



DISTRICT BOARD OF TRUSTEES BOARD MEETING

**DECEMBER 9, 2020
4:00 PM**

LOCATION:

**DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER BOARD ROOM**

PUBLIC ACCESS:

VIA ZOOM

CLICK HERE TO JOIN:

<https://hccfl.zoom.us/j/98443158827>

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, DECEMBER 9, 2020 – 4:00 P.M.
VIA ZOOM**

<https://hccfl.zoom.us/j/98443158827>

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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 **October 28, 2020 Board Meeting minutes** and the **November 9, 2020 Board Workshop 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). 18

CONSENT 5.03 The President recommends acknowledgment of **employment separations** (submitted herein for your review). 20

5.04 The President **recommends approval of** revisions to page 12 of the 2020-2021 Salary Schedule increasing the Grade 1 minimum hourly rate from \$8.56 to \$8.65 effective January 1, 2021, in accordance with Florida law (submitted herein for your review). 22

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01 The President recommends approval of the **2021-2022 College Calendar** (submitted for your review). 25

7.0 INSTITUTIONAL SERVICES

7.01 The President recommends **acknowledgement of receipt of the Foundation's IRS Form 990** for Fiscal Year 2019-2020 and that the Board certify that the Foundation is operating in a manner consistent with the goals of the College and the State of Florida (submitted for your review). 29

8.0 FINANCIAL SERVICES

8.01 The President recommends **award of Invitation to Negotiate #2839-21** and to **enter into a contract** with Tampa East Holdings, LLC [d/b/a **Hilton Garden Inn Tampa East Brandon**] as the primary Contractor, and to enter into a contract with LCP Tampa East Investment, LLC [d/b/a **Sheraton Tampa East**] as a backup Contractor, to provide hotel accommodation services for adult incumbent workers who will be receiving training at the College's Brandon Campus under a contract between HCC and their employer to earn industry certifications for a three-year period beginning January 10, 2021 through December 11, 2021 with the option to renew for two (2) additional years, one (1) year at a time (submitted herein for your review). 31

8.02 The President recommends **approval of the transfer of \$18,915,000** from the Unrestricted Fund Balance in Fund 1, the General Fund, to Fund 7, the Unexpended Plant Fund (submitted herein for your review). 32

8.03 The President recommends approval of the **August 2020 Financial Statements** (submitted herein for your review). 36

8.04	The President recommends approval of the September 2020 Financial Statements (submitted herein for your review).	43
8.05	The President recommends approval of the October 2020 Financial Statements (submitted herein for your review).	50
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9.0 ADMINISTRATIVE REPORT

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

12.0 ADJOURNMENT

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, OCTOBER 28, 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

- 1.02.01 Mr. Reid asked that we keep the family of student Luke Cosgrove in our thoughts. A graduate of HCC's EMT program, Luke was attending classes at the Dale Mabry Campus this semester and recently passed away.

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:

- Mr. Randall Reid
- Mrs. Dipa Shah
- Mrs. Betty Viamontes
- 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 September included:

- \$351K YTD in Total Revenue;
- \$117K YTD in Events Revenue;
- \$635K YTD in Net Gains on Investments; and
- \$13.7M in Ending Net Assets.

1.06.02 USAA increased their sponsorship of the Veterans Symposium to \$20,000, bringing their total overall donation to \$30,000.

1.06.03 The Foundation was able to match \$109,000 in donor gifts with STEM grant matching endowment dollars.

1.06.04 The annual fishing tournament was an overwhelming success. The turnout was high and netted over \$70,000, almost 10% more than last year.

1.06.05 A summary of activities and donations received in September totaled \$360,855. Donors included:

- *The Children's Board of Hillsborough County*
- *Suncoast Credit Union Foundation*
- *Community Foundation of Tampa Bay, Inc.*
- *Tampa Electric Company*
- *Nielsen*
- *EWI Construction, LLC*
- *Gilbane Building Company*
- *Junior League of Tampa, Inc.*
- *ASI Landscape Management*
- *B&I Contractors, Inc.*
- *BayCare Health System*
- *Caspers Company McDonalds*
- *Hepner Architects, Inc.*
- *Raynor Company Group*
- *REP Architects*
- *RoyalAire Mechanical Services, Inc.*
- *Tampa Bay Trane*
- *TLC Engineering Solutions*
- *Nuts, Bolts & Thingamajigs*
- *Lucila Ramiro*
- *Anthony Borrell*

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 **September 23, 2020 Board Meeting Minutes**.

Mrs. Viamontes made a motion of approval, seconded by Mrs. Dipa. 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.

- 5.04 The President recommended approval of **Memorandum of Understanding 2020-21** related to the impact of COVID-19 on provisions of the Collective Bargaining Agreement.

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 terminations, program modifications, new programs and program termination** to be effective fall 2021, unless otherwise noted.

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

- 6.02 The President recommended approval of the **new course fees** to be effective spring 2021, unless otherwise noted.

Mrs. Shah asked if students would be able to go to the Foundation for assistance in paying these fees. Dr. Atwater advised yes.

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

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended approval of the **District Board of Trustees' Self Evaluation Form** for Fiscal Year 2020-2021.

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.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the **June 2020 Financial Statements**.

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.

Mrs. Viamontes questioned the accrual of staff vacation time and if the College was encouraging staff to take time off. Mr. Erdman advised that during the pandemic, there was nothing to do and no place to go, so many employees did not use their vacation leave. Additionally, the College reminds each employee of accrued time and that any vacation hours accrued over 330 hours would be lost at the end of the year.

Mrs. Viamontes stated that revenues are going down and expenses are going up. She asked that Mr. Erdman explain the \$20M transfer from fund balance. Mr. Erdman advised the \$20M was transferred from Fund Balance to Fund 7 and that this money is a “transfer” and not an expense.

Mrs. Shah asked about the 4% Return on Net Assets. Mr. Erdman advised that this was due to the fund transfer and will turn positive again in July 2021.

8.02 The President recommended approval of the **July 2020 Financial Statements**.

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 introduced Wayne Dunkelberger, Creative Director, and Cory Heck, Design Manager for Baker Barrios Architects. Mr. Dunkelberger gave a brief presentation of the design of the new District Administrative Offices.

Mrs. Viamontes asked about the building’s energy efficiency and the impact a hurricane would have on this design. Mr. Dunkelberger advised that to maximize efficiency and shading, the building’s windows will have a high performance glazing as well as horizontal shading devices built in. An energy efficiency model was completed which did drive the location of the building on the site. He added that the building will be built to maximum wind standards and requirements.

Brig.Gen. Diehl asked for a workshop to further discuss the new District Administrative Offices. *[A Board Workshop was held on November 9, 2020]*. Mrs. Shah agreed and added that this would give the Board an opportunity to come up with additional questions they may have. Mrs. Shah also stated that she would like to see a space for the Foundation to entertain.

Mrs. Viamontes reminded the Board that the College is under monetary constraints and will also need to be out of the current building fairly quickly.

9.02 Dr. Atwater introduced Dr. Paul Nagy, Strategic Planning and Analysis. Dr. Nagy provided a brief presentation on enrollment.

Leif Penrose, Dean of Health Sciences, gave a brief presentation on the College's COVID-19 pandemic response.

Mrs. Shah stated that she would like to have the College's pandemic response information so that she may share and highlight the work Dean Penrose and his team has done. *[This information was forwarded to Mrs. Shah on November 18, 2020]*. Dr. Atwater advised he would provide her that information.

Al Erdman, Chief Financial Officer, gave a brief presentation on the College's financial position for the remainder of the 2020-21 fiscal year. Mrs. Viamontes stated that the job the College has done to control costs is reflected in Fund Balance. She thanked Dr. Atwater for ensuring the College remain fiscally responsible during these difficult times.

Mrs. Shah asked how the CARES funding would be allocated. Dr. Atwater advised that the majority of the care funds, approximately \$4M, would go to classroom retrofit. He added that funds will also be used to offset the cost of personal protective equipment and other related items needed to prepare the College to receive students during the pandemic. Mrs. Shah expressed concern that the CARES funding was to provide paycheck protection; however, the College is reducing part time staff.

Brig. Gen. Diehl assed that he would like to discuss the CARES funding, Distance Learning and the demise of USF's College of Education at the December Board workshop. Dr. Atwater advised yes.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Mrs. Viamontes advised that she reviewed and discussed the Board's evaluation of the president with Dr. Atwater. She stated that she spent several hours going over Dr. Atwater's lengthy report but that not everyone has the financial or statistical background to comprehend that much information. She added that she would like to see an executive summary of the president's performance, along with the detailed report. Mr. Reid agreed. Dr. Atwater reminded the Board that the evaluation criteria was set by a previous Board and that is why the report is so detailed. Mrs. Viamontes stated that she did not necessarily want a shorter report, rather just the addition of an executive summary. Brig.Gen. Diehl added that he would like to discuss this at a workshop as well.

Mr. Reid stated that the President's evaluation average of 3.68, under his contract terms, entitles him to a salary increase; however, Dr. Atwater has agreed to waive his raise in light of the College's financial position. Dr. Atwater also thanked staff for stepping up, making sacrifices and helping to manage and minimize cuts.

Mrs. Shah made a motion to accept Dr. Atwater's offer to forgo his contractual obligation for a raise, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 11.02 Mrs. Shah thanked the Foundation for a great job on the annual fishing tournament. She also thanked everyone for their hard work during the pandemic. Mrs. Shah added that she would like to see a note sent from the Board to the staff thanking them for everything they've done. *[The Board's thank-you note was sent to the HCC Community on November 30, 2020]*. Dr. Atwater stated that he would be glad to assist in crafting that note.
- 11.03 Mrs. Viamontes stated that she liked the presentations but in the future would like to see the costs associated with the areas discussed.
- 11.04 Mr. Wills congratulated the College on being able to triple the number of students taking online courses.
- 11.05 Mr. Reid stated that, in relation to the new District Administrative Offices, the goal is to build a cost-efficient, functional building and have funds left over. If the Board is going to make changes that might alter the construction timeline, it is extremely important that these changes are finalized as soon as possible to keep everyone on schedule.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:59 p.m.

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD WORKSHOP
MONDAY, NOVEMBER 9, 2020 – 10:30 A.M.
VIA ZOOM
MINUTES**

The Board Workshop commenced at 10:32 a.m.

The following Trustees were in attendance:

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

Dr. Atwater advised that the purpose of the workshop was to discuss the design of the new District Administrative Offices to be built at the Dale Mabry Campus. Dr. Atwater introduced Wayne Dunkelberger, Chief Creative Officer, and Cory Heck, Associate, at Baker Barrios Architects.

Mr. Dunkelberger gave a brief overview of the site plan and building design to date.

Mrs. Shah stated that she would like to see the campus from the large conference room. Brig.Gen. Diehl agreed with Mrs. Shah. Mr. Dunkelberger provided a visual of what the site plan would look like with the building “flipped” to face the parking lot and campus.

Brig.Gen. Diehl asked what the vision is for the Dale Mabry Campus and what the site will look like in 2030. Dr. Atwater advised that the new administration building would probably be the last new building constructed on the campus for many years.

Mrs. Viamontes asked what the impact would be on parking. Mr. Dunkelberger advised there would be plenty of parking for both the new building and future expansion.

Brig.Gen. Diehl asked if the president’s office would have a restroom. Mr. Erdman, Chief Financial Officer, advised yes. Brig.Gen. Diehl asked if there were breakrooms on each floor. Mr. Dunkelberger advised that there are spaces for staff to take breaks.

Brig.Gen. Diehl asked if Mr. Dunkelberger could explain what a modern office building looks like. Mr. Dunkelberger advised most new offices have both open and closed areas, blended together but that the office has to be designed to allow each user to experience both of those things which encourages creativity and collaboration. Mr. Dunkelberger stated that he would send renderings of offices that show what he is talking about. Brig.Gen. Diehl added that he

did not see “collaboration areas” on the design and that the design does not look like a 2020 building to him. Mr. Dunkelberger advised that these plans are just the floor plans and do not show furniture. Mr. Erdman stated that the next set of plans they bring to the Board will show all of these things but that the design is not there yet. Mr. Reid added that the building will absolutely be as “future-proof” as possible.

Mrs. Shah stated she had the same concerns about this not being a “modern building”. Brig.Gen. Diehl expressed concerns that this building may be too small for future opportunities; asking what the role the roof will play and if a fourth floor can be added, for solar power or socialization.

Mr. Reid stated that if the College wants to make this building bigger, it can, but there would be nothing in that additional space currently and it would use up all of the available funds. Mrs. Shah added that she did not agree that the building should be bigger and going forward, may not be necessary with the rise of virtual working and virtual collaboration. Mr. Reid and Mrs. Viamontes agreed. Brig.Gen. Diehl added that bringing out the footprint a few more feet in each direction would provide additional space. Mr. Dunkelberger advised if the College wants to be able to use the roof, they would need to reinforce some of that area and take the elevator up another floor, which would have a magnitude of cost. He added that bringing the walls out a few feet is something they could accommodate with little impact to the budget. Mr. Erdman stated that they are also looking at moving the stairs to the outside of the building which would add about 1,500 square feet to the interior of the building. Brig.Gen. Diehl stated that he liked the idea of having stairs on the outside of the building so long as they are aesthetically pleasing.

Dr. Atwater added that as the College expands its program offerings, they would not be housed in this building.

Brig.Gen. Diehl asked if solar panels were placed on the roof, would there still be access to the roof for events. Mr. Dunkelberger advised that they would still need to take the elevator up another floor and structurally upgrade the roof level. Brig.Gen. Diehl asked for a cost estimate to be able to use the roof level as well as the cost to move information technology and cyber security to this building. *[This information was sent to the Board on November 20, 2020].*

Dr. Atwater asked Mr. Erdman to provide a current cost estimate for the construction of the new building. Mr. Erdman stated that the construction costs for the building is currently \$14.3M including overhead, profit and 3% construction cost contingency, but does not include Baker Barrios’ fee, any other consultants, owner or architect construction contingency, furniture, fixtures or moving costs. Mrs. Viamontes asked what the additional costs will be. Mr. Erdman said his best guess would be \$1.2M for Baker Barrios Architects; \$800K for furniture; \$1M for owner and architect; and \$200K for moving costs for a rough total somewhere between \$17M and \$18M.

Dr. Atwater thanked Baker Barrios for their presentation and providing additional information for the Board. Mrs. Shah also thanked everyone that presented.

The meeting adjourned at 11:46 a.m.

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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:

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
DECEMBER 9, 2020 BOARD MEETING

ADMINISTRATOR

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Anzalone Graci, Alessandro	Dean, AS Degree Programs	AFC0300009	Brandon	01/04/21
Kish Johansen, Deborah	Campus President	AFC0600001	Brandon	01/04/21
Lightfoot Bisson, Andrea	Director, Benefits and Wellness	AFC0100012	District	11/30/20

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Adjiri, Alle	Mathematics Instructor	FFC10090	Ybor City	01/07/21
Bross, Lawrence*	Computer Science Instructor	FFC40013	Dale Mabry	01/07/21
Levin, Daniel*	Mathematics Instructor	FFC3T281	Dale Mabry	01/11/21
Mostafa, Abdelelah*	Mathematics Instructor	FFC3T294	Brandon	01/07/21
Rockefeller, Randall	Computer Science Instructor	FFC30171	Brandon	01/04/21
Voigt, Jeanette*	Mathematics Instructor	FFC10019	Dale Mabry	01/11/21

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
D'Agustino, Stephanie	Academic Advisor	EFC0600090	Brandon	11/12/20
Leaton, Raydon	Academic Advisor	EFC0600088	Brandon	01/04/21
McCarthy, Lianne	Curriculum Designer	EFC1000092	Coll. Studio	11/05/20
Miranda Rivera, Laura	Academic Advisor	EFC0600093	Ybor City	01/04/21
Stewart, Michelle	Project Manager	EFC1000091	Coll. Studio	11/05/20

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Eisenhart-Mora, Catherine	Academic Records Associate	NFC0400092	Coll. Studio	11/02/20
Patton, Chauncey	Testing Supervisor	NFC0400041	Dale Mabry	11/16/20

*Full-Time Temporary

**Full-Time Temporary/Grant-Funded

FULL-TIME APPOINTMENTS
DECEMBER 9, 2020 BOARD MEETING

PROMOTION

<u>NAME</u>	<u>FROM</u>	<u>CAMPUS</u>	<u>TO</u>	<u>CAMPUS</u>	<u>START DATE</u>
Baker, Aretha*	Accountant II	District	Financial Services Manager	District	11/12/20
Malcolm, Jelani*	Financial Aid Counselor	SouthShore	Financial Aid Manager	Coll. Studio	11/02/20
Mayo, Tara*	Financial Aid Technician	Dale Mabry	Financial Aid Counselor	Coll. Studio	11/05/20
Riddlehoover, William*	Public Safety Officer	Dale Mabry	Public Safety Supervisor	SouthShore	12/25/20
Wood, Simone*	Student Svcs Advising Generalist	Ybor City	PSAV Coordinator	Ybor City	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:

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/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
DECEMBER 9, 2020 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Bogush, John	Adj Law Enforcement NC Instructor	FPNN0017	Ybor City	11/02/20
Cabbage, Asa	Adj History Instructor	FPNC0463	SouthShore	10/26/20
Jones, Amanda	Adj Chemistry Instructor	FPNC0120	Plant City	01/11/21
Martin, Matthew	Adj Law Enforcement NC Instructor	FPNN0062	Ybor City	11/09/20
Toole, Steven	Adj Law Enforcement NC Instructor	FPNN0062	Ybor City	11/09/20
Viggiano, Mark	Adj Apprenticeship Instructor	FPNN0040	Plant City	11/09/20
Williams, Deniece	Adj Mathematics Instructor	FPNC0413	SouthShore	01/01/21

NON-FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Brundage, Emily	PT Technician	ZPP20111	Dale Mabry	11/02/20
Bushman, Haley	PT Technician	ZPP20111	Dale Mabry	11/12/20
Clermont, Bleck	PT Assistant	ZPP10215	Brandon	11/12/20
Gary, Antonia	PT Associate	ZPP50033	Dale Mabry	11/02/20
Gentry, Mark*	PT Technician	ZPP2V013	Dale Mabry	11/12/20
Lostal-Bolden, Lygia	PT Technician	ZPP20046	Brandon	11/18/20
Reyes, Azucena	PT Technician	ZPP20087	Ybor City	12/03/20
Ritondaro, Paul	PT Technician	ZPP20111	Dale Mabry	11/19/20
Sandoval, Esther*	PT Associate	ZPP5V200	Coll. Studio	11/12/20
Young, Luigi	PT Associate	ZPP50033	Dale Mabry	11/02/20

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:

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

RECOMMENDATION:

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

Initiator

Date

Vice President/ President/Exec Dir of Human Resources

Date

District President

Date

FULL-TIME SEPARATIONS
DECEMBER 9, 2020 BOARD MEETING

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Perez Consuegra, Laura	Cashier Clerk Finance	Dale Mabry	01/06/20	11/10/20
Furlow, Cynthia	Cashier Clerk Finance	Brandon	05/13/19	11/20/20
Robinson, Stephen	HVAC Station Operator	Brandon	08/01/13	10/29/20
Spiker, Derek	PSAV Coordinator	Ybor City	04/30/20	12/01/20
Sapia, Louis	Computer Science Instructor	Dale Mabry	08/16/18	11/02/20

RETIREMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Bulnes, Josette	Foundation Manager	District	03/31/08	01/29/21
Hervey, Robert	Mathematics Instructor	Dale Mabry	08/20/98	12/08/20

TERMINATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Michael, George*	Special Projects Trainer	Brandon	08/06/20	11/09/20

EXPIRATION OF GRANT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Berrien, Jacqueline**	Academic Advisor	Ybor City	01/03/13	12/18/20
Faulkner, Marva**	Academic Advisor	Ybor City	01/03/13	12/18/20
Joseph, Adriane*	Program Analyst	Ybor City	03/27/14	12/18/20
Spencer-Davis, Janette**	Academic Advisor	Ybor City	10/25/12	12/18/20

* Full-Time Temporary

** Full-Time Temporary/Grant Funded

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.04

BACKGROUND AND PERTINENT FACTS:

This item provides revision to the Salary Schedule for FY 2020-2021 to update minimum wage in accordance with Florida law effective January 1, 2021.

ECONOMIC IMPACT:

Funds used for these items are currently budgeted.

OBJECTIVE:

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

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends Board approval of revisions to page 12 of the 2020-2021 Salary Schedule increasing the Grade 1 minimum hourly rate from \$8.56 to \$8.65 effective January 1, 2021, in accordance with Florida law (submitted herein for your review).

Initiator

Date

Vice President/ President/Exec Dir of Human Resources

Date

District President

Date

PART-TIME STAFF SALARY TABLE

HOURLY WAGE SCHEDULE					
Grade	Min-Max	Class Title	Class Code	Associated Work	Entry Wage
1	\$8.65-\$8.89	Part-time Student Assistant	Z0102	Student Assistant	\$8.56
		Part-time Federal Work Study Assistant	Z0101	Federal Work Study (CWSP)	\$8.56
				Federal Work Study (CWSP) America Reads	\$8.56
				Supplemental Instruction Leader	\$8.62
		Part-time Assistant	Z0100	Performs routine, simple tasks not requiring specialized knowledge or skills. Work typically consists of routine duties that follow standardized procedures or operation. <i>Examples: Notetaker, Reader, Tutor</i>	
2	\$8.80-\$11.55	Part-time Technician	Z0200	Performs routine tasks that require some technical skills and knowledge. <i>Examples: Accounting Specialist, Campus Facilities Worker, Cashier Clerk, Maintenance Worker, Public Safety Officer, Records Specialist, Staff Assistant, Test Proctor</i>	
3	\$11.42-\$14.07	Part-time Advanced Technician	Z0300	Performs technical or analytical assignments requiring specific skills and specialized knowledge. <i>Examples: Accounting Technician, Asst. Coach, Client Services Rep, HR Technician, HVAC Station Operator, Property Assistant, Sr. Cashier, Sr. Staff Assistant</i>	
4	\$13.92-\$18.61	Part-time Specialist	Z0400	Performs technical or paraprofessional assignments requiring specific skills and specialized knowledge. <i>Examples: Academic Advisor, Business Assistant, Head Coach, Info Technology Technician, Purchasing Assistant, Public Relations Specialist, Public Safety Lead, Writing Center Supervisor, Student Svcs Advising Generalist</i>	
5	\$18.40-\$24.75	Part-time Associate	Z0500	Performs professional and service-oriented assignments to include administrative, academic, and student support. Responsibilities may include research, coordination of projects, organizing, using independent judgment, and exercising discretion. <i>Examples: Asst. to Dean, Buyer, Continuing Ed Coordinator, Enrollment Development Coordinator, Legal Asst, Sr. Accountant.</i>	
6	\$20.00-\$40.00	Part-time Professional (includes Fine and Performing Arts)	Z0600	Performs professional level assignment to include work that requires independent judgment and decision making. May includes work as Actors, Performers, Accompanists, Vocalists, Musicians, Directors, Choreographers, Conductors, Lighting Operators, Sound Technicians and Guest Artists. <i>Examples: Manager or Officer</i>	
7	\$22.00-\$36.00	Interpreters	Z0700	State and Nationally certified interpreters who have demonstrated professional knowledge and skills that meet or exceed the minimum professional standards.	

PART-TIME STAFF SALARY TABLE

HOURLY WAGE SCHEDULE					
Grade	Min-Max	Class Title	Class Code	Associated Work	Entry Wage
1	\$8.56 \$8.89	Part-time Student Assistant	Z0102	Student Assistant	\$8.56
		Part-time Federal Work Study Assistant	Z0101	Federal Work Study (CWSP)	\$8.56
				Federal Work Study (CWSP) America Reads	\$8.56
				Supplemental Instruction Leader	\$8.62
		Part-time Assistant	Z0100	Performs routine, simple tasks not requiring specialized knowledge or skills. Work typically consists of routine duties that follow standardized procedures or operation. <i>Examples: Notetaker, Reader, Tutor</i>	
2	\$8.80-\$11.55	Part-time Technician	Z0200	Performs routine tasks that require some technical skills and knowledge. <i>Examples: Accounting Specialist, Campus Facilities Worker, Cashier Clerk, Maintenance Worker, Public Safety Officer, Records Specialist, Staff Assistant, Test Proctor</i>	
3	\$11.42-\$14.07	Part-time Advanced Technician	Z0300	Performs technical or analytical assignments requiring specific skills and specialized knowledge. <i>Examples: Accounting Technician, Asst. Coach, Client Services Rep, HR Technician, HVAC Station Operator, Property Assistant, Sr. Cashier, Sr. Staff Assistant</i>	
4	\$13.92-\$18.61	Part-time Specialist	Z0400	Performs technical or paraprofessional assignments requiring specific skills and specialized knowledge. <i>Examples: Academic Advisor, Business Assistant, Head Coach, Info Technology Technician, Purchasing Assistant, Public Relations Specialist, Public Safety Lead, Writing Center Supervisor, Student Svcs Advising Generalist</i>	
5	\$18.40-\$24.75	Part-time Associate	Z0500	Performs professional and service-oriented assignments to include administrative, academic, and student support. Responsibilities may include research, coordination of projects, organizing, using independent judgment, and exercising discretion. <i>Examples: Asst. to Dean, Buyer, Continuing Ed Coordinator, Enrollment Development Coordinator, Legal Asst, Sr. Accountant.</i>	
6	\$20.00-\$40.00	Part-time Professional (includes Fine and Performing Arts)	Z0600	Performs professional level assignment to include work that requires independent judgment and decision making. May includes work as Actors, Performers, Accompanists, Vocalists, Musicians, Directors, Choreographers, Conductors, Lighting Operators, Sound Technicians and Guest Artists. <i>Examples: Manager or Officer</i>	
7	\$22.00-\$36.00	Interpreters	Z0700	State and Nationally certified interpreters who have demonstrated professional knowledge and skills that meet or exceed the minimum professional standards.	

Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01

BACKGROUND AND PERTINENT FACTS:

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

The Calendar Committee was composed of the Vice President for Student Services & Enrollment Management, the Vice President for Academic Affairs, a representative from Financial Services and Payroll, three faculty members, one Assistant Dean, one Student Services Dean, the Director of Financial Aid, the Registrar, a representative from management information systems, two academic deans, and one SEIU representative.

ECONOMIC IMPACT:

None

OBJECTIVE:

Implementation of the 2021-2022 College Calendar for inclusion in the HCC Catalog.

LEGAL AUTHORITY:

SBE 6A-10.019
FS 683.01
FS 1001.64
HCC 6HX-10-4.07

RECOMMENDATION:

The President recommends approval of the 2021-2022 College Calendar (submitted herein for your review).

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

Dr. Kenneth Ray, Jr.

District President

Date

HILLSBOROUGH COMMUNITY COLLEGE

2021 Academic/Faculty Calendar

FALL TERM 2021 REGULAR COLLEGE

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
Preparation	August 12 & 13	0	2
CLASSES	August 16 - Sept 3	15	15
Labor Day/Holiday	September 4 - 6	0	0
CLASSES	September 7 - October 19	31	31
Faculty In-Service	October 20	0	1
CLASSES	October 21 - November 10	15	15
Veterans Day/Holiday	November 11	0	0
CLASSES	November 12 - 24	9	9
Thanksgiving BREAK	November 25 - 28	0	0
CLASSES	November 29 - December 7	7	7
Winter BREAK (Faculty)	December 11 - January 3	0	0
Winter BREAK (Staff)	December 21 - January 3	0	0
		77	80

SPRING TERM 2022
REGULAR COLLEGE

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
College Resumes Operation	January 4	0	0
Preparation	January 6 - 7	0	2
CLASSES	January 10 - 14	5	5
MLK Day/Holiday	January 17	0	0
CLASSES	January 18 - February 18	24	24
President's Day (2/21)		0	0
Strawberry Festival (3/8)			
CLASSES	February 22 - March 11	14	14
Mid Term BREAK	March 14 - 20	0	0
CLASSES	March 21 - April 14	19	19
Spring Day	April 15 - 17	0	0
CLASSES	April 18 - 21	4	4
All College Day	April 22	0	1
CLASSES	April 25 - May 9	11	11
Commencement	May 6		
		77	80

SUMMER TERM 2022
REGULAR COLLEGE

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
CLASSES	May 16 - 27	10	10
Memorial Day/Holiday	May 28 - 30	0	0
CLASSES	May 31 - July 1	24	24
Independence Day/Holiday	July 2 - 4	0	0
CLASSES	July 5 - August 8	25	25
		<hr/>	<hr/>
		59	59

Section 7

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.01

BACKGROUND AND PERTINENT FACTS:

Pursuant to state law, the Hillsborough Community College Foundation (HCCF) annual IRS Form 990 for Fiscal Year 2019-2020 is submitted for the Board's acknowledgement and certification after review, that the Foundation is operating in a manner consistent with the goals of the College and in the best interest of the State of Florida.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To submit the Fiscal Year 2019-2020 annual IRS Form 990 for the HCCF to the Board of Trustees as required by state law and to certify that the HCCF is operating pursuant to the requirements outlined by state law.

LEGAL AUTHORITY:

F.S. 1001.64; 1004.70
SBE 6A-14-0261

RECOMMENDATION:

The President recommends acknowledgement of receipt of the Foundation's IRS Form 990 for Fiscal Year 2019-2020 and that the Board certify that the Foundation is operating in a manner consistent with the goals of the College and the State of Florida (submitted herein for your review).

Initiator



Date

11/19/20

Vice President/Campus President/Director of Human Resources

Date

District President

Date

DIRECT-SUPPORT ORGANIZATIONS (DSO) AUDIT REVIEW CHECK LIST

DSO NAME: Hillsborough Community College Foundation, Inc.

FOR THE FISCAL YEAR: 2019-2020

COLLEGE PRESIDENT'S RESPONSE TO DSO AUDIT:

1. In accordance with Section 1004.71(2), Florida Statutes, did the chairperson of the Board of Trustees (BOT) appoint a representative to the board of directors and the executive committee of each DSO established under Section 1004.70, Florida Statutes?
YES X NO _____ N/A _____
2. In accordance with Section 1004.70(2), Florida Statutes, did the president or the president's designee serve on the board of directors and the executive committee of the college's DSO?
YES X NO _____ N/A _____
3. In accordance with Section 1004.70(4)(c), Florida Statutes, did the BOT approve all transactions or agreements between one DSO and other DSOs or between a DSO and a center of technology innovation designated under Section 1004.77, Florida Statutes?
YES _____ NO _____ N/A X
4. In accordance with Section 1004.70(5), Florida Statutes, did this DSO submit to the BOT a copy of its federal IRS Application for Recognition of Exemption form (Form 1023) and its federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990)?
YES X NO _____ N/A _____
5. Did the BOT review the following issues and accept the annual audit?
 - A. College support of DSO's operating expenses.
 - B. Annual change in the DSO's net assets.
 - C. DSO's ability to cover indebtedness (both current and projected).YES X NO _____ N/A _____
6. In accordance with Section 1001.64(39), Florida Statutes, did the BOT prescribe conditions for the DSO to be certified and to use Florida College System institution property and services? Did the conditions relating to certification provide for audit review and oversight by the board of trustees?
YES X NO _____ N/A _____
7. In accordance with Section 1004.70(1)(a)(3), Florida Statutes, did the BOT certify that the DSO is operating in a manner consistent with the goals of the College?
YES X NO _____ N/A _____
8. Prior to use, did the College document Board consideration and approval of DSO's anticipated use of College resources? Did Board approval documentation identify the square footage of the office space and related buildings that will be used by the DSO and the value of such use?
YES X NO _____ N/A _____

COLLEGE NAME: Hillsborough Community College

President

Date

Chair, Board of Trustees

Date

Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

BACKGROUND AND PERTINENT FACTS:

On October 15, 2020, the College advertised Invitation to Negotiate # 2839-21 for hotels to provide accommodation services for adult incumbent workers who will be receiving training at the College's Brandon Campus under a contract between HCC and their employer to earn industry certifications for a three-year period beginning January 10, 2021 through December 11, 2021 with the option to renew for two (2) additional years, one (1) year at a time. The College received responses from four (4) firms.

The written submissions for Phase 1 were scored by a five (5) person evaluation committee along with the contribution of two (2) non-voting advisory members. The five (5) person evaluation committee was comprised of the Interim Brandon Campus President, the Brandon Campus Dean of Associates in Science, the Plant City Campus Dean of Academic Affairs, a Brandon Campus Staff Assistant II, and the Brandon Campus Business Manager. The two (2) non-voting advisory members included a third-party travel coordinator/consultant and the District Program Analyst from the College's Risk Management Office. The four (4) firms were ranked as follows for Phase 1:

FIRM	LOCATION	SCORE
Tampa East Holdings, LLC dba Hilton Garden Inn Tampa East Brandon	Tampa, FL	86.50
LCP Tampa East Investment, LLC dba Sheraton Tampa East	Tampa, FL	84.40
Aimbridge Group Holdings, L.P. dba Staybridge Suites Tampa East	Tampa, FL	76.10
Fortune Street Partners, Ltd. dba The Barrymore Hotel Tampa Riverwalk	Tampa, FL	48.40

The two (2) top-ranked firms were shortlisted for interviews and site visits for Phase 2 and for negotiations for Phase 3. **Tampa East Holdings, LLC dba Hilton Garden Inn Tampa East Brandon** was ranked as number one due to the appearance of the public spaces and hotel rooms were superior as observed during the site visit, COVID-19 protocols, shuttle services, and satisfactory cleanliness overall.

The evaluation committee recommended **Tampa East Holdings, LLC dba Hilton Garden Inn Tampa East Brandon** as the primary Contractor and **LCP Tampa East Investment, LLC dba Sheraton Tampa East** as a backup Contractor.

ECONOMIC IMPACT:

The employer of the adult incumbent workers shall be billed for all costs associated with these hotel accommodation services.

OBJECTIVE:

To provide hotel accommodation services for adult incumbent workers who will be receiving training at the College's Brandon Campus under a contract between HCC and their employer to earn industry certifications for a three (3) year period beginning January 10, 2021 through December 11, 2021, with the option to renew for two (2) additional years, one (1) year at a time.

LEGAL AUTHORITY:

SBE 6A-14.0734

HCC 6HX-10-6.08

F.S. 1001.02

F.S. 1001.64

RECOMMENDATION:

The President recommends the award of Invitation to Negotiate # 2839-21 and to enter into a contract with **Tampa East Holdings, LLC, dba Hilton Garden Inn Tampa East Brandon** as the primary Contractor, and to enter into a contract with **LCP Tampa East Investment, LLC, dba Sheraton Tampa East** as a backup Contractor, to provide hotel accommodation services for adult incumbent workers who will be receiving training at the College's Brandon Campus under a contract between HCC and their employer to earn industry certifications for a three-year period beginning January 10, 2021 through December 11, 2021 with the option to renew for two (2) additional years, one (1) year at a time.

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

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

BACKGROUND AND PERTINENT FACTS:

When the net proceeds from the sale of the Dr. Gwendolyn W. Stephenson District Administration Center (GWSC) property were received they were deposited in Fund 1, the General fund. The administration would like to transfer those net proceeds in the amount of \$18,915,000 to Fund 7, the Unexpended Plant Fund, to allow for the design, construction and equipping of the new GWSC on the Dale Mabry Campus.

Department of Education Rule 6A-14.0716, Florida Administrative Code allows each Florida College System Board of Trustees to move money between funds, with Board approval and notification to the System Chancellor for review.

ECONOMIC IMPACT:

Decrease of Fund 1, the General Fund, and increase of Fund 7, the Unexpended Plant Fund, each by \$18,915,000. No net economic impact.

OBJECTIVE:

To transfer the net GWSC sale proceeds from the Unrestricted Fund Balance in Fund 1, the General Fund, to Fund 7, the Unexpended Plant Fund, to provide for the design, construction and equipping of the new GWSC building.

LEGAL AUTHORITY:

6A-14.0716, FAC

RECOMMENDATION:

The President recommends approval of the transfer of \$18,915,000 from the Unrestricted Fund Balance in Fund 1, the General Fund, to Fund 7, the Unexpended Plant Fund.

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. 3 (FY 2020/2021)
December 9, 2020

I. AVAILABLE FUNDS

<u>Unallocated Fund Balance</u>		
Estimated Beginning Fund Balance @ July 1, 2020	53,270,542	
Actual (unaudited) Unallocated Fund Balance @ July 1, 2020		<u>53,270,542</u>
 <u>Fiscal Year 2020-21 Revenue Budget @ July 1, 2020</u>	 \$ 132,200,801	
<u>Non-mandatory Transfer to Unexpended Plant Fund - Budget Amendment #3</u>	\$ (18,915,000)	
<u>Revenue:</u>		
Budget Amendment # 1 - Prior Year Carry Forward	4,835,332	
Decrease in MLK veto - Budget Amendment #2	<u>(950,000)</u>	
Total Funds Brought Forward @ December 9, 2020		3,885,332
Adjusted Revenue Budget @ December 9, 2020		<u>117,171,133</u>
TOTAL AVAILABLE FUNDS @ December 9, 2020		<u><u>\$ 170,441,675</u></u>

II. EXPENDITURES

<u>Personnel Costs @ July 1, 2020</u>	\$ 98,245,916	
Indirect Cost Recovery - Budget - Budget Amendment #1	124,121	
Adjusted Personnel Budget @ December 9, 2020		98,370,037
 <u>Current Expenses @ July 1, 2020</u>	 33,454,885	
Adjustments for Funds Carried Forward:		
Encumbrances - Budget Amendment #1	2,377,213	
Facilities Rental - Budget Amendment #1	774,399	
Indirect Cost Recovery - Budget Amendment #1	1,449,801	
Decrease in MLK veto - Budget Amendment #2	<u>(950,000)</u>	
Adjusted Current Expenditures @ December 9, 2020		37,106,298
 <u>Capital Outlay @ July 1, 2020</u>	 500,000	
Adjustments for Funds Carried Forward:		
Encumbrances - Budget Amendment #1	109,798	
Adjusted Capital Outlay @ December 9, 2020		609,798
 <u>Non-mandatory Transfer to Unexpended Plant Fund</u>		
Adjusted Transfer in Expenditures Budget @ December 9, 2020	(18,915,000)	
Total Increase in Expenditures Budget @ December 9, 2020	3,885,332	
Adjusted Expenditure Budget @ December 9, 2020		<u>117,171,133</u>
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2021		<u>53,270,542</u>
TOTAL ACCOUNTED FOR		<u><u>\$ 170,441,675</u></u>

HILLSBOROUGH COMMUNITY COLLEGE
Explanation of Budget Changes
Plant Fund
Budget Amendment No. 1 (FY 2020/2021)
December 09, 2020

I. AVAILABLE FUNDS

<u>Unallocated Fund Balance</u>		
Estimated Fund Balance @ July 1, 2020	\$ 27,408,574	
Actual (unaudited) Unallocated Fund Balance @ July 1, 2020		27,408,574
 <u>Non-mandatory Transfer from Current Unrestricted Fund</u>	 \$ 18,915,000	
 <u>Fiscal Year 2020-2021 Revenue Budget @ July 1, 2020</u>	 5,288,900	
Total Revenue		<u>24,203,900</u>
<u>Funds Carried Forward:</u>		
Encumbrances brought forward	2,453,957	
Total Funds Brought Forward @ December 09, 2020		2,453,957
 Total Increase in Revenue Budget @ December 09, 2020	 2,453,957	
TOTAL AVAILABLE FUNDS @ December 09, 2020		<u><u>\$ 54,066,431</u></u>

II. EXPENDITURES

<u>Current Expense Cost @ July 1, 2020</u>	\$ 8,466	
Total Current Expense Cost @ December 09, 2020		8,466
 <u>Capital Outlay @ July 1, 2020</u>	 32,689,008	
Adjustment @ December 09, 2020		
Encumbrance Brought Forward	2,453,957	
New District Building	<u>18,915,000</u>	
Adjusted Capital Outlay @ December 09, 2020		54,057,965
 Total Increase in Expenditures Budget @ December 09, 2020	 21,368,957	
Total Adjusted Expenditure Budget @ December 09, 2020		<u>\$ 54,066,431</u>

III. TOTAL ACCOUNTED FOR

\$ 54,066,431

BUDGET AMENDMENT REQUEST

COLLEGE: Hillsborough Community College

FISCAL YEAR: 2021

Be it resolved that the District Board of Trustees, Hillsborough Community College, in meeting assembled pursuant to Section 1011.30, Florida Statutes, and Rule 6A-14.0716(3)(b), Florida Administrative Code, hereby requests the State Board of Education to review amendments to the college budget for the fiscal year as follows:

REASONS FOR BUDGET AMENDMENT: Place an "X" by the applicable reason for amendment.

 x (1) **JUSTIFICATION:** To budget transfer of funds from Fund I (Current Fund - Unrestricted) to:

Fund	Amount	Explanation
Unexpended Plant Fund	\$18,915,000	When HCC sold its administrative headquarters buildings the net proceeds of \$18,915,000 were deposited into Fund 1. The college is transferring those net proceeds to the Unexpended Plant Fund, to fund the design, construction and equipping of a new administrative headquarters building on its Dale Mabry Campus.

 (2) **CHANGE IN FUND BALANCE SPECIFIED IN SECTION 1011.84(3)(E), F.S.:** Notification necessary only
New Fund Balance _____ %

**CERTIFIED AS
APPROVED BY
BOARD:**

President (as Secretary of the Board)

BOARD APPROVAL DATE: _____

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 August 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 August 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 August 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
Revenues								
Student Tuition and Fees ⁽¹⁾	\$4,773	\$6,052	-21%	\$25,910	\$24,215	93%	\$25,233	-4%
Support from State Government ⁽²⁾	\$4,824	\$5,127	-6%	10,423	\$9,675	93%	\$10,253	-6%
Other Revenue ⁽³⁾	\$18,982	\$208	9044%	486	\$19,175	3944%	\$509	3666%
Total Revenue	\$28,579	\$11,386	151%	\$36,819	\$53,064	144%	\$35,996	47%
% of Revenues From State Govt.	17%	45%		28%	18%		28%	
Operating Expenses								
Instructional Salaries & Benefits	\$1,303	\$1,222	7%	\$2,637	\$2,932	111%	\$2,827	4%
Other Salaries & Benefits	4,187	4,746	-12%	8,656	7,680	89%	7,657	0%
Total Personnel Costs ⁽⁴⁾	\$5,490	\$5,968	-8%	\$11,293	\$10,612	94%	\$10,484	1%
Other Expenses ⁽⁵⁾	\$1,815	\$2,851	-36%	\$5,439	\$4,243	78%	\$5,861	-28%
Total Operating Expenses	\$7,305	\$8,819	-17%	\$16,732	\$14,855	89%	\$16,345	-9%
Capital Outlay	\$0	\$87	-100%	\$35	\$12	33%	\$384	-97%
Total Expenses	\$7,305	\$8,906	-18%	\$16,767	\$14,867	89%	\$16,729	-11%
Excess/(deficit) Revenues Over Expenses	\$21,274	\$2,480		\$20,052	\$38,198		\$19,267	

NOTES:

(1) The current month decrease of \$1.3M 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 \$303K 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 increase of \$18.8M in Other Revenue is primarily due to the \$18.9M shown as proceeds from sale of property for the sale of the District Administrative Office building. This income statement presentation represents only activity within Fund 1, the offsetting portions of the transaction are shown as activity within Fund 9 per State accounting guidance.

(4) The current month decrease of \$478K in Personnel Costs is due to a correcting entry in prior year August, making that month artificially low. July FY21 showed a current month increase before the entry was made.

(5) The current month decrease of \$1M in Other Expenses is due to a \$159K decrease in Professional Fees, a \$129K decrease in Repairs & Maintenance, and a \$172K decrease in Other Services, a \$275K decrease in Rentals, a \$165K decrease in Data Software and a \$108K decrease in Scholarship and Waivers expenses in August FY21 compared to August FY20.

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

KEY PERFORMANCE INDICATORS

<u>STAFF FTEs</u>			<u>STUDENT FTEs ⁽²⁾</u>			
	<u>August 2020</u>	<u>August 2019</u>	<u>Term</u>	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>
Instructional Faculty FTEs ⁽¹⁾	379	389	FALL	7,865	9,433	9,448
All Other Staff FTEs	<u>859</u>	<u>887</u>				
Total FTEs	1,238	1,276	TOTAL	7,865	9,433	9,448
% of Instructional FTEs	31%	30%	Total Target FY 20-21 ⁽²⁾	22,495		
	<u>August 2020</u>	<u>August 2019</u>				
Actual Head Count Instruct. Faculty	532	561				
Actual Head Count All Other Staff	<u>1,099</u>	<u>1,188</u>				
Total Actual Head Count	1,631	1,749				

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>August 2020</u>	<u>August 2019*</u>
Current Ratio (Current Assets/Current Liabilities)	9.98	12.40
Return On Net Assets (Fund Balance After to GASB 68 & GASB 75/Total Assets)	7%	10%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	7%	7%
Fund Balance as a % of Funds Available (Fund Balance After to GASB 68 & GASB 75/Total Funds Available)	12.99%	17.98%
Days Unrestricted Cash on Hand (Unrestricted Cash & Cash Equiv./Daily Operating Expenses)	95	91

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.

* August 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 AUGUST 31,
FISCAL YEARS 2019 AND 2020

	<u>As of August 31, 2020</u>	<u>As of August 31, 2019</u>
ASSETS		
Current Assets:		
Cash and Cash Equivalents	35,538,341	\$ 34,041,131
Restricted Cash and Cash Equivalents	11,300,935	10,811,760
Investments	4,347,363	3,622,275
Restricted Investments	-	-
Accounts Receivable, Net	27,667,006	30,893,696
Notes Receivable, Net (Note 1)	10,960	10,699
Due from Other Governmental Agencies (Note 2)	4,205,194	4,902,337
Due from Component Unit/College (Note 3)	111,663	204,782
Inventories	1,785,261	1,619,604
Prepaid Expenses (Note 4)	1,793,039	1,892,378
Deposits	-	-
Other Assets	-	-
Total Current Assets	<u>\$ 86,759,761</u>	<u>\$ 87,998,661</u>
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	31,104,532	\$ 11,135,614
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	<u>\$ 212,011,092</u>	<u>\$ 200,814,421</u>
TOTAL ASSETS	<u>\$ 298,770,853</u>	<u>\$ 288,813,082</u>
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	<u>\$ 23,069,703</u>	<u>\$ 24,825,206</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 321,840,556</u>	<u>\$ 313,638,289</u>
LIABILITIES		
Current Liabilities:		
Accounts Payable	1,554,517	\$ 1,550,886
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	2,490,683	1,783,094
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)	1,000	15,601
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	1,129,911	1,071,684
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	<u>\$ 8,692,294</u>	<u>\$ 7,094,832</u>

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

	<u>As of August 31, 2020</u>	<u>As of August 31, 2019</u>
Noncurrent Liabilities:		
Bonds Payable	-	\$ -
Notes and Loans Payable (Note 9)	8,164,503	11,448,214
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	<u>\$ 75,606,671</u>	<u>\$ 70,753,275</u>
TOTAL LIABILITIES	<u>\$ 84,298,965</u>	<u>\$ 77,848,107</u>
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	<u>\$ 5,676,419</u>	<u>\$ 6,826,824</u>
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	<u><u>\$ 89,975,384</u></u>	<u><u>\$ 84,674,931</u></u>
NET POSITION		
Invested in Capital Assets, Net of Related Debt	168,200,579	\$ 175,981,192
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	3,599,741	3,288,958
Scholarships	7,092,151	6,932,267
Capital Projects	29,005,171	10,254,880
Debt Service	-	-
Unrestricted	<u>23,967,531</u>	<u>32,506,062</u>
Total Net Position	<u>\$ 231,865,172</u>	<u>\$ 228,963,358</u>
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	<u><u>\$ 321,840,556</u></u>	<u><u>\$ 313,638,289</u></u>

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

**FUND BALANCE SUMMARY
FOR FUNDS 1, 3, AND 6
AS OF AUGUST 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	38,197,547.27	(1,937,758.83)	-	36,259,788.44
Invested In Plant	31200	-	-	-	-
TOTAL RESERVE & UNALLOCATED FUND BALANCES		74,021,916.04	418,104.75	1,000.00	74,441,020.79
Amount Expected to be Financed in Future Yrs (negative number)	30800	(50,473,489.31)	-	-	(50,473,489.31)
TOTAL FUND BALANCES		23,548,426.73	418,104.75	1,000.00	23,967,531.48

Prior Year 6-30 Fund Balance	53,270,542.00
Grand Total Revenues	131,267,601.00
Total Funds Available	184,538,143.00

Unencumbered Fund Balance	73,952,786.88
Unencumbered Fund Balance as % of Total Funds Available	40.07%

Total Fund Balance As Reported After GASB 68 and GASB 74/75	23,967,531.48
% of Total Funds Available	12.99%

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

	YTD Actual to Budget Comparison					YTD Actual to Actual Comparison			
	YTD Budget	Budget	Actual	Variance \$	%	Aug-20	Aug-19	Variance \$	%
REVENUE									
Student Tuition and Fees	\$57,665,742	\$25,910	\$24,215	-\$1,696	-7%	\$24,215	\$25,233	-\$1,019	-4%
Support From State Government	\$70,709,807	\$10,423	\$9,675	-\$748	-7%	\$9,675	\$10,253	-\$579	-6%
Other Revenue *	\$2,892,052	\$486	\$19,175 *	\$18,689	3844% *	\$19,175	\$509	\$18,666	3666%
Total Revenue	\$131,267,601	\$36,819	\$53,064	\$16,245	44%	\$53,064	\$35,996	\$17,068	47%
	YTD Budget	YTD Budget	YTD Actual	Variance \$	%	Aug-20	Aug-19	Variance \$	%
EXPENDITURES									
Personnel Costs									
Full Time Salaries	\$55,062,321	\$4,185	\$4,003	-\$182	-4%	\$4,003	\$4,206	-\$203	-5%
Part Time Salaries	\$19,408,963	\$3,295	\$2,940	-\$355	-11%	\$2,940	\$2,913	\$27	1%
Fringe Benefits	\$23,120,636	\$3,781	\$3,631	-\$149	-4%	\$3,631	\$3,335	\$296	9%
Regular Termination	\$506,490	\$32	\$38	\$6	19%	\$38	\$30	\$8	25%
Total Personnel Costs	\$97,823,987	\$11,293	\$10,612	-\$681	-6%	\$10,612	\$10,484	\$127	1%
Current Expenses									
Travel	\$1,015,074	\$100	\$6	-\$95	-94%	\$6	\$114	-\$108	-95%
Telephones & Utilities	\$4,634,693	\$723	\$495	-\$228	-32%	\$495	\$847	-\$352	-42%
Professional Fees	\$1,358,301	\$220	\$107	-\$113	-51%	\$107	\$346	-\$239	-69%
Repairs & Maintenance	\$3,458,124	\$1,050	\$780	-\$270	-26%	\$780	\$1,032	-\$252	-24%
Insurance	\$2,210,000	\$368	\$312	-\$56	-15%	\$312	\$336	-\$23	-7%
Other Services	\$13,344,948	\$1,627	\$1,634	\$7	0%	\$1,634	\$1,915	-\$282	-15%
Materials & Supplies	\$2,448,568	\$277	\$160	-\$118	-42%	\$160	\$227	-\$68	-30%
All Other Current Expenses	\$9,411,388	\$1,073	\$750	-\$323	-30%	\$750	\$1,043	-\$292	-28%
Total Current Expenses	\$37,881,096	\$5,439	\$4,243	-\$1,196	-22%	\$4,243	\$5,861	-\$1,617	-28%
Total Personnel & Current Expenses	\$135,705,083	\$16,732	\$14,855	-\$1,877	-2%	\$14,855	\$16,345	-\$1,490	4%
Capital Outlay									
Equipment	\$674,494	\$35	\$2	-\$33	-93%	\$2	\$12	-\$10	-80%
Buildings	\$0	\$0	\$9	\$9	#DIV/0!	\$9	\$372	-\$363	-98%
Total Capital Outlay	\$674,494	\$35	\$12	-\$24	-67%	\$12	\$384	-\$372	-97%
Total Expenditures	\$136,379,577	\$16,767	\$14,867	-\$1,900	-11%	\$14,867	\$16,729	-\$1,862	-11%
Excess/(Deficit) Revenues Over Expenses		<u>\$20,052</u>	<u>\$38,198</u>			<u>\$38,198</u>	<u>\$19,267</u>		

*The amount in Other Revenue appears artificially inflated due to the Sale of DAO building. This income statement presentation represents only activity within Fund 1, the offsetting portions of the transaction are shown as activity within Fund 9 per State accounting guidance.

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.04

BACKGROUND AND PERTINENT FACTS:

The District Board of Trustees has asked for opportunity to review and approve each monthly financial statement, which is prepared at the end of the previous month. The September 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 September 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 September 30, 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>
Revenues								
Student Tuition and Fees ⁽¹⁾	\$1,210	\$98	1133%	\$25,959	\$25,424	98%	\$25,332	0%
Support from State Government ⁽²⁾	\$4,862	\$4,964	-2%	15,634	\$14,537	93%	\$15,218	-4%
Other Revenue ⁽³⁾	\$82	\$737	-89%	807	\$19,257	2387%	\$1,247	1445%
Total Revenue	\$6,154	\$5,800	6%	\$42,399	\$59,218	140%	\$41,796	42%
% of Revenues From State Govt.	79%	86%		37%	25%		36%	
Operating Expenses								
Instructional Salaries & Benefits	\$1,303	\$1,222	7%	\$2,637	\$2,932	111%	\$2,827	4%
Other Salaries & Benefits	6,167	6,420	-4%	16,740	15,150	91%	15,300	-1%
Total Personnel Costs ⁽⁴⁾	\$7,470	\$7,642	-2%	\$19,377	\$18,081	93%	\$18,127	0%
Other Expenses ⁽⁵⁾	\$3,254	\$2,362	38%	\$8,895	\$7,498	84%	\$8,223	-9%
Total Operating Expenses	\$10,724	\$10,004	7%	\$28,272	\$25,579	90%	\$26,349	-3%
Capital Outlay	\$9	\$466	-98%	\$55	\$20	37%	\$850	-98%
Total Expenses	\$10,733	\$10,470	3%	\$28,327	\$25,599	90%	\$27,199	-6%
Excess/(deficit) Revenues Over Expenses	<u>-\$4,578</u>	<u>-\$4,670</u>		<u>\$14,072</u>	<u>\$33,619</u>		<u>\$14,597</u>	

NOTES:

(1) The current month increase of \$1.1M 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 \$102K 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 \$655K in Other Revenue is primarily due to the \$550K shown in FY20 as proceeds from sale of property for the sale of English Creek, as well as \$18K decrease in facilities revenue, \$25K decrease in child care revenue and \$39K decrease in interest & dividends in September FY21 compared to FY20.

(4) The current month decrease of \$173K in Personnel Costs is primarily due to a \$236K decrease in Part Time Salaries expense offset by a \$68K in Fringe Benefits expenses in September FY21 compared to September FY20.

(5) The current month increase of \$892K in Other Expenses is primarily due to a \$843K increase in Other Services, a \$55K increase in Professional Fees and \$54K increase in Repairs & Maintenance, offset by \$62K decrease in Educational Materials & Supplies in September FY21 compared to September FY20.

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

KEY PERFORMANCE INDICATORS

STAFF FTEs

	<u>September 2020</u>	<u>September 2019</u>
Instructional Faculty FTEs ⁽¹⁾	546	566
All Other Staff FTEs	<u>882</u>	<u>938</u>
Total FTEs	1,428	1,504
 % of Instructional FTEs	38%	38%

	<u>September 2020</u>	<u>September 2019</u>
Actual Head Count Instruct. Faculty	974	1,037
Actual Head Count All Other Staff	<u>1,171</u>	<u>1,334</u>
Total Actual Head Count	2,145	2,371

STUDENT FTEs ⁽²⁾

<u>Term</u>	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>
FALL	8,643	9,803	9,644
TOTAL	8,643	9,803	9,644

Total Target FY 20-21 ⁽²⁾ 22,495

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>September 2020</u>	<u>September 2019*</u>
Current Ratio (Current Assets/Current Liabilities)	9.76	11.38
Return On Net Assets (Fund Balance After to GASB 68 & GASB 75/Total Assets)	6%	9%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	7%	7%
Fund Balance as a % of Funds Available (Fund Balance After to GASB 68 & GASB 75/Total Funds Available)	10.16%	15.14%
Days Unrestricted Cash on Hand (Unrestricted Cash & Cash Equiv./Daily Operating Expenses)	124	123

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.

* August 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 SEPTEMBER 30,
FISCAL YEARS 2019 AND 2020

	As of September 30, 2020	As of September 30, 2019
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 46,517,218	\$ 46,707,239
Restricted Cash and Cash Equivalents	3,301,219	5,590,610
Investments	4,347,363	3,622,275
Restricted Investments	-	-
Accounts Receivable, Net	10,598,822	13,889,169
Notes Receivable, Net (Note 1)	10,960	9,639
Due from Other Governmental Agencies (Note 2)	4,682,552	2,902,566
Due from Component Unit/College (Note 3)	135,371	168,687
Inventories	1,785,261	1,619,604
Prepaid Expenses (Note 4)	1,593,078	1,705,314
Deposits	-	-
Other Assets	-	-
Total Current Assets	\$ 72,971,843	\$ 76,215,103
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 31,093,717	\$ 12,535,861
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	\$ 212,000,278	\$ 202,214,667
TOTAL ASSETS	\$ 284,972,121	\$ 278,429,771
DEFERRED OUTFLOWS OF RESOURCES (Note 6)		
Deferred Outflows - Pension FRS	\$ 18,092,013	\$ 20,326,164
Deferred Outflows - Pension HIS	4,030,768	3,696,516
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	\$ 308,041,824	\$ 303,226,815
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 1,599,504	\$ 832,579
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	2,984,754	2,793,426
Retainage Payable	167,323	167,323
Due to Other Governmental Agencies	11,563	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	(6,690)	47,200
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	490,431	353,355
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	\$ 7,474,933	\$ 6,700,128

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

	As of September 30, 2020	As of September 30, 2019
Noncurrent Liabilities:		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	8,164,503	11,437,444
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	\$ 75,606,671	\$ 70,742,505
TOTAL LIABILITIES	\$ 83,081,603	\$ 77,442,633
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	\$ 88,758,022	\$ 84,269,457
NET POSITION		
Invested in Capital Assets, Net of Related Debt	\$ 168,200,579	\$ 175,981,192
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	2,869,557	2,975,913
Scholarships	474,747	2,653,431
Capital Projects	28,994,356	9,965,896
Debt Service	-	-
Unrestricted	18,744,562	27,380,926
Total Net Position	\$ 219,283,802	\$ 218,957,358
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$ 308,041,824	\$ 303,226,815

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

**FUND BALANCE SUMMARY
FOR FUNDS 1, 3, AND 6
AS OF SEPTEMBER 30, 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	33,619,113.69	(2,582,294.24)	-	31,036,819.45
Invested In Plant	31200	-	-	-	-
TOTAL RESERVE & UNALLOCATED FUND BALANCES		69,443,482.46	(226,430.66)	1,000.00	69,218,051.80
Amount Expected to be Financed in Future Yrs (negative number)	30800	(50,473,489.31)	-	-	(50,473,489.31)
TOTAL FUND BALANCES		18,969,993.15	(226,430.66)	1,000.00	18,744,562.49
Prior Year 6-30 Fund Balance		53,270,542.00			
Grand Total Revenues		131,267,601.00			
Total Funds Available		184,538,143.00			
Unencumbered Fund Balance		69,374,353.30			
Unencumbered Fund Balance as % of Total Funds Available		37.59%			
Total Fund Balance As Reported After GASB 68 and GASB 74/75					18,744,562.49
% of Total Funds Available					10.16%

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

	<u>YTD Actual to Budget Comparison</u>				<u>YTD Actual to Actual Comparison</u>			
REVENUE	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>\$</u>	<u>%</u>	<u>Sep-20</u>	<u>Sep-19</u>	<u>Variance</u> <u>\$</u>	<u>%</u>
Student Tuition and Fees	\$25,959	\$25,424	-\$535	-2%	\$25,424	\$25,332	\$93	0%
Support From State Government	\$15,634	\$14,537	-\$1,097	-7%	\$14,537	\$15,218	-\$680	-4%
Other Revenue *	\$807	\$19,257 *	\$18,450	2287% *	\$19,257	\$1,247	\$18,010	1445%
Total Revenue	\$42,399	\$59,218	\$16,819	40%	\$59,218	\$41,796	\$17,423	42%
EXPENDITURES	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Actual</u>	<u>Variance</u> <u>\$</u>	<u>%</u>	<u>Sep-20</u>	<u>Sep-19</u>	<u>Variance</u> <u>\$</u>	<u>%</u>
Personnel Costs								
Full Time Salaries	\$9,034	\$8,534	-\$500	-6%	\$8,534	\$8,736	-\$203	-2%
Part Time Salaries	\$4,852	\$4,221	-\$631	-13%	\$4,221	\$4,431	-\$210	-5%
Fringe Benefits	\$5,432	\$5,273	-\$159	-3%	\$5,273	\$4,908	\$365	7%
Regular Termination	\$58	\$54	-\$4	-7%	\$54	\$51	\$3	5%
Total Personnel Costs	\$19,377	\$18,081	-\$1,295	-7%	\$18,081	\$18,127	-\$45	0%
Current Expenses								
Travel	\$151	\$15	-\$135	-90%	\$15	\$154	-\$139	-90%
Telephones & Utilities	\$999	\$759	-\$240	-24%	\$759	\$1,074	-\$315	-29%
Professional Fees	\$278	\$198	-\$80	-29%	\$198	\$383	-\$184	-48%
Repairs & Maintenance	\$1,179	\$1,020	-\$159	-14%	\$1,020	\$1,219	-\$199	-16%
Insurance	\$553	\$469	-\$84	-15%	\$469	\$468	\$1	0%
Other Services	\$4,007	\$3,868	-\$139	-3%	\$3,868	\$3,306	\$561	17%
Materials & Supplies	\$391	\$256	-\$135	-34%	\$256	\$386	-\$130	-34%
All Other Current Expenses	\$1,338	\$913	-\$425	-32%	\$913	\$1,233	-\$320	-26%
Total Current Expenses	\$8,895	\$7,498	-\$1,398	-16%	\$7,498	\$8,223	-\$725	-9%
Total Personnel & Current Expenses	\$28,272	\$25,579	-\$2,693	-2%	\$25,579	\$26,349	-\$770	4%
Capital Outlay								
Equipment	\$55	\$5	-\$51	-92%	\$5	\$45	-\$40	-90%
Buildings	\$0	\$16	\$16	#DIV/0!	\$16	\$805	-\$789	-98%
Total Capital Outlay	\$55	\$20	-\$35	-63%	\$20	\$850	-\$830	-98%
Total Expenditures	\$28,327	\$25,599	-\$2,728	-10%	\$25,599	\$27,199	-\$1,600	-6%
Excess/(Deficit) Revenues Over Expenses	<u>\$14,072</u>	<u>\$33,619</u>			<u>\$33,619</u>	<u>\$14,597</u>		

**The amount in Other Revenue appears artificially inflated due to the Sale of DAO building. This income statement presentation represents only activity within Fund 1, the offsetting portions of the transaction are shown as activity within Fund 9 per State accounting guidance.*

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.05

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 October 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 October 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 October 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	\$409	\$402	2%	\$26,458	\$25,833	98%	\$25,733	0%
Support from State Government ⁽¹⁾	\$4,824	\$5,072	-5%	20,845	\$19,361	93%	\$20,290	-5%
Other Revenue ⁽²⁾	\$82	\$219	-62%	1,009	\$19,339	1917%	\$1,465	1220%
Total Revenue	\$5,316	\$5,693	-7%	\$48,312	\$64,534	134%	\$47,489	36%
% of Revenues From State Govt.	91%	89%		43%	30%		43%	
<u>Operating Expenses</u>								
Instructional Salaries & Benefits	\$6,005	\$6,109	-2%	\$10,511	\$12,476	119%	\$12,714	-2%
Other Salaries & Benefits	5,379	5,412	-1%	18,485	16,990	92%	16,935	0%
Total Personnel Costs	\$11,385	\$11,521	-1%	\$28,996	\$29,466	102%	\$29,648	-1%
Other Expenses	\$1,999	\$1,907	5%	\$11,015	\$9,497	86%	\$10,130	-6%
Total Operating Expenses	\$13,384	\$13,429	0%	\$40,011	\$38,963	97%	\$39,778	-2%
<u>Capital Outlay</u>	\$62	\$256	-76%	\$64	\$82	128%	\$1,105	-93%
Total Expenses	\$13,446	\$13,684	-2%	\$40,076	\$39,045	97%	\$40,884	-4%
Excess/(deficit) Revenues Over Expenses	<u>-\$8,130</u>	<u>-\$7,991</u>		<u>\$8,236</u>	<u>\$25,489</u>		<u>\$6,605</u>	

NOTES:

(1) The current month decrease of \$248K 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.

(2) The current month decrease of \$136K in Other Revenue is primarily due to \$35K decrease in facilities revenue, \$25K decrease in child care revenue and \$26K decrease in interest & dividends in October FY21 compared to FY20.

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

KEY PERFORMANCE INDICATORS

<u>STAFF FTEs</u>			<u>STUDENT FTEs ⁽²⁾</u>			
	<u>October 2020</u>	<u>October 2019</u>	<u>Term</u>	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>
Instructional Faculty FTEs ⁽¹⁾	562	588	FALL	8,761	9,883	9,688
All Other Staff FTEs	890	951				
Total FTEs	1,452	1,539	TOTAL	8,761	9,883	9,688
% of Instructional FTEs	39%	38%	Total Target FY 20-21 ⁽²⁾	22,495		
	<u>October 2020</u>	<u>October 2019</u>				
Actual Head Count Instruct. Faculty	1,021	1,100				
Actual Head Count All Other Staff	1,197	1,378				
Total Actual Head Count	2,218	2,478				

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>October 2020</u>	<u>October 2019*</u>
Current Ratio (Current Assets/Current Liabilities)	8.15	8.29
Return On Net Assets (Fund Balance After to GASB 68 & GASB 75/Total Assets)	4%	6%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	7%	8%
Fund Balance as a % of Funds Available (Fund Balance After to GASB 68 & GASB 75/Total Funds Available)	5.84%	10.19%
Days Unrestricted Cash on Hand (Unrestricted Cash & Cash Equiv./Daily Operating Expenses)	97	102

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.

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

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

	As of October 31, 2020	As of October 31, 2019
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 39,288,073	\$ 38,976,658
Restricted Cash and Cash Equivalents	3,373,734	3,700,112
Investments	4,347,363	3,622,275
Restricted Investments	-	-
Accounts Receivable, Net	11,620,180	13,826,645
Notes Receivable, Net (Note 1)	10,960	9,639
Due from Other Governmental Agencies (Note 2)	3,530,288	2,005,465
Due from Component Unit/College (Note 3)	(18,352)	178,687
Inventories	1,785,261	1,619,604
Prepaid Expenses (Note 4)	1,402,816	1,507,888
Deposits	-	-
Other Assets	-	-
Total Current Assets	\$ 65,340,322	\$ 65,446,972
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 30,736,708	\$ 12,340,050
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)	145,489,831	152,872,889
Nondepreciable Capital Assets	-	2,116,952
Land	29,036,535	29,456,019
Other Assets	137,500	137,500
Total Noncurrent Assets	\$ 210,361,862	\$ 201,215,332
TOTAL ASSETS	\$ 275,702,184	\$ 266,662,304
DEFERRED OUTFLOWS OF RESOURCES (Note 6)		
Deferred Outflows - Pension FRS	\$ 18,092,013	\$ 20,326,164
Deferred Outflows - Pension HIS	4,030,768	3,696,516
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	\$ 298,771,887	\$ 291,459,348
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 1,019,503	\$ 1,077,853
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	3,969,110	3,538,843
Retainage Payable	167,323	167,323
Due to Other Governmental Agencies	11,563	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	(6,486)	19,089
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	632,497	586,978
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	\$ 8,021,558	\$ 7,896,331

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

	As of October 31, 2020	As of October 31, 2019
Noncurrent Liabilities:		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	8,164,503	11,393,162
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	\$ 75,606,671	\$ 70,698,224
TOTAL LIABILITIES	\$ 83,628,229	\$ 78,594,554
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	\$ 89,304,648	\$ 85,421,378
NET POSITION		
Invested in Capital Assets, Net of Related Debt	\$ 166,919,172	\$ 175,177,667
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	2,618,120	2,682,238
Scholarships	517,506	844,712
Capital Projects	28,637,347	8,904,445
Debt Service	-	-
Unrestricted	10,775,094	18,428,907
Total Net Position	\$ 209,467,239	\$ 206,037,970
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$ 298,771,887	\$ 291,459,348

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

**FUND BALANCE SUMMARY
FOR FUNDS 1, 3, AND 6
AS OF OCTOBER 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	25,488,915.46	(2,421,564.39)	-	23,067,351.07
Invested In Plant	31200	-	-	-	-
TOTAL RESERVE & UNALLOCATED FUND BALANCES		61,313,284.23	(65,700.81)	1,000.00	61,248,583.42
Amount Expected to be Financed in Future Yrs (negative number)	30800	(50,473,489.31)	-	-	(50,473,489.31)
TOTAL FUND BALANCES		10,839,794.92	(65,700.81)	1,000.00	10,775,094.11
Prior Year 6-30 Fund Balance		53,270,542.00			
Grand Total Revenues		131,267,601.00			
Total Funds Available		184,538,143.00			
Unencumbered Fund Balance		61,244,155.07			
Unencumbered Fund Balance as % of Total Funds Available		33.19%			
Total Fund Balance As Reported After GASB 68 and GASB 74/75					10,775,094.11
% of Total Funds Available					5.84%

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

	<u>YTD Actual to Budget Comparison</u>				<u>YTD Actual to Actual Comparison</u>			
REVENUE	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>\$</u>	<u>%</u>	<u>Oct-20</u>	<u>Oct-19</u>	<u>Variance</u> <u>\$</u>	<u>%</u>
Student Tuition and Fees	\$26,458	\$25,833	-\$624	-2%	\$25,833	\$25,733	\$100	0%
Support From State Government	\$20,845	\$19,361	-\$1,484	-7%	\$19,361	\$20,290	-\$929	-5%
Other Revenue *	\$1,009	\$19,339 *	\$18,331	1817% *	\$19,339	\$1,465	\$17,874	1220%
Total Revenue	\$48,312	\$64,534	\$16,222	34%	\$64,534	\$47,489	\$17,045	36%
	<u>YTD</u>	<u>YTD</u>	<u>Variance</u>				<u>Variance</u>	
	<u>Budget</u>	<u>Actual</u>	<u>\$</u>	<u>%</u>	<u>Oct-20</u>	<u>Oct-19</u>	<u>\$</u>	<u>%</u>
EXPENDITURES								
Personnel Costs								
Full Time Salaries	\$14,322	\$15,299	\$977	7%	\$15,299	\$15,487	-\$188	-1%
Part Time Salaries	\$7,199	\$6,741	-\$458	-6%	\$6,741	\$7,190	-\$449	-6%
Fringe Benefits	\$7,384	\$7,347	-\$38	-1%	\$7,347	\$6,894	\$452	7%
Regular Termination	\$90	\$79	-\$11	-12%	\$79	\$77	\$3	4%
Total Personnel Costs	\$28,996	\$29,466	\$470	2%	\$29,466	\$29,648	-\$182	-1%
Current Expenses								
Travel	\$201	\$12	-\$188	-94%	\$12	\$176	-\$164	-93%
Telephones & Utilities	\$1,372	\$1,354	-\$19	-1%	\$1,354	\$1,524	-\$171	-11%
Professional Fees	\$373	\$247	-\$126	-34%	\$247	\$490	-\$243	-50%
Repairs & Maintenance	\$1,349	\$1,280	-\$69	-5%	\$1,280	\$1,471	-\$191	-13%
Insurance	\$737	\$624	-\$112	-15%	\$624	\$588	\$36	6%
Other Services	\$4,770	\$4,400	-\$370	-8%	\$4,400	\$4,061	\$339	8%
Materials & Supplies	\$527	\$393	-\$134	-25%	\$393	\$466	-\$73	-16%
All Other Current Expenses	\$1,686	\$1,186	-\$500	-30%	\$1,186	\$1,353	-\$167	-12%
Total Current Expenses	\$11,015	\$9,497	-\$1,518	-14%	\$9,497	\$10,130	-\$633	-6%
Total Personnel & Current Expenses	\$40,011	\$38,963	-\$1,048	-2%	\$38,963	\$39,778	-\$815	4%
Capital Outlay								
Equipment	\$64	\$67	\$2	3%	\$67	\$58	\$9	15%
Buildings	\$0	\$16	\$16	#DIV/0!	\$16	\$1,048	-\$1,032	-99%
Total Capital Outlay	\$64	\$82	\$18	28%	\$82	\$1,105	-\$1,023	-93%
Total Expenditures	\$40,076	\$39,045	-\$1,030	-3%	\$39,045	\$40,884	-\$1,838	-5%
Excess/(Deficit) Revenues Over Expenses	<u>\$8,236</u>	<u>\$25,489</u>			<u>\$25,489</u>	<u>\$6,605</u>		

**The amount in Other Revenue appears artificially inflated due to the Sale of DAO building. This income statement presentation represents only activity within Fund 1, the offsetting portions of the transaction are shown as activity within Fund 9 per State accounting guidance.*

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**Agenda Number: 8.06****INFORMATIONAL ITEMS ONLY:**

Prior to July 1 of each fiscal year, the Board must approve a budget for the next fiscal year. To facilitate the orderly preparation of the budget, plans for the 2021-2022 fiscal year budget are underway. Attached for your information is the proposed process flow chart of the budget development cycle including key budget development dates.

ECONOMIC IMPACT:

This agenda item has no economic impact on the College.

LEGAL AUTHORITY:

F.S. 1011.30
SBE 6A-14.070

Initiator

Kimberly McMillon

Date

11/05/20

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

**HILLSBOROUGH COMMUNITY COLLEGE
BUDGET DEVELOPMENT CALENDAR
FISCAL YEAR 2021/2022**

