



# **DISTRICT BOARD OF TRUSTEES BOARD MEETING**

**MARCH 25, 2020**

**LOCATION:**  
PLANT CITY CAMPUS  
JOHN R. TRINKLE CENTER  
1206 N. PARK ROAD  
4:00 PM

**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
WEDNESDAY, MARCH 25, 2020 – 4:00 P.M.  
PLANT CITY CAMPUS  
1206 N. PARK ROAD  
JOHN R. TRINKLE CENTER – ROOM 117**

Page No.

**1.0 GENERAL FUNCTIONS**

1.01 Call to Order

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

1.05 Welcome to Guests and Staff Members

1.06 Foundation Report

1.07 Faculty and Staff Recognitions

1.07.01 Plant City Campus Highlights

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

1.09 The President recommends approval of the **February 26, 2020 Board Workshop and Board Meeting Minutes** (submitted herein for your review).

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**2.0 HEARING OF STUDENTS**

**3.0 HEARING OF CITIZENS**

**4.0 HEARING OF FACULTY AND STAFF**

## **5.0 HUMAN RESOURCES**

- CONSENT** 5.01 The President recommends approval of individuals for **full-time employment**. Each full-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).
- CONSENT** 5.02 The President recommends approval of individuals for **part-time employment** during Term 20/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).

## **6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES**

- CONSENT** 6.01 The President recommends approval of the **new courses, course modifications, course terminations, new programs, program modifications** and **program moratoriums** to be effective fall 2020, unless otherwise noted (submitted herein for your review).
- 6.02 The President recommends approval of the **new course fees** and a **course fee modification** to be effective fall 2020, unless otherwise noted (submitted herein for your review).
- 6.03 The President recommends approval of the **2020-2021 Academic Calendar** (submitted herein for your review).

## **7.0 INSTITUTIONAL SERVICES**

- 7.01 The President recommends approval of the **Interlocal Agreement with the City of Tampa** for the management and operation of the Ybor City parking lots during non-operational campus hours (submitted herein for your review).

## **8.0 FINANCIAL SERVICES**

- 8.01 The President recommends approval of the **Financial Statements Audit Report No. 2020-104** for the Fiscal Year Ended June 30, 2019 (submitted herein for your review).
- 8.02 The President recommends approval of **Budget Amendment No. 2** (submitted herein for your review).
- 8.03 The President recommends approval of the **January 2020 Financial Statements** (submitted herein for your review).

## **9.0 ADMINISTRATIVE REPORT**

9.01 Health Insurance Update

## **10.0 LEGAL REPORT**

## **11.0 HEARING OF BOARD MEMBERS**

## **12.0 ADJOURNMENT**

## Section 1

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**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD WORKSHOP  
WEDNESDAY, FEBRUARY 26, 2020 – 3:00 P.M.  
YBOR CITY CAMPUS  
YBOR BUILDING – YBOR ROOM  
MINUTES**

The Board Workshop commenced at 2:57 p.m.

The following Trustees were in attendance:

Mrs. Betty Viamontes  
Mr. Randall Reid  
Mrs. Dipa Shah  
Brig.Gen. Chip Diehl  
Mr. Rashad Stubbs

Dr. Atwater advised that the purpose of the workshop was to discuss the results of the Administrator Salary Study conducted by MGT Consulting Group (MGT) and the peer salary study conducted by HCC with assistance from MGT.

Mrs. Viamontes read the following statement:

“As Trustees, we have a fiduciary responsibility to the College, state, taxpayers and our students. We have limited resources and those resources should be deployed to ensure the best possible use, especially given the growing needs to maintain our facilities.

We should not be paying administrators above what our peer intuitions are paying. That is a waste of taxpayer dollars and in my opinion, it is irresponsible. In terms of equity, just because we did something incorrectly before, it does not mean that we should continue to repeat the same mistake. In addition, as to the previous rate increases, we do not know if doing things the correct way would have yielded a different result.

In this case, however, we do have data that supports the correct decision. Therefore, I strongly advise to our Board that you vote against using the MGT study, which would exponentially increase the amount the College has to pay in future years for administrator salaries.”

Mrs. Viamontes stated that the salaries that were recommended are too high and it would be financially irresponsible to implement them. She recommended voting against the MGT study.

Mr. Reid asked how many employees would be impacted by the study. Dr. Atwater advised 58.

Mrs. Shah asked what would happen if the Board selected the peer salary study recommendations instead. Dr. Atwater advised that the College would not be able to compete outside of the Tampa Bay area and it would handicap the College when recruiting those with experience. He added "if we want to grow as a college, we need to pay."

Mrs. Shah asked, of the 58, how many are were already above the maximum. Dr. Atwater advised one (1) or two (2) individuals.

Mrs. Viamontes said the number of hours worked outside education does not translate into benefits. She added that she doesn't have a problem with the ranges, just the classifications and placement within those classifications. Mrs. Viamontes added that the total impact, once implemented, will be over one million (\$1M) dollars.

Brig.Gen. Diehl and Mr. Reid recommended a hybrid with the minimum range from the peer salary study to the maximum range of the MGT salary study. Both suggested that Dr. Atwater be given the flexibility to place individuals anywhere within the 30 steps [years].

Dr. Atwater recommended implementation of the MGT salary ranges. Brig.Gen. Diehl advised he liked MGT's study.

The meeting adjourned at 3:57 p.m.

**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
WEDNESDAY, FEBRUARY 26, 2020 – 4:00 P.M.  
YBOR CITY CAMPUS  
YBOR BUILDING – YBOR ROOM  
MINUTES**

**1.0 GENERAL FUNCTIONS**

1.01 Call to Order

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Mrs. Betty Viamontes
- Mrs. Dipa Shah
- Mr. Randall Reid
- Brig.Gen. Chip Diehl
- Mr. Rashad Stubbs

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

1.06.01 Mr. Stephen Shear, Executive Director for the Hillsborough Community College Foundation, provided a summary of activities and donations received in January which included:

- \$1.98M YTD in Donations;
- \$3.26M YTD in Total Revenues;
- \$487 K YTD in Unrealized Gains on Investments; and
- \$14.02M in Ending Net Assets.

1.06.02 In December, JP Morgan Chase presented the Foundation with a \$100,000 planning grant/gift for Workforce Development.

1.06.03 Over \$80,000 in FUSE Scholarships was awarded for the spring term. The funds were donated by Helios and the USA Ameribank Foundation to the Community Foundation, bringing the total to \$250,000 to date.

1.06.04 The faculty and staff Giving Campaign kicked off on February 11.



- 1.06.05 The Board Governance Committee is seeking board member nominations for 2020-21. The committee is seeking to fill three to five vacancies with nominees from different industries where we do not currently have representation.
- 1.06.06 Dr. Liana Fox was named a “Lightning Hero” by the Tampa Bay Lightning. Dr. Fox felt that the impact of the \$50,000 award would have the greatest impact at HCC. \$25,000 of that will go into a STEM grant that has a match.
- 1.06.07 There will be over a hundred Patel family members at the grand reopening and dedication of the Tennis Center on Saturday, March 7. There will be an exhibition by the women’s tennis team, a bouncy house, food trucks, and more. The event is from 12:00 p.m. to 4:00 p.m. with the actual dedication ceremony at 2:30 p.m.
- 1.06.08 The January major gift reports were sent to the Board separately and included donations totaling \$59,750. Donors included:
- Nuts, Bolts and Thingamajigs
  - Harvard Jolly Architecture
  - Metz Culinary Management
  - Hillsborough County Public Schools
  - Community Foundation of Tampa Bay, Inc.
  - Tallahassee Community College
  - 100 Black Men of Tampa Bay, Inc.
  - Mary E. Crandall
  - Drs. Kiran and Pallavi Patel Foundation for Global Understanding
  - Brown & Brown Insurance of Florida, Inc. – Pinellas Division
  - MMGY Global, LLC
  - World Electric Supply
  - Simple Health
  - Las Damas de Arte, Inc.
  - Energy Air, Inc.
  - Plant City Rotary Club
  - Robert S. Trinkle
  - Dr. Allen Witt

## 1.07 Faculty, Staff and Student Recognitions

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

- 1.07.01 **Ybor City Campus Highlights:** Dr. Ginger Clark, Ybor City Campus President, welcomed the Board to the newly renovated Ybor Room. Around 60-70 people stopped by to see the room during an Open House last week. She also thanked the Student Government Association ambassadors that greeted the Board.

Dr. Clark stated that when the Ybor City Campus was asked to host the Board of Trustees meeting, she decided to use this opportunity as a learning experience for the Digital Media students; this program requires extensive hands-on training and for students to develop portfolios that they can present to potential employers. The students prepared a short video highlighting the work and learning environment on the Ybor City Campus.

Dr. Clark introduced Professor Nerissa Lamison who gave an overview of the Digital TV, Radio, Film and Media Production program and presented a video created by the program's students. Mrs. Lamison thanked Montrel Hollis, digital media student and Eric Hulsizer, lab assistant/staff veteran photographer, for their work on the video. She also thanked the Board for the opportunity to highlight the program.

Mrs. Lamison introduced student Fred Jones. Mr. Jones, who is now working at WFLA News Channel 8, also welcomed the Board to the Ybor City Campus. He stated that he had always dreamed of being in the media production business and thanked HCC for making those dreams a reality. He also thanked HCC for being there during the darkest time of his life.

Brig.Gen. Diehl stated that he liked the idea of "dream to reality" and he is also always looking to the future. He added that if there is anything the students need, to please let the Board know.

Dr. Clark stated that she'll be talking about the program more at the Board Retreat on March 13.

Mrs. Shah thanked Mrs. Lamison for the digital media work they've done for non-profits in the area.

Dr. Clark added that the gift for the board members is honey from the students working with bees.

- 1.07.02 **Dr. Paul Nagy**, Vice President of Strategic Planning and Analysis, was voted by the Political Science Faculty of East Carolina University as a "Distinguished Alumnus" for 2020. He will deliver the spring commencement address on May 8. Paul received his Master of Public Administration degree from ECU in 1984. Additionally, members of the Council for the Study of Community Colleges, an affiliate of the American Association of Community Colleges, nominated Dr. Nagy as a peer reviewer to the Editorial Board of the *Journal of Applied Research in the Community College* (JARCC).
- 1.07.03 **Dr. Alex Anzelone**, Interim Brandon Campus President, was appointed to the Board of the Greater Brandon Chamber of Commerce. Additionally, Dr. Anzalone recently performed in the Chorus of the opera *Carmen* on February 7-9, at the Straz Center and in the chorus for Andrea Bocelli on February 14 at Amalie Arena.
- 1.07.04 **Dr. Ginger Clark**, Ybor City Campus President, was selected as a recipient of the 2020 *Paragon President Award*, Phi Theta Kappa's award recognizing new college presidents for their outstanding support of student success. She will be honored at Phi Theta Kappa's Annual Convention in April.
- 1.07.05 **Fox News Channel 13** did a great job on coverage of the automotive program and were wonderful to work with. Program Manager Mario Maribel and the students were incredible.

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

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.

- 1.09 The President recommended approval of the **January 22, 2020 Board Workshop and Board Meeting minutes**.

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.

## **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.

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.

- 5.02 The President recommended approval of **part-time faculty and staff employment** recommendations for Term 19/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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.

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

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.

- 5.04 The President recommended approval of a **continuing contract** for post-tenured faculty member **Moheb Isaac**.

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.

- 5.05 The President recommended approval of the **salary ranges proposed by MGT Consulting**, as well as the revised **Salary Schedule**.

- 5.06 Mrs. Viamontes thanked the Board for attending the Board workshop to discuss the salary study. She stated that she listened to each of their comments and that the discussion was to her satisfaction and that she now supported the recommendation.

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 the **new courses, course modifications, new programs** and **program modifications** to be effective fall 2020 unless otherwise noted.

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.

## **7.0 INSTITUTIONAL SERVICES**

## **8.0 FINANCIAL SERVICES**

- 8.01 The President recommended approval of the **Application for Final Payment** in the amount of \$111,595.81 to **Biltmore Construction Company, Inc.**, for completion of the renovation of the Ybor City Training Center Annex Building, as reviewed and recommended by Fleischman Garcia Architects.

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

- 8.02 The President recommended approval of the **December 2019 Financial Statements**.

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 Dr. Atwater reminded the Board that the schedule for the 14<sup>th</sup> Annual Black Brown and College Bound (BBCB) Summit in their folder and that the BBCB Signature Luncheon with John Quinones will be held on March 9. Additionally, Ndaba Mandela, the grandson of Nelson Mandela, will be speaking on March 8.
- 9.02 Dr. Nagy provided a brief presentation of the Grants Activity Report. Highlights included:
- The grants portfolio is valued at \$26M which is the highest amount ever achieved and represents an alternate revenue stream for the institution; the College will try to achieve \$30M by 2021 and advance the College's strategic plan.
  - There are 33 strategic actively managed grants. The average grant increased from \$500,000 to \$800,000.
  - The grant win rate is 81%, representing four (4) grants awarded out of every five (5) grants submitted.
  - \$7.2M of the \$8.4M in funding applied for was received for 2019.
- Dr. Nagy and his team continue to diversify the grants portfolio.

## **10.0 LEGAL REPORT**

## **11.0 HEARING OF BOARD MEMBERS**

- 11.01 Mr. Stubbs reminded the students that HCC is about making dreams into reality. He added that in order to be the best, the College has to attract and keep its best and that he supports the implementation of the MGT salary study. He thanked Ybor SGA for the welcome, the hospitality and the cookies.
- 11.02 Mr. Reid thanked the Ybor staff for hosting the Board.
- 11.03 Mrs. Shah thanked Dr. Clark, the administration, faculty, staff and students at the Ybor Campus for welcoming the Board and for the gift [honey]. She also thanked the SGA ambassadors that were on hand with umbrellas when it started to rain. She added that the Ybor Room looks fantastic and highlights the community where it sits. Mrs. Shah thanked Mrs. Viamontes for challenging her to be a better Board member. She also thanked Dr. Nagy and his team for their hard work.
- 11.04 Mrs. Viamontes expressed her admiration of the newly renovated Ybor Room and appreciation for hosting the Board. She also thanked the faculty and staff for all their hard work.

## **12.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 4:45 p.m.

DRAFT

## **Section 2-4**

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## Section 5

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## 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 (2019-2020). 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**  
**MARCH 25, 2020 BOARD MEETING**

**STAFF NON-EXEMPT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Richardson, Dominick	Financial Svcs Support Technician	NFC0300079	District	02/27/20

*\*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 20/SP. Part-time faculty will be employed on a term-by-term basis. If additional part-time staff is needed, a supplementary list will be submitted for appointment.

**ECONOMIC IMPACT:**

All of the positions are budgeted within the current fiscal year (2019-20). 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 20/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**  
**MARCH 25, 2020 BOARD MEETING**

**FACULTY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>
Schoffman, Rebecca	Adj Political Science Instructor	FPNC0277	Ybor City	02/26/20
Thomas, Taneesha	Adj Avocational Instructor	FPNN0004	District	03/06/20

**NON-FACULTY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>
Capdevila, Steven*	PT Technician	ZPP2V014	Dale Mabry	03/05/20
Clague, Casey	PT Advanced Technician	ZPP30017	Ybor City	03/05/20
Garcia, Yimell	PT Advanced Technician	ZPP30222	District	03/10/20
McBride, Zhannay	PT Technician	ZPP20079	Dale Mabry	02/27/20
Ortiz, Melanie	PT Technician	ZPP20111	Dale Mabry	03/12/20
West, Sara-Kay	PT Advanced Technician	ZPP30001	Dale Mabry	03/02/20
Williams, Jennifer	PT Technician	ZPP20018	Dale Mabry	03/03/20

\* 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**

## Section 6

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## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 6.01**

**CONSENT**

### BACKGROUND AND PERTINENT FACTS:

The Behavioral Sciences discipline group presented new programs, new courses, and a program moratorium; the Biological Science discipline group presented a program modification, new courses, and course modifications; the Business and Hospitality discipline group presented program modifications, program moratoriums, new courses, course modifications, and course terminations; the Communications discipline group presented course modifications; the Computer Science discipline group presented course modifications, a course termination, and program modifications; the Health Sciences discipline group presented a new AA transfer track, a new course, and a program modification; and the Public Safety discipline group presented a program modification to the Academic Affairs Committee.

The Academic Affairs Committee approved the new courses, course modifications, course terminations, new programs, program modifications, and program moratoriums and forwarded all to the Vice President for Academic Affairs who reviewed them with the appropriate staff for forwarding to the President.

### ECONOMIC IMPACT:

None.

### OBJECTIVE:

To strengthen the college curriculum.

### LEGAL AUTHORITY:

HCC 6HX-10-4.06

### RECOMMENDATION:

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

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
<b>District President</b>	<b>Date</b>



**Hillsborough Community College**  
March 25, 2020 Board Meeting

New Courses

Course Title	Category	Credit/ Clock Hours	Effective Term
ATE 1xxx, Applied Mathematics for Veterinary Technicians	Transfer	1 cr.	FA/20
ATE 1xxx, Animal Anatomy and Physiology I	Transfer	3 cr.	FA/20
ATE 1xxx, Animal Anatomy and Physiology II	Transfer	3 cr.	FA/20
EEC 1xxx, Observing and Recording Children Behavior	Transfer	3 cr.	FA/20
EEC 1xxx, Child Guidance	Transfer	3 cr.	FA/20
EEC 2xxxx, Legal and Financial Issues in Child Care	Transfer	3 cr.	FA/20
EEC 2xxx, Health, Safety and Nutrition for Young Children	Transfer	3 cr.	FA/20
OST 1100C, Keyboarding and Document Processing	Transfer	3 cr.	FA/20
OST xxxx, Social Media for Business	Transfer	3 cr.	FA/20
OST 2xxx, Excel Spreadsheet for Business	Transfer	3 cr.	FA/20
PEM 2xxx, Intercollegiate Athletics II	Transfer	1 cr.	FA/20

Course Modifications

**Effective SU/20**

CET 1610, Cisco Router Technology

- Change name to Cisco Switching, Routing, and Wireless Essentials

CET 2615, Cisco Advanced Router Technology

- Change name to Cisco Enterprise Networking, Security and Automation

**Effective FA/20**

ATE 1652L, Veterinary Clinical Practice Lab 2

- Increase credit hours from 1 to 2.

ATE 2661, Large Animal Diseases

- Increase credit hours from 1 to 2.

EAP 0100, EAP 0120, EAP 0140 and EAP 0160

- Change word “introductory” to “low beginning” in the course description. Add prerequisite: “Required minimum score on placement test.”

EAP 0200, EAP 0220, EAP 0240, and EAP 0260

- Change phrase “low intermediate” and “high introductory” to “high beginning” in the course description.

EAP0300, EAP 0320, EAP 0340, EAP 0360

- Change word “intermediate” to “low intermediate” in the course description.

EAP 1500, EAP 1500L

- Add “low advanced college-level course” to the course description.

EAP 1520, EAP 1520L

- Change phrase “high intermediate” to “low advanced” in the course description.

EAP 1540, EAP 1540L

- Change word “advanced” to “low advanced” in the course description.

EAP 1560

- Add EAP 0460 to prerequisites

HIM 1442, Pharmacology

- Change prerequisites to HSC 1531

HIM 2575C, Medical Billing and Insurance I

- Change prerequisites to HSC 1531, HIM 1112C, and OST 2854C

OST 1813, Desktop Publishing

- Change prerequisites to CGS 1000 or OST 2854C

### **Effective FA/21**

ATE 1110L, Animal Anatomy Laboratory

- Change prerequisites to ATE 1001, ATE 1501, ATE 1741, ATE 1112, ATE 1113; ENC 1101; ZOO 1010C; MAC 1105 or MGF 1106 or STA 2023 or higher.
- Change co-requisites to ATE 1311L, ATE 1650L, ATE 2050, ATE 2638, ATE 2638L

ATE 1311L, Veterinary Office Procedures Laboratory

- Change prerequisites to ATE 1001, ATE 1501, ATE 1741, ATE 1112, ATE 1113; ENC 1101; ZOO 1010C; MAC 1105 or MGF 1106 or STA 2023 or higher.
- Change co-requisites to ATE 1110L, ATE 1650L, ATE 2050, ATE 2638, ATE 2638L

ATE 1650L, Veterinary Clinical Practice Laboratory

- Change prerequisites to ATE 1001, ATE 1501, ATE 1741, ATE 1112, ATE 1113; ENC 1101; ZOO 1010C; MAC 1105 or MGF 1106 or STA 2023 or higher.
- Change co-requisites to ATE 1110L, ATE 1311L, ATE 2050, ATE 2638, ATE 2638L

ATE 2050, Small Animal Breeds and Behavior

- Change prerequisites to ATE 1001, ATE 1501, ATE 1741, ATE 1112, ATE 1113; ENC 1101; ZOO 1010C; MAC 1105 or MGF 1106 or STA 2023 or higher.
- Change co-requisites to ATE 1110L, ATE 1311L, ATE 1650L, ATE 2638, ATE 2638L

ATE 2638, Animal Clinical Pathology I

- Change prerequisites to ATE 1001, ATE 1501, ATE 1741, ATE 1112, ATE 1113; ENC 1101; ZOO 1010C; MAC 1105 or MGF 1106 or STA 2023 or higher.
- Change co-requisites to ATE 1110L, ATE 1311L, ATE 1650L, ATE 2050, ATE 2638L

ATE 2638L, Animal Clinical Pathology I Laboratory

- Change prerequisites to ATE 1001, ATE 1501, ATE 1741, ATE 1112, ATE 1113; ENC 1101; ZOO 1010C; MAC 1105 or MGF 1106 or STA 2023 or higher.
- Change co-requisites to ATE 1110L, ATE 1311L, ATE 1650L, ATE 2050, ATE 2638

ATE 1943, Veterinary Work Experience

- Change prerequisites to ATE 1110L, ATE 1311L, ATE 1650L, ATE 2050, ATE 2638, and ATE 2638L
- Change co-requisites to ATE 2636C, ATE 1652L, ATE 2661, ATE 2639, ATE 2639L

ATE 2636C, Large Animal Nursing and Clinical Skills

- Change prerequisites to ATE 1110L, ATE 1311L, ATE 1650L, ATE 2050, ATE 2638, and ATE 2638L
- Change co-requisites to ATE 1943, ATE 1652L, ATE 2661, ATE 2639, ATE 2639L

ATE 1652L, Veterinary Clinical Practice Laboratory II

- Change prerequisites to ATE 1110L, ATE 1311L, ATE 1650L, ATE 2050, ATE 2638, and ATE 2638L
- Change co-requisites to ATE 1943, ATE 2636C, ATE 2661, ATE 2639, ATE 2639L

ATE 2661, Large Animal Diseases

- Change prerequisites to ATE 1110L, ATE 1311L, ATE 1650L, ATE 2050, ATE 2638, and ATE 2638L
- Change co-requisites to ATE 1943, ATE 2636C, ATE 1652L, ATE 2639, ATE 2639L

ATE 2639, Animal Clinical Pathology II

- Change prerequisites to ATE 1110L, ATE 1311L, ATE 1650L, ATE 2050, ATE 2638, and ATE 2638L
- Change co-requisites to ATE 1943, ATE 2636C, ATE 1652L, ATE 2661, ATE 2639L

ATE 2639L, Animal Clinical Pathology II Laboratory

- Change prerequisites to ATE 1110L, ATE 1311L, ATE 1650L, ATE 2050, ATE 2638, and ATE 2638L
- Change co-requisites to ATE 1943, ATE 2636C, ATE 1652L, ATE 2661, ATE 2639

ATE 1944, Veterinary Work Experience II

- Change prerequisites to ATE 1943, ATE 2636C, ATE 1652L, ATE 2661, ATE 2639, ATE 2639L
- Change co-requisites to ATE 2671C, ATE 2611, ATE 1031

ATE 2671C, Medicine of Laboratory Animals

- Change prerequisites to ATE 1943, ATE 2636C, ATE 1652L, ATE 2661, ATE 2639, ATE 2639L
- Change co-requisites to ATE 1944, ATE 2611, ATE 1031

ATE 2611, Animal Medicine I

- Change prerequisites to ATE 1943, ATE 2636C, ATE 1652L, ATE 2661, ATE 2639, ATE 2639L
- Change co-requisites to ATE 1944, ATE 2671C, ATE 1031

ATE 1031, Applied Mathematics for Veterinary Technicians

- Change prerequisites to ATE 1943, ATE 2636C, ATE 1652L, ATE 2661, ATE 2639, ATE 2639L
- Change co-requisites to ATE 1944, ATE 2671C, ATE 2611

ATE 2630, Pharmacology for Veterinary Technicians

- Change prerequisites to ATE 1944, ATE 2671C, ATE 2611, ATE 1031
- Change co-requisites to ATE 2614, ATE 2722, ATE 2631, ATE 2631L, ATE 2945

ATE 2614, Animal Medicine II

- Change prerequisites to ATE 1944, ATE 2671C, ATE 2611, ATE 1031
- Change co-requisites to ATE 2630, ATE 2722, ATE 2631, ATE 2631L, ATE 2945

ATE 2722, Avian and Exotic Pet Medicine

- Change prerequisites to ATE 1944, ATE 2671C, ATE 2611, ATE 1031
- Change co-requisites to ATE, 2630, ATE 2614, ATE 2631, ATE 2631L, ATE 2945

ATE 2631, Small Animal Nursing I

- Change prerequisites to ATE 1944, ATE 2671C, ATE 2611, ATE 1031
- Change co-requisites to ATE 2630, ATE 2614, ATE 2722, ATE 2631L, ATE 2945

ATE 2631L, Small Animal Nursing I Laboratory

- Change prerequisites to ATE 1944, ATE 2671C, ATE 2611, ATE 1031
- Change co-requisites to ATE 2630, ATE 2614, ATE 2722, ATE 2631, ATE 2945

ATE 2945, Veterinary Work Experience III

- Change prerequisites to ATE 1944, ATE 2671C, ATE 2611, ATE 1031
- Change co-requisites to ATE 2630, ATE 2614, ATE 2722, ATE 2631, ATE 2631L

ATE 2020C, Contemporary Clinical Issues

- Change prerequisites to ATE 2630, ATE 2614, ATE 2722, ATE 2631, ATE 2631L, ATE 2945

- Change co-requisites to ATE 2634, ATE 2710, ATE 2946

#### ATE 2634, Small Animal Nursing II

- Change prerequisites to ATE 2630, ATE 2614, ATE 2722, ATE 2631, ATE 2631L, ATE 2945
- Change co-requisites to ATE 2020C, ATE 2710, ATE 2946

#### ATE 2710, Animal Emergency Medicine

- Change prerequisites to ATE 2630, ATE 2614, ATE 2722, ATE 2631, ATE 2631L, ATE 2945
- Change co-requisites to ATE 2020C, ATE 2634, ATE 2946

#### ATE 2946, Veterinary Work Experience IV

- Change prerequisites to ATE 2630, ATE 2614, ATE 2722, ATE 2631, ATE 2631L, ATE 2945
- Change co-requisites to ATE 2020C, ATE 2634, ATE 2710

### Course Terminations

#### **Effective FA/20**

CET 1556C, Structured Cabling  
 OST 1100, Beginning PC Typing  
 OST 1110, Intermediate PC Typing  
 OST 1330, Business English  
 OST 1825, Desktop Design  
 OST 2145, Data Entry Applications

### New Programs

#### **Effective FA/20**

- Early Childhood Education (AS)
- Early Childhood Education: Administrator (CCC)
- Early Childhood Education: Preschool (CCC)
- Exercise Science (AA Track)

### Program Modification

#### **Effective FA/20**

- Advanced Network Infrastructure - CCC
- Criminal Justice Technology Specialist - CCC
- Entrepreneurship - AA Transfer Track
- Health Navigator (AS)
- Human Resources Administrator (CCC)
- Medical Coder (CCC)
- Medical Office Administration – Billing Option (AS)
- Medical Office Administration – Management Option (AS)
- Medical Office Management - Management - (CCC)
- Network Administrator (AS)
- Network Infrastructure (AS)
- Network Infrastructure (CCC)
- Network Security/Cyber-Security – Cisco (CCC)
- Office Management (AS)
- Office Management (CCC)
- Office Specialist (CCC)
- Office Support (CCC)
- Veterinary Technology – AS

Program Moratorium  
**Effective FA/20**

- Early Childhood Management (AS)
- Records Management (CCC)
- Records Management Specialist (CCC)

**AS • Early Childhood Education**

**AS.... (60 Credit Hours)**

**Program Required Courses**

**YEAR I – First Semester**

†EDF	1005	Introduction to the Teaching Profession.....	3 cr.
EEC	1300	Planning the Early Childhood Program .....	3 cr.
†ENC	1101	English Composition I.....	3 cr.

**YEAR I – Second Semester**

EDF	2085	Introduction to Diversity for Educators .....	3 cr.
†EEC	1401	The Family and Early Childhood Education .....	3 cr.
EEC	1521	Operation of Early Childhood Center Management .....	3 cr.
†PSY	2012	General Psychology or †SYG 2000, Introduction to Sociology .....	3 cr.

**YEAR I – Third Semester**

DEP	2102	Child Development .....	3 cr.
EEC	2732	Health, Safety and Nutrition for Young Children.....	3 cr.
EME	2040	Introduction for Technology for Educators .....	3 cr.
		Humanities General Education.....	3 cr.

**YEAR II – First Semester**

EEC	1601	Observing and Recording Children Behavior.....	3 cr.
EEC	2271	Children with Special Needs.....	3 cr.
		Natural Sciences General Education .....	3 cr.
		*Specified Elective by Specialization offered during this term.....	3 cr.

**YEAR II – Second Semester**

EEC	1941	Child Care Practicum I.....	3 cr.
		Mathematics General Education.....	3 cr.
		*Specified Elective by Specialization.....	3 cr.

**YEAR II – Third Semester**

EEC	1943	Child Care Practicum II .....	3 cr.
		*Specified Electives by Specialization offered during this term.....	3 cr.

**\*Specified Electives for Preschool Specialization**

EEC	1603	Child Guidance .....	3 cr.
EEC	1721	Physical Development in the Early Childhood Setting .....	3 cr.
EEC	2270	Meeting Special Needs of Children in Groups .....	3 cr.

**\*Specified Electives for Administrator Specialization**

CGS	1000	Introduction to Computers and Technology .....	3 cr.
EEC	2527	Legal and Financial Issues in Child Care .....	3 cr.
ENT	1000	Introduction to Entrepreneurship .....	3 cr.

**CCC • Early Childhood Education: Administrator**

**CCC. (12 Credit Hours)**

**Program Required Courses**

**YEAR I – First Semester**

EEC	1521	Early Childhood Center Management.....	3 cr.
EEC	2732	Health, Safety and Nutrition for Young Children .....	3 cr.

#### **YEAR I – Second Semester**

EEC	2527	Legal and Financial Issues in Child Care .....	3 cr.
†ENT	1000	Introduction to Entrepreneurship .....	3 cr.

†Courses symbolized with a dagger (†) are offered online in addition to the traditional delivery methods. Online availability may vary by academic term.

NOTE: Coursework may be applied to the two-year AS degree Early Childhood Education program.

### **CCC • Early Childhood Education: Preschool**

**CCC. (12 Credit Hours)**

#### **YEAR I – First Semester**

EEC	1721	Physical Development in the Early Childhood Setting .....	3 cr.
EEC	2732	Health, Safety and Nutrition for Young Children .....	3 cr.

#### **YEAR I – Second Semester**

EEC	1603	Child Guidance .....	3 cr.
EEC	2270	Meeting Special Needs of Children in Groups .....	3 cr.

### **AA • Exercise Science Transfer Track**

**AA....? (60 credit hours)**

#### **YEAR I – First Semester**

BSC	2085	Human Anatomy and Physiology I .....	3 cr.
BSC	2085L	Human Anatomy and Physiology I Laboratory .....	1 cr.
†ENC	1101	English Composition I.....	3 cr.
HSC	2100	Health Education .....	3 cr.
MAC	1105	College Algebra .....	3 cr.
PSY	2012	General Psychology .....	3 cr.

#### **YEAR I – Second Semester**

BSC	2086	Human Anatomy and Physiology II.....	3 cr.
BSC	2086L	Human Anatomy and Physiology II Laboratory.....	1 cr.
†CGS	1000	Introduction to Computers and Technology .....	3 cr.
HLP	1081	Health Analysis.....	3 cr.
		PEM class.....	2 cr.
		†Humanities General Education CORE.....	3 cr.

#### **YEAR II – First Semester**

CHM	2045	General Chemistry I .....	3 cr.
CHM	2045L	General Chemistry I Laboratory .....	1 cr.
†ENC	1102	English Composition II .....	3 cr.
HUN	2201	Human Nutrition.....	3 cr.
HSC	2400	First Aid/CPR.....	3 cr.
		Social Science/Behavioral Science General Education .....	3 cr.

#### **YEAR II – Second Semester**

IDS	2891	Connections .....	1 cr.
†SPC	1608	Public Speaking.....	3 cr.
†STA	2023	Elementary Statistics .....	3 cr.
POS	2041	American Government .....	3 cr.
		Humanities General Education .....	3 cr.

### **CCC • Advanced Network Infrastructure**

**CCC.ADV.NET.INF (36 Credit Hours)**

Program Required Courses

#### **YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
*†CTS	1305	Introduction to Networking.....	3 cr.

#### **YEAR I – Second Semester**

CET	1600	Cisco Network Fundamentals .....	3 cr.
†CNT	1401	Introduction to Network Security .....	3 cr.
**CTS	1303	MS Beginning Server I .....	3 cr.

#### **YEAR I – Third Semester**

*CET	1610	Cisco Switching, Routing, and Wireless Essentials.....	3 cr.
†CTS	1306	MS Beginning Server II .....	3 cr.

#### **YEAR II – First Semester**

COP	1000	Introduction to Python Programming .....	3 cr.
CET	2615	Cisco Enterprise Networking, Security, and Automation.....	3 cr.

#### **YEAR II – Second Semester**

CIS	2272	Cybersecurity Operations Fundamentals.....	3 cr.
CIS	2353	Security Management and Penetration Testing.....	3 cr.
†CNT	2510	Wireless Networking .....	3 cr.

### **CCC • Criminal Justice Technology Specialist**

#### **CCC.CJT.SPEC (24 Credit Hours)**

##### **Program Required Courses**

#### **YEAR I – First Semester**

†CCJ	1020	Introduction to Criminal Justice .....	3 cr.
CGS	1000	Introduction to Computers and Technology .....	3 cr.
†CJE	1000	Introduction to Law Enforcement .....	3 cr.
†CCJ	1488	Ethics in Criminal Justice.....	3 cr.

#### **YEAR I – Second Semester**

CCJ	2618	Forensic Psychology .....	3 cr.
†CJJ	1002	Juvenile Delinquency .....	3 cr.
†CJL	2130	Criminal Evidence and Procedure .....	3 cr.
SCC	1000	Introduction to Private Security .....	3 cr.

### **AA • Entrepreneurship Transfer Track**

#### **AA.ENT (60 credit hours)**

#### **YEAR I – First Semester**

†*CGS	1000	Introduction to Computers and Technology .....	3 cr.
†ENC	1101	English Composition I.....	3 cr.
MAC	1105	College Algebra .....	3 cr.
SLS	1106	First Year Experience Orientation .....	3 cr.

#### **YEAR I – Second Semester**

†ENC	1102	English Composition II .....	3 cr.
*†STA	2023	Elementary Statistics .....	3 cr.
		†Behavioral Science General Education CORE.....	3 cr.
		†Humanities General Education CORE.....	3 cr.

#### **YEAR I – Third Semester**

†SPC	1608	Public Speaking.....	3 cr.
		Biological Science General Education .....	3-4 cr.
		History General Education CORE.....	3 cr.

#### **YEAR II – First Semester**

*†ECO	2013	Principles of Macroeconomics .....	3 cr.
ENT	1000	Introduction to Entrepreneurship .....	3 cr.
ENT	1031	Entrepreneurial Marketing and Sales <b>or</b> ENT 1411, Small Business Accounting and Finance <b>or</b> ENT 1012 Entrepreneurship Management <b>or</b> ENT 1612, Creativity, Innovation, and Human Centered Design .....	3 cr.
		Humanities General Education.....	3 cr.

#### **YEAR II – Second Semester**

*†ECO	2023	Principles of Microeconomics .....	3 cr.
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ENT	1031	Entrepreneurial Marketing and Sales <b>or</b> ENT 1411, Small Business Accounting and Finance <b>or</b> ENT 1012 Entrepreneurship Management <b>or</b> ENT 1612, Creativity, Innovation, and Human Centered Design .....	6 cr.
IDS	2891	Connections .....	1 cr.
		Physical Science .....	3-4 cr.
		General Elective .....	1 cr.

## AS • Health Navigator

### AS.HLTH.NAV (60 Credit Hours)

#### Program Required Courses

##### YEAR I – First Semester

†ENC	1101	English Composition I.....	3 cr.
†HSA	2117	Health Care Delivery .....	3 cr.
PSY	2012	General Psychology .....	3 cr.
STA	2023	Elementary Statistics .....	3 cr.

##### YEAR I – Second Semester

BSC	1005	Biological Foundations .....	3 cr.
BSC	1005L	Biological Foundations Laboratory .....	1 cr.
HSC	1531	Medical Terminology .....	3 cr.
PHI	1600	Ethics .....	3 cr.
SYG	2000	Introduction to Sociology .....	3 cr.

##### YEAR I – Third Semester

CGS	1107	Introduction to Computers.....	3 cr.
SPC	1608	Public Speaking.....	3 cr.

##### YEAR II – First Semester

†HSC	2100	Health Education .....	3 cr.
HSC	2400	First Aid .....	3 cr.
HSC	2660	Health Communications .....	3 cr.
PHC	2100	Introduction to Public Health .....	3 cr.

##### YEAR II – Second Semester

HSA	2322	Health Insurance.....	3 cr.
HSC	2669	Prevention and Community Health.....	3 cr.
HSC	2721	Accessing and Analyzing Health Information .....	3 cr.
		*Elective .....	3 cr.

##### YEAR II – Third Semester

HSC	2810	Health Navigator Practicum .....	4 cr.
		*Elective .....	3 cr.

#### \*Select 6 credit hours from the following list:

HSA	2010	Issues and Trends in Public Health.....	3 cr.
HSC	2130	Sex, Health and Decision Making.....	3 cr.
HSC	2561	Care for an Aging Population .....	3 cr.
PHC	2040	Foundations in Epidemiology.....	3 cr.
PHC	2321	Environmental Concepts in Public Health.....	3 cr.

## CCC • Human Resource Management

### CCC.OSS.HRS (21 Credit Hours)

#### Program Required Courses

##### YEAR I – First Semester

†GEB	1011	Introduction to Business .....	3 cr.
MAN	2021	Principles of Management.....	3 cr.
OST	1100C	Keyboarding and Document Processing .....	3 cr.
OST	2854C	Office Applications for Business.....	3 cr.

##### YEAR I – Second Semester



MAN	2300	Introduction to Human Resource Management .....	3 cr.
OST	1335	Business Communications .....	3 cr.
OST	2357	Electronic Records Management .....	3 cr.

### CCC • Medical Information: Medical Coder

CCC.MED.CODE (37 Credit Hours)

#### Program Required Courses

##### YEAR I – First Semester

HIM	1112C	Electronic Health Records .....	2 cr.
HIM	1453	Anatomy and Physiology for Medical Coding .....	4 cr.
†HSC	1531	Medical Terminology .....	3 cr.
OST	2854C	Office Applications for Business .....	3 cr.

##### YEAR I – Second Semester

HIM	1000	Introduction to Health Information Management .....	3 cr.
HIM	1433	Principles of Disease .....	4 cr.
†HIM	1442	Pharmacology .....	2 cr.
HIM	2275C	Medical Billing and Insurance I .....	3 cr.

##### YEAR I – Third Semester

HIM	2253	CPT Coding .....	3 cr.
HIM	2724	ICD-10 Coding .....	4 cr.

##### YEAR II – First Semester

HIM	2283	Advanced Coding .....	3 cr.
HIM	2941	Clinical Coding Practicum .....	3 cr.

### AS • Medical Office Administration – Billing Option

AS.OA.MED.BIL

#### Program Required Courses

##### YEAR I – First Semester

†ENC	1101	English Composition I .....	3 cr.
HIM	1000	Introduction to Health Information Management .....	3 cr.
†HSC	1531	Medical Terminology .....	3 cr.
OST	2854C	Office Applications for Business .....	3 cr.

##### YEAR I – Second Semester

HIM	1112C	Electronic Health Records .....	2 cr.
OST	1335	Business Communications .....	3 cr.
†PSY	2012	General Psychology <i>or</i> SYG 2000, Introduction to Sociology .....	3 cr.
		Mathematics General Education .....	3 cr.

##### YEAR I – Third Semester

HIM	1453	Anatomy and Physiology for Medical Coding <i>or</i> BSC 2085, Human Anatomy and Physiology <i>and</i> BSC 2085L, Human Anatomy and Physiology Laboratory .....	4 cr.
PHI	1600	Ethics .....	3 cr.
		Humanities General Education .....	3 cr.

##### YEAR II – First Semester

APA	1111	Basic Accounting .....	3 cr.
HIM	2272C	Billing and Insurance II .....	3 cr.
HIM	2275C	Medical Billing and Insurance I .....	3 cr.
MAN	2021	Principles of Management .....	3 cr.
†SPC	1608	Public Speaking .....	3 cr.

##### YEAR II – Second Semester

HIM	2253	CPT Coding .....	3 cr.
HIM	2724	ICD-10 Coding .....	4 cr.
*OST	2135	Medical Office Procedures .....	3 cr.
		Electives .....	2 cr.

**\*\*Select 2 credit hours from the following:**

CGS	1107	Introduction to Computers.....	1 cr.
†CGS	1510	Spreadsheets Applications I.....	1 cr.
CGS	1520	Electronic Presentations.....	1 cr.
†CGS	1540	Database Management I.....	1 cr.
CGS	1554	Internet Basics .....	1 cr.

**AS • Medical Office Administration – Management Option**

**AS.OA.MED.MAN**

**Program Required Courses**

**YEAR I – First Semester**

†ENC	1101	English Composition I.....	3 cr.
HIM	1000	Introduction to Health Information Management .....	3 cr.
†HSC	1531	Medical Terminology .....	3 cr.
OST	2854C	Office Applications for Business.....	3 cr.

**YEAR I – Second Semester**

HIM	1112C	Electronic Health Records .....	2 cr.
OST	1335	Business Communications .....	3 cr.
†PSY	2012	General Psychology <i>or</i> SYG 2000, Introduction to Sociology .....	3 cr.
		Mathematics General Education.....	3 cr.

**YEAR I – Third Semester**

HIM	1453	Anatomy and Physiology for Medical Coding <i>or</i> BSC 2085/BSC 2085L, Human Anatomy and Physiology and laboratory .....	4 cr.
MAN	2021	Principles of Management.....	3 cr.
PHI	1600	Ethics .....	3 cr.
		Humanities General Education.....	3 cr.

**YEAR II – First Semester**

APA	1111	Basic Accounting .....	3 cr.
MAN	2300	Introduction to Human Resource Management.....	3 cr.
†SPC	1608	Public Speaking.....	3 cr.
OST	2858	Excel Spreadsheets for Business .....	3 cr.

**YEAR II – Second Semester**

HIM	2272C	Billing and Insurance II.....	3 cr.
HIM	2275C	Medical Billing and Insurance I.....	3 cr.
OST	1100C	Keyboarding and Document Processing .....	3 cr.
*OST	2135	Medical Office Procedures .....	3 cr.

**CCC • Medical Office Management - Management**

**CCC.OA.MED.MAN (34 Credit Hours)**

**Program Required Courses**

**YEAR II – First Semester**

HIM	1000	Introduction to Health Information Management .....	3 cr.
†HSC	1531	Medical Terminology .....	3 cr.
OST	2854C	Office Applications for Business.....	3 cr.

**YEAR I – Second Semester**

APA	1111	Basic Accounting .....	3 cr.
HIM	1112C	Electronic Health Records .....	2 cr.
OST	1335	Business Communications .....	3 cr.

**YEAR I – Third Semester**

MAN	2021	Principles of Management.....	3 cr.
OST	1100C	Keyboarding and Document Processing .....	3 cr.
OST	2135	Medical Office Procedures .....	3 cr.

**YEAR II – First Semester**

HIM	2272C	Billing and Insurance II.....	3 cr.
*HIM	2275C	Medical Billing and Insurance I.....	3 cr.
		Electives .....	2 cr.

**Select 2 credit hours from the following:**

CGS	1510	Spreadsheet Applications I.....	1 cr.
CGS	1540	Database Applications .....	1 cr.
CGS	1554	Internet Basics .....	1 cr.
CGS	2511	Spreadsheet Applications II .....	1 cr.

## AS • Network Administrator

### AS.NST.NA.

#### Program Required Courses

##### YEAR I – First Semester

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
*†CTS	1305	Introduction to Networking.....	3 cr.
†ENC	1101	English Composition I.....	3 cr.
		Humanities General Education.....	3 cr.
		Social Science General Education.....	3 cr.

##### YEAR I – Second Semester

†CET	1172C	PC Upgrading and Repair: Hardware .....	3 cr.
†CNT	1401	Introduction to Network Security .....	3 cr.
CTS	1303	MS Beginning Server I .....	3 cr.
†ENC	1102	English Composition II <i>or</i> Social Science General Education.....	3 cr.
		Mathematics General Education.....	3 cr.

##### YEAR I – Third Semester

†CGS	1103	Project Management.....	3 cr.
†CTS	1306	MS Beginning Server II .....	3 cr.

##### YEAR II – First Semester

CET	1174C	PC Upgrading and Repair: Software.....	3 cr.
†CNT	2510	Wireless Networking .....	3 cr.
†CTS	1302	MS Intermediate Server .....	3 cr.
		Elective .....	3 cr.

##### YEAR II – Second Semester

†CEN	2939	Network Administrator Capstone.....	3 cr.
†CTS	1106	Introduction to Unix.....	3 cr.
CTS	1328	MS Advanced Server.....	3 cr.
		Elective .....	3 cr.

\*Permission of instructor required for concurrent enrollment with prerequisite.

##### \*\*Select 6 credit hours of electives from the following:

CEN	2904	Special Topics in Networking .....	3 cr.
CEN	2905	Special Topics in Networking .....	3 cr.
CEN	2930-33	Special Topics in Networking .....	3 cr.
CET	1600	Cisco Network Fundamentals .....	3 cr.
CET	1610	Cisco Switching, Routing, and Wireless Essentials.....	3 cr.
†CGS	1555	Introduction to the Internet.....	3 cr.
†CGS	1761	Computer Operating Systems.....	3 cr.
†CGS	2301	Management Information Systems .....	3 cr.
†CGS	2541	Database Design .....	3 cr.

†Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## AS • Network Infrastructure

### AS.NST.INFR

#### Program Required Courses

**YEAR I – First Semester**

†CGS	1000	Introduction to Computers and Technology .....	3 cr.
*†CTS	1305	Introduction to Networking.....	3 cr.
†ENC	1101	English Composition I.....	3 cr.
		Humanities General Education.....	3 cr.
		Social Science General Education.....	3 cr.

**YEAR I – Second Semester**

CET	1172C	PC Upgrading and Repair: Hardware .....	3 cr.
CET	1600	Cisco Network Fundamentals .....	3 cr.
†CNT	1401	Introduction to Network Security .....	3 cr.
CTS	1303	MS Beginning Server I .....	3 cr.
†ENC	1102	English Composition II <i>or</i> Social Science General Education.....	3 cr.

**YEAR I – Third Semester**

CET	1610	Cisco Switching, Routing, and Wireless Essentials.....	3 cr.
		Mathematics General Education.....	3 cr.

**YEAR II – First Semester**

†CGS	1103	Project Management.....	3 cr.
CET	1174C	PC Upgrading and Repair: Software.....	3 cr.
CET	2615	Cisco Enterprise Networking, Security, and Automation.....	3 cr.
†CNT	2510	Wireless Networking .....	3 cr.

**YEAR II – Second Semester**

†CEN	2939	Network Administrator Capstone.....	3 cr.
CET	2772	Cybersecurity Operations Fundamentals.....	3 cr.
†CTS	1106	Introduction to Unix.....	3 cr.
		**Elective.....	3 cr.

**\*\*Select 3 credit hours of electives from the following:**

CEN	2904	Special Topics in Networking .....	3 cr.
CEN	2905	Special Topics in Networking .....	3 cr.
CEN	2930-33	Special Topics in Networking .....	3 cr.
†CGS	1555	Introduction to the Internet.....	3 cr.
†CGS	1761	Computer Operating Systems.....	3 cr.
†CGS	2301	Management Information Systems .....	3 cr.
†CGS	2541	Database Design .....	3 cr.

**CCC • Network Infrastructure****CCC.NST.INF (21 Credit Hours)**

## Program Required Courses

**YEAR I – First Semester**

*†CTS	1305	Introduction to Networking.....	3 cr.
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**YEAR I – Second Semester**

CET	1600	Cisco Network Fundamentals .....	3 cr.
†CNT	1401	Introduction to Network Security .....	3 cr.

**YEAR I – Third Semester**

CET	1610	Cisco Switching, Routing, and Wireless Essentials.....	3 cr.
†CNT	2510	Wireless Networking .....	3 cr.

**YEAR II – First Semester**

CET	2615	Cisco Enterprise Networking, Security, and Automation.....	3 cr.
CIS	2272	Cybersecurity Operations Fundamentals.....	3 cr.

**CCC • Network Security/Cyber-Security: Cisco****CCC.SEC.CYB.CISCO (30 Credit Hours)**

## Program Required Courses

**YEAR I – First Semester**

CET	1600	Cisco Network Fundamentals .....	3 cr.
*†CNT	1401	Introduction to Network Security .....	3 cr.

#### **YEAR I – Second Semester**

*CET	1610	Cisco Switching, Routing, and Wireless Essentials.....	3 cr.
CIS	2352C	Information Assurance – Local Systems.....	3 cr.
CIS	2353	Security Management and Penetration Testing.....	3 cr.

#### **YEAR I – Third Semester**

CET	2615	Cisco Enterprise Networking, Security, and Automation.....	3 cr.
†CGS	2091	Information Technology: Ethical and Legal Ethics Issues.....	3 cr.

#### **YEAR II – First Semester**

CIS	2272	Cybersecurity Operations Fundamentals.....	3 cr.
CIS	2359C	Information Assurance – Network Systems.....	3 cr.
CIS	2381C	Computer Forensics and Incident Response.....	3 cr.

### **AS • Office Management**

#### **AS.OA.OMTS( 60 Credit Hours)**

##### **Program Required Courses**

#### **YEAR I – First Semester**

†ENC	1101	English Composition I.....	3 cr.
†GEB	1011	Introduction to Business .....	3 cr.
OST	1100C	Beginning PC Typing .....	3 cr.
†SPC	1608	Public Speaking.....	3 cr.

#### **YEAR I – Second Semester**

†MAN	2021	Principles of Management.....	3 cr.
OST	2854C	Office Applications for Business.....	3 cr.
†SYG	2000	Introduction to Sociology or †PSY 2012, General Psychology.....	3 cr.
		Mathematics General Education.....	3 cr.

#### **YEAR I – Third Semester**

OST	1335	Business Communications .....	3 cr.
		Humanities General Education.....	3 cr.

#### **YEAR II – First Semester**

APA	1111	Basic Accounting .....	3 cr.
MAN	2300	Introduction to Human Resource Management.....	3 cr.
OST	2501	Office Administration .....	3 cr.
OST	2xxx	Social Media for Business .....	3 cr.

#### **YEAR II – Second Semester**

†OST	1813	Desktop Publishing .....	3 cr.
OST	2357	Electronic Records Management .....	3 cr.
OST	2xxx	Excel Spreadsheet for Business .....	3 cr.
		*Electives.....	3 cr.

#### **\*Select 3 credit hours from the following:**

†BUL	2241	Business Law I.....	3 cr.
†CGS	1000	Introduction to Computers and Technology .....	3 cr.
CGS	1103	Project Management.....	3 cr.
SLS	1261	Personal Skills for Business .....	3 cr.

### **CCC • Office Management**

#### **CCC.OA.OFM (27 Credit Hours)**

##### **Program Required Courses**

#### **YEAR I – First Semester**

APA	1111	Basic Accounting .....	3 cr.
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GEB	1011	Introduction to Business .....	3 cr.
OST	1100C	Keyboarding and Document Processing .....	3 cr.
OST	2854C	Office Applications for Business.....	3 cr.

#### **YEAR I – Second Semester**

MAN	2021	Principles of Management .....	3 cr.
OST	1335	Business Communications .....	3 cr.
OST	2501	Office Administration .....	3 cr.
SPC	1608	Public Speaking.....	3 cr.

#### **YEAR II – First Semester**

OST	1813	Desktop Publishing .....	3 cr.
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### **CCC • Office Specialist**

#### **CCC.OA.SPEC (18 Credit Hours)**

##### **Program Required Courses**

#### **YEAR I – First Semester**

OST	1100C	Keyboarding and Document Processing .....	3 cr.
OST	1335	Business Communications .....	3 cr.
OST	2854C	Office Applications for Business.....	3 cr.

#### **YEAR I – Second Semester**

APA	1111	Basic Accounting .....	3 cr.
OST	1813	Desktop Publishing .....	3 cr.
OST	2501	Office Administration .....	3 cr.

### **CCC • Office Support**

#### **CCC.OA.OS (12 Credit Hours)**

##### **Program Required Courses**

#### **YEAR I – First Semester**

APA	1111	Basic Accounting .....	3 cr.
OST	1100C	Keyboarding and Document Processing .....	3 cr.
OST	1335	Business Communications .....	3 cr.
OST	2854C	Office Applications for Business.....	3 cr.

## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

### Agenda Number: 6.02

#### BACKGROUND AND PERTINENT FACTS:

Course fees were approved for new courses in the Invasive Cardiovascular Technology (AS) and the Surgical Technology (AS) programs; and a course fee modification was approved for the IDS 2955, Honors Global Leadership course through the Academic Affairs Committee process.

The Academic Affairs Committee approved the new course fees and the course fee modification and forwarded them to the Vice President for Academic Affairs who reviewed the recommendations with the appropriate staff and forwarded the proposal to the College President.

This is also a request to increase the Distance Learning User Fee from \$0 to \$14 per credit hour. The proposed user fee covers costs incurred by the College and will not generate a profit.

#### ECONOMIC IMPACT:

The projected impact associated with the new course fees and the course fee modification is approximately \$41,100 annually. This is contingent upon student enrollment. All revenue is used directly for course consumables.

#### OBJECTIVE:

The course fees will strengthen the college curriculum and provide needed lab materials to simulate critical occupational responsibilities.

The distance learning user fee will ensure the necessary funding for the continued development, delivery and maintenance of courses delivered through electronic media, as well as providing support for students and faculty. Students enrolled in online courses will have access to secured online proctoring services, online tutoring and advising, online orientation, and readiness/retention tools.

The user fee will support the College's course quality initiatives through the development of a new quality assurance program that uses the nationally recognized Quality Matters Course certification. Moreover, the user fee will provide the needed resources to improve online course accessibility through the implementation of universal design practices, accessibility assessment and verification, and captioning services for legacy curricula.

#### LEGAL AUTHORITY:

SBE 6A-14.0261  
HCC 6HX-10-4.06

#### RECOMMENDATION:

The President recommends that the BOT approve the new course fees, the course fee modification, and the increase to the Distance Learning User Fee to be effective Fall 2020, unless otherwise noted.

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
<b>District President</b>	<b>Date</b>

**Hillsborough Community College**  
March 25, 2020 Board Meeting

New Course Fees

**Effective FA/20**

CVT 1800L, Invasive CVT Pre-Clinical I

- Add a new fee for \$230 per student/semester

CVT1801L, Invasive Cardiovascular Pre-Clinical II

- Add a new fee for \$45 per student/semester

CVT 2420C, Invasive Cardiology I

- Add a new fee for \$38 per student/semester

CVT 2421C, Invasive Cardiovascular II

- Add a new fee for \$33 per student/semester

CVT 2805C, Cardiovascular Interventional Pre-Clinical

- Add a new fee for \$38 per student/semester

HSC 2006, Orientation to Perioperative Services

- Add a new fee for \$164 per student/semester

HSC 2006L, Orientation to Perioperative Services Laboratory

- Add a new fee for \$50 per student/semester

STS 1310L, Surgical Techniques and Procedures Simulation Lab

- Add a new fee for \$50 per student/semester

STS 2323L, Surgical Procedures Simulation Lab I

- Add a new fee for \$50 per student/semester

STS 2324L, Surgical Procedures Simulation Lab II

- Add a new fee for \$50 per student/semester

Course Fee Modifications

**Effective FA/20**

IDH 2955, Honors Global Leadership

- Increase the course fee from \$1,200 to \$1,500 per student/semester

Other Fees

Distance Learning User Fee

- Increase the Distance Learning course user fee from \$0 to \$14 per credit hour.



## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 6.03**

### BACKGROUND AND PERTINENT FACTS:

It is the standard operating procedure for the College Calendar to be approved by Hillsborough Community College's District Board of Trustees and subsequently forwarded to the Florida College System for their approval.

The Calendar Committee included the Vice President for Student Services and Enrollment Management; the Vice President for Academic Affairs; a representative from Financial Services and Payroll; three (3) faculty members; one (1) assistant dean; one (1) Student Services Dean; the Director of Financial Aid; the Registrar; a representative from Management Information Systems; two (2) academic deans; and one SEIU representative.

### ECONOMIC IMPACT:

None.

### OBJECTIVE:

Implementation of the 2020-2021 College Calendar for inclusion in the HCC Catalog.

### LEGAL AUTHORITY:

SBE 6A-10.019  
FS 683.01  
FS 100.64  
HCC 6HX-10-4.07

### RECOMMENDATION:

The President recommends approval of the 2020-2021 College Calendar.

**Initiator**

**Date**

**Vice President/Campus President/Director of Human Resources**

**Date**

**District President**

**Date**

## Section 7

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## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 7.01**

### BACKGROUND AND PERTINENT FACTS:

The parking operations for the Ybor City Campus during non-operational hours have recently been handled by a private parking company. Beginning May 1, 2020, HCC would like to use the services of the City of Tampa Parking Operations and Enforcement departments to handle these services. The City of Tampa and HCC want to enter into an Interlocal Agreement to outline how the City will manage and operate the HCC Ybor City parking lots. HCC faculty and staff with a parking decal will continue to park during non-operational hours at no cost. This is a ten (10) year agreement with the option to terminate with ninety (90) day notice. HCC will receive at a minimum up to \$126,000 less expenses, which will be outlined in an operational plan that is being developed.

### ECONOMIC IMPACT:

Anticipated increase in revenue.

### OBJECTIVE:

To obtain Board approval of the Interlocal Agreement with the City of Tampa for management and operation of the Ybor City parking lots.

### LEGAL AUTHORITY:

FS 1001.64; 1001.65

### RECOMMENDATION:

It is my recommendation to approve the Interlocal Agreement with the City of Tampa for the management and operation of the Ybor City parking lots during non-operational campus hours.

**Initiator**

**Date**

**Vice President/Campus President/Director of Human Resources**

**Date**

**District President**

**Date**

## Section 8

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## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 8.01**

### BACKGROUND AND PERTINENT FACTS:

The Office of the Auditor General for the State of Florida performs annual audits of all of the Community Colleges. The College has received the Financial Statements Audit Report for the Fiscal Year Ended June 30, 2019. A copy was sent to the Board of Trustees.

The report opinion concludes that Hillsborough Community College has complied with applicable laws, rules and grant requirements and concludes that the College's financial statements fairly present the financial position of the College; that there were no instances of noncompliance; and there are no material weaknesses in internal controls.

### ECONOMIC IMPACT:

No economic impact to the College.

### OBJECTIVE:

To acknowledge acceptance of the Financial Statements Audit Report for the Fiscal Year Ended June 30, 2019.

### LEGAL AUTHORITY:

FS 11.45  
SBE 6A-14.072

### RECOMMENDATION:

The President recommends acceptance of the Financial Statements Audit Report No. 2020-104 for the Fiscal Year Ended June 30, 2019.

**Initiator**

**Date**

**Vice President/Campus President/Director of Human Resources**

**Date**

**District President**

**Date**



Sherrill F. Norman, CPA  
Auditor General

# AUDITOR GENERAL STATE OF FLORIDA

Claude Denson Pepper Building, Suite G74  
111 West Madison Street  
Tallahassee, Florida 32399-1450



Phone: (850) 412-2722  
Fax: (850) 488-6975

The President of the Senate, the Speaker of the  
House of Representatives, and the  
Legislative Auditing Committee

## INDEPENDENT AUDITOR'S REPORT

### Report on the Financial Statements

We have audited the accompanying financial statements of Hillsborough Community College, a component unit of the State of Florida, and its discretely presented component unit as of and for the fiscal year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the discretely presented component unit, which represent 100 percent of the transactions and account balances of the discretely presented component unit columns. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the discretely presented component unit, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the

assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of Hillsborough Community College and of its discretely presented component unit as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matter***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that **MANAGEMENT'S DISCUSSION AND ANALYSIS**, the **Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios**, **Schedule of the College's Proportionate Share of the Net Pension Liability – Florida Retirement System Pension Plan**, **Schedule of College Contributions – Florida Retirement System Pension Plan**, **Schedule of the College's Proportionate Share of the Net Pension Liability – Health Insurance Subsidy Pension Plan**, **Schedule of College Contributions – Health Insurance Subsidy Pension Plan**, and **Notes to Required Supplementary Information**, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We and other auditors have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 23, 2020, on our consideration of the Hillsborough Community College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, regulations,

contracts, and grant agreements and other matters included under the heading **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Hillsborough Community College's internal control over financial reporting and compliance.

Respectfully submitted,



Sherrill F. Norman, CPA  
Tallahassee, Florida  
January 23, 2020





Sherrill F. Norman, CPA  
Auditor General

# AUDITOR GENERAL STATE OF FLORIDA

Claude Denson Pepper Building, Suite G74  
111 West Madison Street  
Tallahassee, Florida 32399-1450



Phone: (850) 412-2722  
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The President of the Senate, the Speaker of the  
House of Representatives, and the  
Legislative Auditing Committee

## **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Hillsborough Community College, a component unit of the State of Florida, and its discretely presented component unit as of and for the fiscal year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated January 23, 2020, included under the heading **INDEPENDENT AUDITOR'S REPORT**. Our report includes a reference to other auditors who audited the financial statements of the discretely presented component unit, as described in our report on the College's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) to determine audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control

that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,



Sherrill F. Norman, CPA  
Tallahassee, Florida  
January 23, 2020

## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

### Agenda Number: 8.02

#### 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. This adjustment is related to the 2019-20 fiscal year budget.

The adjustment made in Budget Amendment No. 2 will add \$200,000 to the original FY2019-20 budget amount of \$350,000 that was set aside as a placeholder for salary increases resulting from the Administrative Classification and Compensation Study as the Study had not yet been completed. The final Study established both a minimum and maximum for six pay grades. This amendment will add \$200,000 to the budgeted amount, for year one (1) of the three (3) year Salary Implementation Plan. See attachment for detailed explanations of changes.

#### ECONOMIC IMPACT:

Increase Unrestricted Current Fund revenue and expenditure budgets by \$200,000.

#### OBJECTIVE:

To obtain Board of Trustees approval for adjustment made in Budget Amendment No. 2.

#### 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. 2.

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

**HILLSBOROUGH COMMUNITY COLLEGE**  
**Explanation of Budget Changes**  
**Unrestricted Current Fund**  
**Budget Amendment No. 2 (FY 2019/2020)**  
**March 25, 2020**

**I. AVAILABLE FUNDS**

Unallocated Fund Balance

Estimated Beginning Fund Balance @ July 1, 2019	47,981,816	
Actual (unaudited) Unallocated Fund Balance @ July 1, 2019		47,981,816

<u>Fiscal Year 2019-20 Revenue Budget @ July 1, 2019</u>	\$ 132,810,605
--	----------------

Additional Revenue:

Budget Amendment # 1 - Prior Year Carry Forward	6,026,383	
Increase in FTE revenue	200,000	
Total Additional Revenue @ March 25, 2020		6,226,383

Adjusted Revenue Budget @ March 25, 2020	139,036,988
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TOTAL AVAILABLE FUNDS @ March 25, 2020	\$ 187,018,804
--	----------------

**II. EXPENDITURES**

<u>Personnel Costs @ July 1, 2019</u>	\$ 99,021,138
---------------------------------------	---------------

Budget Amendment # 1 - Prior Year Carry Forward	210,011	
Administrative Classification and Compensation study	200,000	
Cross Category Budget Transfer	170,000	
Adjusted Personnel Budget @ March 25, 2020		99,601,149

<u>Current Expenses @ July 1, 2019</u>	33,798,467
--	------------

Budget Amendment # 1 - Prior Year Carry Forward	4,459,592	
Cross Category Budget Transfers	(355,087)	
Adjusted Current Expenditures @ March 25, 2020		37,902,972

Capital Outlay @ July 1, 2019

Budget Amendment # 1 - Prior Year Carry Forward	1,356,780	
Cross Category Budget Transfers	185,087	
Adjusted Capital Outlay @ March 25, 2020		1,541,867

Total Increase in Expenditures Budget @ March 25, 2020	6,226,383
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Adjusted Expenditure Budget @ March 25, 2020	139,045,988
--	-------------

III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2020	47,972,816
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TOTAL ACCOUNTED FOR	\$ 187,018,804
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## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 8.03**

### **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 January 2020 financial statements and related documents are included for review.

### **ECONOMIC IMPACT:**

None.

### **OBJECTIVE:**

To obtain Board approval of the monthly financial statements.

### **LEGAL AUTHORITY:**

Sections 1001.64; 1001.65, Florida Statutes

### **RECOMMENDATION:**

The President recommends approval of the January 2020 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 January 31, 2020  
(Dollars In Thousands)**

	MONTH			YEAR-TO-DATE				
	Current Actual	Prior Year Actual	% Var Prior Yr	Budget	Current Actual	% of Budget	Prior Year Actual	% Var Prior Yr
<b>Revenues</b>								
Student Tuition and Fees <sup>(1)</sup>	\$3,925	\$2,932	34%	\$48,276	\$48,517	100%	\$47,533	2%
Support from State Government <sup>(2)</sup>	\$5,127	\$4,290	20%	35,887	\$35,616	99%	\$30,030	19%
Other Revenue	\$271	\$268	1%	1,545	\$2,159	140%	\$1,685	28%
Total Revenue	\$9,323	\$7,490	24%	\$85,708	\$86,292	101%	\$79,248	9%
<b>% of Revenues From State Govt.</b>	<b>55%</b>	<b>57%</b>		<b>42%</b>	<b>41%</b>		<b>38%</b>	
<b>Operating Expenses</b>								
Instructional Salaries & Benefits	\$2,961	\$3,038	-3%	\$22,332	\$23,919	107%	\$23,110	4%
Other Salaries & Benefits	3,791	3,653	4%	31,335	30,304	97%	28,045	8%
Total Personnel Costs	\$6,752	\$6,691	1%	\$53,667	\$54,223	101%	\$51,154	6%
Other Expenses <sup>(3)</sup>	\$2,152	\$2,485	-13%	\$17,227	\$16,424	95%	\$16,020	3%
Total Operating Expenses	\$8,904	\$9,176	-3%	\$70,894	\$70,647	100%	\$67,174	5%
<b>Capital Outlay</b>	<b>\$8</b>	<b>\$49</b>	<b>-83%</b>	<b>\$760</b>	<b>\$1,161</b>	<b>153%</b>	<b>\$410</b>	<b>183%</b>
Total Expenses	\$8,912	\$9,225	-3%	\$71,654	\$71,808	100%	\$67,584	6%
Excess/(deficit) Revenues Over Expenses	\$410	-\$1,735		\$14,054	\$14,484		\$11,664	

**NOTES:**

(1) The current month increase of \$993K in Student Tuition and Fees is primarily due to the increase in Tuition- Postsec. Vocational: Spring Term Revenue due to a 49.1% increase in spring PSV enrollment .

(2) The current month increase of \$837K in Support from State Government is due to increase in CCPF and total funding.

(3) The current month decrease of \$333K in Other Expenses is primarily due to a \$119K decrease in Telephone & Utilities and a \$167K decrease in Other Services.

**Hillsborough Community College  
Executive Summary  
Current Unrestricted Fund  
Period Ending January 31, 2020**

**KEY PERFORMANCE INDICATORS**

<b><u>STAFF FTEs</u></b>			<b><u>STUDENT FTEs <sup>(2)</sup></u></b>			
	<b><u>January 2020</u></b>	<b><u>January 2019</u></b>	<b><u>Term</u></b>	<b><u>FY20</u></b>	<b><u>FY19</u></b>	<b><u>FY18</u></b>
Instructional Faculty FTEs <sup>(1)</sup>	555	568	SUMMER	3,574	3,442	3,131
All Other Staff FTEs	928	929	FALL	9,847	9,702	9,611
Total FTEs	1,483	1,498	SPRING	8,934	8,786	8,829
% of Instructional FTEs	37%	38%	TOTAL	22,355	21,930	21,571
			Total Target FY 19-20 <sup>(2)</sup>	21,956		
	<b><u>January 2020</u></b>	<b><u>January 2019</u></b>				
Actual Head Count Instruct. Faculty	1,000	1,043				
Actual Head Count All Other Staff	1,286	1,320				
Total Actual Head Count	2,286	2,363				

**LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE**

	<b><u>January 2020</u></b>	<b><u>January 2019</u></b>
Current Ratio (Current Assets/Current Liabilities)	10.42	7.82
Return On Net Assets (Fund Balance After to GASB 68 & GASB 75/Total Assets)	9%	7%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	7%	9%
Fund Balance as a % of Funds Available (Fund Balance After to GASB 68 & GASB 75/Total Funds Available)	16.11%	13.68%
Days Cash on Hand (Cash & Cash Equiv./Daily Operating Expenses)	83	76

**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 JANUARY 31,**  
**FISCAL YEARS 2019 AND 2020**

	<b>As of January 31, 2020</b>	<b>As of January 31, 2019</b>
<b>ASSETS</b>		
Current Assets:		
Cash and Cash Equivalents	\$ 31,565,731	\$ 28,357,734
Restricted Cash and Cash Equivalents	11,353,048	10,513,276
Investments	3,622,275	7,882,680
Restricted Investments	-	-
Accounts Receivable, Net	30,553,112	27,913,641
Notes Receivable, Net (Note 1)	5,385	5,196
Due from Other Governmental Agencies (Note 2)	3,234,904	6,711,305
Due from Component Unit/College (Note 3)	517,822	90,729
Inventories	1,619,604	1,522,761
Prepaid Expenses (Note 4)	910,372	625,618
Deposits	-	-
Other Assets	-	-
<b>Total Current Assets</b>	<b>\$ 83,382,254</b>	<b>\$ 83,622,940</b>
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 10,890,494	\$ 15,157,434
Investments	4,271,927	249,440
Restricted Investments	-	10,762
Prepaid Expenses	-	-
Loans and Notes Receivable, Net	19,994	32,799
Depreciable Capital Assets, Net (Note 5)	152,872,889	141,463,824
Nondepreciable Capital Assets	2,116,952	14,340,481
Land	29,456,019	29,756,180
Other Assets	137,500	137,500
<b>Total Noncurrent Assets</b>	<b>\$ 199,765,775</b>	<b>\$ 201,148,421</b>
<b>TOTAL ASSETS</b>	<b>\$ 283,148,029</b>	<b>\$ 284,771,361</b>
<b>DEFERRED OUTFLOWS OF RESOURCES (Note 6)</b>		
Deferred Outflows - Pension FRS	\$ 20,326,164	\$ 20,953,515
Deferred Outflows - Pension HIS	3,696,515	4,093,366
Deferred Outflows - Other Post Employment Benefits	774,365	905,148
<b>Total Deferred Outflows of Resources</b>	<b>\$ 24,797,044</b>	<b>\$ 25,952,029</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>\$ 307,945,073</b>	<b>\$ 310,723,389</b>
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts Payable	\$ 1,037,127	\$ 970,281
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	4,066,796	4,946,932
Retainage Payable	167,323	747,270
Due to Other Governmental Agencies	11,563	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	8,344	23,246
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	1,044,173	784,390
Long-Term Liabilities - Current Portion:		
Bonds Payable	-	350,000
Notes and Loans Payable (Note 9)	831,000	814,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Compensated Absences Payable	400,000	400,000
Net Pension Liability (Note 10)	433,681	1,080,479
Other Post Employment Benefits Payable (Note 11)	-	568,283
<b>Total Current Liabilities</b>	<b>\$ 8,000,007</b>	<b>\$ 10,696,445</b>



**HILLSBOROUGH COMMUNITY COLLEGE  
STATEMENT OF NET POSITION  
AS OF JANUARY 31,  
FISCAL YEARS 2019 AND 2020**

	<b>As of January 31, 2020</b>	<b>As of January 31, 2019</b>
<b>Noncurrent Liabilities:</b>		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	10,259,152	13,166,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Special Termination Benefits Payable	-	-
Compensated Absences Payable	2,707,845	3,080,508
Net Pension Liability (Note 10)	55,191,276	55,172,787
Other Post Employment Benefits Payable	1,498,849	867,299
Other Long-Term Liabilities	-	-
<b>Total Noncurrent Liabilities</b>	<b>\$ 69,657,122</b>	<b>\$ 72,286,595</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 77,657,129</b>	<b>\$ 82,983,040</b>
<b>DEFERRED INFLOWS OF RESOURCES (Note 6)</b>		
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	87,784	60,657
<b>Total Deferred Inflows of Resources</b>	<b>\$ 6,826,824</b>	<b>\$ 3,946,858</b>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	<b>\$ 84,483,953</b>	<b>\$ 86,929,898</b>
<b>NET POSITION</b>		
Invested in Capital Assets, Net of Related Debt	\$ 176,007,667	\$ 177,131,993
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	3,749,070	3,085,656
Scholarships	7,360,925	7,038,983
Capital Projects	8,588,898	13,660,015
Debt Service	-	10,762
Unrestricted	27,754,560	22,866,082
<b>Total Net Position</b>	<b>\$ 223,461,120</b>	<b>\$ 223,793,491</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION</b>	<b>\$ 307,945,073</b>	<b>\$ 310,723,389</b>

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

**FUND BALANCE SUMMARY  
FOR FUNDS 1, 3, AND 6  
AS OF JANUARY 31, 2020**

Reserve for Encumbrances	\$	188,723	
BOT Designations	\$	3,038,778	
Unallocated Fund Balance	\$	51,154,634	
Change in Unrestricted Net Position	\$	<u>14,084,525</u>	
 Total Reserve and Change in Unrestricted Net Position	\$	68,466,659	
 Less: (GASB 68 and GASB 74/75)	\$	<u>(40,712,099)</u>	
 <b>Total Fund Balance As Reported After GASB 68 and GASB 74/75</b>	<b>\$</b>	<b><u>27,754,560</u></b>	<b>16.11%</b>

**Hillsborough Community College**  
**Income Statement**  
**Current Unrestricted Fund**  
**Period Ending January 31, 2020**  
**(Dollars In Thousands)**

	YTD Actual to Budget Comparison				YTD Actual to Actual Comparison			
<b>REVENUE</b>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> \$	%	<u>Jan-20</u>	<u>Jan-19</u>	<u>Variance</u> \$	%
Student Tuition and Fees	\$48,276	\$48,517	\$241	1%	\$48,517	\$47,533	\$984	2%
Support From State Government	\$35,887	\$35,616	-\$271	-1%	\$35,616	\$30,030	\$5,586	19%
Other Revenue	\$1,545	\$2,159	\$614	40%	\$2,159	\$1,685	\$474	28%
<b>Total Revenue</b>	<b>\$85,708</b>	<b>\$86,292</b>	<b>\$584</b>	<b>1%</b>	<b>\$86,292</b>	<b>\$79,248</b>	<b>\$7,044</b>	<b>9%</b>
	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u> \$	%	<u>Jan-20</u>	<u>Jan-19</u>	<u>Variance</u> \$	%
<b>EXPENDITURES</b>								
<b>Personnel Costs</b>								
Full Time Salaries	\$30,639	\$29,009	-\$1,631	-5%	\$29,009	\$28,462	\$546	2%
Part Time Salaries	\$10,956	\$11,529	\$573	5%	\$11,529	\$11,132	\$397	4%
Fringe Benefits	\$11,862	\$13,567	\$1,705	14%	\$13,567	\$11,463	\$2,104	18%
Regular Termination	\$210	\$120	-\$91	-43%	\$120	\$97	\$22	23%
<b>Total Personnel Costs</b>	<b>\$53,667</b>	<b>\$54,223</b>	<b>\$556</b>	<b>1%</b>	<b>\$54,223</b>	<b>\$51,154</b>	<b>\$3,069</b>	<b>6%</b>
<b>Current Expenses</b>								
Travel	\$370	\$352	-\$18	-5%	\$352	\$332	\$20	6%
Telephones & Utilities	\$2,561	\$2,615	\$54	2%	\$2,615	\$2,444	\$172	7%
Professional Fees	\$732	\$720	-\$11	-2%	\$720	\$593	\$128	22%
Repairs & Maintenance	\$1,931	\$2,062	\$131	7%	\$2,062	\$1,809	\$253	14%
Insurance	\$839	\$949	\$110	13%	\$949	\$1,175	-\$226	-19%
Other Services	\$6,967	\$6,397	-\$569	-8%	\$6,397	\$6,454	-\$56	-1%
Materials & Supplies	\$865	\$869	\$4	0%	\$869	\$773	\$96	12%
All Other Current Expenses	\$2,962	\$2,458	-\$503	-17%	\$2,458	\$2,440	\$18	1%
<b>Total Current Expenses</b>	<b>\$17,227</b>	<b>\$16,424</b>	<b>-\$803</b>	<b>-5%</b>	<b>\$16,424</b>	<b>\$16,020</b>	<b>\$405</b>	<b>3%</b>
<b>Total Personnel &amp; Current Expenses</b>	<b>\$70,894</b>	<b>\$70,647</b>	<b>-\$246</b>	<b>-2%</b>	<b>\$70,647</b>	<b>\$67,174</b>	<b>\$3,474</b>	<b>4%</b>
<b>Capital Outlay</b>								
Equipment	\$72	\$102	\$30	42%	\$102	\$120	-\$17	-15%
Buildings	\$688	\$1,059	\$370	54%	\$1,059	\$291	\$768	264%
<b>Total Capital Outlay</b>	<b>\$760</b>	<b>\$1,161</b>	<b>\$400</b>	<b>53%</b>	<b>\$1,161</b>	<b>\$410</b>	<b>\$750</b>	<b>183%</b>
<b>Total Expenditures</b>	<b>\$71,654</b>	<b>\$71,808</b>	<b>\$154</b>	<b>0%</b>	<b>\$71,808</b>	<b>\$67,584</b>	<b>\$4,224</b>	<b>6%</b>
Excess/(Deficit) Revenues Over Expenses	<u>\$14,054</u>	<u>\$14,484</u>			<u>\$14,484</u>	<u>\$11,664</u>		

Exhibit 2

**HILLSBOROUGH COMMUNITY COLLEGE  
INVESTMENTS  
JAN 2020**

<b>Bank</b>	<b>Account number</b>	<b>Interest Rate</b>	<b>Market Value</b>	<b>Issue Date</b>	<b>Maturity Date</b>
Fifth Third	33804	various	\$9,111,569.44	see attached detail	



Description	Original Units	Security Type	Interest	Trade Date	Settle Date	Effective Maturity	Final Maturity	Original Cost	Book Value	Market Value as of 1/31/20
Ally Bank	250,000.00	CD	3.05000%	12/10/2018	12/12/2018	12/07/2020	12/07/2020	250,000.00	250,000.00	253,005.00
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	997,458.52	1,004,400.00
BMW Bank of North America Inc.	250,000.00	CD	1.90000%	08/14/2019	08/16/2019	02/16/2021	02/16/2021	250,000.00	250,000.00	250,682.50
BANK OF AMERICA CORP	800,000.00	CORP	2.62500%	08/14/2019	08/16/2019	04/19/2021	04/19/2021	807,784.00	805,669.71	809,560.00
Bank of Baroda New York Branch	250,000.00	CD	1.75000%	12/23/2019	12/31/2019	12/01/2020	12/01/2020	250,000.00	250,000.00	250,250.00
BANK OF NEW YORK MELLON CORP	750,000.00	CORP	2.05000%	08/01/2019	08/05/2019	04/03/2021	05/03/2021	750,000.00	750,000.00	753,907.50
Capital One Bank (USA), National Association	250,000.00	CD	2.10000%	08/01/2019	08/07/2019	08/09/2021	08/09/2021	250,000.00	250,000.00	251,610.00
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	254,935.00
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	252,760.00
Enerbank USA Inc.	250,000.00	CD	2.10000%	07/02/2019	07/10/2019	07/11/2022	07/11/2022	250,000.00	250,000.00	252,337.50
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	254,132.50
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	254,287.50
Goldman Sachs Bank USA	250,000.00	CD	1.85000%	10/30/2019	10/30/2019	10/31/2022	10/31/2022	250,000.00	250,000.00	250,920.00
INTERNATIONAL BUSINESS MACHINES CORP	500,000.00	CORP	2.25000%	08/01/2019	08/05/2019	02/19/2021	02/19/2021	501,425.00	500,977.37	503,195.00
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	1,002,796.49	1,004,560.00
JPMorgan Chase Bank, National Association	250,000.00	CD	2.10000%	07/02/2019	07/05/2019	07/05/2020	07/05/2022	250,000.00	250,000.00	250,527.50
MetaBank	250,000.00	CD	2.05000%	07/02/2019	07/12/2019	03/12/2020	04/12/2021	250,000.00	250,000.00	250,162.50
FEDERATED GOVT OBL CAP	47,789.44	MMFUND		---	---	01/31/2020	01/31/2020	47,789.44	47,789.44	47,789.44
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	251,272.50
Pinnacle Bank (Nashville TN)	250,000.00	CD	2.00000%	07/02/2019	07/15/2019	05/15/2020	05/15/2020	250,000.00	250,000.00	250,297.50
Raymond James Bank, N.A.	100,000.00	CD	1.70000%	10/30/2019	11/08/2019	11/08/2021	11/08/2021	100,000.00	100,000.00	100,018.00
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	100,262.00
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	252,542.50
Steams Bank National Association	250,000.00	CD	1.70000%	12/23/2019	12/27/2019	06/27/2022	06/27/2022	250,000.00	250,000.00	249,945.00
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	254,157.50
TIAA FSB Holdings, Inc.	250,000.00	CD	1.95000%	08/14/2019	08/28/2019	08/26/2022	08/26/2022	250,000.00	250,000.00	251,497.50
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	252,555.00

9,047,789.44

9,111,569.44