DISTRICT BOARD OF TRUSTEES
BOARD MEETING

OCTOBER 27, 2021
4:00 PM

LOCATION:

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

PUBLIC ACCESS:

VIA ZOOM

CLICK HERE TO JOIN:
https://hccfl.zoom.us/j/92836694354

HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, OCTOBER 27, 2021 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER – BOARD ROOM
39 COLUMBIA DRIVE

ZOOM ACCESS:
https://hccfl.zoom.us/j/92836694354

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1.01 Call to Order

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

1.05 Welcome to Guests and Staff Members

1.06 Foundation Report

1.07 Faculty and Staff Recognitions

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

1.09 The President recommends approval of the **September 22, 2021 Board Meeting minutes** (submitted herein for your review). 4

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CONSENT 5.03 The President recommends acknowledgment of **employment separations** (submitted herein for your review). 19

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

CONSENT 6.01 The President recommends approval of the **new courses, course modifications, course deletions, new programs and program deletions** to be effective Fall 2022, unless otherwise noted (submitted for your review). 21

6.02 The President recommends approval of the new, modified and deleted **course fees** and the new **non-course fees** to be effective Fall 2022, unless otherwise noted (submitted herein for your review). 24

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Section 1

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
MINUTES

DRAFT

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
- Brian Lametto
- Aakash Patel
- Dalia McCloud

1.04.01 Trustee Diehl presented former trustee and outgoing Board Chair Mr. Randall Reid with a gift while Ashley Carl, Executive Director of Marketing and Public Relations, read the following:

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 of the District 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 Drs. Kiran and Pallavi 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 District Board of Trustees.

Mr. Reid thanked the Board and College and stated that he was proud to have served.

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

Lee Lowry, Director of Development, provided the Board with a brief update of support received in August:

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1.06.01 P.C. Patel and family pledged $100K over the next four (4) years for scholarships in the areas of greatest need; Suncoast Credit Union committed $93,575 for sponsorships and program support; and The Florida College System Foundation, Inc. committed $59,940 for scholarships from Bank of America and The Helios Education Foundation for First Generation Scholarships and from Florida Blue for Nursing and Allied Health Scholarships.

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

- $318K YTD in Donations;
- $705K in Total Revenue;
- $316K YTD in Gains on Investments; and
- $16.8M in Ending Net Assets.

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

- *Pradip C. Patel*
- *Community Foundation of Tampa Bay, Inc.*
- *Anonymous*
- *The Florida College System*
- *SunTrust Banks, Inc./Truist*
- *Ybor City Development Corporation*
- *Anston-Greenlees, Inc,*
- *Tampa General Hospital*
- *Fifth Third Bank*
- *UA Local 123 & MCA Central Florida Charitable*
- *TLC Engineering Solutions*
- *CapTrust Financial Advisors*
- *Luis F. Galeano*
- *Harvard Jolly Architecture/Masters Consulting Engineers*
- *Hepner Architects, Inc.*
- *Patcraft*
- *Tappouni Mechanical*
- *Trane*
- *VoltAir Consulting Engineers, Inc.*
- *A&A Electric*
- *Caspers Company McDonalds*
- *Port Tampa Bay*
- *Reno Building*

Trustee Watkins asked if the [Florida College System Foundation] donation was the match that the state has done for many years. Dr. Atwater advised that the state was in debt too far to catch up so they cleared their debt and started over. Trustee Watkins asked what happened to the gifts that were contingent upon the state providing those funds. Dr. Atwater advised that the College notified the donors that they would not receive a match and no one asked for their donations back.

1.07 Faculty, Staff and Student Recognitions

DRAFT

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

1.07.01 The United States Tennis Association announced that the **Tejas Pradip Patel HCC Tennis Center** is one of 25 winners in the USTA's annual Outstanding Facility Awards program. Located on the Dale Mabry Campus, this award recognizes excellence in the construction and/or renovation of tennis facilities throughout the country. Congratulations goes to Tennis Center Manager Chris Nyholm, Dean Joe Bentrovato and the HCC facilities team.

1.07.02 **Dr. Karen Griffin**, Associate Vice President for the Associate in Arts, will be presenting *Imposter Syndrome: What Is It and What to Do With It!* on October 8, 2021, for the ACE Women's Network of Florida. The ACE Women's Network is a national system of networks within each state, Puerto Rico, and the District of Columbia with the goal of advancing and supporting women in higher education. Each state network with institutional representatives develops programs that identify, develop, encourage, advance, link, and support women in higher education careers within that state.

1.07.03 **Dr. Jennifer Wells China**, SouthShore Campus President, was the keynote speaker at the Athena Society's Phyllis P. Marshall Career Assistance Grants Presentation. The Athena Society annually awards career assistance grants to deserving women in support of their educational goals.

With the assistance of **Alysia Lance**, SouthShore Campus Counselor, five (5) of the eight (8) grant recipients were students from HCC SouthShore Campus. They include: Eliante Arocha, Frances Augustin, Crystal Doria, Anju Gangadeen, and Fallon Hurt.

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 agenda item *11.01, President's Contract*, be removed from the agenda as negotiations are still ongoing; this agenda item will be presented at the December Board meeting.

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

1.09 The President recommended approval of the **August 25, 2021 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.

DRAFT

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 Patel made a motion of approval, seconded by Trustee Lametto. 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 Patel made a motion of approval, seconded by Trustee Lametto. 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 Patel made a motion of approval, seconded by Trustee Lametto. 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) of the dental insurance** 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.

5.05 The President recommended approval of 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.

Dr. Atwater stated that the College is in the process of trying to raise the salary scale further.

DRAFT

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.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01 The President recommended approval of the **course modifications** to be effective Fall 2022, unless otherwise noted.

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

7.0 INSTITUTIONAL SERVICES

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

Steve Shear, Executive Director of the Foundation, stated that the audit went smoothly. Trustee Watkins asked that he extend congratulations to the Foundation Board and to the Foundation's new Financial Manager.

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.

8.0 FINANCIAL SERVICES

8.01 The President recommended 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.

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

8.02 The President recommended 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.

DRAFT

Ben Marshall, Director of Facilities, Planning and Construction, stated that there is a 50-week delivery for the roof joists; raw materials such as steel and glass are a concern; there's a microchip shortage; and the schedule is tight. Mr. Marshall introduced Randall Fitkin, Vice President and Regional Manager for Charles Perry Partners, Inc. who added that as soon as they get the Notice to Proceed, they will order materials and store them onsite. Mr. Marshall added that the project is currently a month ahead of schedule.

Trustee Watkins asked if there was a daily penalty should the project not being completed on time. Mr. Marshall said that there are liquidated damages but those would be difficult to enforce if circumstances are beyond their control.

Trustee Watkins stated that the economic impact on the agenda item should be an absolute number and stated that just providing the source of funds is not the economic impact. Going forward, this number needs to be on the agenda item. Trustee Watkins asked what the anticipated cost was to complete construction of the building. Dr. Atwater stated $15M. Trustee Watkins asked what the building sold for. Al Erdman, Chief Financial Officer, stated the building sold for $19.5M, with net proceeds at about $18.9M. He added that the net gain once the project is completed will be about $230K. Trustee Watkins stated that the College should begin negotiations with Tampa General Hospital now should the project be delayed. She added that she doesn't understand the motivation behind selling the building. Dr. Atwater stated that the previous Board decided to sell.

Trustee Watkins asked Mr. Fitkin: "The price agreed to, $16.9M, fully contemplated that timeline and a reasonable expectation of delivery under current supply chain constraints". Mr. Fitkin stated yes.

Trustee Lametto asked if this could be a regular agenda item for the next year to provide updates, progress and contingency planning. Dr. Atwater advised yes. Dr. Atwater added that the College is committed to moving forward with construction.

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

8.03 The President recommended approval of the **carryforward spending plan** as required by state statute.

Trustee Watkins asked if there were any restrictions on using these funds. Dr. Atwater advised no.

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.

8.04 The President recommended approval of **Budget Amendment No. 1**.

DRAFT

Trustee Watkins asked if the back-up was intended to show the changes she requested. She added the back-up should show the original budget, the budget amendment, and a final column would be budget as amended. Additional columns should be added as an amendment is added.

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.

8.05 Informational Item Only – **June 2021 Financial Statements**

9.0 ADMINISTRATIVE REPORT

9.01 Dr. Atwater advised that an COVID vaccination incentive program for students was initiated. For fully vaccinated students at Hawks Landing, students will receive a $300 rent credit. For the regular student body, the College will hold a raffle to give away $2,000 award to 50 students. There is an online form to sign up and present their vaccination cards.

Trustee Watkins asked what we are doing with students that choose not to get vaccinated. Dr. Atwater stated they are not doing anything for students that are not vaccinated. Trustee Watkins asked if the College is withholding taxes from these. Dr. Atwater advised no. Mr. Erdman stated that emergency grant aid provided by HEERF funds is not taxable.

Trustee McCloud stated that this is a good incentive and added that many students received the first dose but did not get their second dose.

Trustee Diehl asked what other community colleges were doing. Dr. Atwater advised that a couple of them are offering incentives.

10.0 LEGAL REPORT

10.01 Frazier Carraway, Board Legal Counsel, provided a brief summary of the President's evaluation completed by all Board members in June 2021. Trustee Diehl asked if there was a reason that categories are "weighted". Mr. Carraway suggested that next year, everything should be weighted equally. Trustee Watkins disagreed as some categories are more important than others.

11.0 HEARING OF BOARD MEMBERS

11.01 President's Contract – This item was removed from the agenda.

Dr. Atwater advised his current contract ends in September. He requested a 60-day extension of his contract. Trustee Watkins asked if his request is to go month-to-month for the next two months under the same terms and conditions as the current contract and not to extend beyond the 2021 calendar year. Dr. Atwater advised yes.

DRAFT

Trustee Watkins made a motion of approval for an extension of Dr. Atwater's contract under the same terms and conditions until such time that the Board enters into a new contract and such extension shall not extend beyond the 2021 calendar year. The motion was seconded by Trustee Patel. After due discussion and consideration, approval was given by aye vote of all members present.

11.02 Board Priorities – Dr. Atwater gave a brief overview of the two priority recommendations and initiatives which are engagement with the workforce community and adopting to a post-pandemic educational model.

Trustee Watkins recommended an additional Board priority to elevate the stature, position and enrollment of young black males that have been left behind. Dr. Atwater stated that he would create a draft of the priority for Trustee Watkins to review. Trustee Watkins also asked how many minority students are not graduating. Dr. Paul Nagy, Vice President of Strategic Planning and Enrollment, advised that he can provide that information. *[This information was sent to the Board under separate cover on October 6, 2021.]*

Trustee Patel asked if the Board could see some sample initiatives. He also stated that he had toured the MacDill Center and it would be great to get some signage on base. Additional advertising such as car wraps would also be helpful.

Trustee McCloud agreed with Trustee Watkins suggestion and added that including the Honors Program in that priority would also be beneficial.

Trustee Diehl stated that Congressman Franklin is coming for a campus visit and extended his thanks to Eric Johnson, Director of Government and Community Relations.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:42 p.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 (2021-2022). Except for temporary positions, these positions will be fully budgeted in subsequent fiscal years unless program or service changes or financial exigency requires that funds be discontinued.

OBJECTIVE:

To provide necessary staff support for the appropriate divisional unit.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

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

Initiator	**Date**
Vice President/Campus President/Exec Dir of Human Resources Kristin Smuder	**Date** 10/14/21
District President	**Date** 10/20/21

1-0-024(2/04)

FULL-TIME APPOINTMENTS
OCTOBER 27, 2021 BOARD MEETING

ADMINISTRATOR

NAME	TITLE	POSITION #	CAMPUS	START DATE
Saylor, Laurie	Director, Online Learning	AFC0200009	Collaboration Studio	10/07/21

STAFF EXEMPT

NAME	TITLE	POSITION #	CAMPUS	START DATE
Faciane, Michael	Trainer Specialist II	EFC0800087	Ybor City	10/01/21
Hansen, Sabrina	Academic Advisor	EFC0600070	Dale Mabry	10/11/21
Jones, Samantha	Accountant II	EFC0800062	District	10/07/21

STAFF NON-EXEMPT

NAME	TITLE	POSITION #	CAMPUS	START DATE
Albert, Jason	Staff Assistant II	NFC0300151	Dale Mabry	09/23/21
Coats, Richard	Duplicating Clerk	NFC0100007	Dale Mabry	09/30/21

PROMOTION

NAME	FROM	CAMPUS	TO	CAMPUS	START DATE
Brockew, Alex	Staff Assistant II	Dale Mabry	Grants Coordinator	Dale Mabry	09/23/21
Burgwin, Adrienne	Test Proctor	SouthShore	HR Technician	District	10/07/21

**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 the 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:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of individuals for part-time employment during 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 Kristin Smuder	**Date** 10/14/21
District President	**Date** 10/20/21

1-0-024(2/04)

PART-TIME APPOINTMENTS
OCTOBER 27, 2021 BOARD MEETING

FACULTY

NAME	TITLE		POSITION #	CAMPUS	BEGIN DATE
Bruce, Keaton	Adj	Law Enforcement High Liability Instructor	FPNN0064	Ybor City	10/07/21
Chowdhury, Fatema	Adj	Microbiology Instructor	FPNC0259	Ybor City	10/11/21
Corey, Leigh	Adj	Student Life Skills	FPNC0527	Brandon	09/29/21
Duncan, Barbara	Adi	Mathematics Instructor	FPNC0060	Dale Mabry	09/28/21
Ferrante-Gennaro, Jacinto	Adj	Computer Science Instructor	FPNC0308	Ybor City	09/30/21
Gleaton, Zachary	Adj	History Instructor	FPNC0313	Brandon	09/30/21
Hopley, Russell	Adj	Humanities Instructor	FPNC0314	Brandon	10/11/21
Howze, Mia	Adj	Medical Coding Instructor	FPNC0391	Ybor City	09/22/21
Johnson, Rebecca	Adj	Student Life Skills	FPNC0527	Brandon	10/05/21
Jordan, Willie	Adj	Student Life Skills	FPNC0527	Brandon	09/30/21
Malvoisin, Brian	Adj	Law Enforcement Non-Credit Instructor	FPNN0062	Ybor City	10/07/21
Mosley, Deborah	Adj	Psychology Instructor	FPNC0301	Ybor City	09/22/21
Ronson, Bonnie	Adj	English Instructor	FPNC0269	Ybor City	09/27/21
Steiner, Kaitlyn	Adj	Student Life Skills	FPNC0527	Brandon	10/05/21
Vincent, Tracy	Adj	Psychology Instructor	FPNC0301	Ybor City	10/14/21

NON-FACULTY

NAME	TITLE		POSITION #	CAMPUS	BEGIN DATE
Cannon, Jamillah	PT	Student Assistant	ZPP10224	Ybor City	10/11/21
Coronado-Luna, Alexandra	PT	Technician	ZPP20100	Plant City	10/11/21
Defraties, Scott	PT	Associate	ZPP50026	SouthShore	09/30/21
Gabra, Mariam	PT	Technician	ZPP20126	Ybor City	09/30/21
Gurney, Cori	PT	Advanced Tech	ZPC30053	Brandon	09/23/21
Menchen, Molly	PT	Student Assistant	ZPP10224	Ybor City	09/30/21
Narjis, Fnu	PT	Technician	ZPP20019	Dale Mabry	10/15/21
Nefzi, Hinda	PT	Technician	ZPP20087	Ybor City	10/11/21
Ottinger, Justin	PT	Technician	ZPP20112	Plant City	10/21/21
Roosa, Sandra	PT	Associate	ZPP50026	Dale Mabry	10/01/21

** Part-Time Temporary/Grant Funded*

PART-TIME APPOINTMENTS
OCTOBER 27, 2021 BOARD MEETING

Sicard, Krystian	PT	Associate	ZPP50018	Brandon	10/11/21
Williams, Karlene	PT	Technician	ZPP20096	Dale Mabry	09/27/21

** Part-Time Temporary/Grant Funded*

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.03 **CONSENT**

BACKGROUND AND PERTINENT FACTS:

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

ECONOMIC IMPACT:

None.

OBJECTIVE:

To acknowledge separations.

LEGAL AUTHORITY:

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 Kristin Smuder	**Date** 10/14/21
District President	**Date** 10/20/21

1-0-024(2/04)

FULL-TIME SEPARATIONS
OCTOBER 27, 2021 BOARD MEETING

RESIGNATION

NAME	TITLE	CAMPUS	BEGIN DATE	END DATE
Compres, Kenneth	Network Security & Integration Engineer	Collaboration Studio	06/28/12	09/24/21
Franklin, Sandra	PSAV Program Manager	Ybor City	05/01/14	10/15/21
Gutierrez, Yara	Academic Advisor	Plant City	10/05/17	09/29/21
Menchen, Ann	Annual Fund Manager	District	08/15/16	10/01/21
Nyawanga, Ana	Student Services Advising Generalist	Dale Mabry	10/04/18	10/05/21

RETIREMENT

NAME	TITLE	CAMPUS	BEGIN DATE	END DATE
Nikitas, Lorna	Staff Assistant	SouthShore	08/17/15	11/01/21
Stewart, Johnnie	Public Safety Officer	Dale Mabry	01/12/04	10/13/21
Ward, Cheryl	Academic Advisor	Ybor City	02/06/89	10/01/21

** Full-Time Temporary*
*** Full-Time Temporary/Grant Funded*

Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01 **CONSENT**

BACKGROUND AND PERTINENT FACTS:

The Biological Sciences discipline group presented a program modification and a program deletion; the Behavioral Science discipline group presented a program deletion; the Business and Hospitality discipline group presented program deletions; the Engineering, Transportation, Architecture and Construction and Computer Sciences discipline group presented a new program and new courses; the Health Sciences discipline group presented program modifications; the Mathematics discipline group presented course modifications and a course deletion; and the Public Safety discipline group presented new programs and new courses to the Academic Affairs Committee.

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

ECONOMIC IMPACT:

None.

OBJECTIVE:

To strengthen the college curriculum.

LEGAL AUTHORITY:

HCC 6HX-10-4.06

RECOMMENDATION:

The President recommends approval of the new courses, course modifications, course deletion, new programs, program modifications, and program deletions, to be effective FA/22, unless otherwise noted.

Initiator Brian Mann	**Date:**
Vice President/Campus President/Director of Human Resources Richard Senker	**Date:** 10/13/21
District President	**Date** 10/20/21

1-0-024(2/04)

Hillsborough Community College
October 2021 BOT

New Courses

Course Number/ Prefix	Course Title	Category	Credit/ Clock Hrs.	Effective Term
CJK 0393	Cross-Over Program Updates	PSAV	8 clk.	SP/22
CJK 0394	Cross-Over Program Updates	PSAV	10 clk.	SP/22
IND X606C	Functions and Psychology of Space	Transfer	3 cr.	FA/22
IND X020C	Introduction to Interior Design	Transfer	3 cr.	FA/22
IND X420	Materials and Methods	Transfer	3 cr.	FA/22

Course Deletions
Effective FA/22

MAT 0055, Developmental Mathematics Module

Course Modifications
Effective FA/22

MAT 1033, Intermediate Algebra
- Delete MAT 0055 from the prerequisites.

MGF 1106, Topics in Mathematics
- Delete MAT 0055 from the prerequisites.

MGF 1107, Explorations in Mathematics
- Delete MAT 0055 from the prerequisites.

MGF 1107H, Honors Explorations in Mathematics
- Delete MAT 0055 from the prerequisites.

STA 2023, Elementary Statistics
- Delete MAT 0055 from the prerequisites.

STA 2023H, Honors Elementary Statistics
- Delete MAT 0055 from the prerequisites.

New Programs
Effective FA/22

Home Staging Specialist – CCC

New Program
Effective SP/22

Cross Over Correctional Officer to Law Enforcement Officer – PSAV
Cross-Over Correctional Probation Officer to Law Enforcement Officer – PSAV

Program Modifications
Effective FA/22

Biotechnology Laboratory Technology – AS
- Delete PHI 1600, Ethics from General Education Requirements.
- Add PHI 1010, Introduction to Philosophy as a Humanities **CORE** option.
- Add PHI 1600, Ethics to Elective listing.

Clinical Research Professional – AS

- Delete PHI 1600, Ethics from the General Education Requirements.
- Delete HIM 1453, Anatomy and Physiology for Medical Coding from Program Requirements.
- Add PHI 1010, Introduction to Philosophy to the General Education Requirements.
- Add BSC 1005, Biological Foundations and BSC 1005L, Biological Foundations Lab to the General Education Requirements.

Health Navigator – AS

- Delete PHI 1600, Ethics from the General Education Requirements.
- Add PHI 1010, Introduction to Philosophy to the General Education Requirements.
- Delete PHI 1600, Ethics from Year I, Second Semester.
- Add PHI 1010, Introduction to Philosophy to Year I, Second Semester.

Opticianry – AS

- Reduce number of Social Science General Education requirements from 6 to 3 cr. hrs.
- Add Natural Science **CORE**, 3 cr. hrs. to the General Education Requirements – Year II, Second Semester.
- Change Humanities General Education to Humanities General Education **CORE**.
- Change Social Science General Education to Social Science General Education **CORE** (3 cr. Hrs).
- Delete Social Science, 3 cr. hrs. from Year II, Second Semester program requirements.

Program Deletions
Effective FA/21

Advanced Water Treatment – PSAV
Early Childhood Preschool (ECPC) Certificate
Medical Biller – CCC
Medical Office Specialist – CCC
Office Systems Technology - AS

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.02

BACKGROUND AND PERTINENT FACTS:

New, modified, and deleted Health Sciences course fees and new Health Sciences non-course fees were approved through the Academic Affairs Committee process.

The Academic Affairs Committee approved the new, modified and deleted course fees and the new non-course fees and forwarded them to the Vice President for Academic Affairs who reviewed the recommendations with the appropriate staff and forwarded the proposals to the College President.

ECONOMIC IMPACT:

The projected impact associated with the new or modified course fees and the new non-course fees are approximately $1,129,977 annually. This is contingent upon student enrollment. All revenue from the course fees is used directly for course consumables.

OBJECTIVE:

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

LEGAL AUTHORITY:

HCC 6HX-10-4.06

RECOMMENDATION:

The President recommends that the BOT approve the new, modified, and deleted course fees and the new non-course fees to be effective FA/22, unless otherwise noted.

Initiator	**Date**
Vice President/Campus President/Director of Human Resources Rich Senker	**Date** 10/13/21
District President	**Date** 10/20/21

1-0-024(2/04)

Hillsborough Community College
October 2021 BOT

Health Sciences Non-Course Fees
Effective FA/22

- Year 1 – Clinical Liaison's Fee $213.00 per student/semester
- Year 2 – Clinical Liaison's Fee $180.00 per student/semester

New Course Fees
Effective FA/22

RAT 2001C, Introduction to Radiation Therapy
- Add fee of $164.00 per student/semester

RET 2930, Respiratory Care Seminar
- Add fee of $110.00 per student/semester

New Course Fees
Effective SP/22

CVT 1000, Introduction to Cardiovascular and Patient
- Add fee of $36.00 per student/semester

SON 1000, Basic Sonography
- Add fee of $37.00 per student/semester

Deletion of Course Fees
Effective FA/22

DEA 0800L, Clinical Practice I Lab
DEA 0801L, Dental Practicum
DEA 1800C, Clinical Dental Hygiene I
DEH 2804C, Clinical Dental Hygiene III
DEH 2806C, Clinical Dental Hygiene IV

Deletion of Course Fees
Effective SP/22

NUR 1020L, Fundamental Concepts of Nursing Clinic
NUR 2210L, Concepts of Adult Health I Clinical
NUR 2211L, Concepts of Adult Health II Clinical
RAT 2621C, Radiation Therapy Physics IV

Deletion of Course Fees
Effective SU/22

DEH 1820C, Clinical Dental Hygiene II

Modification of Course Fees
Effective FA/22

DEA 0931L, Dental Assisting in Orthodontics Laboratory

- Decrease fee from $100.00 to $56.00 per student/semester

DES 0053L, Dental Pharmacology Pain Control Laboratory

- Increase fee from $27.00 to $34.00 per student/semester

DES 0103L, Dental Materials Laboratory

- Increase fee from $150.00 to $205.00 per student/semester

DES 0205L, Dental Radiology Laboratory

- Increase fee from $150.00 to $200.00 per student/semester

DES 0804L, Introduction to Clinical Procedures I Laboratory

- Decrease fee from $100.00 to $60.00 per student/semester

DES 0830L, Expanded Functions of Dental Auxiliary Laboratory

- Increase fee from $125.00 to $240.00 per student/semester

DEH 1002L, Dental Hygiene Instrumentation Laboratory

- Decrease fee from $147.00 to $52.00 per student/semester

DES 1020C, Oral, Head and Neck Laboratory

- Increase fee from $4.00 to $11.00 per student/semester

DES 1100L, Dental Materials Laboratory

- Increase fee from $$152.00 to $289.00 per student/semester

DES 1200L, Dental Radiology Laboratory

- Decrease fee from $72.00 to $42.00 per student/semester

DES 1800L, Introduction to Clinical Procedures Lab

- Decrease fee from $88.00 to $59.00 per student/semester

DES 2051L, Pain Control in Dentistry Laboratory

- Decrease fee from $118.07 to $54.00 per student/semester

MLS 2001L, Laboratory Techniques I

- Increase fee from $350.00 to $590.00 per student/semester

RAT 1691L, Introduction to Clinical Concepts

- Decrease fee from $108.00 to $77.00 per student/semester

RAT 2804, Radiation Therapy Clinic I

- Decrease fee from $136.00 to $29.00 per student/semester

RAT 2901L, Simulation Laboratory I

- Decrease fee from $199.00 to $153.00 per student/semester

RET 1024L, Introduction to Respiratory Care

- Decrease fee from $215.00 to $176.00 per student/semester

RET 1274C, Basic Respiratory Care

- Increase fee from $109.00 to $154.00 per student/semester

RET 2533C, Advanced Respiratory Care

- Decrease fee from $155.00 to $112.00 per student/per semester

RET 2714C, Pediatric and Neonatal Respiratory Care

- Decrease fee from $225.00 to $115.00

RET 2835, Respiratory Care Clinic IV

- Decrease fee from $248.75 to $155.00 per student/semester

<u>Modification of Course Fees</u>
Effective SP/22

CVT 1191, Introduction to Cardiovascular Practicum

- Increase fee from $50.00 to $181.00 per student/semester

CVT 2320, Vascular Ultrasound I

- Increase fee from $30.00 to $161.00 per student/semester

CVT 2321, Vascular Ultrasound II

- Increase fee from $30.00 to $161.00 per student/semester

CVT 2621L, Cardiac Ultrasound II Laboratory

- Increase fee from $60.00 to $161.00 per student/semester

CVT 2840, Cardiovascular Practicum I

- Increase fee from $50.00 to $149.00 per student/semester

EMS 1119L, EMT Laboratory

- Increase fee from $20.00 to $55.00 per student/semester

EMS 1431, EMT Clinical

- Decrease fee from $95.00 to $57.00 per student/semester

EMS 2666, Paramedic Clinical I

- Decrease fee from $20.00 to $5.00 per student/semester

EMS 2667, Paramedic Phase II Clinical

- Increase fee from $20.00 to $51.00 per student/semester

MLS 2002L, Laboratory Techniques II

- Increase fee from $350.00 to $560.00 per student/semester

NUR 1020, Fundamental Concepts of Nursing

- Increase fee from $190.50 to $240.00 per student/semester

NUR 1023C, Essential Concepts of Patient Management

- Decrease fee from $133.75 to $115.00 per student/semester

NUR 1310C, Concepts of Pediatric Nursing

- Increase fee from $165.07 to $191.00 per student/semester

NUR 1421C, Concepts of Nursing Care for Women and Children

- Increase fee from $165.07 to $336.00

NUR 1520C, Concepts of Mental Health Nursing

- Increase fee from $18.35 to $80.00 per student/semester

NUR 2205C, Complex Simulation

- Increase fee from $133.75 to $254.00 per student/semester

NUR 2210, Concepts of Adult Health I

- Decrease fee from $190.50 to $120.00 per student/semester

NUR 2211, Concepts of Adult Health II

- Increase fee from $190.50 to $234.00 per student/semester

NUR 2811C, Role Transformation

- Increase fee from $133.75 to $287.00 per student/semester

RAT 1800, Introduction to Radiation Therapy Clinic

- Decrease fee from $39.00 to $29.00 per student/semester

RAT 2814, Radiation Therapy Clinic II

- Decrease fee from $136.00 to $29.00 per student/semester

RAT 2902L, Simulation Laboratory II

- Decrease fee from $199.00 to $160.00 per student/semester

RTE 1418L, Principles of Radiographic Exposure I Laboratory

- Decrease fee from $80.00 to $60.00 per student/semester

SON 1171C, Introduction to Vascular Technology

- Increase fee from $20.00 to $117.00 per student/semester

SON 1804C, Introduction to Practicum I

- Increase fee from $40.00 to $117.00 per student/semester

SON 1840, Introduction to Practicum II

- Increase fee from $40.00 to $117.00 per student/ semester

SON 2175C, Vascular Technology

- Increase fee from $20.00 to $117.00 per student/semester

SON 2211L, Sonographic Physics and Instrumentation

- Increase fee from $15.00 to $76.00 per student/semester

SON 2814, Sonographic Clinical Practicum I

- Increase fee from $40.00 to $117.00 per student/ semester

<u>Modification of Course Fees</u>
Effective SU/22

DES 1830C Expanded Functions for Dental Hygienists
- Decrease fee from $59.00 to $54.00 per student/semester

MLS 2003L, Laboratory Techniques III
- Increase fee from $350.00 to $374.00 per student/semester

RAT 1810, Introduction to Radiation Therapy II
- Decrease from $58.00 to $18.00 per student/semester

RAT 2061, Radiation Therapy Seminar
- Decrease fee from $50.00 to $35.00 per student/semester

RAT 2619L, Computer Applications in Treatment Planning
- Decrease fee from $70.00 to $58.00 per student/semester

RAT 2824, Radiation Therapy Clinic III
- Decrease fee from $136.00 to $18.00 per student/semester

RTE 1523L, Radiographic Positioning III Laboratory
- Decrease fee from $$80.00 to $78.00 per student/semester

Section 7

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Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

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 July 2021 are included herewith.

LEGAL AUTHORITY:

Sections 1001.64; 1001.65 Florida Statutes

Initiator Kim McMillon	**Date** 10/11/21
Vice President/Campus President/Director of Human Resources Al Erdman	**Date** 10/11/21
District President	**Date** 10/20/21

1-0-024(2/04)

Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending July 31, 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]	$16,562	$19,442	-15%	$18,646	$16,562	89%	$19,442	-15%
Support from State Government[2]	$5,223	$4,851	8%	5,223	$5,223	100%	$4,851	8%
Other Revenue	$219	$193	14%	282	$219	78%	$193	14%
Total Revenue	$22,004	$24,485	-10%	$24,151	$22,004	91%	$24,485	-10%
% of Revenues From State Govt.	**24%**	**20%**		**22%**	**24%**		**20%**	
Operating Expenses								
Instructional Salaries & Benefits	$1,693	$1,631	4%	$1,529	$1,693	111%	$1,631	4%
Other Salaries & Benefits	2,109	3,491	-40%	4,680	2,109	45%	3,491	-40%
Total Personnel Costs[3]	$3,802	$5,122	-26%	$6,209	$3,802	61%	$5,122	-26%
Other Expenses[4]	$1,937	$2,428	-20%	$2,573	$1,937	75%	$2,428	-20%
Total Operating Expenses	$5,739	$7,550	-24%	$8,782	$5,739	65%	$7,550	-24%
Capital Outlay	$66	$12	471%	$9	$66	701%	$12	471%
Total Expenses	$5,805	$7,562	-23%	$8,792	$5,805	66%	$7,562	-23%
Excess/(deficit) Revenues Over Expenses	$16,199	$16,924		$15,359	$16,199		$16,924	

NOTES:

(1) The current month Student Tuition and Fees decreased $2.9M in July FY21 compared to FY20 primarily due to a decrease of $801K monthly for Tuition-Advanced & Professional, a $259K decrease in Tuition- Postsec Vocational, a $257K decrease in Tuition- College Prep, a $470K decrease in Out of State Advanced & Professional Fall Revenue a $129K decrease in Out of State - PSV Fall, a $237K decrease in Out of State- College Prep, a $645K decrease in Distance Learning, and a $105K decrease in Technology Fee.

(2) The current month increase of $372K in Support from State Government is due the fact that although budgeted monthly state funds for July year over year are flat, in FY21 the state withheld a portion of the suppport until year end.

(3) The current month decrease of $1.3M in Total Personnel Costs is primarily due to the July FY22 reversal of the Year End June FY21 entry for IBNR accrual.

(4) The current month decrease of $490K in Other Expenses is primarily due to a decrease in $520K in Repairs & Maintenance, a decrease of $264K in Data Software, a decrease of $155K in Insurance, and a decrease of $142K in Rentals, offset by the $139K increase in Telephones & Utilities and an increase of $401K in Other Serivces.

Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending July 31, 2021

KEY PERFORMANCE INDICATORS

STAFF FTEs

	July 2021	July 2020
Instructional Faculty FTEs [1]	601	589
All Other Staff FTEs	881	1,031
Total FTEs	1,482	1,621
% of Instructional FTEs	41%	36%

	July 2021	July 2020
Actual Head Count Instruct. Faculty	636	595
Actual Head Count All Other Staff	988	1,077
Total Actual Head Count	1,624	1,672

STUDENT FTEs [2]

Term	FY22	FY21	FY20
FALL	5,399	5,695	6,973
SUMMER	3,290	3,386	3,574
TOTAL	8,688	9,080	10,548

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	June 2021	June 2020*
Current Ratio (Current Assets/Current Liabilites)	7.22	6.45
Return On Net Assets (Net Income/Total Assets)	6%	6%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	4%	8%
Fund Balance as a % of Funds Available (Unencumbered Fund Balance BEFORE GASB 68 & GASB 75/Total Funds Available)	25.12%	18.36%
Days Unrestricted Cash on Hand (Unrestricted Cash & Cash Equiv./Daily Operating Expenses)	88	56

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 JULY 31,
FISCAL YEARS 2020 AND 2021

	As of July 31, 2021	As of July 31, 2020
ASSETS		
Current Assets:		
Cash and Cash Equivalents	$ 32,950,128	$ 20,274,723
Restricted Cash and Cash Equivalents	(4,333,167)	4,590,105
Investments	2,624,258	4,347,363
Restricted Investments	-	-
Accounts Receivable, Net	18,565,590	25,492,716
Notes Receivable, Net (Note 1)	12,227	10,960
Due from Other Governmental Agencies (Note 2)	15,779,504	3,357,180
Due from Component Unit/College (Note 3)	373,794	184,746
Inventories	1,687,223	1,785,261
Prepaid Expenses (Note 4)	1,957,222	1,787,988
Deposits	-	-
Other Assets	-	-
Total Current Assets	$ 69,616,778	$ 61,831,041
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	$ 46,116,848	$ 30,958,134
Investments	6,657,369	4,951,171
Restricted Investments	-	-
Prepaid Expenses	-	-
Loans and Notes Receivable, Net	-	10,117
Depreciable Capital Assets, Net (Note 5)	138,486,889	146,351,754
Nondepreciable Capital Assets	1,004,304	-
Land	29,036,535	29,456,019
Other Assets	137,500	137,500
Total Noncurrent Assets	$ 221,439,445	$ 211,864,695
TOTAL ASSETS	$ 291,056,223	$ 273,695,736
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	$ 316,594,997	$ 296,765,439
LIABILITIES		
Current Liabilities:		
Accounts Payable	$ 4,424,025	$ 1,818,544
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	2,045,258	3,485,143
Retainage Payable	167,323	167,323
Due to Other Governmental Agencies	917,826	1,120,813
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	(3,397)	3,430
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	867,168	759,024
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	-
Total Current Liabilities	$ 9,639,654	$ 9,582,323

HILLSBOROUGH COMMUNITY COLLEGE
STATEMENT OF NET POSITION
AS OF JULY 31,
FISCAL YEARS 2020 AND 2021

	As of July 31, 2021	As of July 31, 2020
Noncurrent Liabilities:		
Bonds Payable	$ -	$ -
Notes and Loans Payable (Note 9)	(258)	8,188,052
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	1,647,502
Other Long-Term Liabilities	-	-
Total Noncurrent Liabilities	$ 78,986,013	$ 75,630,220
TOTAL LIABILITIES	$ 88,625,667	$ 85,212,543
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	$ 3,010,830	$ 5,676,419
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	$ 91,636,497	$ 90,888,962
NET POSITION		
Invested in Capital Assets, Net of Related Debt	$ 170,145,732	$ 168,200,579
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	2,435,802	3,252,161
Scholarships	905,980	1,064,643
Capital Projects	46,117,106	28,835,224
Debt Service	-	-
Unrestricted	5,353,880	4,523,871
Total Net Position	$ 224,958,500	$ 205,876,477
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	$ 316,594,997	$ 296,765,439

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

FUND BALANCE SUMMARY
FOR FUNDS 1, 3, AND 6
AS OF JULY 31, 2021

	GL Code	(1) Current Funds - Unrestricted	(3) Auxiliary Funds	(6) Agency Funds	Total
Reserved for Encumbrance	30100	313,507.94	-	-	313,507.94
Fund Balance - Board Designated	30900	3,038,778.00	-	-	3,038,778.00
Fund Balance - Grantor	31000	-	-	-	-
Fund Balance - College	GLTB 31100	40,973,327.89	2,294,862.40	1,000.00	43,269,190.29
Net Change in Unrestricted Net Position per Statement of Net Position	Class 4,5,6,7	16,199,123.44	(238,542.51)	-	15,960,580.93
Invested In Plant	31200	-	-	-	-
TOTAL RESERVE & UNALLOCATED FUND BALANCES		60,524,737.27	2,056,319.89	1,000.00	62,582,057.16
Amount Expected to be Financed in Future Yrs (negative number)	30800	(57,228,177.34)	-	-	(57,228,177.34)
TOTAL FUND BALANCES		3,296,559.93	2,056,319.89	1,000.00	5,353,879.82

Prior Year 6-30 Fund Balance	35,824,368.77
Grand Total Revenues	136,580,065.00
Total Funds Available	172,404,433.77
Unencumbered Fund Balance	**60,211,229.33**
Unencumbered Fund Balance as % of Total Funds Available	**34.92%**

Total Fund Balance As Reported After GASB 68 and GASB 74/75	**5,353,879.82**
% of Total Funds Available	**3.11%**

Hillsborough Community College
Income Statement
Current Unrestricted Fund
Period Ending July 31, 2021
(Dollars In Thousands)

		YTD Actual to Budget Comparison				YTD Actual to Actual Comparison			
REVENUE	YTD Budget	Budget	Actual	Variance $	%	Jul-21	Jul-20	Variance $	%
Student Tuition and Fees	$59,867,387	$18,646	$16,562	-$2,084	-11%	$16,562	$19,442	-$2,880	-15%
Support From State Government	$73,462,532	$5,223	$5,223	$0	0%	$5,223	$4,851	$372	8%
Other Revenue	$3,047,658	$282	$219	-$62	-22%	$219	$193	$26	14%
Total Revenue	$136,377,577	$24,151	$22,004	-$2,146	-9%	$22,004	$24,485	-$2,481	-10%
EXPENDITURES	YTD Budget	YTD Budget	YTD Actual	Variance $	%	Jul-21	Jul-20	Variance $	%
Personnel Costs									
Full Time Salaries	$56,493,320	$1,611	$1,298	-$313	-19%	$1,298	$1,421	-$123	-9%
Part Time Salaries	$19,407,182	$2,060	$1,558	-$502	-24%	$1,558	$1,620	-$62	-4%
Fringe Benefits	$25,142,919	$2,514	$924	-$1,590	-63%	$924	$2,059	-$1,136	-55%
Regular Termination	$500,000	$23	$21	-$2	-9%	$21	$21	$0	1%
Total Personnel Costs	$100,119,916	$6,209	$3,802	-$2,407	-39%	$3,802	$5,122	-$1,321	-26%
Current Expenses									
Travel	$1,040,554	$37	$24	-$13	-35%	$24	$8	$16	211%
Telephones & Utilities	$4,620,532	$292	$269	-$23	-8%	$269	$130	$139	106%
Professional Fees	$1,305,345	$82	$69	-$12	-15%	$69	$48	$21	45%
Repairs & Maintenance	$3,574,699	$713	$182	-$532	-75%	$182	$701	-$520	-74%
Insurance	$2,623,430	$255	$0	-$255	-100%	$0	$155	-$155	-100%
Other Services	$14,203,446	$803	$1,000	$197	24%	$1,000	$599	$401	67%
Materials & Supplies	$2,422,655	$55	$89	$33	61%	$89	$59	$29	49%
All Other Current Expenses	$6,169,488	$336	$306	-$31	-9%	$306	$728	-$422	-58%
Total Current Expenses	$35,960,149	$2,573	$1,937	-$636	-25%	$1,937	$2,428	-$490	-20%
Total Personnel & Current Expenses	$136,080,065	$8,782	$5,739	-$3,043	-35%	$5,739	$7,550	-$1,811	-32%
Capital Outlay									
Equipment	$500,000	$9	$10	$1	10%	$10	$2	$8	318%
Buildings	$0	$0	$56	$56	#DIV/0!	$56	$9	$47	513%
Total Capital Outlay	$500,000	$9	$66	$57	601%	$66	$12	$55	471%
Total Expenditures	$136,580,065	$8,792	$5,805	-$2,986	-34%	$5,805	$7,562	-$1,756	-23%
Excess/(Deficit) Revenues Over Expenses		$15,359	$16,199			$16,199	$16,924		

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

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 August 2021 are included herewith.

LEGAL AUTHORITY:

Sections 1001.64; 1001.65 Florida Statutes

Initiator	**Date**
Kim McMillon	10/11/21
Vice President/Campus President/Director of Human Resources	**Date**
Al Erdman	10/11/21
District President	**Date**
	10/20/21

1-0-024(2/04)

Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending August 31, 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]	$7,017	$4,773	47%	$23,390	$23,578	101%	$24,215	-3%
Support from State Government[2]	$5,223	$4,824	8%	10,446	$10,446	100%	$9,675	8%
Other Revenue[3]	$111	$18,982	-99%	575	$330	57%	$19,175	-98%
Total Revenue	$12,351	$28,579	-57%	$34,412	$34,355	100%	$53,064	-35%
% of Revenues From State Govt.	**42%**	**17%**		**30%**	**30%**		**18%**	
Operating Expenses								
Instructional Salaries & Benefits	$1,271	$1,305	-3%	$2,677	$2,964	111%	$2,937	1%
Other Salaries & Benefits	4,212	4,184	1%	3,532	6,320	179%	7,675	-18%
Total Personnel Costs	$5,483	$5,490	0%	$6,209	$9,285	150%	$10,612	-13%
Other Expenses[4]	$3,474	$1,815	91%	$2,573	$5,412	210%	$4,243	28%
Total Operating Expenses	$8,957	$7,305	23%	$8,782	$14,696	167%	$14,855	-1%
Capital Outlay	$68	$0	#DIV/0!	$9	$135	1425%	$12	1061%
Total Expenses	$9,026	$7,305	24%	$8,792	$14,831	169%	$14,867	0%
Excess/(deficit) Revenues Over Expenses	$3,325	$21,274		$25,620	$19,524		$38,198	

NOTES:

(1) The current month Student Tuition and Fees increased $2.2M in Aug FY22 compared to FY21 primarily due to a increase of $283K monthly for Tuition-Advanced & Professional- President, a $256K increase in Tuition- Postsec Vocational- Fall, a $165K increase in Tuition- College Prep Fall, a $696K increase in Out of State Advanced & Professional Fall Revenue, a $278K increase in Out of State - PSV Fall, a $332K increase in Out of State- College Prep and a $102K decrease in Technology Fee.

(2) The current month increase of $398K in Support from State Government is due the fact that although budgeted monthly state funds for August year over year are flat, in FY21 the state withheld a portion of the suppport until year end.

(3) The current month decrease of $18.9M in Other Revenue is primarily due to the August FY21 sale of the District Administration Office on Davis Island.

(4) The current month increase of $1.7M in Other Expenses is primarily due to a $776K increase in Repairs & Maintenance, an increase of $308K in Other Services, an increase of $264K in Data Software, and an increase of $183K in Rentals for August FY22 compared to August FY21.

Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending August 31, 2021

KEY PERFORMANCE INDICATORS

STAFF FTEs

	August 2021	August 2020
Instructional Faculty FTEs [1]	497	504
All Other Staff FTEs	947	1,015
Total FTEs	1,443	1,519
% of Instructional FTEs	34%	33%

	August 2021	August 2020
Actual Head Count Instruct. Faculty	544	532
Actual Head Count All Other Staff	1,028	1,099
Total Actual Head Count	1,572	1,631

STUDENT FTEs [2]

Term	FY22	FY21	FY20
FALL	7,602	7,948	9,436
SUMMER	3,290	3,386	3,574
TOTAL	10,892	11,334	13,010

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	August 2021	August 2020*
Current Ratio (Current Assets/Current Liabilites)	8.88	9.98
Return On Net Assets (Net Income/Total Assets)	7%	13%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	4%	7%
Fund Balance as a % of Funds Available (Unencumbered Fund Balance BEFORE GASB 68 & GASB 75/Total Funds Available)	36.85%	40.07%
Days Unrestricted Cash on Hand (Unrestricted Cash & Cash Equiv./Daily Operating Expenses)	77	95

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 2020 ratios and percentages are restated from August 2020 BOT to match the post FY21 audit presentation.**

HILLSBOROUGH COMMUNITY COLLEGE
STATEMENT OF NET POSITION
AS OF AUGUST 31,
FISCAL YEARS 2021 AND 2022

	As of August 31, 2021	As of August 31, 2020
ASSETS		
Current Assets:		
Cash and Cash Equivalents	30,245,737	$ 35,538,341
Restricted Cash and Cash Equivalents	6,880,344	11,300,935
Investments	2,624,258	4,347,363
Restricted Investments	-	-
Accounts Receivable, Net	21,627,076	27,667,006
Notes Receivable, Net (Note 1)	10,377	10,960
Due from Other Governmental Agencies (Note 2)	6,757,568	4,205,194
Due from Component Unit/College (Note 3)	348,106	111,663
Inventories	1,687,223	1,785,261
Prepaid Expenses (Note 4)	2,060,557	1,793,039
Deposits	-	-
Other Assets	-	-
Total Current Assets	$ 72,241,245	$ 86,759,761
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	46,264,724	$ 31,104,532
Investments	6,657,369	4,951,171
Restricted Investments	-	-
Prepaid Expenses	-	-
Loans and Notes Receivable, Net	-	10,117
Depreciable Capital Assets, Net (Note 5)	138,486,889	146,351,754
Nondepreciable Capital Assets	1,004,304	-
Land	29,036,535	29,456,019
Other Assets	137,500	137,500
Total Noncurrent Assets	$ 221,587,321	$ 212,011,092
TOTAL ASSETS	$ 293,828,567	$ 298,770,853
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	$ 319,367,341	$ 321,840,556
LIABILITIES		
Current Liabilities:		
Accounts Payable	3,573,444	$ 1,554,517
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	1,072,712	2,490,683
Retainage Payable	167,323	167,323
Due to Other Governmental Agencies	917,826	1,120,813
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	(2,705)	1,000
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	1,181,845	1,129,911
	-	
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	-
	-	
Total Current Liabilities	$ 8,131,896	$ 8,692,294

HILLSBOROUGH COMMUNITY COLLEGE
STATEMENT OF NET POSITION
AS OF AUGUST 31,
FISCAL YEARS 2021 AND 2022

	As of August 31, 2021	As of August 31, 2020
Noncurrent Liabilities:		
Bonds Payable	-	$ -
Notes and Loans Payable (Note 9)	(258)	8,164,503
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	1,647,502
Other Long-Term Liabilities	-	-
Total Noncurrent Liabilities	$ 78,986,013	$ 75,606,671
TOTAL LIABILITIES	$ 87,117,908	$ 84,298,965
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	$ 3,010,830	$ 5,676,419
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	$ 90,128,738	$ 89,975,384
NET POSITION		
Invested in Capital Assets, Net of Related Debt	170,145,732	$ 168,200,579
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	3,399,812	3,599,741
Scholarships	1,450,518	7,092,150
Capital Projects	46,264,982	29,005,171
Debt Service	-	-
Unrestricted	7,977,559	23,967,531
	-	
Total Net Position	$ 229,238,603	$ 231,865,172
	-	
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	$ 319,367,341	$ 321,840,556

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, 2021

	GL Code	(1) Current Funds - Unrestricted	(3) Auxiliary Funds	(6) Agency Funds	Total
Reserved for Encumbrance	30100	313,507.94	-	-	313,507.94
Fund Balance - Board Designated	30900	3,038,778.00	-	-	3,038,778.00
Fund Balance - Grantor	31000	-	-	-	-
Fund Balance - College	GLTB 31100	40,973,327.89	2,294,862.40	1,000.00	43,269,190.29
Net Change in Unrestricted Net Position per Statement of Net Position	Class 4,5,6,7	19,523,983.85	(939,723.65)	-	18,584,260.20
Invested In Plant	31200	-	-	-	-
TOTAL RESERVE & UNALLOCATED FUND BALANCES		63,849,597.68	1,355,138.75	1,000.00	65,205,736.43
Amount Expected to be Financed in Future Yrs (negative number)	30800	(57,228,177.34)	-	-	(57,228,177.34)
TOTAL FUND BALANCES		6,621,420.34	1,355,138.75	1,000.00	7,977,559.09

Prior Year 6-30 Fund Balance	35,824,368.77
Grand Total Revenues	136,580,065.00
Total Funds Available	172,404,433.77
Unencumbered Fund Balance	**63,536,089.74**
Unencumbered Fund Balance as % of Total Funds Available	**36.85%**

Total Fund Balance As Reported After GASB 68 and GASB 74/75	**7,977,559.09**
% of Total Funds Available	**4.63%**

Hillsborough Community College
Income Statement
Current Unrestricted Fund
Period Ending August 31, 2021
(Dollars In Thousands)

		YTD Actual to Budget Comparison				YTD Actual to Actual Comparison			
REVENUE	YTD Budget	Budget	Actual	Variance $	%	Aug-21	Aug-20	Variance $	%
Student Tuition and Fees	$59,867,387	$23,390	$23,578	$188	1%	$23,578	$24,215	-$636	-3%
Support From State Government	$73,462,532	$10,446	$10,446	$0	0%	$10,446	$9,675	$771	8%
Other Revenue	$3,047,658	$575	$330	-$245	-43%	$330	$19,175	-$18,844	-98%
Total Revenue	$136,377,577	$34,412	$34,355	-$56	0%	$34,355	$53,064	-$18,709	-35%
EXPENDITURES	YTD Budget	YTD Budget	YTD Actual	Variance $	%	Aug-21	Aug-20	Variance $	%
Personnel Costs									
Full Time Salaries	$56,484,748	$4,216	$3,859	-$357	-8%	$3,859	$4,003	-$144	-4%
Part Time Salaries	$19,012,047	$3,339	$2,768	-$571	-17%	$2,768	$2,940	-$172	-6%
Fringe Benefits	$25,319,179	$4,557	$2,624	-$1,933	-42%	$2,624	$3,631	-$1,007	-28%
Regular Termination	$500,000	$43	$34	-$9	-21%	$34	$38	-$3	-9%
Total Personnel Costs	$100,141,446	$12,155	$9,285	-$2,870	-24%	$9,285	$10,612	-$1,327	-13%
Current Expenses									
Travel	$979,275	$61	$42	-$19	-31%	$42	$6	$37	626%
Telephones & Utilities	$4,630,532	$675	$598	-$77	-11%	$598	$495	$103	21%
Professional Fees	$1,329,165	$213	$151	-$63	-29%	$151	$107	$44	41%
Repairs & Maintenance	$3,628,790	$1,002	$1,036	$34	3%	$1,036	$780	$256	33%
Insurance	$2,623,430	$412	$178	-$235	-57%	$178	$312	-$134	-43%
Other Services	$14,371,212	$1,707	$2,343	$635	37%	$2,343	$1,634	$709	43%
Materials & Supplies	$2,407,532	$179	$229	$50	28%	$229	$160	$69	43%
All Other Current Expenses	$11,992,046	$874	$835	-$39	-4%	$835	$750	$85	11%
Total Current Expenses	$41,961,982	$5,125	$5,412	$287	6%	$5,412	$4,243	$1,168	28%
Total Personnel & Current Expenses	$142,103,428	$17,279	$14,696	-$2,583	-15%	$14,696	$14,855	-$159	-1%
Capital Outlay									
Equipment	$655,502	$9	$10	$1	10%	$10	$2	$8	318%
Buildings	$191,915	$0	$124	$124	#DIV/0!	$124	$9	$115	1264%
Total Capital Outlay	$847,417	$9	$135	$125	1325%	$135	$12	$123	1061%
Total Expenditures	$142,950,845	$17,289	$14,831	-$2,458	-14%	$14,831	$14,867	-$36	0%
Excess/(Deficit) Revenues Over Expenses		$17,123	$19,524			$19,524	$38,198		

Section 9

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 9.01

BACKGROUND AND PERTINENT FACTS:

As an outcome of its annual self-evaluation process, listed below are three (3) 2021-2022 priorities of the Board of Trustees in support of the College Strategic Plan.

1. **Priority 1—Engagement with Workforce Community:**
   - **Initiative 1:** Support development, approval and implementation of HCC's first baccalaureate degree.
   - **Initiative 2:** Support the LEAP College Access Network goal, which is 60% of the County's working-age population will hold a post-secondary credential by 2025.
2. **Priority 2—Adapting to a post-pandemic education model:**
   - **Initiative 1**: Support acquisition and implementation of the new Enterprise Resource Planning system.
   - **Initiative 2**: Support practices for HCC's return to a post-pandemic educational environment.
3. **Priority 3—Promote the advancement of educational achievement for minority students:**
   - **Initiative 1:** Support initiatives for improved retention.
   - **Initiative 2:** Continue to support Black, Brown and College Bound Summit.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To approve established Board priorities in accordance with HCC Administrative Rule 6HX-10-1.08 and Administrative Procedure 1.10, Board of Trustee, Self-Evaluation.

LEGAL AUTHORITY:

F.S. 1001.64, 1001.65
HCC Administrative Rule 6HX-10-1.08; Administrative Procedure 1.10
SACS Comprehensive Standard 4.2.g, Board Self-Evaluation

RECOMMENDATION:

The President recommends approval of the Board **priorities and initiatives** for 2021-2022 (submitted herein for your review).

Initiator	**Date**
Vice President/Campus President/Director of Human Resources	**Date**
District President	**Date** 10/20/21

1-0-024(2/04)