

DISTRICT BOARD OF TRUSTEES BOARD MEETING

JUNE 25, 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 JUNE 25, 2025

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

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1.0	<u>GENEI</u>	RAL FUNCTIONS	<u></u>
	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 May 28, 2025 Board Meeting minutes (submitted herein for your review).	5
2.0	<u>HEARI</u>	NG OF STUDENTS	
3.0	<u>HEARI</u>	NG OF CITIZENS	
4.0	<u>HEARI</u>	NG OF FACULTY AND STAFF	
5.0	<u>HUMA</u>	N 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).	11
CONSENT	5.02	The President recommends approval of individuals for part-time employment during Term 25/SU. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).	13

CONSENT	5.03	separations (submitted herein for your review).	15		
6.0	EDUCATIONAL PROGRAMS AND STUDENT SERVICES				
CONSENT	6.01	The President recommends approval of the program deletions effective FA/25 and FA/26 respectively, unless otherwise noted (submitted herein for your review).	17		
	6.02	The President recommends approval of the Dual Enrollment Annual Articulation Agreement between Hillsborough Community College and Tampa Catholic High School (submitted herein for your review).	19		
	6.03	The President recommends approval of the Apprenticeship Training Program Agreement between Hillsborough Community College and Associated Builders and Contractors for a one-year term beginning on August 1, 2025, and ending July 31, 2026 (submitted herein for your review).	20		
	6.04	The President recommends approval of the Apprenticeship Training Program Agreement between Hillsborough Community College and Independent Electrical Contractors for a one-year term beginning on August 1, 2025, and ending July 31, 2026. (submitted herein for your review).	21		
	6.05	The President recommends approval of the Apprenticeship Training Program Agreement between Hillsborough Community College and United Association Local Union 821 for a one-year term beginning on July 1, 2025, and ending June 30, 2026 (submitted herein for your review).	22		
	6.06	The President recommends approval of the proposed adjustment to decrease the Distance Learning fee to be effective FA/25, unless otherwise noted (submitted herein for your review).	23		
7.0	INSTIT	FUTIONAL SERVICES			
	7.01	The President recommends approval of the selection of Nicolas Castellanos as Student Trustee , for the 2025 – 2026 academic year (submitted herein for your review).	25		
8.0	FINAN	ICIAL SERVICES			
	8.01	The President recommends the approval of the Operating Budgets for the Current Unrestricted Fund and the Capital Projects/Unexpended Plant Fund for Fiscal Year 2025-2026. (submitted herein for your review).	26		
	8.02	The President recommends approval of Amendment No. 3 to the contract with Barr & Barr establishing a Guaranteed Maximum Price in the amount of \$635,652.00 for modifications to the roof covering the auditorium located on the fourth floor of	28		

	(submitted herein for your review).	
8.03	The President recommends approval of Amendment No. 04 to the contract with Horus Construction Services, Inc. establishing a Guaranteed Maximum Price in the amount of \$471,295 for the renovation of the PSCI nursing lab located at the Plant City Campus (submitted herein for your review).	29
8.04	The President recommends approval of Amendment No.01 to the contract with Charles Perry Partners, Inc establishing a Guaranteed Maximum Price (GMP) for the upgrade to the chiller plant condensing water system located at the Dale Mabry Campus in the amount of \$1,606,920.00 (submitted herein for your review).	30
8.05	The President recommends the approval of the College's Annual Update of the Five-Year Capital Improvement Plan for submittal to the Division of Florida Colleges and for inclusion in the Division's annual Capital Improvement Plan and Legislative Budget Request for capital projects (submitted herein for your review).	31
8.06	The President recommends approval to adjust the College's records to reflect donated and or disposed items that are no longer useful (submitted herein for your review).	32
8.07	The President recommends entering into a contract with Quorum Services, LLC to provide Construction Document Plan Review, Building Code and Fire Prevention Code/Inspection Services for renovation, remodeling and new construction projects College-wide for an initial term of one (1) year with the option to renew for four (4) additional years, one (1) year at a time at an estimated amount of \$57,758 for the first year and subject to the number and scope of projects thereafter (submitted herein for your review).	33
8.08	The President recommends approval of Accounts Receivable Write offs as of June 2025 (submitted herein for your review).	34
8.09	Information Only- March Financials	
ADMIN	NISTRATIVE REPORT	
9.01	Selection: 2025-2026 Board Chair and Vice Chair	
9.02	Selection: 2025-2026 HCC Foundation and Labor Liaisons	
9.03	Board Meeting Dates for 2025-2026	
LEGA	<u>L REPORT</u>	

the Technology Building (DTEC) at the Dale Mabry Campus.

10.01 Board Self Evaluation

9.0

10.0

- 11.0 <u>HEARING OF BOARD MEMBERS</u>
- 12.0 <u>ADJOURNMENT</u>

HILLSBOROUGH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BOARD MEETING WEDNESDAY, MAY 28, 2025 – 4:00 P.M. BRANDON CAMPUS 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 (virtually)
- Chip Diehl
- Brian Lametto
- Aakash Patel
- Nancy Watkins
- Lauren Gay
- Abigail Johnson (guest Trustee)

1.05 Welcome to Guests, Staff and Faculty.

Dr. Deborah Stephan welcomed the Board to Brandon Campus. She recognized the campus leadership team as well as the current SGA Executive Board. Dr. Stephan shared some of the campus updates including the Food Forest, the Massage Therapy Program and the candle scent that they had formulated to compliment that program. She introduced Mo Kotaiche, Fintech faculty, to share with the Board the details of Fin Tech and how it works. After that, the SGA Executive Board came to the podium to share how the SGA board engages with the students at Brandon campus and beyond. Dr. Stephan thanked all who helped organize the logistics of the board meeting.

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:
 - New gifts and commitments \$6.15M (July-Apr) up 20% compared to last year (5.13M).

1.06.02 Highlights:

- New Gift Officer to replace vacant position.
- Current net assets \$24M

Events:

- Successful Fiscal Year of Events:
 - Scholarship Partners Breakfast
 - Golf Tournament
 - o Fishing Tournament
 - o BBCB Summit
 - Presidential Showcase
 - o Retiree Luncheon
 - Employee Campaign
 - o HCCF Board Meetings, Committee Meetings, and Annual Dinner
- Plans underway for FY26 events to include the first ever "Hawks Day of Giving".
- 1.07 Faculty, Staff and Student Recognitions

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

- 1.07.01 Ybor City Campus theatre production of Heathers recently received a superior ranking through the Florida College System Activities Association Theatre Division Respondent Program.
- 1.07.02 The **bachelor of science in Nursing** is now fully accredited by the Accreditation Commission for Education in Nursing through Fall of 2029.
- 1.07.03 **Tom Tankersley**, Ybor City Campus Paralegal Faculty, was selected for a Fulbright U.S. Scholar award to South Africa in the academic year of 2025-2026. He will be teaching at Cape Peninsula University of Technology (CPUT) in Cape Town, South Africa where he will assist in enhancing its paralegal program.
- 1.07.04 Five HCC students have been awarded with the 2025 Scholarship by the Hispanic Professional Women's Association (HPWA). The recipients were honored during a ceremony held last Saturday, which was attended by Tampa's mayor Jane Castor. The recipients include Annais Vega, Gabriella Duarte, Lizzette Cordero, Susana Lopez Rincon and Yesenia Velazquez.
- 1.07.05 Brandon Campus **Professor Shawn Robinson** was honored as 2025 Kiwanian of the Year for his service to the Kiwanians Club of Tampa.
- 1.07.06 The HCC FinTech Team consisting of Kristin Heathcock, Becky McAfee, Mark Zarycki, Mo Kotaiche, Brian Mann, Sara Cook and Dr. Deborah Stephan have been honored as 2025 Innovation of the Year recognized by the League of Innovation.
- 1.08 The Vice Chair recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "Consent."
 - Trustee Patel made a motion to approve, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 1.09 The President recommended approval of the April 23, 2025, 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** and **25/SU**. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.
- 5.03 The President recommended acknowledgment of **employment separations**.
- 5.04 The President recommended approval of annual contracts, as appropriate, for full-time, non-tenured instructional personnel.
 - 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 the awarding of administrative contracts for the 2025-2026 fiscal year.
 - 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.
- 5.06 The President recommended approval of the **two-year contracts to Administrators on the attached list.**
 - 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.
- 5.07 The President recommended approval of the following faculty on the attached list to receive Rank & Promotion.
 - 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.
- 5.08 The President recommended approval to award continuing contracts to the following faculty members on the attached list.
 - 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.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01 The President recommended approval of **the course termination FA/25**, unless otherwise noted.

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

8.01 The President recommended approval of the application for **final payment in the amount of \$25,833.96 to Reno Building, LLC dba Reno Boyd Co.,** for interior renovation/remodeling of classrooms (BTEC) at the Brandon Campus.

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.

8.02 The President recommended approval of Amendment No. 9 to the contract with Williams Company Tampa, establishing a Guaranteed Maximum Price in the amount of \$633,702.00 for repairs to stabilize the exterior envelope of the Learning Resource Center building and replacement of the shade sails damaged by Hurricane Milton at the Dale Mabry Campus.

The President asked if this amount would be reimbursed by insurance, Mr. Rose answered, yes, it will be submitted for reimbursement.

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.

8.03 The President recommended approval of the application for final payment in the amount of \$100,727.15 to Reno Building, LLC dba Reno Boyd Co., for exterior improvements to the Gymnasium Building.

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.

8.04 The President recommended acceptance of the 2024 Financial Audit Report No. 2025-194.

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.

Trustee Watkins asked if the accounting items highlighted in the letter are addressed and would they be found again in next year's audit. Mr. Rose answered that they would not be in next year's audit and have been addressed.

8.05 Information Only – Exempt Quarterly Past Purchases.

9.0 ADMINISTRATIVE REPORT

9.01 The President asked Eric Johnson, Director of Community and Government Relations, to give the Board an update on the legislative session.

The President complimented the leadership team on completing the DOGE request in record time.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 Trustee Gay expressed how happy she was that the Fin Tech building opened today, and complimented the Fin Tech Faculty Mo Kotaiche on his passion regarding Fin Tech.
- 11.02 Trustee Diehl thanked Dr. Stephan for hosting the Board meeting and for the great Ribbon Cutting Event.

- 11.03 Trustee Patel thanked Dr. Stephan for the wonderful ribbon cutting event for Fin Tech. He also congratulated Dr. Paige Neihaus, Dale Mabry Campus President on being a finalist for Business Leader of the Year, South Tampa Chamber of Commerce.
- 11.04 Trustee Lametto thanked Dr. Stephan for hosting and how he was pleased and honored to stand in as Chair of todays meeting.
- 11.05 Trustee Watkins thanked our guest Trustee, Abby Johnson. She thanked her for her work, as a young student, as she advocated, with her father, Mr. Eric Johnson, on HCC's behalf to Senator Burgess for the Fin Tech program. She was a great advocate and ambassador for HCC and the Fin Tech Program. She also congratulated Trustee Lametto on running a great meeting.

12.0 ADJOURNMENT

There being no further business, the meeting was adjourned at 5:05 p.m.



– THIS PAG	E INTENTIC	ONALLY L	EFT BLANI	K –

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 (2024-20 these positions will be fully budgeted in subsequent fiscal years unle 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 employr compensated in accordance with the Board-approved Salary Schedule.	nent. Each full-time employee will be			
Initiator	Date			
\(\frac{1}{2}\)				
Vice President/Campus President/Exec Dir of Human Resources	Date			
District President	Date 6/47/05			
In who when	1-0-024 (2/04)			

<u>FULL-TIME APPOINTMENTS</u> JUNE 25, 2025 BOARD MEETING

ADMINISTRATOR

<u>NAME</u>	TITLE	<u>CAMPUS</u>	START DATE
Weber, Pat	Associate Director of Maintenance	Dale Mabry	07/01/25

FACULTY

<u>NAME</u>	<u>TITLE</u>	CAMPUS	START DATE
Akhras, Noor	English for Academic Purposes Instructor	Ybor City	08/14/25
Forrest, Zachary	Mathematics Instructor	Dale Mabry	08/14/25
Hart, Joseph	Mathematics Instructor	Brandon	08/14/25
Lenz, Jeffrey	Biology Instructor	Dale Mabry	08/14/25
Logvinova, Irina	English for Academic Purposes Instructor	Dale Mabry	08/14/25
Losasso, Michael	History Instructor	Dale Mabry	08/14/25
Messano, Michael	History Instructor	Brandon	08/14/25
Tu, Nhan	Biology Instructor	Dale Mabry	08/14/25
Van Maurik, Lauren	Biology Instructor	Dale Mabry	08/14/25

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	START DATE
Fernandez, Raelyn	Student Services Support Specialist	Dale Mabry	06/13/25
Lewis, Raheim	HVAC Station Operator	Brandon	06/05/25
Shannon, Neese	Student Services Support Specialist	Dale Mabry	06/05/25

PROMOTION

<u>NAME</u>	<u>FROM</u>	<u>CAMPUS</u>	<u>TO</u>	<u>CAMPUS</u>	START DATE
Kinsler, Angeleah	Human Resources Analyst	District	Compliance & Title IX Officer	District	06/02/25
Villalobos, Laura	Trainer, Special Projects	Ybor City	Campus Grants Officer	Collaboration	06/12/25

^{*}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 the Academic Term 25/SU. Part-time faculty will be employed on a term-staff is needed, a supplementary list will be submitted for appointment.			
ECONOMIC IMPACT:			
All of the positions are budgeted within the current fiscal year (2024-2 budgets are reviewed during budget development and established badepartmental need.			
OBJECTIVE:			
To augment full-time faculty and staff with temporary assistance to meet t	he academic goals of the College.		
LEGAL AUTHORITY:			
F.S. 1001.64; 1001.65			
RECOMMENDATION:			
The President recommends approval of individuals for part-time employer time employee will be compensated in accordance with the Board-approver.	•		
Initiator	Date		
Vice President/Campus President/Exec Dir of Human Resources	Date		
District President	Date		
/fn HM HM	6/17/25		

1-0-024(2/04)

<u>PART-TIME APPOINTMENTS</u> JUNE 25, 2025 BOARD MEETING

FACULTY

GIN DATE
/02/25 /24/25

NON-FACULTY

NAME	TITLE	<u>CAMPUS</u>	BEGIN DATE
Carter, Mitchell	Part-Time Professional	Dale Mabry	06/06/25
Green, Salome	Part-Time Associate	Brandon	06/09/25
Habib, Peter	Part-Time Associate	Dale Mabry	05/30/25
Joseph, Kirsten	Part-Time Technician	Dale Mabry	06/02/25
Lapomarede, Daryna	Part-Time Associate	Brandon	06/09/25
Lawson, Denise	Part-Time Specialist	SouthShore	06/06/25
Magill, Tyler	Part-Time Professional	Dale Mabry	06/03/25
Maldonado, Victor	Part-Time Professional	Plant City	06/02/25
Mazile, Daphny	Part-Time Associate	District	06/02/25
Peele, Cory	Part-Time Professional	Dale Mabry	06/06/25
Sewell, Renae	Part-Time Associate	Dale Mabry	05/30/25
Sustek, Joseph	Part-Time Instructor Non-Credit III	Ybor City	06/02/25
Trinh, Jaclyn	Part-Time Technician	Dale Mabry	05/30/25

^{**}Temporary/Grant-Funded

CONSENT Agenda Number: 5.03 **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. Initiator **Date** Vice President/ President/Exec Dir of Human Resources **Date District President /** Date En Der Aghe 6/17/25

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

1-0-024 (2/04)

FULL-TIME SEPARATIONS JUNE 25, 2025 BOARD MEETING

RESIGNATION

NAME	<u>TITLE</u>	<u>CAMPUS</u>	BEGIN DATE	END DATE
Black, Emily	Financial Aid Counselor	Collaboration Studio District	11/15/22	05/28/25
King, Laurie	Director, Faculty Professional Devt.		07/11/24	06/13/25

RETIREMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	BEGIN DATE	END DATE	
Belton, Benjamin	Web Engineer	District	07/23/15	08/20/25	
Sager, Joan	Executive Staff Assistant	District	11/03/03	07/31/25	
Saludes, Desi	Physics Instructor	Brandon	08/20/02	08/15/25	

^{*} Full-Time Temporary
** Full-Time Temporary/Grant Funded

Agenda Number: 6.01	CONSENT
BACKGROUND AND PERTINENT FACTS:	
The Business and Hospitality discipline group presented program deletions In addition, PSAV program deletion consent items were submitted to the c Fall 2025.	
The Academic Affairs Committee approved the program deletions and forward for Academic Affairs who reviewed them with the appropriate staff for forward	
ECONOMIC IMPACT:	
None.	
OBJECTIVE:	
To strengthen the College curriculum.	
LEGAL AUTHORITY:	
HCC 6HX-10-4.06	
RECOMMENDATION:	
The President recommends approval of the program deletions effective FA/ otherwise noted.	25 and FA/26 respectively, unless
Initiator	Date: 6/10/25
Dionna Doss and Brian Mann	Date. 6/10/25
Vice President/Campus President/Director of Human Resources	Date:
Richard Senker	
District President	Date

Hillsborough Community College

June 2025 BOT

CONSENT - PSAV Program Deletions Effective FA/25

Combination Correctional/Law Enforcement Officer
Cross Over Correctional Officer/Law Enforcement
HVACR Apprenticeship Program
I.E.C. / Residential Electrical Wiring
Industrial Pipefitter
Pipefitter's Apprenticeship Program
Plumbing Apprenticeship Program
Police Service Aide
Pre-Apprenticeship
Public Safety Telecommunications
Field Service Engineer Voice Data Video Apprenticeship

Program Deletions Effective FA/26

Business Administration – Entrepreneurship AS Business Development and Entrepreneurship CCC

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES Agenda Number: 6.02 **BACKGROUND AND PERTINENT FACTS:** Hillsborough Community College is submitting an updated dual enrollment articulation agreement with a local private school, Tampa Catholic High School, that will be in effect through July 31, 2030. Various meetings took place between HCC and Tampa Catholic High School to review and develop the articulation agreement, which includes Dual Enrollment and Early Admission. **ECONOMIC IMPACT:** The economic impact is enrollment dependent. Dual enrollment students do not pay HCC tuition, but the state of Florida reimburses the college at the state's established tuition rate for dual enrollment courses. The articulation agreement has a provision addressing reimbursement to HCC by the school in the event that the state's established fund for private school students does not have sufficient money to fully reimburse HCC at the state's established rate. OBJECTIVE: To request approval of the Dual Enrollment articulation agreement between Hillsborough Community College and Tampa Catholic High School which includes Dual Enrollment and Early Admission. **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 the Board approve the Dual Enrollment Annual Articulation Agreement between Hillsborough Community College and Tampa Catholic High School which includes Dual Enrollment and Early Admission. Initiator Date **Terri Barshay** 6/10/25 Vice President/Campus President/Director of Human Resources

1-0-024(2/04)

En Der Ague

Richard Senker

District President

Date

Date 6/17/2<u>5</u>

Agenda Number: 6.03

BACKGROUND AND PERTINENT FACTS:

To better serve the educational needs of apprenticeship students, Hillsborough Community College (HCC) and Associated Builders and Contractors (ABC), Florida Gulf Coast Chapter, have entered into a one-year Apprenticeship Training Program Agreement for the period of August 1, 2025 – July 31, 2026.

This agreement will provide funding to Associated Builders and Contractors for program coordinators, instructor salaries, classroom instruction, educational materials and supplies, equipment, administrative costs, and travel expenses to attend professional meetings and conferences.

Hillsborough Community College will compensate ABC in the amount of \$1,650 per apprentice up to a maximum of 300 students or \$495,000 annually.

Additionally, Hillsborough Community College will compensate ABC up to \$1,000 in performance funding for each eligible fundable industry certification on the Postsecondary CAPE list earned by an enrolled student during fiscal year 2025-2026 and approved by the Florida Department Education. The Florida Career and Professional Education (CAPE) Act was created by the Legislature to establish partnerships between businesses and schools and provide performance funding for Florida College System students who earn a high value industry certification.

ECONOMIC IMPACT:

The agreement with ABC is budgeted for the 2025-2026 fiscal year.

OBJECTIVE:

To obtain approval of an Apprenticeship Training Program Agreement between Hillsborough Community College and Associated Builders and Contractors for a one-year term beginning on August 1, 2025, and ending July 31, 2026.

LEGAL AUTHORITY:

FS1001.64; 1001.65; SBE 6A-14.0261

RECOMMENDATION:

The President recommends approval of the Apprenticeship Training Program Agreement between Hillsborough Community College and Associated Builders and Contractors for a one-year term beginning on August 1, 2025, and ending July 31, 2026.

Initiator	Date 6/3/25
John Meeks, AVP PSAV & Apprenticeship Programs	
Vice President/Campus President/Director of Human Resources Richard Senker, VP Academic Affairs	Date
District President	Date
Ken AM AGU	6/17/25

Agenda Number: 6.04

BACKGROUND AND PERTINENT FACTS:

To better serve the educational needs of apprenticeship students, Hillsborough Community College (HCC) and Independent Electrical Contractors (IEC), Florida West Coast Chapter, have entered into a one-year Apprenticeship Training Program Agreement for the period of August 1, 2025 – July 31, 2026.

This agreement will provide funding to Independent Electrical Contractors for program coordinators, instructor salaries, classroom instruction, educational materials and supplies, equipment, administrative costs, and travel expenses to attend professional meetings and conferences.

Hillsborough Community College will compensate IEC in the amount of \$1,500 per apprentice up to a maximum of 200 students or \$300,000 annually.

Additionally, Hillsborough Community College will compensate IEC up to \$1,000 in performance funding for each eligible fundable industry certification on the Postsecondary CAPE list earned by an enrolled student during fiscal year 2025-2026 and approved by the Florida Department Education. The Florida Career and Professional Education (CAPE) Act was created by the Legislature to establish partnerships between businesses and schools and provide performance funding for Florida College System students who earn a high value industry certification.

ECONOMIC IMPACT:

The Agreement with IEC is budgeted for the 2025-2026 fiscal year.

OBJECTIVE:

To obtain approval of an Apprenticeship Training Program Agreement between Hillsborough Community College and Independent Electrical Contractors for a one-year term beginning on August 1, 2025, and ending July 31, 2026.

LEGAL AUTHORITY:

FS1001.64; 1001.65; SBE 6A-14.0261

RECOMMENDATION:

The President recommends approval of the Apprenticeship Training Program Agreement between Hillsborough Community College and Independent Electrical Contractors for a one-year term beginning on August 1, 2025, and ending July 31, 2026.

Initiator John Meeks, AVP PSAV & Apprenticeship Programs	Date 6/3/25
Vice President/Campus President/Director of Human Resources Richard Senker, VP Academic Affairs	Date
District President Aw Agu	Date 6/17/25

Agenda Number: 6.05

BACKGROUND AND PERTINENT FACTS:

To better serve the educational needs of apprenticeship students, Hillsborough Community College (HCC) and United Association Local Union 821 have entered into a one-year Apprenticeship Training Program Agreement for the period of July 1, 2025 – June 30, 2026.

This agreement will provide funding to Local Union 821 for program coordinators, instructor salaries, classroom instruction, educational materials and supplies, equipment, administrative costs, and travel expenses to attend professional meetings and conferences.

Hillsborough Community College will compensate Local Union 821 in the amount of \$1,431 per apprentice, up to a maximum of 22 students or \$31,482 annually. HCC will also provide \$4,000 in funding for adjunct instructor salaries.

Additionally, Hillsborough Community College will compensate Local Union 821 up to \$1,000 in performance funding for each eligible fundable industry certification on the Postsecondary CAPE list earned by an enrolled student during fiscal year 2025-2026 and approved by the Florida Department Education. The Florida Career and Professional Education (CAPE) Act was created by the Legislature to establish partnerships between businesses and schools and provide performance funding for Florida College System students who earn a high value industry certification.

ECONOMIC IMPACT:

The agreement with Local Union 821 is budgeted for the 2025-2026 fiscal year.

OBJECTIVE:

To obtain approval of an Apprenticeship Training Program Agreement between Hillsborough Community College and United Association Local Union 821 for a one-year term beginning on July 1, 2025, and ending June 30, 2026.

LEGAL AUTHORITY:

FS1001.64; 1001.65; SBE 6A-14.0261

RECOMMENDATION:

The President recommends approval of the Apprenticeship Training Program Agreement between Hillsborough Community College and United Association Local Union 821 for a one-year term beginning on July 1, 2025, and ending June 30, 2026.

Initiator John Meeks, AVP PSAV & Apprenticeship Programs	Date 6/3/25	
Vice President/Campus President/Director of Human Resources Richard Senker, VP Academic Affairs	Date	
District President And Agu	Date 6/17/25	

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES Agenda Number: 6.06 **BACKGROUND AND PERTINENT FACTS:** These fees were reviewed and if approved by the Board, will go into effect Fall 2025. The purpose of the proposed decrease in fees lowers costs incurred by students for classes in the online modality and will eliminate budget surplus. All fee proceeds will be used to pay for items and resources required to design, develop and deliver courses to online students. **ECONOMIC IMPACT:** There is not economic impact associated with the reduction to the course fees. **OBJECTIVE:** The proposed decrease in fees lowers costs incurred by students for classes in the online modality and will eliminate budget surplus. **LEGAL AUTHORITY:** HCC 6HX-10-4.06 **RECOMMENDATION:** The President recommends Board approval of the proposed adjustment to decrease the Distance Learning fee to be effective FA/25, unless otherwise noted. Initiator **Date** Vice President/Campus President/Director of Human Resources Date **District President** Ken Ah Ashe **Date** 6/17/25

1-0-024(2/04)

AGENDA ITEM 6.06 – APPROVAL OF COURSE FEES EFFECTIVE FALL 2025 [NON-CONSENT] – These fees were reviewed and if approved by the Board, will go into effect Fall 2025. The purpose of the proposed decrease in fees lowers costs incurred by students for classes in the online modality and will eliminate budget surplus. All fee proceeds will be used to pay for items and resources required to design, develop and deliver courses to online students.

Distance Learning fee: The proposed adjustment is a decrease in the Distance Learning fee to ensure it more accurately reflects the actual costs incurred by the College in delivering online courses, while also reducing the financial burden on students. This revision follows a comprehensive review of fee revenues and corresponding expenditures associated with online course delivery.

The primary objective of the fee reduction is to eliminate the current budget surplus generated by online course enrollments, which have significantly exceeded projected figures. At the present rate of \$14 per credit hour, the Distance Learning fee has produced greater-than-anticipated revenue. The revised proposal recommends a reduction of \$2 per credit hour, bringing the fee to \$12.

All funds generated through this fee are strictly designated for the design, development, and delivery of online courses. These include instructional design support, technology infrastructure, learning management system (LMS) support, and academic resources needed to provide high-quality online instruction.

Based on enrollment data from Summer 2024, Fall 2024, and Spring 2025, the proposed decrease is estimated to reduce total fee revenue by approximately 15%. Despite this reduction, current and projected expenditures—including new line-item expenses and staffing increases (six currently vacant positions anticipated to be filled by Fall 2025)—justify the adjustment. The revised fee structure is designed to ensure that revenue aligns with actual operating costs, thereby balancing the budget and eliminating unspent funds for Fiscal Year 2025–2026.

Under the proposed fee structure, a student enrolled in a three-credit online course would be assessed \$36 in Distance Learning fees, compared to the current \$42.

This fee adjustment reflects the College's commitment to fiscal responsibility, transparency, and affordability for students, while continuing to support the infrastructure and quality necessary for a robust online learning environment.

Agenda Number: 7.01

BACKGROUND AND PERTINENT FACTS:

Hillsborough Community College's Student Trustee shall be a direct link to student communication with the Board and provide guidance for the college president and the District Board of Trustees from a student perspective. The student trustee serves as a non-voting ex-officio member of the Board and participates in community and college events as requested by the Board of Trustees. The student trustee's role is a commitment of one academic year. The student trustee is expected to attend all meetings of the Board pursuant to the Florida "Sunshine Law."

<u>Student Trustee Responsibilities:</u> Serve as the student representative on the HCC District Board of Trustees and provide input from a student perspective.

- Represents the student body at District Board of Trustees meetings, college and community events as available.
- Have an opportunity to meet with key community and state leaders.
- Participate in required new District Board of Trustees orientations.
- Participate in community and college events as requested by the Board (schedule permitting)
- Maintain a 2.5 cumulative GPA during tenure on the Board.
- Enroll and maintain at least half-time or more credits per semester during tenure as SGA President
- Remain as a student in good standing without college or external disciplinary violations.

<u>Selection Process:</u> After the campus SGA elections, the campus SGA presidents will select the student trustee from among them. Campus representation will rotate annually, ensuring that no campus SGA president serves more than one year in a row. If a selected SGA president is unable to serve, the SGA Executive Team will appoint a member to serve on their behalf. The student Activities Coordinators will then recommend the student trustee to the Vice President of Student Service & Enrollment Management.

ECONOMIC IMPACT:

None except for possible Board travel expenses.

OBJECTIVE:

To obtain approval of a Student Trustee.

LEGAL AUTHORITY:

F.S. 1001.64; F.S. 1001.65

RECOMMENDATION:

The President recommends approval of Mr. Nicolas Castellanos to serve on the District Board of Trustees for the 2025-2026 academic year as a Student Trustee.

Initiator	Date
Vice President/Campus President/Director of Human Resources Kenneth Ray, Jr.	Date 6/09/2025
District President Aw Ask	Date 6/17/25

Agenda Number: 8.01

BACKGROUND AND PERTINENT FACTS:

Pursuant to Florida Administrative code and Florida Statutes, the Board must approve a budget of income and expenditures for the next fiscal year. The Fiscal Year 2025-2026 budget being submitted includes those items reviewed at the June 25, 2025, Board of Trustees Budget Workshop. Following approval, the operating budget will be transmitted to the State Department of Education (SDOE) for review and approval. The Board approved budget must be transmitted to the SDOE prior to June 30, 2025.

ECONOMIC IMPACT:

Proposed Operating Budget – Current Unrestricted Fund (Fund 1) estimated revenue and expenditures of \$161,966,631. Capital Projects/Unexpended Plant Fund (Fund 7) estimated total funds available of \$58,925,077.

OBJECTIVE:

Approval of the Operating Budgets for the Current Unrestricted Fund and the Capital Projects/Unexpended Plant Fund for Fiscal Year 2025-2026.

LEGAL AUTHORITY:

Florida State Board of Education Rule 6A-14.0716, Florida Statutes Section 1011.30; 1001.64; 1001.65

RECOMMENDATION:

The President recommends the approval of the Operating Budgets for the Current Unrestricted Fund (as presented on Exhibit A attachment) and the Capital Projects/Unexpended Plant Fund for Fiscal Year 2025-2026.

Initiator Bethoria Paige, Director of Finance and Budget	Date 06/10/2025
Vice President/Campus President/Director of Human Resources	Date
District President	Date

1-0-024(2/04)

EXHIBIT A THE FLORIDA COLLEGE SYSTEM COLLEGE OPERATING BUDGET ANNUAL BUDGET SUMMARY FISCAL YEAR 2025-26

COLLEGI	Hillsborough Community College	
		CURRENT FUNDS - UNRESTRICTED
BEGINNIN	G FUND BALANCE - JULY 1, 2025:	
ESTIMATE	O AFR FUND BALANCE - JUNE 30, 2025 (<i>IF DEBIT BALANCE USE "MINUS SIGN"</i>)	-\$12,873,404
ADD AMO	JNT EXPECTED TO BE FINANCED IN FUTURE YEARS (USE PLUS SIGN)	\$61,859,082
TOTAL RES	ERVE AND UNENCUMBERED FUND BALANCE - JULY 1, 2025	\$48,985,678
ADD:	REVENUES	\$161,766,631
	TRANSFERS IN	\$200,000
TOTAL REC	EIPTS	\$161,966,631
TOTAL EST	IMATED AVAILABLE	\$210,952,309
DEDUCT:	EXPENDITURES	\$161,666,631
	TRANSFERS OUT	\$300,000
TOTAL DIS	BURSEMENTS	\$161,966,631
ESTIMATE	D FUND BALANCE - JUNE 30, 2025:	
TOTAL AV	AILABLE LESS DISBURSEMENTS \$48,985,678	
ADD ACCR	UED LEAVE EXPENSE (GLC 59300) \$0	_
TOTAL EST	IMATED RESERVE AND UNENCUMBERED FUND BALANCE - JUNE 30, 2026	\$48,985,678
LESS ESTIN	NATED AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (GLC 30800) - JUNE 30, 2026	\$61,859,082
TOTAL EST	IMATED FUND BALANCE - JUNE 30, 2026	(\$12,873,404)
ESTIMATE	D UNENCUMBERED FUND BALANCE - JUNE 30, 2026	\$46,485,678
(Includ	es GL's: 30200, 30300, 30400, 30500, 30600, 30700, 30900, and 31100)	
PERCENT (OF ESTIMATED UNENCUMBERED FUND BALANCE	
AS OF JUN	E 30, 2026, TO ESTIMATED FUNDS AVAILABLE	22.04%
CERTIFY B	DARD OF TRUSTEES APPROVAL:	
	DECIDENT	DATE
COLLEGE F	KESINEINI	DATE

Agenda Number: 8.02

BACKGROUND AND PERTINENT FACTS:

In February of 2024, the District Board of Trustees entered into a contract with Barr & Barr. to provide construction management services under a continuing contract for miscellaneous projects for which total construction costs do not exceed \$7,500,000.

Amendment No. 3 to the contract is the establishment of a Guaranteed Maximum Price (GMP) in the amount of \$635,652.00 for modifications to the roof covering the auditorium located on the fourth floor of the Technology Building (DTEC) at the Dale Mabry Campus.

ECONOMIC IMPACT:

Funding for the project was provided from the Capital Improvement Fee funds (CIF).

OBJECTIVE:

To receive Board approval of Amendment No. 3 to the contract with Barr & Barr establishing a Guaranteed Maximum Price in the amount of \$635,652.00 for modifications to the roof covering the auditorium located on the fourth floor of the Technology Building (DTEC) at the Dale Mabry Campus.

LEGAL AUTHORITY:

COE 6-2.004; FS 287.055; HCC 6HX-10.4.101

RECOMMENDATION:

The President recommends approval of Amendment No. 3 to the contract with Barr & Barr establishing a Guaranteed Maximum Price in the amount of \$635,652.00 for modifications to the roof covering the auditorium located on the fourth floor of the Technology Building (DTEC) at the Dale Mabry Campus.

Initiator Ben Marshall	Date June 9, 2025
Vice President/Campus President/Director of Human Resources	Date
District President Away	Date 6/17/25

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES Agenda Number: 8.03 **BACKGROUND AND PERTINENT FACTS:** In February of 2024, the District Board of Trustees entered into a contract with Horus Construction Services. Inc. to provide construction management services under a continuing contract for miscellaneous projects for which total construction costs do not exceed \$7,500,000. Amendment No. 04 to the contract is the establishment of a Guaranteed Maximum Price (GMP) in the amount of \$471,295 for the renovation of the PSCI nursing lab located at the Plant City Campus. **ECONOMIC IMPACT:** Funds were donated to the Foundation in the amount of \$300,000. Havard Jolly submitted an architecture design proposal in the amount of \$25,855. The remaining funds of \$197,150 are to be provided from the Capital Improvement Fee fund (CIF). **OBJECTIVE:** To receive Board approval of Amendment No. 04 to the contract with Horus Construction Services, Inc. establishing a Guaranteed Maximum Price in the amount of \$471,295 for the renovation of the PSCI nursing lab located at the Plant City Campus. **LEGAL AUTHORITY:** FS 1013.50 RECOMMENDATION: The President recommends approval of Amendment No. 04 to the contract with Horus Construction Services, Inc. establishing a Guaranteed Maximum Price in the amount of \$471,295 for the renovation of the PSCI nursing lab located at the Plant City Campus. Initiator Date Ben Marshall June 9, 2025 Vice President/Campus President/Director of Human Resources Date

Date

6/17/25

En An Ash

District President

Agenda Number: 8.04 **BACKGROUND AND PERTINENT FACTS:** In February of 2024, the District Board of Trustees entered into a contract with Charles Perry Partners, Inc. to provide construction management services under a continuing contract for miscellaneous projects for which total construction costs do not exceed \$7,500,000. Amendment No. 01 to the contract established a Guaranteed Maximum Price (GMP) for the upgrade to the chiller plant condensing water system located at the Dale Mabry Campus in the amount of \$1,606,920.00. **ECONOMIC IMPACT:** Funds will be provided from the district-wide college projects fund. **OBJECTIVE:** To receive Board approval of Amendment No.01 to the contract with Charles Perry Partners, Inc establishing a Guaranteed Maximum Price (GMP) for the upgrade to the chiller plant condensing water system located at the Dale Mabry Campus in the amount of \$1,606,920.00. **LEGAL AUTHORITY:** FS 1013.50 **RECOMMENDATION:** The President recommends approval of Amendment No.01 to the contract with Charles Perry Partners, Inc. establishing a Guaranteed Maximum Price (GMP) for the upgrade to the chiller plant condensing water system located at the Dale Mabry Campus in the amount of \$1,606,920.00. Initiator Date Ben Marshall June 11, 2025 Vice President/Campus President/Director of Human Resources Date En An Ashe **District President** Date 6/17/25

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.05

BACKGROUND AND PERTINENT FACTS:

Each year the Colleges' Capital Improvement Program (CIP) report is submitted to the Division of Florida Colleges to be included in the Division's annual Capital Improvement Plan and Legislative Budget Request for capital projects. The report lists Renovation, Remodeling, and New Construction projects that the College plans to complete using Public Education Capital Outlay (PECO) funds during the next five years. Projects listed on the report are updated annually by the Facilities Planning & Construction Department and reviewed by Campus Presidents, District Vice Presidents, and the College President. All projects listed in the Capital Improvement Program are supported by survey recommendations contained in the College's current Five-Year Educational Plant Survey or an approved Amendment to the survey. The CIP report is due at the Division of Florida Colleges in early July each year. The College's Capital Improvement Program report for the Years 2026-27 through 2030-31 has been reviewed by Campus Presidents, District Vice Presidents and the College President and must be reviewed and approved by the Board of Trustees prior to being submitted to the Division of Florida Colleges on the due date of July 1, 2025.

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No economic impact.

OBJECTIVE:

To obtain the approval of the College's Annual Update of the Five-Year Capital Improvement Plan for submittal to the Division of Community Colleges and inclusion in the Division's annual Capital Improvement Plan and Legislative Budget Request for capital projects.

LEGAL AUTHORITY:

SBE 6A-14.074; HCC 6HX-10-5.300; FS 1001.02; FS 1001.64; FS 1013.45

RECOMMENDATION:

The President recommends the approval of the College's Annual Update of the Five-Year Capital Improvement Plan for submittal to the Division of Florida Colleges and for inclusion in the Division's annual Capital Improvement Plan and Legislative Budget Request for capital projects.

Initiator Ben Marshall	Date June 9, 2025
Vice President/Campus President/Director of Human Resources	Date
District President Kin Diw Agu	Date 6/17/25

1-0-024(2/04)

Agenda Number: 8.06 **BACKGROUND AND PERTINENT FACTS:** Each year HCC performs a thorough inventory of all College assets that are capitalized and depreciated (over \$5000 each). Through the annual inventory, the College has identified and itemized assets that are no longer useful at HCC but are potentially worthy of donation to a qualified organization or have been traded in/returned to a vendor. Items that are not donated will be disposed of according to F.S. 274.06. The College's property records must be adjusted to reflect this action. Any previously capitalized items have been fully depreciated and are of negligible value. The College's property records must be adjusted to reflect this action. Any previously capitalized items have been fully depreciated and are of negligible value. **ECONOMIC IMPACT:** This agenda item has no budget or operational impact. **OBJECTIVE:** To remove these items from the College's property records. **LEGAL AUTHORITY:** F.S. 274.05; F.S. 1001.64; S. 1001.65; 6HX-10.6.05; SBE 6A-14.0261 **RECOMMENDATION:** The President recommends approval to adjust the College's records. Initiator **Date** Vice President/Campus President/Director of Human Resources **Date** District President of Asia **Date** 6/17/25

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.07

BACKGROUND AND PERTINENT FACTS:

On March 6, 2025, the College advertised Request for Proposal #2927-25 for qualified firms to provide Construction Document Plan Review, and Building Code and Fire Prevention Code/Inspection Services for renovation, remodeling and new construction projects at the College's sites. The initial term of this contract will be for one (1) year with the option to renew it for four (4) additional years, one (1) year at a time. The College received responses from two (2) firms. The written submissions were scored by a three-person evaluation committee comprised of the Director of Facilities Management, Planning, & Construction, the Director Facilities & Construction Management, and the Construction Manager and were ranked as follows:

FIRM	LOCATION
Quorum Services, LLC	Tampa, FL
C.A.P. Government, Inc.	Coral Gables, FL

The committee recommends an award to Quorum Services, LLC for an estimated amount of \$57,758 for the first year and subject to the number and scope of projects thereafter.

ECONOMIC IMPACT:

Funds will be provided from individual construction project budgets.

OBJECTIVE:

To provide Construction Document Plan Review, Building Code and Fire Prevention Code/Inspection Services for renovation, remodeling and new construction projects at the College-wide for an initial term of one (1) year with the option to renew for four (4) additional years, one (1) year at a time.

LEGAL AUTHORITY:

SBE 6A-14.0734; HCC 6HX-10-6.08; FS 1001.02; FS 1001.64

RECOMMENDATION:

The President recommends entering into a contract with Quorum Services, LLC to provide Construction Document Plan Review, Building Code and Fire Prevention Code/Inspection Services for renovation, remodeling and new construction projects College-wide for an initial term of one (1) year with the option to renew for four (4) additional years, one (1) year at a time at an estimated amount of \$57,758 for the first year and subject to the number and scope of projects thereafter.

Initiator	Date	
Vice President/Campus President/Director of Human Resources	Date	
District President Aw Agu	Date 6/17/25	
'		1 0 024/2/04)

1-0-024(2/04)

Agenda Number: 8.08

BACKGROUND AND PERTINENT FACTS:

The College annually presents accounts to be written off as uncollectible. The college initiates collection efforts on all receivables and, when unsuccessful, assigns accounts with balances greater than \$25 to a collection agency. This collection process spans approximately two years. After two years, the account is considered uncollectible. This year's write-off of accounts receivable that are deemed to be uncollectible cover the period ending June 30, 2023, and prior. The total amount of student, sponsor and ICCE accounts is \$311,021 or 0.47% of FY 2025 tuition and student fees.

The write-off of these amounts is required by both Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) for accurate reporting on the college's June 30, 2025, Annual Financial Report which must be filed prior to August 15, 2025. Any account that has been written off remains in the Accounts Receivable System as a hold to prevent future registrations, until the amount owed to the College is paid.

	Current Year Write-off				Prior Year Write-o	off
	June 30, 2025			June 30, 2024		
	#	\$	Avg.	#	\$	Avg.
Student Receivables	322	\$250,496	\$778	366	\$84,861	\$232
Bad Checks	44	\$4,129	\$94	66	\$3,139	\$48
Sponsor Receivables	1	\$1,718	\$1,718	11	\$656,122	\$59,647
Total	367	\$256,343	\$698	443	\$744,122	\$1,680

	June 30, 2025		June 30, 2024			
	#	\$	Avg.	#	\$	Avg.
ICCE/CJD/CDL/CVD	48	\$54,678	\$1,139	87	\$64,141	\$737
Student Receivables						
ICCE Sponsor Receivables	0	\$0	\$0	1	\$2,122	\$2,122
Total	48	\$54,678	\$1,139	88	\$66,263	\$753
Grand Total	415	\$311,021	\$749	531	\$810,385	\$1,526

ECONOMIC IMPACT:

None

OBJECTIVE:

To obtain Board approval of Accounts Receivable Write-Off as of June 2025.

LEGAL AUTHORITY:

FS 1001.02(6), FS 1001.64(4), SBE 6A-14.0734, HCC 6HX-10-5.300

RECOMMENDATION:

The President recommends approval of Accounts Receivable Write offs as of June 2025

Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President // / /	Date
En Ah Ahr	6/17/25

1-0-024(2/04)

ACCOUNTS RECEIVABLE WRITE-OFF AS OF JUNE 2025

The College annually presents for Board approval accounts to be written off as uncollectible. This year's write-off of accounts receivable that are deemed to be uncollectible cover the period ending June 30, 2023, and prior. The write-off of these amounts is required by both Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) for accurate reporting on the college's June 30, 2025, Annual Financial Report which must be filed prior to August 15, 2025.

Prior to requesting approval to write off these amounts, the college initiates collection efforts on all receivables and, when unsuccessful, assigns accounts with balances greater than \$25 to a collection agency. This collection process spans approximately two years. After two years, the account is considered uncollectible. Any account that has been written off remains in the Accounts Receivable System as a hold to prevent future registrations until the amount owed to the College is paid.

Approximately 88% of the write-offs are comprised of students who were awarded financial aid (which represents .31% of financial aid granted for FY 2025 as compared to .16% for FY 2024). Accounts become delinquent and are ultimately written off because of student failure to repay balances created after a financial aid award reduction or cancellation. Some of the factors that would cause a student to become ineligible for part, or all their financial aid include students who received financial aid but failed to attend classes; students who receive all F grades during a term; students who dropped their enrollment to less than half time during the semester.

The remaining student receivable write-off amount represents students not awarded financial aid, sponsored by third parties and various other reasons.

The distribution of the total write-off amount is as follows:

	С	Current Year Write-off			Prior Year Write-off		
		June 30, 2025			June 30, 2024		
	#	\$	Avg.	#	\$	Avg.	
Student Receivables	322	\$250,496	\$778	366	\$84,861	\$232	
Bad Checks	44	\$4,129	\$94	66	\$3,139	\$48	
Sponsor Receivables	1	\$1,718	\$1,718	11	\$656,122	\$59,647	
Total	367	\$256,343	\$698	443	\$744,122	\$1,680	

WRITE-OFF HISTORY FOR STUDENT RECEIVABLES

<u>Year</u>	Dollar Amount	% of Current Year Student Fees
FY 2025	\$ 254,625	0.33%
FY 2024	\$ 88,000	0.15%
FY 2023	\$ 87,033	0.15%
FY 2022	\$1,654,191	3.1%

The college has been able to utilize funds from the Higher Education Emergency Relief Fund II (HEERF II) authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) to clear certain debts incurred on or after March 13, 2020. The debts included in the Student Receivables write-off amount listed above were incurred after funding for this legislation had been exhausted.

Financial Services continues to improve reporting capabilities, providing increased visibility and enabling more proactive billing and collections strategies. Initiatives include targeted communications and outbound call campaigns to enhance engagement and recovery efforts.

In 2022, the College also reviewed and tested a revised de-registration process in collaboration with the Offices of Information Technology (OIT), Financial Aid, Finance, and Admissions. Ongoing efforts focus on monitoring

student and sponsor receivables to ensure timely processing of account holds, thorough documentation of collection efforts, and adherence to the College's receivables management policy.

Last year, a significant write-off was recorded due to fraud-related balances in sponsor receivables, initially discovered in 2019. As outlined in last year's Board report, the loss was offset by an insurance payment. Moving forward, both student and sponsor accounts are actively monitored and managed in accordance with the College's policies, as well as the recommendations from Deloitte & Touche, LLP, to mitigate future fraud risks.

The distribution of the total write-off amount for The Institute for Corporate and Continuing Education (ICCE) is as follows:

	June 30, 2025			June 30, 2024		
	#	\$	Avg.	#	\$	Avg.
ICCE/CJD/CDL/CVD	48	\$54,678	\$1,139	87	\$64,141	\$737
Student Receivables						
ICCE Sponsor Receivables	0	\$0	\$0	1	\$2,122	\$2,122
Total	48	\$54,678	\$1,139	88	\$66,263	\$753

WRITE-OFF HISTORY FOR THE INSTITUTE FOR CORPORATE CONTINUING EDUCATION (ICCE)

Year	Dollar Amount
FY 2025	\$ 54,678
FY 2024	\$ 66,263
FY 2023	\$ 41,722

The write-off primarily reflects tuition amounts that were anticipated but ultimately uncollected due to the performance-based funding requirements associated with the original Open Door grant program. Under the grant's structure, the initial one-third of tuition was provided to support students attending approved classes. However, to receive the second one-third of tuition, students were required to pass their courses. The final one-third was contingent upon students achieving the designated industry certification.

We anticipated some level of write-off given the grant's rigorous requirements, and the final write-off amount represents approximately 11% of the total grant funds received.

We are actively evaluating lessons learned from this grant experience to inform future grant initiatives. Notably, the Florida Department of Education has since revised its award process for the Open-Door program. Under the updated structure, full tuition is now paid at the start of the course, eliminating this performance-based funding model and thereby reducing the risk of future write-offs of this nature.