



DISTRICT BOARD OF TRUSTEES BOARD MEETING

**SEPTEMBER 22, 2021
4:00 PM**

LOCATION:

**DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER BOARD ROOM
39 COLUMBIA DRIVE**

PUBLIC ACCESS:

VIA ZOOM

TO JOIN:

<https://hccfl.zoom.us/j/96039330731>

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, SEPTEMBER 22, 2021 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER – BOARD ROOM
39 COLUMBIA DRIVE**

ZOOM ACCESS:

<https://hccfl.zoom.us/j/96039330731>

Page No.

1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

1.05 Welcome to Guests and Staff Members

1.05.01 Resolution: Randall Reid

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 **August 25, 2021 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). 14
- CONSENT** 5.02 The President recommends approval of individuals for **part-time employment** during 21/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review). 16
- CONSENT** 5.03 The President recommends acknowledgment of **employment separations** (submitted herein for your review). 19
- 5.04 The President recommends approval of year four (4) of the dental insurance contract with Humana (submitted herein for your review). 21
- 5.05 The President recommends approval of revisions to page 12 of the 2021-2022 Salary Schedule increasing the Grade 1 minimum hourly rate from \$8.65 to \$10.00 effective September 30, 2021, in accordance with Florida law (submitted herein for your review). 22

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- CONSENT** 6.01 The President recommends approval of the **course modifications** to be effective Fall 2022, unless otherwise noted (submitted for your review). 25

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommends review and acceptance of the annual audit of the Hillsborough Community College Foundation, Inc., for Fiscal Year 2020-2021 (submitted herein for your review). 27

8.0 FINANCIAL SERVICES

- CONSENT** 8.01 The President recommends approval of the Application for Final Payment in the amount of \$39,599.91 to Reno Building, LLC, for completion of the repairs to the soffitt on the Ybor City Campus Child Development Center, as reviewed and recommended by Wilder Architecture, Inc. (submitted herein for your review). 28
- 8.02 The President recommends approval of Amendment No. 1 to the contract with Charles Perry Partners, Inc., establishing the Guaranteed Maximum Price totalling \$16,923,473, for construction of a new District Administration Center at the College's Dale Mabry Campus (submitted herein for your review). 29

8.03	The President recommends approval of the attached carryforward spending plan as required by state statute (submitted herein for your review).	31
8.04	The President recommends approval of Budget Amendment No. 1 (submitted herein for your review).	33
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9.0 ADMINISTRATIVE REPORT

10.0 LEGAL REPORT

10.01 President's Evaluation

11.0 HEARING OF BOARD MEMBERS

11.01 President's Contract

11.02 Discussion: Board Priorities

12.0 ADJOURNMENT

Section 1



RESOLUTION OF APPRECIATION

WHEREAS, Mr. Randall Reid, initially appointed by Governor Charlie Crist in 2009 and reappointed by Governor Rick Scott in 2013 and 2017, served on the District Board of Trustees for Hillsborough Community College for 12 years; and

WHEREAS, Mr. Reid maintained a district-wide perspective as the Chair and as a member of the Board of Trustees in 2011, 2014 and 2020, while representing Hillsborough County with honor and distinction; and

WHEREAS, Mr. Reid served as the HCC Labor Liaison for the years 2013, 2016 and 2018; and

WHEREAS, Mr. Reid served as the Liaison for the HCC Foundation in 2009 and 2017; and

WHEREAS, Mr. Reid oversaw a significant increase in enrollment and new programs at Hillsborough Community College; and

WHEREAS, Mr. Reid oversaw the continued development of the College's SouthShore Campus, the first State college facility designed and built with a commitment to environmental conservation; and

WHEREAS, Mr. Reid has been an advocate for equal and fair treatment of all faculty, staff and students of the Hillsborough Community College District; and

WHEREAS, Mr. Reid, as a respected and established business person, provided guidance and counsel to Hillsborough Community College in policy-making decisions for the institution; and

WHEREAS, Mr. Reid oversaw the disposition of the College's Davis Island property, and both the Cockroach Bay and English Creek Environmental Centers; and

WHEREAS, Mr. Reid oversaw the continued development of the College's Dale Mabry Campus, to include the new Patel Allied Health Building and the new Dr. Gwendolyn W. Stephenson District Administration Center; and

WHEREAS, Mr. Reid promoted economic development opportunities for the College; and

WHEREAS, Mr. Reid assisted overall with HCC's federal funding efforts and targeted initiatives on local, state and national levels; and

WHEREAS, Mr. Reid dedicated his time and experience to improving the HCC experience for our students, all members of the HCC family and overall for the residents of the Hillsborough County community; and

WHEREAS, Mr. Reid represented the College with enthusiasm and distinction to the Hillsborough County community, the State Legislature, the Association of Florida Colleges, and the Association of Community College Trustees; and

WHEREAS, Mr. Reid provided leadership for expanded efforts to broaden HCC's outreach to attract students with new educational programs and training opportunities including support for increased distance-learning courses.

BE IT RESOLVED that the District Board of Trustees of Hillsborough Community College extends the recognition and appreciation of the Board, students, faculty, staff and administration for his distinguished service as a member of the Board; and thank him for his time and devotion to the betterment of the College, this 22nd day of September, 2021.

This Resolution shall take effect immediately and shall be recorded in the meeting minutes of the Board of Trustees.

District Board of Trustees
Hillsborough Community College

By: _____

Arthur F. Diehl III, Chair

By: _____

Dr. Ken Atwater, President & Ex Officio Secretary

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, AUGUST 25, 2021 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER – BOARD ROOM
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

- 1.01.01 Due to the COVID-19 virus, this meeting was also held by Zoom video conferencing due to social distancing limitations. The public was reminded that questions or comments can be submitted to the Trustees' email address at any time during the meeting.

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Chip Diehl
- Nancy Watkins
- Greg Celestan
- Brian Lametto
- Aakash Patel *[arrived at 4:24 p.m.]*
- Dalia McCloud

- 1.04.01 Trustee Diehl administered the Oath of Office to Dalia McCloud, newly appointed student trustee.

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

- 1.06.01 Mr. Steve Shear, Executive Director of the Foundation, introduced incoming Foundation Board Chair, Charles Holloman, who provided a brief summary of what the new Foundation board will be focusing on this year. He also congratulated Trustee McCloud on being selected as a student trustee.

Trustee Watkins thanked him for agreeing to accept the position as Foundation board chair and wished him great success.

Trustee Diehl asked if the Foundation board members had the opportunity to travel with the Board. Dr. Atwater advised yes, those opportunities exist.

Dr. Atwater reiterated that the Foundation assets lingered in the \$3M range for many years but are currently in the \$16M-18M range. He noted that it took tremendous work on the part of board volunteers and he thanked the Foundation board for their efforts.

1.06.02 The Foundation Report was sent to the Board under separate cover. A summary of activities during the months of June and July included:

- \$1M YTD in Donations;
- \$3M in Total Revenue;
- \$3M YTD in Gains on Investments; and
- \$16.2M in Ending Net Assets.

Annual highlights included:

- Endowment dollars increased to just under \$10M;
- Over \$3M was raised during the pandemic;
- Staff contributions increased 18%;
- Over \$800K in scholarships awarded; and
- Foundation Total Assets passed \$16M.

1.06.03 A summary of activities and donations received in June and July totaled \$610,631. Donors included:

- *Amazon*
- *Ana Cruz*
- *Ann E. Allen*
- *Ashley Carl*
- *B&I Contractors, Inc.*
- *BayCare Health System*
- *BioSpine Institute*
- *Charles Perry Partners, Inc.*
- *Children's Board of Hillsborough County*
- *Community Foundation of Tampa Bay, Inc.*
- *Crystal Springs Preserve, Inc.*
- *Enterprise Holdings Foundation*
- *Eric Bailey*
- *Florida Gulf Coast Building Construction/Trades Council*
- *Gary Vien*
- *Harvard Jolly Architecture*
- *Hillsborough County Sheriff's Hispanic Advisory Council, Inc.*
- *Interfaith Social Action Council of Sun City Center*
- *IUOE Local 487-District 925*
- *James F. Perry*
- *Josette Bulnes*
- *Nielson, Wojtowicz, Neu & Associates*

- *Raynor Company Group*
- *Reno Building*
- *Rocha Controls*
- *Skanska USA Building, Inc.*
- *Suncoast Credit Union Foundation*
- *Tampa Electric Company*
- *Tampa General Hospital*
- *Tegba Hunter*
- *The Florida College System Foundation, Inc.*
- *Tri-City Electrical Contractors, Inc.*
- *UA Local 123 & MCA Central Florida Charitable Foundation*
- *USAA Foundation, A Charitable Trust*
- *VoltAir Consulting Engineers, Inc.*
- *Wells Fargo Bank, N.A.*
- *Wilder Architecture, Inc.*

1.07 Faculty, Staff and Student Recognitions

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

- 1.07.01 Hillsborough Community College partnered with **Feeding Tampa Bay** to assist with food distribution to families in need during the pandemic. From March 2020 to the end of July 2021, over 191,000 people were fed and over 7.5 million pounds of food were distributed at over 68 events at the Dale Mabry Campus.

An additional 25 events were held at the SouthShore Campus from October 28, 2020 to April 14, 2021, serving over 10,500 people over 450,000 pounds of food. Since then, they have done a monthly on-site Mobile Pantry serving over 100 families and distributing around 5,000 pounds of food a week.

- 1.07.02 **Kathleen King**, Director of the Dr. Lydia R. Daniel Honors Program, was published in the *Honors in Practice, Volume 17 (2021) Journal*. Her article is titled, "Fostering Community in the Face of COVID: Case Studies from Two Community College Honors Program."

- 1.07.03 **Angela Eveillard**, Director of Strategic Communications, was reelected to the Board of Directors for the Public Relations Society of America (PRSA). The PRSA is the nation's leading professional organization serving the communications community.

- 1.07.04 **Dr. Nicole Jagusztyn**, Director of Information Management and Reporting, was invited by the Helios Foundation to speak at the annual conference of NCAN (National College Achievement Network) in which USDOE Secretary Cardona will be keynote. Nicole will be speaking on the FUSE Scholarship.

1.07.05 **Stephanie Perryman**, Institutional Research Officer, was invited to present by SAS Institute at the annual conference of SAIR (Southern Association for Institutional Research). She will be presenting *BI + AI: Getting Near Graduate Stop-outs Back in College*.

1.07.06 **Jill Rice**, College Grants Manager, has been appointed to serve as Team Captain of a Federal Funding Task Force for the Council for Advancement and Support of Education, a global network of advancement professionals. She serves on the task force for Title III, Strengthening Institutions program, of which, HCC has a \$6 million Hispanic Serving Institution grant.

1.07.07 **Todd Joseph**, Dale Mabry Psychology professor, was installed as the President of the Psi Beta national honor society earlier this month and will serve a two-year term as President. With over 50,000 members, Psi Beta is the premier national honor society in psychology.

Since becoming the primary adviser of HCC's Psi Beta chapter, Todd has mentored hundreds of Psi Beta students. The chapter also won Psi Beta's Outstanding Chapter award for 2020-2021. Congratulations to Professor Joseph for these two outstanding accomplishments.

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

Trustee Watkins requested to remove consideration of the President's contract under item 11 due to tax issues that still need to be resolved.

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

1.09 The President recommended approval of the **June 23, 2021 Board Workshop and Board Meeting Minutes**.

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

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

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

Trustee Celestan made a motion of approval, seconded by Trustee Patel. 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 21/SU. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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

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

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

- 5.04 The President recommended approval of year four (4) and year five (5) of the contract with Humana.

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

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of the **new courses, course modifications, course deletions** and **program modifications** to be effective Summer 2021, unless otherwise noted.

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

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the **Application for Final Payment** in the amount of \$86,231.64 to **Horus Construction Services, Inc.**, for completion of the TECH Building Backfill Remodel Project located at the Dale Mabry Campus, as reviewed and recommended by Wilder Architecture, Inc.

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

- 8.02 The President recommended approval of **Budget Amendment No. 1**.

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

- 8.03 The President recommended approval of the **Purchase and Sale Agreement** for the purchase of the property located at **10230 Leroy Avenue, Tampa, Florida, 33619**, for \$150,000, and to pass a **Resolution** authorizing this purchase.

Trustee Watkins asked if this property is wetlands. Martha Kaye Koehler, General Counsel, advised that about 50% of the property is wetlands.

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

- 8.04 The President recommended approval of the **Supplemental Survey** to amend the College's August 1, 2020 Educational Plant Survey and submit it to the Office of Educational Facilities, Florida Department of Education for validation.

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

- 8.05 The President recommended approval of the **transfer of \$10,000,000** from the June 30, 2021 Fund 1 Unrestricted Fund Balance to Fund 7.

Trustee Diehl asked what the funds would be used for. Dr. Atwater advised that funds set aside for deferred maintenance were used to pay off the Allied Health Building loan instead; this transfer of funds will replace those funds. These funds may also be used for the new District Administration Building if needed.

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

- 8.06 Informational Item Only – **May 2021 Financial Statements**

9.0 **ADMINISTRATIVE REPORT**

- 9.01 Dr. Atwater announced that the state Board of Education approved the application for the Bachelor of Science in Nursing (BSN) program; HCC is the last community/state college to offer a BSN degree. The program will be brought to the Southern Association of Colleges and Schools (SACS) accreditation board in December 2021 *[Please note the correct date is June 2022]*. Dr. Atwater stated that HCC anticipates being able to offer the first BSN classes beginning in fall 2022.

Trustee Watkins asked if the Foundation was leveraging the new nursing program to generate scholarships. Dr. Atwater advised yes.

Trustee Diehl stated that he would like to establish four or five priorities for offering four-year degrees; Trustee Watkins disagreed stating that four-year degrees are not HCC's priority.

- 9.02 Dr. Atwater introduced Dr. Leif Penrose, Dean of Health Sciences. Dr. Penrose provided a brief update and presentation on the work being done to keep HCC's faculty, staff and students safe during the pandemic.

Trustee Celestan asked if the campuses were still offering vaccinations. Dr. Penrose advised that the vaccination sites were closed down at the end of June; However, as of today, Dr. Paige Neihaus, Brandon Campus president, confirmed that a vaccination site provided by Hillsborough County will be established at the Brandon Campus and will be open seven (7) days a week.

Trustee Watkins asked if an incentive could be offered to students that can show full vaccination. Martha Kaye Koehler, General Counsel, stated that the Department of Education has ruled incentives can be offered to students to get vaccinated but cannot be offered to those already vaccinated. Trustee Watkins added that whatever incentive is offered, she would like the vaccinated and unvaccinated be treated the same and not reward those who did not get vaccinated previously.

Trustee Lametto asked if HCC will become a booster site. Dr. Atwater advised that, if given the opportunity, HCC will be a booster site.

Trustee Diehl asked what HCC's indoor mask policy is. Dr. Atwater advised that while the College does not have a mask mandate, masks are expected and highly encouraged.

Trustee McCloud asked if the quarantine at Hawks Landing had to do with COVID exposure or positive cases. Dr. Penrose advised that there were several students that tested positive as well as students that had been exposed or had symptoms. Trustee McCloud added that the COVID team is doing a great job and while the Hawks Landing situation was unfortunate, the College's actions prevented further outbreak.

- 9.03 Dr. Atwater recommended that Board meetings take place in the Board Room at the Dr. Gwendolyn W. Stephenson District Administration Center through December. The Trustees agreed.

10.0 LEGAL REPORT

10.01 Frazier Carraway, Legal Counsel, provided a brief summary of the Board self-evaluation completed by all Board members in May 2021.

11.0 HEARING OF BOARD MEMBERS

11.01 Dr. Atwater advised that the four (4) of the five (5) Board members completed the president's evaluation. Trustee Diehl stated that he was interested in what the new Trustees had to say prior to completing the evaluation.

Trustee Watkins asked Trustee Diehl if he was prepared to go over the results of the president's evaluation. Trustee Diehl stated that he wanted the opportunity to speak to the Board prior to completing his evaluation. Trustee Watkins asked when the president's evaluation would be ready to discuss and that the evaluation should have been completed by all Board members when scheduled.

Trustee Celestan agreed with Trustee Watkins that the evaluation should be completed when scheduled.

Additionally, Trustee Watkins stated that she did not want Trustee Diehl's evaluation to be included in the report since he has already reviewed the evaluations submitted by other trustees. Trustee Diehl reiterated that his objective was to discuss the evaluation with the Board first. Trustee Watkins objected to his evaluation being included in the summary because, due to having him now having reviewed the evaluations of all other trustees, it will not be completed under the same conditions as those submitted by the deadline.

Trustee Watkins motioned that the responsibility of providing a summary of the president's evaluation for the September Board meeting be handled by Mr. Carraway, seconded by Trustee Patel. After due discussion and consideration, approval was given by aye vote of all members present.

Trustee Watkins motioned to not consider any evaluation that was not completed by the deadline, seconded by Trustee Celestan. After due discussion and consideration, approval was given by four (4) aye votes and one (1) no vote.

Dr. Atwater confirmed with Trustee Watkins that the president's evaluation discussion would be moved to the September 22, 2021 Board meeting. Additionally, he added that he would not accept the increase that comes with a favorable evaluation unless the staff receives an increase.

11.02 Trustee Patel stated that he had visited several campuses and talked to students and was looking forward to completing the campus tours.

11.03 Trustee McCloud stated that she would begin her campuses tours soon.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:47 p.m.

DRAFT

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 Fiscal Year 2021-22. 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

9/14/21

FULL-TIME APPOINTMENTS
SEPTEMBER 22, 2021 BOARD MEETING

ADMINISTRATOR

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Rand, Patricia	Dean of Academic Affairs	AFC0300004	Brandon	9/27/21

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Lance, Alysia*	Counselor, Basic Year	FFC1T008	Southshore	8/26/21

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Lopez, Sarah **	Assistant Dean	EFC12V0013	Dale Mabry	9/09/21
Nottingham, Mark **	Program Analyst-Campus Point Person	EFC06V0023	Dale Mabry	9/09/21
Schneer, Suzanne*	PSAV Coordinator	EFC0800067	Ybor City	8/26/21
Van Der Meulen, Karyn **	Program Analyst-Campus Point Person	EFC06V0024	Dale Mabry	9/08/21

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Baller, Camille	Learning Resources Technician/Library	NFC0300111	Southshore	9/09/21
Frost, Nathan**	Lab Assistant	NFC04V0003	Dale Mabry	9/02/21

*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 Academic Term 21/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 (2021-22). 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 Academic Term 21/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**

9/14/21

1-0-024(2/04)

PART-TIME APPOINTMENTS
SEPTEMBER 22, 2021 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Abdul-Rahim, Hajer	Adj English Instructor	FPNC0019	Brandon	9/02/21
Alvarez Carcach, Dania	Adj Foreign Language Instructor	FPNC0127	Plant City	8/24/21
Beatty, Phillip	Adj Music Instructor	FPNC0266	Ybor City	9/07/21
Carmichael, Chrissa	Adj Nursing Instructor	FPNC0069	Dale Mabry	9/11/21
Cunningham, Gina	Adj Personal Interest Instructor III	FPNN0081	ICCE	9/02/21
Jajermi, Marziyeh Farzaneh	Adj Medical Coding Instructor	FPNC0391	Ybor City	9/13/21
Perez, Reynaldo	Adj Law Enforcement Non-Credit Instructor	FPNN0062	Ybor City	9/09/21
Plummer, Lanesha	Adj Nursing Instructor	FPNC0062	Dale Mabry	8/26/21
Sibul, Eric	Adj History Instructor	FPNC0463	Southshore	9/08/21

NON-FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Avila, Anthony	PT Specialist	ZPC40026	Plant City	9/09/21
Blanco, Carol	PT Technician	ZPP20096	Dale Mabry	9/07/21
Broxton, Tomeca	PT Technician	ZPP20135	Ybor City	8/26/21
Cordero, Jomarie	PT Technician	ZPP20150	Dale Mabry	9/09/21
Cox, Alycia	PT Advanced Technician	ZPP30017	Ybor City	9/02/21
Dantuluri, Neha*	PT Associate-Campus Point Person	ZPP5V016	Dale Mabry	9/08/21
Degaetano, Lori	PT Advanced Professional	ZPP90002	Dale Mabry	9/02/01
Devlin, Summer*	PT Associate-Campus Point Person	ZPP5V016	Dale Mabry	9/07/21
Duncan, Barbara	PT Advanced Technician	ZPP30005	Dale Mabry	9/03/21
Hammed, Sundus	PT Technician	ZPP20120	Brandon	9/02/21
Jones, Ruth*	PT Associate-Campus Point Person	ZPP5V016	Dale Mabry	9/07/21
Mercedes, Yelizza *	PT Associate-Campus Point Person	ZPP5V016	Dale Mabry	9/08/21
Merly, Natalia	PT Assistant	ZPP10221	Dale Mabry	9/09/21
Meulener, Sylvia	PT Associate	ZPP50009	ICCE	9/09/21
Nieves-Lafayette, Nancy *	PT Associate-Campus Point Person	ZPP5V016	Dale Mabry	9/07/21
Olivares, Katherine	PT Technician	ZPP20130	Southshore	9/09/21

* Part-Time Temporary/Grant Funded

PART-TIME APPOINTMENTS
SEPTEMBER 22, 2021 BOARD MEETING

Repko, Marion	PT	Associate	ZPP50026	Dale Mabry	9/01/21
Reyes, Betmarie	PT	Technician	ZPP20130	Southshore	9/09/21
Sobiech, Rachel	PT	Associate	ZPP50022	Ybor City	9/03/21
St. Clair, Mitchell	PT	Associate	ZPC50034	Dale Mabry	8/24/21
Tabares, Jasmine	PT	Technician	ZPP20120	Brandon	8/26/21
Viruet, Briana	PT	Technician	ZPP20096	Dale Mabry	8/24/21

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

9/14/21

FULL-TIME SEPARATIONS
SEPTEMBER 22, 2021 BOARD MEETING

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Eisenhart-Mora, Catherine	Academic Records Associate	Collaboration Studio	11/2/20	9/02/21
Huggins, Lori	Academic Advisor	Ybor City	7/31/17	8/27/21
Robbins, Jennifer	Academic Records Associate	Collaboration Studio	5/22/18	9/02/21

EXPIRATION OF TEMPORARY ASSIGNMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Avila, Anthony	Staff Assistant	Plant City	1/04/18	9/08/21

* Full-Time Temporary

** Full-Time Temporary/Grant Funded

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.04

BACKGROUND AND PERTINENT FACTS:

In July 2019, Hillsborough Community College approved the award of the employee dental insurance contract to Humana which included a three (3) year rate guarantee along with the option of two (2) additional years, one (1) year at a time, at a rate cap of 6% for years four (4) and five (5).

At the time of approval, the Board voted that they must approve if the College decides to extend the contract for years four (4) and five (5). Our intent is to exercise the option to extend and renew with Humana for year four (4). Due to plan utilization, Humana has agreed to no change in the Dental Health Maintenance Organization (DHMO) rate, but expects the PPO (Preferred Provider Organization) rate to increase by 6% at a cost of approximately \$19,300.

ECONOMIC IMPACT:

\$19,300 based on current plan enrollment.

OBJECTIVE:

To obtain approval for years four (4) dental insurance contract with Humana.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of year four (4) of the dental insurance contract with Humana.

Initiator

Date

Vice President/ President/Exec Dir of Human Resources

Date

District President

Date
9/14/21

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.05

BACKGROUND AND PERTINENT FACTS:

This item provides revisions to the Salary Schedule for FY 2021-2022 to update minimum wage in accordance with Florida law effective September 30, 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 2021-2022 Salary Schedule increasing the Grade 1 minimum hourly rate from \$8.65 to \$10.00 effective September 30, 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

9/14/21

PART-TIME STAFF SALARY TABLE

HOURLY WAGE SCHEDULE					
Grade	Min-Max	Class Title	Class Code	Associated Work	Entry Wage
1	\$10.00	Part-time Student Assistant	Z0102	Student Assistant	\$10.00
		Part-time Federal Work Study Assistant	Z0101	Federal Work Study (CWSP)	\$10.00
				Federal Work Study (CWSP) America Reads	\$10.00
				Supplemental Instruction Leader	\$10.00
		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	\$10.00-\$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	\$8.65- \$8.89 <u>10.00</u>	Part-time Student Assistant	Z0102	Student Assistant	\$8.65 <u>10.00</u>
		Part-time Federal Work Study Assistant	Z0101	Federal Work Study (CWSP)	\$8.65 <u>10.00</u>
				Federal Work Study (CWSP) America Reads	\$8.65 <u>10.00</u>
				Supplemental Instruction Leader	\$8.65 <u>10.00</u>
		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 <u>10.00</u> - \$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.	

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Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

The Health Sciences discipline group presented course modifications to the Academic Affairs Committee.

The Academic Affairs Committee approved the course modifications and forwarded all to the Vice President for Academic Affairs who reviewed them with the appropriate staff for forwarding to the President.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To strengthen the college curriculum.

LEGAL AUTHORITY:

HCC 6HX-10-4.06

RECOMMENDATION:

The President recommends approval of the course modifications to be effective Spring 2022, unless otherwise noted.

Initiator
Brian Mann

Date

Vice President/Campus President/Director of Human Resources
Richard Senker

Date

District President



Date
9/14/21

HILLSBOROUGH COMMUNITY COLLEGE
Board of Trustees Meeting
September 22, 2021

Course Modifications:
Effective SP/22

OPT 2375, Refractometry

- Add OPT 115 as a prerequisite

OPT 2463L, Ophthalmic Skills Laboratory

- Change course description to read: This course is designed to educate students in the technical skills of performing various procedures within the ophthalmic visual assessment area of a dispensary. The course will present the medical model to follow for healthy sight, equipment procedures, maintenance and use, calibration of equipment, low vision, and managed vision care plans.

OPT 2501L, Contact Lens II Laboratory

- Add OPT 2500L as a prerequisite

Section 7

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.01

BACKGROUND AND PERTINENT FACTS:

Pursuant to the state law, the Hillsborough Community College Foundation's annual Audit for Fiscal Year 2020-2021 is submitted for the Board's acceptance. The Board is asked to review and accept the following:

- College support of direct support organization's operating expenses;
- Annual change in the direct support organization's net assets; and
- Direct support organization's ability to cover indebtedness (both current and projected).

ECONOMIC IMPACT:

None.

OBJECTIVE:

To submit the Fiscal Year 2020-2021 annual Audit of the Hillsborough Community College Foundation, Inc. to the District Board of Trustees for acceptance as required by state law.

LEGAL AUTHORITY:

F.S. 1004.64;1001.65;1004.70

RECOMMENDATION:

The President recommends review and acceptance of the annual audit of the Hillsborough Community College Foundation, Inc. for Fiscal Year 2020-2021.

Initiator



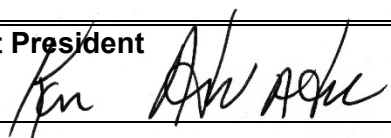
Date

08/31/2021

Vice President/Campus President/Director of Human Resources

Date

District President



Date

9/14/21

Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

In August of 2018, the District Board of Trustees entered into a contract with Reno Building, LLC to provide construction management services under a continuing contract for miscellaneous projects for which total construction costs do not exceed \$4,000,000. Amendment No. 05 to the contract established a Guaranteed Maximum Price for repairs to the soffit on the Ybor City Campus Child Development Center (YCDC) in the amount of \$408,639.

The project was completed on August 17, 2021 per the contract for a total amount of \$395,999.05. Wilder Architecture, Inc. has reviewed and approved the Application for Final Payment in the amount of \$39,599.91 to Reno Building, LLC.

The unused portion of the GMP in the amount of \$12,639.95 is credited back to the College. All closeout documents including warranties have been provided to the College. All sub-contractor invoices have been paid.

ECONOMIC IMPACT:

Funds were provided from Capital Improvement Fees.

OBJECTIVE:

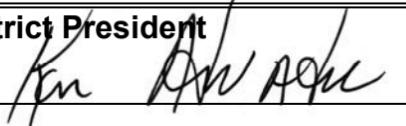
To obtain Board approval for final payment of \$39,599.91 to Reno Building, LLC, for completion of the repairs to the soffit at YCDC.

LEGAL AUTHORITY:

F.S. 1013.50

RECOMMENDATION:

The President recommends approval of the Application for Final Payment in the amount of \$39,599.91 to Reno Building, LLC, for completion of the repairs to the YCDC, as reviewed and recommended by Wilder Architecture, Inc.

Initiator	Date
Ben Marshall, Director of Facilities Planning & Construction	September 2, 2021
Vice President/Campus President/Director of Human Resources	Date
District President 	Date 9/14/21

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

BACKGROUND AND PERTINENT FACTS:

In September 2020, the District Board of Trustees entered into a contract with Charles Perry Partners, Inc., to provide construction management services for the construction of a new District Administration Center building at the College's Dale Mabry Campus.

Amendment No. 1 to the contract is for the establishment of a Guaranteed Maximum Price (GMP) of \$16,923,473. Included in the GMP is a Construction, Design, Owner and Department of Education (DOE) contingency. All work that is not covered in the cost of work and requires payment from contingency funds shall be submitted for review and approval by the architect and owner prior to work being performed. All unused contingency funds will be returned to the College at the completion of the project.

ECONOMIC IMPACT:

Funds will be provided from proceeds received from the sale of the Dr. Gwendolyn W. Stephenson District Administration Center.

OBJECTIVE:

To receive Board approval of Amendment No. 1 to the contract with Charles Perry Partners, Inc. establishing the GMP totaling \$16,923,473, for the construction of a new District Administration Center building at the College's Dale Mabry Campus.

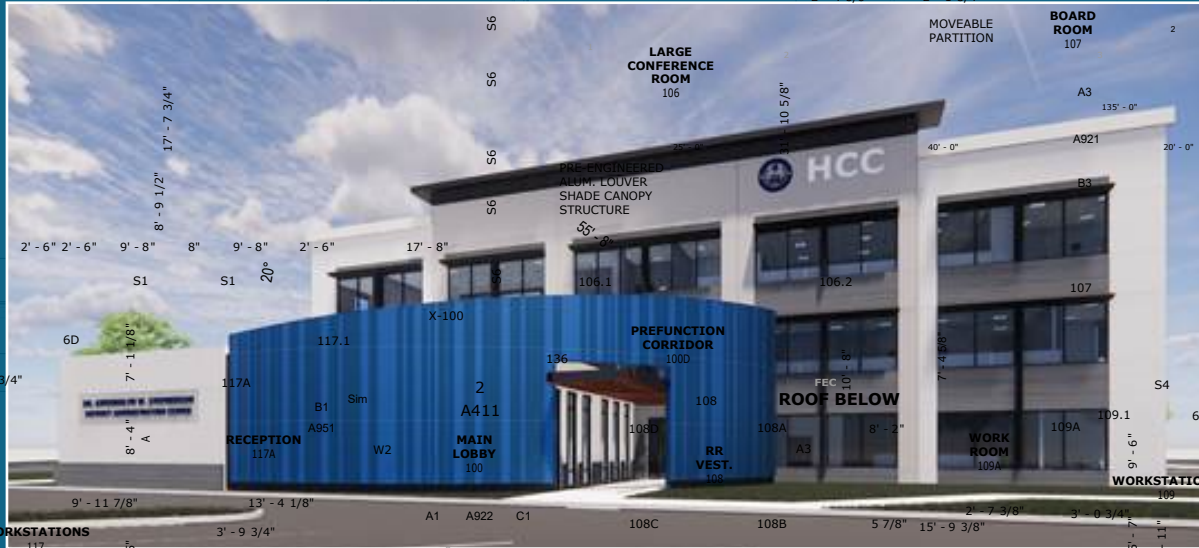
LEGAL AUTHORITY:

SBE 6A-14.074
HCC 6HX-10-5.300
F.S. 1001.02
F.S. 1001.64
F.S. 1013.45

RECOMMENDATION:

The President recommends approval of Amendment No. 1 to the contract with Charles Perry Partners, Inc., establishing the GMP totaling \$16,923,473 for the construction of a new District Administration Center building at the College's Dale Mabry Campus.

Initiator	Date
Ben Marshall, Director of Facilities Planning & Construction	September 2, 2021
Vice President/Campus President/Director of Human Resources	Date
District President	Date



HILLSBOROUGH COMMUNITY COLLEGE NEW ADMINISTRATION BUILDING

SUBMITTED BY:



CPPI

CHARLES PERRY PARTNERS, INC

10150 Highland Manor Drive, Suite #135

Tampa, FL 33610

(813) 979-9577

www.cppei.com



pckge	Description	Total Amount
01E	SURVEY	14,575
01F	FINAL CLEANING	27,650
03A	CAST IN PLACE CONCRETE	1,386,180
05A	STRUCTURAL STEEL	1,297,977
07A	DAMPPROOFING, WATERPROOFING	104,290
07B	ROOFING SYSTEM, HORIZONTAL	304,426
07D	SPRAY ON FIREPROOFING	85,000
07E	MOISTURE INTRUSION CONSULTING	67,200
07F	SIDING, METAL PANELS	212,000
08A	DOORS, FRAMES, FINISH HARDWARE	200,550
08B	STOREFRONT, CURTAINWALL, GLASS	880,196
09A	DRYWALL, FRAMING	880,810
09C	ACOUSTICAL CEILINGS, TREATMENTS	252,870
09D	PAINTING, COATINGS, WALLCOVERINGS	149,980
09E	CARPET, RESILIENT FLOORING	379,795
10A	GENERAL SPECIALTIES	97,331
10C	SIGNAGE	27,528
10E	WALKWAY CANOPIES	15,686
10Q	LOUVER CANOPY STRUCTURE	57,598
10S	FLAGPOLE	8,050
12A	CASEWORK	170,470
12C	WINDOW TREATMENTS	59,003
14A	ELEVATORS, LIFTS	267,000
21A	FIRE PROTECTION	146,162
22A	PLUMBING	571,200
23A	HVAC	1,714,800
26A	ELECTRICAL	1,490,050
26B	COMMUNICATIONS	250,218
31A	EARTHWORK, SITE IMPROVEMENTS	803,397
31G	DEWATERING	77,487
32B	LANDSCAPING, IRRIGATION	50,220
99A	STAFF COSTS	1,103,319
99B	GENERAL CONDITIONS	152,817
99C	EARLY ENABLING	36,416
99D	OWNER FFE ALLOWANCE	700,000

Estimate Totals

Description	Amount	Totals	Rate
subtotal cost of work	14,042,251	14,042,251	
Construction Contingency	421,268		3.000 %
Design Contingency	351,056		2.500 %
Owner's Contingency	421,268		3.000 %
DOE Contingency	351,056		2.500 %
Escalation	262,751		1.871 %
	1,807,399	15,849,650	
Builders Risk	64,309		
Bond	104,513		
General Liability	89,017		
SDI	165,081		
subtotal ins, bonding	422,920	16,272,570	
profit/overhead	650,903		
subtotal fee	650,903	16,923,473	

Total \$16,923,473

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.03

BACKGROUND AND PERTINENT FACTS:

Florida Statute 1013.841 requires Florida Colleges with over 15,000 FTE to maintain a minimum carryforward balance of at least 7%. Each Florida College System institution that retains a state operating fund carryforward balance in excess of the 7% minimum is required to submit a spending plan to their Board for its excess carryforward balance for review and approval by September 30, 2021

Once approved, the spending plan will be forwarded to the State Board of Education by no later than November 15, 2021.

On June 30, 2021, HCC's carryforward balance was \$41,661,149. The required 7% carryforward is \$12,474,969; therefore, HCC has \$29,185,180 in carryforward balance in excess of the 7%.

The carryforward spending plan proposed by the administration is attached.

ECONOMIC IMPACT:

The actual amount of spending of the carryforward fund balance for this fiscal year will be dependent on the amount spent.

OBJECTIVE:

To obtain Board approval for the carryforward spending plan.

LEGAL AUTHORITY:

F.S. 1013.84

RECOMMENDATION:

The President recommends approval of the attached carryforward spending plan as required by state statute.

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

9/14/21

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY 21-22	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
		Amount Required Per Certified Fund Balance Calculation Tab	29,185,180				
1.	(g) Commitment to contingency reserve related to state declared emergency	To supplement 7% required reserves in case of a state declared emergency	20,000,000	4	1	2025	Would fund 52 days of operations at the current rate of \$385,362 per day
2.	(e) Nonrecurring expenditures for operations	Miscellaneous nonrecurring one-time expenditures	3,000,000	4	1	2025	Miscellaneous expenditures due to Covid but not covered by HEERF funding such as increased advertising, etc.
3.	(e) Nonrecurring expenditures for operations	Reserve for self-insurance for health care	3,000,000	4	1	2025	HCC is one of the few colleges in Florida that self-insures for healthcare
4.	(b) Completion of renovation, repair or maintenance project, up to \$5M	Deferred maintenance such as replacement/repair of roofs and building envelopes	3,185,180	4	1	2025	Miscellaneous projects determined by College priority needs
5.	[Create your own category]		-				
Total as of July 1, 2021			\$ 29,185,180				

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.04

BACKGROUND AND PERTINENT FACTS:

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

These adjustments are related to the 2020-21 fiscal year-end close and the 2021-22 fiscal year budget.

The adjustments made in Budget Amendment No. 1 are primarily to carry forward balances and encumbrances from the 2020-21 fiscal year and to increase the Plant Fund budget for additional estimated revenue. See attachment for detailed explanations of changes.

ECONOMIC IMPACT:

Increase Plant Fund revenue and expenditure budgets by \$1,923,662.

OBJECTIVE:

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

LEGAL AUTHORITY:

S.B.E. Rule 6A-14.0717 (2) (a)
Sections 1001.02(9), 1011.01, 1011.30, F.S.

RECOMMENDATION:

The President recommends approval of Budget Amendment No. 1.

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

9/14/21

HILLSBOROUGH COMMUNITY COLLEGE
Explanation of Budget Changes
Plant Fund
Budget Amendment No. 1 (FY 2021/2022)
September 22, 2021

I. AVAILABLE FUNDS

<u>Unallocated Fund Balance</u>			
Estimated Fund Balance @ July 1, 2021	\$	27,408,574	
Actual (unaudited) Unallocated Fund Balance @ July 1, 2021			27,408,574
<u>Non-mandatory Transfer from Current Unrestricted Fund</u>			
	\$	10,000,000	
<u>Fiscal Year 2021-2022 Revenue Budget @ July 1, 2021</u>			
		4,505,000	
Total Revenue			<u>14,505,000</u>
<u>Funds Carried Forward:</u>			
Encumbrances brought forward		1,923,662	
Total Funds Brought Forward @ September 22, 2021			1,923,662
Total Increase in Revenue Budget @ September 22, 2021		1,923,662	
TOTAL AVAILABLE FUNDS @ September 22, 2021			<u><u>\$ 43,837,236</u></u>

II. EXPENDITURES

<u>Current Expense Cost @ July 1, 2021</u>			
Data Software Project	\$	9,983,125	
Total Current Expense Cost @ September 22, 2021		9,983,125	9,983,125
<u>Capital Outlay @ July 1, 2021</u>			
Adjustment @ September 22, 2021		31,930,449	
Encumbrance Brought Forward		1,923,662	
Deferred Maintenance		<u>10,000,000</u>	
Adjusted Capital Outlay @ September 22, 2021			33,854,111
Total Increase in Expenditures Budget @ September 22, 2021		21,906,787	
Total Adjusted Expenditure Budget @ September 22, 2021			<u>\$ 43,837,236</u>

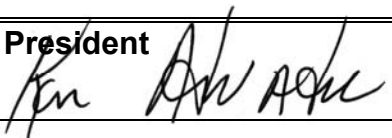
III. TOTAL ACCOUNTED FOR			<u><u>\$ 43,837,236</u></u>
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RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**Agenda Number: 8.05****INFORMATION ITEMS ONLY
MONTHLY FINANCIAL STATEMENTS**

The Board has requested the monthly financial statements be submitted as informational only for their review. The financial statements for the month of June 2021 are included herewith.

LEGAL AUTHORITY:

Sections 1001.64; 1001.65, F.S.

Initiator**Date****Vice President/Campus President/Director of Human Resources****Date****District President****Date**
9/15/21

**Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending June 30, 2021
(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⁾	-\$591	-\$1,589	-63%	\$58,599	\$58,400	100%	\$55,907	4%
Support from State Government ⁽²⁾	\$10,546	\$7,368	43%	70,710	\$70,704	100%	\$68,846	3%
Other Revenue ⁽³⁾	\$11,607	\$466	2390%	2,892	\$13,089	453%	\$3,173	312%
Total Revenue	\$21,562	\$6,245	245%	\$132,201	\$142,194	108%	\$127,927	11%
% of Revenues From State Govt.	49%	118%		53%	50%		54%	
Operating Expenses								
Instructional Salaries & Benefits	\$3,285	\$3,144	4%	\$38,376	\$40,612	106%	\$40,447	0%
Other Salaries & Benefits ⁽⁴⁾	13,442	11,897	13%	60,333	61,297	102%	62,749	-2%
Total Personnel Costs	\$16,727	\$15,041	11%	\$98,709	\$101,909	103%	\$103,196	-1%
Other Expenses ⁽⁵⁾	\$15,714	\$25,080	-37%	\$39,803	\$38,036	96%	\$48,882	-22%
Total Operating Expenses	\$32,440	\$40,121	-19%	\$138,512	\$139,945	101%	\$152,078	-8%
Capital Outlay⁽⁶⁾	\$269	\$68	293%	\$1,074	\$713	66%	\$1,558	-54%
Total Expenses	\$32,709	\$40,190	-19%	\$139,586	\$140,657	101%	\$153,635	-8%
Excess/(deficit) Revenues Over Expenses	-\$11,147	-\$33,944		-\$7,385	\$1,536		-\$25,709	

NOTES:

(1) The current month Student Tuition and Fees increased \$1M in June FY21 compared to FY20 primarily due to an increase of \$820K monthly for the Dual Enrollment, a \$231K decrease in waivers, a \$51K increase in Continuing Workforce Education, offset by a \$374K decrease Advanced & Professional Revenue when comparing FY21 to FY20. For YTD June FY21, Student Tuition and Fees is up \$2.5M despite overall 2020/2021 enrollment FTEs being down 9.7% due to the collection of the new distance learning fee this year which has added \$6.2M YTD to revenue.

(2) The current month increase of \$3.18M in Support from State Government is due the receipt of the previously budgeted but held back funds.

(3) The current month increase of \$11.1M in Other Revenue is primarily due to \$11.3 recorded HEERF funds for lost revenue in the prior and current year.

(4) The current month increase of \$1.5M in Other Salaries and Benefits is primarily due to an increase in expenses related to pensions and other post employment benefits in FY21 compared to FY20.

(5) The current month decrease of \$9.4M in Other Expenses is primarily due to reduction of current expenses in FY21 and \$10M fund transfer from Fund 1 to Fund 7 in FY21 compared to a \$20M fund transfer from Fund 1 to Fund 7 in FY20.

(6) The current month increase of \$201K in Capital Outlay is primarily due to increased construction management costs for Collaboration Studio renovation for Distance Learning program and educational equipment for PSAV programs in FY21 compared to FY20.

**Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending June 30, 2021**

KEY PERFORMANCE INDICATORS

STAFF FTEs

	<u>June 2021</u>	<u>June 2020</u>
Instructional Faculty FTEs ⁽¹⁾	623	585
All Other Staff FTEs	978	1,050
Total FTEs	1,601	1,635
% of Instructional FTEs	39%	36%
	<u>June 2021</u>	<u>June 2020</u>
Actual Head Count Instruct. Faculty	655	569
Actual Head Count All Other Staff	1,045	1,097
Total Actual Head Count	1,700	1,666

STUDENT FTEs ⁽²⁾

<u>Term</u>	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>
FALL	8,876	9,824	9,671
SPRING	7,999	9,037	8,872
SUMMER	3,366	3,566	3,413
TOTAL	20,241	22,428	21,956
Total Target FY 20-21 ⁽²⁾	22,495		

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>June 2021</u>	<u>June 2020*</u>
Current Ratio (Current Assets/Current Liabilities)	3.73	3.39
Return On Net Assets (Net Income/Total Assets)	1%	-10%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	7%	11%
Fund Balance as a % of Funds Available (Unencumbered Fund Balance BEFORE GASB 68 & GASB 75/Total Funds Available)	23.40%	18.36%
Days Unrestricted Cash on Hand (Unrestricted Cash & Cash Equiv./Daily Operating Expenses)	62	42

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 2020 ratios and percentages are restated from June 2020 BOT to match the post FY20 audit presentation.

HILLSBOROUGH COMMUNITY COLLEGE
STATEMENT OF NET POSITION
AS OF JUNE 30,
FISCAL YEARS 2020 AND 2021

	As of June 30, 2021	As of June 30, 2020
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 35,626,722	\$ 24,227,878
Restricted Cash and Cash Equivalents	(9,100,017)	5,003,681
Investments	2,624,258	4,347,363
Restricted Investments	-	-
Accounts Receivable, Net	4,809,795	11,569,293
Notes Receivable, Net (Note 1)	14,073	10,960
Due from Other Governmental Agencies (Note 2)	17,888,086	2,730,634
Due from Component Unit/College (Note 3)	373,794	412,486
Inventories	1,687,223	1,785,261
Prepaid Expenses (Note 4)	2,258,178	2,064,188
Deposits	-	-
Other Assets	-	-
Total Current Assets	\$ 56,182,113	\$ 52,151,743
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 44,835,515	\$ 27,408,574
Investments	6,657,369	4,951,171
Restricted Investments	-	-
Prepaid Expenses	-	-
Loans and Notes Receivable, Net	-	10,117
Depreciable Capital Assets, Net (Note 5)	136,845,868	147,992,775
Nondepreciable Capital Assets	1,004,304	-
Land	29,036,535	29,456,019
Other Assets	137,500	137,500
Total Noncurrent Assets	\$ 218,517,090	\$ 209,956,156
TOTAL ASSETS	\$ 274,699,203	\$ 262,107,899
DEFERRED OUTFLOWS OF RESOURCES (Note 6)		
Deferred Outflows - Pension FRS	\$ 20,214,951	\$ 18,092,013
Deferred Outflows - Pension HIS	4,512,981	4,030,768
Deferred Outflows - Other Post Employment Benefits	810,843	946,922
Total Deferred Outflows of Resources	\$ 25,538,774	\$ 23,069,703
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 300,237,978	\$ 285,177,602
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 6,827,383	\$ 6,135,141
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	3,754,405	3,543,242
Retainage Payable	167,323	-
Due to Other Governmental Agencies	917,826	1,120,813
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	3,848	8,407
Estimated Insurance Claims Payable	1,620,837	1,730,541
Deposits Held for Others (Note 8)	554,252	526,853
Long-Term Liabilities - Current Portion:		
Bonds Payable	-	-
Notes and Loans Payable (Note 9)	-	1,505,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Compensated Absences Payable	400,000	400,000
Net Pension Liability (Note 10)	539,085	323,047
Other Post Employment Benefits Payable (Note 11)	282,366	85,485
Total Current Liabilities	\$ 15,067,325	\$ 15,378,528

HILLSBOROUGH COMMUNITY COLLEGE
STATEMENT OF NET POSITION
AS OF JUNE 30,
FISCAL YEARS 2020 AND 2021

	<u>As of June 30, 2021</u>	<u>As of June 30, 2020</u>
Noncurrent Liabilities:		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	-	10,000,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Special Termination Benefits Payable	-	-
Compensated Absences Payable	3,969,590	3,737,304
Net Pension Liability (Note 10)	73,686,457	62,057,362
Other Post Employment Benefits Payable	1,330,224	1,562,017
Other Long-Term Liabilities	-	-
Total Noncurrent Liabilities	<u>\$ 78,986,271</u>	<u>\$ 77,356,683</u>
TOTAL LIABILITIES	<u>\$ 94,053,596</u>	<u>\$ 92,735,211</u>
DEFERRED INFLOWS OF RESOURCES (Note 6)		
Deferred Inflows - Pension FRS	\$ 1,121,207	\$ 3,311,127
Deferred Inflows - Pension HIS	1,654,720	2,091,194
Deferred Inflows - Other Post Employment Benefits	234,903	274,098
Total Deferred Inflows of Resources	<u>\$ 3,010,830</u>	<u>\$ 5,676,419</u>
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	<u><u>\$ 97,064,426</u></u>	<u><u>\$ 98,411,630</u></u>
NET POSITION		
Invested in Capital Assets, Net of Related Debt	\$ 168,504,711	\$ 168,029,652
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	460,764	3,228,529
Scholarships	(20,736)	391,473
Capital Projects	44,835,514	27,408,574
Debt Service	-	-
Unrestricted	<u>(10,606,701)</u>	<u>(12,292,257)</u>
Total Net Position	<u>\$ 203,173,552</u>	<u>\$ 186,765,971</u>
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	<u><u>\$ 300,237,978</u></u>	<u><u>\$ 285,177,602</u></u>

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

Hillsborough Community College
Income Statement
Current Unrestricted Fund
Period Ending June 30, 2021
(Dollars In Thousands)

	<u>YTD Actual to Budget Comparison</u>				<u>YTD Actual to Actual Comparison</u> tied to FINAL BOT confirm to AFR			
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> \$	%	<u>Jun-21</u>	<u>Jun-20</u>	<u>Variance</u> \$	%
REVENUE								
Student Tuition and Fees	\$58,599	\$58,400	-\$199	0%	\$58,400	\$55,907	\$2,492	4%
Support From State Government	\$70,710	\$70,704	-\$5	0%	\$70,704	\$68,846	\$1,859	3%
Other Revenue	\$2,892	\$13,089	\$10,197	353%	\$13,089	\$3,173	\$9,916	313%
Total Revenue	\$132,201	\$142,194	\$9,993	8%	\$142,194	\$127,927	\$14,267	11%
Allocated Funds								
Prior Year Carryover Funds	\$4,835							
Decrease in MLK veto - Amndmt #2	-\$950							
Increase in Distance Learning Fee - Amndmt #4	\$3,500							
Beginning Fund Balance	\$53,271							
NonMandatory Fund Budget Transfer	-\$18,915							
NonMandatory Fund Budget Transfer	-\$10,000							
Total Available	\$163,942							
	<u>YTD</u>	<u>YTD</u>	<u>Variance</u>				<u>Variance</u>	
	<u>Budget</u>	<u>Actual</u>	<u>\$</u>	<u>%</u>	<u>Jun-21</u>	<u>Jun-20</u>	<u>\$</u>	<u>%</u>
EXPENDITURES								
Personnel Costs								
Full Time Salaries	\$53,741	\$53,184	-\$558	-1%	\$53,184	\$52,530	\$654	1%
Part Time Salaries	\$19,738	\$19,095	-\$642	-3%	\$19,095	\$20,366	-\$1,271	-6%
Fringe Benefits	\$23,317	\$29,363	\$6,045	26%	\$29,363	\$30,114	-\$751	-2%
Salary Attrition Funds	\$1,323	\$0	-\$1,323	0%	\$0	\$0	\$0	0%
Regular Termination	\$509	\$267	-\$243	-48%	\$267	\$187	\$80	43%
Total Personnel Costs	\$98,709	\$101,909	\$3,199	3%	\$101,909	\$103,196	-\$1,287	-1%
Current Expenses								
Travel	\$964	\$61	-\$903	-94%	\$61	\$439	-\$378	-86%
Telephones & Utilities	\$4,629	\$3,866	-\$764	-17%	\$3,866	\$4,161	-\$296	-7%
Professional Fees	\$1,198	\$565	-\$633	-53%	\$565	\$1,050	-\$486	-46%
Repairs & Maintenance	\$3,569	\$2,684	-\$885	-25%	\$2,684	\$2,828	-\$145	-5%
Insurance	\$2,157	\$2,241	\$83	4%	\$2,241	\$1,941	\$300	15%
Other Services	\$15,873	\$10,521	-\$5,352	-34%	\$10,521	\$10,501	\$20	0%
Materials & Supplies	\$2,504	\$1,363	-\$1,141	-46%	\$1,363	\$1,581	-\$218	-14%
All Other Current Expenses	\$8,908	\$16,736	\$7,828	88%	\$16,736	\$26,380	-\$9,643	-37%
Total Current Expenses	\$39,803	\$38,036	-\$1,767	-4%	\$38,036	\$48,882	-\$10,846	-22%
Total Personnel & Current Expenses	\$138,512	\$139,945	\$1,433	1%	\$139,945	\$152,078	-\$12,133	-9%
Capital Outlay								
Equipment	\$619	\$484	-\$135	-22%	\$484	\$351	\$133	38%
Buildings	\$548	\$229	-\$319	-58%	\$229	\$1,207	-\$978	-81%
Total Capital Outlay	\$1,074	\$713	-\$362	-34%	\$713	\$1,558	-\$845	-54%
Total Expenditures	\$139,586	\$140,657	\$1,071	1%	\$140,657	\$153,635	-\$12,978	-8%
NonMandatory Fund Budget Transfer	-\$18,915							
Estimated Fund Balance June 30, 2021	\$43,271							
Total Accounted For	\$163,942							
Excess/(Deficit) Revenues Over Expenses	<u>\$0</u>	<u>\$1,536</u>			<u>\$1,536</u>	<u>-\$25,709</u>		