



DISTRICT BOARD OF TRUSTEES BOARD MEETING

**AUGUST 27, 2025
4:00 PM**

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

**HILLSBOROUGH COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
AUGUST 27, 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
 - 1.04.01 Oath of Office – Dr. Michael Garcia
 - 1.04.02 Oath of Office – Mr. Clay Hollis
 - 1.04.03 Oath of Office – Mr. Nicolas Castellanos
- 1.05 Welcome to Guests and Staff Members
 - 1.05.01 Resolution: General Chip Diehl and Mr. Aakash Patel
- 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 **June 25, 2025 Board Meeting minutes** and the **July 7, 2025 Special 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 Board 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).	12
CONSENT	5.02	The President recommends Board approval of individuals for part-time employment during Term 25/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).	16
CONSENT	5.03	The President recommends acknowledgment of employment separations (submitted herein for your review).	20
	5.04	The President recommends Board approval of the collective bargaining agreement for 2025-2028 between the Faculty United Service Association (FUSA) and the College (submitted herein for your review).	22
	5.05	The President recommends Board approval of the salary increases for adjunct faculty . (submitted herein for your review).	28
	5.06	The President recommends Board approval for the implementation of Full-time SEIU staff salary increases effective July 1, 2025 . (submitted herein for your review).	29
	5.07	The President recommends Board approval of the salary increases for Administrators . (submitted herein for your review).	31
	5.08	The President recommends Board approval of the salary increases for non-SEIU staff employees . (submitted herein for your review).	32
	5.09	The President recommends Board approval of the salary increases for part-time hourly employees . (submitted herein for your review).	33
	5.10	The President recommends Board approval of the 2025-2026 Salary Schedule, effective July 1, 2025 . (submitted herein for your review).	34

6.0

EDUCATIONAL PROGRAMS AND STUDENT SERVICES

CONSENT	6.01	The President recommends Board approval of the course modifications and deletion effective FA/25 unless otherwise noted (submitted herein for your review).	35
	6.02	The President recommends Board approval of HC's general education course offerings , the reviewed general education inventory spreadsheet, the signing of the certification form to be submitted to the Office of K-20 Articulation by September 1, 2025, and the submission of necessary changes to SCNS as listed in the spreadsheet (submitted herein for your review).	36

6.03	The President recommends that the Board approve the Dual Enrollment Annual Articulation Agreement between Hillsborough College and Specially Fit Academy (submitted herein for your review).	38
7.0	<u>INSTITUTIONAL SERVICES</u>	
7.01	The President recommends Board approval of the Foundation's use of College resources for the 2025-2026 fiscal year (submitted herein for your review).	39
8.0	<u>FINANCIAL SERVICES</u>	
8.01	The President recommends Board approval of Budget Amendment number 1 (submitted herein for your review).	40
8.02	The President recommends Board approval to enter into contracts with Escot Bus Lines, LLC and First-Class Coach Company d/b/a Martz Bus (submitted herein for your review).	43
8.03	Information Only - Exempt Quarterly Past Purchases (submitted herein for your review).	44
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9.0	<u>ADMINISTRATIVE REPORT</u>	
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Section 1

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, JUNE 25, 2025 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER
BOARD ROOM
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 (virtually)
- Brian Lametto
- Aakash Patel
- Nancy Watkins

1.05 Welcome to Guests, Staff and Faculty.

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 \$6.2M (July-May) up 5% compared to last year (5.9M).

1.06.02 Highlights:

- Gift Officer update
- Current net assets \$23M

1.06.03 Events:

- Scholarship Partner's Luncheon, September 25, 2025
- HCC Fishing Tournament, October 13, 2025 @ Hula Bay
- HCC Golf Tournament, November 24, 2025 @Tampa Palms Golf and Country Club
- BBCB, March 4-7, 2025 @ Tampa Bay Convention Center

1.07 Faculty, Staff and Student Recognitions

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

- 1.07.01 **Joseph Luc** received his doctorate (EdD: Curriculum & Assessment) from the University of West Florida. His dissertation was "College Algebra for Careers: Unleash the Relevance of Mathematics."
 - 1.07.02 **Douglas Ponticos** received his doctorate in History with a dissertation entitled "Springscape: The Nature Coast and the Making of Modern Florida, 1820s-Present." The degree was awarded by the University of South Florida.
 - 1.07.03 **Elizabeth Key-Raimer** was accepted to the Leadership Florida Education newest class.
 - 1.07.04 Fintech Professor **Mo Kotaiche and Dr. Deborah Stephan** gave the Luncheon Keynote for the 2025 Annual Conference for the Tampa Bay Association for Financial Professionals sharing the FinTech program.
 - 1.07.05 **Dr. Deborah Stephan** was elected to the Girl Scouts of West Central Florida Board of Directors for a two-year term and also serves on their Finance Committee.
- 1.08 The Chair recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "**Consent.**"
- Trustee Lametto made a motion to approve, seconded by Trustee Patel. After due discussion and consideration, approval was given by aye vote of all members present.
- 1.09 The President recommended approval of the **May 28, 2025, Board Meeting Minutes.**
- 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.

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/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**.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended Board approval of **the program deletions effective FA/25 and FA/26** respectively, unless otherwise noted.

- 6.02 The President recommended Board approval of the **Dual Enrollment Annual Articulation Agreement between Hillsborough Community College and the School Board of Hillsborough County**.

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

- 6.03 The President recommended Board 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.

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 Board 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.

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.

- 6.05 The President recommended Board 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.

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.

- 6.06 The President recommended Board approval of **the proposed adjustment to decrease the Distance Learning fee** to be effective FA/25, unless otherwise noted.

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

- 7.01 The President recommended Board approval of the selection of **Nicolas Castellanos as Student Trustee**, for the 2025-2026 academic year.

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.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended Board approval of the **Operating Budgets for the Current Unrestricted Fund and the Capital Projects/Unexpended Plant Fund for Fiscal Year 2025-2026**.

Trustee Watkins proposed that the motion be amended to approve the 2025-2026 budget as presented with the proviso that Chair and the President are directed to call a special meeting at their discretion if they deem necessary.

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

- 8.02 The President recommended approval of **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.
- 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.
- 8.03 The President recommended 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.
- 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.
- 8.04 The President recommended 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**.
- 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.
- 8.05 The President recommended Board 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.
- 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.
- 8.06 The President recommended Board approval to **adjust the College's records to reflect donated and or disposed items** that are no longer useful.
- 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.
- 8.07 The President recommended Board approval to **enter 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.
- 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.
- 8.08 The President recommended Board approval of **Accounts Receivable Write offs** as of June 2025.
- 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.
- 8.09 Information Only – March 2025 Financials.
- Trustee Watkins asked for clarification on the entries for the recent audit findings. The President stated we will get verification and communicate that to the Board.

[The President provided an answer to Trustee Watkins question]

9.0 ADMINISTRATIVE REPORT

- 9.01 Selection: 2025-2026 HCC Foundation Liaison, Aakash Patel and Labor Liaison, Chip Diehl. 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.
- 9.02 The President presented the Board Meeting Calendar for 2025-2026 fiscal year. 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.
- 9.03 The President highlighted to the board the year end enrollment report including FTE, headcount, and record-breaking completions.

10.0 LEGAL REPORT

- 10.01 Discussion of the Board Self Evaluation.

11.0 HEARING OF BOARD MEMBERS

- 11.01 Student Trustee Gay stated that this is her last meeting and how much she has enjoyed HCC on many levels. She thanked all the Board members, faculty and staff for her positive experience.
- 11.02 Trustee Patel wished Ms. Gay well and good luck at her further studies at USF. He recognized Garrett Weddle on his acceptance to Leadership Tampa Bay.
- 11.03 Trustee Lametto wished Ms. Gay best wishes and stated that it was a pleasure serving on the Board alongside her. He also mentioned how much he enjoyed attending the 2025 SUS & FCS Presidents and Trustee Chairs Meeting & Commissioner's Summit with Director Johnson. The highlight of the day was an energetic talk from Governor DeSantis.
- 11.04 Trustee Watkins commended Trustee Lametto for attending the 2025 SUS & FCS Presidents and Trustee Chairs Meeting & Commissioner's Summit. She wished Ms. Gay well wishes and commented on how much she has enjoyed watching her grow in the role of Student Trustee. She also thanked Chair Celestan for a great first year of serving as Board Chair.
- 11.05 Trustee Celestan thanked Trustee Lametto for representing him at the 2025 SUS & FCS Presidents and Trustee Chairs Meeting & Commissioner's Summit at the last minute. He thanked Ms. Gay for a great year as a student Trustee. He complimented her leadership abilities and said she will be successful in all she does. He then presented her with a parting gift from the Board.

12.0 ADJOURNMENT

There being no further business, the meeting was adjourned at 4:49 p.m.

**HILLSBOROUGH COLLEGE
DISTRICT BOARD OF TRUSTEES
SPECIAL BOARD MEETING
MONDAY, JULY 7, 2025 – 11:00 A.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER
BOARD ROOM
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
- Brian Lametto (virtually)
- Aakash Patel
- Lauren Gay (virtually)

1.05 Welcome to Guests, Staff and Faculty.

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

6.0 EDUCATIONAL PROGRAMS AND STUDENT SERVICES

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the Amendment to the Operating Budget for Fiscal Year 2025-2026.

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.

9.0 ADMINISTRATIVE REPORT

9.01 The President reported that the Student Activities Budget was passed in June. He commended and thanked Dr. Kenneth Ray and the Student leadership for the outstanding job of budget management.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Trustee Celestan thanked CFO Greg Rose and his team for their hard work the last few months regarding the state audit and budget preparation.

12.0 ADJOURNMENT

There being no further business the meeting was adjourned at 11:06 a.m.

Section 2-4

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Section 5

RECOMMENDATION TO HILLSBOROUGH 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 (2025-2026). 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
8/19/25

1-0-024 (2/04)

FULL-TIME APPOINTMENTS
AUGUST 27, 2025 BOARD MEETING

ADMINISTRATOR

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Bagley, Deshjuana	Associate Dean of Associate in Science	Dale Mabry	08/01/25
De Sane, Jennifer	Director, Total Rewards & Compensation	District	08/25/25
Grebenc, Christine	Director, Employee Performance & Engagement	District	08/11/25

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Bhandari, Priya	Computer Science Instructor	Ybor City	08/07/25
Costa, Joseph*	English Instructor	Dale Mabry	08/07/25
Dennis, Thomas*	Computer Science Instructor	SouthShore	08/07/25
Drugan, William*	English Instructor	Brandon	08/07/25
Duban, Bryan*	Political Science Instructor	SouthShore	08/07/25
Evci, Ugurcan	Political Science Instructor	Dale Mabry	08/07/25
Hajari, Sheila	Nursing Instructor	Dale Mabry	08/07/25
Hughes, Martin	Computer Science Instructor	Brandon	08/07/25
Kotaiche, Mohamed*	Financial Technology Instructor	Brandon	08/07/25
Laws, Jenna	Nursing Instructor	Dale Mabry	08/07/25
Ray, Rita*	Economics Instructor	Ybor City	08/07/25
Rivera-Lynch, Nancy*	Earth Science Instructor	Brandon	08/07/25
Rogers, James*	Biological Science Instructor	Plant City	08/07/25
Santiago, Rachel	Mathematics Instructor	Brandon	08/07/25
Santos-Santiago, Esmirna*	Healthcare Support/Medical Terminology Instructor	Ybor City	08/07/25
Scanlon, Kati*	Librarian	Brandon	08/07/25
Socci-Seifert, Jessica*	Computer Science Instructor	Ybor City	08/07/25

*Full-Time Temporary

**Full-Time Temporary/Grant-Funded

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Bhosle, Harshith	Workday Functional Analyst	District	07/10/25
Graham, Shane	Server Systems Engineer	Collaboration	06/30/25
Holley, Jessica	Human Resources Analyst	District	08/25/25
Jakkireddy, Rakesh	Applications Programmer/Analyst	Collaboration	07/29/25
Jones, Carmen**	Trainer, Special Projects	Collaboration	07/07/25
Kennedy, Dean	Academic Advisor	Dale Mabry	07/24/25
Mack, Tracy	Career Planning & Placement Manager	Ybor City	07/10/25
Montilone, Jessica*	Lab Supervisor	Plant City	07/24/25
Nava, Jennifer*	Accountant II	District	07/24/25
Peebles, Erica	Accountant II	District	07/10/25
Philpot, Kameryn	Student Services Advising Generalist	Ybor City	07/15/25
Rhodes-Boling, Anicia	Health Sciences Program Coordinator	Dale Mabry	07/28/25
Rivera, Jennifer**	Trainer, Special Projects	Collaboration	07/15/25
Rock, Adam*	Academic Support Services Manager	Brandon	07/10/25
Russi, Esteban	New Student Programs Coordinator	Dale Mabry	07/10/25
Whaley, MaryLouise	Major Gifts Officer	District	07/07/25

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Aquil, Rasheed	Staff Assistant II	District	07/10/25
McCall, Katisha	Financial Aid Counselor	Collaboration	07/28/25
McCloud, Ebony	Campus Card Technician	District	08/07/25
Marcos, Felix*	Staff Assistant	Plant City	08/07/25
Moragne, Raigan	Financial Aid Counselor	Collaboration	07/07/25
Pattichot, Anthony	Lab Assistant	Brandon	08/07/25

*Full-Time Temporary

**Full-Time Temporary/Grant-Funded

Rosado, Taina	Cashier Clerk/Finance	Plant City	07/10/25
Sicheri, Sarah	Staff Assistant II	District	08/13/25
Vierbickas, Sumalin	Student Services Support Specialist	Plant City	08/07/25

PROMOTION

<u>NAME</u>	<u>FROM</u>	<u>CAMPUS</u>	<u>TO</u>	<u>CAMPUS</u>	<u>START DATE</u>
Alvarez, Brenda*	Accountant II	District	Workday Functional Analyst	District	07/24/25
Holuban, Allison	Staff Assistant II	District	Purchasing Assistant	District	06/26/25
Hyman, Katina	Web Developer/Analyst	District	Web Engineer	District	07/24/25
Magrath, Andrew*	Academic Support Services Manager	Brandon	Interim Assistant Dean	Dale Mabry	07/10/25
Peet, Austin	Marketing & Communications Coor.	District	Community Relations & Marketing Manager	District	07/24/25
Spunde, Irene	Staff Assistant II	District	Executive Staff Assistant	District	08/07/25
Terzian, Corey*	Financial Aid Counselor	Collaboration	Financial Aid Manager	Collaboration	08/07/25

*Full-Time Temporary

**Full-Time Temporary/Grant-Funded

RECOMMENDATION TO HILLSBOROUGH 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/FA. Part-time faculty will be employed on a term-by-term basis. If additional part-time staff is needed, a supplementary list will be submitted for appointment.

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2025-2026). All part-time faculty and staff budgets are reviewed during budget development and established based on enrollment projections and departmental need.

OBJECTIVE:

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

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of individuals for part-time employment during Term 25/FA. 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
8/19/25

1-0-024(2/04)

PART-TIME APPOINTMENTS
AUGUST 27, 2025 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Aaron, Amber	Adjunct	Brandon	06/26/25
Ali, Aya	Adjunct	Dale Mabry	08/18/25
Blume, Lindsay	Adjunct	Brandon	07/22/25
Booth, Danielle	Adjunct	SouthShore	08/18/25
Bukhshim, Nessrin	Adjunct	Plant City	08/18/25
Caceres, Aida	Adjunct	Ybor City	08/01/25
Caraballo, Elsida	Adjunct	Ybor City	08/01/25
Cartagena Saez, Carmen	Adjunct	Dale Mabry	08/18/25
Clifford, Heidy	Adjunct	Plant City	08/18/25
Colon, Celines	Adjunct	Brandon	08/08/25
Dinh, Huy	Adjunct	Dale Mabry	08/18/25
Edwards, Bobby	Adjunct	Dale Mabry	08/18/25
Francis, Rawlslyn	Adjunct	Dale Mabry	08/18/25
Freeland, Timothy	Adjunct	Dale Mabry	08/18/25
Garrido Barrios, Gredy	Adjunct	Dale Mabry	08/18/25
Granot, Tomer	Adjunct	Brandon	06/30/25
Grayson, Bailey	Adjunct	Ybor City	08/14/25
Gromley, Christine	Adjunct	Plant City	08/18/25
Heath, Peter	Adjunct	Dale Mabry	08/18/25
Hicks, Kyisaiah	Adjunct	Plant City	08/18/25
Logue, Christine	Adjunct	Dale Mabry	08/18/25
MacDonald, Jane	Adjunct	Dale Mabry	08/18/25
Melaika, Nader	Adjunct	Plant City	08/18/25
Mellnick, Erin	Adjunct	Dale Mabry	08/18/25
Mesa Pajan, Tatiana	Adjunct	Ybor City	07/17/25
Miller, Latima	Adjunct	Plant City	08/02/25
Miller, Scott	Adjunct	Dale Mabry	08/18/25
Moore, Ashley	Adjunct	Ybor City	08/18/25
Moussavi, Mahshid	Adjunct	Dale Mabry	06/25/25
Ortiz, Elsa	Adjunct	Dale Mabry	08/18/25
Powell, Joseph	Adjunct	Plant City	08/18/25

***Temporary/Grant-Funded*

Rahman, Ghadah	Adjunct	SouthShore	08/18/25
Rosenzweig, Suzanne	Adjunct	Brandon	07/22/25
Rubright, Amber	Adjunct	Plant City	08/18/25
Ruszczuk, Caitlin	Adjunct	Dale Mabry	08/18/25
Sales Conniff, Amanda	Adjunct	Dale Mabry	08/18/25
Seagraves, Brittany	Adjunct	Plant City	08/18/25
Silva, Adiel	Adjunct	Brandon	06/25/25
Solomon, Aimee	Adjunct	Plant City	08/18/25
Sparks, Lauren	Adjunct	Dale Mabry	08/18/25
Stocker, Judith	Adjunct	Dale Mabry	08/18/25
Sullivan, Kylie	Adjunct	Brandon	07/22/25
Swiger, Danielle	Adjunct	Dale Mabry	08/18/25
Webb, Jessica	Adjunct	Brandon	07/01/25

NON-FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Armstrong, Kaitlyn	Part-Time Professional	Plant City	07/24/25
Belcher, Charell	Seasonal Camp Assistant	District	06/16/25
Bildik, Yamor	Part-Time Student Assistant	Dale Mabry	08/14/25
Bohley, Shandra	Part-Time Associate	District	07/10/25
Bott, Briana	Part-Time Professional	Dale Mabry	07/24/25
Botto, David	Part-Time Associate	Dale Mabry	06/25/25
Carpenter, Isaac	Part-Time Professional	Dale Mabry	07/08/25
Collins-McNealy, Gabrianna	Seasonal Camp Assistant	District	06/27/25
Ezell, Hamilton	Part-Time Professional	Dale Mabry	07/08/25
Fischler, Jeremy	Part-Time Professional	Dale Mabry	06/25/25
Flott, Adrienne	Part-Time Advanced Technician	Ybor City	07/11/25
Glenn, Gary	Part-Time Professional	Dale Mabry	07/08/25
Green, Richard	Part-Time Professional	Dale Mabry	07/24/25
Hall, Diante	Seasonal Camp Assistant	District	06/27/25
Harnarain, Anil	Part-Time Professional	Dale Mabry	07/15/25
Hopson-Fernandes, Maria	Part-Time Technician	Dale Mabry	08/14/25
Jackson, Zhandelle	Part-Time Professional	Dale Mabry	07/24/25
Jummati, Joseph	Part-Time Professional	Dale Mabry	07/08/25
Justice, Nathan	Part-Time Associate	Dale Mabry	08/07/25

***Temporary/Grant-Funded*

Kim, Peter	Part-Time Associate	Ybor City	08/14/25
Marc, Virginia	Part-Time Student Assistant	Dale Mabry	08/05/25
Massa, Morgan	Part-Time Advanced Technician	Ybor City	07/29/25
Melgen, Carla	Part-Time Professional	Dale Mabry	08/05/25
Merritt, Michael	Part-Time Instructor Non-Credit III	Ybor City	07/07/25
Miller, Stephanie	Part-Time Technician	Dale Mabry	08/07/25
Mills, Sherrial	Part-Time Student Assistant	Dale Mabry	06/26/25
Miranda, Xavier	Part-Time Professional	Dale Mabry	07/08/25
Overton, Jade	Part-Time Associate	Dale Mabry	08/11/25
Raugh, Cynthia	Part-Time Associate	Dale Mabry	07/31/25
Rodriguez Cabezas, Glenny	Part-Time Advanced Technician	District	06/26/25
Sandman, Caleb	Part-Time Advanced Technician	District	07/03/25
Sierra, Angelica	Part-Time Advanced Technician	Dale Mabry	08/14/25
Smith, Braylon	Seasonal Camp Assistant	District	06/30/25
Spears, Daniel	Part-Time Instructor Non-Credit III	Ybor City	07/07/25
Trautner, James	Part-Time Instructor Non-Credit III	Ybor City	08/14/25
White, Asia	Part-Time Technician	Plant City	06/25/25

***Temporary/Grant-Funded*

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.03

CONSENT

BACKGROUND AND PERTINENT FACTS:

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

ECONOMIC IMPACT:

None.

OBJECTIVE:

To acknowledge separations.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends acknowledgement of employment separations.

Initiator

Date

Vice President/ President/Exec Dir of Human Resources

Date

District President

Date

8/19/25

1-0-024 (2/04)

FULL-TIME SEPARATIONS **AUGUST 27, 2025 BOARD MEETING**

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Blincoe, Tabitha*	Staff Assistant	Plant City	04/04/24	07/24/25
Candela, Angela*	Online Academic Advisor	Ybor City	11/25/24	06/20/25
Flores, Ana	Test Proctor	Dale Mabry	09/05/24	08/08/25
Gonzalez, Jensine	Executive Staff Assistant	District	11/17/22	08/15/25
Holmes, Felicia	Associate Director, Purchasing	District	05/15/23	08/15/25
Hopkins, Taylor	Instructional Designer	Collaboration	01/08/24	07/07/25
Hutcherson, Michelle	Nursing Instructor	Dale Mabry	01/16/24	08/06/25
Luna Calcano Pena, Maria	Workday Functional Analyst, HR	District	08/21/17	07/23/25
Miller, Latima	Admissions, Registration, Records Supv.	Collaboration	10/26/17	08/01/25
Sandoval, Alex	Information Technology Technician	Dale Mabry	03/21/19	08/26/25
Sloan, Tony	Director of Development	District	10/21/24	08/31/25
Smith, Hannah	Job Placement Assistant	Plant City	11/23/09	07/18/25
Tallman, Ruth	Associate Dean of Academic Affairs	Dale Mabry	08/16/18	08/08/25

TERMINATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Hallan, Jyoti	Purchasing Officer	District	03/31/25	07/03/25
Woodson, Hope	Health Sciences Clinical Support Mgr.	Dale Mabry	05/06/25	06/20/25

DECEASED

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Manasco, John	Duplicating Specialist	Brandon	01/20/11	07/11/25

* Full-Time Temporary

** Full-Time Temporary/Grant Funded

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.04

BACKGROUND AND PERTINENT FACTS:

The 2022 - 2025 Agreement with the Faculty United Service Association (FUSA) and the College expired. **The College and the Union have negotiated a successor collective bargaining agreement from 2025 through the 2027 – 2028 academic year. The agreement was ratified by the faculty with 231 voting YES and 0 voting NO.**

ECONOMIC IMPACT:

The cost of this agreement is \$1,400,000 for wage increases, which is included in the 2025-26 budget. In addition, there is an anticipated cost of \$150,000 per year for the faculty sick leave payout.

OBJECTIVE:

Board of Trustees approval to enter into a new agreement for 2025-2028 between the College and Faculty United Service Association (FUSA) Bargaining Unit.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends Board approval of the new agreement for 2025-2028 between the College and Faculty United Service Association (FUSA) Bargaining Unit.

Initiator

Date

Vice President/ President/Exec Dir of Human Resources

Date

District President

Date

8/19/25

1-0-024 (2/04)

2025 – 2028 FUSA Contract Negotiations Summary of Changes:

Pursuant the College's collective bargaining agreement with Faculty United Services Association (FUSA) dated August 11, 2022 and expiring the beginning of the 2025-2026 academic year; both parties entered into good faith collective bargaining negotiations with all Articles open (Economic and Non-Economic) for the purposes of renewal of the entire agreement.

The following is a summary of the major changes to the agreement:

ARTICLE 2: DEFINITIONS

2.18 Definition of Discipline Chair

Discipline Chair duties are clarified, in line with discipline chair stipend in Article 14.

ARTICLE 4: GENERAL PROVISIONS

4.1 Duration

The agreement will become effective when ratified by the bargaining unit and approved by the college and will be in force through the day immediately preceding the 2028-2029 academic year. Upon expiration, the contract will continue until a successor agreement is ratified or imposed. The agreement will be re-opened in the Fall of 2026 and 2027 for wages. The 2026 reopener will also include a review of options for long-term disability insurance.

ARTICLE 6: FACULTY RIGHTS

6.12 Office Security

The College may enter faculty offices for maintenance, repair, health or safety reasons.

6.16 Tenure and Continuing Contract:

6.16.D: Faculty hired within six (6) weeks from the beginning of the Fall semester may count the academic year as their first year towards the five (5) years of service required for tenure.

6.16.E, Responsibilities of Tenure Candidates: End of Year forms will be included in tenure portfolios (per past practice and in Appendix P).

6.17 Professional Rank & Appendix G: Rank Application:

Clarification of items in the rank process. Preliminary documentation will be submitted electronically for review prior to submission of rank portfolio.

6.21 Committees:

Added a college-wide committee for Artificial Intelligence.

Removed insurance committee (due to move to State Group Health Insurance Plan).

ARTICLE 7: MANAGEMENT RIGHTS

7.1 Retention of Managerial Rights

Added administrative access to courses in the Learning Management System (LMS) in cases involving active investigations or legal requirements.

ARTICLE 8: FACULTY WORKING CONDITIONS

8.2 Responsibilities

8.2.A.1.d: Faculty will notify their Dean of changes or cancellations to office hours and will post the changes on the LMS.

8.2.A, B, C. 1.h (Instructional, Library and Counseling Faculty compliance training): Updated language for use of Tenure Modules (TMODS) for non-tenured faculty. In conjunction with Article 9.2.B, compliance trainings that are required of all College employees will not count towards the ten (10) hours of faculty professional development requirement.

8.2.A.2.d, Other Professional Responsibilities:

Syllabi must include section number, a link to the Title IX and Civil Rights Compliance website and a link to the Services for Students with Disabilities website.

8.2.A.2.m, Other Professional Responsibilities:

Faculty will respond to requests for information from Administration within three (3) business days (changed from seven (7) business days).

8.2.D.1 Instructional Faculty: Temporary Full-Time Faculty (Non-Grant Funded):

(associated changes made to Articles 2.20.B, 6.17.B.6, Appendix G section H).

Increased the maximum length of full-time temporary assignments from two (2) to three (3) consecutive years. All three years of full-time temporary service may count towards years of service for tenure purposes.

8.2.G, Academic Division Chairs:

(associated changes made to Appendix N)

Discipline Chair duties are now separated from Academic Support Division Co-Chair duties.

8.3 Instructional Faculty Load Point System:

8.3.A.2, Definitions, Lecture:

Clarified the definition of a lecture course as having 15 total contact hours per credit (or 750 total minutes per credit hour). Minutes per class meeting = 750 minutes x credit hours / number of class meetings.

8.3.A.4, Definitions, Clinical:

Redefined clinical experiences as either Direct Supervised (DS) or Indirect Supervised (IS). In DS, faculty maintain direct contact with students. In IS, faculty provide periodic check-ins and remain available as needed.

8.3.B, Implementation of New Point System

8.3.C, Value by Major Function for the 2023 – 2024 Academic Year:

Removed these sections.

8.3.D, Value by Major Function:

Removed language “for the 2024 – 2025 Academic Year” from the title of this section.

8.3.D.3 Laboratory/Simulation: added language “Clinical Indirect Supervision (IS).”

8.3.D.4 Clinical: added language “Direct Supervision (DS).” Changed one clinical DS hour per week from ten (10) points to twelve (12) points.

8.3.D.5 Faculty of Record: increased load points from eight (8) to ten (10) points per credit hour and the maximum awarded for a faculty-of-record course from 40 to 50 points.

8.3.D.6 Applied Music: increased load points from four (4) to five (5) for each half hour and increased the maximum from 32 to 40 points per semester.

8.3.D.8 Independent Study Course or Directed Research: Increased load points from two (2) points per student to a proportion of full load points based on the minimum enrollment for the course, along with a minimum of five (5) load points per course.

8.5 Instructional Faculty Overloads

8.5.C & E: Added language to allow faculty on a performance improvement plan to be eligible for up to 60 overload points with approval from the supervisor and Campus President.

8.11 Lounge Facilities

Removed language that faculty lounges will include a microwave oven and refrigerator.

8.16 Assault, Battery, or Threats of Injury by a Student

Revised process to include Public Safety as the first point of contact, with notification to the supervising Dean and Campus President.

8.17 Class Disruption

Added language to include in-person or online classes. Clarified and streamlined language for handling classroom disruptions and maintaining alignment with the Administrative Rule, Student Code of Conduct and Disciplinary Procedure.

8.20 Grading System:

(Also updated in Article 7.1.P, Managerial Rights)

Revised language that a student's final grade cannot be changed without faculty approval, except in accordance with new Article 7.1.P, where a final grade may be changed after conclusion of written appeal and grade was calculated incorrectly or not in alignment with the syllabus.

8.25 Textbook Selection

Revised the process for entering college-wide adoptions so that textbook chairs enter information one time. Administration will be responsible for maintaining the portal interface and ensuring that all textbook adoption information is accurate and up to date for all sections.

ARTICLE 9: FACULTY EVALUATION AND DEVELOPMENT

9.1 Performance Evaluation of Faculty

9.1.B.1, Performance Evaluation (to be conducted by supervising dean), Formal Observations:
Minor language corrections.

9.1.B.1, 2, 3, Performance Evaluations Process:

Revised timelines to allow for Deans to complete the Annual Performance Evaluations annually during either the fall or spring term, verses all being completed in the spring.

9.1.B.5 Student Feedback Survey of Instructional Faculty

Revised the student feedback report format. Surveys will be conducted for all courses. An aggregate summary report for all courses, excluding courses with multiple faculty assigned or for faculty of record, will be used for the purpose of evaluations, tenure and post-tenure review.

9.2.B, Faculty Development:

Updated language for use of Tenure Modules (TMOD) for non-tenured faculty.

Added language that compliance trainings that are required for all College employees will not count towards the ten (10) hours of faculty professional development.

9.3.E, Post Tenure/Continuing Contract Award Review:

Post-Tenure Review Schedule and Timeline:

Removed the exemption from post-tenure review for DROP candidates. DROP has been extended to a maximum of eight years and post-tenure review must be completed every five years.

ARTICLE 11: GRIEVANCE AND ARBITRATION

(Changes also made in Appendix A, Grievance Timeline)

Changes to this article were discussed in FUSA/Mgmt. workshop. Revised process to make the timeline more effective and reflect meeting with the appropriate administrators.

ARTICLE 12: LEAVES OF ABSENCE

12.1.J, Sick Leave

Adds terminal pay for unused sick time earned after August 20, 1998 for faculty who separate or retire after at least six (6) years of continuous, full-time service. Payment will be made to the beneficiary if the service is terminated by death. The percentage of payout is determined by years of service.

12.7 Sabbatical Leave:

Added language that sabbatical may be taken in the summer terms for faculty on College Year contracts. Lowered the maximum number of annual equivalent sabbaticals from six (6) to four (4).

Added language that funding for the reduction of two sabbaticals will be routed to the account for faculty professional development.

ARTICLE 13: HEALTH AND WELFARE BENEFITS

13.2 Medical, Dental, Life and Long-Term Disability Insurance

Removed language referring to the Board or College providing insurance and paying premiums due to the move to the State Group Health Insurance Plan. Added language for the College and Union to review options for long-term disability insurance as part of the 2026 – 2027 re-opener.

ARTICLE 14: ECONOMICS

14.1.C Initial Placement in Salary Schedule

Included full-time temporary faculty (will be assigned an initial step based on prior experience and are eligible for annual step increases). Previously, all full-time temporary faculty remained at step 1.

14.2.A, Salary Schedules

The 2025 – 2026 salary tables will be increased by 3% across the board.

14.2.B, C: Academic Years

Updated to 2025 – 2026 information. All full-time faculty will receive a one-step increase for 2025 – 2026 if employed as of December 31, 2024.

Wage re-openers added for academic years 2026 – 2027 and 2027 – 2028.

14.4 Overload Compensation

Overload pay will increase from \$76 to \$78 per load point.

14.5 Department Chair, Program Manager, Division Chair and Coach Compensation

Added a new stipend for Discipline Chairs of either 10 points of compensation at the overload rate or 10 points of release time for the Fall and Spring terms. Summer compensation will depend on duties performed.

Increase tier 2 Department Chair stipend from the equivalent of 30 points to 45 points at the overload rate.

Added new Tier 2 Program Manager with job description and duties. Compensation will be 30 points of release and 30 points of compensation for Fall and Spring terms, with summer optional.

14.9 Union Release Time

Added 10 points of release time or equivalent compensation to Union President during the summer term.

Appendix A: Grievance Procedure

Modified timeline and roles to correspond to changes in Article 11.

Appendix B: Instructional Faculty Performance Evaluation Review

Removed diversity, equity and inclusion component.

Appendix G: Request for Advancement in Professional Rank

Clarified items in the rank process. Preliminary documentation will be submitted electronically for review prior to submission of rank portfolio.

Appendix N: Basic Duties of Instructional Chairs, Instructional Program Managers, and College-Wide Librarian and Counselor Program Managers

Separate discipline chair duties from academic support division co-chair duties.

Appendix P: Tenure Committee Checklist

Update naming conventions and clarify process for tenure documentation.

Appendix Q, R, and S: End of Year Verification

Corrected title of appendix. Syllabus to be distributed by the first class meeting. Clarified that the signature is that of the faculty member.

Appendix V: Post Tenure Review – Timeline and Instructions

Changed format of Post Tenure Review portfolios to be all electronic, through the LMS.

Clarified that contributions are recorded but documentation is not included with the portfolio.

Adjusted timeline to ensure that post-tenure review recommendations can be presented at the December board meeting for approval.

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.05

BACKGROUND AND PERTINENT FACTS:

This item is to provide increases for adjunct faculty. The new rate for adjunct faculty would be \$78.00 per point which equals \$2,340 for a three-credit hour class. This matches the newly negotiated overload rate for full-time faculty.

ECONOMIC IMPACT:

The expected cost is \$550,000. The cost was included in this 2025-26 budget.

OBJECTIVE:

To provide salary increases for adjunct faculty.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends Board approval of the salary increases for adjunct faculty.

Initiator	Date
Vice President/ President/Exec Dir of Human Resources	Date
District President	Date 8/19/25

1-0-024 (2/04)

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.06

BACKGROUND AND PERTINENT FACTS:

The 2023–2026 Agreement with the Service Employees International Union (SEIU) and the College allows for an annual wage re-opener on Article 13, Wages, Hours of Work, and Overtime, plus one other article selected by either party for years two and three of the Agreement. The College and the Union have negotiated these requirements and have come to an agreement. This mirrors the non-SEIU increases to include a 3% increase to the salary ranges plus one step. The increases are retroactive to July 1, 2025.

This agreement was ratified by the union on August 14, 15 and 18, 2025 by the following margins:

Non-Instructional	Professional	Supervisory
Yes: 67	Yes: 63	Yes: 32
No: 2	No: 2	No: 1

BUDGET IMPACT:

The cost of the agreement is approximately \$1,500,000 which is included in the FY 2025-2026 budget.

OBJECTIVE:

Approval of the MOU granting raises to full-time SEIU staff.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends Board approval for the implementation of Full-time SEIU staff salary increases effective July 1, 2025.

Initiator

Date

Vice President/Campus President/Exec Dir of Human Resources

Date

District President

Date

8/19/25

1-0-024 (2/04)

MEMORANDUM OF UNDERSTANDING

Between

HILLSBOROUGH COLLEGE
DISTRICT BOARD OF TRUSTEES

and

SERVICE EMPLOYEES INTERNATIONAL UNION
FLORIDA PUBLIC SERVICES UNION

This Memorandum of Understanding is entered into by and between Hillsborough College District Board of Trustees and Service Employees International Union, Florida Public Services Union.

After good faith negotiations, pursuant to Section 13.4 of the Collective Bargaining Agreement dated July 1, 2023 and expiring June 30, 2026, the parties hereby agree:

- (a) Effective July 1, 2025, the staff salary scale will be increased by 3%. All staff employees hired before July 1, 2025 will receive the 3% salary increase. Staff employees hired on or after July 1, 2025 will be rounded up to the step nearest their current salary. Staff will make at least the minimum of their paygrade.

Employees will receive a pay increase, that is the equivalent of one step on the staff salary schedule effective July 1, 2025. To be eligible, employees must have been employed at the College in a full-time role on or before December 31, 2024. In addition, they must be employed in a full-time role continuously from December 31, 2024 until the date that the increases are paid.

Additionally, pursuant to section 25.1 of the Collective Bargaining Agreement dated July 1, 2023 and expiring June 30, 2026, either party may bring up one other item and the parties hereby agree:

- (b) The union will be allowed to identify one (1) member representative to serve on the College's calendar committee.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized representatives on this _____ day of _____, 2025.

HILLSBOROUGH COLLEGE
DISTRICT BOARD OF TRUSTEES

SERVICE EMPLOYEES INTERNATIONAL UNION
FLORIDA PUBLIC SERVICES UNION

By: _____

Dr. Kenneth Atwater
College President

By: _____

Alejandra Gutierrez
Chief Negotiator, SEIU

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.07

BACKGROUND AND PERTINENT FACTS:

This item is to provide increases for Administrators. The increases include increasing the Administrator salary tables by 3% effective July 1, 2025. This results in a 3% increase for Administrators who were hired before July 1, 2025. Employees in these categories who were hired on or after July 1, 2025 will have their salary rounded up to the nearest step. No employees will make less than the minimum of their pay grade.

In addition, Administrators will receive a pay increase that is the equivalent of one step on their respective salary schedule effective July 1, 2025. To be eligible, employees must have been employed at the College in a full-time role on or before December 31, 2024. In addition, they must be employed in a full-time role continuously from December 31, 2024 until the date that the increases are paid.

ECONOMIC IMPACT:

The expected cost is \$600,000. The cost was included in this 2025-26 budget.

OBJECTIVE:

To provide salary increases for Administrators.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends Board approval of the salary increases for Administrators.

Initiator	Date
Vice President/ President/Exec Dir of Human Resources	Date
District President	Date 8/19/25

1-0-024 (2/04)

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.08

BACKGROUND AND PERTINENT FACTS:

This item is to provide increases for non-SEIU staff employees. The increases include increasing the non-SEIU staff salary tables by 3% effective July 1, 2025. This results in a 3% increase for non-SEIU staff who were hired before July 1, 2025. Employees in these categories who were hired on or after July 1, 2025 will have their salary rounded up to the nearest step. No employees will make less than the minimum of their pay grade.

In addition, non-SEIU staff employees will receive a pay increase that is the equivalent of one step on their respective salary schedule effective July 1, 2025. To be eligible, employees must have been employed at the College in a full-time role on or before December 31, 2024. In addition, they must be employed in a full-time role continuously from December 31, 2024 until the date that the increases are paid.

ECONOMIC IMPACT:

The expected cost is \$500,000. The cost was included in this 2025-26 budget.

OBJECTIVE:

To provide salary increases for non-SEIU staff employees.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends Board approval of the salary increases for non-SEIU staff employees.

Initiator

Date

Vice President/ President/Exec Dir of Human Resources

Date

District President

Date 8/19/25

1-0-024 (2/04)

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.09

BACKGROUND AND PERTINENT FACTS:

This item is to provide increases for part-time hourly employees. The increases include increasing the minimum wage to \$14.00 per hour. In addition, all remaining part-time hourly salary scales will be increased 3%. All of these are effective September 4, 2025. All part-time hourly employees will receive the new minimum wage or a minimum of a 3% increase.

ECONOMIC IMPACT:

The expected cost is \$175,000. The cost was included in this 2025-26 budget.

OBJECTIVE:

To provide salary increases for part-time hourly employees.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends Board approval of the salary increases for part-time hourly employees.

Initiator	Date
Vice President/ President/Exec Dir of Human Resources	Date
District President	Date 8/19/25

1-0-024 (2/04)

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.10

BACKGROUND AND PERTINENT FACTS:

This item provides revision to the Salary Schedule for FY 2025-2026 to reflect the following:

Update the full-time staff salary tables for SEIU covered positions per the ratification vote in favor of the recommended 3% salary scale increases.

Update the full-time non-SEIU staff and administrator salary tables in favor of the recommended 3% salary scale increases.

Update the part-time staff salary table in favor of the recommended 3% salary scale increase.

Update the part-time faculty instructional schedule point conversion chart to reflect an increase from \$76 to \$78 per instructional point.

Update the full-time instructional faculty overload point conversion chart to reflect an increase from \$76 to \$78 per instructional point.

Update the full-time faculty salary tables per the ratification vote in favor of 3% salary scale increases.

OBJECTIVE:

To provide a revised Salary Schedule for adoption by the Board of Trustees.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends Board approval of the 2025-2026 Salary Schedule, effective July 1, 2025.

Initiator	Date
Vice President/ President/Exec Dir of Human Resources	Date
District President	Date 8/19/25

1-0-024 (2/04)

Section 6

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

The Educator Preparation Institute updated their curriculum to align with state requirements with an effective date of Fall 2025. This includes two course modifications for EDF 1005 and EPI 0030, as well as the discontinuation of EDF 2085.

The required changes were forwarded to the Vice President for Academic Affairs who reviewed them with the appropriate staff for forwarding to the President.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To align with state requirements.

LEGAL AUTHORITY:

HC 6HX-10-4.06

RECOMMENDATION:

The President recommends approval of the course modifications and deletion effective FA/25 unless otherwise noted.

Initiator	Date: 7/9/25
Craig Burkhard	
Vice President/Campus President/Director of Human Resources	Date: 7/9/25
Richard Senker, VP of Academic Affairs	
District President	Date
	8/19/25

1-0-024(2/04)

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.02

BACKGROUND AND PERTINENT FACTS:

All state colleges and universities are required to perform an annual Institutional General Education Review. Every year, from March to August, Hillsborough College must conduct an internal review of all general education courses to ensure compliance with the general education requirements in ss. [1007.25](#), and [1007.55](#), F.S., [Rule 6A-14.0303](#). Upon completion of the internal review, our list of general education courses will be presented to our College President and the Board of Trustees for approval and signing of the certification form, and it will be submitted to the Office of Articulation by the September 1st submission deadline. Necessary changes to HC's general education course offerings will be made to the Statewide Course Numbering System (SCNS) by the submission deadline.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To obtain approval of the completed 2025-2026 Institutional General Education Review, which includes a review of HC's general education course offerings for compliance with statutory requirements, the review of the Excel spreadsheet provided by the Office of Articulation, the signing of the certification form provided by the Office of Articulation, and the submission of necessary changes to SCNS.

LEGAL AUTHORITY:

FS1007.25; 1007.55; SBE Rule 6A-14.0303;

RECOMMENDATION:

The President recommends approval of HC's general education course offerings, the reviewed general education inventory spreadsheet, the signing of the certification form to be submitted to the Office of K-20 Articulation by September 1, 2025, and the submission of necessary changes to SCNS as listed in the spreadsheet.

Initiator Richard Senker, VP Academic Affairs	Date 7/30/25
Vice President/Campus President/Director of Human Resources Richard Senker, VP Academic Affairs	Date 7/30/25
District President	Date 8/19/25

Certification Form

Fall 2026 General Education Courses

Please email signed form to Articulation@fldoe.org no later than September 1, 2025.

Dear Commissioner Diaz,

I certify that my institution has reviewed our general education course options for compliance with Sections 1007.24, 1007.25, and 1007.55, Florida Statutes.

- ☐ Reviewed Excel spreadsheet provided by the Office of K-20 Articulation.
- ☐ Submitted new courses or changes to the Statewide Course Numbering System (SCNS).

Institution

FCS/SUS President Signature

Board of Trustee Signature

Date

Date

Date Approved by the Board of Trustees

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.03

BACKGROUND AND PERTINENT FACTS:

Hillsborough College is submitting a new enrollment articulation agreement with a local private school, Specially Fit Academy, that will be in effect through July 31, 2030. Various meetings took place between HC and Specially Fit Academy 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 HC 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 HC by the school in the event that the state's established fund for private school students does not have sufficient money to fully reimburse HC at the state's established rate.

OBJECTIVE:

To request approval of the Dual Enrollment articulation agreement between Hillsborough College and Specially Fit Academy, 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 Board approval of the Dual Enrollment Annual Articulation Agreement between Hillsborough College and Specially Fit Academy.

Initiator
Terri Barshay

Date
8/11/25

Vice President/Campus President/Director of Human Resources
Richard Senker, VP of Academic Affairs

Date 8/12/25

District President

Date
8/19/25

1-0-024(2/04)

Section 7

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.01

BACKGROUND AND PERTINENT FACTS:

The Board has authorized the HC Foundation to use College property, facilities and personnel services through adherence to the College's administrative rules and procedures for Board-approved public purposes consistent with the mission, vision and values of the College.

For fiscal year 2025-26, the Board is required to approve the Foundation's use of College resources that will include use of personnel services of seven (7) College employees and use of College property and facilities, including approximately 1,175 square feet of office space on the 3rd floor of the Dr. Gwendolyn W. Stephenson District Administration Building valued at \$48,000.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To obtain the Board's approval of the Foundation's anticipated use of College resources for the upcoming 2025-26 fiscal year.

LEGAL AUTHORITY:

1001.64; 1004.70

RECOMMENDATION:

The President recommends approval of the Foundation's use of College resources for the 2025-2026 fiscal year, which includes use of personnel services for seven (7) College employees and use of College property and facilities, including approximately 1,175 square feet of office space on the 3rd floor of the Dr. Gwendolyn W. Stephenson District Administration Building valued at \$48,000.

Initiator:



L. Garrett Weddle

Date

08/14/2025

Vice President/Campus President/Director of Human Resources

Date

District President

Date

8/19/25

Section 8

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

BACKGROUND AND PERTINENT FACTS:

Pursuant to Florida Administrative Code and Florida Statutes, a Budget Amendment is required to adjust an expenditure class within the budget i.e., personnel costs, current expenses, and capital outlay.

These adjustments are related to the 2024-25 fiscal year-end close and the 2025-26 fiscal year budget.

The adjustments made in Budget Amendment number 1 are primarily to carry forward balances and encumbrances from the 2024-25 fiscal year and to increase the unrestricted budget for additional estimated revenue. See attachment for detailed explanations of changes.

ECONOMIC IMPACT:

Increase Unrestricted Current Fund revenue and expenditure budgets by \$8,413,566 and increase Plant Fund revenue and expenditure budgets by \$14,327,773.

OBJECTIVE:

To obtain Board approval for adjustments made in Budget Amendment number 1.

LEGAL AUTHORITY:

Florida State Board of Education Rule 6A-14.0717 (2) (a); Sections 1001.02(9), 1011.01, 1011.30, Florida Statutes

RECOMMENDATION:

The President recommends approval of Budget Amendment number 1.

Initiator: Bethoria Paige – Director of Finance and Budget	Date 8/11/2025
Vice President/Campus President/Director of Human Resources	Date
District President	Date 8/19/25

1-0-024(2/04)

HILLSBOROUGH COLLEGE
Explanation of Budget Changes
Plant Fund
Budget Amendment No. 1 (FY 2025/2026)
August 27, 2025

		Budget Amendment #1	Totals
I. AVAILABLE FUNDS			
<u>Unallocated Fund Balance</u>			
Estimated Fund Balance @ July 1, 2025	\$ 68,189,920		\$ 68,189,920
Actual Unallocated Fund Balance @ July 1, 2025			<u>\$ 68,189,920</u>
<u>Fiscal Year 2025-2026 Revenue Budget @ July 1, 2025</u>	\$ 58,925,077		\$ 58,925,077
<u>Funds Carried Forward:</u>			
Encumbrances brought forward		\$ 14,327,773	
Total Funds Brought Forward @ August 27, 2025			\$ 14,327,773
Adjusted Revenue Budget @ August 27, 2025			\$ 73,252,850
TOTAL AVAILABLE FUNDS @ August 27, 2025	<u>\$ 127,114,997</u>	<u>\$ 14,327,773</u>	<u>\$ 141,442,770</u>
II. EXPENDITURES			
<u>Personnel Cost @ July 1, 2025</u>	\$ 600,684		
Total Current Expense Cost @ August 27, 2025			<u>600,684</u>
<u>Current Expense Cost @ July 1, 2025</u>	\$ 16,067,023		
Encumbrances Brought Forward		5,480,358	\$ 5,480,358
Total Current Expense Cost @ August 27, 2025			<u>21,547,381</u>
<u>Capital Outlay @ July 1, 2025</u>	\$ 42,257,370		\$ 42,257,370
Encumbrances Brought Forward		8,847,415	\$ 8,847,415
Adjusted Capital Outlay @ August 27, 2025			<u>51,104,785</u>
Total Increase in Expenditures Budget @ August 27, 2025			<u>\$ 14,327,773</u>
Total Adjusted Expenditure Budget @ August 27, 2025	<u>\$ 58,925,077</u>	<u>\$ 14,327,773</u>	<u>\$ 73,252,850</u>
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2026	<u>\$ 68,189,920</u>		<u>\$ 68,189,920</u>
TOTAL ACCOUNTED FOR	<u>\$ 127,114,997</u>	<u>\$ 14,327,773</u>	<u>\$ 141,442,770</u>

HILLSBOROUGH COLLEGE
Explanation of Budget Changes
Unrestricted Current Fund
Budget Amendment No. 1 (FY 2025/2026)
August 27, 2025

		Budget Amendment #1	Totals
I. AVAILABLE FUNDS			
<u>Unallocated Fund Balance</u>			
Estimated Beginning Fund Balance @ July 1, 2025	\$ 48,985,678		\$ 48,985,678
Fiscal Year 2025-26 Revenue Budget @ July 1, 2025	\$ 168,382,415		\$ 168,382,415
<u>Funds Carried Forward:</u>			
Encumbrances		1,821,045	
Facilities Rental		3,574,023	
CITT - Center for Instructional Technology		154,999	
Hurricane Repairs		1,282,157	
ICCE - Institute for Corporate and Continuing Education		264,992	
Indirect Cost Recovery		1,316,350	
Total Funds Brought Forward @ August 27, 2025			8,413,566
Adjusted Revenue Budget @ August 27, 2025			\$ 176,795,981
TOTAL AVAILABLE FUNDS @ August 27, 2025	<u>\$ 217,368,093</u>	<u>\$ 8,413,566</u>	<u>\$ 225,781,659</u>
II. EXPENDITURES			
<u>Personnel Costs @ July 1, 2025</u>	\$ 128,004,188		\$ 128,004,188
Facilities Rental		267,060	
Indirect Cost Recovery		471,104	738,164
Adjusted Personnel Budget @ August 27, 2025			\$ 128,742,352
<u>Current Expenses @ July 1, 2025</u>	\$ 38,552,180		\$ 38,552,180
Adjustments for Funds Carried Forward:			
Encumbrances		725,107	
Facilities Rental		3,091,479	
CITT		154,999	
Hurricane Repairs		451,734	
ICCE		264,992	
Indirect Cost Recovery		845,246	
Adjusted Current Expenditures @ August 27, 2025			\$ 44,085,737
<u>Capital Outlay @ July 1, 2025</u>	\$ 1,826,047		\$ 1,826,047
Adjustments for Funds Carried Forward:			
Encumbrances		1,095,937	
Facilities Rental		215,485	
Hurricane Repairs		830,423	
Adjusted Capital Outlay @ August 27, 2025			\$ 3,967,892
Total Increase in Expenditures Budget @ August 27, 2025			8,413,566
Adjusted Expenditure Budget @ August 27, 2025	<u>168,382,415</u>	<u>8,413,566</u>	<u>\$ 176,795,981</u>
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2026	<u>\$ 48,985,678</u>		<u>\$ 48,985,678</u>
TOTAL ACCOUNTED FOR	<u>\$ 217,368,093</u>	<u>\$ 8,413,566</u>	<u>\$ 225,781,659</u>

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

BACKGROUND AND PERTINENT FACTS:

On December 6, 2024, the college advertised Request for Proposals #2917-25 for qualified firms to provide charter bus services for the college's athletic programs and other college groups on an as-needed basis. The initial contract term will be for three (3) years with the option to renew for four (4) additional years, one (1) year at a time. The college received responses from three (3) firms. The written submissions were scored by a five-person evaluation committee comprised of the Dale Mabry Dean of Student Services, Dale Mabry Assistant Dean of Student Services, two Program Analysts, and the Plant City Dean of Student Services and were ranked as follows:

FIRM	LOCATION
Escot Bus Lines, LLC	Largo, FL
First Class Coach Company, Inc.	St. Petersburg, FL
Phoenix Bus, Inc.	Orlando, FL

The committee recommends award to Escot Bus Lines, LLC and First-Class Coach Company, Inc. d/b/a Martz Bus.

ECONOMIC IMPACT:

Funds will be provided from Student Activity, Federal, State or Local Grant, or other department budgets.

OBJECTIVE:

To provide for charter bus services for the college's athletic programs and other college groups on an as-needed basis for an initial term of three (3) years with the option to renew for four (4) additional years, one (1) year at a time.

LEGAL AUTHORITY:

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

RECOMMENDATION:

The President recommends entering into contracts with **Escot Bus Lines, LLC** and **First Class Coach Company d/b/a Martz Bus** to provide charter bus services for the college's athletic programs and other college groups on an as-needed basis for an initial term of three (3) years with the option to renew for four (4) additional years, one (1) year at a time at an estimated amount of \$185,000 for the first year and subject to services needed thereafter.

Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President	Date 8/19/25

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.03

EXEMPT QUARTERLY (PAST) PURCHASES INFORMATION ONLY

The College is permitted by State Board of Education and HC Administrative Rules to purchase items under various contracts such as state, city, county, district school board, college, university and buying cooperatives contracts as well as single or sole source procurements and various items such as textbooks, instructional materials and equipment, library books, materials, and supplies, food, professional services, instructional services, information technology resources, items for resale and other items as exceptions to the requirements of the competitive solicitation process and without prior District Board of Trustees approval. The following items and/or services have been processed after verification of budgeted funds during the period of April 1, 2025, through June 30, 2025.

ITEM	SOURCE	AMOUNT
Annual maintenance for the student information system ERP for July 1, 2025 – June 30, 2026. Single Source. General Operating Budget.	Ellucian Company, LLC Malvern, Pennsylvania	\$660,542

LEGAL AUTHORITY:

FS 1001.02(6); FS 1001.64(4); SBE 6A-14.0734; HC 6HX-10-6.08

Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President	Date 8/19/25

1-0-024(2/04)

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.04

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 June 2025.

LEGAL AUTHORITY:
Sections 1001.64; 1001.65 Florida Statutes

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

8/19/25

1-0-024(2/04)