of Commerce) Business of the Year with over twenty employees.

1.07.05 **The EPI program (Educator Preparation Institute) at HCC Brandon Campus**, has received official notification from the Department of Education, that they successfully completed and passed the site and program review process. Approval ranking will be good until June 1, 2030.

1.07.06 **Mary Seguiti** appointed to executive board for the National Contact Lens Examiners (NCLE) state and national licensing.

1.07.07 **Brandon Campus** received a National Science Foundation (Advanced Technological Education) grant in the amount of \$601,075.

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

Trustee Lametto 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 **December 6, 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 24/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**.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President, recommended approval of the **new courses, course modifications, course deletions, requests to make courses inactive, and program modifications** to be effective FA/24, unless otherwise noted.
- 6.02 The President recommended approval the **new course fee to be effective FA/24**, unless otherwise noted.
- Trustee Lametto made a motion to approve, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 6.03 The President recommended approval of the **2024-2025 Academic Calendar**.
- Trustee Lametto made a motion to approve, seconded by Trustee Diehl. 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 The President recommended approval of the application for **final payment in the amount of \$123,732.82 to Horus Construction Services, Inc.** for completion of the renovation of existing space to house ICCE and the Central Duplicating Center in the Library Building (DLRC) located at the Dale Mabry Campus as reviewed and recommended by Wilder Architecture, Inc.
- 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.

8.02 The President recommended **approval of contracts with Williams Company; Horus Construction Services, Inc. Foresight Construction Group, Inc.; Barr & Barr, Inc.; and Charles Perry Partners, Inc.**, to provide construction management services under continuing contracts for miscellaneous projects in which construction costs do not exceed the College's required threshold for continuing contracts, currently four million dollars (\$4,000,000), for a one (1) year period with the option to renew for up to four (4) additional years, one (1) year at a time.

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.

8.03 The President recommended approval of **Budget Amendment Number 3.**

The President commented on the progress that has taken place under the management of Ryan Buckthorpe, Director, Continuing Education/Corporate Training.

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 Informational Item Only – **Exempt Quarter One Purchases.**

8.05 Informational Item Only – **Exempt Quarter Two Purchases.**

8.06 Informational Item Only – **Financials November and December 2023.**

9.0 ADMINISTRATIVE REPORT

9.01 The President provided a Legislative update. Details of the report will be emailed to the Board as requested by Trustee Patel.

9.02 The President reminded the Board of the upcoming 17th Annual Black, Brown and College Bound Event coming up the first week of March.

9.03 The President commended the work of the new ERP system (Workday) rollout.

10.0 LEGAL REPORT

10.01 Frazier Carraway, Board attorney, welcomed our new General Counsel, Jon Squires.

11.0 HEARING OF BOARD MEMBERS

11.01 Trustee Valentin commented that the ACCT trip to DC was great and thanked the Board as well as Ms. Cruz for the success of the trip.

11.02 Trustee Patel commented that the ACCT trip to Washington DC was successful.

11.03 Trustee Diehl commented on the successful trip to the ACCT Legislative Summit in Washington, DC. He thanked Ms. Cruz, the Board Assistant, for organizing the trip.

11.04 Trustee Lametto thanked Plant City Campus for host the Board meeting and for their hospitality.

11.05 Trustee Watkins thanked Plant City Campus for their hospitality in hosting the Board Meeting.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:04 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 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

3/5/24

Vice President/Campus President/Exec Dir of Human Resources

Date

District President

Date

1-0-024 (2/04)

FULL-TIME APPOINTMENTS
MARCH 27, 2024 BOARD MEETING

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Ferrer, Niurka	Campus Grants Officer	District	03/04/24
Gonzalez, Raymond	Academic Assessment Officer	District	03/04/24
Hanna, Nancy	Accountant II	District	03/01/24
Miller-McNeil, Keyshonna	Foundation Program Manager	District	03/18/24

**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 24/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 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 24/SP (submitted herein for your review). Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Initiator

Date

3/5/24

Vice President/Campus President/Exec Dir of Human Resources

Date

District President

Date

1-0-024(2/04)

PART-TIME APPOINTMENTS
MARCH 27, 2024 BOARD MEETING

NON-FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Kowalik, Izabela*	Part-Time Technician	Dale Mabry	03/01/24

**Full-Time Temporary*

***Full-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
3/5/24

FULL-TIME SEPARATIONS
MARCH 27, 2024 BOARD MEETING

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Pirman, Elizabeth	Public Safety Dispatcher	Collaboration	11/12/13	03/08/24

RETIREMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Borman, Cheryl	English Instructor	Ybor City	05/27/91	05/31/24

* 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 Behavioral Science discipline group presented AA pathway modifications, program modifications and a program deletion; the Biological Science discipline group presented program modifications; the Business and Hospitality discipline group presented new courses, course modifications, a new program, AA pathway modifications, and program modifications; the Communication discipline group presented AA pathway modifications and a program modification; the Engineering, Transportation, Architecture and Construction, and Computer Science discipline group presented AA pathway modifications, program modifications, and a program moratorium; the Health Sciences discipline group presented an AA pathway modification and program modifications; the Humanities, Fine Arts, and Design discipline group presented a new course, course modifications, and AA pathway modifications; the Nursing discipline group presented program modifications; the Public Safety discipline group presented an AA pathway modification and program modifications; and the Social Science discipline group presented AA pathway modifications to the Academic Affairs Committee.

The Academic Affairs Committee approved the new courses, course modifications, new program, AA pathway modifications, program modifications, a program moratorium and a program deletion 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 new courses, course modifications, new program, AA pathway modifications, program modifications, a program moratorium and a program deletion 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

3/5/24

1-0-024(2/04)

Hillsborough Community College

March 2024 BOT

New Courses

Course Number/Prefix	Course Title	Category	Credit/Clock Hrs.	Effective Term
HIM XXXX	Credentialing Exam Review	Transfer	1 cr.	FA/24
HIM XXXX	Introduction to CPT Coding	Transfer	3 cr.	FA/24
HIM XXXX	Introduction to ICD 10-CM/PCS	Transfer	3 cr.	FA/24
OST XXXX	Internship in Medical Office	Transfer	1 cr.	FA/24
REL XXXX	Religious Ethics	Transfer	3 cr.	FA/24

Course Modifications

Effective FA/24

HIM 2724, ICD 10 Coding

- Reduce credit hours from 4 to 3.
- Change course description to read “This course focuses on the International Classification of Diseases Clinical Modification 10th Revision (ICD-CM) & International Classification of Diseases, Procedural Coding System (ICD-PCS). Students will learn to code diagnoses that describe patient illnesses, diseases, conditions, injuries, or other reasons for seeking healthcare services.”

MNA 1325, HR Statistical Analysis, Compensation and Benefits

- Change course title to ‘HR Compensation and Benefits.’
- Change course description to read “This course discusses various compensation and benefit plans, addressing legal considerations and the effective administration of such plans. The focus is on developing a foundational understanding of the human resource management concepts integral to the compensation and benefits domain. Completion of introductory courses in MAN 2300 is recommended.”

REL 1210, Old Testament Survey

- Change title to ‘Biblical Literature: Jewish History, Law, Prophets, and Writings.’
- Change course description to read “This course explores ancient history and writings of the Jewish people through a review of the cultural and historical background of the Ancient Near East and the beliefs, practices, rituals, major events, and major figures discussed in the Hebrew Scriptures.”

REL 1240, New Testament Survey

- Change title to ‘Biblical Literature: The Life of Jesus, Origins of the Church, and Early Christian Writings.’
- Change course description to read “This course explores the history and writings of early Christianity through a review of the life of Jesus, the origin of the church, and the beliefs, practices, rituals, major events, and major figures discussed in the New Testament.”

New Programs

Effective FA/24

Medical Office Specialist CCC (18 credit hours)

- Year 1/First Semester: HIM 1453 or BSC 2085 and BSC 2085L, HSC 1531, and OST 2854C
- Year 1/Second Semester: HIM 1000, HIM 1112C, and OST 2135.

Program Moratoriums
Effective FA/24

Early Childhood Management - AS
Enterprise Networks and Cloud Computing AS

Associate in Arts Pathway Modifications
Effective FA/24

Accounting - AA

- Math pathway general education core course requirement: MAC 1105

Anthropology - AA

- Change MGF 1106 to MGF 1130 in math general education requirements.
- Math pathway general education core course requirement: MGF 1130

Architecture - AA

- Math pathway general education core course requirement: MAC 1105

Art - AA

- Change “any math gen ed core course -3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Building Construction - AA

- Math pathway general education core course requirement: STA 2023

Business Administration - AA

- Math pathway general education core course requirement: MAC 1105

Communication - AA

- Change from ‘MGF 1106 or MGF 1107 or STA 2023 – 6 cr.’ to MGF 1130 and any gen ed math – 3 cr. in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Computer Information Systems - AA

- Math pathway general education core course requirement: MAC 2311

Computer Science (Engineering) - AA

- Math pathway general education core course requirement: MAC 2311

Criminology - AA

- Change “math gen ed core – 3 cr.” to STA 2023 in math gen ed requirements.
- Math pathway general education core course requirement: STA 2023

Cybersecurity - AA

- Math pathway general education core course requirement: STA 2023

Dance - AA

- Change “any math gen ed core course -3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Education/Teacher Preparation - AA

- Change MGF 1106 and MGF 1107 to MGF 1130 and MGF 1131 in math general education requirements (keep MAC 1105 as an additional recommended math general education course).
- Math pathway general education core course requirement: MGF 1130

Engineering - AA

- Math pathway general education core course requirement: MAC 2311

Entrepreneurship - AA

- Math pathway general education core course requirement: STA 2023

Finance - AA

- Math pathway general education core course requirement: MAC 1105

Foreign Language - AA

- Change MAC 1105 to MGF 1130 in math gen ed requirements.
- Change STA 2023 to 'MAC 1105 or STA 2023' in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Graphic Design - AA

- Change "any math gen ed core course -3 cr." to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

History - AA

- Change "math gen ed core – 3 cr." to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Hospitality and Administration Management - AA

- Math pathway general education core course requirement: MAC 1105

Humanities - AA

- Change "any math gen ed core course -3 cr." to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Information Technology - AA

- Math pathway general education core course requirement: STA 2023

Liberal Arts - AA

- Change "any math gen ed core course -3 cr." to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Marketing - AA

- Math pathway general education core course requirement: MAC 1105

Mass Communication - AA

- Change "any math gen ed core course -3 cr." to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Music - AA

- Change "any math gen ed core course -3 cr." to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Philosophy - AA

- Change “any math gen ed core course -3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Political Science - AA

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Psychology - AA

- Change “any gen ed math core – 3 cr.” to “any gen ed math – 3 cr.’ in math general education requirements.
- Math pathway general education core course requirement: STA 2023

Public Health - AA

- Change “any math gen ed core course -3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Religious Studies - AA

- Change “any math gen ed core course -3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130
- Add REL XXXX, Religious Ethics to elective list.

Sociology - AA

- Change MGF 1106 to “any gen ed math course – 3 cr.” in math general education requirements.
- Math pathway general education core course requirement: STA 2023

Supply Chain Management - AA

- Math pathway general education core course requirement: STA 2023

Theatre - AA

- Change “any math gen ed core course -3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Program Modifications

Effective FA/24

Accounting Financial Option - AS

- Change “math gen ed core – 3 cr.” to MAC 1105 in math gen ed requirements.
- Math pathway general education core course requirement: MAC 1105

Accounting Tax Option - AS

- Change “math gen ed core – 3 cr.” to MAC 1105 in math gen ed requirements.
- Math pathway general education core course requirement: MAC 1105

Aquaculture - AS

- Change “math gen ed core – 3 cr.” to STA 2023 in math gen ed requirements.
- Math pathway general education core course requirement: STA 2023

Architecture Design and Construction - AS

- Change “math gen ed core – 3 cr.” to MAC 1105 in math gen ed requirements.

- Math pathway general education core course requirement: MAC 1105

Artificial Intelligence - AS

- Change “math gen ed core – 3 cr.” to MAC 1105 in math gen ed requirements.
- Math pathway general education core course requirement: MAC 1105

Business Administration and Management - AS

- Math pathway general education core course requirement: STA 2023

Business Administration - International Business - AS

- Math pathway general education core course requirement: STA 2023

Business Intelligence Specialist - AS

- Change “math gen ed core – 3 cr.” to STA 2023 in math gen ed requirements.
- Math pathway general education core course requirement: STA 2023

Computer Information Technology - AS

- Change “math gen ed core – 3 cr.” to STA 2023 in math gen ed requirements.
- Math pathway general education core course requirement: STA 2023

Computer Programming and Analysis - AS

- Change “math gen ed core – 3 cr.” to MAC 1105 in math gen ed requirements.
- Math pathway general education core course requirement: MAC 1105

Counseling and Human Services - AS

- Change “any math gen ed core course or STA 2023 -3 cr.” to STA 2023 in math gen ed requirements.
- Math pathway general education core course requirement: STA 2023

Criminology and Criminal Justice Studies - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Culinary Management - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Culinary and Dietetic Management - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Cybersecurity - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Cybersecurity Operations - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Database Technology - AS

- Change “math gen ed core – 3 cr.” to STA 2023 in math gen ed requirements.
- Math pathway general education core course requirement: STA 2023

Dental Hygiene - AS

- Change “MAC 1105 or MGF 1106 - 3 cr.” to MAC 1105 in math gen ed requirements.
- Math pathway general education core course requirement: MAC 1105

Diagnostic Medical Sonography - AS

- Change “MAC 1105 or higher math course - 3 cr.” to “MAC 1105 or higher math course in pathway” in math gen ed requirements.
- Math pathway general education core course requirement: MAC 1105

Digital Media/Multimedia – Game Design - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Digital Media/Multimedia - Multimedia Developer - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Early Childhood Education: Administrator Option - AS

- Change MGF 1106 to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Early Childhood Education: Preschool Option - AS

- Change MGF 1106 to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Echocardiography - AS

- Change “MAC 1105 or higher math course - 3 cr.” to “MAC 1105 or higher math course in pathway” in math gen ed requirements.
- Math pathway general education core course requirement: MAC 1105

Emergency Medical Services - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Enterprise Cloud Computing - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Fire Science Technology - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Hospitality and Tourism Management - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Industrial Management - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Interdisciplinary Entrepreneurship - AS

- Math pathway general education core course requirement: STA 2023

Internet Services Technology – Web Design AS

- Change “math gen ed core – 3 cr.” to STA 2023 in math gen ed requirements.
- Math pathway general education core course requirement: STA 2023

Internet Services Technology – Web Developer AS

- Change “math gen ed core – 3 cr.” to STA 2023 in math gen ed requirements.
- Math pathway general education core course requirement: STA 2023

IT Project Management AS

- Change “math gen ed core – 3 cr.” to STA 2023 in math gen ed requirements.
- Math pathway general education core course requirement: STA 2023

Medical Office Administration – Billing Option AS

- Change ‘math gen ed core – 3 cr.’ to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130
- Delete APA 1111, HIM 1442, HIM 2253, and HIM 2724 from program requirements and add them elective list.
- Add HIM XXXX, Introduction to ICD-10-CM/PCS and HIM XXXX, Introduction to CPT Coding to program requirements.
- Create a “Select 6 credit hours from the following” elective list with the following courses: APA 1111, CGS 1540, HIM 1433, HIM 1442, HIM 2253, HIM 2724, HIM XXXX, Credentialing Exam Review, MNA 1320, MNA 1325, OST 1100C, OST 1142, OST 1143, OST 1741, OST 1813, OST 2742, OST XXXX, Internship in Medical Office, PHI 1600, and SLS 1261.
- Sequence Changes:
 - Move HIM 1000 from Year 1/First Semester to Year 1/Third Semester.
 - Move HIM 1112C from Year 1/Second Semester to Year 1/First Semester.
 - Move Humanities Gen Ed Core from Year 1/Third Semester to Year 1/Second Semester.
 - Move ‘HIM 1453 or BSC 2085/L’ from Year 1/Third Semester to Year 1/Second Semester.
 - Move OST 1335 from Year 1/Second Semester to Year 1/Third Semester.
 - Move HIM 2272C from Year 2/First Semester to Year 2/Second Semester.
 - Move OST 2135 from Year 2/Second Semester to Year 2/First Semester.
 - Add “Electives – 6 cr. to Year 2/Second Semester.

Medical Office Administration – Management Option AS

- Change ‘math gen ed core – 3 cr.’ to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130
- Delete MAN 2300 from program requirements and add it to elective list.
- Delete OST 1100C from program requirements.
- Add HIM XXXX, Introduction to ICD-10-CM/PCS and HIM XXXX, Introduction to CPT Coding to program requirements.
- Add the following courses to the “Select 3 credit hours from the following” elective list: with the following courses: CGS 1540, HIM 1433, HIM 1442, HIM 2253, HIM 2272C, HIM 2941, HIM XXXX, Credentialing Exam Review, MAN 2300, MNA 1320, MNA 1325, OST 1142, OST 1143, OST 1741, OST 1813, OST 1831, OST 2742, OST XXXX, Internship in Medical Office, PHI 1600, and SLS 1261.
- Sequence Changes:
 - Move HIM 1000 from Year 1/First Semester to Year 1/Third Semester.
 - Move HIM 1112C from Year 1/Second Semester to Year 1/First Semester.
 - Move Humanities Gen Ed Core from Year 1/Third Semester to Year 1/Second Semester.

Move 'HIM 1453 or BSC 2085/L' from Year 1/Third Semester to Year 1/Second Semester.
 Move OST 1335 from Year 1/Second Semester to Year 1/Third Semester.
 Move MAN 2021 from Year 1/Third Semester to Year 2/First Semester
 Move OST 2858 from Year 2/First Semester to Year 2/Second Semester.
 Move 'Natural Science Gen Ed Core' from Year 2/First Semester to Year 2/Second Semester.
 Move HIM 2275C from Year 2/Second Semester to Year 2/First Semester.

Medical Office Management – Billing CCC

- Change 'HIM 1453' to 'HIM 1453 or BSC 2085 and BSC 2085L' in program requirements.
- Add HIM XXXX, Introduction to ICD-10-CM/PCS (Year 1/Second Semester) and HIM XXXX, Introduction to CPT Coding (Year 1/Third Semester) to program requirements.
- Add OST 2135 to program requirements (Year 2/First Semester).
- Delete HIM 2724, HIM 2253, and OST 1335 from program requirements.
- Create a "Select 1 credit hour from the following" elective list with the following courses: HIM XXXX, Credentialing Exam Review, OST 1142, OST 1143, OST XXXX, Internship in Medical Office.
- Add 'Elective – 1 cr.' in Year 2/First Semester.
- Sequence Changes:
 - Move HIM 1112C from Year 1/Second Semester to Year 1/First Semester.
 - Move 'HIM 1453 or BSC 2085 and BSC 2085L' from Year 1/Second Semester to Year 1/First Semester.
 - Move OST 2854C from Year 1/First Semester to Year 1/Second Semester.
 - Move HIM 1000 from Year 1/First Semester to Year 1/Second Semester.
 - Move APA 1111 from Year 1/Second Semester to Year 1/Third Semester.
 - Move HIM 2275C from Year 2/First Semester to Year 1/Third Semester.

Medical Office Management – Management CCC

- Add HIM XXXX, Introduction to ICD-10-CM/PCS and HIM XXXX, Introduction to CPT Coding to program requirements (Year 1/Second Semester).
- Add MAN 2300 to program requirements (Year 1/Third Semester).
- Delete MAN 2021, OST 1100C, and HIM 2272C from program requirements.
- Add the following courses to the "Select 2 credit hours from the following" elective list: HIM XXXX, Credentialing Exam Review, OST 1142, OST 1143, OST 1741, OST 1813, OST 2742, and OST XXXX, Internship in Medical Office.
- Delete CGS 1510, CGS 1554, and CGS 2511 from the elective list.
- Sequence Changes:
 - Move HIM 1000 from Year 1/First Semester to Year 1/Third Semester.
 - Move HIM 1112C from Year 1/Second Semester to Year 1/First Semester.
 - Move APA 1111 from Year 1/Second Semester to Year 1/Third Semester.
 - Move OST 2135 from Year 1/Third Semester to Year 2/First Semester.

Medical Coder CCC

- Change 'HIM 1453' to 'HIM 1453 or BSC 2085 and BSC 2085L' in program requirements.
- Add HIM 1112C to program requirements (Year 1/First Semester).
- Create a "Select 1 credit hour from the following" elective list with the following courses: HIM XXXX, Credentialing Exam Review, and OST XXXX, Internship in Medical Office.
- Add 'Elective – 1 cr.' in Year 2/First Semester.
- Sequence Changes:
 - Move OST 2854C from Year 1/First Semester to Year 1/Second Semester.
 - Move HIM 2275C from Year 1/Second Semester to Year 1/Third Semester.

Network: Digital Forensics - AS

- Change "math gen ed core – 3 cr." to MGF 1130 in math gen ed requirements.

- Math pathway general education core course requirement: MGF 1130

Network Infrastructure AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Network Security AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Nuclear Medicine Technology - AS

- Change “MAC 1105 or higher math course - 3 cr.” to “MAC 1105 or higher math course in pathway” in math gen ed requirements.
- Math pathway general education core course requirement: MAC 1105

Nursing ADN - AS

- Change “MAC 1105 or higher math course - 3 cr.” to “MAC 1105 or higher math course in pathway” in math gen ed requirements.
- Math pathway general education core course requirement: MAC 1105

Nursing LPN - AS

- Change “MAC 1105 or higher math course - 3 cr.” to “MAC 1105 or higher math course in pathway” in math gen ed requirements.
- Math pathway general education core course requirement: MAC 1105

Nursing – BSN

- Change “PSY 2012 or SYG 2000 or any Humanities - 3 cr.” to “SYG 2000” in program requirements.
- Delete ‘AMH 2020 or POS 2041’ from program requirements.
- Add Physical Science gen ed: ‘AST 1002C, or CHM 1020C, or PHY 1020C, or MET 2010C or OCE 2001C to program requirements in Year 1/Second Semester.

Office Management AS

- Change ‘math gen ed core – 3 cr.’ to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130.
- Delete GEB 1011 from program requirements and add it to elective list.
- Add PLA 2421 to program requirements (Year 1/Third Semester).
- Add SLS 1261 to program requirements (Year 2/Second Semester).
- Change ‘OST 1941 – 3 cr.’ to ‘OST 1941 or elective – 3 cr.’
- Delete ‘Elective – 3 cr.’
- Add the following courses to the “Select 3 credit hours from the following” elective list: with the following courses: BUL 2241, GEB 1011, MNA 1320, MNA 1325, OST 1142, OST 1143, OST 1741, OST 1831, and SPC 1608.
- Sequence Changes:
 - Move ‘Mathematics Gen Ed Core’ from Year 1/Second Semester to Year 1/First Semester.
 - Move ‘Natural Science Gen Ed Core’ from Year 2/First Semester to Year 1/First Semester.
 - Move MAN 2021 from Year 1/Second Semester to Year 1/Third Semester
 - Move APA 1111 from Year 2/First Semester to Year 1/Second Semester.
 - Move OST 1813 from Year 2/Second Semester to Year 1/Second Semester.
 - Move OST 2501 from Year 2/First Semester to Year 2/Second Semester.
 - Move OST 2858 from Year 2/Second Semester to Year 2/First Semester.
 - Move OST 2357 from Year 2/Second Semester to Year 2/First Semester.

Opticianry - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Paralegal/Legal Assisting - AS

- Change “math gen ed core – 3 cr.” to MGF 1130 in math gen ed requirements.
- Math pathway general education core course requirement: MGF 1130

Radiation Therapy - AS

- Change “MAC 1105 or higher math course - 3 cr.” to “MAC 1105 or higher math course in pathway” in math gen ed requirements.
- Math pathway general education core course requirement: MAC 1105

Radio Television and Broadcast Programming - AS

- Change “math gen ed core – 3 cr.” to MAC 1105 in math gen ed requirements.
- Math pathway general education core course requirement: MAC 1105

Restaurant Management - AS

- Change “math gen ed core – 3 cr.” to STA 2023 in math gen ed requirements.
- Math pathway general education core course requirement: STA 2023

Supply Chain Management - AS

- Math pathway general education core course requirement: STA 2023

Surgical Technology - AS

- Change “MAC 1105 or STA 2023 or higher math course - 3 cr.” to “MAC 1105 or higher math course in pathway” in math gen ed requirements.
- Math pathway general education core course requirement: MAC 1105

Veterinary Technology - AS

- Change “MAC 1105 or MGF 1106 or higher gen ed math” to MGF 1130 in math gen ed requirements and the prerequisites for admission section.
- Math pathway general education core course requirement: MGF 1130

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.02

CONSENT

BACKGROUND AND PERTINENT FACTS:

Amendment to the approval of 2024-2025 Academic Calendar. **Change regarding the start date of the Spring 2025 semester from January 6, 2025, to January 7, 2025.**

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 2024-2025 Academic 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 that the Board approve the amendment/revision to the 2024-2025 Academic Calendar.

Initiator	Date
Vice President/Campus President/Director of Human Resources Kenneth Ray, Jr.	Date
District President	Date 3/5/24

1-0-024(2/04)

**HILLSBOROUGH COMMUNITY COLLEGE
2024 - 2025 Academic/Faculty Calendar**

**FALL TERM 2024
REGULAR COLLEGE**

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
Preparation	August 15-16	0	2
CLASSES	August 19 - August 30	10	10
Labor Day/Holiday	August 31 - September 2	0	0
CLASSES	September 3 - October 21	35	35
Faculty In-Service	October 22	0	1
CLASSES	October 23 - November 8	13	13
Veterans Day/Holiday	November 11	0	0
CLASSES	November 12 - 27	12	12
Thanksgiving BREAK	November 28 - December 1	0	0
CLASSES	December 2 - 10	7	7
Winter BREAK (Faculty)	December 11 - January 1	0	0
Winter BREAK (Staff)	December 19 - January 1	0	0
		77	80

**SPRING TERM 2025
REGULAR COLLEGE**

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
College Resumes Operation	January 2	0	0
Preparation	January 2-6	0	2
CLASSES	January 7 - 17	9	9
MLK Day/Holiday	January 20	0	0
CLASSES	January 21 - February 14	19	19
President's Day (2/17)		0	0
Strawberry Festival 3/3			
CLASSES	February 18 - March 14	19	19
Mid Term BREAK	March 17 - 23	0	0
CLASSES	March 24 - April 7	11	11
All College Day	April 8	0	1
CLASSES	April 9 - 17	7	7
Spring Day	April 18 - 20	0	0
CLASSES	April 21 - May 6	12	12
Commencement	May 2		
		77	80

SUMMER TERM 2025
REGULAR COLLEGE

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
CLASSES	May 12 - 23	10	10
Memorial Day/Holiday	May 24 - 26	0	0
CLASSES	May 27 - July 3	28	28
Independence Day/Holiday	July 4	0	0
CLASSES	July 7 - August 4	21	21
		59	59

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.03

BACKGROUND AND PERTINENT FACTS:

Course fee modifications presented by the Health Science discipline group were approved through the Academic Affairs Committee process. This includes a **fee reduction in five courses in Cardiovascular Program and five courses in the Sonography Program**. The proposals were forwarded to the Vice President for Academic Affairs who reviewed the recommendations with the appropriate staff and forwarded the proposals to the College President.

ECONOMIC IMPACT:

There is not an economic impact associated with the reduction to the course fees.

OBJECTIVE:

To reduce the lab fees for students.

LEGAL AUTHORITY:

HCC 6HX-10-4.06

RECOMMENDATION:

The President recommends that the Board approve the proposals to decrease the course fees to be effective FA/24, unless otherwise noted.

Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President	Date 3/5/24

1-0-024(2/04)

Hillsborough Community College
March 2024 BOT

Effective FA/24

CVT 1191, Introduction to Cardiovascular Practicum

- Decrease lab fee from \$181 to \$164.58 per student.

CVT 2320, Vascular Ultrasound I

- Decrease lab fee from \$161 to \$131.10 per student.

CVT 2321, Vascular Ultrasound II

- Decrease lab fee from \$161 to \$131.10 per student.

CVT 2621L, Cardiac Ultrasound II Laboratory

- Decrease lab fee from \$161 to \$131.10 per student.

CVT 2840, Cardiovascular Practicum I

- Decrease lab fee from \$149 to \$131.10 per student.

SON 1171C, Introduction to Vascular Technology

- Decrease lab fee from \$117 to \$84.56 per student.

SON 1804C, Introduction to Practicum I

- Decrease lab fee from \$117 to \$103.52 per student.

SON 1840, Introduction to Practicum II

- Decrease lab fee from \$117 to \$84.56 per student.

SON 2175C, Vascular Technology

- Decrease lab fee from \$117 to \$84.56 per student.

SON 2814, Sonographic Clinical Practicum I

- Decrease lab fee from \$117.00 to \$84.56 per student.

Section 7

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.01

BACKGROUND AND PERTINENT FACTS:

Change of bylaws for the Foundation Board vacancies. At the February 2024 meeting of the Board of Directors, The Hillsborough Community College Foundation, Inc. approved **revisions to the Foundation’s Bylaws.** The amended Bylaws are being submitted to the HCC Board for their review and ratification. A copy of the revised bylaws and a summary of the revisions are provided as backup material.

ECONOMIC IMPACT:
None.

OBJECTIVE:

That the HCC Board ratify the amended Bylaws of the Hillsborough Community College Foundation, Inc.

LEGAL AUTHORITY:
F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends that the Board of Trustees **ratify the amended Bylaws of the Hillsborough Community College Foundation, Inc.**

Initiator	Date:
Vice President/Campus President/Director of Human Resources	Date
District President	Date 3/5/24

Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

BACKGROUND AND PERTINENT FACTS:

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. Amendment No. 05 to the contract established a Guaranteed Maximum Price for repairs to the exterior stucco, painting, and lightning protection reattachment for the SMPF building located at the SouthShore Campus in the amount of \$878,735. The project was completed on October 25, 2023, as per the contract for a total amount of \$753,114.93. Hepner Architects, Inc. has reviewed and approved the application for final payment in the amount of \$37,655.75 to Williams Company Tampa. The unused portion of the GMP in the amount of \$125,620.07 is credited back to the College. All close-out documents including warranties have been provided to the College. All sub-contractor invoices have been paid.

ECONOMIC IMPACT:

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

OBJECTIVE:

To obtain Board approval for final payment of \$37,655.75 to Williams Company Tampa for completion of repairs to the exterior stucco, painting, and lightning protection reattachment for the SMPF building located at the SouthShore Campus.

LEGAL AUTHORITY:

FS 1013.50

RECOMMENDATION:

The President recommends approval of the **application for final payment in the amount of \$37,655.75 to Williams Company Tampa** for completion of repairs to the exterior stucco, painting, and lightning protection reattachment for the SMPF building located at the SouthShore Campus as reviewed and recommended by Hepner Architects, Inc.

Initiator
Ben Marshall

Date
February 28, 2024

Vice President/Campus President/Director of Human Resources

Date

District President

Date
3/5/24