



# **DISTRICT BOARD OF TRUSTEES BOARD MEETING**

**AUGUST 12, 2020  
4:00 PM**

**LOCATION: ZOOM**

**TO JOIN:**

**<https://hccfl.zoom.us/j/97467932264>**

**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
WEDNESDAY, AUGUST 12, 2020 – 4:00 P.M.  
VIA ZOOM**

<https://hccfl.zoom.us/j/97467932264>

**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 – Mr. Bruce Wills

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, 2020 Board Workshop and the June 24, 2020 Board Workshop and 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).

17

**CONSENT** 5.02 The President recommends approval of individuals for **part-time employment** during Term 20/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review). 19

**CONSENT** 5.03 The President recommends acknowledgment of **employment separations** (submitted herein for your review). 22

5.04 The President recommends that the Board ratify the **Memorandum of Understanding (MOU) with FUSA** related to changes to the Collective Bargaining Agreement and related issues associated with the impact of COVID-19 for the spring, summer and fall 2020 terms. 24

## **6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES**

**CONSENT** 6.01 The President recommends approval of **the new courses, course modification, program modification** and **new programs** to be effective Fall 2021, unless otherwise noted (submitted herein for your review). 27

## **7.0 INSTITUTIONAL SERVICES**

7.01 The President recommends approval of the College's July 1, 2020 **Educational Plant Survey** for submittal to the Office of Educational Facilities, Florida Department of Education (submitted herein for your review). 30

## **8.0 FINANCIAL SERVICES**

**CONSENT** 8.01 The President recommends approval of the **Application for Final Payment** in the amount of \$88,076.12 to Charles Perry Partners, Inc., for completion of the addition of approximately 450 parking spaces and a monumental sign located at the Dale Mabry Campus, as reviewed and submitted by Hepner Architects, Inc. (submitted herein for your review). 31

8.02 The President recommends the Board approve the **Lease Agreement** with Florida Health Sciences Center, Incorporated, dba **Tampa General Hospital** (TGH) beginning August 25, 2020, to allow HCC to remain in the District Administrative offices for a term up to thirty (30) months through Feb 25, 2023, with no rental payments. HCC will remain responsible for our operational costs and routine maintenance costs (submitted herein for your review). 32

8.03 The President recommends approval of the **Assignment and Assumption of the Reciprocal License Agreement for Parking to Tampa General Hospital** that the Board and the City of Tampa approved in July 2007, at closing for the sale of the District Administrative Offices. 33

In conjunction, the President recommends approval of the **First Amendment for the Purchase and Sale and Deposit Receipt Agreement with Tampa General Hospital**, to include the Reciprocal License Agreement for Parking be as a permitted exception under the terms of the agreement, and to provide an executed Assignment and Assumption of the License Agreement at closing (submitted herein for your review).

- |      |  |    |
|------|--|----|
| 8.04 | The President recommends approval of <b>Budget Amendment No. 1</b> (submitted herein for your review).   | 34 |
| 8.05 | The President recommends approval of <b>Budget Amendment No. 2</b> (submitted herein for your review).   | 36 |
| 8.06 | The President recommends approval of <b>Amendment No. 2</b> to the contract with <b>Horus Construction Services, Inc.</b> , establishing a Guaranteed Maximum Price in the amount of \$833,867 for the Technology Building Backfill Remodel Project to include rooms 121A, 122, 124, 124A, 364, 365 and 463 located at the Dale Mabry Campus (submitted herein for your review). | 38 |
| 8.07 | The President recommends approval of the <b>May 2020 Financial Statements</b> (submitted herein for your review).  | 39 |

## **9.0 ADMINISTRATIVE REPORT**

## **10.0 LEGAL REPORT**

## **11.0 HEARING OF BOARD MEMBERS**

## **12.0 ADJOURNMENT**

## Section 1

---

**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD WORKSHOP  
TUESDAY, JUNE 23, 2020 – 9:00 A.M.  
VIA MICROSOFT TEAMS  
MINUTES**

The Board Workshop commenced at 9:00 a.m.

The following Trustees were in attendance:

Mrs. Betty Viamontes  
Mr. Randall Reid  
Mrs. Dipa Shah  
Brig.Gen. Chip Diehl  
Mr. Rashad Stubbs

Dr. Atwater advised that the purpose of the Board Workshop was to discuss the design process for the relocation of the District Administrative Offices to a new or existing location. Dr. Atwater introduced Pete Karamitsanis, Principal, at Invision Advisors.

Mr. Karamitsanis explained Invision's purpose which is to oversee projects during the design and construction phase. Invision will establish a program that outlines the occupant's space needs, security and privacy needs, functionality and technology. The program can then be given to the architect so that the design of the building can start in September. With a budget of \$19M for the total cost for the project, less soft costs for engineers, construction managers, Furniture, Fixtures and Equipment, about \$15M remains for the hard construction with a target of \$300 per square foot (SF) with a total gross square footage of 50,000.

Mrs. Viamontes asked what the current square footage is for the District Administrative Offices. Mr. Karamitsanis advised about 65,000 SF. He stated they are looking at a more efficient building with about 35,000 SF. Mrs. Viamontes asked Mr. Reid why the estimates are so different from previous discussions. Mr. Reid advised the numbers Mr. Karamitsanis provided do not include The Center for Corporate and Continuing Education (TCCE). Mr. Reid stated that the actual number of work stations, currently 156 people, plus 3-4 state auditors, is around \$13.5M which did not include staff assigned to TCCE.

Brig.Gen. Diehl said he preferred not to start with a discussion of the budget but whether or not the building was being built for today or for the year 2030. He asked how they plan to build for future expansion and if the College has asked the County for design money. He also added his concerns for calling it an administration building. Mr. Karamitsanis stated that the idea is to understand the needs and size of the building which is why it is paramount to establish the budget up front.

Mrs. Shah said the approach to the budget should be what is needed and if there are resources left after the project is completed, it can be spent elsewhere. Mr. Karamitsanis said the immediate need is for a building which has to be replaced and there are only 30 months to be out of the existing building which should be the baseline for the discussion.

Mrs. Viamontes asked if the College has assessed the unused capacity at the campuses now that many classes are available online. Dr. Atwater advised yes and that space needs to increase due to social distancing since a classroom with a capacity of 30 students will now only be able to accommodate 15 students. She asked if all available offices are being used. Dr. Atwater advised yes. Mrs. Viamontes asked about the other campuses and their available space. Dr. Atwater advised that the College is full, with the exception of the Plant City Campus.

Brig.Gen. Diehl asked again about the vision for 2030 and stated that administratively, the building needs to be built for the future as the College will continue to grow. Dr. Atwater stated that the College is trying to create more interactive sites and as those parameters are set, a model is being developed for interactive classrooms. He added that interactive classrooms are going to be a necessity in the next five to ten years. Dr. Atwater reminded the Board that approximately \$3M was saved during the construction of the Allied Health Building.

Mr. Reid stated that the worst thing the Board could do is go through the entire process and have a building that is too small for what needs to be in it. He added that he expects the student/administrator ratio to grow over time but the trend is towards not having every employee sitting in an office for eight hours a day. Mr. Reid stated that the College should approach this with no possibility that they underestimated the workspace needs. Mr. Reid asked about the difference between usable space and gross space. Mr. Karamitsanis advised the numbers used are according to state educational guidelines.

Brig.Gen. asked where Information Technology (OIT) was currently located and if it should be consolidated in the new building and what the requirements would be. Dr. Atwater advised OIT is currently located in the Collaboration Studio, which was purchased by the College ten years ago and it is very efficient.

Mr. Reid advised that either we put in exactly what we need and have money leftover or decide that there are certain functions that should be put in this building and get more for our dollar. He added that he believes the state guidelines are not realistic.

Mrs. Viamontes asked if some of the student-centric functions could be placed in this building as well. Dr. Atwater advised that TCCE will draw outside clientele and it is a perfect fit with the administration function. Mrs. Viamontes asked for some examples and how that fits with fundraising. Dr. Atwater advised he can provide a list of corporate training partners which represents 25-40 companies. He added that TCCE has 11 staff and is approximately 11,000 SF. Dr. Atwater thanked the Board for taking the time to discuss the new facility.

The workshop adjourned at 9:56 a.m.

**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
WEDNESDAY, JUNE 24, 2020 – 4:00 P.M.  
VIA MICROSOFT TEAMS  
MINUTES**

**1.0 GENERAL FUNCTIONS**

1.01 Call to Order

- 1.01.01 This meeting was held by conference call due to the COVID-19 virus. The Board secretary shared all public comments submitted to the Board prior to the meeting which are preserved herein. The public was reminded that questions or comments could be submitted to the trustees email address at any time during the meeting.

1.02 Invocation

1.03 Pledge of Allegiance

- 1.03.01 As this was a conference call, the Pledge of Allegiance could not be made.

1.04 Roll Call

The following Trustees were in attendance:

- Mrs. Betty Viamontes
- Mrs. Dipa Shah
- Mr. Randall Reid
- Brig.Gen. Chip Diehl
- Mr. Rashad Stubbs

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

- 1.06.01 The Foundation Report was sent to the Board under separate cover. A summary of activities and donations received in May was provided.

- 1.06.02 The May major gift reports were sent to the Board separately and included donations totaling \$188,545. Donors included:

- *The Children's Board of Hillsborough County*
- *Gobioff Foundation*
- *Hillsborough County Sheriff's Hispanic Advisory Council, Inc.*
- *The USAA Foundation, A Charitable Trust*



- Stephen M. Koontz
- JE Dunn Construction
- Gilbane Building Company
- American Association of University Women SCC/SouthShore
- Eric W. Bailey
- Cathy Zaccari Memorial Foundation, Inc.
- Gary Vien

#### 1.07 Faculty, Staff and Student Recognitions

Dr. Atwater advised that detailed recognitions were listed in the *Hawkwire* newsletter.

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

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

#### 1.09 The President recommended approval of the **May 27, 2020 Board Meeting** and the **June 5, 2020 Special Board Meeting Minutes**.

Mrs. Shah made a motion of approval, seconded by Mr. Reid. 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

#### 4.01 **Mrs. Elizabeth Key-Raimer**, Counselor at the Dale Mabry Campus and FUSA Representative, read a letter from FUSA regarding the College's reopening and safety measures being implemented to protect faculty, staff and students against COVID-19.

*"We are encouraged by the extraordinary efforts and thoughtful recommendations presented by the work groups that Dr. Atwater has tasked with planning the reopening. While FUSA understands the need to return to campus, we respectfully request that HCC do so in a manner that prioritizes the health and safety of students, faculty, and staff above all other considerations. COVID-19 is a rapidly evolving situation, which requires a critically-informed public health response in order to ensure the health and safety of the College community."*

*We hereby request that all College decisions regarding the reopening of campuses and facilities be guided by the clear criteria set forth by the World Health Organization (WHO), Centers for Disease Control (CDC), and Florida Department of Health (FDOH) so as to ensure decisions are evidence-based and driven by scientific data. We ask that public health data serve as the framework for a strategic and phased reopening timeline. Following the strictest health and safety guidelines is particularly critical as we currently experience a dramatic increase in COVID-19 cases at the state, county, and local levels.*

*Based on the data, the following should be prioritized:*

*Age and/or underlying health conditions - the CDC and WHO guidelines have indicated that individuals with certain conditions (Attachment 1) may have a higher risk of contracting COVID-19 infections. Employees in these categories should be able request to work remotely until an FDA-approved vaccine or treatment is available. In addition, employees who have immediate household members in these categories should also be able to request to work remotely; Developing and implementing Policies and Procedures that are timely and are clearly communicated to the HCC community. Administrators responsible for implementing the plans are identified. Policies and Procedures should include the following: protocols for students, faculty and staff to report health, safety, and academic issues related to the pandemic without fear of reprisal; clear protocols for class cancellation, substitution, or relocation due to students or faculty exhibiting symptoms or having confirmed exposure; Implementing policies and procedures to ensure employee and student safety when on campus facilities; facemasks provided by the College and required to be worn on campus at all times (no one-way valve masks); all academic rooms should have alcohol-based hand sanitizer at the entrance and a supply of anti-viral hand wipes and/or disinfecting spray; restrooms and door handles should be sanitized and cleaned on a regular basis throughout the day; clearly posted social distancing regulations and guidelines for enforcement; posted guidelines for faculty/staff/students on proper handwashing, hand sanitizer, and restroom use; Implement scheduling policies that provide for the maximum safety of students, faculty, and staff by limiting classes and interactions on campus.*

*The Faculty of HCC stand ready to work with the Board and Administration to create a safe and academically rich environment for our students.”*

- 4.02 The following letter was received from **Dr. Arleen Mariotti**, Adjunct Instructor at the Brandon Campus and was read into the record:

*“I have been an adjunct instructor with the Educator Preparation Institute at HCC for ten years. I have been asked to outline the activities and time it took me to transition to an online format.*

*As you are aware, online teaching requires more up-front work, particularly designing, organizing, and inputting course materials into a course management system, i.e. Canvas. It is also imperative that instructors reach out to students more often than in a face-to-face format.*

*I met my first class in person on March 12. The following week was spring break followed by an extension week. On March 19, we received an email from Dr. Senker informing us that HCC was moving to “remote” instruction and we had eleven days to make the changeover.*

*From March 20-April 30, I worked at least 8 to 10 hours each week in the following activities: engaging in professional development and training on transitioning to online learning/teaching; creating six narrated power points (3-4 hours each); uploading new resources to Canvas; converting the classroom learning activities to the online environment; converting rubrics so they could be sent online; contacting students via email, texts phone calls and Canvas Chats or Conferences; holding online office hours.*

*Total time in transitioning is estimated at 48 to 60 hours. I also had to continue traditional course activities which included: delivering class via Zoom; grading assignments.*

*During this transition, my department was not supportive. I did not receive any suggestions or advice. I feel my department did not assist faculty in the preparation or delivery of their online courses. However, CITT was helpful and answered all my questions. I hope the Board takes this into consideration in their deliberation of compensating faculty for the time it took to deliver quality instruction in an online format.*

- 4.03 The following letter was received from **Nann Pollack-Tucker**, Adjunct Instructor at the Brandon Campus and was read into the record:

*“Thank you for giving me this opportunity to share the amount of time and training required to transition from teaching a face to face class to an online class. Obviously, the Covid-19 crisis created a sense of urgency to transition so that the students would be well informed and prepared for a shift that for many of them was a first-time experience. Included in the transition were creating either a visual chatroom or an audio experience, learning techniques as an instructor such as Zoom, preparing exams that are difficult to breach, preparing power points, and other activities to help the students to be successful. I spent a great deal of time completing the transitions for three courses. It was also necessary for me as an instructor to be connected to my student through phone calls, emails, and through Canvas inbox to encourage participation and to tutor students, so they could be successful in the course. The inability to have a face to face conference was possibly a deterrent for students who do not do well in the online environment. I have completed the required Canvas online training to be eligible to teach online in Fall 2020 because continuing as an adjunct instructor for Hillsborough Community College is important to me. I appreciate your attention to my request for additional compensation because of the increased professional planning.”*

- 4.04 The following letter was received from **Christopher Johnson**, Adjunct Instructor at the Ybor City Campus and was read into the record:

*“Thank you I am Christopher Johnson, and have worked at HCC as an adjunct instructor in Humanities since the 1990s. My union, the Florida Public Service Union (SEIU), is working to establish a sick leave provision for part-time contingent faculty members such as myself. I am writing you to endorse this proposal.*

*One of the biggest problems we face as part-time instructors is what to do when we get sick. We have been encouraged for years to stay home if we have any serious symptoms. And now, this advice becomes even more crucial because of the COVID-19 pandemic. If we think we are sick, we have a moral obligation to stay home, for fear that we might infect others with a disease that may cause permanent physical trauma or even death.*

*Yet at present, if we do stay home, we are actually penalized. If another person fills in as a substitute, that person gets paid. This is fair. But our pay gets docked. That is not fair. We are incentivized to work when we are sick, which is not good for anybody—we cannot work at full capacity, and we risk spreading disease. Establishing a sick leave provision would be a win-win situation for all of us.*

*I am more than just an employee of Hillsborough Community College. I am a participant in its mission to make life better for our students and for the Tampa Bay area. I urge the Board of Trustees to support a move that will let us be kind to ourselves and to be effective teachers of our students.*

*Thank you very much for your attention to this matter.”*

## **5.0 HUMAN RESOURCES**

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

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

- 5.02 The President recommended approval of **part-time faculty and staff employment** recommendations for Term 20/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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

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

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

## 6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

## 7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended approval of the 2019-2020 annual update to the College's **Equity Accountability Plan**.

Mrs. Shah stated that the College and the diversity program are making a big difference for our youth. She added that she sees the impact being made and she is glad to be a part of such a great organization. Mrs. Viamontes agreed and stated that education is the great equalizer and the work the College does for the community is wonderful.

Mrs. Viamontes stated that on the Minority Student Enrollment "not reported" category in 2018 was significant but there is nothing listed for 2019. Mrs. Shah asked if there was a different method in collecting the data. Dr. Atwater advised that he believed it is an error and stated that Equity Department will re-check the numbers.

Mrs. Shah made a motion to approve the 2019-2020 Equity Accountability Plan once the information is updated to reflect the Minority Student Enrollment number "not reported", seconded by Mrs. Viamontes. 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 2020-2021 Fiscal Year, which includes 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 seventh floor of the Dr. Gwendolyn W. Stephenson District Administration Center valued at \$48,000.

Mr. Reid made a motion of approval, seconded by Brig.Gen. Diehl. After due discussion and consideration, approval was given by aye vote of all members present.

- 7.03 The President recommended acceptance of the Fiscal Year **2019-2020 Fire Safety, Casualty and Sanitation Inspection Report** for filing and action.

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

- 7.04 The President recommended approval of HCC's annual update to the **Five-Year Capital Improvement Plan** for submittal to the Division of Florida Colleges and for inclusion in the Division's annual Capital Improvement Plan and Legislative Budget Report for capital projects.

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

- 7.05 The President recommended approval to re-adopt the **2010 Comprehensive Master Plans** for the Dale Mabry, Ybor City, Brandon, Plant City and SouthShore Campuses.

Mr. Reid stated he was concerned with the wording of the recommendation. He added that after 10 years, the College should probably revisit the master plans for many reasons. Mr. Ben Marshall, Facilities Manager, said that he believes the master plan for Dale Mabry would need to be updated before the new building is built.

Mrs. Shah made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, Mrs. Shah amended the motion to approve the re-adoption of the 2010 Comprehensive Master Plan as re-adopted and approved in 2015. Mrs. Viamontes seconded the motion. After due discussion and consideration, approval was given by aye vote of all members present.

- 7.06 The President recommended approval of the search committee's recommended selection of **Mr. Robert "Bruce" Wills as Student Trustee** for the 2020-2021 academic year.

Mr. Reid stated that it was a great experience participating in the search noting that all the applicants were wonderful. He congratulated Mr. Wills on his selection. **Mrs. Shah requested Mr. Will's application information.** *[This information was sent to the Board on June 25, 2020].*

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

## **8.0 FINANCIAL SERVICES**

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

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

- 8.02 This item was removed from the agenda.

- 8.03 Informational Item Only – Accounts Receivable Write-Offs as of June 2020.

- 8.04 The President recommended approval of the **Operating Budget** for the Current Unrestricted Fund (submitted under separate cover) and the Capital Projects/Unexpended Plant Fund for Fiscal Year 2020-2021.

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

## **9.0 ADMINISTRATIVE REPORT**

- 9.01 Dr. Atwater advised that the College is working with Tampa General Hospital to complete the Lease Agreement. He stated that the College would hold a Special Board Meeting to discuss the Lease Agreement once completed.
- 9.02 Dr. Atwater stated that the College is working diligently to reopen the College on August 17, 2020. Safety is the College's guiding principle and the Board will be given updates on everything that is being done. A phased approach of staff returning will begin on July 13, July 20, with faculty returning on August 13. He added that, once finalized, he will send them the College's reopening plan. *[The reopening plan was sent to the Board under separate cover on July 21, 2020]*. He thanked staff and faculty for stepping up during this pandemic.
- 9.03 Dr. Atwater stated that for the first time ever, HCC will hold a virtual commencement ceremony on June 26, 2020 at 10:00 AM.

## **10.0 LEGAL REPORT**

## **11.0 HEARING OF BOARD MEMBERS**

- 11.01 Mrs. Viamontes recommended that Mr. Reid serve as Board Chair and Brig.Gen. Diehl as Vice-Chair for 2020-2021.
- Mrs. Shah made a motion to appoint Mr. Reid as Board Chair and Brig.Gen. Diehl as Vice-Chair, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.
- Mrs. Viamontes thanked everyone for their support during her time as Board Chair.
- 11.02 Mrs. Viamontes recommended herself as Labor Liaison and Mrs. Shah as Foundation Liaison.
- Mr. Reid made a motion of approval, seconded by Brig.Gen. Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 11.03 Mrs. Viamontes recommended that the monthly Board meetings take place on the fourth Wednesday of each month at 4:00 PM. After due discussion and consideration, approval was given by aye vote of all members present.

- 11.04 Mrs. Shah thanked Mrs. Viamontes for the value and skills she brings to the Board. She also thanked Mr. Stubbs for stepping up, volunteering and serving the student community. She stated that she is excited to work as the Foundation Liaison. She added that her thoughts and prayers are with the students during this pandemic and understands that it is very difficult with the interruption of their education, their social lives, and with their mobility. She welcomed Mr. Wills as the incoming Student Trustee. She also asked for Mr. Will's contact information so that she can set up a virtual meeting. [This information was sent to the Board on June 25, 2020].
- 11.05 Brig.Gen. Diehl echoed Mrs. Shah's comments and saluted Mr. Stubbs for a great year. He added be safe this Fourth of July.
- 11.06 Mr. Reid thanked Mrs. Viamontes for her contributions as both a Board Chair and as a trustee. He added that he is looking forward to being Board Chair for a third time. He thanked Mr. Stubbs for his contributions as the Student Trustee.
- 11.07 Mr. Stubbs congratulated Mr. Wills on being appointed Student Trustee. He stated that he was humbled to serve as Student Trustee for the 2019-2020. He thanked the Board for the opportunity to learn from them. He added that because of HCC, he has been given a sense of a second home and the ability to tell his story. His original goal was professional baseball but now he sees what it takes to be a leader and realized that service fills him in a way sports can't. Mr. Stubbs finished by stating that HCC will always be his family.
- 11.08 Mrs. Viamontes stated that she is excited for Mr. Stubbs and can't wait to see what the future holds for him. She welcomed Mr. Wills to the Board. She thanked the faculty and staff for everything they have accomplished in a very short period of time adding that the Board appreciates everything they have done.

## **12.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 5:19 p.m.



**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD WORKSHOP  
WEDNESDAY, JUNE 24, 2020 – 2:30 P.M.  
VIA MICROSOFT TEAMS  
MINUTES**

The Board Workshop commenced at 2:37 p.m.

The following Trustees were in attendance:

Mrs. Betty Viamontes  
Mr. Randall Reid  
Mrs. Dipa Shah  
Brig.Gen. Chip Diehl  
Mr. Rashad Stubbs

Mr. Al Erdman, Vice President for Administration and CFO, advised that the purpose of the workshop was to provide a final overview of the 2020-2021 Budget. Mr. Erdman and Ms. Kimberly McMillon, Controller, presented and reviewed the FY 2020-2021 Budget presentation with the Board of Trustees.

Brig.Gen. Diehl asked if there was a contingency plan in case the governor cuts the budget. Mr. Erdman advised yes. Brig.Gen. Diehl asked if the COVID-19 funds are in the budget. Mr. Erdman advised no; He added that it would appear next year but noted that some of the funds have already been distributed to students.

The meeting adjourned at 3:11 p.m.

## Section 2-4

---

**– THIS PAGE INTENTIONALLY LEFT BLANK –**

## Section 5

---

## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 5.01**

**CONSENT**

### BACKGROUND AND PERTINENT FACTS:

These are personnel appointments for budgeted full-time positions.

### ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2020-2021). Except for temporary positions, these positions will be fully budgeted in subsequent fiscal years unless program or service changes or financial exigency requires that funds be discontinued.

### OBJECTIVE:

To provide necessary staff support for the appropriate divisional unit.

### LEGAL AUTHORITY:

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

### RECOMMENDATION:

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

**Initiator**

**Date**

**Vice President/Campus President/Exec Dir of Human Resources**

**Date**

**District President**

**Date**

**FULL-TIME APPOINTMENTS**  
**AUGUST 12, 2020 BOARD MEETING**

**FACULTY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Adjiri, Alle*	Mathematics Instructor	FFC3T294	Brandon	08/13/20
Banisakher, Mubarak	Computer Science Instructor	FFC20001	Dale Mabry	08/13/20
Bonano, Crystal*	EAP Instructor	FFC10087	Ybor City	08/13/20
Chen, Monica	Math Instructor	FFC30100	Brandon	08/12/20
Farrell, Lauren*	EAP Instructor	FFC3T295	Dale Mabry	08/13/20
Hesse, Teresa	Nursing Instructor	FFC30037	Dale Mabry	08/13/20
Kelley, Michael*	EAP Instructor	FFC30060	Dale Mabry	08/13/20
MacDonald, Ryan*	Sociology Instructor	FFC10044	Ybor City	08/13/20
Matthias, Sheila	Nursing Instructor	FFC20032	Dale Mabry	08/12/20
Moats, Nathan	Religion Instructor	FFC30237	Dale Mabry	08/12/20
Moore, Shelby	Accounting Instructor	FFC30080	Dale Mabry	08/12/20
Robinson, Shawn	Mathematics Instructor	FFC30183	Brandon	08/13/20
Timofeeva, Olga	Mathematics Instructor	FFC30058	Brandon	08/13/20
Walton, Patricia	Nursing Instructor	FFC30038	Dale Mabry	08/13/20

**STAFF EXEMPT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Antlitz, Daniel*	Accountant	EFC0600001	District	07/23/20
Howard, Evan*	Accountant II	EFC0800020	District	07/23/20
Lawrence, Carol	Accountant	EFC0600033	District	07/02/20

**STAFF NON-EXEMPT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Baxley, Tobias	Public Safety Officer	NFC0200014	Dale Mabry	07/23/20
Hudnall, Travis	Information Technology Technician	NFC0600015	SouthShore	07/02/20

\*Full-Time Temporary

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

**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES****Agenda Number: 5.02****CONSENT****BACKGROUND AND PERTINENT FACTS:**

The College has determined that part-time faculty and staff are needed to support the academic programs for the Academic Term 20/FA. Part-time faculty will be employed on a term-by-term basis. If additional part-time staff is needed, a supplementary list will be submitted for appointment.

**ECONOMIC IMPACT:**

All of the positions are budgeted within the current fiscal year (2020-21). All part-time faculty and staff budgets are reviewed during budget development and established based on enrollment projections and departmental need.

**OBJECTIVE:**

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

**LEGAL AUTHORITY:**

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

**RECOMMENDATION:**

The President recommends approval of individuals for part-time employment during Term 20/FA (submitted herein for your review). Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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

1-0-024(2/04)

**PART-TIME APPOINTMENTS**  
**AUGUST 12, 2020 BOARD MEETING**

**FACULTY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>
Ahmed, Elsayed	Adj Math Instructor	FPNC0013	Brandon	08/17/20
Bossom, Elizabeth	Adj Education Instructor	FPNC0046	Dale Mabry	08/17/20
Cavazos, Isabelle	Adj English as a 2 <sup>nd</sup> Language Instructor	FPNC0177	Ybor City	08/17/20
Cembalest, Kenneth	Adj Education Instructor	FPNC0046	Dale Mabry	08/17/20
Donovan, Rhonda	Adj Art Instructor	FPNC0401	SouthShore	07/02/20
Good, Jeanna	Adj Humanities Instructor	FPNC0412	SouthShore	08/17/20
Green, Britney	Adj Education Instructor	FPNC0465	SouthShore	08/17/20
Harrell, Bashir	Adj English as a 2 <sup>nd</sup> Language Instructor	FPNC0291	Dale Mabry	08/17/20
Healy, George	Adj Philosophy Instructor	FPNC0078	Dale Mabry	08/17/20
Hilston, John	Adj Economics Instructor	FPNC0407	SouthShore	08/17/20
Katzl, Valli	Adj English as a 2 <sup>nd</sup> Language Instructor	FPNC0291	Dale Mabry	08/17/20
Maldonado Espada, Ericka	Adj Veterinary Technology Instructor	FPNC0468	Plant City	08/17/20
Ferrera, Michelle	Adj Veterinary Technology Instructor	FPNC0468	Plant City	08/17/20
Golob, Timothy	Adj Political Science Instructor	FPNC0417	SouthShore	08/17/20
Motawe, Zeinab	Adj Biological Sciences Instructor	FPNC0403	SouthShore	07/17/20
Noble, Donald	Adj Business Instructor	FPNC0172	Ybor City	08/17/20
Ordetz, Jennifer	Adj Education Instructor	FPNC0046	Dale Mabry	08/17/20
Pedroza, Bianca	Adj Biological Sciences Instructor	FPNC0045	Plant City	09/15/20
Pope, Mattison	Adj Math Instructor	FPNC0466	SouthShore	08/17/20
Puskas, Marie	Adj Education Instructor	FPNC0046	Dale Mabry	08/17/20
Reed, Lauran	Adj Math Instructor	FPNC0413	SouthShore	07/16/20
Rosa, Roberto	Adj Philosophy Instructor	FPNC0415	SouthShore	07/08/20
Suarez, Marco	Adj Biological Sciences Instructor	FPNC0403	SouthShore	08/17/20

**NON-FACULTY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>
Baker, Marcee	PT Advanced Technician	ZPP3T006	Coll. Studio	07/29/20
Bala, Joanna	PT Advanced Professional	ZPP90002	Dale Mabry	07/20/20
Batool, Sunya	PT Technician	ZPP2V010	Dale Mabry	07/30/20
Hall, Jahvon	PT Assistant	ZPP10111	Brandon	07/16/20

\* Part-Time Temporary/Grant Funded



**PART-TIME APPOINTMENTS**  
**AUGUST 12, 2020 BOARD MEETING**

Hillery, Jeffrey	PT	Associate	ZPP50033	Dale Mabry	06/30/20
Robinson, Troy*	PT	Technician	ZPP2V010	Dale Mabry	07/30/20
Vasko, Iryna*	PT	Technician	ZPP2V010	Dale Mabry	07/20/20
Watson, Bradley	PT	Camp Leader	ZPP50049	ICCE	07/01/20
Zuluaga, Tracy	PT	Camp Leader	ZPP50049	ICCE	07/01/20

\* 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**

**FULL-TIME SEPARATIONS**  
**AUGUST 12, 2020 BOARD MEETING**

**RESIGNATION**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>	<b><u>END DATE</u></b>
Baker, Marcee	Staff Assistant II	Coll. Studio	06/20/16	07/24/20
Bates, Lauren	Student Svcs Advising Generalist	SouthShore	10/02/14	07/31/20
Coleman, Sandra	Nursing Instructor	Dale Mabry	08/12/10	08/10/20
Hollins, Jovita	Accountant	District	05/15/18	07/10/20
Jackson, Carly	Academic Advisor	Dale Mabry	08/09/18	08/03/20

**RETIREMENT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>	<b><u>END DATE</u></b>
Wimberly, William	Bookstores Manager	Dale Mabry	06/07/93	08/12/20

**TERMINATION**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>	<b><u>END DATE</u></b>
Hudnall, Travis	Information Technology Technician	District	07/02/20	07/13/20

**REDUCTION IN FORCE**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>	<b><u>END DATE</u></b>
Cutler, Cynthia	Child Development Associate	Ybor City	08/08/19	08/12/20
Marmol, Elaine	Child Development Associate	Ybor City	08/10/15	08/12/20
Reyes, Azucena	Child Development Associate	Ybor City	01/08/18	08/12/20

**DECEASED**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>	<b><u>END DATE</u></b>
Carter, Joyce	Cashier Clerk/Finance	Plant City	03/26/18	07/06/20
Denson, Jennifer	Math Instructor	Brandon	08/12/10	07/06/20

\* Full-Time Temporary

\*\* Full-Time Temporary/Grant Funded

## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 5.04**

### BACKGROUND AND PERTINENT FACTS:

The President has received the Faculty United Service Association (FUSA) council's vote on the Memorandum of Understanding (MOU) and determined that the new MOU is approved.

FUSA and HCC have entered into an MOU as a result of changes to the Collective Bargaining Agreement and related issues related to the impact of COVID-19 for the spring, summer and fall 2020 terms. FUSA membership has voted on the MOU with 122 yay votes and two nay votes, ratifying the Agreement.

### ECONOMIC IMPACT:

None.

### OBJECTIVE:

To ratify the MOU with FUSA.

### LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

### RECOMMENDATION:

The President recommends that the Board ratify the Memorandum of Understanding (MOU) with FUSA related to changes to the Collective Bargaining Agreement and related issues associated with the impact of COVID-19 for the spring, summer and fall 2020 terms.

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Director of Human Resources</b> Richard Senker	<b>Date</b> 8/03/2020
<b>District President</b>	<b>Date</b>

## FUSA COVID-19 Memorandum of Understanding

The United Faculty of Florida and the Hillsborough Community College District Board of Trustees are committed to maintaining a productive and efficient operation of the College in a safe and healthy environment. The purpose of this Memorandum of Understanding (MOU) is to implement recommendations of the World Health Organization, United States Centers for Disease Control, and other measures to support the public health of the College, the State of Florida, the United States of America, and the international community. Except as specifically provided below, the terms and conditions outlined in this MOU shall supersede any other College practice or policy until the end of the affected semester of the academic year or the State of Emergency declared by the Governor of Florida in Executive Order No. 20-52 expires, whichever occurs first.

The terms and conditions of this MOU shall be effective for the Spring 2020, Summer 2020, and Fall 2020 terms only. In the event of a conflict, this MOU will govern over the current FUSA Agreement.

In light of the College's response to the COVID-19 epidemic in Spring term 2020, the College Administration and FUSA agree to the following:

1. *Student Feedback Surveys* for instructional faculty members shall be suspended for the Spring 2020 term. The absence of a Student Feedback Survey for the Spring 2020 term shall be excused and considered satisfactory for the purpose of tenure, post-tenure review, and/or requests for advancement in rank.
2. For cases where the supervising Deans were unable to conduct the formal observations of a faculty member for academic year 2019-2020, per Article 9.1.B.3.b. of the HCC-FUSA Agreement, the faculty member's observation shall be excused.
3. The due date for faculty members to complete their End of Year Verifications was extended from April 5, 2020 to May 5, 2020. Faculty shall be permitted to return to their campus offices to retrieve any items needed to complete their verification.
4. The supervising Deans shall provide the faculty member with a copy of the completed *Faculty Performance Evaluation* and meet with the faculty member at a Post-Evaluation Conference by July 6, 2020.
5. Exceptions shall be granted for Articles 8.1.D.c. and 8.1.D.d. allowing for the continued appointment for an additional year for full-time temporary faculty:
  - 8.1.D.c: No faculty member will be appointed in this classification for more than two consecutive academic years or major terms thereof.
  - 8.1.D.d: No full-time temporary (non-grant funded) faculty member will serve more than one year without being selected through the screening process.
6. For the purposes of tenure, post-tenure and/or rank, faculty may continue to complete their 2019-2020 contributions through Summer 2020. In the event that a faculty member is unable to complete the categories of Contributions to the Department, College or Profession, along with Community Service for 2019-2020, due to limitations imposed by COVID-19, the faculty member must indicate as such on their 2019-2020 End of Year (EOY) Verification and provide written rationale that is approved by both the Dean and the V.P. of Academic Affairs. The EOY form, rationale and approval would be included in the tenure, post-tenure or rank portfolio.
7. Faculty members borrowing a course (with permission from course creator) shall note in the online course application form, the course name, creator, borrower, duration, and any other parameters the creator stipulates.
8. The 60-point faculty load requirement for face-to-face instruction may be waived by the faculty member's dean based on course scheduling needs.
9. Through December 31, 2020, faculty may conduct the entirety of their posted office hours remotely, provided the hours are synchronous and they are available for interactive engagement (e.g. using Zoom, Teams, chat, phone).
10. Accepting a course from another campus will obligate the faculty member to use the textbooks and instructional materials that have been previously adopted for the specific section.

## **SIGNATURE PAGE**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duty authorized representatives on this \_\_\_\_\_ day of \_\_\_\_\_, 2020

### **HILLSBOROUGH COMMUNITY COLLEGE**

\_\_\_\_\_  
*Chairman, Board of Trustees*

\_\_\_\_\_  
*President*

### **FACULTY UNITED SERVICE ASSOCIATION – UNITED FACULTY OF FLORIDA**

\_\_\_\_\_  
*President*

\_\_\_\_\_  
*Chief Negotiator*

## Section 6

---

## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 6.01**

**CONSENT**

### BACKGROUND AND PERTINENT FACTS:

The Behavioral Science discipline group presented a new course, a course modification and a program modification; the Computer Sciences discipline group presented new courses and new programs; the Health Sciences discipline group presented a new course, course modifications and a program modification; the Nursing discipline group presented a course modification and course terminations to the Academic Affairs Committee.

The Academic Affairs Committee approved the new courses, course modifications, course terminations, program modifications, and new programs 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 modification, course terminations, program modifications, and new programs to be effective Fall 2021, unless otherwise noted.

**Initiator**  
Karen Griffin

**Date:**  
7/27/20

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

**Date:**  
7/27/20

**District President**

**Date**



## Hillsborough Community College

August 12, 2020 Board Meeting

### New Course

Course Title	Category	Credit/ Clock Hours	Effective Term
CGS 2100, Computer Information Technology	Transfer	3 cr.	FA/21
CGS 2100H, Honors Computer Information Technology	Transfer	3 cr.	FA/21
CVT 2511, Radiation Biology and Safety	Transfer	3 cr.	SP/21
EPI 0014, Assessment and Differentiated Instructional Planning	EPI	3 cr.	SP/21

### Course Modifications

#### **Effective SU/20**

NUR 1141, Pharmacology in Nursing Lecture

- Change prerequisites to NUR 1020, NUR 1020L, NUR 1023C, and NUR 1024

#### **Effective SP/21**

CVT 1220, Cardiovascular Pharmacy

- Change course credit hours from 2 to 3.

EPI 0010, Foundations Language and Cognition

- Change title to *Foundations of Language and Cognition through Research-Based Practices in Reading*
- Change course description to: "Teachers will develop substantive understanding of the six components of reading as a process: oral language, phonological awareness, phonics, fluency, vocabulary, and comprehension. Teachers will also scaffold student learning by applying principles of research-based reading instruction and integrating the six components of reading to better serve the needs of diverse learners."

STS 1300C, Surgical Anatomy and Pathophysiology

- Remove the "C" from the course number.

STS 1340C, Pharmacology and Anesthesia

- Remove the "C" from the course number.

STS 1940C, Intro to Surgical Clinical

- Remove the "C" from the course number.

STS 2944C, Surgical Clinical I

- Remove the "C" from the course number.

STS 2945C, Surgical Clinical II

- Remove the "C" from the course number.

### Course Terminations

#### **Effective FA/20**

NUR 1000

NUR 1213C

NUR 1260C  
NUR 2243C  
NUR 2412C  
NUR 2413C  
NUR 2521C

New Programs

**Effective Spring 2021**

Project Manager Associate & Technology (CCC)

Technology Project Manager (CCC)

Program Modification

**Effective FA/20**

Educator Preparation Institute (CCC)

- Delete EPI 0003 and add the new course EPI 0014 to the program requirements.

**Effective SP/21**

Invasive Cardiovascular Technology (AS)

- Delete MCB 2000/MCB 2000L, and add the new course CVT 2511, Radiation Biology and Safety to the program requirements.

**CCC • Project Manager Associate**

CCC. (12 Credit Hours)

Program Required Courses

**YEAR I – First Semester**

CGS 1000 Introduction to Computers and Technology ..... 3 cr.

**YEAR I – Second Semester**

CGS 1103 Project Management..... 3 cr.

**YEAR II – First Semester**

CGS 2105 IT Project Management Software Applications ..... 3 cr.

Specified Elective ..... 3 cr.

**CCC • Technology Project Manager**

CCC. (24 Credit Hours)

Program Required Courses

**YEAR I – First Semester**

CGS 1000 Introduction to Computers and Technology ..... 3 cr.

**YEAR I – Second Semester**

CGS 1103 Project Management..... 3 cr.

Specified Elective ..... 3 cr.

**YEAR I – Third Semester**

CGS 2091 Information Technology: Ethical/Legal Issues..... 3 cr.

**YEAR II – First Semester**

CGS 2105 IT Project Management Software Applications ..... 3 cr.

Specified Elective ..... 3 cr.

**YEAR II – Second Semester**

CGS 2301 Management Information Systems ..... 3 cr.

Specified Elective ..... 3 cr.

## Section 7

---

## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 7.01**

### 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.

This survey report, prepared on behalf of the District Board of Trustees of Hillsborough Community College, lists the findings of the educational plant survey for the College conducted by college staff July 2019 through April 2020. The report contains recommendations for the educational plant of the college for the period from July 1, 2020 through June 30, 2025. The recommendations listed in this survey supersede all previous survey recommendations not implemented as of July 1, 2020, by either execution of a construction contract or issuance of a purchase order.

### ECONOMIC IMPACT:

No economic impact.

### OBJECTIVE:

To obtain Board approval of the College's July 1, 2020 Educational Plant Survey for submittal to the Office of Educational Facilities, Florida Department of Education.

### LEGAL AUTHORITY:

SREF 3.1, FAC  
FS 1013.31(1)

### RECOMMENDATION:

The President recommends the approval of the College's July 1, 2020 Educational Plant Survey for submittal to the Office of Educational Facilities, Florida Department of Education.

**Initiator** Ben Marshall

**Date** July 29, 2020

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

**Date**

**District President**

**Date**

## 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 Charles Perry Partners, Inc. to provide construction management services under a continuing contract for miscellaneous projects for which total construction costs do not exceed \$2,000,000. Amendment No. 01 to the contract established a Guaranteed Maximum Price for the addition of approximately 450 parking spaces and a monumental sign to the front yard located at the Dale Mabry Campus in the amount of \$1,982,493.

The project was completed on June 30, 2020 as per the contract for a total amount of \$1,761,522.43. The final contract amount reflects a deduction of \$52,514.52 for Direct Purchases and \$3,275.87 for Tax Savings. Hepner Architects, Inc. has reviewed and approved the application for final payment in the amount of \$88,076.12 to Charles Perry Partners, Inc. The unused portion of the GMP in the amount of \$165,180.18 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 loan proceeds.

### OBJECTIVE:

To obtain Board approval for final payment of \$88,076.12 to Charles Perry Partners, Inc. for completion of the addition of approximately 450 parking spaces and a monumental sign located at the front yard located at the Dale Mabry Campus.

### LEGAL AUTHORITY:

FS 1013.50

### RECOMMENDATION:

The President recommends approval of the **Application for Final Payment** in the amount of **\$88,076.12 to Charles Perry Partners, Inc.**, for completion of the addition of approximately 450 parking spaces and a monumental sign to the front yard located at the Dale Mabry Campus as reviewed and recommended by Hepner Architects, Inc.

**Initiator**

Ben Marshall

**Date**

July 29, 2020

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

**Date**

**District President**

**Date**

## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 8.02**

### BACKGROUND AND PERTINENT FACTS:

At the May 27, 2020 Board meeting, the Board approved the sale of the District Administrative offices to Florida Health Sciences Center, Incorporated, dba Tampa General Hospital (TGH). The sale is expected to close on August 25, 2020. On that date, the College and TGH will enter into a Lease Agreement for a term of twenty-four (24) months with the option to extend an additional six (6) months for a total of thirty (30) months, to allow HCC time to design, construct and relocate the District Administrative offices to a new facility at the Dale Mabry Campus. HCC will not pay any rental costs but will be responsible to our operational cost and routine maintenance.

### ECONOMIC IMPACT:

### OBJECTIVE:

To obtain Board approval of the Lease Agreement with TGH.

### LEGAL AUTHORITY:

FS 1001.64; 1001.65

### RECOMMENDATION:

The President recommends approval of the **Lease Agreement** with Florida Health Sciences Center, Incorporated, dba **Tampa General Hospital** beginning August 25, 2020, to allow HCC to remain in the District Administrative offices for a term up to thirty (30) months through Feb 25, 2023, with no rental payments. HCC will remain responsible for our operational costs and routine maintenance costs.

**Initiator**

**Date**

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

**Date**

**District President**

**Date**

## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 8.03**

### BACKGROUND AND PERTINENT FACTS:

In July 2007, the Board and the City of Tampa entered into a Reciprocal License Agreement for Parking, which allows HCC to use the City lot north of and adjacent to the ICCE building and allows the City to use the HCC parking lot adjacent to the City of Tampa Tennis Complex on Davis Island. In conjunction with the sale of the District Administrative Offices, HCC will assign this Reciprocal License for Parking Agreement to the Florida Health Sciences Center, Incorporated doing business as Tampa General Hospital (TGH).

In conjunction, the Purchase and Sale and Deposit Receipt Agreement between the Board and TGH will need to be amended. The First Amendment will include as a permitted exception, the assignment of the Reciprocal License Agreement for Parking with the City of Tampa and includes the requirement that the parties will deliver a fully executed Assignment and Assumption of the License Agreement with the City of Tampa approval to assign the Reciprocal License Agreement to TGH at closing.

### ECONOMIC IMPACT:

None.

### OBJECTIVE:

To obtain Board approval of the Assignment and Assumption of the Reciprocal License Agreement for Parking between TGH, the Board, with the consent of the City, and to approve the First Amendment to the Agreement for the Purchase and Sale and Deposit Receipt with TGH.

### LEGAL AUTHORITY:

FS 1001.64; 1001.65

### RECOMMENDATION:

The President recommends approval of the **Assignment and Assumption of the Reciprocal License Agreement for Parking to TGH** that the Board and the City of Tampa approved in July 2007, at closing for the sale of the District Administrative Offices.

In conjunction, the President recommends approval of the **First Amendment for the Purchase and Sale and Deposit Receipt Agreement with TGH**, to include the Reciprocal License Agreement for Parking be as a permitted exception under the terms of the agreement, and to provide an executed Assignment and Assumption of the License Agreement at closing.

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



## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 8.04**

### **BACKGROUND AND PERTINENT FACTS:**

Pursuant to Florida Administrative Code and Florida Statutes, a Budget Amendment is required to adjust an expenditure class within the budget i.e., personnel costs, current expenses and capital outlay. These adjustments are related to the 2019-20 fiscal year-end close and the 2020-21 fiscal year budget.

The adjustments made in Budget Amendment No. 1 are primarily to carry forward balances and encumbrances from the 2019-20 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 \$4,835,322.

### **OBJECTIVE:**

To obtain Board 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.**

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
<b>District President</b>	<b>Date</b>

HILLSBOROUGH COMMUNITY COLLEGE  
Explanation of Budget Changes  
Unrestricted Current Fund  
Budget Amendment No. 1 (FY 2020/2021)  
August 12, 2020

I. AVAILABLE FUNDS

<u>Unallocated Fund Balance</u>			
Estimated Beginning Fund Balance @ July 1, 2020	53,270,542		
Actual (unaudited) Unallocated Fund Balance @ July 1, 2020			<u>53,270,542</u>
 <u>Fiscal Year 2020-21 Revenue Budget @ July 1, 2020</u>	 \$ 132,200,801		
 <u>Funds Carried Forward:</u>			
Encumbrances	2,487,011		
Facilities Rental	774,399		
Indirect Cost Recovery	<u>1,573,922</u>		
Total Funds Brought Forward @ August 12, 2020		4,835,332	
Adjusted Revenue Budget @ August 12, 2020			<u>137,036,133</u>
TOTAL AVAILABLE FUNDS @ August 12, 2020			<u><u>\$ 190,306,675</u></u>
 II. EXPENDITURES			
<u>Personnel Costs @ July 1, 2020</u>	\$ 98,245,916		
Indirect Cost Recovery		<u>124,121</u>	
Adjusted Personnel Budget @ August 12, 2020			98,370,037
 <u>Current Expenses @ July 1, 2020</u>	 33,454,885		
Adjustments for Funds Carried Forward:			
Encumbrances	2,377,213		
Facilities Rental	774,399		
Indirect Cost Recovery	<u>1,449,801</u>		
Adjusted Current Expenditures @ August 12, 2020		38,056,298	
 <u>Capital Outlay @ July 1, 2020</u>	 500,000		
Adjustments for Funds Carried Forward:			
Encumbrances		<u>109,798</u>	
Adjusted Capital Outlay @ August 12, 2020			609,798
 Total Increase in Expenditures Budget @ August 12, 2020	 4,835,332		
Adjusted Expenditure Budget @ August 12, 2020			<u>137,036,133</u>
 III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2021			<u>53,270,542</u>
TOTAL ACCOUNTED FOR			<u><u>\$ 190,306,675</u></u>

## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 8.05**

### 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. This adjustment is related to the FY 2020-21 budget.

The adjustment made in Budget Amendment No. 2 is primarily to reduce FY 2020-21 for the veto of the Martin Luther King, Jr. Day of Service project. This will decrease the unrestricted revenue and expense budgets. See attachment for detailed explanation of changes.

### ECONOMIC IMPACT:

Decrease Unrestricted Current Fund revenue and expenditure budgets by \$950,000.

### OBJECTIVE:

To obtain Board approval for adjustments made in Budget Amendment No. 2.

### 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. 2.**

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
<b>District President</b>	<b>Date</b>

**HILLSBOROUGH COMMUNITY COLLEGE**  
**Explanation of Budget Changes**  
**Unrestricted Current Fund**  
**Budget Amendment No. 2 (FY 2020/2021)**  
**August 12, 2020**

**I. AVAILABLE FUNDS**

<u>Unallocated Fund Balance</u>			
Estimated Beginning Fund Balance @ July 1, 2020	53,270,542		
Actual (unaudited) Unallocated Fund Balance @ July 1, 2020			<u>53,270,542</u>
<u>Fiscal Year 2020-21 Revenue Budget @ July 1, 2020</u>	\$ 132,200,801		
<u>Revenue:</u>			
Budget Amendment # 1 - Prior Year Carry Forward	4,835,332		
Decrease in MLK veto - Budget Amendment #2	(950,000)		
Total Funds Brought Forward @ August 12, 2020			<u>3,885,332</u>
Adjusted Revenue Budget @ August 12, 2020			<u>136,086,133</u>
TOTAL AVAILABLE FUNDS @ August 12, 2020			<u><u>\$ 189,356,675</u></u>

**II. EXPENDITURES**

<u>Personnel Costs @ July 1, 2020</u>			
Indirect Cost Recovery - Budget - Budget Amendment #1	\$ 98,245,916		
Adjusted Personnel Budget @ August 12, 2020		<u>124,121</u>	98,370,037
<u>Current Expenses @ July 1, 2020</u>			
Adjustments for Funds Carried Forward:	33,454,885		
Encumbrances - Budget Amendment #1		2,377,213	
Facilities Rental - Budget Amendment #1		774,399	
Indirect Cost Recovery - Budget Amendment #1		1,449,801	
Decrease in MLK veto - Budget Amendment #2		(950,000)	
Adjusted Current Expenditures @ August 12, 2020			<u>37,106,298</u>
<u>Capital Outlay @ July 1, 2020</u>			
Adjustments for Funds Carried Forward:	500,000		
Encumbrances - Budget Amendment #1		109,798	
Adjusted Capital Outlay @ August 12, 2020			<u>609,798</u>
Total Increase in Expenditures Budget @ August 12, 2020		3,885,332	
Adjusted Expenditure Budget @ August 12, 2020			<u>136,086,133</u>

**III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2021**

			<u>53,270,542</u>
TOTAL ACCOUNTED FOR			<u><u>\$ 189,356,675</u></u>

## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 8.06**

### 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 \$2,000,000.

Amendment No. 02 to the contract is the establishment of a Guaranteed Maximum Price (GMP) in the amount of \$833,867 for the Technology Building Backfill Remodel Project to include rooms 121A, 122, 124, 124A, 364, 365, and 463 located at the Dale Mabry Campus.

### ECONOMIC IMPACT:

Funds are provided from Capital Improvement Fees (CIF).

### OBJECTIVE:

To receive Board approval of Amendment No. 02 to the contract with Horus Construction Services, Inc., establishing a Guaranteed Maximum Price in the amount of \$833,867 for the Technology Building Backfill Remodel Project to include rooms 121A, 122, 124, 124A, 364, 365, and 463 located at the Dale Mabry Campus.

### LEGAL AUTHORITY:

COE 6-2.004  
FS 287.055  
HCC 6HX-10.4.101

### RECOMMENDATION:

The President recommends approval of **Amendment No. 02** to the contract with **Horus Construction Services, Inc., establishing a Guaranteed Maximum Price in the amount of \$833,867** for the Technology Building Backfill Remodel Project to include rooms 121A, 122, 124, 124A, 364, 365, and 463 located at the Dale Mabry Campus.

**Initiator**  
Ben Marshall

**Date**  
July 29, 2020

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

**Date**

**District President**

**Date**

**HILLSBOROUGH COMMUNITY COLLEGE**  
**Explanation of Budget Changes**  
**Unrestricted Current Fund**  
**Budget Amendment No. 2 (FY 2020/2021)**  
**August 12, 2020**

**I. AVAILABLE FUNDS**

<u>Unallocated Fund Balance</u>			
Estimated Beginning Fund Balance @ July 1, 2020	53,270,542		
Actual (unaudited) Unallocated Fund Balance @ July 1, 2020			<u>53,270,542</u>
 <u>Fiscal Year 2020-21 Revenue Budget @ July 1, 2020</u>			
	\$ 132,200,801		
 <u>Revenue:</u>			
Budget Amendment # 1 - Prior Year Carry Forward	4,835,332		
Decrease in MLK veto - Budget Amendment #2	(950,000)		
Total Funds Brought Forward @ August 12, 2020			<u>3,885,332</u>
Adjusted Revenue Budget @ August 12, 2020			<u>136,086,133</u>
TOTAL AVAILABLE FUNDS @ August 12, 2020			<u><u>\$ 189,356,675</u></u>

**II. EXPENDITURES**

<u>Personnel Costs @ July 1, 2020</u>			
	\$ 98,245,916		
Indirect Cost Recovery - Budget - Budget Amendment #1		<u>124,121</u>	
Adjusted Personnel Budget @ August 12, 2020			98,370,037
 <u>Current Expenses @ July 1, 2020</u>			
	33,454,885		
Adjustments for Funds Carried Forward:			
Encumbrances - Budget Amendment #1		2,377,213	
Facilities Rental - Budget Amendment #1		774,399	
Indirect Cost Recovery - Budget Amendment #1		1,449,801	
Decrease in MLK veto - Budget Amendment #2		(950,000)	
Adjusted Current Expenditures @ August 12, 2020			<u>37,106,298</u>
 <u>Capital Outlay @ July 1, 2020</u>			
	500,000		
Adjustments for Funds Carried Forward:			
Encumbrances - Budget Amendment #1		<u>109,798</u>	
Adjusted Capital Outlay @ August 12, 2020			<u>609,798</u>
Total Increase in Expenditures Budget @ August 12, 2020	3,885,332		
Adjusted Expenditure Budget @ August 12, 2020			<u>136,086,133</u>

**III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2021**

			<u>53,270,542</u>
TOTAL ACCOUNTED FOR			<u><u>\$ 189,356,675</u></u>

## RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

**Agenda Number: 8.07**

### **BACKGROUND AND PERTINENT FACTS:**

The District Board of Trustees has asked for opportunity to review and approve each monthly financial statement, which is prepared at the end of the previous month. The May 2020 Financial Statements and related documents are included for review.

### **ECONOMIC IMPACT:**

None.

### **OBJECTIVE:**

To obtain Board approval for the monthly Financial Statements.

### **LEGAL AUTHORITY:**

Sections 1001.64; 1001.65, Florida Statutes

### **RECOMMENDATION:**

The President recommends approval of the **May 2020 Financial Statements**.

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
<b>District President</b>	<b>Date</b>

**Hillsborough Community College  
Executive Summary  
Current Unrestricted Fund  
Period Ending May 31, 2020  
(Dollars In Thousands)**

	MONTH			YEAR-TO-DATE				
	<u>Current</u> <u>Actual</u>	<u>Prior Year</u> <u>Actual</u>	<u>% Var</u> <u>Prior Yr</u>	<u>Budget</u>	<u>Current</u> <u>Actual</u>	<u>% of</u> <u>Budget</u>	<u>Prior Year</u> <u>Actual</u>	<u>% Var</u> <u>Prior Yr</u>
<b>Revenues</b>								
Student Tuition and Fees <sup>(1)</sup>	\$1,878	\$3,058	-39%	\$57,746	\$57,497	100%	\$58,239	-1%
Support from State Government <sup>(2)</sup>	\$6,438	\$7,928	-19%	62,073	\$61,478	99%	\$59,244	4%
Other Revenue <sup>(3)</sup>	\$94	\$311	-70%	2,385	\$2,707	114%	\$3,012	-10%
Total Revenue	\$8,411	\$11,297	-26%	\$122,204	\$121,681	100%	\$120,495	1%
<b>% of Revenues From State Govt.</b>	<b>77%</b>	<b>70%</b>		<b>51%</b>	<b>51%</b>		<b>49%</b>	
<b>Operating Expenses</b>								
Instructional Salaries & Benefits	\$3,118	\$4,602	-32%	\$37,735	\$40,374	107%	\$39,163	3%
Other Salaries & Benefits	3,961	5,429	-27%	50,382	47,781	95%	44,802	7%
Total Personnel Costs <sup>(4)</sup>	\$7,079	\$10,031	-29%	\$88,117	\$88,155	100%	\$83,965	5%
Other Expenses <sup>(5)</sup>	\$1,868	\$3,671	-49%	\$25,286	\$23,801	94%	\$25,126	-5%
Total Operating Expenses	\$8,947	\$13,702	-35%	\$113,403	\$111,956	99%	\$109,091	3%
<b>Capital Outlay</b>	<b>\$68</b>	<b>\$458</b>	<b>-85%</b>	<b>\$1,401</b>	<b>\$1,489</b>	<b>106%</b>	<b>\$1,824</b>	<b>-18%</b>
Total Expenses	\$9,015	\$14,161	-36%	\$114,803	\$113,446	99%	\$110,915	2%
Excess/(deficit) Revenues Over Expenses	<u>-\$604</u>	<u>-\$2,864</u>		<u>\$7,400</u>	<u>\$8,236</u>		<u>\$9,580</u>	

**NOTES:**

(1) The current month increase of \$1.2M in Student Tuition and Fees is primarily due to the \$937K billed in May FY19 for Dual Enrollment which was billed in March of FY20.

(2) The current month decrease of \$1.5M in Support from State Government is due the timing of the payout for Industry Certifications in FY20 compared to FY19 and to the \$657K net of the increase in monthly state funding and the decrease in lottery funding.

(3) The current month decrease of \$216K in Other Revenue is primarily due to a \$73K monthly decrease in Child Care revenue, a \$62K monthly decrease in Facilities Use revenue, a \$41K decrease in Misc BCB revenue and a \$39K decrease in Interest revenue in May FY20 compared to May FY19.

(4) The current month decrease of \$3M in Personnel Costs is due to the fact that there were three payrolls processed in May in FY19 but the three payrolls fell in April in FY20.

(5) The current month decrease of \$1.8M in Other Expenses is primarily due to the \$888K decrease in Other Services, the \$359K decrease in Other Materials & Supplies, the \$137K decrease in Telephone & Utilities and the \$131K decrease in Educational Materials & Supplies.



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

**KEY PERFORMANCE INDICATORS**

<b><u>STAFF FTEs</u></b>			<b><u>STUDENT FTEs <sup>(2)</sup></u></b>			
	<b><u>May 2020</u></b>	<b><u>May 2019</u></b>	<b><u>Term</u></b>	<b><u>FY20</u></b>	<b><u>FY19</u></b>	<b><u>FY18</u></b>
Instructional Faculty FTEs <sup>(1)</sup>	557	579	SUMMER	3,574	3,442	3,107
All Other Staff FTEs	921	900	FALL	9,847	9,717	9,576
Total FTEs	1,478	1,479	SPRING	9,052	8,899	8,993
% of Instructional FTEs	38%	39%	TOTAL	22,473	22,058	21,676
			Total Target FY 19-20 <sup>(2)</sup>	21,956		
	<b><u>May 2020</u></b>	<b><u>May 2019</u></b>				
Actual Head Count Instruct. Faculty	1,055	1,101				
Actual Head Count All Other Staff	1,267	1,316				
Total Actual Head Count	2,322	2,417				

**LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE**

	<b><u>May 2020</u></b>	<b><u>May 2019</u></b>
Current Ratio (Current Assets/Current Liabilities)	7.42	6.33
Return On Net Assets (Fund Balance After to GASB 68 & GASB 75/Total Assets)	7%	7%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	8%	10%
Fund Balance as a % of Funds Available (Fund Balance After to GASB 68 & GASB 75/Total Funds Available)	12.52%	12.10%
Days Cash on Hand (Cash & Cash Equiv./Daily Operating Expenses)	107	130

**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.**

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

	<b>As of May 31, 2020</b>	<b>As of May 31, 2019</b>
<b>ASSETS</b>		
Current Assets:		
Cash and Cash Equivalents	\$ 40,834,589	\$ 48,808,810
Restricted Cash and Cash Equivalents	5,002,651	4,270,841
Investments	3,622,275	7,882,680
Restricted Investments	-	-
Accounts Receivable, Net	16,731,241	6,558,976
Notes Receivable, Net (Note 1)	3,240	2,067
Due from Other Governmental Agencies (Note 2)	3,374,240	5,539,619
Due from Component Unit/College (Note 3)	527,760	5,768
Inventories	1,619,604	1,522,761
Prepaid Expenses (Note 4)	912,287	934,029
Deposits	-	-
Other Assets	-	-
<b>Total Current Assets</b>	<b>\$ 72,627,888</b>	<b>\$ 75,525,549</b>
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 10,362,411	\$ 10,742,185
Investments	4,271,927	249,440
Restricted Investments	-	10,762
Prepaid Expenses	-	-
Loans and Notes Receivable, Net	19,994	32,799
Depreciable Capital Assets, Net (Note 5)	152,872,889	141,463,824
Nondepreciable Capital Assets	2,116,952	16,240,857
Land	29,456,019	29,756,180
Other Assets	137,500	137,500
<b>Total Noncurrent Assets</b>	<b>\$ 199,237,693</b>	<b>\$ 198,633,547</b>
<b>TOTAL ASSETS</b>	<b>\$ 271,865,581</b>	<b>\$ 274,159,097</b>
<b>DEFERRED OUTFLOWS OF RESOURCES (Note 6)</b>		
Deferred Outflows - Pension FRS	\$ 20,326,164	\$ 20,953,515
Deferred Outflows - Pension HIS	3,696,515	4,093,366
Deferred Outflows - Other Post Employment Benefits	774,365	905,148
<b>Total Deferred Outflows of Resources</b>	<b>\$ 24,797,044</b>	<b>\$ 25,952,029</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>\$ 296,662,625</b>	<b>\$ 300,111,125</b>
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts Payable	\$ 1,173,720	\$ 2,199,185
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	6,109,207	5,745,973
Retainage Payable	167,323	747,270
Due to Other Governmental Agencies	11,563	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	49,807	49,105
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	612,777	773,178
Long-Term Liabilities - Current Portion:		
Bonds Payable	-	350,000
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)	433,681	1,080,479
Other Post Employment Benefits Payable (Note 11)	-	568,283
<b>Total Current Liabilities</b>	<b>\$ 9,789,080</b>	<b>\$ 11,925,037</b>

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

	<u>As of May 31, 2020</u>	<u>As of May 31, 2019</u>
Noncurrent Liabilities:		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	9,745,931	13,166,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Special Termination Benefits Payable	-	-
Compensated Absences Payable	2,707,845	3,080,508
Net Pension Liability (Note 10)	55,191,276	55,172,787
Other Post Employment Benefits Payable	1,498,849	867,299
Other Long-Term Liabilities	-	-
<b>Total Noncurrent Liabilities</b>	<u>\$ 69,143,902</u>	<u>\$ 72,286,595</u>
<b>TOTAL LIABILITIES</b>	<u>\$ 78,932,982</u>	<u>\$ 84,211,632</u>
<b>DEFERRED INFLOWS OF RESOURCES (Note 6)</b>		
Deferred Inflows - Pension FRS	\$ 4,205,500	\$ 1,939,378
Deferred Inflows - Pension HIS	2,533,540	1,946,823
Deferred Inflows - Other Post Employment Benefits	87,784	60,657
<b>Total Deferred Inflows of Resources</b>	<u>\$ 6,826,824</u>	<u>\$ 3,946,858</u>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	<u><u>\$ 85,759,806</u></u>	<u><u>\$ 88,158,490</u></u>
<b>NET POSITION</b>		
Invested in Capital Assets, Net of Related Debt	\$ 176,007,667	\$ 177,945,993
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	4,151,460	2,140,211
Scholarships	987,636	1,595,404
Capital Projects	8,186,622	9,990,141
Debt Service	-	10,762
Unrestricted	<u>21,569,435</u>	<u>20,270,123</u>
<b>Total Net Position</b>	<u>\$ 210,902,819</u>	<u>\$ 211,952,636</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION</b>	<u><u>\$ 296,662,625</u></u>	<u><u>\$ 300,111,125</u></u>

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

**FUND BALANCE SUMMARY  
FOR FUNDS 1, 3, AND 6  
AS OF MAY 31, 2020**

Reserve for Encumbrances	\$	188,723	
BOT Designations	\$	3,038,778	
Unallocated Fund Balance	\$	51,154,634	
Change in Unrestricted Net Position	\$	<u>7,899,399</u>	
Total Reserve and Change in Unrestricted Net Position	\$	62,281,534	
Less: (GASB 68 and GASB 74/75)	\$	<u>(40,712,099)</u>	
<b>Total Fund Balance As Reported After GASB 68 and GASB 74/75</b>	<b>\$</b>	<b><u>21,569,435</u></b>	<b>12.52%</b>

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

	<u>YTD Actual to Budget Comparison</u>				<u>YTD Actual to Actual Comparison</u>			
<b><u>REVENUE</u></b>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> \$	%	<u>May-20</u>	<u>May-19</u>	<u>Variance</u> \$	%
Student Tuition and Fees	\$57,746	\$57,497	-\$249	0%	\$57,497	\$58,239	-\$742	-1%
Support From State Government	\$62,073	\$61,478	-\$596	-1%	\$61,478	\$59,244	\$2,234	4%
Other Revenue	\$2,385	\$2,707	\$322	14%	\$2,707	\$3,012	-\$305	-10%
<b>Total Revenue</b>	<b>\$122,204</b>	<b>\$121,681</b>	<b>-\$522</b>	<b>0%</b>	<b>\$121,681</b>	<b>\$120,495</b>	<b>\$1,186</b>	<b>1%</b>
	<u>YTD</u>	<u>YTD</u>	<u>Variance</u>				<u>Variance</u>	
<b><u>EXPENDITURES</u></b>	<u>Budget</u>	<u>Actual</u>	<u>\$</u>	<u>%</u>	<u>May-20</u>	<u>May-19</u>	<u>\$</u>	<u>%</u>
<b><u>Personnel Costs</u></b>								
Full Time Salaries	\$50,343	\$48,747	-\$1,597	-3%	\$48,747	\$47,366	\$1,380	3%
Part Time Salaries	\$18,021	\$18,919	\$898	5%	\$18,919	\$18,391	\$528	3%
Fringe Benefits	\$19,414	\$20,305	\$892	5%	\$20,305	\$18,051	\$2,254	12%
Salary Attrition Funds	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
Regular Termination	\$339	\$185	-\$154	-46%	\$185	\$157	\$28	18%
<b>Total Personnel Costs</b>	<b>\$88,117</b>	<b>\$88,155</b>	<b>\$38</b>	<b>0%</b>	<b>\$88,155</b>	<b>\$83,965</b>	<b>\$4,190</b>	<b>5%</b>
<b><u>Current Expenses</u></b>								
Travel	\$683	\$434	-\$249	-36%	\$434	\$621	-\$187	-30%
Telephones & Utilities	\$3,807	\$3,752	-\$55	-1%	\$3,752	\$3,727	\$25	1%
Professional Fees	\$1,175	\$952	-\$223	-19%	\$952	\$931	\$21	2%
Repairs & Maintenance	\$2,642	\$2,615	-\$26	-1%	\$2,615	\$2,359	\$257	11%
Insurance	\$1,696	\$1,785	\$89	5%	\$1,785	\$1,636	\$149	9%
Other Services	\$9,199	\$9,163	-\$36	0%	\$9,163	\$9,620	-\$457	-5%
Materials & Supplies	\$1,426	\$1,318	-\$108	-8%	\$1,318	\$1,510	-\$192	-13%
All Other Current Expenses	\$4,658	\$3,782	-\$876	-19%	\$3,782	\$4,722	-\$940	-20%
<b>Total Current Expenses</b>	<b>\$25,286</b>	<b>\$23,801</b>	<b>-\$1,484</b>	<b>-6%</b>	<b>\$23,801</b>	<b>\$25,126</b>	<b>-\$1,324</b>	<b>-5%</b>
<b>Total Personnel &amp; Current Expenses</b>	<b>\$113,403</b>	<b>\$111,956</b>	<b>-\$1,446</b>	<b>-2%</b>	<b>\$111,956</b>	<b>\$109,091</b>	<b>\$2,865</b>	<b>4%</b>
<b><u>Capital Outlay</u></b>								
Equipment	\$125	\$304	\$179	142%	\$304	\$295	\$9	3%
Buildings	\$1,275	\$1,185	-\$90	-7%	\$1,185	\$1,529	-\$343	-22%
<b>Total Capital Outlay</b>	<b>\$1,401</b>	<b>\$1,489</b>	<b>\$88</b>	<b>6%</b>	<b>\$1,489</b>	<b>\$1,824</b>	<b>-\$335</b>	<b>-18%</b>
<b>Total Expenditures</b>	<b>\$114,803</b>	<b>\$113,446</b>	<b>-\$1,358</b>	<b>-1%</b>	<b>\$113,446</b>	<b>\$110,915</b>	<b>\$2,531</b>	<b>2%</b>
Excess/(Deficit) Revenues Over Expenses	<u>\$7,400</u>	<u>\$8,236</u>			<u>\$8,236</u>	<u>\$9,580</u>		

Exhibit 2

**HILLSBOROUGH COMMUNITY COLLEGE**  
**INVESTMENTS**  
**May 2020**

<b>Bank</b>	<b>Account number</b>	<b>Interest Rate</b>	<b>Market Value</b>	<b>Issue Date</b>	<b>Maturity Date</b>
Fifth Third	33804	various	\$9,311,537.66	see attached detail	



Description	Original Units	Security Type	Interest	Trade Date	Settle Date	Effective Maturity	Final Maturity	Original Cost	Book Value	Market Value as of
										5/31/20
Ally Bank	250,000.00	CD	3.05000%	12/10/2018	12/12/2018	12/07/2020	12/07/2020	250,000.00	250,000.00	253,832.50
AMERICAN EXPRESS NATIONAL BANK	250,000.00	CD	1.45000%	04/01/2020	04/07/2020	04/10/2023	04/10/2023	250,000.00	250,000.00	257,647.50
AMERICAN EXPRESS CREDIT CORP	1,000,000.00	CORP	2.60000%	07/05/2018	07/09/2018	08/14/2020	09/14/2020	991,170.00	998,818.34	1,004,380.00
BMW Bank of North America Inc.	250,000.00	CD	1.90000%	08/14/2019	08/16/2019	02/16/2021	02/16/2021	250,000.00	250,000.00	253,152.50
BANK OF AMERICA CORP	800,000.00	CORP	2.62500%	08/14/2019	08/16/2019	04/19/2021	04/19/2021	807,784.00	804,138.30	814,400.00
Bank of Baroda New York Branch	250,000.00	CD	1.75000%	12/23/2019	12/31/2019	12/01/2020	12/01/2020	250,000.00	250,000.00	252,092.50
BANK OF NEW YORK MELLON CORP	750,000.00	CORP	2.05000%	08/01/2019	08/05/2019	04/03/2021	05/03/2021	750,000.00	750,000.00	760,432.50
Berkshire Bank	250,000.00	CD	1.25000%	04/01/2020	04/08/2020	04/21/2022	04/21/2022	250,000.00	250,000.00	254,832.50
Blue Ridge Bank	250,000.00	CD	1.20000%	04/01/2020	04/14/2020	04/14/2022	04/14/2022	250,000.00	250,000.00	254,552.50
CIT Bank, National Association	250,000.00	CD	1.00000%	03/12/2020	03/26/2020	09/27/2021	09/27/2021	250,000.00	250,000.00	252,680.00
CADENCE BANK NA	250,000.00	CD	1.30000%	04/01/2020	04/15/2020	04/17/2023	04/17/2023	250,000.00	250,000.00	256,597.50
Capital One Bank (USA), National Association	250,000.00	CD	2.10000%	08/01/2019	08/07/2019	08/09/2021	08/09/2021	250,000.00	250,000.00	255,725.00
Centerstate Bank Of Florida (Winter Haven,FL)	250,000.00	CD	0.80000%	03/12/2020	03/30/2020	09/30/2021	09/30/2021	250,000.00	250,000.00	252,022.50
Citibank, N.A.	250,000.00	CD	3.00000%	07/24/2018	08/03/2018	08/03/2021	08/03/2021	250,000.00	250,000.00	258,307.50
Discover Bank	250,000.00	CD	3.00000%	11/14/2018	11/21/2018	11/23/2020	11/23/2020	250,000.00	250,000.00	253,550.00
1st Source Bank	250,000.00	CD	2.40000%	06/04/2019	06/13/2019	07/13/2022	07/13/2022	250,000.00	250,000.00	261,342.50
Flagstar Bank, FSB	250,000.00	CD	2.45000%	06/04/2019	06/12/2019	06/13/2022	06/13/2022	250,000.00	250,000.00	261,222.50
Goldman Sachs Bank USA	250,000.00	CD	1.85000%	10/30/2019	10/30/2019	10/31/2022	10/31/2022	250,000.00	250,000.00	259,335.00
JPMorgan Chase Bank, National Association	250,000.00	CD	2.10000%	07/02/2019	07/05/2019	07/05/2020	07/05/2020	250,000.00	250,000.00	250,472.50
FEDERATED GOVT OBL CAP	749,656.16	MMFUND		---	---	05/31/2020	05/31/2020	749,656.16	749,656.16	749,656.16
Morgan Stanley Private Bank, National Association	250,000.00	CD	2.75000%	01/03/2019	01/10/2019	07/10/2020	07/10/2020	250,000.00	250,000.00	250,767.50
Raymond James Bank, N.A.	100,000.00	CD	1.70000%	10/30/2019	11/08/2019	11/08/2021	11/08/2021	100,000.00	100,000.00	102,169.00
Sallie Mae Bank	250,000.00	CD	2.45000%	05/10/2019	05/15/2019	05/17/2021	05/17/2021	250,000.00	250,000.00	255,560.00
Stearns Bank National Association	250,000.00	CD	1.70000%	12/23/2019	12/27/2019	06/27/2022	06/27/2022	250,000.00	250,000.00	257,517.50
Synchrony Bank	250,000.00	CD	2.45000%	05/10/2019	05/17/2019	05/17/2022	05/17/2022	250,000.00	250,000.00	260,915.00
TIAA, FSB	250,000.00	CD	1.95000%	08/14/2019	08/28/2019	08/26/2022	08/26/2022	250,000.00	250,000.00	259,350.00
Texas Exchange Bank, SSB	250,000.00	CD	1.00000%	03/12/2020	03/27/2020	03/25/2022	03/25/2022	250,000.00	250,000.00	253,510.00
Wells Fargo Bank, National Association	250,000.00	CD	2.45000%	05/10/2019	05/17/2019	05/17/2021	05/17/2021	250,000.00	250,000.00	255,515.00
	9,149,656.16									9,311,537.66