



DISTRICT BOARD OF TRUSTEES BOARD MEETING

AUGUST 28, 2019

LOCATION:

**DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER
BOARD ROOM
4:00 PM**

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, AUGUST 28, 2019 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER
BOARD ROOM**

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 – Mr. Rashad Stubbs
- 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 **June 26, 2019 Board Workshop** and **Board Meeting Minutes** (submitted herein for your review). 4
- 1.10 The President recommends **approval as advertised** of the inclusion of one (1) modified Administrative Rule, **6HX-10-6.08, Procurement Authority** (submitted herein for your review). 14

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

- CONSENT** 5.01 The President recommends approval of individuals for full-time employment. Each **full-time employee** will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review). 25
- CONSENT** 5.02 The President recommends approval of individuals for part-time employment during Term 19/SP. Each **part-time employee** will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review). 28
- CONSENT** 5.03 The President recommends acknowledgment of **employment separations** (submitted herein for your review). 34
- 5.04 The President recommends approval of the **2019-2022 Collective Bargaining Agreement** with Faculty United Services Union (FUSA) (submitted herein for your review). 37

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- CONSENT** 6.01 The President recommends approval of **new courses, course modifications, course termination, program modifications and new programs** to be effective Fall 2020 (submitted herein for your review). 38

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

- CONSENT** 8.01 The President recommends approval of the **Application for Final Payment** in the amount of \$41,944.44 to **Horus Construction Services, Inc.**, for completion of the construction of a facility to house the Compressed Natural Gas Program at the Ybor City Campus Training Center, as reviewed and recommended by Volt Air Consulting Engineers (submitted herein for your review). 43
- 8.02 The President recommends approval of **Amendment No. 1** to the contract with **Charles Perry Partners, Inc.**, establishing a Guaranteed Maximum Price in the amount of \$1,982,493, for the addition of approximately 450 parking spaces and a monumental sign to the Dale Mabry Campus front yard (submitted herein for your review). 45
- 8.03 The President recommends approval of **Budget Amendment No. 1** (submitted herein for your review). 46

- 8.04 The President recommends approval of the **June 2019 Financial Statements** 49
(submitted herein for your review).

9.0 ADMINISTRATIVE REPORT

- 9.01 Legislative Agenda

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

12.0 ADJOURNMENT

Section 1

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD WORKSHOP
WEDNESDAY, JUNE 26, 2019 – 2:30 P.M.
THE CORPORATE TRAINING CENTER – ROOM 125
MINUTES**

The Board Workshop commenced at 2:30 p.m.

The following Trustees were in attendance:

Mrs. Dipa Shah
Mr. Randall Reid
Mrs. Betty Viamontes
Brig.Gen. Chip Diehl III
Ms. Diana Hernandez-Caballero

Dr. Atwater advised that the purpose of the workshop was to provide a final overview of the 2019-2020 Budget.

Mr. Al Erdman, Vice President for Administration and CFO, and Ms. Kimberly McMillon, Controller, presented and reviewed the FY 2018-2019 Budget presentation with the Board of Trustees.

The Board asked for the following:

- The cost of the Administrator Salary Study
- A breakdown of Fringe Benefits and Other Services

The meeting adjourned at 3:31 p.m.

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, JUNE 26, 2019 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER – BOARD ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.02 Invocation

1.02.01 Mrs. Shah asked that we remember Hezekiah Walters who recently passed away. Hezekiah was a freshman at Middleton High School and longstanding member of HCC's College Reach-Out Program (CROP).

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Mrs. Dipa Shah
- Mrs. Betty Viamontes
- Mr. Randall Reid
- Brig.Gen. Chip Diehl
- Ms. Diana Hernandez-Caballero

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

1.06.01 Mr. Stephen Shear, Executive Director of the HCC Foundation, provided a summary of activities and donations received during May which included:

- \$3.2M YTD in Donations;
- \$4.4M in Total Revenue;
- \$108K YTD Gains on Investments; and
- \$12.87M in Ending Net Assets.

1.06.02 Mr. Ryan Sledek was named board Chair and Ms. Louise Elrod was named Vice-Chair.

1.06.03 Four (4) new board members joined the Foundation. They are: Mr. Phil Minden, President, St. Joseph's Hospital-South; Mr. David Reno, President, Reno Building; Mr. Marcel Blythe, Vice President/Property Claims, USAA; and Mrs. Andrea Williams Gonzmart, Columbia Restaurant Group.

1.06.04 The May major gift reports was sent to the Board separately and included donations totaling \$265,336. Donors included:

- Children's Board of Hillsborough County
- Hills. County Sheriff's Hispanic Adv. Council, Inc.
- Krewe of Sant' Yago Education Foundation, Inc.
- Lumina Fund for Racial Justice and Equality
- The Aspen Institute College Excellence Program
- Brown & Brown Ins. Of FL, Inc., Pinellas Division
- American Assoc. of Univ. Women, Sun City Center
- University of Florida
- Ann E. Allen
- Lydia R. Daniel
- SunTrust Foundation
- Nielsen
- Bank of America Charitable Found.
- Port Tampa Bay
- NACCE, Inc.
- CapTrust Financial Advisors
- Specialized Property Services
- Custom Cable
- Kathleen A. Dawes
- Richard Shannon

1.07 Faculty, Staff and Student Recognitions

Ms. Ashley Carl, Executive Director of Marketing and Public Relations, provided the following faculty, staff and student recognitions:

1.07.01 **Angela Walters Eveillard**, Strategic Communications Officer, was appointed to the Public Relations Society of America's Board of Directors representing the Sunshine District. The Public Relations Society of America (PRSA) is the nation's largest professional organization serving the communications community with a membership of more than 30,000 members comprised of communications professionals spanning every industry sector nationwide and college and university students who encompass the PRSA.

1.07.02 **Dr. Alex Anzalone**, Interim Brandon Campus President, was cast to be in the chorus for Opera Tampa's production of *Carmen*. You can see him at the Straz Center on February 7th and 9th.

1.07.03 **The Center for International Education** was selected as one of 13 academic institutions to participate in IREX's Global Solutions Sustainability Challenge (GSSC), a program supported by the Stevens Initiative, which is sponsored by the U.S. Department of State and administered by the Aspen Institute.

The GSSC connects students in the United States, Jordan, and Iraq to virtually collaborate on a sustainable solution to a contemporary business challenge. Bi-national teams engage during a six to ten-week period to create a sustainable business solution to a challenge identified by industry partners across business sectors. The program will begin in September and extend through Spring 2021. Congratulations to Michael Brennan, Director of International Education, and his team.

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

Mrs. Shah removed items 7.01 and 8.01 from the consent agenda. Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 1.09 The President recommended approval of the **May 22, 2019 Board Meeting minutes**.

Mr. Reid made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 1.10 The President recommended approval to advertise the inclusion of one (1) modified Administrative Rule, 6HX-10-6.08, **Procurement Authority**.

Mr. Reid made a motion of approval, seconded by Mrs. Viamontes. 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.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 5.02 The President recommended approval of **part-time faculty and staff employment** recommendations for Term 18/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 5.03 The President recommended acknowledgment of **employment separations**.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 5.04 The President recommended approval of the **raises for staff employees** (SEIU and non-SEIU) effective July 4, 2019, and adjunct Faculty effective August 19, 2019.

Brig.Gen. Diehl made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

- 5.05 The President recommended approval of the **2019-2020 Salary Schedule**.

Mrs. Shah made a motion of approval, seconded by Mr. Reid. 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 **new courses, course modifications, new programs and program modifications** effective fall 2020.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 6.02 The President recommended approval of the **Dual Enrollment Articulation Agreement** between Hillsborough Community College and **Tampa Christian Academy School**.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 6.03 The President recommended approval of the **Dual Enrollment Articulation Agreement** between Hillsborough Community College and **Legacy Christian Academy**.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 6.04 The President recommended approval of the **Concurrent Use Agreement** with the **University of Florida, Institute of Food and Agricultural Sciences** (UF/IFAS), which will allow UF/IFAS to continue the partnership with the College to offer upper division courses at the Plant City Campus, which will provide HCC students, faculty and staff with opportunities in upper division programs related to food and resource economics, geomatics, and agriculture education and communication. This agreement is for a five (5) year term.

Mrs. Viamontes made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended approval of the 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.

Dr. Atwater advised that, despite the lack of funding from the state for deferred maintenance, the College is addressing immediate safety or major maintenance needs as best as we can.

Mr. Reid made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 7.02 The President recommended approval to **adjust the College's records.**

Brig.Gen. Diehl made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

- 7.03 The President recommended acceptance of the Fiscal Year **2018-2019 Fire Safety, Casualty and Sanitation Inspection Report** for filing and action.

Brig.Gen. Diehl made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 7.04 The President recommended approval of the 2018-2019 annual update to the **College's Equity Accountability Plan.**

Mrs. Cheryl Gonzalez, Chief Diversity Officer, provided a brief PowerPoint presentation on the College's diversity initiatives. Mrs. Viamontes asked why the percentage of Hispanic students has declined. Mrs. Gonzalez advised that because individuals "self-identify", not everyone who is Hispanic identifies only as Hispanic and some individuals may mark two or more boxes, i.e. Caucasian and Hispanic; the end result is that the individual automatically goes into the "other category". Dr. Paul Nagy, Executive Director for Strategic Planning and Analysis, added that this category includes Asian, Native-American and others, but the percentages are so small they are lumped together. Mrs. Gonzalez stated that if the group exceeds 2%, they need to keep separate demographics.

Ms. Hernandez-Caballero asked if there are any strategies for Hispanic students. Mrs. Gonzalez advised that programs are inclusive and anyone can participate. Mrs. Hernandez-Caballero stated that the Collegiate 100 program is mainly focused on black students and that it would be great if the College could have a program for Hispanics as well.

Dr. Atwater stated that the College works with the Mayor's Hispanic Advisory Council which is very active and supportive of recruitment and scholarships.

Mrs. Viamontes noted that 34% of the students are Hispanic but only 10% of the faculty are Hispanic. She stated that a council should be formed by students and faculty. Ms. Hernandez-Caballero added that it would be nice if there was an Hispanic Council on campus.

Mrs. Gonzalez added that each campus has a diversity council but they are working towards a Hispanic advisory council. Mrs. Shah stated that the Hispanic conversation is starting to come up more and it would be nice if, at future meetings, there are organizations that we can associate with, whether College-wide or at each campus.

Dr. Nagy also added that the College has a good record with Hispanic Serving Institution grants and that has contributed to an increased Hispanic population at every campus.

Mrs. Viamontes made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

Mrs. Viamontes made a motion instructing the College to establish an internal Hispanic Council, seconded by Brig.Gen. Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

- 7.05 The President recommended acceptance of the **donation of artwork** from Rick Sanders with an estimated combined value of \$3,200, for use at the Dale Mabry Campus Gallery 221.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 7.06 The President recommended acceptance of a **donation of a tool chest and tools** from Laure Cain with an estimated value of \$5,000, for use by the Workforce Training Center diesel program.

Brig.Gen. Diehl asked if there was a threshold of value for approval. Dr. Martha Kaye Koehler, College Attorney, advised that the policy is that the Board has to approve donations of a certain value. Mrs. Shah asked to review the policy. *[The policy was forwarded to the Board under separate cover on July 9, 2019].*

Mrs. Viamontes made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

- 7.07 The President recommended **approval of the Foundation's use of College resources** for the 2019-2020 fiscal year. This includes use of personnel services for seven (7) College employees and use of College property and facilities, including approximately 1,500 square feet of office space on the seventh floor of the Dr. Gwendolyn W. Stephenson District Administration Center, valued at \$48,000.

Mrs. Viamontes made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the **Application for Final Payment** in the amount of \$847,338.26 to **Gilbane Building Company**, for completion of a new Allied Health Building at the College's Dale Mabry Campus, as reviewed and recommended by Harvard Jolly, Inc.

Mrs. Shah made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.02 The President recommended approval of **Budget Amendment No. 3.**

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.03 The President recommended approval of **Amendment No. 1** to the contract with **Crossroads Construction Company**, establishing a Guaranteed Maximum Price in the amount of \$907,068, for the renovation of the restrooms located at the Brandon Campus courtyard.

Mr. Reid made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.04 The President recommended recommends approval of the **May 2019 Financial Statements**.

Mr. Reid made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.05 Informational Item Only – Accounts Receivable Write-Offs as of June 2019.

- 8.06 The President recommended approval of the **Operating Budget** for the Current Unrestricted Fund (submitted under separate cover) and the Capital Projects/Unexpended Plant Fund for Fiscal Year 2019-2020.

Mrs. Shah stated that the College is doing a fantastic job making sure there is appropriate funding in the Fund Balance. She asked that we watch this closely and be good stewards of our money. Mr. Al Erdman, Chief Financial Officer, advised that beginning in 2020, any amount of fund balance over 7%, the College is required to submit a report to the state explaining how the funds will be spent. Direction from the state is still forthcoming. **Mrs. Shah asked for a summary of where the College is after GASB.**

Mrs. Viamontes asked for a more strategic and executive level presentation of the budget and a greater focus on the categories that are important.

Brig.Gen. Diehl complained that he is not receiving meeting and workshop materials prior to the meetings. Mrs. Viamontes added that looking at 40-50 pages of budget in the Diligent program is not workable. Brig.Gen. Diehl wants the Board to be engaged in the budget process and prioritization.

Mrs. Viamontes asked for a list of priorities from each Board member so that they can be more proactive; *[This was sent to the Board via email on July 23, 2019]*. Dr. Atwater asked the Board to send their priority lists to him and he would combine the lists into one document and send it to the Board.

Mrs. Shah made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

9.0 ADMINISTRATIVE REPORT

- 9.01 Ms. Carl provided a brief interactive overview of the College's new website, www.hccfl.edu. Ms. Carl thanked Ms. Diana Doss, the project manager for the new website and added that this could not have been done without her hard work. She also thanked the Office of Information Technology (OIT).

Brig.Gen. asked for the path [link] for military and veterans to use. *[The link, <http://www.hccfl.edu/support-services/veteran-student-affairs>, was forwarded to the Board on July 10, 2019.]*

- 9.02 Mr. Daya Pendharkar, Vice President of OIT, and Mr. Scott Kearney, Director of Enterprise Systems, provided a brief overview of the College's *internal* website, **my.hccfl.edu**.
- 9.03 Dr. Atwater introduced Mr. Richard Senker as the new Vice President of Academic Affairs.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 Mrs. Viamontes recommended that she serve as Board Chair and Mr. Reid as Vice-Chair for 2019-2020.
- Mr. Reid made a motion of approval, seconded by Brig.Gen. Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 11.02 Mrs. Viamontes recommended Mrs. Shah as Labor Liaison and Brig.Gen. Diehl as Foundation Liaison.
- Mr. Reid made a motion of approval, seconded by Brig.Gen. Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 11.03 Mrs. Viamontes recommended that the monthly Board meetings take place on the fourth Wednesday of each month at 4:00 PM. After due discussion and consideration, approval was given by aye vote of all members present.
- 11.04 Mrs. Viamontes recognized Ms. Hernandez-Caballero and thanked her for all the work she has done as a student and representing the College in Tallahassee; she congratulated everyone who took part in her development. She thanked everyone for a fantastic year.
- 11.05 Ms. Hernandez-Caballero thanked everyone for the opportunity to be a student trustee. She has a family at HCC and HCC is a part of her and she will always remember her time at the College.
- 11.06 Brig.Gen. Diehl suggested to Ms. Carl that Ms. Hernandez-Caballero provide a testimonial for the HCC website. [REDACTED]
- 11.07 Mr. Reid thanked Ms. Hernandez-Caballero and wished her the best of luck.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:36 p.m.

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 1.10

BACKGROUND AND PERTINENT FACTS:

The President has reviewed the Hillsborough Community College Administrative Rules and Procedures for modification as required and determined that one (1) Administrative Rule needs to be modified.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To modify and update one (1) existing Administrative Rule.

LEGAL AUTHORITY:

FS 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval as advertised of the inclusion of one (1) modified and updated Administrative Rule, 6HX-10-6.08, Procurement Authority.

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

ADMINISTRATIVE RULES

Title:	Identification: 6HX-10-6.08
PROCUREMENT AUTHORITY	Page: 1 of 4
	Page: 1 of 4
	Effective Date: 12/06/17xx/2019
Authority: SBE 6A-14.0734; <u>FS 112.08; 120.53; 120.57; 255.20;</u> <u>287.055; 287.133; 1001.64; 1001.65;</u> <u>FS 1010.02; 1001.64; 1013.45; 1013.46;</u> <u>1013.48;</u> <u>1013.48; 112.08; 120.53; 120.57;</u> <u>287.055;</u> <u>255.20; 287.133;</u> Code of Federal <u>Regulations</u> <u>Regulations</u> 2 CFR Chapter II, Part 200	Signature/Approval:

PURPOSE

This administrative rule establishes the procurement policy ~~for~~ and authorizes procurement by Hillsborough Community College. (HCC) ("the College").

RULE

The College may contract for the purchase, lease, rental, license, or acquisition in any manner, including purchase by installment or lease-purchase and may provide for the payment of interest on the unpaid portion of the purchase price and for granting a security interest in the items purchased, which may include goods, materials, equipment, and services required by the College.

It is the policy of the District Board of Trustees that all procurement activity of the College be conducted in accordance with Florida Statutes, State Board of Education Rules, Rules of the District Board of Trustees, applicable federal, state or local laws, regulations, ordinances, and sound business ~~practice~~ practices.

1. AUTHORITY—

The District Board of Trustees delegates the responsibility for procurement to the ~~College~~ President, who is authorized to delegate this responsibility to a designee.

~~4.~~ In performance of this responsibility, the President or his/her designee is authorized to execute written procurement documents, including, but not limited to, purchase orders and contracts.

2. PROCUREMENT FUNDING

ADMINISTRATIVE RULES

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The President or his/her designee shall ensure that these procurement requirements apply to all procurement expenditures, regardless of the funding source, including federal assistance monies, except as otherwise specified in the Administrative Procedure for Purchasing.

3. REQUIREMENTS—

~~2.~~ When purchasing or contracting for commodities or services that exceed the amount specified in Section 287.017, Florida Statutes for Category Three, the College shall, as the circumstances require, publicly solicit the submittal of competitive offers from at least three (3) sources. Procurements not exceeding the amount specified in Section 287.017, Florida Statutes for Category Five, as well as procurements that are exceptions to the requirement to solicit competitive offers shall be approved or rejected by the President or his/her designee. Recommendations for award of procurements that require publicly solicited competitive offers and which also exceed the amount specified in Section 287.017, Florida Statutes for Category Five shall be approved or rejected by the College's District Board of Trustees. The College may purchase and contract for commodities and services in accordance with SBE Administrative Rule 6A-14.0734 (2) which provides for exceptions to the requirement to solicit competitive offers. Reports of all such purchases and contracts over the amount specified in Section 287.017, Florida Statutes for Category Five shall be made to the College's District Board of Trustees on a quarterly basis. Procurements not exceeding the amount specified in Section 287.017, Florida Statutes for Category Three, shall be made using informal processes. Procurements for commodities and services, generally not exceeding \$~~42~~,000 per transaction for staff and faculty and \$3,500 per transaction for administrators may be made using the College's approved procurement purchasing card (p-card).

This administrative rule also applies to purchases and contracts for facility construction and the improvement of the educational plant, to the extent that it is supplemental to, and not in conflict with State Requirements for Educational Facilities (SREF) and other applicable rules, regulations, and statutory provisions. Contractors for construction projects, architects, engineers and providers of related professional services shall be solicited and selected in accordance with SBE Administrative Rule 6A-14.0734, F.S.—287.055, F.S. 1013.45, F.S. 1013.46, and SREF.

For construction projects of ~~onethree~~ hundred ~~fiftytwenty-five~~ thousand ~~(\$150dollars (\$325,000))~~ or more, the President or his/her designee may approve change orders of up to twenty-five percent (25%) of the total project cost ~~or up to one hundred fifty thousand dollars (\$150,000), whichever is less.~~ For projects less than ~~onethree~~ hundred ~~fiftytwenty-five~~ thousand dollars ~~(\$150325,000)~~, the President may approve change orders up to the amount designated in F.S. 287.017 Category Two. Reports of ~~these change orders~~change orders exceeding the amount specified in Section 287.017, Florida Statutes for Category Two, shall be made to the College's District Board of Trustees at their next regularly scheduled meeting.

4. WOMAN—AND, MINORITY, AND SMALL BUSINESS ENTERPRISES—

ADMINISTRATIVE RULES

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3. The College will encourage participation of woman~~-and~~, minority, and small business enterprises in procurement activities for commodities and services and in construction contracts. No person shall be excluded from participation in, denied benefits of, or otherwise discriminated against in connection with College procurement on the basis of race, color, religion, national origin, age, sex, disability, marital status, gender ethnicity, sexual orientation (including gender identity), genetic information and protected veteran's status and affiliations. The College will recognize and adhere to the provisions of the Americans with Disabilities Act, the Rehabilitation Act of 1973 and all laws protecting the rights of the disabled. Any complaint of discrimination regarding College procurement will be investigated by the College's Office of Equity~~-and Diversity~~. The College will ensure all federally funded procurements comply with all applicable federal requirements.

ADMINISTRATIVE RULES

Identification:	Page:	Effective Date:
6HX-10-6.08	4 of 5	12/06/17 xx/2019

5. FEDERAL AWARDS / GRANT-FUNDED PROCUREMENTS

For procurements using federal assistance, the federal procurement requirements at 2 CFR Chapter II Part 200 will apply along with any additional procurement requirements of the awarding federal agency or department.

6. EMERGENCIES—

4. The President or designee may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or when necessary to prevent damage to the College's facilities caused by an unexpected circumstance in accordance with Florida Statutes and State Board of Education (SBE) Administrative Rules or when delaying procurement of the item or service would be detrimental to the best interest of the College. Such purchases and contracts will be reported to the College's District Board of Trustees at their next regularly scheduled meeting.

For procurements made before, during and subsequent to an emergency or disaster which become eligible or are considered to be of a nature that may become eligible for federal funds via the Federal Emergency Management Agency, the federal procurement solicitation thresholds and other procurement requirements at 2 CFR Chapter II Part 200 ,along with the additional procurement requirements of the Federal Emergency Management Agency and Department of Homeland Security will apply for emergency and exigent procurements as well as for other procurements including permanent work when delaying the procurement would be detrimental to the College.

7. INSURANCE—

5. Insurance shall be procured in accordance with F.S.Section 112.08, Florida Statutes.

8. PROTESTS—

6. The College shall provide notice of a decision or intended decision in accordance with F.S.Section 120.57, Florida Statutes. Protests arising from the contract solicitation or award process will be handled in accordance with F.S.Section 120.57, Florida Statutes, and the College's ~~administrative procedure~~Administrative Procedure for Purchasing.

9. PUBLIC ENTITY ~~CRIMES—CRIME~~

7. The College shall not, in compliance with F.S.Section 287.133, Florida Statutes, accept any competitive offers, award any contract to, or transact any business in excess of the threshold amount specified in F.S.Section 287.017, Florida Statutes for Category ~~2Two,~~ with any person or affiliate on the convicted vendor list for a period of thirty-six (36) months following the date that person or affiliate was placed on the convicted vendor list. Vendors may permanently be deleted from the College's vendor database for conviction of fraud or other criminal offenses in connection with the vendor's business enterprise.

ADMINISTRATIVE RULES

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6HX-10-6.08	5 of 5	12/06/17 xx/2019

10. CONFLICT OF INTEREST--

~~8.~~ The District Board of Trustees, President, his/her designee or any other employee of the College, directly involved in any procurement process of the College, shall comply with the Code of Ethics for Public Employees as outlined in ~~College policy~~6HX-10-3.16 and State law. No officer or employee of the College can participate in any procurement process, including, but not limited to, the selection, award or administration of a contract, if a real or apparent conflict of interest would be involved.

Such a conflict would arise when any member of the Board or employee of the College accepts, solicits or agrees to accept a gratuity of any kind, form or type, in connection with any procurement. A conflict also exists when any potential vendor offers any member of the Board or an employee of the College, a gratuity of any kind, form or type, to influence the development of a contract or potential contract for procurement.

Additionally, such a conflict would arise when any member of the Board or an employee of the College, officer, or agent, any member of his/her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the vendor selected for award of a procurement.

11. FRAUD AND DISHONEST ACTIVITY--

The Board and all College employees involved with procurement ~~at HCC~~ are committed to the prevention and detection of unethical and dishonest activities as specified in ~~College policy~~6HX-10-6.17.

~~9.~~

The President shall develop and implement an administrative procedure regarding procurement by the College.

History:

Adopted: 909/21/1971; Revised: ~~4/8~~01/08/1974, ~~303~~/12/1974, 12/18/1974, 11/16/1983, 10/15/1986, 909/21/1988, ~~202~~/21/1990, 303/18/1992, 11/22/1997, 12/15/1999, ~~505~~/17/2006, 6/27/2012, 12/06/2017; Formerly: 6HX-10-5.300, 6HX-10-4.101, 6HX-10-5.301

ADMINISTRATIVE RULES

Title:	Identification: 6HX-10-6.08
PROCUREMENT AUTHORITY	Page: 1 of 4
	Effective Date: 06/xx/2019
Authority: SBE 6A-14.0734; FS 112.08; 120.53; 120.57; 255.20; 287.055; 287.133; 1001.64; 1001.65; 1010.02; 1013.45; 1013.46; 1013.48; Code of Federal Regulations 2 CFR Chapter II, Part 200	Signature/Approval:

PURPOSE

This administrative rule establishes the procurement policy and authorizes procurement by Hillsborough Community College ("the College").

RULE

The College may contract for the purchase, lease, rental, license, or acquisition in any manner, including purchase by installment or lease-purchase and may provide for the payment of interest on the unpaid portion of the purchase price and for granting a security interest in the items purchased, which may include goods, materials, equipment, and services required by the College.

It is the policy of the District Board of Trustees that all procurement activity of the College be conducted in accordance with Florida Statutes, State Board of Education Rules, Rules of the District Board of Trustees, applicable federal, state or local laws, regulations, ordinances, and sound business practices.

1. AUTHORITY

The District Board of Trustees delegates the responsibility for procurement to the President, who is authorized to delegate this responsibility to a designee.

In performance of this responsibility, the President or his/her designee is authorized to execute written procurement documents, including, but not limited to, purchase orders and contracts.

2. FUNDING

The President or his/her designee shall ensure that these procurement requirements apply to all procurement expenditures, regardless of the funding source, including federal assistance monies, except as otherwise specified in the Administrative Procedure for Purchasing.

3. REQUIREMENTS

When purchasing or contracting for commodities or services that exceed the amount specified in Section 287.017, Florida Statutes for Category Three, the College shall, as the circumstances require, publicly solicit the submittal of competitive offers from at least three (3) sources. Procurements not exceeding the amount specified in Section 287.017, Florida Statutes for Category Five, as well as procurements that are exceptions to the requirement to

ADMINISTRATIVE RULES

Identification: 6HX-10-6.08	Page: 2 of 4	Effective Date: 06/xx/2019
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solicit competitive offers shall be approved or rejected by the President or his/her designee. Recommendations for award of procurements that require publicly solicited competitive offers and which also exceed the amount specified in Section 287.017, Florida Statutes for Category Five shall be approved or rejected by the College's District Board of Trustees. The College may purchase and contract for commodities and services in accordance with SBE Administrative Rule 6A-14.0734 (2) which provides for exceptions to the requirement to solicit competitive offers. Reports of all such purchases and contracts over the amount specified in Section 287.017, Florida Statutes for Category Five shall be made to the College's District Board of Trustees on a quarterly basis. Procurements not exceeding the amount specified in Section 287.017, Florida Statutes for Category Three, shall be made using informal processes. Procurements for commodities and services, generally not exceeding \$2,000 per transaction for staff and faculty and \$3,500 per transaction for administrators may be made using the College's approved purchasing card (p-card).

This administrative rule also applies to purchases and contracts for facility construction and the improvement of the educational plant, to the extent that it is supplemental to, and not in conflict with State Requirements for Educational Facilities (SREF) and other applicable rules, regulations, and statutory provisions. Contractors for construction projects, architects, engineers and providers of related professional services shall be solicited and selected in accordance with SBE Administrative Rule 6A-14.0734, F.S. 287.055, F.S. 1013.45, F.S. 1013.46, and SREF.

For construction projects of three hundred twenty-five thousand dollars (\$325,000) or more, the President or his/her designee may approve change orders of up to twenty-five percent (25%) of the total project cost. For projects less than three hundred twenty-five thousand dollars (\$325,000), the President may approve change orders up to the amount designated in F.S. 287.017 Category Two. Reports of change orders exceeding the amount specified in Section 287.017, Florida Statutes for Category Two, shall be made to the College's District Board of Trustees at their next regularly scheduled meeting.

4. WOMAN, MINORITY, AND SMALL BUSINESS ENTERPRISES

The College will encourage participation of woman, minority, and small business enterprises in procurement activities for commodities and services and in construction contracts. No person shall be excluded from participation in, denied benefits of, or otherwise discriminated against in connection with College procurement on the basis of race, color, religion, national origin, age, sex, disability, marital status, gender ethnicity, sexual orientation (including gender identity), genetic information and protected veteran's status and affiliations. The College will recognize and adhere to the provisions of the Americans with Disabilities Act, the Rehabilitation Act of 1973 and all laws protecting the rights of the disabled. Any complaint of discrimination regarding College procurement will be investigated by the College's Office of Equity and Diversity. The College will ensure all federally funded procurements comply with all applicable federal requirements.

ADMINISTRATIVE RULES

Identification: 6HX-10-6.08	Page: 3 of 4	Effective Date: 06/xx/2019
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5. FEDERAL AWARDS / GRANT-FUNDED PROCUREMENTS

For procurements using federal assistance, the federal procurement requirements at 2 CFR Chapter II Part 200 will apply along with any additional procurement requirements of the awarding federal agency or department.

6. EMERGENCIES

The President or designee may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or when necessary to prevent damage to the College's facilities caused by an unexpected circumstance in accordance with Florida Statutes and State Board of Education (SBE) Administrative Rules or when delaying procurement of the item or service would be detrimental to the best interest of the College. Such purchases and contracts will be reported to the College's District Board of Trustees at their next regularly scheduled meeting.

For procurements made before, during and subsequent to an emergency or disaster which become eligible or are considered to be of a nature that may become eligible for federal funds via the Federal Emergency Management Agency, the federal procurement solicitation thresholds and other procurement requirements at 2 CFR Chapter II Part 200 ,along with the additional procurement requirements of the Federal Emergency Management Agency and Department of Homeland Security will apply for emergency and exigent procurements as well as for other procurements including permanent work when delaying the procurement would be detrimental to the College.

7. INSURANCE

Insurance shall be procured in accordance with Section 112.08, Florida Statutes.

8. PROTESTS

The College shall provide notice of a decision or intended decision in accordance with Section 120.57, Florida Statutes. Protests arising from the contract solicitation or award process will be handled in accordance with Section 120.57, Florida Statutes, and the College's Administrative Procedure for Purchasing.

9. PUBLIC ENTITY CRIME

The College shall not, in compliance with Section 287.133, Florida Statutes, accept any competitive offers, award any contract to, or transact any business in excess of the threshold amount specified in Section 287.017, Florida Statutes for Category Two, with any person or affiliate on the convicted vendor list for a period of thirty-six (36) months following the date that person or affiliate was placed on the convicted vendor list. Vendors may permanently be deleted from the College's vendor database for conviction of fraud or other criminal offenses in connection with the vendor's business enterprise.

ADMINISTRATIVE RULES

Identification: 6HX-10-6.08	Page: 4 of 4	Effective Date: 06/xx/2019
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10. CONFLICT OF INTEREST

The District Board of Trustees, President, his/her designee or any other employee of the College, directly involved in any procurement process of the College, shall comply with the Code of Ethics for Public Employees as outlined in 6HX-10-3.16 and State law. No officer or employee of the College can participate in any procurement process, including, but not limited to, the selection, award or administration of a contract, if a real or apparent conflict of interest would be involved.

Such a conflict would arise when any member of the Board or employee of the College accepts, solicits or agrees to accept a gratuity of any kind, form or type, in connection with any procurement. A conflict also exists when any potential vendor offers any member of the Board or an employee of the College, a gratuity of any kind, form or type, to influence the development of a contract or potential contract for procurement.

Additionally, such a conflict would arise when any member of the Board or an employee of the College, officer, or agent, any member of his/her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the vendor selected for award of a procurement.

11. FRAUD AND DISHONEST ACTIVITY

The Board and all College employees involved with procurement are committed to the prevention and detection of unethical and dishonest activities as specified in 6HX-10-6.17.

The President shall develop and implement an administrative procedure regarding procurement by the College.

History:

Adopted: 09/21/1971; Revised: 01/08/1974, 03/12/1974, 12/18/1974, 11/16/1983, 10/15/1986, 09/21/1988, 02/21/1990, 03/18/1992, 11/22/1997, 12/15/1999, 05/17/2006, 6/27/2012, 12/06/2017; Formerly: 6HX-10-5.300, 6HX-10-4.101, 6HX-10-5.301

Section 2-4

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Section 5

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

These are personnel appointments for budgeted full-time positions.

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2018-2019). 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:

SBE 6A-14.0261, FAC
F.S. 1001.64; 1001.65

RECOMMENDATION:

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

Initiator

Date

Vice President/Campus President/Exec Dir of Human Resources

Date

District President

Date

FULL-TIME APPOINTMENTS
AUGUST 28, 2019 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
D'Amico, Evie*	Speech Instructor	FFC1T003	Plant City	08/15/19
Daniels, Spencer	English Instructor	FFC10085	Brandon	08/15/19
Hesse, Teresa*	Nursing Instructor	FFC30038	Dale Mabry	08/15/19
Lee, Jenny*	Math Instructor	FFC10018	Dale Mabry	08/15/19
Martinez, Christopher*	Religion Instructor	FFC30237	Dale Mabry	08/15/19
Morera, Maggie*	Business Instructor	FFC30252	Ybor City	08/15/19
Olney, Matthew*	Earth Sciences Instructor	FFC1T002	Ybor City	08/15/19
Rohan, Andrew*	Math Instructor	FFC10020	Dale Mabry	08/15/19
Sabio, Darlene*	Biological Sciences Instructor	FFC3T291	Plant City	08/15/19
Smith, Yolonda*	Nursing Instructor	FFC30037	Dale Mabry	08/15/19
Walton, Patricia*	Nursing Instructor	FFC20032	Dale Mabry	08/15/19

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Ali, Rayshad**	Institutional Research Officer	EFC12V0005	Dale Mabry	08/15/19
Becker, Leah	Academic Advisor	EFC0600074	Dale Mabry	08/15/19
Huyck, Anthony	PSAV Trainer II	EFC0800057	Ybor City	08/05/19
McArter, Timothy	Svcs Stdnt/Disab Coordinator	EFC0800094	Plant City	07/01/19
Miller, Eric	PSAV Trainer II	EFC0800055	Ybor City	07/18/19
Salah, Nabil	Business Information Analyst	EFC1200063	District	07/18/19
Williams, Latosha	Stu Accessibility & Disab Resources Dist Officer	EFC1200057	District	08/29/19

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Aguilar, Rashel	Laboratory Assistant	NFC0400064	SouthShore	08/01/19
Blanco, Audrey	Laboratory Assistant	NFC0400058	Dale Mabry	08/01/19

*Full-Time Temporary

**Full-Time Temporary/Grant-Funded

FULL-TIME APPOINTMENTS
AUGUST 28, 2019 BOARD MEETING

Castagna, Jon	Public Safety Officer	NFC0200061	Coll. Studio	08/15/19
Chatterjee, Chandreyee	Staff Assistant II	NFC0300105	Dale Mabry	08/07/19
Cutler, Cynthia	Child Development Associate	NFC0200004	Dale Mabry	08/08/19
Hernandez, Silvia*	Student Svcs Support Specialist	NFC03T0006	SouthShore	08/01/19
Lee, Cameron*	Student Svcs Support Specialist	NFC0300102	Coll. Studio	08/01/19
Lopez, Zabrina*	Student Svcs Support Specialist	NFC0300065	Coll. Studio	08/26/19
Luma, Mateanie	Learning Resources Technician	NFC0300040	Ybor City	08/01/19
Medlen, Justin	Staff Assistant	NFC0200001	Ybor City	07/05/19
Powell, Natalie	Executive Staff Assistant II	NFC0500009	Plant City	08/12/19
White, Deon	Public Safety Officer	NFC0200034	Coll. Studio	08/29/19
Yassin, Tazim	Hvac Station Operator	NFC0300135	Dale Mabry	07/11/19

PROMOTION

<u>NAME</u>	<u>FROM</u>	<u>CAMPUS</u>	<u>TO</u>	<u>CAMPUS</u>	<u>START DATE</u>
Baker, Michele Lee	Staff Assistant II	SouthShore	Laboratory Assistant	SouthShore	08/01/19
Barrera, Ana	Lrn Resources Technician	Ybor City	Stdnt Svc Adv Generalist	Dale Mabry	08/01/19
Johnson, Brenda**	CROP Academic Advisor	District	Grants Coordinator	Brandon	07/04/19
Jones, Kristin	Staff Assistant II	Dale Mabry	Exec Staff Assistant II	District	08/01/19
Rowe, Teresa**	Academic Advisor	Ybor City	Campus Grants Officer	Ybor City	08/29/19
Miller, Latima	Student Svcs Advising Generalist	SouthShore	Svcs Stdnt/Disab Coord	SouthShore	08/15/19

*Full-Time Temporary

**Full-Time Temporary/Grant-Funded

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**Agenda Number: 5.02****CONSENT****BACKGROUND AND PERTINENT FACTS:**

The College has determined that part-time faculty and staff are needed to support the academic programs for the Academic Term 19/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 (2018-19). 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:

SBE 6A-14.0261, FAC
F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of individuals for part-time employment during Term 19/SP (submitted herein for your review). Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Initiator**Date****Vice President/Campus President/Exec Dir of Human Resources****Date****District President****Date**

1-0-024(2/04)

PART-TIME APPOINTMENTS
AUGUST 28, 2019 BOARD MEETING

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
<u>FACULTY</u>				
Abraham-Kinney, Mary	Adj Speech Instructor	FPNC0079	Dale Mabry	08/01/19
Acevedo Parra, Carolina	Adj Chemistry Instructor	FPNC0056	Dale Mabry	08/19/19
Acquaviva, Brandon	Adj High Liability Instructor	FPNN0065	Ybor City	08/01/19
Addison, Desiree	Adj Education Instructor	FPNC0046	Dale Mabry	08/01/19
Alexander, Amanda	Adj Nursing Instructor	FPNC0069	Dale Mabry	08/15/19
Al-Suffi, Kimberly	Adj Education Instructor	FPNC0465	SouthShore	07/31/19
Appavu, Rajagopal	Adj Chemistry Instructor	FPNC0056	Dale Mabry	08/19/19
Arroyo-Carrion, Katia	Adj Psychology Instructor	FPNC0031	Brandon	08/19/19
Barrow, Julia	Adj English As a 2nd Language Instructor	FPNC0291	Dale Mabry	08/15/19
Bellamy, Cole	Adj English Instructor	FPNC0074	Dale Mabry	08/01/19
Bennett, Brooke	Adj Literacy Instructor	FPNC0133	Plant City	08/15/19
Blakeslee, Tyler	Adj Computer Science Instructor	FPNC0388	SouthShore	08/10/19
Bonano, Crystal	Adj English As a 2nd Language Instructor	FPNC0177	Ybor City	08/01/19
Burdick, Andrew	Adj Physical Education Instructor	FPNC0160	Ybor City	08/13/19
Burke, Brian	Adj High Liability Instructor	FPNN0064	Ybor City	07/05/19
Butterworth, Charlene	Adj Student Life Skills Instructor	FPNC0527	Brandon	08/12/19
Callaghan, Michael	Adj Occupational NonCredit Instructor	FPNN0060	Ybor City	08/08/19
Casado, Xiomara	Adj Computer Science Instructor	FPNC0388	SouthShore	08/01/19
Castriotta, Michaelyn	Adj Psychology Instructor	FPNC0146	Plant City	08/19/19
Cerpa, Christian	Adj Law Enforcement NC Instructor	FPNN0062	Ybor City	08/15/19
Dixon, Henry	Adj English As a 2nd Language Instructor	FPNC0269	Ybor City	07/08/19
Durham, Susan	Adj Psychology Instructor	FPNC0146	Plant City	08/19/19
Eckel, Matthew	Adj Philosophy Instructor	FPNC0078	Dale Mabry	08/19/19
Edgeman, Mindy	Adj Student Life Skills Instructor	FPNC0527	Brandon	08/12/19
Elam, Boyt	Adj Business Instructor	FPNC0008	Brandon	08/19/19
Emison, Barbara	Adj Education Instructor	FPNC0408	SouthShore	08/01/19
Faltas, Mona	Adj Biological Sciences Instructor	FPNC0403	SouthShore	08/06/19
Falter, Timothy	Adj Emergency Med Technology Instructor	FPNC0196	Dale Mabry	07/29/19
Fisher, Suzette	Adj Education Instructor	FPNC0046	Dale Mabry	08/19/19
Gadson-Gill, Joseph	Adj Chemistry Instructor	FPNC0290	Brandon	08/19/19

* Part-Time Temporary/Grant Funded

PART-TIME APPOINTMENTS
AUGUST 28, 2019 BOARD MEETING

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Garcia, Heriberto	Adj Education Instructor	FPNC0465	SouthShore	08/07/19
Garnier, Wancarlie	Adj Education Instructor	FPNC0465	SouthShore	08/07/19
Gee, Jeffery	Adj Emergency Med Tech Instructor	FPNC0196	Dale Mabry	08/15/19
George, Carolyn	Adj Psychology Instructor	FPNC0052	Dale Mabry	08/15/19
Godfrey, Trevor	Adj Accounting Instructor	FPNC0037	Dale Mabry	08/19/19
Gordon, Stacey	Adj Education Instructor	FPNC0046	Dale Mabry	08/01/19
Greer, Ruth	Adj Student Life Skills Instructor	FPNC0527	Brandon	08/12/19
Hamedawi, Shayma	Adj English Instructor	FPNC0409	SouthShore	08/01/19
Harvey, Arthur	Adj Student Life Skills Instructor	FPNC0527	Brandon	08/12/19
Hazlett, Scott	Adj Psychology Instructor	FPNC0052	Dale Mabry	08/01/19
Hearl, James	Adj Math Instructor	FPNC0348	Dale Mabry	08/01/19
Hoch, Corey	Adj Biological Sciences Instructor	FPNC0115	Plant City	08/15/19
Horvath, Judith	Adj Computer Science Instructor	FPNC0099	Dale Mabry	08/19/19
Ignatius, Elizabeth	Adj English Instructor	FPNC0074	Dale Mabry	08/01/19
Jackson-Ross, Dontreal	Adj English Instructor	FPNC0019	Brandon	08/19/19
Jebran, Mohamed	Adj English As A 2nd Language Instructor	FPNC0396	SouthShore	08/05/19
Johnson, Christian	Adj Emergency Med Tech Instructor	FPNC0196	Dale Mabry	08/15/19
Jorden, Craig	Adj Nursing Instructor	FPNC0069	Dale Mabry	08/15/19
Korzep, Pamela	Adj Student Life Skills Instructor	FPNC0527	Brandon	08/12/19
Kunkel, Alex	Adj English As a 2nd Language Instructor	FPNC0291	Dale Mabry	08/15/19
Lam, Nghi Bao	Adj Biological Sciences Instructor	FPNC0055	Dale Mabry	08/19/19
Madden, Regina	Adj English Instructor	FPNC0074	Dale Mabry	08/01/19
Mandel, Leesa	Adj English As a 2nd Language Instructor	FPNC0291	Dale Mabry	08/15/19
Martin, Beth	Adj English As a 2nd Language Instructor	FPNC0177	Ybor City	08/01/19
Mast, Jason	Adj Physics Instructor	FPNC0445	Brandon	08/19/19
McLauchlan, Daniel	Adj Speech Instructor	FPNC0079	Dale Mabry	08/15/19
Miles, Carolina	Adj Art Instructor	FPNC0071	Dale Mabry	08/15/19
Negron, Arlenne	Adj Speech Instructor	FPNC0438	Dale Mabry	08/15/19
Notidis, Christos	Adj History Instructor	FPNC0048	Dale Mabry	08/01/19
Ondina, Eric	Adj Art Instructor	FPNC0149	Ybor City	08/07/19
Peck, Nicholas	Adj Education Instructor	FPNC0046	Dale Mabry	08/08/19
Perkowski, Eric	Adj English As a 2nd Language Instructor	FPNC0177	Ybor City	08/01/19

* Part-Time Temporary/Grant Funded

PART-TIME APPOINTMENTS
AUGUST 28, 2019 BOARD MEETING

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Pineda Londono, Juan	Adj Student Life Skills Instructor	FPNC0527	Brandon	08/12/19
Pirone, Frederick	Adj Anthropology Instructor	FPNC0436	Brandon	08/19/19
Powell, Matthew	Adj Education Instructor	FPNC0046	Dale Mabry	08/08/19
Puckett, Shane	Adj Speech Instructor	FPNC0079	Dale Mabry	08/15/19
Ramirez, Rene	Adj English As a 2nd Language Instructor	FPNC0396	SouthShore	08/05/19
Reed, Marinda	Adj Student Life Skills Instructor	FPNC0527	Brandon	08/12/19
Reyes, Cynthia	Adj Vet Tech Instructor	FPNC0468	Plant City	08/15/19
Richardson, Omar	Adj Art Instructor	FPNC0071	Dale Mabry	08/15/19
Robertson, Termaine	Adj Computer Science Instructor	FPNC0388	SouthShore	08/10/19
Rosenbach, Heather	Adj Art Instructor	FPNC0149	Ybor City	08/14/19
Rudolph, David	Adj Music Instructor	FPNC0164	Ybor City	08/14/19
Sanabria-Diaz, Vinoshka	Adj Sonography Instructor	FPNC0091	Dale Mabry	08/19/19
Sever, Jon	Adj Student Life Skills Instructor	FPNC0527	Brandon	08/12/19
Sheridan, Kathleen	Adj Education Instructor	FPNC0046	Dale Mabry	08/01/19
Smith, Darlene	Adj Reading Instructor	FPNC0193	Ybor City	08/14/19
Smith, Yolonda	Adj Nursing Instructor	FPNC0069	Dale Mabry	08/15/19
Snow, Margaret	Adj Biological Sciences Instructor	FPNC0403	SouthShore	08/01/19
Steckel, Curt	Adj Art Instructor	FPNC0071	Dale Mabry	08/01/19
Stephens, Jennifer	Adj History Instructor	FPNC0048	Dale Mabry	08/19/19
Stone, Jessica	Adj Student Life Skills Instructor	FPNC0527	Brandon	08/12/19
Sudler, Robert	Adj Law Enforcement NC Instructor	FPNN0061	Ybor City	06/27/19
Tanyolacar, Serhat	Adj Art Instructor	FPNC0401	SouthShore	08/10/19
Vereb, Zachary	Adj Philosophy Instructor	FPNC0078	Dale Mabry	08/19/19
Walton, Patricia	Adj Nursing Instructor	FPNC0069	Dale Mabry	08/19/19
Warner-Braun, Carole	Adj Humanities Instructor	FPNC0076	Dale Mabry	08/15/19
Watson, Jerry	Adj Occupational NC Instructor	FPNN0060	Ybor City	07/05/19
Wehnes, Elizabeth	Adj Emergency Med Technology Instructor	FPNC0196	Dale Mabry	08/15/19
White, Timothy	Adj Law Enforcement NC Instructor	FPNN0063	Ybor City	08/01/19
Wood, Barbara	Adj Dental Hygiene Instructor	FPNC0437	Dale Mabry	08/19/19

NON-FACULTY

* Part-Time Temporary/Grant Funded

PART-TIME APPOINTMENTS
AUGUST 28, 2019 BOARD MEETING

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Aguilera, Amparo	PT Advanced Technician	ZPP30088	SouthShore	08/06/19
Alberts, Amelia	PT Advanced Technician	ZPP30026	Ybor City	08/19/19
Bagley, Deshjuana	PT Advanced Technician	ZPC30054	Brandon	07/04/19
Bell, Kimberly	PT Associate	ZPP50048	Dale Mabry	08/12/19
Brown, Syncere	PT Specialist	ZPP40080	Dale Mabry	08/01/19
Bullian, Sophia	PT Technician	ZPP20007	Dale Mabry	08/09/19
Burke, Michelle	PT Advanced Technician	ZPP30094	Ybor City	08/19/19
Canino, Gianni	PT Assistant	ZPP10221	Dale Mabry	07/05/19
Ehlers, Aubrey	PT Assistant Coach	ZPC30106	Dale Mabry	08/07/19
Ellis, Amy	PT Technician	ZPP20073	Ybor City	08/01/19
Escalante, Stephanie	PT Advanced Technician	ZPC30001	Dale Mabry	08/19/19
Ferguson, Alexandra	PT Technician	ZPP20117	Plant City	08/29/19
Fiata, Marianne	PT Associate	ZPP50048	Dale Mabry	08/01/19
Forrest, Tara	PT Specialist	ZPC40079	Brandon	07/04/19
Furlani, Rory	PT Associate	ZPP50048	Dale Mabry	07/29/19
Giddens, Noelle	PT Assistant	ZPP10210	Brandon	07/04/19
Harman, Jennifer*	PT Associate	ZPP5V010	Dale Mabry	07/23/19
Imran, Sean	PT Advanced Technician	ZPP30058	Brandon	07/04/19
Javier, Jenise	PT Technician	ZPP20136	SouthShore	08/08/19
Leyva Vera, Liz	PT Technician	ZPP20126	Ybor City	08/15/19
Maldonado, Angel	PT Advanced Technician	ZPP20118	SouthShore	08/08/19
Medlen, Louise	PT Technician	ZPP20109	Ybor City	07/17/19
Monteiro Penas Britto, Lidiane	PT Assistant	ZPP10094	Plant City	08/15/19
Padilla, Flavia	PT Assistant	ZPP10032	Dale Mabry	08/13/19
Prieto Trujillo, Juan	PT Advanced Technician	ZPP30017	Ybor City	08/19/19
Rampargash, Divya	PT Technician	ZPP20130	SouthShore	08/01/19
Rodrigues, Fernanda	PT Assistant	ZPP10132	Plant City	08/01/19
Roush, Rachael	PT Technician	ZPP20095	Ybor City	08/19/19
Saab, Osama	PT Associate	ZPP50048	Dale Mabry	08/05/19
Scanlon, Kati	PT Advanced Technician	ZPP30017	Ybor City	08/19/19

* Part-Time Temporary/Grant Funded

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Stephenson, Sashari	PT Technician	ZPP2T007	Dale Mabry	07/18/19
Torres, Emanuelle	PT Assistant	ZPP10221	Dale Mabry	08/15/19
Valenzuela, Maria	PT Advanced Technician	ZPP30088	SouthShore	08/01/19
Vera, Cary	PT Advanced Technician	ZPP30090	SouthShore	07/11/19
Wells, Amber	PT Technician	ZPP20037	Brandon	08/01/19
Youngblood, Rachael	PT Technician	ZPP20094	Ybor City	07/23/19

** Part-Time Temporary/Grant Funded*

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**Agenda Number: 5.03****CONSENT****BACKGROUND AND PERTINENT FACTS:**

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

ECONOMIC IMPACT:

None.

OBJECTIVE:

To acknowledge separations.

LEGAL AUTHORITY:

SBE 6A-14.0261, FAC
F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends acknowledgement of employment separations (submitted herein for your review).

Initiator**Date****Vice President/ President/Exec Dir of Human Resources****Date****District President****Date**

FULL-TIME SEPARATIONS
AUGUST 28, 2019 BOARD MEETING

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Allish, Debra	Nursing Instructor	Dale Mabry	05/24/12	05/06/19
Brown, Kathrine	Nursing Instructor	Dale Mabry	04/04/16	05/07/19
Corio, Anthony	Public Safety Officer	District	11/20/08	08/09/19
Deschler, Milton	Public Safety Officer	Coll. Studio	06/07/18	08/06/19
Elston, Schemica	Student Svcs Advising Generalist	SouthShore	11/20/14	07/18/19
Fisher, Jeanmaria	Child Development Assoc II	Dale Mabry	10/03/13	08/02/19
Hansen, Barbara	Services Student/Disabilities Coord	SouthShore	01/03/19	07/31/19
Johnson, Adam	Academic Success Cntr Coord	Ybor City	07/31/17	08/14/19
Joniaux-Fernandez, Alexia	Child Development Assoc II	Dale Mabry	06/09/17	08/16/19
Kisabeth, Derrick	Admission/Reg/Rec Supervisor	Coll. Studio	09/06/16	07/09/19
Nerius, Jennifer**	Career Pathway Coordinator	District	05/22/19	08/08/19
Perez, Josue	Religion Instructor	Dale Mabry	08/17/17	05/06/19
Rodriguez, Brian	Enrollment Dev Coordinator	Ybor City	11/11/16	07/15/19
Stavro, Ilirian	Maintenance Supervisor	Ybor City	04/04/19	08/14/19
Thomas, Edward	Dean of Academic Affairs	SouthShore	08/01/17	09/05/19
Toro Torres, Aida	Student Svcs Support Specialist	Coll. Studio	05/16/19	08/02/19

RETIREMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Brown, Boyd	Learning Resources Coordinator	Coll. Studio	01/12/12	08/23/19
Fisk, Brian	Anthropology Instructor	Dale Mabry	05/04/87	09/13/19
Hopkins, Richard	Off-Campus Credit Manager	Plant City	02/01/01	08/28/19

EXPIRATION OF TEMPORARY ASSIGNMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Bagley, Deshjuana**	Seasonal Camp Leader	Brandon	05/23/19	07/03/19
Imran, Sean*	Executive Staff Assistant II	Brandon	05/09/19	07/03/19

* Full-Time Temporary

** Full-Time Temporary/Grant Funded

FULL-TIME SEPARATIONS
AUGUST 28, 2019 BOARD MEETING

Murphy, Michael*	Staff Assistant	Ybor City	11/15/17	06/30/19
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TERMINATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Rivera, Cesar	Tradesworker II	Dale Mabry	10/11/10	07/12/19

* *Full-Time Temporary*

** *Full-Time Temporary/Grant Funded*

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.04

BACKGROUND AND PERTINENT FACTS:

Pursuant to a full re-opener in 2019, the 2019-2022 agreement with the Faculty United Service Association (FUSA) and the College has been negotiated. The Union and the College have agreed on several items which were ratified by the Union membership on August 15, 2019. The following are the articles with changes to the agreement, as outlined in the newsletter:

- Article 2 – Definitions
- Article 6 – Faculty Rights
- Article 8 – Faculty Working Conditions
- Article 9 – Faculty Evaluation and Development
- Article 14 – Economics
- Appendices

ECONOMIC IMPACT:

The cost of the agreement is \$350,000. This amount is budgeted in the FY 2019-20 budget.

OBJECTIVE:

Board of Trustees approval of the 2019-2022 Collective Bargaining Agreement with Faculty United Service Association (FUSA).

LEGAL AUTHORITY:

SBE 6A-14.0261
F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of the 2019-2022 Collective Bargaining Agreement with FUSA.

Initiator	Date
Vice President/ President/Exec Dir of Human Resources	Date
District President	Date

Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

The Biological Science discipline group presented course modifications; the Engineering, Transportation, Architecture and Construction and Computer Science discipline group presented new PSAV programs, new courses, course modifications and program modifications; the Business and Hospitality discipline group presented a course termination to the Academic Affairs Committee. The Academic Affairs Committee approved the new courses, course modifications, course termination, new programs, and program modifications and forwarded all to the Vice President for Academic Affairs who reviewed them with the appropriate staff for forwarding to the President.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To strengthen the college curriculum.

LEGAL AUTHORITY:

HCC 6HX-10-4.06

RECOMMENDATION:

The President recommends approval of new courses, course modifications, course termination, program modifications, and new programs to be effective Fall 2020, unless otherwise noted.

Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President	Date

Hillsborough Community College
August 28, 2019 Board Meeting

1. New Courses

Course Title	Category	Credit/ Clock Hours	Effective Term	Proposed Lab Fee \$
AER 0871, Automotive Compressed Natural Gas Tech	Non-Transfer	150 CH	SP/20	-
AER 0872, Automotive Liquid Propane Gas Technician	Non-Transfer	150 CH	SP/20	-
AER 0875, Alternative Fuels Maintenance Tech	Non-Transfer	300 CH	SP/20	-
AER 0876, Advanced Alternative Fuels Technician	Non-Transfer	300 CH	SP/20	-
AER 0877, CNG Fuels System Inspector	Non-Transfer	150 CH	SP/20	
BCV 0145, Roofing Apprenticeship II	Non-Transfer	120 CH	FA/19	
BCV 0146, Roofing Apprenticeship III	Non-Transfer	120 CH	FA/19	
BCV 0147, Roofing Apprenticeship IV	Non-Transfer	90 CH	FA/19	
BCV 0920, Roofing Co-op I	Non-Transfer	1500 CH	FA/19	
BCV 0921, Roofing Co-op II	Non-Transfer	1500 CH	FA/19	
BCV 0922, Roofing Co-op III	Non-Transfer	1500 CH	FA/19	
BCV 0923, Roofing Co-op IV	Non-Transfer	1500 CH	FA/19	
BCV 0565, Pipefitter I	Non-Transfer	75 CH	FA/19	
BCV 0566, Pipefitter II	Non-Transfer	75 CH	FA/19	
BCV 0567, Pipefitter III	Non-Transfer	75 CH	FA/19	
BCV 0570, Pipefitter VI	Non-Transfer	75 CH	FA/19	
BCV 0571, Pipefitter VII	Non-Transfer	75 CH	FA/19	
BCV 0572, Pipefitter VIII	Non-Transfer	75 CH	FA/19	
BCV 0935, Pipefitter Co-op I	Non-Transfer	1000 CH	FA/19	
BCV 0935, Pipefitter Co-op I	Non-Transfer	1000 CH	FA/19	
BCV 0936, Pipefitter Co-op II	Non-Transfer	1000 CH	FA/19	
BCV 0937, Pipefitter Co-op III	Non-Transfer	1000 CH	FA/19	
BCV 0938, Pipefitter Co-op IV	Non-Transfer	1000 CH	FA/19	
BCV 0939, Pipefitter Co-op V	Non-Transfer	1000 CH	FA/19	
BCV 0940, Pipefitter Co-op VI	Non-Transfer	1000 CH	FA/19	
BCV 0941, Pipefitter Co-op VII	Non-Transfer	1000 CH	FA/19	
BCV 0942, Pipefitter Co-op VIII	Non-Transfer	1000 CH	FA/19	

2. Course Modifications
Effective FA/19

BCV 0144, Roofing

- Change clock hours from 450 to 120.
- Change course title to Roofing Apprenticeship I.

- BCV 0568, Industrial Pipefitter Helper
- Change clock hours from 300 to 75.
 - Change course title to Pipefitter IV.
- BVB 0569, Industrial Pipefitter
- Change clock hours from 300 to 75.
 - Change course title to Pipefitter V.

Effective FA/20

- BSC 2419C, Plant and Animal Cell Culture
- Change prerequisites to BSC 2427, BSC 2427L
 - Change course description to read: This course will introduce the skills used in the biotechnology industry for plant, and animal cell culture. This course emphasizes on hands on training in the principles and practices of cultivation, maintenance and preservation of established cell lines, including implementation of these practices in project design, and management. Students will gain extensive knowledge of how to grow bacteria, plant and animal cells in culture flasks and plates using aseptic techniques. Students will also learn to operate and maintain laboratory equipment such as centrifuges, pH meters, analytical balances, laminar flow hoods, spectrophotometers, microscopes, and CO2 incubators; prepare cell growth media, reagents, buffers, and stains following standard operating procedures (SOPs).

- BSC 2435C, Bioinformatics
- Change prerequisites to BSC 2420 and BSC 2420L
 - Delete BSC 2420 and BSC 2420L from co-requisites.

3. Course Termination **Effective SU/19**

HIM 2729, Intermediate ICD-10 CM/PCS Coding

4. New Programs **Effective SP/20**

Alternative Fuels Technology (PSAV)
Automotive CNG/LPG Technology (PSAV)

5. Program Modifications **Effective FA/19**

Roofing (Apprenticeship)

- Change clock hours from 450 to 6450.
- Add BCV 0145, BCV 0146, BCV 0147, BCV 0920, BVB 0921, BCV 0922, and BCV 0923 to program requirements.

Industrial Pipefitter (Apprenticeship)

- Change clock hours from 600 to 8600.
- Add BCV 0565, BCV 0566, BCV 0567, BCV 0570, BVB 0571, BCV 0572, BCV 0935, BCV 0936, BCV 0937, BCV 0938, BCV 0939, BCV 0940, BCV 0941, and BCV 0942 to program requirements.

PSAV • Alternative Fuel Technology

VOC. (750 Clock Hours)

Program Requirements

			Clock hr.	Voc. cr.
AER	0875	Alternative Fuels Maintenance Technician.....	300 hr.	10.0 cr.
AER	0876	Advanced Alternative Fuels Technician	300 hr.	10.0 cr.
AER	0877	CNG Fuels System Inspector	150 hr.	5.0 cr.

PSAV • Automotive CNG/LPG Technology

VOC. (1200 Clock Hours)

Program Requirements

			Clock hr.	Voc. cr.
AER	0014	Automobile Services Assistor	300 hr.	10.0 cr.
AER	0360	Automotive Electrical/Electronic System Technician	300 hr.	10.0 cr.
AER	0503	Automotive Engine Performance Technician	300 hr.	10.0 cr.
AER	0871	Automotive Compressed Natural Gas Technician.....	150 hr.	5.0 cr.
AER	0872	Automotive Liquid Propane Gas Technician	150 hr.	5.0 cr.

Section 7

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Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

In August of 2017, 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 \$2,000,000. Amendment No. 01 to the contract established a Guaranteed Maximum Price for the construction of a facility to house the Compressed Natural Gas (CNG) Program at the Ybor City Campus Training Center in the amount of \$505,484. The project was completed on June 10, 2019 as per the contract for a total amount of \$419,444.42. The final contract amount reflects a deduction of \$45,285.34 for Direct Purchases and \$2,967.12 for Tax Savings. Volt Air Consulting Engineers has reviewed and approved the application for final payment in the amount of \$41,944.44 to Horus Construction Services, Inc. The unused portion of the GMP in the amount of \$37,787.12 is credited back to the College. All closeout documents including warranties have been provided to the College. All sub-contractor invoices have been paid.

ECONOMIC IMPACT:

Funds were provided from a special legislative appropriation, fiscal year 2017/2018.

OBJECTIVE:

To obtain Board approval for final payment of \$41,944.44 to Horus Construction Services, Inc. for completion of the construction of a facility to house the Compressed Natural Gas (CNG) Program at the Ybor City Campus Training Center.

LEGAL AUTHORITY:

FS 1013.50

RECOMMENDATION:

The President recommends that the Board approve the application for final payment in the amount of \$41,944.44 to Horus Construction Services, Inc. for completion of the construction of a facility to house the Compressed Natural Gas (CNG) Program at the Ybor City Campus Training Center as reviewed and recommended by Volt Air Consulting Engineers.

Initiator Ben Marshall	Date July 25, 2019
Vice President/Campus President/Director of Human Resources	Date
District President	Date

Horus Construction Services, Inc
HILLSBOROUGH COMMUNITY COLLEGE
YBOR TRAINING FACILITY
YCTC CNG FACILTY

HORUS CONSTRUCTION SERVICES, INC IS A CERTIFIED W/MBE COMPANY (AFRICAN AMERICAN OWNED).

The following represent W/MBE Subcontractors for the project:

SCOPE OF WORK	SUBCONTRACTOR	W/MBE	ORIGINAL AMOUNT		FINAL AMOUNT	
				%		%
Electrical	Volt Air Contractors	African American	\$102,121.00	20.20%	\$104,931.00	25.02%
				0.00%		0.00%
				0.00%		0.00%
		TOTAL	\$102,121.00	20.20%	\$104,931.00	25.02%

Guaranteed Maximum Price =	\$505,484.00
Final GMP =	\$419,444.42

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

BACKGROUND AND PERTINENT FACTS:

In August of 2018, 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 \$2,000,000.

Amendment No. 1 to the contract is the establishment of a Guaranteed Maximum Price (GMP) in the amount of \$1,982,493 for the addition of approximately 450 parking spaces and a monumental sign to the front yard located at the Dale Mabry Campus.

ECONOMIC IMPACT:

Funds were provided from loan proceeds.

OBJECTIVE:

To receive Board approval of Amendment No. 1 to the contract with Charles Perry Partners, Inc., establishing a Guaranteed Maximum Price in the amount of \$1,982,493 for the addition of approximately 450 parking spaces and a monumental sign to the front yard located 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. 1 to the contract with Charles Perry Partners, Inc., establishing a Guaranteed Maximum Price in the amount of \$1,982,493 for the addition of approximately 450 parking spaces and a monumental sign to the front yard located at the Dale Mabry Campus.

Initiator Ben Marshall	Date July 25, 2019
Vice President/Campus President/Director of Human Resources	Date
District President	Date



Hillsborough Community College | Dale Mabry Campus | Corner Enhancements | **Option 1**

HOLMESHEPNER
Holmes Hepner & Associates Architects, Inc.
AA # 0002617

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.03

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 2018-19 fiscal year-end close and the 2019-20 fiscal year budget.

The adjustments made in Budget Amendment number 1 are primarily to carry forward balances and encumbrances from the 2018-19 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 \$6,026,383 and increase Plant Fund revenue and expenditure budgets by \$4,840,031.

OBJECTIVE:

To obtain Board of Trustees approval for adjustments made in Budget Amendment No. 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 No. 1.

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

HILLSBOROUGH COMMUNITY COLLEGE
Explanation of Budget Changes
Plant Fund
Budget Amendment No. 1 (FY 2019/2020)
August 21, 2019

I. AVAILABLE FUNDS

Unallocated Fund Balance

Estimated Fund Balance @ July 1, 2019	\$	5,782,950	
Actual (unaudited) Unallocated Fund Balance @ July 1, 2019			5,782,950

<u>Fiscal Year 2019-2020 Revenue Budget @ July 1, 2019</u>	5,383,900		
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Total Revenue			5,383,900
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Funds Carried Forward:

Encumbrances brought forward	4,840,031		
Total Funds Brought Forward @ August 21, 2019			4,840,031

Total Increase in Revenue Budget @ August 21, 2019	4,840,031		
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TOTAL AVAILABLE FUNDS @ August 21, 2019			\$ 16,006,881
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II. EXPENDITURES

Capital Outlay @ July 1, 2019

Adjustment @ August 21, 2019	11,166,850		
Encumbrance Brought Forward		4,840,031	
Adjusted Capital Outlay @ August 21, 2019			16,006,881

Total Increase in Expenditures Budget @ August 21, 2019	4,840,031		
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Total Adjusted Expenditure Budget @ August 21, 2019			\$ 16,006,881
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III. TOTAL ACCOUNTED FOR			\$ 16,006,881
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HILLSBOROUGH COMMUNITY COLLEGE
Explanation of Budget Changes
Unrestricted Current Fund
Budget Amendment No. 1 (FY 2019/2020)
August 21, 2019

I. AVAILABLE FUNDS

<u>Unallocated Fund Balance</u>			
Estimated Beginning Fund Balance @ July 1, 2019	47,981,816		
Actual (unaudited) Unallocated Fund Balance @ July 1, 2019			<u>47,981,816</u>
 <u>Fiscal Year 2019-20 Revenue Budget @ July 1, 2019</u>			
	\$ 132,810,605		
 <u>Funds Carried Forward:</u>			
Encumbrances	3,277,957		
Facilities Rental	1,006,314		
Indirect Cost Recovery	1,442,556		
Technology Fee	<u>299,556</u>		
Total Funds Brought Forward @ August 21, 2019			<u>6,026,383</u>
Adjusted Revenue Budget @ August 21, 2019			<u>138,836,988</u>
TOTAL AVAILABLE FUNDS @ August 21, 2019			<u>\$ 186,818,804</u>
 II. EXPENDITURES			
<u>Personnel Costs @ July 1, 2019</u>	\$ 99,021,138		
Indirect Cost Recovery		<u>210,011</u>	
Adjusted Personnel Budget @ August 21, 2019			99,231,149
<u>Current Expenses @ July 1, 2019</u>	33,798,467		
Adjustments for Funds Carried Forward:			
Encumbrances		1,921,177	
Facilities Rental		1,006,314	
Indirect Cost Recovery		1,232,545	
Technology Fee		<u>299,556</u>	
Adjusted Current Expenditures @ August 21, 2019			<u>38,258,059</u>
<u>Capital Outlay @ July 1, 2019</u>			
Adjustments for Funds Carried Forward:			
Encumbrances		<u>1,356,780</u>	
Adjusted Capital Outlay @ August 21, 2019			<u>1,356,780</u>
Total Increase in Expenditures Budget @ August 21, 2019		6,026,383	
Adjusted Expenditure Budget @ August 21, 2019			<u>138,845,988</u>
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2020			<u>47,972,816</u>
TOTAL ACCOUNTED FOR			<u>\$ 186,818,804</u>

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.04

BACKGROUND AND PERTINENT FACTS:

The District Board of Trustees has asked for opportunity to review and approve each monthly financial statement, which is prepared at the end of the previous month. The June 2019 financial statements and related documents are included for review.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To obtain Board approval for the monthly financial statements.

LEGAL AUTHORITY:

Sections 1001.64; 1001.65, Florida Statutes

RECOMMENDATION:

The President recommends approval of the June 2019 Financial Statements.

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

**Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending June 30, 2019
(Dollars In Thousands)**

	MONTH			YEAR-TO-DATE				
	<u>Current</u> <u>Actual</u>	<u>Prior Year</u> <u>Actual⁽¹⁾</u>	<u>% Var</u> <u>Prior Yr</u>	<u>Budget</u>	<u>Current</u> <u>Actual</u>	<u>% of</u> <u>Budget</u>	<u>Prior Year</u> <u>Actual⁽¹⁾</u>	<u>% Var</u> <u>Prior Yr</u>
<u>Revenues</u>								
Student Tuition and Fees ⁽²⁾	-\$960	-\$247	289%	\$59,176	\$57,279	97%	\$55,783	3%
Support from State Government	\$7,095	6,793	4%	66,245	66,339	100%	65,719	1%
Other Revenue ⁽³⁾	\$661	302	119%	2,619	3,673	140%	2,888	27%
Total Revenue	\$6,796	\$6,848	-1%	\$128,039	\$127,291	99%	\$124,390	2%
% of Revenues From State Govt.	104%	99%		52%	52%		53%	
<u>Operating Expenses</u>								
Instructional Salaries & Benefits	\$1,538	\$1,362	13%	\$38,160	\$40,952	107%	\$39,341	4%
Other Salaries & Benefits ⁽⁴⁾	6,960	8,544	-19%	56,284	51,511	92%	50,736	2%
Total Personnel Costs	\$8,498	\$9,906	-14%	\$94,445	\$92,463	98%	\$90,077	3%
Other Expenses ⁽⁵⁾	\$4,827	\$4,355	11%	\$38,415	\$29,952	78%	\$27,653	8%
Total Operating Expenses	\$13,325	\$14,261	-7%	\$132,860	\$122,416	92%	\$117,730	4%
<u>Capital Outlay⁽⁶⁾</u>	\$746	\$335	122%	\$3,845	\$2,570	67%	\$2,499	3%
Total Expenses	\$14,071	\$14,597	-4%	\$136,705	\$124,986	91%	\$120,230	4%
Excess/(deficit) Revenues Over Expenses	<u>-\$7,274</u>	<u>-\$7,749</u>		<u>-\$8,665</u>	<u>\$2,306</u>		<u>\$4,161</u>	

NOTES:

(1) As of July 1, 2018 we are reporting our results without encumbrances. We have restated our results from last year, removing encumbrances so that the periods are comparable.

(2) The current month decrease of \$713K in Student Tuition and fees is primarily due to the timing difference of payments to the Hillsborough County Schools District for Dual Enrollment.

(3) The current month increase of \$359K in Other Revenue is primarily due to an increase in Interest & Dividends.

(4) The current month decrease of Other Salaries & Benefits \$1.5M is primarily due to year end entries for pension liability and OPEB.

(5) The current month increase of \$472K Other Expenses is primarily due to the increases in All Other Current Expenses related to bad debt expense, in Insurance, and in Other Services.

(6) The current month increase of \$411K in Capital Outlay is primarily due to construction expenses for Ybor Training Center Annex.

**Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending June 30, 2019**

KEY PERFORMANCE INDICATORS

STAFF FTEs

	<u>June 2019</u>	<u>June 2018</u>
Instructional Faculty FTEs ⁽¹⁾	430	443
All Other Staff FTEs	<u>922</u>	<u>904</u>
Total FTEs	1,351	1,347
% of Instructional FTEs	32%	33%
	<u>June 2019</u>	<u>June 2018</u>
Actual Head Count Instruct. Faculty	685	708
Actual Head Count All Other Staff	<u>1,255</u>	<u>1,214</u>
Total Actual Head Count	1,940	1,922

STUDENT FTEs ⁽²⁾

<u>Term</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>
SUMMER	3,340	3,107	3,005
FALL	9,717	9,576	9,360
SPRING	8,899	8,993	8,574
TOTAL	21,956	21,676	20,939

Total Target FY 18-19 ⁽²⁾ 21,676

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>June 2019</u>	<u>June 2018</u>
Current Ratio (Current Assets/Current Liabilities)	4.64	4.82
Return On Net Assets (Fund Balance After to GASB 68 & GASB 75/Total Assets)	5%	4% **Prior year BOT file calculated Return on Net Assets as Fund Balance Prior to GASB68 & GASB 75/Total Assets
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	10%	11%
Fund Balance as a % of Funds Available (Fund Balance After to GASB 68 & GASB 75/Total Funds Available)	8.16%	7.24%
Days Cash on Hand (Cash & Cash Equiv./Daily Operating Expenses)	112	115

Notes:

(1) Instructional Faculty FTEs includes full-time and adjunct faculty.

(2) Student FTEs for all terms are calculated at the same relative point in time for that term.
Total target is recalculated by Institutional Research after final year-end data is received.

(3) Effective for the fiscal year ending June 30, 2015, the College was required to record a net pension liability through the implementation of GASB 68. The liability is the difference between the total pension liability and the value of the assets that have been set aside in a pension plan to pay benefits to current employees, retirees, and their beneficiaries. Effective for the fiscal year ending June 30, 2017, the College implemented GASB 75 for other post employment benefits (OPEB) which requires the College to recognize the total OPEB liability associated with allowing retirees to participate in healthcare coverage at the same cost as current employees.

HILLSBOROUGH COMMUNITY COLLEGE
STATEMENT OF NET POSITION
AS OF JUNE 30,
FISCAL YEARS 2018 AND 2019

	As of June 30, 2019	As of June 30, 2018
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 41,872,857	\$ 41,937,384
Restricted Cash and Cash Equivalents	6,109,591	10,527,551
Investments	4,275,395	7,882,680
Restricted Investments	-	-
Accounts Receivable, Net	10,313,726	8,185,496
Notes Receivable, Net (Note 1)	12,805	12,401
Due from Other Governmental Agencies (Note 2)	5,247,967	4,089,583
Due from Component Unit/College (Note 3)	472,777	218,353
Inventories	1,619,604	1,522,761
Prepaid Expenses (Note 4)	1,807,392	566,363
Deposits	-	-
Other Assets	-	-
Total Current Assets	\$ 71,732,113	\$ 74,942,572
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 5,918,941	\$ 10,799,751
Investments	3,618,807	249,440
Restricted Investments	-	10,762
Prepaid Expenses	-	-
Loans and Notes Receivable, Net	19,994	32,799
Depreciable Capital Assets, Net (Note 5)	153,388,110	141,463,848
Nondepreciable Capital Assets	2,116,952	11,953,834
Land	29,744,323	29,756,180
Other Assets	137,500	137,500
Total Noncurrent Assets	\$ 194,944,628	\$ 194,404,114
TOTAL ASSETS	\$ 266,676,741	\$ 269,346,686
DEFERRED OUTFLOWS OF RESOURCES (Note 6)		
Deferred Outflows - Pension FRS	\$ 20,354,381	\$ 20,953,515
Deferred Outflows - Pension HIS	3,696,461	4,093,366
Deferred Outflows - Other Post Employment Benefits	2,453,879	905,148
Total Deferred Outflows of Resources	\$ 26,504,720	\$ 25,952,029
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 293,181,461	\$ 295,298,714
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 5,536,987	\$ 4,684,108
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	3,597,285	3,418,894
Retainage Payable	167,323	747,270
Due to Other Governmental Agencies	11,563	666,115
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	15,504	50,309
Estimated Insurance Claims Payable	1,600,839	1,468,610
Deposits Held for Others (Note 8)	423,525	501,432
Long-Term Liabilities - Current Portion:		
Bonds Payable	-	350,000
Notes and Loans Payable (Note 9)	1,661,000	1,627,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Compensated Absences Payable	400,000	400,000
Net Pension Liability (Note 10)	1,514,160	1,080,479
Other Post Employment Benefits Payable (Note 11)	1,342,648	568,283
Total Current Liabilities	\$ 16,270,834	\$ 15,562,499

HILLSBOROUGH COMMUNITY COLLEGE
STATEMENT OF NET POSITION
AS OF JUNE 30,
FISCAL YEARS 2018 AND 2019

	<u>As of June 30,</u> <u>2019</u>	<u>As of June 30,</u> <u>2018</u>
Noncurrent Liabilities:		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	11,505,000	13,166,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Special Termination Benefits Payable	-	-
Compensated Absences Payable	2,614,936	3,080,508
Net Pension Liability (Note 10)	54,110,797	55,172,787
Other Post Employment Benefits Payable	156,201	867,299
Other Long-Term Liabilities	-	-
Total Noncurrent Liabilities	<u>\$ 68,386,934</u>	<u>\$ 72,286,595</u>
TOTAL LIABILITIES	<u>\$ 84,657,768</u>	<u>\$ 87,849,094</u>
DEFERRED INFLOWS OF RESOURCES (Note 6)		
Deferred Inflows - Pension FRS	\$ 4,205,500	\$ 1,939,378
Deferred Inflows - Pension HIS	2,533,540	1,946,823
Deferred Inflows - Other Post Employment Benefits	148,441	60,657
Total Deferred Inflows of Resources	<u>\$ 6,887,481</u>	<u>\$ 3,946,858</u>
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	<u><u>\$ 91,545,249</u></u>	<u><u>\$ 91,795,952</u></u>
NET POSITION		
Invested in Capital Assets, Net of Related Debt	\$ 175,981,192	\$ 176,669,016
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	2,847,838	2,535,525
Scholarships	220,867	362,796
Capital Projects	8,916,279	12,771,424
Debt Service	(0)	10,762
Unrestricted	<u>13,670,036</u>	<u>11,153,239</u>
Total Net Position	<u>\$ 201,636,212</u>	<u>\$ 203,502,762</u>
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	<u><u>\$ 293,181,461</u></u>	<u><u>\$ 295,298,714</u></u>

The accompanying notes to financial statements are an integral part of this statement.

**FUND BALANCE SUMMARY
FOR FUNDS 1, 3, AND 6
AS OF JUNE 30, 2019**

Reserve for Encumbrances	\$	3,489,495	
BOT Designations	\$	3,241,266	
Unallocated Fund Balance	\$	45,134,577	
Less: (GASB 68 and GASB 74/75)	\$	<u>(40,712,099)</u>	
Total Reserve and Unallocated	\$	11,153,239	
Change in Unrestricted Net Position	\$	<u>2,516,797</u>	
Total Fund Balance As Reported After GASB 68 and GASB 74/75	\$	<u>13,670,036</u>	8.16%

Hillsborough Community College
Income Statement
Current Unrestricted Fund
Period Ending June 30, 2019
(Dollars In Thousands)

	YTD Actual to Budget Comparison				YTD Actual to Actual Comparison ⁽¹⁾			
	Budget	Actual	Variance	%	Jun-19	Jun-18	Variance	%
REVENUE			\$				\$	
Student Tuition and Fees	\$59,176	\$57,279	-\$1,896	-3%	\$57,279	\$55,783	\$1,496	3%
Support From State Government	\$66,245	\$66,352	\$107	0%	\$66,352	\$65,719	\$632	1%
Other Revenue	\$2,619	\$3,673	\$1,054	40%	\$3,673	\$2,888	\$785	27%
Total Revenue	\$128,039	\$127,304	-\$735	-1%	\$127,304	\$124,390	\$2,914	2%
Allocated Funds								
Prior Year Carryover Funds	\$7,043							
Beginning Fund Balance	\$39,444							
Total Available	\$174,526,009							
	YTD Budget	YTD Actual	Variance	%	Jun-19	Jun-18	Variance	%
EXPENDITURES			\$				\$	
Personnel Costs								
Full Time Salaries	\$53,240	\$50,743	-\$2,497	-5%	\$50,743	\$48,093	\$2,650	6%
Part Time Salaries	\$19,117	\$19,975	\$858	4%	\$19,975	\$19,694	\$282	1%
Fringe Benefits	\$21,111	\$21,575	\$464	2%	\$21,575	\$22,098	-\$524	-2%
Regular Termination	\$500	\$170	-\$330	-66%	\$170	\$192	-\$22	-11%
Total Personnel Costs	\$94,375	\$92,463	-\$1,912	-2%	\$92,463	\$90,077	\$2,386	3%
Current Expenses								
Travel	\$950	\$670	-\$280	-29%	\$670	\$682	-\$11	-2%
Telephones & Utilities	\$4,474	\$4,095	-\$380	-8%	\$4,095	\$4,246	-\$151	-4%
Professional Fees	\$1,408	\$1,090	-\$319	-23%	\$1,090	\$1,168	-\$79	-7%
Repairs & Maintenance	\$3,529	\$2,554	-\$975	-28%	\$2,554	\$2,643	-\$90	-3%
Insurance	\$1,297	\$1,756	\$459	35%	\$1,756	\$942	\$814	86%
Other Services	\$12,408	\$10,984	-\$1,424	-11%	\$10,984	\$10,438	\$546	5%
Materials & Supplies	\$3,127	\$1,870	-\$1,257	-40%	\$1,870	\$1,682	\$188	11%
All Other Current Expenses	\$9,659	\$6,946	-\$2,713	-28%	\$6,946	\$5,851	\$1,095	19%
Total Current Expenses	\$36,853	\$29,965	-\$6,888	-19%	\$29,965	\$27,653	\$2,312	8%
Total Personnel & Current Expenses	\$131,228	\$122,428	-\$8,800	-2%	\$122,428	\$117,730	\$4,698	4%
Capital Outlay								
Equipment	\$515	\$391	-\$124	-24%	\$391	\$878	-\$487	-55%
Buildings	\$3,340	\$2,179	-\$1,161	-35%	\$2,179	\$1,622	\$557	34%
Total Capital Outlay	\$3,854	\$2,570	-\$1,284	-33%	\$2,570	\$2,499	\$71	3%
Total Expenditures	\$135,082	\$124,998	-\$10,084	-7%	\$124,998	\$120,230	\$4,769	4%
Estimated Fund Balance June 30, 2019	\$39,443,547							
Total Accounted For	\$174,526,009							
Excess/(Deficit) Revenues Over Expenses	\$0	\$2,306			\$2,306	\$4,161		

NOTE:

(1) As of July 1, 2018 we are reporting our results without encumbrances. We have restated our results from last year, removing encumbrances so that the periods are comparable.

Exhibit 2

HILLSBOROUGH COMMUNITY COLLEGE
INVESTMENTS
JUNE 2019

Bank	Account number	Interest Rate	Market Value	Issue Date	Maturity Date
Fifth Third	33804	various	\$8,958,871.14	see attached detail	

Ally Bank Co

	ginal Units	Security Type	Interest	Trade Date	Settle Date	Effective Maturity	Final Maturity	Original Cost	Book Value	Market Value as of 6/30/19
	250,000.00	CD	3.05000%	12/10/2018	12/12/2018	12/07/2020	12/07/2020	250,000.00	250,000.00	253,060.00
AMERICAN EXPRESS CREDIT CORP	1,000,000.00	CORP	2.60000%	07/05/2018	07/09/2018	08/14/2020	09/14/2020	991,170.00	995,070.24	1,003,750.00
BMO Harris Bank National Association	250,000.00	CD	3.00000%	01/22/2019	01/28/2019	10/28/2019	01/28/2022	250,000.00	250,000.00	250,120.00
Bristol County Savings Bank Inc.	250,000.00	CD	2.50000%	06/04/2019	06/11/2019	12/11/2019	12/10/2021	250,000.00	250,000.00	250,490.00
Citibank, N.A.	250,000.00	CD	3.00000%	07/24/2018	08/03/2018	08/03/2021	08/03/2021	250,000.00	250,000.00	254,035.00
CREDIT SUISSE FIRST BOSTON NEW YORK BRANCH	1,000,000.00	CORP	5.30000%	07/24/2018	07/26/2018	08/13/2019	08/13/2019	1,027,170.00	1,003,105.76	1,003,175.10
Discover Bank	250,000.00	CD	3.00000%	11/14/2018	11/21/2018	11/23/2020	11/23/2020	250,000.00	250,000.00	252,807.50
1st Source Bank	250,000.00	CD	2.40000%	06/04/2019	06/13/2019	07/13/2022	07/13/2022	250,000.00	250,000.00	250,925.00
Flagstar Bank, FSB	250,000.00	CD	2.45000%	06/04/2019	06/12/2019	06/13/2022	06/13/2022	250,000.00	250,000.00	251,357.50
Goldman Sachs Bank USA	250,000.00	CD	2.35000%	04/18/2018	04/25/2018	10/25/2019	10/25/2019	250,000.00	250,000.00	250,132.50
JPMORGAN CHASE & CO	1,000,000.00	CORP	4.95000%	07/24/2018	07/26/2018	03/25/2020	03/25/2020	1,031,370.00	1,014,025.09	1,019,120.00
MetaBank	250,000.00	CD	2.45000%	05/10/2019	05/15/2019	08/15/2019	05/14/2021	250,000.00	250,000.00	250,042.50
FEDERATED GOVT OBL CAP	1,064,669.04	MMFUND		---	---	06/30/2019	06/30/2019	1,064,669.04	1,064,669.04	1,064,669.04
Morgan Stanley Private Bank, National Association	250,000.00	CD	2.75000%	01/03/2019	01/10/2019	07/10/2020	07/10/2020	250,000.00	250,000.00	251,457.50
Safra National Bank of New York	100,000.00	CD	2.80000%	12/21/2018	12/27/2018	04/15/2020	04/15/2020	100,000.00	100,000.00	100,497.00
Sallie Mae Bank	250,000.00	CD	2.45000%	05/10/2019	05/15/2019	05/17/2021	05/17/2021	250,000.00	250,000.00	251,152.50
State Bank Of India (New York, NY)	250,000.00	CD	2.55000%	06/04/2019	06/19/2019	09/19/2019	06/21/2021	250,000.00	250,000.00	250,220.00
Synchrony Bank	250,000.00	CD	2.45000%	05/10/2019	05/17/2019	05/17/2022	05/17/2022	250,000.00	250,000.00	251,355.00
UNITED STATES TREASURY	1,250,000.00	US GOV		11/08/2018	11/09/2018	07/31/2019	07/31/2019	1,242,162.50	1,249,104.07	1,249,350.00
Wells Fargo Bank, National Association	250,000.00	CD	2.45000%	05/10/2019	05/17/2019	05/17/2021	05/17/2021	250,000.00	250,000.00	251,155.00
	8,914,669.04									8,958,871.14