DISTRICT BOARD OF TRUSTEES
BOARD MEETING

AUGUST 25, 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/98785771602

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

ZOOM ACCESS:
https://hccfl.zoom.us/j/98785771602

Page No.

1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

1.04.01 Oath of Office – Ms. Dalia McCloud

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 **June 23, 2021 Board Workshop and Board Meeting minutes** (submitted herein for your review). 4

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

CONSENT 5.01 The President recommends approval of individuals for **full-time employment**. Each full-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review). 14

CONSENT 5.02 The President recommends approval of individuals for **part-time employment** during Term 21/SU. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review). 17

CONSENT 5.03 The President recommends acknowledgment of **employment separations** (submitted herein for your review). 21

5.04 The President recommends approval of year four (4) and year five (5) of the contract with Humana (submitted herein for your review). 24

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

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

7.0 INSTITUTIONAL SERVICES

8.0 FINANCIAL SERVICES

CONSENT 8.01 The President recommends approval of the **Application for Final Payment** in the amount of $86,231.64 to Horus Construction Services, Inc., for completion of the DTECH Building Backfill Remodel Project located at the Dale Mabry Campus, as reviewed and recommended by Wilder Architecture, Inc. (submitted herein for your review). 28

8.02 The President recommends approval of **Budget Amendment No. 1** (submitted herein for your review). 29

8.03 The President recomends approval of the **Purchase and Sale Agreement** for the purchase of the property located at 10230 Leroy Avenue, Tampa, Florida, 33619, for $150,000 and to pass a **Resolution** authorizing this purchase (submitted herein for your review). 31

8.04 The President recommends approval of the **supplemental survey** to amend the College's August 1, 2020 Educational Plant Survey and submit it to the Office of Educational Facilities, Florida Department of Education for validation (submitted for your review). 33

8.05 The President recommends approval of the **transfer of $10,000,000** from the June 30, 2021 Fund 1 Unrestricted Fund Balance to Fund 7 (submitted herein for your review). 34

8.06 Informational Item Only – **May 2021 Financial Statements** 38

9.0 ADMINISTRATIVE REPORT

10.0 LEGAL REPORT

10.01 Board Evaluation

11.0 HEARING OF BOARD MEMBERS

11.01 President's Evaluation and Contract

12.0 ADJOURNMENT

Section 1

HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD WORKSHOP
WEDNESDAY, JUNE 23, 2021 – 2:30 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER – BOARD ROOM
39 COLUMBIA DRIVE
MINUTES

The Board Workshop commenced at 2:35 p.m.

The following Trustees were in attendance:

Chip Diehl
Nancy Watkins
Greg Celestan
Brian Lametto
Aakash Patel
Bruce Wills

Dr. Atwater advised that the purpose of the workshop was to provide a final overview of the Fiscal Year (FY) 2021-2022 Budget. Mr. Erdman, Chief Financial Officer, and Ms. Kimberly McMillon, Controller, presented and reviewed the FY 2021-2022 Budget presentation with the Board of Trustees.

Trustee Watkins stated that the budget showed an additional five percent (5%) in tuition revenue and asked if the College is anticipating a five percent (5%) increase in Full Time Enrollment (FTE). Dr. Atwater advised no and that the increase represents the workforce development program. Dr. Atwater advised that beginning in August, lost revenue will be covered by HEERF funding.

Dr. Atwater advised that last year was the first time that the Distance Learning Fee was implemented prior to the pandemic. Trustee Watkins asked if the fee was class specific. Dr. Atwater advised the fee is only applied to Distance Learning classes. He added that HCC was one (1) of only four (4) colleges not charging a distance learning fee.

Trustee Celestan asked how the fee structure would change if in the middle of the academic year, if the College were to have a shift to distance learning again and how those fees would be implemented. Dr. Atwater advised that the fee structure would not change. In 2020, the distance learning fee revenue was projected at 30% but because of the pandemic, it shifted to 70%. Trustee Diehl asked what percentage is projected for distance learning in 2022. Rich Senker, Vice President of Academic Fairs, advised just under 50%.

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Trustee Watkins asked if dual enrollment was still in person. Mr. Senker advised no. She asked if K-12 faculty was instructing HCC's online classes. Mr. Senker advised no and that online courses are taught by HCC faculty. Mr. Erdman added that other current expenses are anticipated to increase between $2M-$3M plus $1.5M in Distance Learning expenses.

Mr. Erdman explained actual and anticipated fund balance prior to Governmental Accounting Standards Board (GASB) adjustments. GASB 68 and GASB 75 are required adjustments for mandated retirement costs. The College's Fund Balance is currently well over seven percent (7%). Last year, $20M was transferred from General Fund to Unexpended Plant Fund. He added that once the 2020-2021 FY books are closed, they will look at our Fund Balance and Cash position to see if another transfer is needed.

Dr. Atwater reminded the Board that funds were transferred in 2020 to avoid a situation where the state felt the College had an abundance of Fund Balance; the state had previously taken back $1.4M due to excessive Fund Balance. Current fund balance funds will be used to purchase a new ERP system with an expected cost of $10M, with the remaining balance set aside for deferred maintenance in case the state chooses not to fund it. Additionally, the Allied Health Building loan was paid off early with a debt savings of just over $700K in interest. This is the first time the College has been debt-free in several years.

Trustee Diehl asked if there was something the College was not spending money on that these excess funds could be used for. Dr. Atwater advised there are no funds in the budget for professional development or salary increases. He added that the Administrator Salary Study Phase III and step-increases for faculty and staff are not in the budget. There is no new money to cover these costs.

Dr. Atwater gave a brief overview on what the HEERF Funds can be used for. He explained that nearly $50M has gone to student grants and almost $4.3M in student debt will be written off. The expenditure of the HEERF Funds will go through the normal process of Board approval.

The meeting adjourned at 3:55 p.m.

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HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, JUNE 23, 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 Dr. Tonjua Williams, President of St. Petersburg College, in our thoughts and prayers. Dr. Williams' father 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
- Bruce Wills

1.04.01 Trustee Diehl administered the Oath of Office to newly appointed Board member Aakash Patel.

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

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1.06.01 Mr. Steve Shear, Executive Director of the Foundation, gave a brief update on the Signing Day job fair held at Port Tampa Bay. The event was a success with over 300 students in attendance. On-the-spot job offers were extended to 12 candidates. He added that the Mayor was in attendance. Dr. Atwater thanked Suncoast Credit Union for being the main sponsor for this event.

1.06.02 The Foundation Board elected the following officers for the 2021-2022 year: Charles Holloman, Chair and Eric Bailey, Vice Chair. Other committee chairs included Bruce Napier; Chris Taylor; Georgia Vahue; and Louise Ellrod.

1.06.03 The Foundation received over $600K in FUSE scholarship funds from the Helios Education Foundation and the USAB Foundation with an additional $600K encumbered to be paid to existing awardees as they meet future steps and requirements to completion.

1.06.04 The Foundation Report was sent to the Board under separate cover. A summary of activities during the month of May included:

- $2.7M YTD in Donations;
- $734K in Scholarships awarded;
- $3M YTD in Net Gains on Investments; and
- $16.1M in Ending Net Assets.

1.06.05 A summary of activities and donations received in May totaled $226,241. Donors included:

- *Children's Board of Hillsborough County*
- *Columbia Food Service, Inc.*
- *Patricia Jones*
- *Stephen C. Shear*
- *Hillsborough Community College (General Scholarship, Paralegal)*
- *Martin Port*
- *Saul Richardson*
- *Cathy Zaccari Memorial Foundation, Inc.*
- *Baker Barrios Architects*
- *Anthony Borrell*

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 The Florida College System Activities Association announced their **All-Academic Team** which included 32 student athletes from HCC. To be eligible, athletes must have a minimum cumulative GPA of 3.3 or higher and have taken a minimum of 18 credit hours in the current academic year. Additionally, the women's volleyball, tennis and basketball teams were recognized for having a 3.0 team average.

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HCC athletes selected to the All-Academic Team are:

- *Aaron Dolney*
- *Michael Schuler*
- *Madison Horak*
- *Alex Curtis*
- *Ana Villalvazo*
- *Gabriella Bello*
- *Emily Longoria*
- *Chloe Melis*
- *Nadine Burbrink*
- *Jose Mendoza-Nieves*
- *Arianna Andrade*
- *Catherine Lecop-Bianco*
- *Diana Rivera-Nelson*
- *Viktoryia Zhadzinskaya*
- *Sydney Focarino*
- *Raelin Mcallister*
- *Nathany Valeria Rodriguez*
- *Isadora Oliveira de Marcondes*
- *Alex Cordero*
- *Ella Berg*
- *Sheyvonne Owens*
- *Sydney Haley*
- *Mbali Langa*
- *Savannah Jones*
- *Rylee Moorman*
- *Ana Oro*
- *Magda Tuells*

Sarah Summerfield, Athletic Director, and **Joe Bentrovato**, Dean of Student Services, are responsible for HCC athletics.

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

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

1.09 The President recommended approval of the **May 26, 2021 Board Meeting Minutes**.

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.

1.10 The President recommended approval as amended of **Administrative Rule 6HX-10-2.19, Substantive Change**, which was updated.

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.

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.

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Trustee Watkins made a motion of approval, seconded by Trustee Celestan. 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 Watkins made a motion of approval, seconded by Trustee Celestan. 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 Watkins made a motion of approval, seconded by Trustee Celestan. 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 fees** to be effective Summer 2021, unless otherwise noted.

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

7.0 INSTITUTIONAL SERVICES

7.01 The President recommended **acceptance of the Fiscal Year 2020-2021 Fire Safety, Casualty and Sanitation Inspection Report** for filing and action.

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.

7.02 The President recommended approval of the **Foundation's use of College resources** for the 2021-2022 fiscal year, which includes the use of personnel services for seven (7) College employees and use of College property and facilities, including approximately 1,500 square feet of office space on the 7th floor of the Dr. Gwendolyn W. Stephenson District Administration Center valued at $48,000.

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

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7.03 The President recommended **approval of the search committee's recommended selection of Ms. Dalia McCloud as Student Trustee** for the 2021-2022 academic year.

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

8.0 FINANCIAL SERVICES

8.01 The President recommended approval of **Budget Amendment No. 5**.

Trustee Watkins asked that budget amendments be presented with back-up that includes a net-change column. Kim McMillon, Controller, advised they would provide the back-up going forward.

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 to enter into a contract with **FilterPro USA, LLC,** to **furnish and install replacement air filters** College-wide on a quarterly basis for an initial one (1) year period with the option to renew for three (3) additional years, one (1) year at a time, for a total cost of $817,691.

Trustee Watkins asked if there was a reason only two bids were received. Vonda Melchior, Director of Purchasing, advised it had to do with the need for multiple and varied types of air filters throughout the College with many companies not able to provide the labor force needed for the service area.

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.

8.03 The President recommended **award of Request for Bids #2852-21** to the following lawn service companies for one (1) year beginning June 1, 2021, with the option to renew each contract for four (4) one-year terms:

- **Professional Grounds Management, Inc.** for the Brandon, Regent, Dale Mabry, Ybor and Collaboration campuses/locations at a total cost of **$317,560.**
- **JTCM, Inc. (dba Lawn Sculptures**) for District location and Plant City campus at a total cost of **$151,848.**

The total estimated annual cost for July 1, 2021 through June 30, 2022 is **$469,108.**

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.

8.04 The President recommended approval of the **Operating Budgets** for the Current Unrestricted Fund (as presented on Exhibit A) and the **Capital Projects/Unexpended Plant Fund** for Fiscal Year 2021-2022.

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

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

8.06 The President recommended **approval to adjust** the College's **property records**.

Trustee Celestan asked if there was an issue with theft. Dr. Atwater advised that while there is some theft, it is not on a large scale. Trustee Watkins asked that future write-offs include why the items were written off, use of age, if it was stolen, etc. Dr. Atwater advised they would make that adjustment to the report.

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.

9.0 ADMINISTRATIVE REPORT

9.01 Dr. Atwater stated that the Board may want to have a workshop to discuss the new administration building and the challenges with costs and availability of material.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 Trustee Diehl made the following recommendations:

Trustee Diehl serve as Board Chair and Trustee Watkins as Vice-Chair for 2020-2021; that Trustee Lametto serve as Labor Liaison and Trustee Celestan as Foundation Liaison; and that the monthly Board meetings take place on the fourth Wednesday of each month at 4:00 PM.

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.

Trustee Wills congratulated Ms. McCloud and thanked everyone for their kind words and sentiments.

Trustee Diehl thanked Randall Reid, former Trustee, for his 12 years of service.

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12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:45 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:

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** 8/17/21

1-0-024(2/04)

FULL-TIME APPOINTMENTS
AUGUST 25, 2021 BOARD MEETING

ADMINISTRATOR

NAME	TITLE	POSITION #	CAMPUS	START DATE
Heathcock, Kristin*	Dean of Academic Affairs	AFC0300004	Brandon	7/29/21
Rockefeller, Randall	Dean, Associates in Science Degree Programs	AFC0300009	Brandon	7/29/21

FACULTY

Charles, Christopher	Sociology Instructor	FFC10044	Ybor City	8/12/21
Clermont, Bianca	Nursing Instructor	FFC30190	Dale Mabry	8/12/21
Daniels Gardner, Tasnee*	Computer Science Instructor	FFC10091	Ybor City	8/12/21
Dimitrova, Sonia*	Speech Instructor	FFC20069	Dale Mabry	8/12/21
Farrell, Lauren	EAP Instructor	FFC10087	Ybor City	8/12/21
Fiskey, Francis*	Computer Science Instructor	FFC30053	Brandon	8/12/21
Hunt, Holly*	Mathematics Instructor	FFC30015	Dale Mabry	8/12/21
Jacobs, Lauren	Mathematics Instructor	FFC10019	Dale Mabry	8/12/21
Jankowiak, Kinga	Chemistry Instructor	FFC10026	Dale Mabry	8/12/21
Kelley, Michael	English as 2nd Language Instructor	FFC30060	Dale Mabry	8/12/21
Lance, Stephanie	English Instructor	FFC20011	Dale Mabry	8/12/21
Marquez, David*	Computer Science Instructor	FFC30192	Southshore	8/12/21
Montana, Rosamaria	Medical Laboratory Science Instructor	FFC30244	Dale Mabry	8/10/21
Richardson, Omar*	Art Instructor	FFC20033	Ybor City	8/12/21
Tran, Mau	Biology Instructor	FFC30073	Plant City	8/12/21

STAFF EXEMPT

NAME	TITLE	POSITION #	CAMPUS	START DATE
Antlitz, Daniel	Accountant	EFC0600001	District	7/29/21
Cole, Jourdain**	Grant Specialist	EFC06V0022	Collaboration Studio	8/12/21
Conlogue, Angela**	Grant Specialist	EFC06V00022	District	7/01/21
Hudson, Danyel	Accountant II	EFC0800042	District	7/29/21
Knoll, Jason	Health Sciences Program Coordinator	EFC0800024	Dale Mabry	7/15/21

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

FULL-TIME APPOINTMENTS
AUGUST 25, 2021 BOARD MEETING

Ledford, Elyse*	Preschool Center Officer	EFC1200068	Ybor City	7/01/21
Lee, Cameron	Accountant II	EFC0800077	Dale Mabry	7/01/21
Lettman, Marva	Financial Services Manager	EFC1000042	District	7/01/21
Martinez, Shalimar	Financial Aid Manager	EFC1000098	Collaboration Studio	8/12/21
McLendon, Angela	Online Learning Retention Coordinator	EFC0800100	Collaboration Studio	7/15/21
Reddy, David	Online Learning Retention Coordinator	EFC0800099	Collaboration Studio	7/15/21
Somerville, Tyrone	Online Learning Retention Coordinator	EFC0800101	Collaboration Studio	8/12/21
Sterling, Sonia	Accountant II	EFC0800020	District	7/15/21

STAFF NON-EXEMPT

NAME	TITLE	POSITION #	CAMPUS	START DATE
Boone, Jasmine*	Lab Assistant	NFC0400021	Ybor City	8/02/21
DaPonte, Kirk	Information Technology Technician	NFC0600022	Plant City	8/19/21
Kessler, Mitchel	Information Technology Technician	NFC0600020	Dale Mabry	8/19/21
Perez, Laura	Staff Assistant II	NFC0300008	Dale Mabry	8/05/21
Ramires, Gabriela*	Staff Assistant II	NFC0300121	Ybor City	7/01/21
Riddlehoover, William	Public Safety Officer	NFC0200016	Dale Mabry	7/29/21
Shah, Suvarna*	Lab Assistant	NFC04T0003	Dale Mabry	8/12/21
Smith, Hannah	Staff Assistant	NFC0200042	Plant City	7/22/21
Thompson, April	Staff Assistant II	NFC0300014	Plant City	6/30/21
Young, Terece	Staff Assistant II	NFC0300146	District	7/15/21

PROMOTION

NAME	FROM	CAMPUS	TO	CAMPUS	START DATE
Do, Linh	Duplicating Clerk	Dale Mabry	Staff Assistant II	Brandon	7/29/21
Espinoza, Nancy	Accountant II	District	Financial Services Manager	District	6/04/21

**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:

SBE 6A-14.0261, FAC
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	**Date**
District President	**Date** 8/17/21

1-0-024(2/04)

PART-TIME APPOINTMENTS
AUGUST 25, 2021 BOARD MEETING
FACULTY

NAME	TITLE		POSITION #	CAMPUS	BEGIN DATE
Adenrele, Omowale	Adj	Political Science Instructor	FPNC0063	Brandon	8/16/21
Baker, Edsel	Adj	Mathematics Instructor	FPNC0060	Dale Mabry	8/16/21
Brigham, Robert	Adj	Law Enforcement High Liability Instructor	FPNN0066	Ybor City	6/21/21
Brock, Mark	Adj	Education Instructor	FPNC0046	Dale Mabry	8/02/21
Burnham, Timothy	Adj	Fire Science Instructor	FPNN0048	Ybor City	7/29/21
Busby, Joeddy	Adj	Professional Development Instructor	FPNN0057	ICCE	8/02/21
Culha, Mustafa	Adj	Chemistry Instructor	FPNC0290	Plant City	8/16/21
DeAngelo, Ryan	Adj	Law Enforcement Non-Credit Instructor	FPNN0063	Ybor City	8/02/21
Dobson, Genevieve	Adj	Business Instructor	FPNC0041	Dale Mabry	8/16/21
Durig, Michael	Adj	Law Enforcement Non-Credit Instructor	FPNN0063	Ybor City	7/28/21
Escobar, Sandra	Adj	Nursing Instructor	FPNC0062	Plant City	8/12/21
Glick, Heidi	Adj	Education Instructor	FPNC0046	Dale Mabry	8/02/21
Gordon, Lindsey	Adj	Veterinary Technology Instructor	FPNC0468	Plant City	8/02/21
Harris, Lowell*	Adj	Speech Instructor	FPNC0292	Plant City	8/16/21
Holmes, Kathryn	Adj	Speech Instructor	FPNC0420	Southshore	7/19/21
Jablonski-Haskins, Jennifer	Adj	Education Instructor	FPNC0465	Southshore	8/02/21
Jaroch, Joel	Adj	PSAV Instructor, Non-Credit	FPNN0071	Ybor City	6/30/21
Jerman, Brianna	Adj	English Instructor	FPNC0074	Dale Mabry	8/02/21
Judeh, Kelsey	Adj	Education Instructor	FPNC0046	Dale Mabry	8/02/21
Liriano, Josue	Adj	Chemistry Instructor	FPNC0290	Brandon	8/16/21
Locke, Jason	Adj	History Instructor	FPNC0411	Southshore	8/12/21
Lucas, Jacqueline	Adj	Education Instructor	FPNC0046	Dale Mabry	8/02/21
Lujan, Jordan	Adj	Bio Science Instructor	FPNC0524	Southshore	7/15/21
Lutz, Hope*	Adj	Education Instructor	FPNC0465	Southshore	8/12/21
Martinez, Yenira	Adj	Education Instructor	FPNC0046	Dale Mabry	8/02/21
Mason, Andrew	Adj	Education Instructor	FPNC0046	Dale Mabry	8/05/21
McCann, LeAnn	Adj	Law Enforcement Non-Credit Instructor	FPNN0061	Ybor City	7/09/21
Montesi, Phillip	Adj	Law Enforcement High Liability Instructor	FPNN0064	Ybor City	6/21/21
Moore, Joshua	Adj	Mathematics Instructor	FPNC0060	Dale Mabry	8/12/21
Morin, Michael	Adj	Mathematics Instructor	FPNC0348	Dale Mabry	8/02/21

** Part-Time Temporary/Grant Funded*

PART-TIME APPOINTMENTS
AUGUST 25, 2021 BOARD MEETING

Mosko, Robert	Adj	Economics Instructor	FPNC0043	Dale Mabry	8/16/21
Mulamattathil, Suma*	Adj	Biological Sciences Instructor	FPNC0403	Southshore	8/12/21
Nonnemaker, Scott*	Adj	Education Instructor	FPNC0046	Dale Mabry	8/12/21
Patrick, Michael	Adj	Education Instructor	FPNC0046	Dale Mabry	8/05/21
Pennington, Andreea	Adj	Radiation Therapy Instructor	FPNC0090	Dale Mabry	7/20/21
Pollack, Jeremy	Adj	Law Enforcement Non-Credit Instructor	FPNN0063	Ybor City	7/15/21
Price, Meghan	Adj	Education Instructor	FPNC0046	Dale Mabry	8/12/21
Priester, Myron	Adj	Law Enforcement Non-Credit Instructor	FPNN0017	Ybor City	7/29/21
Schenck, Tyler	Adj	Mathematics Instructor	FPNC0348	Dale Mabry	8/12/21
Simmons, Maureen	Adj	Reading Instructor	FPNC0350	Southshore	8/12/21
Stewart, Christina	Adj	Education Instructor	FPNC0046	Dale Mabry	8/02/21
Tamborello, Andrea	Adj	Law Enforcement High Liability Instructor	FPNN0062	Ybor City	8/12/21
Waters, Steffany*	Adj	Nursing Instructor	FPNC0062	Plant City	8/12/21
Withrow, Isaac	Adj	History Instructor	FPNC04111	Southshore	8/12/21

NON-FACULTY

NAME	TITLE		POSITION #	CAMPUS	BEGIN DATE
Accord, Melanie	PT	Advanced Technician	ZPC3T001	Brandon	2/27/21
Anderson, Aaliyah	PT	Advanced Technician	ZPP30017	Ybor City	7/01/21
April, Sandra	PT	Associate	ZPP50026	Dale Mabry	8/16/21
Avila, Anthony	PT	Specialist	ZPC40026	Plant City	9/09/21
Bathon, Samuel	PT	Associate	ZPP50033	Dale Mabry	7/09/21
Benson, Ligeia*	PT	Associate	ZPP5V014	District	8/02/21
Bish, Jack	PT	Specialist	ZPP40025	Ybor City	7/01/21
Brown, Sarah	PT	Technician	ZPP20015	Dale Mabry	7/23/21
Caron, Nicolas	PT	Technician	ZPP20079	Dale Mabry	8/12/21
Decossas, Lisa	PT	Technician	ZPP2T008	Dale Mabry	7/08/21
Estevez. Lisanny	PT	Technician	ZPP20111	Dale Mabry	8/02/21
Harner, Shannon	PT	Advanced Technician	ZPP30227	Dale Mabry	7/12/21
Hawthorne, Denise	PT	Technician	ZPC20145	Dale Mabry	7/15/21
Hernandez, Kristiam	PT	Technician	ZPP20137	Plant City	7/09/21

** Part-Time Temporary/Grant Funded*

PART-TIME APPOINTMENTS
AUGUST 25, 2021 BOARD MEETING

Homan, Patrick	PT	Associate	ZPP50033	Dale Mabry	8/12/21
Huffman, Anthony	PT	Technician	ZPP20149	Dale Mabry	7/01/21
Kendrick, Renae	PT	Associate	ZPC50031	Dale Mabry	8/02/21
Kim, James	PT	Technician	ZPP20144	Ybor City	7/09/21
Kyesmu, Poret	PT	Technician	ZPP20015	Dale Mabry	7/15/21
Lanier, Savanna	PT	Technician	ZPP20111	Dale Mabry	8/02/21
Miller, Alyssa	PT	Advanced Technician	ZPP30003	Dale Mabry	7/20/21
Mulcahey, Brian	PT	Associate	ZPC50033	Dale Mabry	6/29/21
Ocasio, Wanda	PT	Advanced Technician	ZPP30080	Southshore	7/08/21
Ortiz, Maria	PT	Technician	ZPP20018	Dale Mabry	7/23/21
Popov, Maxim	PT	Advanced Technician	ZPP30220	Ybor City	8/02/21
Royster, Ashley	PT	Technician	ZPP20111	Dale Mabry	8/02/21
Suarez, Skylar	PT	Technician	ZPP20079	Dale Mabry	6/28/21
Suntorntanakit, Orapan	PT	Camp Assistant	ZPP30120	ICCE	6/30/21
Valdes, Ryan	PT	Assistant Coach	ZPP30106	Dale Mabry	8/09/21
Walker, Aria	PT	Technician	ZPP20111	Dale Mabry	7/22/21
Wilson, Ashiyona	PT	Lab Associate	ZPP50048	Dale Mabry	8/16/21

** 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** 8/17/21

1-0-024(2/04)

FULL-TIME SEPARATIONS
AUGUST 25, 2021 BOARD MEETING

RESIGNATION

NAME	TITLE	CAMPUS	BEGIN DATE	END DATE
Bernal, Luciano	Graphics and Web Designer	Ybor City	10/10/17	8/02/21
Camacho, Alberto	Assistant Dean	Dale Mabry	10/31/16	7/09/21
Chin, Vincent	Public Safety Officer	Dale Mabry	9/20/18	8/23/21
Conti, Steven	PSAV Coordinator	Ybor City	5/28/15	7/09/21
Daniels, Tonya	Dean of Academic Affairs	Brandon	4/01/20	7/30/21
Debruhl, Caroline	Academic Records Associate	Collaboration Studio	1/06/20	7/16/21
Garcia, Marcos	Lab Assistant	Dale Mabry	1/31/19	7/23/21
Hamilton, Terryann	Academics Records Officer	Collaboration Studio	7/09/15	8/03/21
Johnson, Wendy	Learning Resources Technician	Southshore	3/18/19	7/02/21
Kreutzer, Bruce	Server Systems Engineer	Collaboration Studio	6/30/05	6/30/21
Lawless, Barbara	Staff Assistant II	District	3/20/17	8/20/21
Limardo Rodriguez, Merylois	Lab Assistant	Dale Mabry	1/06/20	7/15/21
Mendez-Rios, Alberto	Cashier Clerk / Bookstore	Ybor City	5/19/19	6/02/21
Midulla, Tracy	Art Instructor	Ybor City	1/07/19	6/30/21
Nordgren, Raymond	Campus Facilities Worker	Dale Mabry	5/20/04	8/05/21
Ocasio, Wanda	Staff Assistant II	Southshore	1/18/11	7/07/21
Padilla, Tammie	Staff Assistant II	Ybor City	3/22/18	8/26/21
Panoulias, Amber	Staff Assistant II	Ybor City	3/30/20	6/30/21
Rosengrant, Vanessa	Academic Advisor	Dale Mabry	3/03/16	7/23/21
Torres-Valentin, Alec	Student Services Advising Generalist	Southshore	9/26/19	7/14/21

EXPIRATION OF TEMPORARY ASSIGNMENT

NAME	TITLE	CAMPUS	BEGIN DATE	END DATE
Mathis, Monty	Academic Support Services Manager	Ybor City	2/25/19	6/30/21
Stich, Shannon	Math Resources Center Coordinator	Dale Mabry	1/16/20	7/29/21

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

FULL-TIME SEPARATIONS
AUGUST 25, 2021 BOARD MEETING

RETIREMENT

NAME	TITLE	CAMPUS	BEGIN DATE	END DATE
McClung, Susan	Humanities Instructor	Ybor	8/21/03	5/10/21

TERMINATION

NAME	TITLE	CAMPUS	BEGIN DATE	END DATE
Reid, Michael	Public Safety Officer	Dale Mabry	5/29/18	7/27/21

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

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.04

BACKGROUND AND PERTINENT FACTS:

In July 2019, Hillsborough Community College (HCC) approved the award of the health insurance contract to Humana which included a three (3) year administrative rate guarantee along with the option of two (2) additional years, one (1) year at a time, at a rate cap of 3% for years four (4) and five (5). At the time of approval, the Board voted that they must approve if the College decides to extend the contract for years four (4) and five (5). Our intent is to exercise the option to extend and renew with Humana for years four (4) and five (5). In addition, Humana has agreed to keep the administrative rate the same for years four (4) and five (5) of the contract.

HCC awarded the contract primarily due to the addition of the Employee Assistance Program, Onsite Advisor, and the Wellness Program Go365. All of which continue to satisfy HCC and their employees.

The primary administrative services in this contract include: claims administration, network access and discounts, state reporting to include actuarial fees, monthly utilization reporting, weekly and monthly financial reporting, telemedicine, employee assistance program (EAP), Nurse/NICU case management, on-site account advisor, wellness fund of $25,000 annually, wellness administration/Go365, and health foods discounts.

ECONOMIC IMPACT:

There is no additional economic impact.

OBJECTIVE:

To obtain approval for years four (4) and five (5) of the administrative services contract with Humana.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of years four (4) and five (5) of the contract with Humana.

Initiator	**Date**
Vice President/ President/Exec Dir of Human Resources	**Date**
District President	**Date** 8/17/21

1-0-024(2/04)

Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01 **CONSENT**

BACKGROUND AND PERTINENT FACTS:

The Biological Science discipline group presented course modifications; the Engineering, Transportation, Architecture and Construction, and Computer Science discipline group presented a new course, course modifications, course deletions, and program modifications; the Nursing discipline group presented new courses and a course modification to the Academic Affairs Committee.

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

ECONOMIC IMPACT:

None.

OBJECTIVE:

To strengthen the college curriculum.

LEGAL AUTHORITY:

HCC 6HX-10-4.06

RECOMMENDATION:

The President recommends approval of the new courses, course modifications, course deletions and program modifications to be effective Fall 2022, unless otherwise noted.

Initiator Karen Griffin	**Date:** 08/12/21
Vice President/Campus President/Director of Human Resources Richard Senker	**Date:** 08/12/21
District President	**Date** 8/17/21

Hillsborough Community College
August 25, 2021

New Courses

Course Title	Category	Credit/ Clock Hours	Effective Term
CTS 2XXX, Enterprise and Cloud Computing	Transfer	3 cr.	FA/22
NUR 3667C, Nursing in Global Health Care Systems	Transfer	3 cr.	SU/23
NUR 4636C, Community and Public Health Nursing	Transfer	3 cr.	SU/23
NUR 4835C, Leadership and Management in Professional Nursing Capstone	Transfer	3 cr.	SU/23

Course Modifications

Effective FA/21

BSC 2011L, Biological Science II Laboratory
- Add BSC 2010L to prerequisites

BSC 2086L, Anatomy and Physiology II Laboratory
- Add BSC 2085 to prerequisites

Effective SP/22

CTS 1106, Introduction to Unix
- Change course title to Introduction to Linux
- Replace the word Unix with Linux in the course description.

CTS 1303, MS Beginning Server I
- Change course title to Enterprise Operating Systems I
- This course is designed to provide students with the knowledge and skills necessary to install, configure and administer Microsoft Windows and LINUX operating systems, local and remote management, file and storage services, Hyper-V virtualization, and high availability in an enterprise environment.

CTS 1306, MS Beginning Server II
- Change course title to Enterprise Operating Systems II
- Change course description to read: This course is designed to provide students with the knowledge and skills necessary to learn in-depth knowledge of Windows Server 2016, and LINUX, including TCP/IP configuration, including IPv6, DNS configuration, DHCP implementation and management, deploying remote access, configuring distributed network file services, and high-performance network solutions. This course is designed for network and system administrators who administer and maintain Windows Server systems that provide various services in an enterprise environment.

CTS 2301C, Unix/Linux Administration I
- Change course title Linux Administration I
- Replace the word Unix with Linux in the course description.

CTS 2311, Unix/Linux Security
- Change course title Linux Security
- Replace the word Unix with Linux in the course description.

CTS 2322, Unix/Linux Administration II
- Change course title Linux Administration II
- Replace the word Unix with Linux in the course description.

CTS 2333, Unix/Linux Networking

- Change course title Linux Networking
- Replace the word Unix with Linux in the course description.

Effective SU/22

NUR 1440, Concepts of Family Nursing

- Add a “C” designation to the course number (NUR 1440C).

Course Deletions

Effective FA/22

CTS 1302, MS Intermediate Server
CTS 1328, Advanced Server

Program Modifications

Effective FA/22

Network Administrator – AS

- Change program title to Enterprise Network and Cloud Computing
- Delete CTS 1302 and CTS 1328 from program requirements.
- Add CTS 2xxx, Enterprise and Cloud Computing (Year 2/Fall), CTS 2301C (Year 2/Spring), and CTS 1145 (Year 1/Spring) to program requirements.
- Reduce the elective list from 6 credits to 3 credits.

Sequence Changes:

- Move CET 1172C from Year 1/Spring to Year 2/Fall
- Move CTS 1106 from Year 2/Spring to Year 2/Fall
- Move CNT 2510 from Year 1/Fall to Year 2/Spring
- Move CET 1174C from Year 1/Fall to Year 2/Spring.

Network Server Administration – CCC

- Delete CTS 1302 and CTS 1328 from program requirements.
- Add CTS 2xxx, Enterprise and Cloud Computing (Year 2/Spring), and CTS 1145 (Year 2/Fall) to program requirements.

Network Enterprise Administration – CCC

- Delete CTS 1302 and CTS 1328 from program requirements.
- Add CTS 2xxx, Enterprise and Cloud Computing (Year 2/Spring), and CTS 1145 (Year 2/Fall) to program requirements.

Section 7

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Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01 **CONSENT**

BACKGROUND AND PERTINENT FACTS:

In August of 2018, the District Board of Trustees entered into a contract with Horus Construction Services, Inc. to provide construction management services under a continuing contract for miscellaneous projects for which total construction costs do not exceed $4,000,000. Amendment No. 2 to the contract established a Guaranteed Maximum Price for the DTEC Building Backfill Remodel Project to include rooms 121A, 122, 124, 124A, 364, 365, and 463 located at the Dale Mabry Campus in the amount of $833,867.

The project was completed on March 16, 2021, per the contract for a total amount of $793,857.40. The final contract amount reflects a deduction of $36,476.06 for Direct Purchases and $2,438.56 for Tax Savings. Wilder Architecture, Inc. has reviewed and approved the application for final payment in the amount of $86,231.64 to Horus Construction Services, Inc. The unused portion of the GMP in the amount of $1,094.98 is credited back to the College. All closeout documents including warranties have been provided to the College. All sub-contractor invoices have been paid.

ECONOMIC IMPACT:

Funds were provided from Capital Improvement Fees.

OBJECTIVE:

To obtain Board approval for final payment of $86,231.64 to Horus Construction Services, Inc. for completion of the DTEC Building Backfill Remodel Project.

LEGAL AUTHORITY:

F.S. 1013.50

RECOMMENDATION:

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

Initiator Ben Marshall	**Date** August 11, 2021
Vice President/Campus President/Director of Human Resources	**Date**
District President	**Date** 8/17/21

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

BACKGROUND AND PERTINENT FACTS:

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

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

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

ECONOMIC IMPACT:

Increase Unrestricted Current Fund revenue and expenditure budgets by $5,336,326.

OBJECTIVE:

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

LEGAL AUTHORITY:

Florida State Board of Education Rule 6A-14.0717 (2) (a)
Sections 1001.02(9), 1011.01, 1011.30, Florida Statutes

RECOMMENDATION:

The President recommends approval of Budget Amendment No. 1.

Initiator	**Date**
Vice President/Campus President/Director of Human Resources	**Date**
District President	**Date** 8/17/21

HILLSBOROUGH COMMUNITY COLLEGE
Explanation of Budget Changes
Unrestricted Current Fund
Budget Amendment No. 1 (FY 2021/2022)
August 25, 2021

I. AVAILABLE FUNDS			
Unallocated Fund Balance			
Estimated Beginning Fund Balance @ July 1, 2021	35,824,368		
Actual (unaudited) Unallocated Fund Balance @ July 1, 2021			35,824,368
Fiscal Year 2021-22 Revenue Budget @ July 1, 2021	$ 136,377,577		
Funds Carried Forward:			
Encumbrances		2,350,956	
Facilities Rental		1,019,824	
Indirect Cost Recovery		1,721,167	
ICCE(Institute for Corporate and Continuing Education)		244,379	
HEERF Lost Revenue		3,000,000	
Total Funds Brought Forward @ August 25, 2021			8,336,326
Adjusted Revenue Budget @ August 25, 2021			144,713,903
TOTAL AVAILABLE FUNDS @ August 25, 2021			$ 180,538,271
II. EXPENDITURES			
Personnel Costs @ July 1, 2021	$ 100,119,916		
Indirect Cost Recovery		140,692	
Adjusted Personnel Budget @ August 25, 2021			100,260,608
Current Expenses @ July 1, 2021	35,757,661		
Adjustments for Funds Carried Forward:			
Encumbrances		2,003,539	
Facilities Rental		1,019,824	
Indirect Cost Recovery		1,569,748	
ICCE(Institute for Corporate and Continuing Education)		244,379	
HEERF Lost Revenue		3,000,000	
Adjusted Current Expenditures @ August 25, 2021			43,595,151
Capital Outlay @ July 1, 2021	500,000		
Adjustments for Funds Carried Forward:			
Encumbrances		347,417	
Indirect Cost Recovery		10,727	
Adjusted Capital Outlay @ August 25, 2021			858,144
Total Increase in Expenditures Budget @ August 25, 2021		8,336,326	
Adjusted Expenditure Budget @ August 25, 2021			144,713,903
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2022			35,824,368
TOTAL ACCOUNTED FOR			$ 180,538,271

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.03

BACKGROUND AND PERTINENT FACTS:

Hillsborough Community College has offered to buy approximately 2.93 acres of property located at 10230 Leroy Avenue Tampa, Florida 33619, for a cost of $150,000. This property is adjacent to the Brandon campus. A Purchase and Sale Agreement has been prepared for the purchase of the property. In conjunction, the Board needs to also approve by Resolution authorization to proceed with this transaction.

ECONOMIC IMPACT:

The economic impact is $150,000 and will be paid from the Unexpended Plant Fund (Fund 7).

OBJECTIVE:

To obtain approval of a Purchase and Sale Agreement and pass a Resolution to acquire the property located at 10230 Leroy Avenue, Tampa, Florida 33619.

LEGAL AUTHORITY:

FS 1001.64; 1001.65

RECOMMENDATION:

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

Initiator	**Date**
Vice President/Campus President/Director of Human Resources	**Date**
District President	**Date** 8/17/21

1-0-024(2/04)

RESOLUTION NO. 2021-01

A RESOLUTION OF THE DISTRICT BOARD OF TRUSTEES OF HILLSBOROUGH COMMUNITY COLLEGE, AUTHORIZING THE PURCHASE OF CERTAIN REAL PROPERTY AND IMPROVEMENTS BETWEEN THE DISTRICT BOARD OF TRUSTEES OF HILLSBOROUGH COMMUNITY COLLEGE AND GWENDOLYN R. HEALY; PROVIDING FOR THE PAYMENT OF $150,000 FOR CERTAIN REAL PROPERTY; AUTHORIZING THE EXECUTION AND DELIVERY OF A PURCHASE AND SALE AGREEMENT IN CONNECTION THEREWITH; AUTHORIZING FURTHER OFFICIAL ACTION IN CONNECTION WITH THE DELIVERY OF THE AGREEMENT; AND PROVIDING A NEW EFFECTIVE DATE OF AUGUST 25, 2021.

WHEREAS, the District Board of Trustees of Hillsborough Community College (the "Board"), the governing body of Hillsborough Community College ("College"), is a public politic and corporate of the State of Florida by virtue of Section 1001.63, Florida Statutes and other applicable provisions of law; and

WHEREAS, the Board has identified that the property located at, 10230 Leroy Avenue in Tampa, Florida, 33619 will be beneficial for both the Brandon Campus, as well as, the overall District of Hillsborough Community College; and

WHEREAS, the Board desires to purchase the property located at, 10230 Leroy Avenue in Tampa, Florida 33619.

NOW THEREFORE, be it resolved by the District Board of Trustees of Hillsborough Community College in its regular meeting assembled this 25th day of August, 2021, that:

1. The President has determined that the location of the property located at, 10230 Leroy Avenue in Tampa, Florida 33619, is necessary for educational and ancillary purposes that will be beneficial for the Brandon Campus of Hillsborough Community College.

2. The Board hereby authorizes that the property located at, 10230 Leroy Avenue in Tampa, Florida 33619, is necessary, desirable and in the best interests of the community college and the inhabitants of Hillsborough County; that the College purchase this property; and that the Property will serve the essential public purposes of the College.

3. The Purchase and Sale Agreement between the District Board of Trustees of Hillsborough Community College and Gwendolyn R. Healy, in substantially the form attached hereto and by reference made part thereof, is hereby approved in its entirety.

4. The Chairman of the Board of Trustees, the President and Ex Officio Secretary are each designated agents of the College in connection with the execution and delivery of the Agreement and are authorized and empowered, collectively or individually, to take action and steps to execute and deliver any and all instruments, documents or contracts on behalf of the College which are necessary or desirable in connection with the execution and delivery of the Purchase and Sale Agreement, including, but not limited to, modifications to the Agreement.

5. The provisions of this Resolution shall take effect immediately upon its passage and shall be recorded in the minutes of the Board of Trustees.

ATTEST

DISTRICT BOARD OF TRUSTEES
HILLSBOROUGH COMMUNITY COLLEGE

_____
Dr. Ken Atwater, President
President and Ex Officio Secretary

_____
Arthur F. Diehl III
Chair

Hillsborough Community College
Brandon Campus
E Broadway Ave
N Falkenburg Rd
Nancy Watkins Dr
Harris Pkwy Pl
Agnes Rd
Virginia Ave
Leroy Ave
Oak Ave
Lake Ave
Brood St
E Columbus Dr
Tech Blvd
Hillsborough Community College Brandon...
Student Services
Brandon Campus Library
Warehouse
Hillsborough Community College - Brandon...
pond
A&S Granite and Marble, Inc
Fawn's Tanning Hair & Nails
Ed Taylor Construction, Inc
PBA Design Group, Inc
A & A Painting
EMI Industries
Shell
574
93A
75

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.04

BACKGROUND AND PERTINENT FACTS:

At least every five years, each Community College District Board of Trustees is responsible for arranging an educational plant survey for its college. The Board of Trustees, its administrative staff, or another agency employed by the Board conducts the survey. An educational plant survey is a systematic study of existing educational plants and ancillary plants to determine future needs, for the purpose of providing an appropriate educational program and services for each student. The reason for the survey is to aid in formulating plans for housing the educational programs, student population, faculty, administrators, staff, auxiliary and ancillary services of the Community College District. The survey report is reviewed and approved by the Board of Trustees and submitted to the Office of Educational Facilities, Florida Department of Education.

The Board may amend the survey whenever it is warranted. Each survey and amendment must be reviewed and approved by the Board of Trustees before it is submitted to the Office of Educational Facilities, Florida Department of Education, for its files.

An amendment to the August 1, 2020 survey report has been prepared on behalf of the Board. This amendment to the survey reflects changes in program, property and facility needs at the Brandon Campus. The detail on page 28, number 6.031 of the Spot Survey Report reflects the only changes to the Educational Plant Survey as a result of this recommendation.

ECONOMIC IMPACT:

No economic impact.

OBJECTIVE:

To obtain Board approval of the supplemental survey to amend the College's August 1, 2020 Educational Plant Survey and submit it to the Office of Educational Facilities, Florida Department of Education for validation.

LEGAL AUTHORITY:

SREF 3.1, FAC
F.S. 1013.31(1)

RECOMMENDATION:

The President recommends approval of the supplemental survey to amend the College's August 1, 2020 Educational Plant Survey and submit it to the Office of Educational Facilities, Florida Department of Education for validation.

Initiator Ben Marshall	**Date** August 3, 2021
Vice President/Campus President/Director of Human Resources	**Date**
District President	**Date** 8/17/21

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.05

BACKGROUND AND PERTINENT FACTS:

The State of Florida requires that colleges the size of HCC carry a minimum of 7% of Total Funds Available in Unrestricted Fund Balance, including Board Designated Fund Balance, in Fund 1, the General Fund. HCC has historically carried more than that amount, and now has a need for these funds in Fund 7, the Plant Fund. The Department of Education (DOE) Rule 6A-14.0716, FAC allows each Florida College System Board of Trustees to move money between funds, with Board approval and notification to the System Chancellor for review.

The administration has calculated the required minimum percentage and recommends that a portion of the excess or $10,000,000 be transferred from Fund 1 to Fund 7. The total amount of $10,000,000 would be allocated to unmet deferred maintenance district-wide.

After the transfer, the College will still be in compliance with the DOE's 7% requirement.

ECONOMIC IMPACT:

Decrease Fund 1 Balance and increase Fund 7 by equal amounts. No net economic impact.

OBJECTIVE:

To transfer funds from Fund 1 to Fund 7 to provide for deferred maintenance needs district-wide.

LEGAL AUTHORITY:

6A-14.0716,FAC

RECOMMENDATION:

The President recommends approval of the transfer of $10,000,000 from the June 30, 2021 Fund 1 Unrestricted Fund Balance to Fund 7.

Initiator	**Date**
Vice President/Campus President/Director of Human Resources	**Date**
District President	**Date** 8/17/21

HILLSBOROUGH COMMUNITY COLLEGE
Explanation of Budget Changes
Plant Fund
Budget Amendment No. 2 (FY 2020/2021)
August 25, 2021

I. AVAILABLE FUNDS				
Unallocated Fund Balance				
Estimated Fund Balance @ July 1, 2020	$ 27,408,574			
Actual (unaudited) Unallocated Fund Balance @ July 1, 2020				27,408,574
Non-mandatory Transfer from Current Unrestricted Fund	$ 10,000,000			
Fiscal Year 2020-2021 Revenue Budget @ December 09, 2020	24,203,900			
Total Additional Revenue @ June 30, 2021		$	-	24,203,900
Total Revenue				34,203,900
Funds Carried Forward:				
Encumbrances brought forward			2,453,957	
Total Funds Brought Forward @ June 30, 2021				2,453,957
Total Increase in Revenue Budget @ June 30, 2021			26,657,857	
TOTAL AVAILABLE FUNDS @ June 30, 2020				$ 64,066,431
II. EXPENDITURES				
Current Expense Cost @ December 09, 2020	$ 8,466			
Total Current Expense Cost @ June 30, 2021				8,466
Capital Outlay @ December 09, 2020	54,057,965			
Adjustment @ June 30, 2021				
Capital Projects			10,000,000	
Adjusted Capital Outlay @ June 30, 2021				10,000,000
Total Increase in Expenditures Budget @ June 30, 2021			10,000,000	
Total Adjusted Expenditure Budget @ June 30, 2021				$ 10,008,466
III. TOTAL ACCOUNTED FOR				$ 64,066,431

HILLSBOROUGH COMMUNITY COLLEGE
Explanation of Budget Changes
Unrestricted Current Fund
Budget Amendment No. 6 (FY 2020/2021)
August 25, 2021

I. AVAILABLE FUNDS			
Unallocated Fund Balance			
Estimated Beginning Fund Balance @ July 1, 2020	53,270,542		
Fund Balance transfer to Fund 7		(10,000,000)	
Actual (unaudited) Unallocated Fund Balance @ July 1, 2020			43,270,542
Fiscal Year 2020-21 Revenue Budget @ June 23, 2021	$ 120,671,133		
Revenue:			
Total Funds Brought Forward @ June 30, 2021			-
Adjusted Revenue Budget @ June 30, 2021			120,671,133
TOTAL AVAILABLE FUNDS @ June 30, 2021			$ 163,941,675
II. EXPENDITURES			
Personnel Costs @ June 23, 2021	$ 98,709,362		
Adjusted Personnel Budget @ June 30, 2021			98,709,362
Current Expenses @ June 23, 2021	39,802,642		
Adjustments for Funds Carried Forward:			
Adjusted Current Expenditures @ July 30, 2021			39,802,642
Capital Outlay @ June 23, 2021	1,074,129		
Adjusted Capital Outlay @ June 30, 2021			1,074,129
Non-mandatory Transfer to Unexpended Plant Fund			
Adjusted Transfer in Expenditures Budget @ June 30, 2021		10,000,000	
Total Increase in Expenditures Budget @ June 30, 2021		-	
Adjusted Expenditure Budget @ June 30, 2021			149,586,133
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2021			14,355,542
TOTAL ACCOUNTED FOR			$ 163,941,675

-

BUDGET AMENDMENT REQUEST

COLLEGE: **FISCAL YEAR:** 2020-2021

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

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

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

Fund	Amount	Explanation
Unexpended Plant Fund	$10,000,000	To provide $10,000,000 for unmet deferred maintenance district-wide. After the transfer the college will still be above the required seven per cent fund balance.

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

CERTIFIED AS APPROVED BY BOARD: _____ **BOARD APPROVAL DATE:** 25-Aug-21

President (as Secretary of the Board)

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.06

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 May 2021 are included herewith.

LEGAL AUTHORITY:

Sections 1001.64; 1001.65 Florida Statutes

Initiator	**Date**
Vice President/Campus President/Director of Human Resources	**Date**
District President	**Date** **8/17/21**

1-0-024(2/04)

Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending May 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]	$3,103	$1,878	65%	$58,070	$58,991	102%	$57,497	3%
Support from State Government[2]	$7,270	$6,438	13%	63,824	$60,158	94%	$61,478	-2%
Other Revenue	$156	$94	66%	2,476	$1,482	60%	$2,707	-45%
Total Revenue	$10,528	$8,411	25%	$124,370	$120,632	97%	$121,681	-1%
% of Revenues From State Govt.	**69%**	**77%**		**51%**	**50%**		**51%**	
Operating Expenses								
Instructional Salaries & Benefits	$3,285	$3,144	4%	$38,376	$40,612	106%	$40,447	0%
Other Salaries & Benefits	3,858	3,935	-2%	51,745	44,570	86%	47,708	-7%
Total Personnel Costs	$7,143	$7,079	1%	$90,121	$85,182	95%	$88,155	-3%
Other Expenses[3]	$2,085	$1,868	12%	$28,939	$22,322	77%	$23,801	-6%
Total Operating Expenses	$9,228	$8,947	3%	$119,060	$107,505	90%	$111,957	-4%
Capital Outlay[4]	$168	$68	147%	$919	$444	48%	$1,489	-70%
Total Expenses	$9,396	$9,015	4%	$119,979	$107,948	90%	$113,446	-5%
Excess/(deficit) Revenues Over Expenses	$1,132	-$604		$4,391	$12,683		$8,236	

NOTES:

(1) The current month Student Tuition and Fees increased $1.2M in May FY21 compared to FY20 primarily due to an increase of $337K monthly for the new Distance Learning fee, a $285K increase in Out-of-State Fees, a $212K increase in Continuing Workforce Education, a $631K decrease in Waivers, offset by a $269K decrease in In-State Advanced & Professional Summer Revenue when comparing May FY21 to May FY20. For the YTD May FY21, Student Tuition and Fees is up $1.5M despite enrollment FTEs being down 9.9% due to the collection of the new distance learning fee this year which has added $6.1M YTD to revenue.

(2) The current month increase of $831K in Support from State Government is due the timing of the receipt of funds for industry certifications.

(3) The current month increase of $217K in Other Expenses is primarily due to the monthly increase of $353K in Other Services, offset by a $186K decrease in Data Software.

(4) The current month increase of $100K in Capital Outlay is primarily due to increased construction management costs for Collaboration Studio renovation for Distance Learning program and educational equipment for PSAV programs in FY21 compared to FY20.

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

KEY PERFORMANCE INDICATORS

STAFF FTEs

	May 2021	May 2020
Instructional Faculty FTEs [1]	1028	1007
All Other Staff FTEs	920	1,026
Total FTEs	1,947	2,033
% of Instructional FTEs	53%	50%

	May 2021	May 2020
Actual Head Count Instruct. Faculty	1,031	1,055
Actual Head Count All Other Staff	1,044	1,267
Total Actual Head Count	2,075	2,322

STUDENT FTEs [2]

Term	FY21	FY20	FY19
FALL	8,809	9,847	9,717
SPRING	7,999	9,052	8,898
SUMMER	3,162	3,271	3,442
TOTAL	19,970	22,170	22,057

Total Target FY 20-21 [2] 22,495

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	May 2021	May 2020*
Current Ratio (Current Assets/Current Liabilites)	7.13	7.42
Return On Net Assets (Net Income/Total Assets)	5%	3%
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)	25.75%	33.92%
Days Unrestricted Cash on Hand (Unrestricted Cash & Cash Equiv./Daily Operating Expenses)	54	82

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.

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

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

	As of May 31, 2021	As of May 31, 2020
ASSETS		
Current Assets:		
Cash and Cash Equivalents	27,016,116	$ 40,834,589
Restricted Cash and Cash Equivalents	3,852,615	5,002,651
Investments	4,347,363	3,622,275
Restricted Investments	-	-
Accounts Receivable, Net	11,562,414	16,731,241
Notes Receivable, Net (Note 1)	10,960	3,240
Due from Other Governmental Agencies (Note 2)	6,299,899	3,374,240
Due from Component Unit/College (Note 3)	361,017	527,760
Inventories	1,785,261	1,619,604
Prepaid Expenses (Note 4)	787,933	912,287
Deposits	-	-
Other Assets	-	-
Total Current Assets	$ 56,023,577	$ 72,627,888
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	35,938,325	$ 10,362,411
Investments	4,951,171	4,271,927
Restricted Investments	-	-
Prepaid Expenses	-	-
Loans and Notes Receivable, Net	10,117	19,994
Depreciable Capital Assets, Net (Note 5)	145,489,831	152,872,889
Nondepreciable Capital Assets	-	2,116,952
Land	29,036,535	29,456,019
Other Assets	137,500	137,500
Total Noncurrent Assets	$ 215,563,478	$ 199,237,693
TOTAL ASSETS	$ 271,587,055	$ 271,865,581
DEFERRED OUTFLOWS OF RESOURCES (Note 6)		
Deferred Outflows - Pension FRS	18,092,013	$ 20,326,164
Deferred Outflows - Pension HIS	4,030,768	3,696,515
Deferred Outflows - Other Post Employment Benefits	946,922	774,365
Total Deferred Outflows of Resources	$ 23,069,703	$ 24,797,044
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	$ 294,656,758	$ 296,662,625
LIABILITIES		
Current Liabilities:		
Accounts Payable	1,139,384	$ 1,173,720
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	5,181,728	6,109,207
Retainage Payable	167,323	167,323
Due to Other Governmental Agencies	11,563	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	23,616	49,807
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	607,995	612,777
	-	
Long-Term Liabilities - Current Portion:	-	
Bonds Payable	-	-
Notes and Loans Payable (Note 9)	-	831,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Compensated Absences Payable	400,000	400,000
Net Pension Liability (Note 10)	323,047	433,681
Other Post Employment Benefits Payable (Note 11)	-	-
	-	
Total Current Liabilities	$ 7,854,656	$ 9,789,080

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

	As of May 31, 2021	As of May 31, 2020
Noncurrent Liabilities:		
Bonds Payable	-	$ -
Notes and Loans Payable (Note 9)	-	9,745,931
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Special Termination Benefits Payable	-	-
Compensated Absences Payable	3,737,304	2,707,845
Net Pension Liability (Note 10)	62,057,362	55,191,276
Other Post Employment Benefits Payable	1,647,502	1,498,849
Other Long-Term Liabilities	-	-
Total Noncurrent Liabilities	$ 67,442,168	$ 69,143,902
TOTAL LIABILITIES	$ 75,296,824	$ 78,932,982
DEFERRED INFLOWS OF RESOURCES (Note 6)		
Deferred Inflows - Pension FRS	3,311,127	$ 4,205,500
Deferred Inflows - Pension HIS	2,091,194	2,533,540
Deferred Inflows - Other Post Employment Benefits	274,098	87,784
Total Deferred Inflows of Resources	$ 5,676,419	$ 6,826,824
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	$ 80,973,243	$ 85,759,806
NET POSITION		
Invested in Capital Assets, Net of Related Debt	176,144,370	$ 176,007,667
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	1,550,429	4,151,460
Scholarships	2,499,104	987,636
Capital Projects	34,283,268	8,186,622
Debt Service	-	-
Unrestricted	(793,657)	21,569,435
	-	
Total Net Position	$ 213,683,515	$ 210,902,819
	-	
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	$ 294,656,758	$ 296,662,625

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

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

	GL Code	(1) Current Funds - Unrestricted	(3) Auxiliary Funds	(6) Agency Funds	Total
Reserved for Encumbrance	30100	69,129.16	-	-	69,129.16
Fund Balance - Board Designated	30900	3,038,778.00	-	-	3,038,778.00
Fund Balance - Grantor	31000	-	-	-	-
Fund Balance - College	GLTB 31100	32,716,461.61	2,355,863.58	1,000.00	35,073,325.19
Net Change in Unrestricted Net Position per Statement of Net Position	Class 4,5,6,7	12,683,479.88	(1,184,879.51)	-	11,498,600.37
Invested In Plant	31200	-	-	-	-
TOTAL RESERVE & UNALLOCATED FUND BALANCES		48,507,848.65	1,170,984.07	1,000.00	49,679,832.72
Amount Expected to be Financed in Future Yrs (negative number)	30800	(50,473,489.31)	-	-	(50,473,489.31)
TOTAL FUND BALANCES		(1,965,640.66)	1,170,984.07	1,000.00	(793,656.59)

Prior Year 6-30 Fund Balance	53,270,542.00
Grand Total Revenues	134,864,835.00
Total Funds Available	188,135,377.00
Unencumbered Fund Balance	**48,438,719.49**
Unencumbered Fund Balance as % of Total Funds Available	**25.75%**

Total Fund Balance As Reported After GASB 68 and GASB 74/75	**(793,656.59)**
% of Total Funds Available	**-0.42%**

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

	YTD Actual to Budget Comparison				YTD Actual to Actual Comparison			
REVENUE	Budget	Actual	Variance $	%	May-21	May-20	Variance $	%
Student Tuition and Fees	$58,070	$58,991	$921	2%	$58,991	$57,497	$1,495	3%
Support From State Government	$63,824	$60,158	-$3,665	-6%	$60,158	$61,478	-$1,319	-2%
Other Revenue	$2,476	$1,482	-$994	-40%	$1,482	$2,707	-$1,225	-45%
Total Revenue	$124,370	$120,632	-$3,738	-3%	$120,632	$121,681	-$1,050	-1%
EXPENDITURES	YTD Budget	YTD Actual	Variance $	%	May-21	May-20	Variance $	%
Personnel Costs								
Full Time Salaries	$49,537	$48,230	-$1,307	-3%	$48,230	$48,747	-$516	-1%
Part Time Salaries	$19,020	$17,517	-$1,503	-8%	$17,517	$18,919	-$1,402	-7%
Fringe Benefits	$21,296	$19,238	-$2,058	-10%	$19,238	$20,305	-$1,068	-5%
Regular Termination	$268	$197	-$71	-26%	$197	$185	$13	7%
Total Personnel Costs	$90,121	$85,182	-$4,939	-5%	$85,182	$88,155	-$2,973	-3%
Current Expenses								
Travel	$634	$49	-$585	-92%	$49	$434	-$385	-89%
Telephones & Utilities	$3,952	$3,450	-$501	-13%	$3,450	$3,752	-$302	-8%
Professional Fees	$863	$484	-$379	-44%	$484	$952	-$468	-49%
Repairs & Maintenance	$2,641	$2,507	-$134	-5%	$2,507	$2,615	-$109	-4%
Insurance	$2,026	$1,823	-$202	-10%	$1,823	$1,785	$38	2%
Other Services	$12,328	$9,217	-$3,112	-25%	$9,217	$9,163	$54	1%
Materials & Supplies	$1,417	$1,142	-$275	-19%	$1,142	$1,318	-$176	-13%
All Other Current Expenses	$5,078	$3,650	-$1,428	-28%	$3,650	$3,782	-$132	-3%
Total Current Expenses	$28,939	$22,322	-$6,616	-23%	$22,322	$23,802	-$1,479	-6%
Total Personnel & Current Expenses	$119,060	$107,505	-$11,555	-10%	$107,505	$111,957	-$4,452	-4%
Capital Outlay								
Equipment	$487	$285	-$202	-41%	$285	$304	-$19	-6%
Buildings	$432	$158	-$273	-63%	$158	$1,185	-$1,027	-87%
Total Capital Outlay	$919	$444	-$475	-52%	$444	$1,489	-$1,045	-70%
Total Expenditures	$119,979	$107,948	-$12,031	-10%	$107,948	$113,446	-$5,498	-5%
Excess/(Deficit) Revenues Over Expenses	$4,391	$12,683			$12,683	$8,236		

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

KEY PERFORMANCE INDICATORS

STAFF FTEs

	May 2021	May 2020
Instructional Faculty FTEs [1]	1028	1007
All Other Staff FTEs	920	1,026
Total FTEs	1,947	2,033
% of Instructional FTEs	53%	50%

	May 2021	May 2020
Actual Head Count Instruct. Faculty	1,031	1,055
Actual Head Count All Other Staff	1,044	1,267
Total Actual Head Count	2,075	2,322

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Term	FY21	FY20	FY19
FALL	8,809	9,847	9,717
SPRING	7,999	9,052	8,898
SUMMER	3,162	3,271	3,442
TOTAL	19,970	22,170	22,057
Total Target FY 20-21 [2]	22,495		

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	May 2021	May 2020*
Current Ratio (Current Assets/Current Liabilites)	7.13	7.42
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Days Unrestricted Cash on Hand (Unrestricted Cash & Cash Equiv./Daily Operating Expenses)	54	82

Notes:

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

FINANCIAL RATIOS CALCULATIONS

		May 2021	May 2020*	
Current Ratio				
Current Assets (YTD per SNP)		56,023,577	72,627,868	
Current Liabilities (YTD per SNP)		7,854,656	9,789,080	
Current Ratio		7.13	7.42	
Return On Net Assets (Unrestricted)				
Net Income	**Income Statement**	12,683,480	8,235,678	
Total Assets		271,587,055	271,865,581	**Prior Year Net Income**
Return On Net Assets		5%	3%	
Debt To Total Assets				
Total Liabilities Prior to GASB 68/GASB 75		11,268,913	21,809,176	**[Total Liabilities] minus [Current & Non-Current LT Net Pension & OPEB Liab**
Total Assets		271,587,055	271,865,581	
Debt To Total Assets		4%	8%	
Revised Days Unrestricted Cash on Hand Calculation				
Unrestricted Cash and Cash Equiv @ YTD Month End		27,016,116	40,834,589	
Operating Cash Expenses per Day		502,714	500,255	**(Total YTD Operating Expenses/Days Expended in Fiscal Year Period)**
Days Unrestricted Cash on Hand		54	82	
Fund Balance as a % of Funds Available				
Unencumbered Fund Balance		48,438,719	61,316,320	**Fund Balance Summary Report - Fund Balance BEFORE GASB 68**
Fund Balance as a % of Funds Available		25.75%	33.92%	**Current and prior fiscal year amounts and percentages - AFR presentation**