



HCC

DISTRICT BOARD OF TRUSTEES BOARD MEETING

**APRIL 23, 2025
4:00 PM**

LOCATION:

**DR. GWENDOLYN W. STEPHENSON
DISTRICT ADMINISTRATION CENTER, BOARD ROOM
4115 NORTH LOIS AVENUE
TAMPA, FLORIDA 33614**

HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING

APRIL 23, 2025

DR. GWENDOLYN W. STEPHENSON
DISTRICT ADMINISTRATION CENTER, BOARD ROOM
4115 NORTH LOIS AVENUE
TAMPA, FLORIDA 33614

Page
No.

1.0

GENERAL FUNCTIONS

1.01 Call to Order

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

1.05 Welcome to Guests and Staff Members

1.06 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 26, 2025 Board Meeting minutes** (submitted herein for your review).

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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).

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CONSENT

5.02 The President recommends approval of individuals for **part-time employment** during Term 25/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 the following faculty members be granted **Sabbatical Leave during the 2025-2026 Academic Year** (submitted herein for your review). 16

6.0 EDUCATIONAL PROGRAMS AND STUDENT SERVICES

CONSENT 6.01 The President recommends approval of **the course modifications, course reactivation, course termination, program deletions, and the program modifications to be effective SU/25 and FA/25**, unless otherwise noted (submitted herein for your review). 27

6.02 The President recommends approval of the **Dual Enrollment Summer Costs Amendments** that have been submitted to Hillsborough Community College (submitted herein for your review). 31

6.03 The President recommends Board approval of the **proposed amendment to the dual enrollment agreement for private schools; and to authorize the College President (or designee) to sign executed amendments with private schools** in substantial compliance with the approved amendment, subject to review and approval by General Counsel (submitted herein for your review). 32

6.04 The President recommends Board approval of the **proposed amendment to the dual enrollment agreement for charter schools; and to authorize the College President (or designee) to sign executed amendments with charter schools** in substantial compliance with the approved amendment, subject to review and approval by General Counsel (submitted herein for your review). 36

6.05 The President recommends Board approval of the **Dual Enrollment Annual Articulation Agreement between Hillsborough Community College and the School Board of Hillsborough County** (submitted herein for your review). 41

7.0 INSTITUTIONAL SERVICES

7.01 The President recommends that the Board **ratify and approve the amended bylaws of the Hillsborough Community College Foundation, Inc.** (submitted herein for your review). 42

8.0 FINANCIAL SERVICES

8.01 Information Only – Financial Report 45

9.0 ADMINISTRATIVE REPORT

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 26, 2025 – 2:00 P.M.
PLANT CITY CAMPUS
1206 NORTH PARK ROAD
PLANT CITY, FL 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:

- Greg Celestan
- Chip Diehl
- Lauren Gay
- Brian Lametto
- Aakash Patel
- Nancy Watkins

1.05 Welcome to Guests, Staff and Faculty

Dr. Marty Clay, Campus President, welcomed the Board of Trustees to Plant City Campus. He invited Dr. Joe Borell, Dean of Academic Affairs and Dr. Mechel Albano, Assistant Dean of Academic Affairs, up to the podium to present on the impact the recent hurricanes had on Plant City Campus. They shared slides of the extreme damage the campus experienced as well as the progress and repairs that are ongoing. Dr. Borell introduced two students, Rilie Smith, Plant City SGA President and Yaslin Del Rosario, former student and current employee, to share the experience from a student perspective.

The President gave a special shout out to the Dickman family and Dr. Jennifer China for the work she has accomplished in South County. Their continuing support of HCC over the years is commendable. Trustee Patel also recognized Chris Taylor, HCC Foundation Chair.

1.06 Foundation Report

Garrett Weddle, Executive Director for the Foundation, provided the Board with a brief update of the HCCF activities and support. He thanked Dr. Jennifer China, President of South Shore Campus, for her fundraising efforts that resulted in a one-million-dollar gift from Ms. Danita Dickman and Family for the South Shore Campus building project. He also gave a synopsis of other major donors that came through over the last two months. He introduced Mr. Moses Allen, Vice President of Pharmacy, at Sunshine Health, to present a check to HCC.

- 1.06.01 The Foundation Report was sent to the Board under separate cover and included:
- New gifts and commitments of \$4.45M (July-January) down 1% compared to last year (\$4.5M).
- 1.06.02 Highlights:
- Scholarship awarding process underway.
 - Hawks Day of Giving to launch March 2026
 - Current Net Assets \$22.4M
 - Received the first million-dollar gift for this fiscal year in January.
- 1.06.03 Events:
- BBCB, March 5-8, 2025, Tampa Bay Convention Center
 - Presidential Showcase, April 2, 2025, Armature works.
 - Fishing Tournament, May 23, 2025, Hula Bay
- 1.07 Faculty, Staff and Student Recognitions
- Angela Eveillard, Executive Director of Marketing, provided the following faculty, staff and student recognitions:
- 1.07.01 **The Phi Theta Kappa chapter at the Plant City Campus** has been named a 2024 REACH Chapter. PTK's REACH Rewards program recognizes and rewards Phi Theta Kappa chapters that excel in membership development.
- 1.07.02 **Jon Squires**, HCC General Counsel, presented to members of the Florida Bar at its annual winter meeting on public employees and the First Amendment.
- 1.07.03 Two **Zero Textbook Cost** presentations and posters were accepted to the University of Central Florida's 2025 Teaching & Learning with AI conference as well as The Teaching, Colleges, & Community Online Conference. Presenters include **Josh Hill, Ilene Frank, Amy Albaugh and Dr. Kristin Heathcock**.
- 1.07.04 HCC athlete **Noah Rojas** was named the FCSAA Women's Tennis Player of the week.
- 1.07.05 HCC athlete **Austin White** was named the FCSAA Men's Basketball Player of the week.
- 1.08 The Chair recommended adoption of the Agenda, all revisions to the Agenda and approval of all Agenda items marked "**Consent**."
- Trustee Watkins made a motion to approve, seconded by Trustee Patel. After due discussion and consideration, approval was given by aye vote of all members present.
- 1.09 The President recommended approval of the **December 4, 2024, Board Meeting Minutes**. 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.

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 25/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**.
- 5.04 The President recommended approval of **updates to the 2024-2025 Salary Schedule regarding part-time non-credit law enforcement instructor salaries**.
Trustee Diehl made a motion to approve, seconded by Trustee Patel. After due discussion and consideration, approval was given by aye vote of all members present.
- 5.05 The President recommended approval of **updates to the 2025-2026 Salary Schedule regarding part-time faculty lab and clinical contact hour equivalents**.
Trustee Lametto made a motion to approve, seconded by Trustee Watkins. After due discussion and consideration, approval was given by aye vote of all members present.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of the **new course proposals, the courses becoming inactive, the course modifications, the course fee modifications, and the program modifications to be effective FA/25**, unless otherwise noted.
- 6.02 The President recommended approval of the **proposals to decrease and increase existing course fees and establish lab fees for new courses to be effective FA/25**, unless otherwise noted.
Trustee Watkins made a motion to approve, seconded by Trustee Lametto. After due discussion and consideration, approval was given by aye vote of all members present.
- 6.03 The President recommended approval of the **Dual Enrollment articulation agreement between Hillsborough Community College and Faith Outreach Academy** which includes Dual Enrollment and Early Admission
Trustee Lametto made a motion to approve, seconded by Trustee Patel. After due discussion and consideration, approval was given by aye vote of all members present.
- 6.04 The President recommended approval of the **Dual Enrollment articulation agreement between Hillsborough Community College and Beach Park School, INC** which includes Dual Enrollment and Early Admission.
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.
- 6.05 The President recommended approval of the **Dual Enrollment articulation agreement between Hillsborough Community College and Plant City Christian Academy** which includes Dual Enrollment and Early Admission.

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.

- 6.06 The President recommended approval of the **amendment to HCC's dual enrollment articulation agreements with our partner charter schools.**

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.

- 6.07 The President recommended approval of the **amendment to HCC's dual enrollment articulation agreements with our partner private schools.**

Trustee Lametto made a motion to approve, seconded by Trustee Patel. 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 for **final payment of \$55,031.65 to Foresight Construction Group, Inc** for the completion of the heating, ventilation and air conditioning replacement services that included the replacement of (2) chillers and (5) air handlers at the Southshore Campus.

Trustee Patel made a motion to approve, 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 for **final payment of \$28,693.51 to Foresight Construction Group, Inc** for the completion of the heating, ventilation and air conditioning replacement services at The Regent, satellite facility of the HCC Brandon Campus.

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

- 8.03 Information Only – Submission of the Budget Development Calendar for the 2025-2026 fiscal year.

- 8.04 Information Only - Exempt Quarterly (Past Purchases).

- 8.05 Information Only – Monthly Financial Statements for **September, October & November 2024.**

Mr. Greg Rose, VP for Administration and Chief Financial Officer, introduced the new Interim Director of Public Safety, Mr. Mike Hutner.

9.0 ADMINISTRATIVE REPORT

- 9.01 The President reminded the Board that March 28, 2025 is the date for the Board Retreat. An agenda will follow, he asked the Board to submit any agenda items they may have to add.

Ms. Annazette Houston, Executive Director for Title IX and Civil Rights Compliance, reported on the line up for BBCB Summit to be held on March 5-8, 2025.

Eric Johnson, Director of Community & Government Relations, gave an update on the legislative session.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Trustee Patel thanked Dr. Clay for hosting the Board meeting and noted that he would be returning to Plant City next week for the Strawberry Festival Luncheon.

11.02 Trustee Lametto thanked Dr. Clay for his hospitality.

11.03 Trustee Watkins thanked Dr. Clay and staff for hosting. She expressed regrets that she will not be attending BBCB but is looking forward to attending the Presidential Showcase.

11.04 Trustee Celestan thanked Dr. Clay for hosting the Board and the hospitality of the wonderful strawberry themed refreshments.

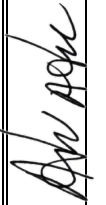
12.0 ADJOURNMENT

There being no further business, the meeting was adjourned at 2:53 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 (2024-2025). 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. 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
	
	4/17/25
1-0-024 (2/04)	

FULL-TIME APPOINTMENTS
APRIL 23, 2025 BOARD MEETING

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Farmer, Elizabeth	Learning Resources Coordinator	Brandon	03/03/25
Gintonio, Matthew	Academic Advisor	Brandon	04/07/25
Hallan, Jyoti	Purchasing Officer	District	03/31/25

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Gonzalez, Sarah	Academic Records Associate	Collaboration	04/03/25
James, Devon	Campus Facilities Worker	Ybor City	03/27/25
Linnik, Nataliya	Campus Facilities Supervisor	Dale Mabry	04/03/25
Pierre, Irving	Public Safety Officer	Dale Mabry	03/06/25
Serina, Robert	HVAC Station Operator	Dale Mabry	04/10/25

PROMOTION

<u>NAME</u>	<u>FROM</u>	<u>CAMPUS</u>	<u>TO</u>	<u>CAMPUS</u>	<u>START DATE</u>
Jackman, Vickie**	Financial Aid Mgr.	District	Compliance & Training Officer	Collaboration	03/20/25
Larry, Amanda	Staff Assistant	Ybor City	Student Services Support Spec	Collaboration	04/03/25
McNeil, Robert	Tradesworker	Dale Mabry	Tradesworker II	Dale Mabry	04/03/25
Supsky, Sean	Public Safety Officer	Dale Mabry	Public Safety Dispatcher	Collaboration	03/06/25

*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 25/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 (2024-2025). 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 Board approval of individuals for part-time employment during Term 25/SP. 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
1-0-024(2/04)	

PART-TIME APPOINTMENTS **APRIL 23, 2025 BOARD MEETING**

<u>FACULTY</u>		
<u>NAME</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Blain, Richardson	Brandon	03/10/25
Boccabella, Elise	Dale Mabry	03/07/25
Ghansah, Emmanuel	Ybor City	03/07/25
Notz, Ashleigh	Dale Mabry	02/27/25
Villavicencio, Liliana	Brandon	02/27/25
Wright, Lauri	Dale Mabry	04/30/25

<u>NON-FACULTY</u>		
<u>NAME</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Acosta, Christopher	SouthShore	02/28/25
Albritton, Celena	Ybor City	03/06/25
Capoccia, Nicholas	Dale Mabry	03/11/25
Dusnii, Constantin	Dale Mabry	04/03/25
Dwyer, Rebecca	Ybor City	03/13/25
Espindola Maya, Mayra	Dale Mabry	03/04/25
Hamill, Viktourea	District	03/27/25
Hartman, Jessi	Dale Mabry	03/13/25
Holden, Chester	Ybor City	03/27/25
Izyk, Robert	Ybor City	03/11/25
Jean-Pierre, Daniella	Dale Mabry	03/14/25
Murray, Jalessa	Dale Mabry	04/10/25
Perez-Gonzalez, Gisela	District	03/26/25
Quagliana, Ann	Ybor City	03/04/25
Salinas, Robert	District	03/27/25
Shilbayeh, Hiba	Dale Mabry	03/07/25
Traynham, Robert	Ybor City	03/06/25

****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 Board acknowledgement of employment separations.	
Initiator	Date
Vice President/ President/Exec Dir of Human Resources	Date
District President	Date
	4/17/25

FULL-TIME SEPARATIONS
APRIL 23, 2025 BOARD MEETING

<u>RESIGNATION</u>			
<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Campbell, Heidi	Director, Employee Performance & Engagement	District	05/11/15
Lakshminarayana, Vidya	Accountant II	District	07/25/24
Mass, Juanita	Student Services Support Specialist	Dale Mabry	08/09/04
			04/11/25
			03/14/25

<u>RETIREMENT</u>			
<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Leake, James	Computer Science Instructor	Dale Mabry	08/23/04
			05/06/25

<u>NON-RENEWAL OF CONTRACT</u>			
<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Fiske, Francis	Computer Science Instructor	Brandon	01/07/19
Hart, Joseph	Mathematics Instructor	Brandon	08/15/19
			05/05/25

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

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 5.04	
BACKGROUND AND PERTINENT FACTS:	
The agreement between the Hillsborough Community College District Board of Trustees and the Faculty United Service Association (FUSA) regarding Sabbatical Leave provides that “no more than six full-time equivalent faculty members shall receive Sabbatical Leave for an academic year.”	
ECONOMIC IMPACT:	
Compensation while on sabbatical leave is three fourths of the faculty member’s annual salary prorated for the period of the leave. This is paid from the Faculty, Staff and Program Development fund.	
OBJECTIVE:	
To provide eligible full-time, tenured faculty members with an opportunity for professional growth and/or the completion of their doctoral degree.	
LEGAL AUTHORITY:	
SBE 6A-14.0411, FUSA Agreement, Article 12.7	
RECOMMENDATION:	
The President recommends that the Board approve the following faculty members be granted Sabbatical Leave during the 2025-2026 Academic Year.	
Robert Funk English Brandon Campus Johana Melendez Biology Plant City Steven Milhorn Communications Ybor City Campus Thomas Tankersley Paralegal Studies Ybor City Campus	
Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President	Date

4/17/25

	APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE
Reference: HCC-FUSA Collective Bargaining Agreement https://hccfl.sharepoint.com/sites/employee relations/FUSA - Labor Union Resources	
Steps: Please complete all blocks in section 1.	
1. Faculty member completes application form and forwards to appropriate dean.	
2. Dean acknowledges application and forwards to Human Resources through the Campus President.	
3. Human Resources verifies eligibility for sabbatical and forwards to Sabbatical Committee chairperson.	
Notices:	
1. Stipends for tuition referenced in Article 6.20, HCC-FUSA contract cannot be used while on sabbatical leave.	
2. Pay is reduced to 75% while on sabbatical leave.	
3. Any changes to the sabbatical plan must be reported immediately to the appropriate dean.	
4. Upon completion of the leave, a Sabbatical Leave Activity Report (form 2-1-112) must be submitted within four weeks (28 calendar days) of the first contractual day following the leave.	
Section 1. Faculty Member/Plan Information	
Name Robert Funk	Campus Brandon
Colleague ID Number (not SSN) 0590488	Discipline English
Leave Work at HCC on (date) 8/25	Return to Work at HCC on (date) 5/26
Requested Amount of Time (e.g. 1yr, 1 term, etc) 1 year	Beginning Date of Full-Time Employment at HCC 8/11/2011
Previous sabbatical leave:	☐ Yes From: 8/17 To: 5/18 ☐ None
<i>Explain the purpose of the sabbatical leave (confine remarks to space provided).</i> I have two separate goals: The first is to revamp my IDS course (James Bond and Our Culture), to move it from a face-to-face platform to an online one (while also incorporating a greater level of sophistication into the face-to-face offering as well). This project will include using Studio and coordinating with CITT in its use. Because of Ian Fleming's connection to Jamaica and his setting many of his works on the island, I will make at least one visit to film portions of these videos. The second is to create a text-packet for my ENC 1102 course, one that would allow me to by-pass the college-wide textbook for this course. On my last sabbatical I created a textbook for my ENC 1101 students; this would be a "sequel" to that work.	
Continue on page 2.	
Page 1	All previous versions are obsolete and may not be used. 2-1-005 (12/19)

APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE continued.			
<i>Describe in detail the proposed plan/activity. (Confine remarks to space provided).</i>			
1) Review and evaluate my current face-to-face IDS course / develop and story board modules for an on-line version of the course / coordinate with CITT for most effective use of Studio and film modules. 2) Research and write/compile a text to accompany my instruction for ENC 1102			
<i>List the name of the institution/location of travel. (Confine remarks to space provided).</i>			
HCC library Jamaica--various locations			
<i>Describe any financial support the institution will be providing. (Confine remarks to space provided).</i>			
None			
<i>Describe the expected results (professional benefits of the sabbatical leave). (Confine remarks to space provided).</i>			
1) A fully articulated on-line IDS course 2) a text for my ENC 1102 course			
<i>Faculty Member's Signature</i> 		<i>Date</i> 2/13/25	
Section 2. Acknowledgement by Dean		Section 3. Acknowledgement by Campus President	
<i>Remarks, if any:</i> I support this request.		<i>Remarks, if any:</i>	
<i>Signature:</i>		<i>Date:</i>	<i>Date:</i>

 APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE		Reference: HCC-FUSA Collective Bargaining Agreement https://hccfl.sharepoint.com/sites/employee_relations/FUSA - Labor Union Resources	
Steps: Please complete all blocks in section 1.			
1. Faculty member completes application form and forwards to appropriate dean.			
2. Dean acknowledges application and forwards to Human Resources through the Campus President.			
3. Human Resources verifies eligibility for sabbatical and forwards to Sabbatical Committee chairperson.			
Notices:			
1. Stipends for tuition referenced in Article 6.20, HCC-FUSA contract cannot be used while on sabbatical leave.			
2. Pay is reduced to 75% while on sabbatical leave.			
3. Any changes to the sabbatical plan must be reported immediately to the appropriate dean.			
4. Upon completion of the leave, a Sabbatical Leave Activity Report (form 2-1-112) must be submitted within four weeks (28 calendar days) of the first contractual day following the leave.			
Section 1. Faculty Member/Plan Information			
Name Johana Melendez		Campus Plant City	
Colleague ID Number (not SSN) 0598711		Discipline Biology	
Leave Work at HCC on (date) August 2025		Return to Work at HCC on (date) January 2026	
Requested Amount of Time (e.g. 1yr, 1 term, etc) 1 term (fall 2025)		Beginning Date of Full-Time Employment at HCC January 5, 2006	
Previous sabbatical leave:		☐ Yes	From:
		☒ None	To:
<i>Explain the purpose of the sabbatical leave (confine remarks to space provided).</i> After teaching for more than 29 years and seeing how the world changes, I feel that it's time to rethink and meditate on my teaching philosophy to make sure I incorporate ideas and techniques that can be attractive and supportive to today's students. I would like to use this time to focus my time on learning how to be a better professor for both in person and online students and to revisit my teaching philosophy to ensure it's aligned with today's students learning styles. I would use the time to benefit from the Linked in Learning Seminars and CITT professional development tools and support that HCC offers to make my courses more manageable and easier to follow by students while making sure courses are fully compliant with the new standards of the High-Quality Internal Review Process (HQ 2025). My courses of focus will be MCB 2000 Lecture and MCB 2000 Laboratory. Among the goals that I have are: 1) Make courses 100% ADA compliant. 2) Add learning activities for lectures and lab. with clinical emphasis and global perspectives plus some hands-on learning. 3) Find teaching resources for the online lab. to make it more engaging, and hands on. For example: I would work on buying materials to design microbiology learning kits that students can borrow, or make at home so they can have active learning activities to learn some of the most difficult concepts of the class. One kit I would like to create is the prokaryotic and eukaryotic cell models as well as a virus model, which can be made with craft materials easily found in the student's home. To be creative, I need the focused time with no interruptions so I can research ideas and try different models until I find the best ones. That students can create with minimal cost and effort. If I can figure out kits that I can create, I can also offer those to students to borrow and return at the end of the semester. I would use time of this sabbatical to explore and apply for funding opportunities (internally at HCC and outside of HCC to complete this project). My goal is to finish the sabbatical with MCB lecture and lab. courses of excellence. 100 % ADA compliant, engaging and with a course learning kit that includes cell models for online students to borrow or create by themselves with home materials at low cost. The learning kits developed during this project could be adopted by other professors for their online and in-person courses if they wish. I will share the final products (learning kits) created during this sabbatical at the spring 2026 in service. <i>JM 2/14/25</i>			

APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE continued.

Describe in detail the proposed plan/activity. (Confine remarks to space provided).

These are my goals for the MCB lecture and lab courses:
 1. I will begin by taking any CITT courses or Linked-In learning courses that will help me make my courses become 100% ADA compliant and easier for students to follow. We meet with CITT staff to get guidance and help during the sabbatical.
 2. For MCB lecture: Will create cell and virus models with learning activities to help students better grasp the differences and similarities between prokaryotes and eukaryotes, as well as viruses. These concepts are routinely challenging for students to learn each semester and are part of the course outcomes. Finding better ways to teach these is very important. I will work on designing the 2 cell models and virus models using arts and crafts materials that can be easily found at home. Then I'll move to add activities that will make the course more engaging and easier to follow the courses' learning outcomes. The idea is to engage students whether they are attending in person classes or online.
 3. For MCB laboratory, I will design or find a microbiology lab kit which will include materials easily found at the students' home to create small experiments at home that can fulfill the following courses' learning outcomes: 1. Explain the scientific method and apply it to answer questions and solve problems in the laboratory. 2. Collect, organize and analyze data in a written format using the scientific method.

List the name of the institution/location of travel. (Confine remarks to space provided).

I will focus on using HCC's teaching and learning resources offered by CITT and Linked in learning seminars. I might also travel to find the solitude to meditate on new ideas, but travel plan are not solidified yet.

Describe any financial support the institution will be providing. (Confine remarks to space provided).

None, but I will research ways in which HCC can help support my idea of cell models and home kits. This could be through a mini grant or other funding sources that I might find fit this goal such as students' fees.

Describe the expected results (professional benefits of the sabbatical leave). (Confine remarks to space provided).

The results of the sabbatical will be the following:
 1. A sabbatical proposal letter to be approved by the spring of 2025 - all new ideas, energy and determination to learn that will be more engaged and excited to learn because of the improvements of my students.
 2. A sabbatical proposal letter to be approved by the spring of 2025 - all new ideas, energy and determination to learn that will be more engaged and excited to learn because of the improvements of my students.
 3. A sabbatical proposal letter to be approved by the spring of 2025 - all new ideas, energy and determination to learn that will be more engaged and excited to learn because of the improvements of my students.
 4. A sabbatical proposal letter to be approved by the spring of 2025 - all new ideas, energy and determination to learn that will be more engaged and excited to learn because of the improvements of my students.
 5. A sabbatical proposal letter to be approved by the spring of 2025 - all new ideas, energy and determination to learn that will be more engaged and excited to learn because of the improvements of my students.
 6. A sabbatical proposal letter to be approved by the spring of 2025 - all new ideas, energy and determination to learn that will be more engaged and excited to learn because of the improvements of my students.
 7. After the sabbatical I will present the outcomes and products of the sabbatical to my peers during the spring 2026 in-person.

Faculty Member's Signature

Jeffere Melander

Date

February 14, 2025

Section 2. Acknowledgement by Dean

Section 3. Acknowledgement by Campus President

Remarks, if any:

Remarks, if any:
 Professor Melander clearly articulates her rationale for desiring this sabbatical. I strongly concur with rationale and this request. mpe

Signature:

Jeffere Melander

Date:

2-17-25

Signature:

Jeffere Melander

Date:

2-19-25

Johana Meléndez- Santiago – Biology Professor, HCC Plant City
February 14, 2025
Sabbatical Leave request for fall 2025

Explain the purpose of the sabbatical leave (confine remarks to space provided)

After teaching for more than 29 years and seeing how the world changes, I feel that it's time to rethink and meditate on my teaching philosophy to make sure I incorporate ideas and techniques that can be attractive and supportive to today's students. I would like to use this time to focus my time on learning how to be a better professor for both in person and online students and to revisit my teaching philosophy to ensure it's aligned with today's students learning styles. I would use the time to benefit from the Linked in Learning Seminars and CITT professional development tools and support that HCC offers to make my courses more manageable and easier to follow by students while making sure courses are fully compliant with the new standards of the High-Quality Internal Review Process (HQ 2025).

My courses of focus will be MCB 2000 Lecture and MCB 2000 Laboratory. Among the goals that I have are: **1) Make courses 100% ADA compliant. 2) Add learning activities for lectures and lab. with clinical emphasis and global perspectives plus some hands-on learning. 3) Find teaching resources for the online lab. to make it more engaging, and hands on.** For example : I would work on buying materials to design microbiology learning kits that students can borrow, or make at home so they can have active learning activities to learn some of the most difficult concepts of the class. One kit I would like to create is the prokaryotic and eukaryotic cell models as well as a virus model, which can be made with craft materials easily found in the student's home. To be creative, I need the focused time with no interruptions so I can research ideas and try different models until I find the best ones, that students can create with minimal cost and effort. If I can figure out kits that I can create, I can also offer those to students to borrow and return at the end of the semester. I would use time of this sabbatical to explore and apply for funding opportunities (internally at HCC and outside of HCC to complete this project). My goal is to finish the sabbatical with MCB lecture and lab. courses of excellence, 100 % ADA compliant, engaging and with a course learning kit that includes cell models for online students to borrow or create by themselves with home materials at low cost. The learning kits developed during this project could be adopted by other professors for their online and in-person courses if they wish. I will share the final products (learning kits) created during this sabbatical at the spring 2026 in service.

Describe in detail the proposed plan/activity. (Confine remarks to space provided).

These are my goals for the MCB lecture and lab. courses:

1. I will begin by taking any CITT courses or Linked-in learning courses that will help me make my courses become 100% ADA compliant and easier for students to follow. Will meet with CITT staff to get guidance and help during the sabbatical.

2. For MCB lecture: Will create cell and virus models with learning activities to help students better grasp the differences and similarities between prokaryotes and eukaryotes, as well as viruses. These concepts are routinely challenging for students to learn each semester and are part of the course outcomes. Finding better ways to teach these is very important. I will work on designing the 2 cell models and virus models using arts and crafts materials that can be easily found at home. Then I'll move

Johana Meléndez 2/14/25

Johana Meléndez- Santiago – Biology Professor, HCC Plant City
February 14, 2025

Sabbatical Leave request for fall 2025

to add activities that will make the course more engaging and easier to fulfill the courses' learning outcomes. The idea is to engage students whether they are attending in person classes or online.

3. For MCB laboratory, I will design or find a microbiology lab kit which will include materials easily found at the students' home to create small experiments at home that can fulfill the following course's learning outcomes: 1. Explain the scientific method and apply it to answer questions and solve problems in the laboratory. 2. Collect, organize and analyze data in a written format using the scientific method.

List the name of the institution/location of travel. (Confine remarks to space provided).

I will focus on using HCC's teaching and learning resources offered by CITT and Linked in learning seminars. I might also travel to find the solitude to meditate on new ideas, but travel plan are not solidified yet.

Describe any financial support the institution will be providing. (Confine remarks to space provided).

None, but I will research ways in which HCC can help support my idea of cell models and home kits. This could be through a mini grant or other funding sources that I might find fit this goal such as students' fees.

Describe the expected results (professional benefits of the sabbatical leave). (Confine remarks to space provided).

The results of this sabbatical will be the following.

1. A refreshed professor ready to start teaching in the spring of 2026 with new ideas, energy and encouraged to know that both in -person and online students will be more engaged and excited to learn because of the improvements of my courses.
2. A better prepared professor, having gone through a period of focused teaching and learning training.
3. A revisited written teaching philosophy statement.
4. I expect my MCB 2000 and MCB 2000L to be 100% ADA compliant and HQ ready.
5. I expect my MCB lecture and lab. to have at least one learning kit for active learning for both in-person and online courses I teach (MCB lecture as well as lab). These learning kits will be designed with sustainability, and low cost in mind.
6. This sabbatical could benefit other professors and students at HCC, should they choose to adopt these kits for their courses too.
7. After the sabbatical, I will present the outcomes and products of the sabbatical to my peers during the spring 2026 in-service.

Johana Meléndez 2/14/25

	APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE
Reference: HCC-FUSA Collective Bargaining Agreement	
Steps: Please complete all blocks in section 1.	
1. Faculty member completes application form and forwards to appropriate dean.	
2. Dean acknowledges application and forwards to Human Resources through the Campus President.	
3. Human Resources verifies eligibility for sabbatical and forwards to Sabbatical Committee chairperson.	
Notices:	
1. Stipends for tuition referenced in Article 6.20, HCC-FUSA contract cannot be used while on sabbatical leave.	
2. Pay is reduced to 75% while on sabbatical leave.	
3. Any changes to the sabbatical plan must be reported immediately to the appropriate dean.	
4. Upon completion of the leave, a Sabbatical Leave Activity Report (form 2-1-112) must be submitted within four weeks (28 calendar days) of the first contractual day following the leave.	
Section 1. Faculty Member/Plan Information	
Name Steven Milhorn	Campus Ybor City
Colleague ID Number (not SSN) 0695145	Discipline Communications
Leave Work at HCC on (date) 08/25	Return to Work at HCC on (date) 05/26
Requested Amount of Time (e.g. 1yr, 1 term, etc) 2 terms	Beginning Date of Full-Time Employment at HCC 08/11
Previous sabbatical leave:	☒ None ☐ Yes From: To:
<i>Explain the purpose of the sabbatical leave (confine remarks to space provided).</i> The purpose of this request is to reignite my passion for teaching as I embark on extending the subject areas which I teach for HCC. I have been teaching REA, IDS, SLS for many years, and I have recently expanded to teach Prep-Writing. I want to continue my growth to teach ENC classes. I would first like to take a portion of the sabbatical time to take classes to fulfill my writing credentials and then to explore a personal writing project that will help with one of my IDS classes as well as affirm my writing skills. I would like to explore supernatural myths and legends around Florida (especially Central Florida) to not only get the supernatural elements of the stories, but also the historically accurate parts through research and local accounts. The idea is to approach this from a storytelling aspect. As a southern tradition, storytelling is a huge part of the culture and provides a comforting connection to a simpler time. Many stories deal with the historical myths and legends that have been pervasive through Florida's history. A project like this would aid in both my IDS and ENC endeavours.	
Continue on page 2.	

APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE continued.			
<i>Describe in detail the proposed plan/activity. (Confine remarks to space provided).</i> I would enroll in and successfully complete ENG5003, ENG 5013, ENG5023, and ENG 5043 at the American College of Education. During and after I will begin research [both the folklore and the historical events/facts] about specific Florida stories. Compile the information into a series of essays/video essays.			
<i>Further development- After the completion of the sabbatical the essays/video essays may further be developed into a documentary or documentary series.</i>			
<i>List the name of the institution/location of travel. (Confine remarks to space provided).</i> Classes will be taken online through the American College of Education at a graduate level.			
Possible travel locations: Orlando [I-4 Dead Zone], Ybor City [Cuban Club], Brooksville [May-Stringer House and cemetery], Orlando [The Nightlight Nursery] Ybor City [Reefer Madness House], Tampa [Myrtle- Hill Cemetery]			
I plan to research 3-4 of these local legends (or similar stories).			
<i>Describe any financial support the institution will be providing. (Confine remarks to space provided).</i> None. No college funding will be needed, other than that which is outlined in the contract (pay, benefits, etc.).			
<i>Describe the expected results (professional benefits of the sabbatical leave). (Confine remarks to space provided).</i> I plan to have a series of stories/essays/video essays on local legends and folklore focusing on the storytelling aspect of the tale, then to delve into the historical/provable aspects. Professionally this would allow me to take classes and focus on the skill building aspect of my own learning, explore storytelling in an age of modern media, and allow me to return with new approaches and excitement for a new subject area. I could also bring the experience of working on a passion project that can be used readily in my IDS classes.			
<i>Faculty Member's Signature</i> 		<i>Date</i> 2/7/2025	
Section 2. Acknowledgement by Dean		Section 3. Acknowledgement by Campus President	
<i>Remarks, if any:</i>		<i>Remarks, if any:</i>	
<i>Signature:</i> 	<i>Date:</i> 2/7/25	<i>Signature:</i> Larissa Baia	<i>Date:</i> 2/13/25

	APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE
Reference: HCC-FUSA Collective Bargaining Agreement https://hccfl.sharepoint.com/sites/employee relations/FUSA - Labor Union Resources	
Steps: Please complete all blocks in section 1.	
1. Faculty member completes application form and forwards to appropriate dean.	
2. Dean acknowledges application and forwards to Human Resources through the Campus President.	
3. Human Resources verifies eligibility for sabbatical and forwards to Sabbatical Committee chairperson.	
Notices:	
1. Stipends for tuition referenced in Article 6.20, HCC-FUSA contract cannot be used while on sabbatical leave.	
2. Pay is reduced to 75% while on sabbatical leave.	
3. Any changes to the sabbatical plan must be reported immediately to the appropriate dean.	
4. Upon completion of the leave, a Sabbatical Leave Activity Report (form 2-1-112) must be submitted within four weeks (28 calendar days) of the first contractual day following the leave.	
Section 1. Faculty Member/Plan Information	
Name	Campus
Colleague ID Number (not SSN)	Discipline
Leave Work at HCC on (date)	Return to Work at HCC on (date)
Requested Amount of Time (e.g. 1yr, 1 term, etc)	Beginning Date of Full-Time Employment at HCC
Previous sabbatical leave:	☐ Yes ☐ None From: To:
Explain the purpose of the sabbatical leave (confine remarks to space provided).	

Continue on page 2.

APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE continued.			
<i>Describe in detail the proposed plan/activity. (Confine remarks to space provided).</i>			
<i>List the name of the institution/location of travel. (Confine remarks to space provided).</i>			
<i>Describe any financial support the institution will be providing. (Confine remarks to space provided).</i>			
<i>Describe the expected results (professional benefits of the sabbatical leave). (Confine remarks to space provided).</i>			
<i>Faculty Member's Signature</i>		<i>Date</i>	
Section 2. Acknowledgement by Dean		Section 3. Acknowledgement by Campus President	
<i>Remarks, if any:</i>		<i>Remarks, if any:</i>	
<i>Signature:</i>		<i>Date:</i>	<i>Date:</i>

Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 6.01	CONSENT
BACKGROUND AND PERTINENT FACTS:	
The Communication discipline group presented a course termination; the English discipline group presented a course reactivation; the Health Sciences discipline group presented a course modification and program deletions and modifications; the Humanities, Fine Arts and Design discipline group presented course modifications; and the Mathematics discipline group presented course modifications. The Academic Affairs Committee approved the course modifications, course reactivation, course termination, program deletions, and 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 Board approval of the course modifications, course reactivation, course termination, program deletions, and the program modifications to be effective SU/25 and FA/25 , unless otherwise noted.	
Initiator	Date:
Dionna Doss and Brian Mann	
Vice President/Campus President/Director of Human Resources	Date:
Richard Senker	
District President	Date
	4/17/25

Hillsborough Community College
April 2025 BOT

Course Modifications
Effective FA/25

MAC 1105, College Algebra

- Remove college-level reading and writing skills requirement.

MAC 1105C, College Algebra with Integrated Review

- Remove college-level reading and writing skills requirement.

MAC 1106, Combined College Algebra/Pre-Calculus

- Remove college-level reading and writing skills requirement.

MAC 1114, Trigonometry

- Remove college-level reading and writing skills requirement.

MAC 1140, Pre-Calculus Algebra

- Remove college-level reading and writing skills requirement.

MAC 1147, Pre-Calculus Algebra and Trigonometry

- Remove college-level reading and writing skills requirement.

MAC 2233C, Calculus for Business and Social Sciences

- Remove college-level reading and writing skills requirement.

MAC 2311, Calculus and Analytic Geometry I

- Remove college-level reading and writing skills requirement.

MAC 2312, Calculus and Analytic Geometry II

- Remove college-level reading and writing skills requirement.

MAC 2313, Calculus and Analytic Geometry III

- Remove college-level reading and writing skills requirement.

MAD 2104, Discrete Mathematics

- Remove college-level reading and writing skills requirement.

MAP 2302, Differential Equations

- Remove college-level reading and writing skills requirement.

MAT 0018, Pre-Algebra

- Remove college-level reading skills requirement.

MAT 0022, Integrated Arithmetic and Algebra

- Remove college-level reading skills requirement.

MAT 0028, Beginning Algebra

- Remove college-level reading skills requirement.

MAT 0029, Developmental Mathematics for Statistics and Liberal Arts

- Remove college-level reading skills requirement.

MGF 1130, Mathematical Thinking

- Remove college-level reading and writing skills requirement.

MGF 1131, Mathematics in Context

- Remove college-level reading and writing skills requirement.

STA 2023, Elementary Statistics

- Remove college-level reading and writing skills requirement.

CVT 2660C, Non-Invasive Cardiology

- Change course number from 2660 to 2622 so the course is labeled CVT 2622C.

REL 1210, Biblical Literature: Jewish History, Law, Prophets, and Writings

- Updated course intended outcomes and changed course description to read: "Through an examination of the Hebrew Scriptures/Old Testament and supplemental readings, this course explores the ancient history and writings of the Jewish people through an examination of the Ancient Near East and the beliefs, practices, rituals, major events, and major figures found therein."

REL 1240, Biblical Literature: The Life of Jesus, Origins of the Church, and Early Christian Writings

- Updated course intended outcomes and changed course description to read: "Through an examination of the New Testament and supplemental readings, 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 therein."

RET 1024, Introduction to Respiratory Care

- Delete course prerequisites.

Course Modifications
Effective FA/26

REL 1210, Biblical Literature: Jewish History, Law, Prophets, and Writings

- Change to general education status.

REL 1240, Biblical Literature: The Life of Jesus, Origins of the Church, and Early Christian Writings

- Change to general education status.

Course Reactivation
Effective FA/25

ENG 2100, Introduction to Film

Course Termination
Effective FA/25

REA 0018, Developmental Reading

Program Deletions
Effective FA/25

Eye Care Technician CCC
Optical Management AS

Program Modifications
Effective FA/25

Respiratory Care AS

- Update civics literacy requirements.

Respiratory Care – Transition AS

- Update civics literacy requirements.

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 6.02	
BACKGROUND AND PERTINENT FACTS:	
Hillsborough Community College (HCC) has created an amendment to its current articulation agreements with private and charter schools to address the reimbursement of costs for courses taken by dual enrollment students during summer terms. The following schools have reviewed and signed the amendment to their agreements: • American Youth Academy • Bayaan Academy • Bayshore Christian School • Beach Park School • Bell Creek Academy • Cambridge Christian School • Cristo Rey Tampa High School • Dr. Kiran C. Patel High School • Faith Outreach Academy • Florida College Academy • Plant City Christian Academy • Riverview Academy High School • Seffner Christian Academy • Victory Charter School	
ECONOMIC IMPACT:	
The proposed amendment will have a positive economic impact and establish a means for the college to avoid shortfalls that may be caused by limited state funding, and it now clarifies the cost of consumable lab supplies for online courses taken by dual enrollment students at HCC.	
OBJECTIVE:	
To request Board approval of the signed amendments to HCC's dual enrollment articulation agreements with the schools listed above.	
LEGAL AUTHORITY:	
F.S. 1007.22, 1007.271, 1009.30; SBE 6A-14.064	
RECOMMENDATION:	
The President recommends Board approval of the Dual Enrollment Summer Costs Amendments that have been submitted to Hillsborough Community College.	
Initiator Terri Barshay	Date 4/7/2025
Vice President/Campus President/Director of Human Resources	
District President	
	Date 4/17/25

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 6.03	
BACKGROUND AND PERTINENT FACTS:	
Hillsborough Community College (HCC) is proposing an amendment to its articulation agreements with private schools to address the reimbursement of costs for courses taken by dual enrollment students. Currently, HCC bills the state for the cost of instructional materials and courses taken by private school dual enrollment students during the fall, spring, and summer terms. The present articulation agreements with our private schools have language concerning the reimbursement of costs by the schools in the fall and spring terms if the state's funding does not fully cover dual enrollment costs. However, the agreements have not addressed costs for the summer terms. This past summer the state's funding did not cover the full costs of dual enrollment courses and materials. The proposed amendment will provide a path for HCC to seek proportional reimbursement for the costs incurred by dual enrollment private school students that are not covered by the state's dual enrollment scholarship fund.	
ECONOMIC IMPACT:	
The proposed amendment will have a positive economic impact and establish a means for the college to avoid shortfalls that may be caused by limited state funding, and it now clarifies the cost of consumable lab supplies for online courses taken by dual enrollment students at HCC.	
OBJECTIVE:	
To request approval of the amendment to HCC's dual enrollment articulation agreements with our partner private schools.	
LEGAL AUTHORITY:	
F.S. 1007.22, 1007.271, 1009.30; SBE 6A-14.064	
RECOMMENDATION:	
The President recommends Board approval of the proposed amendment to the dual enrollment agreement for private schools; and to authorize the College President (or designee) to sign executed amendments with private schools in substantial compliance with the approved amendment, subject to review and approval by General Counsel.	
Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President	Date

Km [Signature]

4/17/25

AMENDMENT TO
DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN
THE DISTRICT BOARD OF TRUSTEES OF HILLSBOROUGH COMMUNITY
COLLEGE AND _____

This Amendment to Dual Enrollment Articulation Agreement (“Amendment”) is entered into and effective as of _____ 2025, between the District Board of Trustees of Hillsborough Community College, Post Office Box 31127, Tampa, Florida 33631, (“HCC”) and _____ (“School”).

WHEREAS HCC and School are parties to that certain Dual Enrollment Articulation Agreement between them dated _____ (“Agreement”), and

WHEREAS HCC and School desire to amend the Agreement, as set forth in this Amendment.

NOW THEREFORE in consideration of the mutual promises stated herein, the parties agree to cooperate in the establishment, maintenance, and implementation of a Dual Enrollment Program between HCC and SCHOOL for the consideration hereinafter described, agree as follows:

1. The foregoing recitals are true and correct and are incorporated herein by reference. Capitalized terms used in this Amendment but not defined shall have the meaning given to them in the Agreement. Except as modified by this Amendment, the Agreement remains unmodified and in full force and effect.
2. The substantive text of Article XII of the Agreement is deleted and replaced with the following:

“To the extent funds are appropriated by the State for reimbursement under section 1009.30, Florida Statutes, HCC will request reimbursement for the tuition and/or instructional material costs for SCHOOL students in accordance with established State Board of Education rule(s) and applicable laws of the State of Florida. If adequate State funding is not available for instructional material costs, the SCHOOL (but not SCHOOL’s student) is required to reimburse HCC for the unreimbursed cost of instructional materials. If adequate State funding is not appropriated for full tuition reimbursement (as further set forth below), SCHOOL is required to reimburse HCC for the unreimbursed portion of the standard tuition rate per credit hour as established by the Florida Education Finance Program (FEFP)

for courses taken in the fall, spring, and/or summer terms. In no event shall SCHOOL's reimbursement rate for tuition exceed the FEFP standard tuition rate per credit hour. If the State does not provide full reimbursement, HCC will invoice SCHOOL for tuition costs and instructional material costs as follows:

(HCC) shall prorate the unreimbursed costs invoiced to all participating high schools. Students participating in the Home School Program and the Personal Education Program shall not count toward the proration calculations. For unreimbursed tuition, HCC will divide the SCHOOL's total credit hours by the total credit hours submitted to the State (excluding Home School and PEP credit hours) and multiply the percentage obtained by the total amount short paid by the State to determine the reimbursement. By way of example, assume HCC's initial request for State reimbursement (excluding Home School and PEP credit hours) is \$375,000, which represents 5,000 credit hours. Assume the State appropriates \$365,000 to HCC. This appropriation results in a \$10,000 short pay. If SCHOOL's students took 60 credit hours of dual enrollment, the portion of SCHOOL's total credit hours compared to the total credit hours submitted by HCC to the State will be $60/5,000 = 0.012$. That amount, which represents the SCHOOL's pro rata share of credit hours, is multiplied by the short pay to obtain SCHOOL's pro rata cost share $\$10,000 \times 0.012 = \120.00 . HCC shall suspend SCHOOL's participation in the Dual Enrollment program under this Agreement until all outstanding amounts owed are received by HCC. For unreimbursed instructional materials, HCC shall follow the process described above but shall use SCHOOL's total instructional materials cost instead of SCHOOL's total credit hours and the total instructional materials cost submitted to the State instead of total credit hours submitted to the State.

SCHOOL or HCC shall provide the use of laboratory equipment, tools, fixtures, or other resources which are not consumable. HCC shall provide consumable laboratory supplies and materials routinely covered by college fees for courses taught on HCC campuses. SCHOOL shall provide consumable laboratory supplies and materials routinely covered by college fees for courses taught online or taught at the high school site by high school dual enrollment faculty. Students participating in the Dual Enrollment Program will not be assessed costs for registration, tuition, instructional materials, or laboratory fees.

In Witness whereof, the parties hereto have executed this Agreement as of the date set forth above.

HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES

SCHOOL

BY: _____ BY: _____
Gregory Celestan Signature
Chair Printed Name and Title

ATTEST: _____ ATTEST: _____
Dr. Ken Atwater Signature
President Printed Name and Title

DATE: _____ DATE: _____

Richard Senker
HCC Articulation Office

Approved as to Form & Legality

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 6.04	
BACKGROUND AND PERTINENT FACTS:	
Hillsborough Community College (HCC) is proposing an amendment to its articulation agreements with charter schools to address the reimbursement of costs for summer courses taken by dual enrollment students. Currently, charter schools reimburse HCC for the cost of instructional materials and also reimburse the college for the tuition rate established by the state for courses taken by dual enrollment students in fall and spring terms. The cost for charter school students' summer courses and instructional materials are currently billed to the state for reimbursement through the state's dual enrollment scholarship program and fund. This past summer the state's funding did not cover the full costs of dual enrollment courses and materials. The proposed amendment will provide a path for HCC to seek proportional reimbursement for costs not covered by the state's dual enrollment scholarship fund.	
ECONOMIC IMPACT:	
The proposed amendment will have a positive economic impact and establish a means for the college to avoid shortfalls that may be caused by limited state funding, and it now clarifies the cost of consumable lab supplies for online courses taken by dual enrollment students at HCC.	
OBJECTIVE:	
To request approval of the amendment to HCC's dual enrollment articulation agreements with our partner charter schools.	
LEGAL AUTHORITY:	
F.S. 1007.22, 1007.271, 1009.30; SBE 6A-14.064	
RECOMMENDATION:	
The President recommends Board approval of the proposed amendment to the dual enrollment agreement for charter schools; and to authorize the College President (or designee) to sign executed amendments with charter schools in substantial compliance with the approved amendment, subject to review and approval by General Counsel.	
Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President 	Date 4/17/25

1-0-024(2/04)

AMENDMENT TO
DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN
THE DISTRICT BOARD OF TRUSTEES OF HILLSBOROUGH COMMUNITY
COLLEGE AND _____

This Amendment to Dual Enrollment Articulation Agreement ("Amendment") is entered into and effective as of _____ between the District Board of Trustees of Hillsborough Community College, Post Office Box 31127, Tampa, Florida 33631, ("HCC") and _____, ("CHARTER SCHOOL").

WHEREAS, HCC and CHARTER SCHOOL are parties to that certain Dual Enrollment Articulation Agreement between them dated _____ ("Agreement"), and

WHEREAS, HCC and CHARTER SCHOOL desire to amend the Agreement, as set forth in this Amendment.

NOW THEREFORE in consideration of the mutual promises stated herein, the parties agree to cooperate in the establishment, maintenance, and implementation of a Dual Enrollment Program between HCC and CHARTER SCHOOL for the consideration hereinafter described, agree as follows:

1. The foregoing recitals are true and correct and are incorporated herein by reference. Capitalized terms used in this Amendment but not defined shall have the meaning given to them in the Agreement. Except as modified by this Amendment, the Agreement remains unmodified and in full force and effect.
2. The substantive text of Article XVIII of the Agreement is deleted and replaced with the following:

"HCC and CHARTER SCHOOL agree to invoice each other each fall, spring and summer term annually. The following costs shall be calculated each term and invoiced accordingly:

1. For dual enrollment on an HCC campus, CHARTER SCHOOL will pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP).
2. For dual enrollment on a high school campus by HCC faculty, CHARTER SCHOOL will reimburse HCC for the costs associated with the proportion of salary and benefits and other actual costs for the adjunct instructor.

3. For dual enrollment on the high school campus by a high school teacher, HCC will not pay instructors who teach during their course of normal teaching duties at CHARTER SCHOOL.
4. For dual enrollment on the high school campus by a high school teacher, HCC will pay instructors who teach outside of their course of normal teaching duties at CHARTER SCHOOL.
5. CHARTER SCHOOL will reimburse HCC for the costs associated with the proportion of salary and benefits and other actual costs for the high school teachers who have been paid by HCC.
6. HCC shall select instructional materials used in dual enrollment courses. Inclusive access instructional materials are included in HCC's efforts to provide affordable instructional materials. Where possible, HCC will offer dual enrolled students the ability to participate in acquiring their materials at a significantly reduced price. CHARTER SCHOOL shall pay for required instructional materials. CHARTER SCHOOL will be responsible for instructional materials for classes taken on a high school campus. Students who take classes on an HCC campus will order instructional materials through the Barnes & Noble College portal or other College approved instructional material program.
7. To the extent funds are appropriated by the State for reimbursement under section 1009.30, Florida Statutes, HCC will request reimbursement for the tuition and/or instructional material costs for CHARTER SCHOOL students for summer classes in accordance with established State Board of Education rule(s) and applicable laws of the State of Florida. If adequate State funding is not available for instructional material costs, the CHARTER SCHOOL is required to reimburse HCC for the unreimbursed cost of instructional materials (if any). If adequate State funding is not appropriated for full tuition reimbursement (as further set forth below), CHARTER SCHOOL is required to reimburse HCC for the unreimbursed portion of the standard tuition rate per credit hour as established by the Florida Education Finance Program (FEFP) for courses taken in the summer term. In no event shall CHARTER SCHOOL's reimbursement rate for tuition exceed the FEFP standard tuition rate per credit hour. If the State does not provide full reimbursement, HCC will invoice CHARTER SCHOOL for tuition costs and instructional material costs as follows:
 - (HCC) shall prorate the unreimbursed costs invoiced to all participating high schools. Students participating in the Home School Program and the Personal Education Program shall not count toward the proration calculations. For unreimbursed tuition, HCC will divide the CHARTER SCHOOL's total credit hours by the total credit hours submitted to the State (excluding Home School and PEP credit hours) and multiply the percentage obtained by the total amount short paid by the State to determine the reimbursement. By way of example, assume HCC's initial request for State reimbursement (excluding Home School and PEP credit hours) is \$375,000, which represents 5,000 credit hours. Assume the State appropriates \$365,000 to HCC. This appropriation results in a \$10,000 short pay. If CHARTER SCHOOL's students took

60 credit hours of dual enrollment, the portion of CHARTER SCHOOL's total credit hours compared to the total credit hours submitted by HCC to the State will be $60/5,000 = 0.012$. That amount, which represents the CHARTER SCHOOL's pro rata share of credit hours, is multiplied by the short pay to obtain SCHOOL's pro rata cost share $\$10,000 \times 0.012 = \120.00 . HCC shall suspend CHARTER SCHOOL's participation in the Dual Enrollment program under this Agreement until all outstanding amounts owed are received by HCC. For unreimbursed instructional materials, HCC shall follow the process described above but shall use CHARTER SCHOOL's total instructional materials cost instead of CHARTER SCHOOL's total credit hours and the total instructional materials cost submitted to the State instead of total credit hours submitted to the State.

8. CHARTER SCHOOL or HCC shall provide the use of laboratory equipment, tools, fixtures, or other resources which are not consumable. HCC shall provide consumable laboratory supplies and materials routinely covered by college fees for courses taught on campus. CHARTER SCHOOL shall provide consumable laboratory supplies and materials routinely covered by college fees for courses taught on CHARTER SCHOOL site or online.
9. Students participating in the Dual Enrollment Program will not be assessed registration, tuition, or laboratory fees. Required instructional materials will be purchased by CHARTER SCHOOL; however, consumables (other than consumable laboratory supplies and materials – see previous paragraph) are not purchased by the CHARTER SCHOOL. Optional materials required by instructors are at student's expense."

IN WITNESS WHEREOF, CHARTER SCHOOL and HCC have adopted this Amendment and caused it to be executed by their respective chairmen and chief executive officers, in accordance with Sections 1007.235 and 1007.271, F.S., Inter-institutional Articulation Agreements.

[CHARTER SCHOOL LEADERSHIP]

By: _____ Chair

Date: _____

DISTRICT BOARD OF TRUSTEES OF HILLSBOROUGH COMMUNITY COLLEGE

By: _____

Gregory Celestan

Chair

Attest: _____ Dr. Ken Atwater
President

Date: _____

Richard Senker
Articulation
Officer

Approved as to Form & Legality

Legal Counsel

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 6.05	
BACKGROUND AND PERTINENT FACTS:	
Hillsborough Community College and the School Board of Hillsborough County are proposing a revised Dual Enrollment Articulation Agreement . Various meetings took place between HCC and SBHC to make updates to the articulation agreement which includes Dual Enrollment, Early Admission, and Collegiate Academies. The signed agreement will be submitted to the Florida Department of Education by August 1, 2025.	
ECONOMIC IMPACT:	
The economic impact is enrollment dependent. Dual enrollment students do not pay HCC tuition, but the SBHC pays the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program.	
OBJECTIVE:	
To request approval of the annual Dual Enrollment articulation agreement between Hillsborough Community College and the School Board of Hillsborough County which includes Dual Enrollment, Early Admission, and Collegiate Academies.	
LEGAL AUTHORITY:	
F.S. 1007.22, 1007.271, 1008.30; SBE 6A-10.024, 6A-10.0315, 6A-14.064	
RECOMMENDATION:	
The President recommends that Board approval of the Dual Enrollment Annual Articulation Agreement between Hillsborough Community College and the School Board of Hillsborough County .	
Initiator Terri Barshay	Date 04/07/2025
Vice President/Campus President/Director of Human Resources	Date
District President 	Date 4/17/25

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 7.01	
BACKGROUND AND PERTINENT FACTS:	
Pursuant to requirements in the Hillsborough Community College Foundation, Inc. bylaws stating any changes to the bylaws must be ratified and approved by the District Board of Trustees, the following changes are submitted for review and acceptance. These changes have been unanimously approved by the Board of Directors of the HCC Foundation at their meeting on February 19, 2025.	
ECONOMIC IMPACT:	
None.	
OBJECTIVE:	
To ratify and approve 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 ratify and approve the amended bylaws of the Hillsborough Community College Foundation, Inc.	
Initiator	Date:
Vice President/Campus President/Director of Human Resources	Date
District President	Date

[Handwritten signature]

4/17/25



Hillsborough Community College Foundation
4115 North Lois Ave | Tampa, FL 33614 | www.hccfoundation.com
Phone 813.253.7114 | **Fax** 813.253.7551

TO: Dr. Ken Atwater
FROM: L. Garrett Weddle
DATE: April 23, 2025
SUBJECT: BY-LAWS CHANGE REQUEST FOR APPROVAL

The HCC Foundation Board of Directors, at their last scheduled meeting on February 19, 2025, unanimously approved a change to the by-laws concerning authorization amounts for the Executive Director for check approvals and signed contracts. The current and proposed language for each of these approvals are below. We respectfully request approval by the HCC District Board of Trustees for the changes to our by-laws.

Current:

EXECUTION OF CONTRACTS: The authority to execute authorized contracts on behalf of the Foundation shall occur as follows: Contracts less than \$5,000 shall be executed by the Executive Director. Contracts between \$5,000 and less than \$25,000 shall be executed by the Chair of the Board and the Executive Director; and contracts exceeding \$25,000 shall be executed by the Executive Committee. The Executive Committee may authorize the Chair and Executive Director to jointly execute any contract, regardless of amount. The Executive Director may unilaterally execute contracts up to \$25,000 if it relates to a Foundation sponsored event.

Proposed:

EXECUTION OF CONTRACTS: The authority to execute authorized contracts on behalf of the Foundation shall occur as follows: Contracts less than \$10,000 shall be executed by the Executive Director. Contracts between \$10,000 and less than \$35,000 shall be executed by the Chair of the Board and the Executive Director; and contracts exceeding \$35,000 shall be executed by the Executive Committee. The Executive Committee may authorize the Chair and Executive Director to jointly execute any contract, regardless of amount. The Executive Director may unilaterally execute contracts up to \$35,000 if it relates to a Foundation sponsored event.

Current:

CHECK SIGNING AUTHORITY: The authority to sign checks on behalf of the Foundation shall occur as follows: Checks for \$5,000 or less, or for any amount payable to the College, shall be executed by the Executive Director. Checks for more than \$5,000 shall be executed by the Executive Director and one additional authorized signatory on the Foundations checking account.

Proposed:

CHECK SIGNING AUTHORITY: The authority to sign checks on behalf of the Foundation shall occur as follows: Checks for \$10,000 or less, or for any amount payable to the College, shall be executed by the Executive Director. Checks for more than \$10,000 shall be executed by the Executive Director and one additional authorized signatory on the Foundations checking account

Mission Statement: To secure and steward philanthropic support to enhance the mission of Hillsborough Community College and the success of its students.

Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 8.01	
INFORMATION ITEMS ONLY	
MONTHLY FINANCIAL STATEMENT	
The Board has requested the monthly financial statements be submitted as informational only for their review. The financial statements for the month of December 2024.	
LEGAL AUTHORITY: Sections 1001.64; 1001.65 Florida Statutes	
Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President	Date
	4/17/25