



DISTRICT BOARD OF TRUSTEES BOARD MEETING

**DECEMBER 8, 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/95371296397>

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, DECEMBER 8, 2021 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER – BOARD ROOM
39 COLUMBIA DRIVE**

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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 **October 27, 2021 Board Meeting minutes** (submitted herein for your review).

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3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

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- CONSENT** 5.02 The President recommends approval of individuals for **part-time employment** during Term 22/SP. 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). 18
- 5.04 The President recommends approval of the **contract** for three (3) years between **Service Employees International Union (SEIU) adjunct and the College** (submitted herein for your review). 20

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- CONSENT** 6.01 The President recommends approval of the **program modifications, program moratorium and program deletions** effective Fall 2022, unless otherwise noted (submitted for your review). 21

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- 7.01 The President recommends acknowledgement of receipt of the Foundation's annual **IRS Form 990 for Fiscal Year 2020-2021** and that the Board **certify** that the Foundation is operating in a manner consistent with the goals of the College and the State of Florida (submitted for your review). 24

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Section 1

**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
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

- 1.02.01 Trustee Diehl asked that we keep the family of student Romello Russ and former Secretary of State Collin Powell in our thoughts and prayers. Romello was studying business administration at the Dale Mabry Campus and recently passed away. General Powell was a dear friend of HCC and spoke at the 2016 Black Brown and College Bound Summit. Both recently passed away.

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
- Dalia McCloud *[via telephone]*

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

- 1.06.01 Mr. Steve Shear, Executive Director for the Foundation, introduced Ms. Adelee LeGrand, CEO for the Hillsborough Area Regional Transit (HART) and Justin Lafler, Director of Maintenance. Ms. LeGrand presented the College with a gift of a 40-foot diesel-powered bus and two (2) vans for use by students at the Workforce Training Center. Ms. LeGrand recognized HCC as a true partner with HART.
- Dr. Atwater thanked Ms. LeGrand and her team and for their partnership with the College. General Diehl also expressed his gratitude.
- 1.06.02 Mr. Shear introduced Dr. Paul Nagy, HCC's Vice President of Strategic Planning and Analysis, and his wife, Dr. Rebecca Nagy. Over the last 19 years, the Nagy's have devoted their professional lives to the University of Florida and Hillsborough Community College. The couple's recent pledge of \$450K is the largest HCC employee gift in the history of the College and one of the five largest gifts that HCC has ever received.
- Ms. Watkins stated that "the magnitude of this generosity is breathtaking in its scope." She reiterated her appreciation for their efforts to lift students out of poverty.
- 1.06.03 The HCC Foundation's annual fishing tournament was held on October 1, 2021. Over \$60K was raised for Workforce and First Generation scholarships. Special thanks to all our sponsors and long-time primary sponsor, Charles Perry Partners.
- 1.06.04 The signing day job fair held in June generated \$25K in net profit. The committee agreed to use \$15K to start a scholarship endowment that we hope will continue to grow with funds derived annually from this event.
- 1.06.05 The Foundation Report was sent to the Board under separate cover. A summary of activities during the month of September included:
- \$786K YTD in Donations;
 - \$1.46M in Total Revenue;
 - \$62K YTD in Gains on Investments; and
 - \$17.1M in Ending Net Assets.
- 1.06.06 A summary of activities and donations received in September totaled \$429,234. Donors included:
- *Children's Board of Hillsborough County*
 - *The Ariel Business Group, Inc.*
 - *All Phase Electric and Maintenance, Inc.*
 - *BayCare Health System*
 - *Cornerstone Lathing, Inc.*
 - *EWI Construction, LLC*

- *Gilbane Building Company*
- *Morrow Steel*
- *Tampa Bay Vertiv*
- *Walbridge Aldinger*
- *Community Foundation of Tampa Bay, Inc.*
- *Unidentified Cash*
- *SPF MGT CO. LLC*
- *Charles Perry Partners, Inc.*
- *Linder Industrial Machinery Company*
- *Wrk Lab Inc*
- *Barnes Trial Group*
- *James F. Perry*

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 **Dr. Deb Kish Johansen**, Brandon Campus President, was elected to join the Brandon Regional Hospital Board effective January 2022. She also became the newest member of the Alliance for Innovation and Transformation.
- 1.07.02 **Dr. Theresa Lewis**, Brandon Associate Professor of Counseling, was recently elected to the board of the Tampa Hillsborough Action Plan, Inc. (THAP) group. Founded in 1987 by a group of community leaders including the late James a Hammond and the late Dr. Earl Lennard, the THAP group, is a collective of service providers dedicated to offering solutions that build social equity for residents in Southwest Florida. THAP group has assisted more than 12,000 people in improving their life outcomes, expanding their businesses and sustaining affordable medical treatment plans in their service area.
- 1.07.03 **Dr. Kayla Charles**, Director of Enrollment Management Technology & Resources, presented at the ACCT Annual Leadership Conference with colleagues from Cuyahoga Community College in Cleveland. The presentation was titled “Re-engage, Reconnect, Re-enroll: Getting Students Back!” Kayla’s discussion featured HCC’s pioneering work with the GWEN Artificial Intelligence chatbot to return and graduate student stop-outs.
- 1.07.04 Ms. Carl introduced Chuck Tiernan, Sr. Director, LEAP Tampa Bay College Access Network. Mr. Tiernan announced that LEAP was recently recognized as the 2021 Member of the Year Award of Excellence. He thanked HCC for being a founding partner and thanked Dr. Nagy for his leadership with the FUSE scholarship program.

1.07.05 Dr. Atwater introduced Mr. Dylan Carney, Senior Intelligence Services Analyst for Trane Technologies. Mr. Carney presented the College with an award for HCC's commitment to reducing energy intensity in the world. HCC invested \$1.8M in Trane's energy savings program. The initial investment was expected to be "paid back" over a five year-period; however, this return was realized in just 2.5 years and resulted in a savings of over \$2M.

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

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

1.09 The President recommended approval of the **September 22, 2021 Board Meeting Minutes**.

Trustee Celestan 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

2.01 The following email from Paula Grey was read into record: *"This is Paula Gray. Our tuition is already expensive, and we are coming out of global pandemic that has rocked everyone's finances in a negative way. This is the last thing we need. I do not agree with the new additional fees."* [A response on behalf of the Board was sent to the student on October 28, 2021].

2.02 The following email from Anthony Gutierrez was read into record: *"It is ridiculous to see the nursing program increase in price when some dental program classes become free. not sure if this minute change is worth the detriment to the nursing students or other students affected."* [A response on behalf of the Board was sent to the student on October 28, 2021].

Trustee Watkins asked if reading emails into record was a special provision for COVID and stated her preference that emails are provided to the Board as they are received. She stated that reading emails aloud could set a precedent and could create issues should we receive a large number of emails or long emails prior to/during a Board meeting. Trustee Diehl agreed with Trustee Watkins. Dr. Atwater stated the College would work with the Trustees to determine how to handle these emails going forward.

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 Watkins. 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 Watkins. 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 Watkins. 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, new programs** and **program modifications** to be effective Fall 2022, unless otherwise noted.

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

- 6.02 The President recommended approval of the **new, modified and deleted course fees** and the **new non-course fees** to be effective Fall 2022, unless otherwise noted.

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.

Trustee Watkins asked what the original nursing program fees were before the \$516 increase. Dr. Mann advised the cost of original materials and supplies increased. He added that the original total fees were \$1,341 and the new total is \$1,851. Dr. Mann stated that HCC's nursing program is still by far the most affordable in Tampa.

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

8.01 Informational Item Only – **July 2021 Financial Statements**

8.02 Informational Item Only – **August 2021 Financial Statements**

9.0 ADMINISTRATIVE REPORT

9.01 The President recommended approval of the **Board Priorities and Initiatives** for 2021-2022.

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.

9.02 Mr. Carney gave a brief presentation on HCC's five-year asset management improvement plan to control district-wide electrical consumption. Trane has standardized and updated controls at all campuses and the Dr. Gwendolyn W. Stephenson District Administration Center.

Trustee Watkins asked if the actual savings was inflation-adjusted. Mr. Carney advised no. Trustee Watkins asked if there were alarms that notify if there's a problem. Mr. Carney advised yes and the equipment is monitored for optimal running parameters.

Trustee Celestan asked if the new facility will be monitored. Mr. Carney advised yes, even with a brand new building, Trane can still fine-tune electrical usage.

Trustee Diehl asked if any adjustments were made for COVID. Mr. Carney advised no, just schedule changes. He added that, in general, a couple of methods were discussed but weren't implemented.

Mr. Al Erdman, Chief Financial Officer, advised HEERF funds were used to replace chillers and air handlers. He added that the College replaced a lot of the older units to improve air quality and are running all units with the highest filtration filters.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 President's Contract – Ms. Watkins stated that the presentation of the President's contract was previously postponed. She stated that the President will be on a three-year rolling contract effective October 1, 2021. She added that the biggest change was in retirement benefits. Trustee Watkins and Dr. Atwater have agreed to the new contract which was forwarded to the Board for review.

Trustee Diehl reminded the Board that he still would like to discuss the evaluation weighting before Dr. Atwater's next evaluation.

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.

- 11.02 Trustee Watkins asked what was happening with declining enrollment. Dr. Atwater stated he would send the trustees an enrollment report. *[This information was sent to the Board under separate cover on November 10, 2021]*. He added that enrollment is down across the country. Dr. Atwater stated that the College only has two revenue sources which are the state and tuition; any decrease in these funds will create challenges with next year's budget.

Trustee Celestan asked for a breakdown by area. He added that he is curious to see if there's a decrease in enrollment that correlates to the demand in the job market, i.e., is the culinary program enrollment down while there is a demand for these positions in the workforce.

Trustee Watkins stated that individual and household income are higher than they've ever been and is not reflective of the economy being bad like it was in 2008.

Trustee Celestan stated that companies are so desperate that they've dropped requirements such as drug testing just to be able to hire workers.

- 11.03 Dr. Atwater thanked Trustees Patel, Lametto and McCloud for attending the ACCT Annual Congress. Trustee Celestan and Trustee Lametto thanked Tina Heskett, Board Secretary, for coordinating this event.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:15 p.m.

Section 2-4

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Section 5

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

These are personnel appointments for budgeted full-time positions.

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (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:

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

12/01/21

FULL-TIME APPOINTMENTS
December 8, 2021 BOARD MEETING

ADMINISTRATOR

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Dennard, Rhonesia*	Interim Controller	AFC0500003	District	11/18/21
Paige, Bethoria*	Interim Director of Finance and Budget	AFC0300025	District	11/18/21

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Pearn, Anthony	Criminal Justice Instructor	FFC30067	Ybor City	01/06/22

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Bolt, Tarsha *	Student Services Advising Generalist	EFC06T0009	Brandon	11/12/21
Calescibetta, Nicole	Student Services Advising Generalist	EFC0600047	SouthShore	11/18/21
Gerardi, Christene**	Program Analyst – Wellness	EFC06V0027	SouthShore	11/15/21
Hernandez, Silvia*	Student Activity Coordinator	EFC0800050	Plant City	11/04/21
Stone, David	Financial Aid Counselor	EFC0600049	Brandon	11/18/21

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Chemeryskyi, Oleksandr	Public Safety Officer	NFC0200028	District	11/12/21
McGoldrick, Meghan	Staff Assistant II	NFC0300064	SouthShore	11/18/21
Moyers, Erika	Test Proctor	NFC0200051	SouthShore	11/15/21
Pitman, Rebecca	Staff Assistant	NFC0200040	SouthShore	11/12/21

*Full-Time Temporary

**Full-Time Temporary/Grant-Funded

FULL-TIME APPOINTMENTS
December 8, 2021 BOARD MEETING

<u>PROMOTION</u>					
<u>NAME</u>	<u>FROM</u>	<u>CAMPUS</u>	<u>TO</u>	<u>CAMPUS</u>	<u>START DATE</u>
Logue, Christine	Lab Supervisor	Dale Mabry	Lab Manager	Dale Mabry	11/04/21
McAlister, Jacob	Executive Staff Assistant	District	Stdnt Svcs Advising Gen	Brandon	12/01/21
Millett Donovan, Alexandra	Testing Supervisor	Plant City	Stdnt Svcs Advising Gen	Dale Mabry	12/16/21

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

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2021-22). All part-time faculty and staff budgets are reviewed during budget development and established based on enrollment projections and departmental need.

OBJECTIVE:

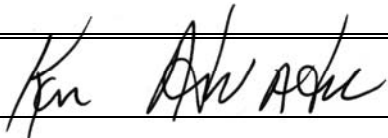
To augment full-time faculty and staff with temporary assistance to meet the academic goals of the College.

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 Term 22/SP (submitted herein for your review). Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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

12/01/21

1-0-024(2/04)

PART-TIME APPOINTMENTS
December 8, 2021 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Ansari, Bitu	Adj Biological Sciences Instructor	FPNC0005	Brandon	01/10/22
Azarnoush, Aiden	Adj Mathematics Instructor	FPNC0163	Ybor City	11/12/21
Blake-Harris, Shawlene	Adj Political Science Instructor	FPNC0417	SouthShore	01/06/22
Caban, Anthony	Adj Law Enforcement Non-Credit Instructor	FPNN0063	Ybor City	11/12/21
Diaz, Ramses	Adj Mathematics Instructor	FPNC0163	Ybor City	10/27/21
Marshall, Jacquelyn	Adj Student Life Skills	FPNC0527	Brandon	10/27/21
Myles-Cohen, Ashley	Adj English Instructor	FPNC0409	SouthShore	01/06/22
Pierre, Anne	Adj English Instructor	FPNC0409	SouthShore	10/29/21
Redmond, Ashley	Adj Biological Sciences Instructor	FPNC0005	Brandon	10/25/21
Sillett, Liane	Adj English/Writing Instructor	FPNC0351	SouthShore	10/27/21
Solano, Ashley	Adj Law Enforcement Non-Credit Instructor	FPNN0063	Ybor City	11/04/21
Stephen, Idrissa	Adj English Instructor	FPNC0409	SouthShore	11/04/21
Turcotte, Denise	Adj Mathematics Instructor	FPNC0413	SouthShore	10/27/21
Turner, Joel	Adj Biological Sciences Instructor	FPNC0259	Ybor City	10/29/21
Verkest, Mark	Adj Law Enforcement Non-Credit Instructor	FPNN0063	Ybor City	11/18/21
Walker, Jason	Adj Philosophy Instructor	FPNC0415	SouthShore	01/06/22

NON-FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Bacon, Jonathan	PT Advanced Technician	ZPP30012	Dale Mabry	10/25/21
Carrion, Antonio	PT Technician	ZPP20079	Dale Mabry	11/15/21
Champ, Jeremiah	PT Specialist	ZPP4T001	Brandon	11/17/21
Marshall, Kristin	PT Associate	ZPP50033	Dale Mabry	11/18/21
Moyers, Erika	PT Technician	ZPP20124	SouthShore	11/01/21
Pinkney, Christine	PT Associate	ZPC50030	Dale Mabry	10/21/21
Zepek, Justin	PT Technician	ZPP20079	Dale Mabry	11/12/21

* 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:

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**

12/01/21

FULL-TIME SEPARATIONS
December 8, 2021 BOARD MEETING

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Bearden, Michelle	Academic Records Associate	Collaboration Studio	09/23/21	11/03/21
Boone, Jasmine*	Lab Assistant	Ybor City	08/02/21	10/18/21
McMillon, Kimberly	Controller	District	03/06/15	11/18/21
Walker, Calandra	Academic Records Officer	Collaboration Studio	11/05/21	11/18/21

RETIREMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Canalejo, Lorraine	Career Planning and Placement Manager	Dale Mabry	12/07/89	11/30/21

EXPIRATION OF TEMPORARY ASSIGNMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Tsang, Kristi*	Veterinary Technician	Plant City	2/28/18	12/4/19

* Full-Time Temporary

** Full-Time Temporary/Grant Funded

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.04

BACKGROUND AND PERTINENT FACTS:

The January 2019 – December 2019 Agreement with the Service Employees International Union (SEIU) adjunct and the College expired. The College and the Union have negotiated a successor contract for January 1, 2022 through December 31, 2024.

The contract was ratified by the union with 110 'Yes' votes and 3 'No' votes.

ECONOMIC IMPACT:

The ratification includes a salary increase for adjunct faculty beginning Spring 2022.

OBJECTIVE:

Board of Trustees approval to enter into a new agreement for January 1, 2022 through December 31, 2024 between the College and Service Employees Internal Union (SEIU) adjunct.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of the contract for three years between the Service Employees International Union (SEIU) adjunct and the College (submitted herein for your review).

Initiator

Date

Vice President/ President/Exec Dir of Human Resources

Date

District President

Date

12/01/21



Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

The Business and Hospitality discipline group presented program modifications; the Engineering, Transportation, Architecture and Construction and Computer Sciences discipline group presented program deletions; the Health Sciences discipline group presented a program modification and a program moratorium; the Public Safety discipline group presented a program modification to the Academic Affairs Committee.

The Academic Affairs Committee approved the program modifications, program moratorium 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 program modifications, program moratorium and program deletions effective FA/22, unless otherwise noted.

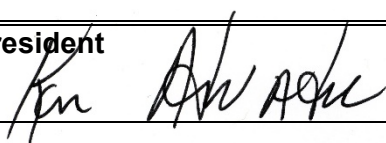
Initiator

Date:

Vice President/Campus President/Director of Human Resources

Date:

District President



Date:
12/01/21

Hillsborough Community College

December 8, 2021

Board Meeting

Program Modifications

Effective FA/22

Emergency Medical Services – AS

- Change 'Humanities General Education' to 'Humanities General Education Core.'
- Delete PSY 2012 from the General Education Requirements.
- Add AMH 2020 or POS 2041 to the Social Science General Education Requirements/Civics Literacy requirement – Year I/Second Semester.

Fire Science Technology – AS

- Delete FFP 1304 from the program requirements.
- Delete PSY 2012 and SYG 2000 from the General Education Requirements.
- Add Natural Science General Education Core – 3 cr. – Year I/Second Semester
- Add AMH 2020 or POS 2041 to the Social Science General Education Requirements/Civics Literacy requirement – Year II/Second Semester.
- Add Behavioral Science General Education Core – 3 cr. – Year I/Third Semester
- Change 'Humanities General Education' to 'Humanities General Education Core.'
- Change 'Mathematics General Education' to 'Mathematics General Education Core.'
-

Medical Office Administration Billing Track – AS

- Delete PHI 1600 and SPC 1608 from the General Education Requirements.
- Delete the "Select 2 credit hours" elective list.
- Add Natural Science General Education Core – 3 cr. – Year II/Second Semester.
- Add HIM 1442 to the program requirements – Year II/First Semester.
- Add AMH 2020 or POS 2041 to the Social Science General Education Requirements/Civics Literacy requirement – Year II/First Semester.
- Change 'Humanities General Education' to 'Humanities General Education Core.'
- Change 'Mathematics General Education' to 'Mathematics General Education Core.'

Medical Office Administration Management Track – AS

- Delete PHI 1600 and SPC 1608 from the General Education Requirements.
- Delete HIM 2272C from program requirements.
- Add Natural Science General Education Core – 3 cr. – Year II/First Semester.
- Add AMH 2020 or POS 2041 to the Social Science General Education Requirements/Civics Literacy requirement – Year II/First Semester.
- Change 'Humanities General Education' to 'Humanities General Education Core.'
- Change 'Mathematics General Education' to 'Mathematics General Education Core.'
- Add a "Select 3 credit hours from the following" elective list that includes HIM 2253, HIM 2272C, and PHI 1600. – Year II/Second Semester.

Office Management – AS

- Delete SPC 1608 from the General Education Requirements.
- Reduce elective list from 6 to 3 credit hours (Year II/Third Semester).
- Add Natural Science General Education Core – 3 cr. – Year II/First Semester.
- Add AMH 2020 or POS 2041 to the Social Science General Education Requirements/Civics Literacy requirement – Year II/Second Semester.

- Change 'Humanities General Education' to 'Humanities General Education Core.'
- Change 'Mathematics General Education' to 'Mathematics General Education Core.'

Program Moratorium

Effective FA/22

Radiation Therapy Specialist – CCC

Program Deletions

Effective FA/22

Unix/Linux Administrator (CCC)

Unix/Linux System Administrator (AS)

Unix/Linux System Administrator (CCC)

Section 7

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.01

BACKGROUND AND PERTINENT FACTS:

Pursuant to state law, the Hillsborough Community College Foundation (HCCF) annual IRS Form 990 for Fiscal Year 2020-2021 is submitted for the Board's acknowledgement and certification after review, that the Foundation is operating in a manner consistent with the goals of the College and in the best interest of the State of Florida.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To submit the Fiscal Year 2020-2021 annual IRS Form 990 for the HCCF to the Board of Trustees as required by state law and to certify that the HCCF is operating pursuant to the requirements outlined by state law.

LEGAL AUTHORITY:

F.S. 1001.64; 1004.70

RECOMMENDATION:

The President recommends acknowledgement of receipt of the Foundation's annual IRS Form 990 for Fiscal Year 2020-2021 and that the Board certify that the Foundation is operating in a manner consistent with the goals of the College and the State of Florida (submitted herein for your review).

Initiator



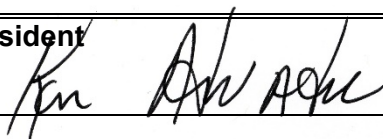
Date:

11/18/21

Vice President/Campus President/Director of Human Resources

Date:

District President



Date:

12/1/21

DIRECT-SUPPORT ORGANIZATIONS (DSO) AUDIT REVIEW CHECK LIST

DSO NAME: Hillsborough Community College Foundation, Inc.

FOR THE FISCAL YEAR: 2021-2022

COLLEGE PRESIDENT'S RESPONSE TO DSO AUDIT:

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

COLLEGE NAME: Hillsborough Community College

President

Date

Chair, Board of Trustees

Date

Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

INFORMATIONAL ITEMS ONLY

The Board has requested the monthly financial statements be submitted as an informational item only for their review. The financial statements for the month of September 2021 are attached.

LEGAL AUTHORITY:

Sections 1001.64; 1001.65 Florida Statutes

Initiator

Date:

Vice President/Campus President/Director of Human Resources

Date:

District President



Date:

12/01/21

**Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending September 30, 2021
(Dollars In Thousands)**

	MONTH			YEAR-TO-DATE				
	<u>Current</u> <u>Actual</u>	<u>Prior Year</u> <u>Actual</u>	<u>% Var</u> <u>Prior Yr</u>	<u>Budget</u>	<u>Current</u> <u>Actual</u>	<u>% of</u> <u>Budget</u>	<u>Prior Year</u> <u>Actual</u>	<u>% Var</u> <u>Prior Yr</u>
Revenues								
Student Tuition and Fees ⁽¹⁾	\$760	\$1,210	-37%	\$23,390	\$23,578	101%	\$24,215	-3%
Support from State Government ⁽²⁾	\$5,316	\$4,862	9%	10,446	\$10,446	100%	\$9,675	8%
Other Revenue ⁽³⁾	\$242	\$82	195%	575	\$330	57%	\$19,175	-98%
Total Revenue	\$6,318	\$6,154	3%	\$34,412	\$34,355	100%	\$53,064	-35%
% of Revenues From State Govt.	84%	79%		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⁾	10,140	6,164	64%	3,532	6,320	179%	7,675	-18%
Total Personnel Costs	\$11,411	\$7,470	53%	\$6,209	\$9,285	150%	\$10,612	-13%
Other Expenses ⁽⁵⁾	\$3,122	\$3,254	-4%	\$2,573	\$5,412	210%	\$4,243	28%
Total Operating Expenses	\$14,533	\$10,724	36%	\$8,782	\$14,696	167%	\$14,855	-1%
Capital Outlay	\$34	\$9	291%	\$9	\$135	1425%	\$12	1061%
Total Expenses	\$14,566	\$10,733	36%	\$8,792	\$14,831	169%	\$14,867	0%
Excess/(deficit) Revenues Over Expenses	<u>-\$8,248</u>	<u>-\$4,578</u>		<u>\$25,620</u>	<u>\$19,524</u>		<u>\$38,198</u>	

NOTES:

(1) The current month Student Tuition and Fees decreased \$449K in September FY22 compared to FY21 primarily due to a decrease of \$391K monthly for Tuition-Advanced & Professional Fall Revenue and a \$56K decrease in Continuing Workforce Education: Nursing Importation Program.

(2) The current month increase of \$453K in Support from State Government is due to the fact that although budgeted monthly state funds for August year over year are flat, in FY21 the state withheld a portion of the support until year end.

(3) The current month increase of \$160K in Other Revenue is primarily due to a \$96K increase in indirect cost recovery in September FY22 due to the fact that August and September FY22 activity was booked in September.

(4) The current month increase of \$4M in Other Salaries & Benefits is due to the fact that in September FY22 there were three payroll periods rather than the two in September of FY21.

(5) The current month decrease of \$133K in Other Expenses is primarily due to a \$162K increase in Telephone & Utilities, a decrease of \$114K in Repairs & Maintenance, a \$195K increase in Insurance, and a decrease of \$395K in Other Services for September FY22 compared to September FY21.

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

KEY PERFORMANCE INDICATORS

STAFF FTEs

	<u>September 2021</u>	<u>September 2020</u>
Instructional Faculty FTEs ⁽¹⁾	684	709
All Other Staff FTEs	977	1,041
Total FTEs	1,660	1,750
% of Instructional FTEs	41%	41%
	<u>September 2021</u>	<u>September 2020</u>
Actual Head Count Instruct. Faculty	879	974
Actual Head Count All Other Staff	1,109	1,171
Total Actual Head Count	1,988	2,145

STUDENT FTEs ⁽²⁾

<u>Term</u>	<u>FY22</u>	<u>FY21</u>	<u>FY20</u>
FALL	8,087	8,643	9,821
SUMMER	3,290	3,386	3,574
TOTAL	11,377	12,029	13,395

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>September 2021</u>	<u>September 2020*</u>
Current Ratio (Current Assets/Current Liabilities)	6.77	9.76
Return On Net Assets (Net Income/Total Assets)	4%	12%
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)	30.63%	37.59%
Days Unrestricted Cash on Hand (Unrestricted Cash & Cash Equiv./Daily Operating Expenses)	92	124

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.

*September 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 SEPTEMBER 30,
FISCAL YEARS 2021 AND 2022

	As of September 30, 2021	As of September 30, 2020
ASSETS		
Current Assets:		
Cash and Cash Equivalents	36,265,705	\$ 46,517,218
Restricted Cash and Cash Equivalents	3,251,738	3,301,219
Investments	2,624,258	4,347,363
Restricted Investments	-	-
Accounts Receivable, Net	9,071,153	10,598,822
Notes Receivable, Net (Note 1)	6,668	10,960
Due from Other Governmental Agencies (Note 2)	5,395,562	4,682,552
Due from Component Unit/College (Note 3)	445,866	135,371
Inventories	1,687,223	1,785,261
Prepaid Expenses (Note 4)	1,648,751	1,593,078
Deposits	-	-
Other Assets	-	-
Total Current Assets	\$ 60,396,924	\$ 72,971,843
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	46,303,319	\$ 31,093,717
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	\$ 221,625,916	\$ 212,000,277
TOTAL ASSETS	\$ 282,022,840	\$ 284,972,121
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	\$ 307,561,614	\$ 308,041,824
LIABILITIES		
Current Liabilities:		
Accounts Payable	3,779,017	\$ 1,599,504
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	2,078,896	2,984,754
Retainage Payable	167,323	167,323
Due to Other Governmental Agencies	917,826	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	(5,844)	(6,690)
Estimated Insurance Claims Payable	275,000	-
Deposits Held for Others (Note 8)	485,087	490,431
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	\$ 8,918,756	\$ 7,474,933

HILLSBOROUGH COMMUNITY COLLEGE
STATEMENT OF NET POSITION
AS OF SEPTEMBER 30,
FISCAL YEARS 2021 AND 2022

	As of September 30, 2021	As of September 30, 2020
Noncurrent Liabilities:		
Bonds Payable	-	\$ -
Notes and Loans Payable (Note 9)	(1,290)	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	\$ 78,984,981	\$ 75,606,671
TOTAL LIABILITIES	\$ 87,903,737	\$ 83,081,603
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	\$ 90,914,567	\$ 88,758,022
NET POSITION		
Invested in Capital Assets, Net of Related Debt	170,145,732	\$ 168,200,579
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	1,716,126	2,869,557
Scholarships	247,284	474,747
Capital Projects	46,304,608	28,994,356
Debt Service	-	-
Unrestricted	(1,766,703)	18,744,562
Total Net Position	\$ 216,647,047	\$ 219,283,802
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$ 307,561,614	\$ 308,041,824

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

**FUND BALANCE SUMMARY
FOR FUNDS 1, 3, AND 6
AS OF SEPTEMBER 30, 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	11,275,695.85	(2,435,697.57)	-	8,839,998.28
Invested In Plant	31200	-	-	-	-
TOTAL RESERVE & UNALLOCATED FUND BALANCES		55,601,309.68	(140,835.17)	1,000.00	55,461,474.51
Amount Expected to be Financed in Future Yrs (negative number)	30800	(57,228,177.34)	-	-	(57,228,177.34)
TOTAL FUND BALANCES		(1,626,867.66)	(140,835.17)	1,000.00	(1,766,702.83)
Prior Year 6-30 Fund Balance		35,824,368.77			
Grand Total Revenues		144,661,285.00			
Total Funds Available		180,485,653.77			
Unencumbered Fund Balance		55,287,801.74			
Unencumbered Fund Balance as % of Total Funds Available		30.63%			
Total Fund Balance As Reported After GASB 68 and GASB 74/75					(1,766,702.83)
% of Total Funds Available					-0.98%

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

	<u>YTD Actual to Budget Comparison</u>					<u>YTD Actual to Actual Comparison</u>				
REVENUE	<u>YTD</u> <u>Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>\$</u>	<u>%</u>	<u>Sep-21</u>	<u>Sep-20</u>	<u>Variance</u> <u>\$</u>	<u>%</u>	
Student Tuition and Fees	\$59,867,387	\$24,531	\$24,339	-\$192	-1%	\$24,339	\$25,424	-\$1,085	-4%	
Support From State Government	\$73,462,532	\$15,669	\$15,762	\$92	1%	\$15,762	\$14,537	\$1,225	8%	
Other Revenue	\$3,047,658	\$862	\$573	-\$289	-34%	\$573	\$19,257	-\$18,685	-97%	
Total Revenue	\$136,377,577	\$41,062	\$40,673	-\$388	-1%	\$40,673	\$59,218	-\$18,545	-31%	
EXPENDITURES	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Actual</u>	<u>Variance</u> <u>\$</u>	<u>%</u>	<u>Sep-21</u>	<u>Sep-20</u>	<u>Variance</u> <u>\$</u>	<u>%</u>	
Personnel Costs										
Full Time Salaries	\$56,119,973	\$9,107	\$10,682	\$1,576	17%	\$10,682	\$8,534	\$2,149	25%	
Part Time Salaries	\$19,041,523	\$4,817	\$4,784	-\$33	-1%	\$4,784	\$4,221	\$563	13%	
Fringe Benefits	\$25,348,046	\$6,353	\$5,183	-\$1,171	-18%	\$5,183	\$5,273	-\$90	-2%	
Regular Termination	\$500,000	\$68	\$47	-\$22	-32%	\$47	\$54	-\$7	-13%	
Total Personnel Costs	\$100,177,138	\$20,346	\$20,696	\$350	2%	\$20,696	\$18,081	\$2,614	14%	
Current Expenses										
Travel	\$996,835	\$95	\$72	-\$23	-24%	\$72	\$15	\$57	374%	
Telephones & Utilities	\$4,630,532	\$941	\$1,024	\$83	9%	\$1,024	\$759	\$265	35%	
Professional Fees	\$1,359,504	\$268	\$213	-\$55	-21%	\$213	\$198	\$15	7%	
Repairs & Maintenance	\$3,609,973	\$1,182	\$1,175	-\$7	-1%	\$1,175	\$1,020	\$155	15%	
Insurance	\$2,623,430	\$573	\$529	-\$43	-8%	\$529	\$469	\$61	13%	
Other Services	\$14,638,044	\$3,336	\$4,199	\$863	26%	\$4,199	\$3,868	\$332	9%	
Materials & Supplies	\$2,458,455	\$302	\$321	\$19	6%	\$321	\$256	\$64	25%	
All Other Current Expenses	\$13,125,704	\$1,094	\$1,000	-\$94	-9%	\$1,000	\$913	\$87	10%	
Total Current Expenses	\$43,442,477	\$7,791	\$8,533	\$743	10%	\$8,533	\$7,498	\$1,036	14%	
Total Personnel & Current Expenses	\$143,619,615	\$28,137	\$29,229	\$1,092	4%	\$29,229	\$25,579	\$3,650	12%	
Capital Outlay										
Equipment	\$849,755	\$38	\$9	-\$30	-77%	\$9	\$5	\$4	89%	
Buildings	\$191,915	\$298	\$160	-\$138	-46%	\$160	\$16	\$144	920%	
Total Capital Outlay	\$1,041,670	\$336	\$168	-\$168	-50%	\$168	\$20	\$148	733%	
Total Expenditures	\$144,661,285	\$28,473	\$29,398	\$925	3%	\$29,398	\$25,599	\$3,798	15%	
Excess/(Deficit) Revenues Over Expenses		<u>\$12,589</u>	<u>\$11,276</u>			<u>\$11,276</u>	<u>\$33,619</u>			

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

INFORMATIONAL ITEMS ONLY

The Board has requested the monthly financial statements be submitted as an informational item only for their review. The financial statements for the month of October 2021 are attached.

LEGAL AUTHORITY:

Sections 1001.64; 1001.65 Florida Statutes

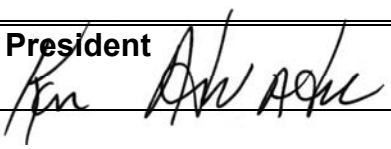
Initiator

Date:

Vice President/Campus President/Director of Human Resources

Date:

District President



Date:
12/01/21

**Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending October 31, 2021
(Dollars In Thousands)**

	MONTH			YEAR-TO-DATE				
	<u>Current</u> <u>Actual</u>	<u>Prior Year</u> <u>Actual</u>	<u>% Var</u> <u>Prior Yr</u>	<u>Budget</u>	<u>Current</u> <u>Actual</u>	<u>% of</u> <u>Budget</u>	<u>Prior Year</u> <u>Actual</u>	<u>% Var</u> <u>Prior Yr</u>
Revenues								
Student Tuition and Fees ⁽¹⁾	\$195	\$409	-52%	\$23,390	\$24,534	105%	\$25,833	-5%
Support from State Government ⁽²⁾	\$5,223	\$4,824	8%	10,446	\$20,985	201%	\$19,361	8%
Other Revenue	\$192	\$109	77%	575	\$765	133%	\$19,366	-96%
Total Revenue	\$5,611	\$5,342	5%	\$34,412	\$46,284	135%	\$64,561	-28%
% of Revenues From State Govt.	93%	90%		30%	45%		30%	
Operating Expenses								
Instructional Salaries & Benefits	\$1,271	\$1,305	-3%	\$2,677	\$2,964	111%	\$2,937	1%
Other Salaries & Benefits ⁽³⁾	6,729	10,079	-33%	3,532	25,732	728%	26,529	-3%
Total Personnel Costs	\$8,000	\$11,385	-30%	\$6,209	\$28,696	462%	\$29,466	-3%
Other Expenses	\$2,076	\$2,016	3%	\$2,573	\$10,610	412%	\$9,514	12%
Total Operating Expenses	\$10,076	\$13,401	-25%	\$8,782	\$39,305	448%	\$38,980	1%
Capital Outlay	\$155	\$62	149%	\$9	\$323	3415%	\$82	293%
Total Expenses	\$10,231	\$13,463	-24%	\$8,792	\$39,628	451%	\$39,063	1%
Excess/(deficit) Revenues Over Expenses	<u>-\$4,620</u>	<u>-\$8,121</u>		<u>\$25,620</u>	<u>\$6,656</u>		<u>\$25,498</u>	

NOTES:

(1) The current month Student Tuition and Fees decreased \$214K in September FY22 compared to FY21 primarily due to a decrease of \$55K monthly for Tuition-Advanced & Professional Fall Revenue and a \$158K decrease in Continuing Workforce Education: Nursing Importation Program.

(2) The current month increase of \$399K in Support from State Government is due the fact that although budgeted monthly state funds for October year over year are flat, in FY21 the state withheld a portion of the support until year end.

(3) The current month decrease of \$3.4M in Other Salaries & Benefits is due to the fact that in October FY21 there were three payroll periods rather than the two in October of FY22. In FY22 September had three payroll periods.

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

KEY PERFORMANCE INDICATORS

<u>STAFF FTEs</u>			<u>STUDENT FTEs</u> ⁽²⁾			
	<u>October 2021</u>	<u>October 2020</u>	<u>Term</u>	<u>FY22</u>	<u>FY21</u>	<u>FY20</u>
Instructional Faculty FTEs ⁽¹⁾	795	828	FALL	8,338	8,774	9,875
All Other Staff FTEs	<u>982</u>	<u>1,058</u>	SUMMER	3,290	3,386	3,574
Total FTEs	1,777	1,886	TOTAL	11,628	12,159	13,449
% of Instructional FTEs	45%	44%				
	<u>October 2021</u>	<u>October 2020</u>				
Actual Head Count Instruct. Faculty	960	1,021				
Actual Head Count All Other Staff	<u>1,151</u>	<u>1,197</u>				
Total Actual Head Count	2,111	2,218				

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>October 2021</u>	<u>October 2020*</u>
Current Ratio (Current Assets/Current Liabilities)	5.85	8.15
Return On Net Assets (Net Income/Total Assets)	2%	9%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	5%	7%
Fund Balance as a % of Funds Available (Unencumbered Fund Balance BEFORE GASB 68 & GASB 75/Total Funds Available)	28.07%	33.19%
Days Unrestricted Cash on Hand (Unrestricted Cash & Cash Equiv./Daily Operating Expenses)	84	105

Notes:

(1) Instructional Faculty FTEs includes full-time and adjunct faculty.

(2) Student FTEs for all terms are calculated at the same relative point in time for that term. Total target is recalculated by Institutional Research after final year-end data is received.

(3) Effective for the fiscal year ending June 30, 2015, the College was required to record a net pension liability through the implementation of GASB 68. The liability is the difference between the total pension liability and the value of the assets that have been set aside in a pension plan to pay benefits to current employees, retirees, and their beneficiaries. Effective for the fiscal year ending June 30, 2017, the College implemented GASB 75 for other post employment benefits (OPEB) which requires the College to recognize the total OPEB liability associated with allowing retirees to participate in healthcare coverage at the same cost as current employees.

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

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

	As of October 31, 2021	As of October 31, 2020
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 33,182,543	\$ 39,288,073
Restricted Cash and Cash Equivalents	3,439,881	3,373,734
Investments	2,624,258	4,347,363
Restricted Investments	-	-
Accounts Receivable, Net	7,351,249	11,620,180
Notes Receivable, Net (Note 1)	6,668	10,960
Due from Other Governmental Agencies (Note 2)	5,499,475	3,530,288
Due from Component Unit/College (Note 3)	102,936	(18,352)
Inventories	1,687,223	1,785,261
Prepaid Expenses (Note 4)	1,436,770	1,402,816
Deposits	-	-
Other Assets	-	-
Total Current Assets	\$ 55,331,003	\$ 65,340,322
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 45,931,753	\$ 30,736,708
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	145,489,831
Nondepreciable Capital Assets	1,004,304	-
Land	29,036,535	29,036,535
Other Assets	137,500	137,500
Total Noncurrent Assets	\$ 221,254,350	\$ 210,361,862
TOTAL ASSETS	\$ 276,585,353	\$ 275,702,184
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	\$ 302,124,127	\$ 298,771,887
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 3,863,728	\$ 1,019,503
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	3,273,641	3,969,110
Retainage Payable	167,323	167,323
Due to Other Governmental Agencies	41,527	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	(7,810)	(6,486)
Estimated Insurance Claims Payable	275,000	-
Deposits Held for Others (Note 8)	617,502	632,497
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	\$ 9,452,363	\$ 8,021,558

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

	As of October 31, 2021	As of October 31, 2020
Noncurrent Liabilities:		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	(1,290)	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	\$ 78,984,981	\$ 75,606,671
TOTAL LIABILITIES	\$ 88,437,343	\$ 83,628,229
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	\$ 91,448,173	\$ 89,304,648
NET POSITION		
Invested in Capital Assets, Net of Related Debt	\$ 170,145,732	\$ 166,919,172
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	1,234,023	2,618,120
Scholarships	485,446	517,506
Capital Projects	45,933,043	28,637,347
Debt Service	-	-
Unrestricted	(7,122,291)	10,775,094
Total Net Position	\$ 210,675,954	\$ 209,467,239
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$ 302,124,127	\$ 298,771,887

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

**FUND BALANCE SUMMARY
FOR FUNDS 1, 3, AND 6
AS OF OCTOBER 31, 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	6,655,767.12	(3,171,356.71)	-	3,484,410.41
Invested In Plant	31200	-	-	-	-
TOTAL RESERVE & UNALLOCATED FUND BALANCES		50,981,380.95	(876,494.31)	1,000.00	50,105,886.64
Amount Expected to be Financed in Future Yrs (negative number)	30800	(57,228,177.34)	-	-	(57,228,177.34)
TOTAL FUND BALANCES		(6,246,796.39)	(876,494.31)	1,000.00	(7,122,290.70)
Prior Year 6-30 Fund Balance		35,824,368.77			
Grand Total Revenues		144,661,285.00			
Total Funds Available		180,485,653.77			
Unencumbered Fund Balance		50,667,873.01			
Unencumbered Fund Balance as % of Total Funds Available		28.07%			
Total Fund Balance As Reported After GASB 68 and GASB 74/75					(7,122,290.70)
% of Total Funds Available					-3.95%

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

	<u>YTD Actual to Budget Comparison</u>				<u>YTD Actual to Actual Comparison</u>			
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>\$</u>	<u>%</u>	<u>Oct-21</u>	<u>Oct-20</u>	<u>Variance</u> <u>\$</u>	<u>%</u>
REVENUE								
Student Tuition and Fees	\$25,033	\$24,534	-\$499	-2%	\$24,534	\$25,833	-\$1,299	-5%
Support From State Government	\$20,893	\$20,985	\$92	0%	\$20,985	\$19,361	\$1,624	8%
Other Revenue	\$1,051	\$765	-\$286	-27%	\$765	\$19,366	-\$18,601	-96%
Total Revenue	<u>\$46,977</u>	<u>\$46,284</u>	<u>-\$693</u>	<u>-1%</u>	<u>\$46,284</u>	<u>\$64,561</u>	<u>-\$18,277</u>	<u>-28%</u>
	<u>YTD</u>	<u>YTD</u>	<u>Variance</u>				<u>Variance</u>	
	<u>Budget</u>	<u>Actual</u>	<u>\$</u>	<u>%</u>	<u>Oct-21</u>	<u>Oct-20</u>	<u>\$</u>	<u>%</u>
EXPENDITURES								
Personnel Costs								
Full Time Salaries	\$15,311	\$15,246	-\$65	0%	\$15,246	\$15,299	-\$53	0%
Part Time Salaries	\$7,371	\$6,424	-\$946	-13%	\$6,424	\$6,741	-\$317	-5%
Fringe Benefits	\$8,636	\$6,959	-\$1,677	-19%	\$6,959	\$7,347	-\$388	-5%
Regular Termination	\$112	\$66	-\$45	-41%	\$66	\$79	-\$13	-16%
Total Personnel Costs	<u>\$31,430</u>	<u>\$28,696</u>	<u>-\$2,734</u>	<u>-9%</u>	<u>\$28,696</u>	<u>\$29,466</u>	<u>-\$770</u>	<u>-3%</u>
Current Expenses								
Travel	\$121	\$87	-\$34	-28%	\$87	\$12	\$75	598%
Telephones & Utilities	\$1,413	\$1,321	-\$92	-7%	\$1,321	\$1,354	-\$33	-2%
Professional Fees	\$354	\$257	-\$96	-27%	\$257	\$247	\$10	4%
Repairs & Maintenance	\$1,406	\$1,438	\$32	2%	\$1,438	\$1,280	\$158	12%
Insurance	\$697	\$705	\$8	1%	\$705	\$624	\$81	13%
Other Services	\$4,350	\$5,125	\$775	18%	\$5,125	\$4,410	\$715	16%
Materials & Supplies	\$361	\$424	\$63	17%	\$424	\$393	\$31	8%
All Other Current Expenses	\$1,303	\$1,253	-\$50	-4%	\$1,253	\$1,194	\$59	5%
Total Current Expenses	<u>\$10,004</u>	<u>\$10,610</u>	<u>\$605</u>	<u>6%</u>	<u>\$10,610</u>	<u>\$9,514</u>	<u>\$1,095</u>	<u>12%</u>
Total Personnel & Current Expenses	<u>\$41,434</u>	<u>\$39,305</u>	<u>-\$2,128</u>	<u>-5%</u>	<u>\$39,305</u>	<u>\$38,980</u>	<u>\$325</u>	<u>1%</u>
Capital Outlay								
Equipment	\$168	\$121	-\$48	-28%	\$121	\$67	\$54	81%
Buildings	\$83	\$202	\$119	144%	\$202	\$16	\$187	1192%
Total Capital Outlay	<u>\$251</u>	<u>\$323</u>	<u>\$72</u>	<u>29%</u>	<u>\$323</u>	<u>\$82</u>	<u>\$241</u>	<u>293%</u>
Total Expenditures	<u>\$41,685</u>	<u>\$39,628</u>	<u>-\$2,056</u>	<u>-5%</u>	<u>\$39,628</u>	<u>\$39,063</u>	<u>\$566</u>	<u>1%</u>
Excess/(Deficit) Revenues Over Expenses	<u>\$5,292</u>	<u>\$6,656</u>			<u>\$6,656</u>	<u>\$25,498</u>		

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.03

INFORMATIONAL ITEMS ONLY

Prior to July 1 of each fiscal year, the Board must approve a budget for the next fiscal year. To facilitate the orderly preparation of the budget, plans for the 2022-2023 fiscal year budget are underway. Attached for your information is the proposed process flow chart of the budget development cycle including key budget development dates.

ECONOMIC IMPACT:

This agenda item has no economic impact on the College.

LEGAL AUTHORITY:

Florida Statute 1011.30
SBE 6A-14.070

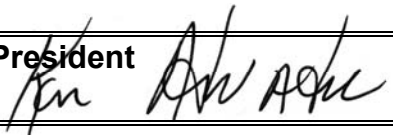
Initiator

Date:

Vice President/Campus President/Director of Human Resources

Date:

District President



Date:
12/02/21

**HILLSBOROUGH COMMUNITY COLLEGE
BUDGET DEVELOPMENT CALENDAR
FISCAL YEAR 2022/2023**

