



DISTRICT BOARD OF TRUSTEES BOARD MEETING

**OCTOBER 28, 2020
4:00 PM**

LOCATION: ZOOM

CLICK HERE TO JOIN:
<https://hccfl.zoom.us/j/93404248086>

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, OCTOBER 28, 2020 – 4:00 P.M.
VIA ZOOM**

<https://hccfl.zoom.us/j/93404248086>

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1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

1.05 Welcome to Guests and Staff Members

1.06 Foundation Report

1.07 Faculty and Staff Recognitions

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

1.09 The President recommends approval of the **September 23, 2020 Board Meeting minutes** (submitted herein for your review).

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2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

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

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CONSENT	5.02 The President recommends approval of individuals for part-time employment during Term 20/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).	13
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CONSENT	5.03 The President recommends acknowledgment of employment separations (submitted herein for your review).	15
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6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01	The President recommends approval of the new courses, course terminations, program modifications, new programs, and program termination to be effective Fall 2021, unless otherwise noted (submitted herein for your review).	17
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6.02	The President recommends approval of the new course fees to be effective Spring 2021, unless otherwise noted (submitted for your review).	20
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7.0 INSTITUTIONAL SERVICES

7.01	The President recommends approval of the District Board of Trustees Self-Evaluation Form (submitted herein for your review).	22
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8.0 FINANCIAL SERVICES

8.01	The President recommends approval of the June 2020 Financial Statements (submitted herein for your review).	35
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8.02	The President recommends approval of the July 2020 Financial Statements (submitted herein for your review).	42
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9.0 ADMINISTRATIVE REPORT

9.01 District Administration Building Design Update – Baker Barrios Architects

9.02 COVID-19 Impact and Enrollment Update

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 President's Evaluation

12.0 ADJOURNMENT

Section 1

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, SEPTEMBER 23, 2020 – 4:00 P.M.
VIA ZOOM VIDEO CONFERENCING
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

- 1.01.01 Due to the COVID-19 virus, this meeting was held by Zoom video conferencing. The Board secretary shared that there were no public comments submitted to the Board prior to the meeting. The public was reminded that questions or comments could be submitted to the trustees email address at any time during the meeting.

1.02 Invocation

1.03 Pledge of Allegiance

- 1.03.01 As this was a video conference, the Pledge of Allegiance could not be made.

1.04 Roll Call

The following Trustees were in attendance:

- Mrs. Betty Viamontes
- Mrs. Dipa Shah
- Mr. Randall Reid
- Brig.Gen. Chip Diehl
- Mr. Bruce Wills

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

- 1.06.01 The Foundation Report was sent to the Board under separate cover. A summary of activities in June included:
- \$129K YTD in Cash Donations;
 - \$346K in Total Revenue;
 - \$496K YTD in Net Gains on Investments; and
 - \$14.1M in Ending Net Assets.

- 1.06.02 Suncoast Credit Union committed \$99K for sponsorships and program support. This is their largest commitment to the College.
- 1.06.03 The Florida College System Foundation committed \$54K for scholarships from The Helios Education Foundation First Generation scholarships; Bank of America Dream Makers scholarships; and Florida Blue Nursing and Allied Health scholarships.
- 1.06.04 The Foundation board unanimously approved the 2019-2020 audit as well as the two-year contract with The Southern Group.
- 1.06.05 The annual HCC Fishing Tournament which is scheduled to take place on October 16, 2020 is sold out.
- 1.06.06 A summary of activities and donations received in July and August. Donors included:
- *The Children's Board of Hillsborough County*
 - *Hillsborough County Sherriff's Office Charities, Inc.*
 - *The USAA Foundation, A Charitable Trust*
 - *Community Foundation of Tampa Bay, Inc.*
 - *The Florida College System Foundation, Inc.*
 - *Verizon Foundation*
 - *Enterprise Holdings Foundation*
 - *The Stanton Storer Embrace the Arts Foundation*
 - *Ybor City Development Corporation*
 - *Entrepreneurship Resources, Inc.*
 - *Interfaith Social Actions Council of Sun City Center, Inc.*
 - *Wells Fargo Bank, N.A.*
 - *Charles Perry Partners, Inc.*
 - *Anston-Greenlees, Inc.*
 - *Baston Cook Company*
 - *Biltmore Construction Company, Inc.*
 - *Harvard Jolly Architecture*
 - *Wilder Architecture, Inc.*
 - *Baker Barrios Architects*
 - *Walbridge Aldinger*
 - *VoltAir Consulting Engineers, Inc.*
 - *Reno Building*
 - *Williams Company*
 - *Kast Construction*
 - *Patcraft*
 - *NACEE, Inc.*

1.07 Faculty, Staff and Student Recognitions

Dr. Atwater advised that detailed recognitions were listed in the *Hawkwire* newsletter.

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

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

- 1.09 The President recommended approval of the **August 12, 2020 Board Meeting Minutes**.

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

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

- 5.01 The President recommended approval of individuals for **full-time employment**. These individuals will be compensated in accordance with the Board-approved Salary Schedule.

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

- 5.02 The President recommended approval of **part-time faculty and staff employment** recommendations for Term 20/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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

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

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

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of the **new courses, course modification, program modification and new programs** to be effective fall 2021, unless otherwise noted.

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

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended review and acceptance of the **annual audit of the Hillsborough Community College Foundation, Inc.** for Fiscal Year 2019-2020.

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

8.0 FINANCIAL SERVICES

- 8.01 The President recommended that **continuing contracts** with **SGM Engineering, Inc.; Anston-Greenlees, Inc.; VoltAir Consulting Engineers, Inc.; and Hahn Engineering** be amended to increase the maximum amount of award to **four million dollars (\$4,000,000)** per project.

Mr. Reid asked what the original length of the term was for continuing contracts. Mrs. Vonda Melchoir, Purchasing Manager, advised that continuing contracts began in April 2017 with one more renewal year in April 2021. Mr. Reid asked that with this increase, if there was a concern that a company that could handle a \$1M contract might not be able to handle a \$4M contract. Mr. Ben Marshall, Facilities Manager, advised that there are no concerns and that the firms are all healthy.

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

- 8.02 The President recommended that **continuing contracts** with **Wilder Architecture, Inc.; Holmes Hepner & Associates Architects, Inc.; FleishmanGarcia Architecture; and Baker Barrios Architects, Inc.** be amended to increase the maximum amount of award to four million dollars (\$4,000,000) per project.

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

- 8.03 The President recommended that **continuing contracts** with **Pennoni Associates, Inc.; Ayers Associates, Inc.; and Stantec Consulting** be amended to increase the maximum amount of award to four million dollars (\$4,000,000) per project.

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

- 8.04 The President recommended that **continuing contracts** with **Williams Company; Charles Perry Partners, Inc.; Reno Building, LLC; Crossroads Construction Company; Foresight Construction Group, Inc.; and Horus Construction Services, Inc.** be amended to increase the maximum amount of award to four million dollars (\$4,000,000) per project.

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

- 8.05 The President recommended **award of RFQ No. 2830-20** and approval to enter into a contract with **Charles Perry Partners, Inc.** to provide **pre-construction services in the amount of \$120,403 and 4.00% of the project budget**, currently \$14,000,000, for construction management services **for a projected cost of \$560,000 for construction management services** for the construction of a new District Administration Center building at the Dale Mabry Campus. The contract provides for an additional \$36,416 for site enabling that will be reflected as a deduction in the GMP as well as progress payments to compensate Charles Perry Partners, Inc., as authorized work is completed.

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

9.0 ADMINISTRATIVE REPORT

- 9.01 Dr. Atwater advised that he will provide a complete report on the pandemic next month. Currently, the College has had 45 positive cases on campus.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 Mr. Reid advised that the president's evaluation is normally scheduled for September but this discussion has been moved to October. Mrs. Shah made a motion to add one month to the president's evaluation process for 2019-2020, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

11.02 Mr. Wills expressed concern about donations received by the Foundation from vendors included in the continuing contracts pool. He asked if this was a conflict of interest. Mr. Reid advised that this is completely normal and that at any university or college, you will find the same thing. He added that vendors appreciate HCC as a customer and this is how they support the College and show their appreciation.

Mrs. Shah asked if Mr. Wills would have an opportunity to observe the contract process. Dr. Atwater advised yes. She asked if a copy of the PowerPoint presentation on the contracts process be sent to Mr. Wills. Dr. Atwater advised yes. *[The PowerPoint presentation "Contract Procurement Process" was sent to Mr. Wills on October 9, 2020].*

11.03 Mrs. Viamontes asked that the president's evaluation be submitted in a timelier manner next year. Dr. Atwater advised the delay was due to the pandemic and late start of the fall semester. He added there will also be an additional section on his evaluation for performance funding.

Mrs. Viamontes asked when the Board would receive their evaluation form. Dr. Atwater advised that this was also delayed but will be completed soon. Mrs. Viamontes asked if there was a deadline for the completion of the Board's evaluation. Dr. Atwater advised that this evaluation was requested by the Southern Association of Colleges and Schools; however, there is no statutory or state requirement for this evaluation.

11.04 Mrs. Shah stated that she is following the enrollment numbers and it appears to be going well. She added that she is pleased the pandemic protocols appear to be working.

11.05 Mrs. Viamontes thanked everyone for the work being done in a very challenging environment. She added that she supports the additional online classes and is glad HCC was able to transition so many courses to an online environment in a very short time.

11.06 Brig.Gen. Diehl asked if athletics were postponed for the Fall. Dr. Atwater advised yes. He asked that everyone go out and cheer for the Tampa Bay Lightning.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:44 p.m.

Section 2-4

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Section 5

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

These are personnel appointments for budgeted full-time positions.

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2020-2021). Except for temporary positions, these positions will be fully budgeted in subsequent fiscal years unless program or service changes or financial exigency requires that funds be discontinued.

OBJECTIVE:

To provide necessary staff support for the appropriate divisional unit.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of individuals for full-time employment (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
OCTOBER 28, 2020 BOARD MEETING

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Biles, Jennifer**	Grants Coordinator	EFC08V0015	Coll. Studio	10/01/20
Chicas, Alexa**	Academic Advisor	EFC06V0021	Ybor City	09/24/20
Chowning, Angela**	Campus Grants Officer	EFC12V0011	Coll. Studio	10/01/20
Faciane, Michael*	Trainer Specialist II	EFC0800087	Ybor City	10/08/20
McLane, Amy**	Special Projects Trainer	EFC10V0020	Coll. Studio	10/01/20
Mullen, Jenna**	Grants Coordinator	EFC08V0017	Coll. Studio	10/01/20
Reyes, Kristina**	Grants Coordinator	EFC08V0016	Coll. Studio	10/01/20
Sundown, Pam	Foundation Manager	EFC1000013	District	10/12/20

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Gunn, Tonya*	Staff Assistant II	NFC03T0007	Dale Mabry	10/07/20
Herret, Stephen	Property Assistant	NFC0300140	Brandon	10/02/20
Poole, Donald	Information Technology Technician	NFC0600018	Coll. Studio	10/22/20

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

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2020-21). All part-time faculty and staff budgets are reviewed during budget development and established based on enrollment projections and departmental need.

OBJECTIVE:

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

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of individuals for part-time employment during Term 20/FA (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
OCTOBER 28, 2020 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Kostopoulos, Kate	Adj English/Writing Instructor	FPNC0351	SouthShore	10/08/20
Reichard, Michael	Adj Process Server NC Instructor	FPNN0089	Ybor City	09/14/20
Sapia, Louis	Adj Computer Science Instructor	FPNC0099	Dale Mabry	11/04/20

NON-FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Petty, Sydney	PT Technician	ZPP20136	SouthShore	10/21/20

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

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

ECONOMIC IMPACT:

None.

OBJECTIVE:

To acknowledge separations.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

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

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

FULL-TIME SEPARATIONS
OCTOBER 28, 2020 BOARD MEETING

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Baker, Kimberly	Facilities Planner	District	08/17/06	01/06/21
Bianchi, Gwendolyn	Staff Assistant II	Plant City	08/20/09	11/04/20
Chatterjee, Chandreyee	Staff Assistant II	Dale Mabry	08/08/19	10/08/20
Daniel, Sheryl**	Instructional Technologist	Dale Mabry	02/06/17	10/22/20
Dobson, Lashauna	Financial Aid Manager	Coll. Studio	12/01/16	10/22/20
Marrero Gonzalez, Tania	Enrollment Development Coord	Ybor City	11/15/19	10/30/20
Sapia, Louis	Computer Science Instructor	Dale Mabry	08/16/18	11/03/20
Wilson, Olivia	Staff Assistant II	Ybor City	11/13/14	12/18/20

* Full-Time Temporary

** Full-Time Temporary/Grant Funded

Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

The Business and Hospitality discipline group presented new courses, and a new program; the Humanities, Fine Arts and Design discipline group presented an AA transfer track modification; the Physical Sciences discipline group presented a new AA transfer track; the Public Safety discipline group presented a program modification, course terminations, new courses, and a program termination to the Academic Affairs Committee.

The Academic Affairs Committee approved the new courses, course terminations, new programs, program modifications, and program termination 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 terminations, program modifications, new programs, and program termination to be effective Fall 2021, unless otherwise noted.

Initiator	Date: 10/12/20
Karen Griffin	
Vice President/Campus President/Director of Human Resources	Date: 10/12/20
Richard Senker	
District President	Date

Hillsborough Community College

October 28, 2020

New Courses

Course Title	Category	Credit/ Clock Hours	Effective Term
DIE x122, Management of Food and Nutrition Services	Transfer	3 cr.	FA/22
DIE x213, Nutrition Therapy I	Transfer	3 cr.	FA/22
DIE 1940, Dietary Manager Food Practicum	Transfer	3 cr.	FA/22
DIE 1942, Dietary Manager Clinical Practicum	Transfer	3 cr.	FA/22
FFP 0030, Fire Fighter I	PSAV	191 clk.	SP/21
FFP 0031, Fire Fighter II	PSAV	301 clk.	SP/21

Course Terminations

Effective SP/21

FFP 0010, Firefighting I

FFP 0020, Firefighting II

New Programs

Effective FA/20

Geology (AA track)

Effective FA/22

Culinary and Dietetic Management (AS)

Program Modification

Effective FA/20

Dramatic Arts (AA track)

- Change title to Theatre

Effective SP/21

Fire Fighter (PSAV)

- Create new version of the program
- Delete FFP 0010 and FFP 0020 from current program requirements, and add FFP 0030 and FFP 0031.
- Change title to Firefighter
- Change program total hours to 492

Program Termination

Effective SP/21

- Terminate the old version of the PSAV Fire Fighter program.

AA • Geology

YEAR I – First Semester

†ENC	1101	English Composition I.....	3 cr.
SLS	1106	First Year Experience Orientation	3 cr.
HUM	1020	Introduction to Humanities.....	3 cr.
MAC	1105	College Algebra	3 cr.

YEAR I – Second Semester

ECO	2013	Principles of Macroeconomics	3 cr.
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†ENC	1102	English Composition II	3 cr.
GLY	2010	Physical Geology	3 cr.
GLY	2010L	Physical Geology Laboratory	1 cr.
MAC	1147	Pre-Calculus Algebra and Trigonometry	5 cr.

YEAR I – Third Semester

MAC	2311	Calculus and Analytic Geometry	5 cr.
PHI	1600	Ethics	3 cr.
†SPC	1608	Public Speaking.....	3 cr.

YEAR II – First Semester

†CGS	1000	Introduction to Computers and Technology	3 cr.
CHM	2045	General Chemistry I	3 cr.
CHM	2045L	General Chemistry I Laboratory	1 cr.
EVR	1001C	Intro to Environmental Science.....	3 cr.
†PSY	2012	General Psychology	3 cr.

YEAR II – Second Semester

CHM	2046	General Chemistry II.....	3 cr.
CHM	2046L	General Chemistry II Laboratory	1 cr.
†IDS	2891	Connections	1 cr.
MET	2010C	Meteorology	3 cr.
POS	2041	American Government	3 cr.

AS • Culinary and Dietetic Management

(60 Credit Hours)

Program Required Courses

YEAR I – First Semester

†ENC	1101	English Composition I.....	3 cr.
FSS	2100	Menu Development and Marketing.....	3 cr.
FOS	1201	Safety and Sanitation.....	2 cr.
HFT	2210	Supervisory Development.....	3 cr.

YEAR I – Second Semester

DIE	x122	Management of Food and Nutrition Services.....	3 cr.
FSS	1223C	Food Preparation for Managers.....	4 cr.
FSS	1500	Food and Beverage Control.....	3 cr.
FSS	2120	Food Purchasing and Storing.....	3 cr.

YEAR I – Third Semester

DIE	1940	Dietary Manager Food Practicum	3 cr.
†PSY	2012	General Psychology	3 cr.

YEAR II – First Semester

†CGS	1000	Introduction to Computers and Technology	3 cr.
FSS	1063C	Food Specialty I (Baking).....	3 cr.
HUN	2203	Culinary Nutrition.....	3 cr.
		Humanities General Education.....	3 cr.

YEAR II – Second Semester

DIE	x213	Nutrition Therapy	3 cr.
DIE	2271	Clinical Dietetics	3 cr.
FSS	1248C	Food Specialties II (Garde Manger I)	3 cr.
		Mathematics General Education.....	3 cr.

YEAR II – Third Semester

DIE	1942	Dietary Manager Clinical Practicum	3 cr.
		Natural Science General Education.....	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 Fire Fighter (PSAV) program through the Academic Affairs Committee process.

The Academic Affairs Committee approved the new course fees 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.

ECONOMIC IMPACT:

The projected impact associated with the new course fees is approximately \$205,750 annually. This is contingent upon student enrollment. All revenue is used directly for course consumables.

OBJECTIVE:

To strengthen the college curriculum and provide needed lab materials to simulate critical occupational responsibilities.

LEGAL AUTHORITY:

HCC 6HX-10-4.06

RECOMMENDATION:

The President recommends approval of the new course fees to be effective Spring 2021, unless otherwise noted.

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

Hillsborough Community College
October 28, 2020

1. New Course Fees

Effective SP/21

FFP 0030, Fire Fighter I

- Add a new fee for \$627 per student/semester

FFP 0031, Fire Fighter II

- Add a new fee for \$1,019 per student/semester

Section 7

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.01

BACKGROUND AND PERTINENT FACTS:

At the March 13, 2020 Board Retreat, the Board reviewed and discussed a Board Self-Evaluation form. The form has been updated accordingly for the Board's review and approval.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To obtain approval of the Hillsborough Community College (HCC) District Board of Trustees Self-Evaluation Form.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of the District Board of Trustees Self-Evaluation Form.

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

Please rate the key functional duties of the board using the following scale: **Strongly Disagree**, **Disagree**, **Agree**, and **Strongly Agree**. Select **Don't Know/Unable to Evaluate** if you do not have enough information to rate the item. You are encouraged to provide comments per each functional duty.

* BOARD LEADERSHIP					
	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know/ Unable to Evaluate
1. Board members understand and adhere to their role and responsibilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Board members uphold the final majority decision of the board.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The board operates and communicates as a unit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Board members comply with the college code of ethics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The board, through its behavior, sets a positive example for the president and all employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The board maintains confidentiality of privileged information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The board operates without conflict of interest.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide comments as they relate to **BOARD LEADERSHIP**.

*** POLICY ROLE**

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know/ Unable to Evaluate
8. The board clearly understands its policy role and differentiates its duties from those of the president and college staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The board assures that the college complies with relevant federal, state, and local laws; ordinances; regulations; and accreditation standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The board relies on college policy in making decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The board establishes policies to support the mission of the college.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide comments as they relate to **POLICY ROLE**.

Hillsborough Community College
Board of Trustees: Annual Self-Evaluation

*** BOARD-PRESIDENT RELATIONS**

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know/ Unable to Evaluate
12. The board fully supports the president in leading the institution's mission.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. The board recognizes that only the board as a whole can direct the president.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. The board clearly delegates the administration of the college to the president.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. The board understands the role of the president as the link between the board and college employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. The board periodically reviews the president's contract to assure appropriate compensation and conditions of employment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. The board annually evaluates the president's performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. The board annually develops college priorities in conjunction with the president.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide comments as they relate to **BOARD-PRESIDENT RELATIONS**.

*** BOARD MEETINGS**

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know/ Unable to Evaluate
19. Board meetings are conducted in an orderly, efficient manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. The board focuses on policy in board discussions, not administrative matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Board members understand how the agenda is developed and have an opportunity to contribute to that development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Agenda items provide timely and sufficient information to enable good decision-making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Board members regularly attend; are well prepared; and actively participate in board meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide comments as they relate to **BOARD MEETINGS**.

*** MISSION AND PLANNING**

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know/ Unable to Evaluate
24. The board approves the college strategic plan including its mission, vision, and goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. The board assures there is an effective planning process resulting in a strategic plan that is responsive to the needs of its service area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. The board ensures the institution has developed meaningful performance measures to plan effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide comments as they relate to **MISSION AND PLANNING**.

*** EDUCATIONAL QUALITY AND STUDENT SUCCESS**

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know/ Unable to Evaluate
27. The board places a high priority on student success.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. The board monitors the quality and effectiveness of college programs and services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29. The board understands, supports, and is appropriately involved in the SACS-COC accreditation process as well as with governance standards that apply to the board.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide comments as they relate to **EDUCATIONAL QUALITY AND STUDENT SUCCESS.**

*** FIDUCIARY ROLE**

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know/ Unable to Evaluate
30. The board ensures the fiscal stability of the college and its foundation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. The board ensures that resources are allocated responsibly in support of the college strategic plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. The board ensures that college assets and facilities are protected and maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. The board provides effective financial stewardship in keeping with its legal and ethical responsibilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide comments as they relate to **FIDUCIARY ROLE**.

*** COMMUNITY ADVOCACY**

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know/ Unable to Evaluate
34. The board represents the community by ensuring the college is responsive to local educational needs to serve the public good.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. Board members actively help educate the local community about college goals and programs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36. The board advocates on behalf of the college to local, state, and federal governments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37. The board actively supports the college foundation and fundraising efforts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide comments as they relate to **COMMUNITY ADVOCACY**.

*** BOARD DEVELOPMENT**

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know/ Unable to Evaluate
38. Board members participate fully in preparation for meetings, workshops, and retreats in order to improve their knowledge.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39. Board members are committed to their own growth through participation in trustee training and development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40. The board annually measures its accomplishments against annual board priorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide comments as they relate to **BOARD DEVELOPMENT**.

In consideration of the ratings above, please respond to the key questions below.

* In your opinion, what are the board's greatest strengths?

* In your opinion, what are the areas in which the board could improve its performance?

* What do you recommend as priorities for the board in the coming year in support of achievement of college goals? *(Typically, board action relates to policy responsibilities, delegation to CEO, and monitoring performance.)*

Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

BACKGROUND AND PERTINENT FACTS:

The District Board of Trustees has asked for opportunity to review and approve each monthly financial statement, which is prepared at the end of the previous month. The June 2020 financial statements and related documents are included for review.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To obtain Board approval for the monthly financial statements.

LEGAL AUTHORITY:

Sections 1001.64; 1001.65, Florida Statutes

RECOMMENDATION:

The President recommends approval of the June 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 June 30, 2020
(Dollars In Thousands)**

	MONTH			YEAR-TO-DATE				
	<u>Current Actual</u>	<u>Prior Year Actual</u>	<u>% Var Prior Yr</u>	<u>Budget</u>	<u>Current Actual</u>	<u>% of Budget</u>	<u>Prior Year Actual</u>	<u>% Var Prior Yr</u>
Revenues								
Student Tuition and Fees ⁽¹⁾	-\$1,589	-\$960	66%	\$60,412	\$55,907	93%	\$57,279	-2%
Support from State Government ⁽²⁾	\$7,368	\$7,108	4%	69,782	\$68,846	99%	\$66,352	4%
Other Revenue ⁽³⁾	\$466	\$661	-29%	2,616	\$3,173	121%	\$3,673	-14%
Total Revenue	\$6,245	\$6,809	-8%	\$132,811	\$127,927	96%	\$127,304	0%
% of Revenues From State Govt.	118%	104%		53%	54%		52%	
Operating Expenses								
Instructional Salaries & Benefits	\$1,401	\$1,538	-9%	\$38,362	\$41,783	109%	\$40,952	2%
Other Salaries & Benefits	13,640	8,816	55%	61,232	61,413	100%	53,366	15%
Total Personnel Costs ⁽⁴⁾	\$15,041	\$10,353	45%	\$99,594	\$103,196	104%	\$94,319	9%
Other Expenses ⁽⁵⁾	\$25,080	\$4,839	418%	\$37,703	\$48,882	130%	\$29,965	63%
Total Operating Expenses	\$40,121	\$15,193	164%	\$137,297	\$152,078	111%	\$124,284	22%
Capital Outlay	\$68	\$746	-91%	\$1,749	\$1,558	89%	\$2,570	-39%
Total Expenses	\$40,190	\$15,939	152%	\$139,046	\$153,635	110%	\$126,854	21%
Excess/(deficit) Revenues Over Expenses	-\$33,944	-\$9,130		-\$6,235	-\$25,709		\$450	

* June 2019 actuals are restated from June 2019 BOT to match audited AFR results.

** June 2020 dramatic increase in All Other Current Expenses is due to the \$20M Board approved fund transfer from Fund 10 to Fund 71.

NOTES:

(1) The current month increase of \$629M in Student Tuition and Fees is primarily due to a decrease of \$326K in Tuition Advanced & Professional, a \$69K decrease in Matriculation Kids College, a \$66K decrease in Dual Enrollment, a \$65K decrease in Veterans Out of State Waivers, a \$38K decrease in CWE- CDL and a \$32K decrease in CWE - Environmental Studies.

(2) The current month increase of \$260K in Support from State Government is due to the timing of the payout for Industry Certifications in June in FY20 compared to May in FY19 and to the \$657K net of the increase in monthly state funding and the decrease in lottery funding.

(3) The current month decrease of \$195K in Other Revenue is primarily due to the fact that there was a \$150K sale of property in recorded in June FY19 (Cockroach Bay) compared to no June sale in FY20.

(4) The current month increase of \$4.7M in Personnel Costs is primarily due to the increase in OPEB and Pensions expenses recorded in the Year End OPEB and Pensions journal entries in FY20 compared to FY19.

(5) The current month increase of \$20M in Other Expenses is due to the \$20M Board approved fund transfer from Fund 10 to Fund 71.

**Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending June 30, 2020**

KEY PERFORMANCE INDICATORS

<u>STAFF FTEs</u>			<u>STUDENT FTEs</u> ⁽²⁾			
	<u>June 2020</u>	<u>June 2019</u>	<u>Term</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>
Instructional Faculty FTEs ⁽¹⁾	394	430	SUMMER	3,568	3,340	3,107
All Other Staff FTEs	859	922	FALL	9,822	9,717	9,576
Total FTEs	1,253	1,351	SPRING	9,037	8,899	8,993
% of Instructional FTEs	31%	32%	TOTAL	22,428	21,956	21,676
	<u>June 2020</u>	<u>June 2019</u>	Total Target FY 19-20 ⁽²⁾	21,956		
Actual Head Count Instruct. Faculty	569	685				
Actual Head Count All Other Staff	1,097	1,255				
Total Actual Head Count	1,666	1,940				

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>June 2020**</u>	<u>June 2019*</u>
Current Ratio (Current Assets/Current Liabilities)	3.41	5.09
Return On Net Assets (Fund Balance After to GASB 68 & GASB 75/Total Assets)	-4%	4%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	10%	10%
Fund Balance as a % of Funds Available (Fund Balance After to GASB 68 & GASB 75/Total Funds Available)	-6.78%	6.77%
Days Cash on Hand (Cash & Cash Equiv./Daily Operating Expenses)	64	113

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.

* June 2019 ratios and percentages are restated from June 2019 BOT to match audited AFR results.

** June 2020 negative fund balance and negative return on assets is due to the \$20M Board approved fund transfer from Fund 10 to Fund 71.

HILLSBOROUGH COMMUNITY COLLEGE
STATEMENT OF NET POSITION
AS OF JUNE 30,
FISCAL YEARS 2019 AND 2020

	As of June 30, 2020	As of June 30, 2019
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 24,227,878	\$ 41,872,857
Restricted Cash and Cash Equivalents	5,003,681	6,109,591
Investments	4,347,363	3,622,275
Restricted Investments	-	-
Accounts Receivable, Net	11,533,077	10,313,726
Notes Receivable, Net (Note 1)	10,960	12,805
Due from Other Governmental Agencies (Note 2)	2,730,633	5,247,967
Due from Component Unit/College (Note 3)	448,702	472,777
Inventories	1,785,261	1,619,604
Prepaid Expenses (Note 4)	2,064,188	1,807,392
Deposits	-	-
Other Assets	-	-
Total Current Assets	\$ 52,151,742	\$ 71,078,994
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 27,408,574	\$ 5,918,941
Investments	4,951,171	4,271,927
Restricted Investments	-	-
Prepaid Expenses	-	-
Loans and Notes Receivable, Net	10,117	19,994
Depreciable Capital Assets, Net (Note 5)	146,351,754	153,388,110
Nondepreciable Capital Assets	-	2,116,952
Land	29,456,019	29,744,323
Other Assets	137,500	137,500
Total Noncurrent Assets	\$ 208,315,135	\$ 195,597,748
TOTAL ASSETS	\$ 260,466,877	\$ 266,676,741
DEFERRED OUTFLOWS OF RESOURCES (Note 6)		
Deferred Outflows - Pension FRS	\$ 18,092,013	\$ 20,326,170
Deferred Outflows - Pension HIS	4,030,768	3,696,510
Deferred Outflows - Other Post Employment Benefits	946,922	774,365
Total Deferred Outflows of Resources	\$ 23,069,703	\$ 24,797,044
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 283,536,580	\$ 291,473,786
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 5,967,816	\$ 5,536,987
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	3,543,242	3,712,765
Retainage Payable	167,323	167,323
Due to Other Governmental Agencies	1,120,813	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	8,407	15,504
Estimated Insurance Claims Payable	1,730,541	1,600,839
Deposits Held for Others (Note 8)	526,853	423,525
Long-Term Liabilities - Current Portion:		
Bonds Payable	-	-
Notes and Loans Payable (Note 9)	1,505,000	1,661,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Compensated Absences Payable	400,000	400,000
Net Pension Liability (Note 10)	323,047	433,681
Other Post Employment Benefits Payable (Note 11)	-	-
Total Current Liabilities	\$ 15,293,041	\$ 13,963,187

HILLSBOROUGH COMMUNITY COLLEGE
STATEMENT OF NET POSITION
AS OF JUNE 30,
FISCAL YEARS 2019 AND 2020

	As of June 30, 2020	As of June 30, 2019
Noncurrent Liabilities:		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	8,188,052	11,505,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Special Termination Benefits Payable	-	-
Compensated Absences Payable	3,737,304	2,707,845
Net Pension Liability (Note 10)	62,057,362	55,191,277
Other Post Employment Benefits Payable	1,647,502	1,498,849
Other Long-Term Liabilities	-	-
Total Noncurrent Liabilities	\$ 75,630,220	\$ 70,902,971
TOTAL LIABILITIES	\$ 90,923,262	\$ 84,866,158
DEFERRED INFLOWS OF RESOURCES (Note 6)		
Deferred Inflows - Pension FRS	\$ 3,311,127	\$ 4,205,500
Deferred Inflows - Pension HIS	2,091,194	2,533,540
Deferred Inflows - Other Post Employment Benefits	274,098	87,784
Total Deferred Inflows of Resources	\$ 5,676,419	\$ 6,826,824
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	\$ 96,599,681	\$ 91,692,982
NET POSITION		
Invested in Capital Assets, Net of Related Debt	\$ 168,200,579	\$ 175,981,192
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	3,228,529	2,847,838
Scholarships	391,473	220,867
Capital Projects	27,408,574	8,916,279
Debt Service	-	-
Unrestricted	(12,292,257)	11,814,627
Total Net Position	\$ 186,936,899	\$ 199,780,804
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$ 283,536,580	\$ 291,473,786

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

**FUND BALANCE SUMMARY
FOR FUNDS 1, 3, AND 6
AS OF JUNE 30, 2020**

	GL Code	(1) Current Funds - Unrestricted	(3) Auxiliary Funds	(6) Agency Funds	Total
Reserved for Encumbrance	30100	2,556,139.73	99,927.35	6,050.00	2,662,117.08
Fund Balance - Board Designated	30900	3,038,778.00	-	-	3,038,778.00
Fund Balance - Grantor	31000	-	-	-	-
Fund Balance - College	GLTB 31100	55,938,165.40	2,509,514.50	(5,050.00)	58,442,629.90
Net Change in Unrestricted Net Position per SNP	Class 4,5,6,7	(25,708,714.36)	(253,578.27)	-	(25,962,292.63)
Invested In Plant	31200	-	-	-	-
TOTAL RESERVE & UNALLOCATED FUND BALANCES		35,824,368.77	2,355,863.58	1,000.00	38,181,232.35
Amount Expected to be Financed in Future Yrs (negative number)	30800	(50,473,489.31)	-	-	(50,473,489.31)
TOTAL FUND BALANCES		(14,649,120.54)	2,355,863.58	1,000.00	(12,292,256.96)
Prior Year 6-30 Fund Balance		53,270,542.00			
Grand Total Revenues		127,926,513.65			
Total Funds Available		181,197,055.65			
Unencumbered Fund Balance		33,268,229.04			
Unencumbered Fund Balance as % of Total Funds Available		18.36%			
Total Fund Balance As Reported After GASB 68 and GASB 74/75					(12,292,256.96)
% of Total Funds Available					-6.78%

Hillsborough Community College
Income Statement
Current Unrestricted Fund
Period Ending June 30, 2020
(Dollars In Thousands)

YTD Actual to Budget Comparison

YTD Actual to Actual Comparison

REVENUE	<u>Budget</u>	<u>Actual**</u>	<u>Variance</u>			<u>Jun-20**</u>	<u>Jun-19*</u>	<u>Variance</u>	
			\$	%				\$	%
Student Tuition and Fees	\$60,412	\$55,907	-\$4,505	-7%		\$55,907	\$57,279	-\$1,372	-2%
Support From State Government	\$69,782	\$68,846	-\$936	-1%		\$68,846	\$66,352	\$2,494	4%
Other Revenue	\$2,616	\$3,173	\$557	21%		\$3,173	\$3,673	-\$500	-14%
Total Revenue	\$132,811	\$127,927	-\$4,884	-4%		\$127,927	\$127,304	\$623	0%
Allocated Funds									
Prior Year Carryover Funds	\$6,026								
Increase in FTE revenue	\$200								
Beginning Fund Balance	\$47,982								
Non Mandatory Fund Balance Transfer	-\$20,000								
Total Available	\$167,019								
	<u>YTD</u>	<u>YTD</u>	<u>Variance</u>					<u>Variance</u>	
	<u>Budget</u>	<u>Actual**</u>	<u>\$</u>	<u>%</u>		<u>Jun-20**</u>	<u>Jun-19*</u>	<u>\$</u>	<u>%</u>
EXPENDITURES									
Personnel Costs									
Full Time Salaries	\$54,157	\$52,530	-\$1,627	-3%		\$52,530	\$50,743	\$1,787	4%
Part Time Salaries	\$19,519	\$20,366	\$847	4%		\$20,366	\$19,975	\$391	2%
Fringe Benefits	\$24,040	\$30,114	\$6,074	25%		\$30,114	\$23,430	\$6,684	29%
Salary Attrition Funds	\$1,395	\$0	-\$1,395	0%		\$0	\$0	\$0	0%
Regular Termination	\$483	\$187	-\$297	-61%		\$187	\$170	\$17	10%
Total Personnel Costs	\$99,594	\$103,196	\$3,602	4%		\$103,196	\$94,319	\$8,877	9%
Current Expenses									
Travel	\$1,062	\$439	-\$623	-59%		\$439	\$670	-\$231	-34%
Telephones & Utilities	\$4,708	\$4,161	-\$546	-12%		\$4,161	\$4,095	\$67	2%
Professional Fees	\$1,587	\$1,050	-\$537	-34%		\$1,050	\$1,090	-\$39	-4%
Repairs & Maintenance	\$3,916	\$2,828	-\$1,087	-28%		\$2,828	\$2,554	\$274	11%
Insurance	\$2,075	\$1,941	-\$134	-6%		\$1,941	\$1,756	\$184	11%
Other Services	\$14,264	\$10,501	-\$3,763	-26%		\$10,501	\$10,984	-\$483	-4%
Materials & Supplies	\$3,015	\$1,581	-\$1,434	-48%		\$1,581	\$1,870	-\$289	-15%
All Other Current Expenses	\$7,077	\$26,380	\$19,303	273%		\$26,380	\$6,946	\$19,434	280%
Total Current Expenses	\$37,703	\$48,882	\$11,179	30%		\$48,882	\$29,965	\$18,917	63%
Total Personnel & Current Expenses	\$137,297	\$152,078	\$14,781	-2%		\$152,078	\$124,284	\$27,794	4%
Capital Outlay									
Equipment	\$392	\$351	-\$42	-11%		\$351	\$391	-\$41	-10%
Buildings	\$1,357	\$1,207	-\$150	-11%		\$1,207	\$2,179	-\$972	-45%
Total Capital Outlay	\$1,749	\$1,558	-\$192	-11%		\$1,558	\$2,570	-\$1,012	-39%
Total Expenditures	\$139,046	\$153,635	\$14,589	10%		\$153,635	\$126,854	\$26,782	21%
Estimated Fund Balance June 30, 2020	\$27,973								
Total Accounted For	\$167,019								
Excess/(Deficit) Revenues Over Expenses	<u>\$0</u>	<u>-\$25,709</u>				<u>-\$25,709</u>	<u>\$450</u>		

* June 2019 actuals are restated from June 2019 BOT to match audited AFR results.

** June 2020 dramatic increase in All Other Current Expenses is due to the \$20M Board approved fund transfer from Fund 10 to Fund 71.

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

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 July 2020 financial statements and related documents are included for review.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To obtain Board approval for the monthly financial statements.

LEGAL AUTHORITY:

Sections 1001.64; 1001.65, Florida Statutes

RECOMMENDATION:

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

	MONTH			YEAR-TO-DATE				
	<u>Current</u> <u>Actual</u>	<u>Prior Year</u> <u>Actual</u>	<u>% Var</u> <u>Prior Yr</u>	<u>Budget</u>	<u>Current</u> <u>Actual</u>	<u>% of</u> <u>Budget</u>	<u>Prior Year</u> <u>Actual</u>	<u>% Var</u> <u>Prior Yr</u>
<u>Revenues</u>								
Student Tuition and Fees ⁽¹⁾	\$19,442	\$19,182	1%	\$19,557	\$19,442	99%	\$19,182	1%
Support from State Government ⁽²⁾	\$4,851	\$5,127	-5%	5,211	\$4,851	93%	\$5,127	-5%
Other Revenue ⁽³⁾	\$193	\$302	-36%	280	\$193	69%	\$302	-36%
Total Revenue	\$24,485	\$24,610	-1%	\$25,048	\$24,485	98%	\$24,610	-1%
% of Revenues From State Govt.	20%	21%		21%	20%		21%	
<u>Operating Expenses</u>								
Instructional Salaries & Benefits	\$1,628	\$1,393	17%	\$1,507	\$1,628	108%	\$1,393	17%
Other Salaries & Benefits	3,494	3,123	12%	4,226	3,494	83%	3,123	12%
Total Personnel Costs ⁽⁴⁾	\$5,122	\$4,516	13%	\$5,733	\$5,122	89%	\$4,516	13%
Other Expenses ⁽⁵⁾	\$2,428	\$3,010	-19%	\$3,294	\$2,428	74%	\$3,010	-19%
Total Operating Expenses	\$7,550	\$7,526	0%	\$9,028	\$7,550	84%	\$7,526	0%
<u>Capital Outlay</u>	\$12	\$297	-96%	\$13	\$12	88%	\$297	-96%
Total Expenses	\$7,562	\$7,823	-3%	\$9,041	\$7,562	84%	\$7,823	-3%
Excess/(deficit) Revenues Over Expenses	\$16,924	\$16,787		\$16,007	\$16,924		\$16,787	

NOTES:

(1) The current month increase of \$260K in Student Tuition and Fees is primarily due to the decrease in overall enrollment for 20/FA offset by the new Distance Learning Fee which started 20/FA.

(2) The current month decrease of \$276K in Support from State Government is due the funding cuts made by the State of Florida due to the economic impact of the COVID -19 pandemic.

(3) The current month decrease of \$108K in Other Revenue is primarily due to a \$24K monthly decrease in Child Care revenue, a \$57K monthly decrease in Facilities Use revenue and a \$60K decrease in Interest revenue in July FY21 compared to July FY20.

(4) The current month increase of \$606K in Personnel Costs is due to the July FY21 increase in Health Insurance Contributions compared to FY20.

(5) The current month decrease of \$582K in Other Expenses is due to a \$262K decrease in Telephone & Utilities, a \$123K decrease in Repairs & Maintenance, and a \$453K decrease in Other Services, offset by a \$114K increase in Rentals, a \$253K increase in Data Software and a \$104K increase in Scholarship and Waivers expenses in July FY21 compared to July FY20.

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

KEY PERFORMANCE INDICATORS

<u>STAFF FTEs</u>			<u>STUDENT FTEs ⁽²⁾</u>			
	<u>July 2020</u>	<u>July 2019</u>	<u>Term</u>	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>
Instructional Faculty FTEs ⁽¹⁾	402	417	FALL	5,552	6,550	6,595
All Other Staff FTEs	850	910				
Total FTEs	1,252	1,327				
% of Instructional FTEs	32%	31%	TOTAL	5,552	6,550	6,595
			Total Target FY 20-21 ⁽²⁾	22,495		
	<u>July 2020</u>	<u>July 2019</u>				
Actual Head Count Instruct. Faculty	595	652				
Actual Head Count All Other Staff	1,077	1,215				
Total Actual Head Count	1,672	1,867				

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>July 2020</u>	<u>July 2019*</u>
Current Ratio (Current Assets/Current Liabilities)	6.45	10.00
Return On Net Assets (Fund Balance After to GASB 68 & GASB 75/Total Assets)	2%	9%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	8%	8%
Fund Balance as a % of Funds Available (Fund Balance After to GASB 68 & GASB 75/Total Funds Available)	2.44%	15.55%
Days Unrestricted Cash on Hand (Unrestricted Cash & Cash Equiv./Daily Operating Expenses)	56	98

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.

* July 2019 ratios and percentages are restated from July 2019 BOT to match the post FY19 audit presentation.

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

	As of July 31, 2020	As of July 31, 2019
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 20,274,723	\$ 36,490,690
Restricted Cash and Cash Equivalents	4,590,105	3,981,324
Investments	4,347,363	3,622,275
Restricted Investments	-	-
Accounts Receivable, Net	25,492,716	26,178,814
Notes Receivable, Net (Note 1)	10,960	11,754
Due from Other Governmental Agencies (Note 2)	3,357,180	3,896,270
Due from Component Unit/College (Note 3)	184,746	7,585
Inventories	1,785,261	1,619,604
Prepaid Expenses (Note 4)	1,787,988	1,769,287
Deposits	-	-
Other Assets	-	-
Total Current Assets	\$ 61,831,041	\$ 77,577,603
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 30,958,135	\$ 11,004,023
Investments	4,951,171	4,271,927
Restricted Investments	-	-
Prepaid Expenses	-	-
Loans and Notes Receivable, Net	10,117	19,994
Depreciable Capital Assets, Net (Note 5)	146,351,754	153,388,110
Nondepreciable Capital Assets	-	2,116,952
Land	29,456,019	29,744,323
Other Assets	137,500	137,500
Total Noncurrent Assets	\$ 211,864,695	\$ 200,682,829
TOTAL ASSETS	\$ 273,695,736	\$ 278,260,432
DEFERRED OUTFLOWS OF RESOURCES (Note 6)		
Deferred Outflows - Pension FRS	\$ 18,092,013	\$ 20,354,381
Deferred Outflows - Pension HIS	4,030,768	3,696,461
Deferred Outflows - Other Post Employment Benefits	946,922	774,365
Total Deferred Outflows of Resources	\$ 23,069,703	\$ 24,825,206
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 296,765,439	\$ 303,085,638
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 1,818,544	\$ 1,830,613
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	3,485,143	2,551,246
Retainage Payable	167,323	167,323
Due to Other Governmental Agencies	1,120,813	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	3,430	18,384
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	759,024	680,430
Long-Term Liabilities - Current Portion:		
Bonds Payable	-	-
Notes and Loans Payable (Note 9)	1,505,000	1,661,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Compensated Absences Payable	400,000	400,000
Net Pension Liability (Note 10)	323,047	433,681
Other Post Employment Benefits Payable (Note 11)	-	-
Total Current Liabilities	\$ 9,582,323	\$ 7,754,240

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

	As of July 31, 2020	As of July 31, 2019
Noncurrent Liabilities:		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	8,188,052	11,481,606
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Special Termination Benefits Payable	-	-
Compensated Absences Payable	3,737,304	2,614,936
Net Pension Liability (Note 10)	62,057,362	55,191,277
Other Post Employment Benefits Payable	1,647,502	1,498,849
Other Long-Term Liabilities	-	-
Total Noncurrent Liabilities	\$ 75,630,220	\$ 70,786,668
TOTAL LIABILITIES	\$ 85,212,543	\$ 78,540,908
DEFERRED INFLOWS OF RESOURCES (Note 6)		
Deferred Inflows - Pension FRS	\$ 3,311,127	\$ 4,205,500
Deferred Inflows - Pension HIS	2,091,194	2,533,540
Deferred Inflows - Other Post Employment Benefits	274,098	87,784
Total Deferred Inflows of Resources	\$ 5,676,419	\$ 6,826,824
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	\$ 90,888,962	\$ 85,367,732
NET POSITION		
Invested in Capital Assets, Net of Related Debt	\$ 168,200,579	\$ 175,981,192
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	3,252,161	2,843,044
Scholarships	1,064,643	691,487
Capital Projects	28,835,224	10,089,896
Debt Service	-	-
Unrestricted	4,523,871	28,112,288
Total Net Position	\$ 205,876,477	\$ 217,717,907
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$ 296,765,439	\$ 303,085,639

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

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

	GL Code	(1) Current Funds - Unrestricted	(3) Auxiliary Funds	(6) Agency Funds	Total
Reserved for Encumbrance	30100	69,129.16	-	-	69,129.16
Fund Balance - Board Designated	30900	3,038,778.00	-	-	3,038,778.00
Fund Balance - Grantor	31000	-	-	-	-
Fund Balance - College	GLTB 31100	32,716,461.61	2,355,863.58	1,000.00	35,073,325.19
Net Change in Unrestricted Net Position per Statement of Net Position	Class 4,5,6,7	16,923,788.98	(107,661.10)	-	16,816,127.88
Invested In Plant	31200	-	-	-	-
TOTAL RESERVE & UNALLOCATED FUND BALANCES		52,748,157.75	2,248,202.48	1,000.00	54,997,360.23
Amount Expected to be Financed in Future Yrs (negative number)	30800	(50,473,489.31)	-	-	(50,473,489.31)
TOTAL FUND BALANCES		2,274,668.44	2,248,202.48	1,000.00	4,523,870.92
Prior Year 6-30 Fund Balance		53,270,542.00			
Grand Total Revenues		132,217,601.00			
Total Funds Available		185,488,143.00			
Unencumbered Fund Balance		52,679,028.59			
Unencumbered Fund Balance as % of Total Funds Available		28.40%			
Total Fund Balance As Reported After GASB 68 and GASB 74/75					4,523,870.92
% of Total Funds Available					2.44%

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

	YTD Actual to Budget Comparison				YTD Actual to Actual Comparison			
REVENUE	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> \$	%	<u>Jul-20</u>	<u>Jul-19</u>	<u>Variance</u> \$	%
Student Tuition and Fees	\$19,557	\$19,442	-\$115	-1%	\$19,442	\$19,182	\$260	1%
Support From State Government	\$5,211	\$4,851	-\$361	-7%	\$4,851	\$5,127	-\$276	-5%
Other Revenue	\$280	\$193	-\$87	-31%	\$193	\$302	-\$108	-36%
Total Revenue	\$25,048	\$24,485	-\$563	-2%	\$24,485	\$24,610	-\$125	-1%
EXPENDITURES	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u> \$	%	<u>Jul-20</u>	<u>Jul-19</u>	<u>Variance</u> \$	%
Personnel Costs								
Full Time Salaries	\$1,734	\$1,421	-\$312	-18%	\$1,421	\$1,667	-\$246	-15%
Part Time Salaries	\$1,966	\$1,620	-\$346	-18%	\$1,620	\$1,648	-\$28	-2%
Fringe Benefits	\$2,021	\$2,059	\$39	2%	\$2,059	\$1,184	\$875	74%
Regular Termination	\$13	\$21	\$8	61%	\$21	\$17	\$4	23%
Total Personnel Costs	\$5,733	\$5,122	-\$611	-11%	\$5,122	\$4,516	\$606	13%
Current Expenses								
Travel	\$64	\$8	-\$56	-88%	\$8	\$75	-\$68	-90%
Telephones & Utilities	\$339	\$130	-\$209	-62%	\$130	\$391	-\$261	-67%
Professional Fees	\$69	\$48	-\$21	-31%	\$48	\$129	-\$81	-63%
Repairs & Maintenance	\$1,039	\$701	-\$338	-33%	\$701	\$825	-\$123	-15%
Insurance	\$184	\$155	-\$29	-16%	\$155	\$120	\$36	30%
Other Services	\$683	\$599	-\$85	-12%	\$599	\$1,052	-\$453	-43%
Materials & Supplies	\$63	\$59	-\$4	-6%	\$59	\$93	-\$34	-36%
All Other Current Expenses	\$853	\$728	-\$125	-15%	\$728	\$324	\$403	124%
Total Current Expenses	\$3,294	\$2,428	-\$866	-26%	\$2,428	\$3,010	-\$582	-19%
Total Personnel & Current Expenses	\$9,028	\$7,550	-\$1,478	-2%	\$7,550	\$7,526	\$24	4%
Capital Outlay								
Equipment	\$13	\$2	-\$11	-81%	\$2	\$9	-\$6	-72%
Buildings	\$0	\$9	\$9	#DIV/0!	\$9	\$288	-\$279	-97%
Total Capital Outlay	\$13	\$12	-\$2	-12%	\$12	\$297	-\$285	-96%
Total Expenditures	\$9,041	\$7,562	-\$1,479	-16%	\$7,562	\$7,823	-\$261	-3%
Excess/(Deficit) Revenues Over Expenses	<u>\$16,007</u>	<u>\$16,924</u>			<u>\$16,924</u>	<u>\$16,787</u>		