



DISTRICT BOARD OF TRUSTEES BOARD MEETING

**JUNE 24, 2020
4:00 PM**

LOCATION: ZOOM

TO JOIN:

<https://hccfl.zoom.us/j/99661213014>

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

<https://hccfl.zoom.us/j/99661213014>

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- 1.02 Invocation
- 1.03 Pledge of Allegiance
- 1.04 Roll Call
- 1.05 Welcome to Guests and Staff Members
- 1.06 Foundation Report
- 1.07 Faculty and Staff Recognitions
- 1.08 The Chairman recommends adoption of the Agenda, all revisions to the Agenda and approval of all agenda items marked “**Consent**”.
- 1.09 The President recommends approval of the **May 27, 2020 Board Meeting** and the **June 5, 2020 Special Board Meeting minutes** (submitted herein for your review).

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4.0 HEARING OF FACULTY AND STAFF

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CONSENT	5.02 The President recommends approval of individuals for part-time employment during Term 20/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).	20
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7.04	The President recommends 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 (submitted herein for your review).	28
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8.02 The President recommends approval of 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 the operational costs. 49

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Section 1

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, MAY 27, 2020 – 4:00 P.M.
VIA CONFERENCE CALL
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 and 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

- 1.02.01 Mrs. Viamontes asked that we remember faculty member Dr. Nancy Barlar. Nancy will be remembered as a passionate instructor, having taught music at the SouthShore Campus.

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 April was provided.
- 1.06.02 The April major gift reports were sent to the Board separately and included donations totaling \$151,163. Donors included:

- *The Children's Board of Hillsborough County*
- *Krewe of Sant' Yago Education Foundation, Inc.*
- *Cathy Zaccari Memorial Foundation, Inc.*
- *SunTrust Foundation*
- *Kathleen Dawes*
- *Wendy Pagoda*
- *Amscot Financial*

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**".

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

1.09 The President recommended approval of the **April 22, 2020 Board Meeting Minutes**.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. 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.

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.

5.02 The President recommended approval of **part-time faculty and staff employment** recommendations for Term 19/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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.

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

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.

5.04 The President recommended award of **continuing contracts** to the following faculty members:

<i>Benjamin Barrett</i>	<i>Emily Brown</i>	<i>Amanda De La Serna</i>
<i>Angela Eward-Mangione</i>	<i>Robert Farley</i>	<i>John Frank</i>
<i>Sheila Hajari</i>	<i>Joseph Kitchens</i>	<i>Joel Lacivita</i>
<i>Kaleena Landry</i>	<i>Steve Salengo</i>	<i>Peter Sleszynski</i>
<i>Sherrie Slom</i>	<i>Mary Watts</i>	<i>David Wingfield</i>

Mrs. Shah 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.

5.05 The President recommended award of **annual contracts**, as appropriate, for **full-time non-tenured instructional personnel**.

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.

5.06 The President recommended award of **administrative contracts** for the 2020-2021 fiscal year.

Mrs. Shah 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.

5.07 The President recommended award of **Rank and Promotion** to the following faculty members:

<i>Tonni Barcot-Jones</i>	<i>Theresa Lewis</i>	<i>Shelly Stein</i>
<i>Jennifer Bess</i>	<i>Sharon Moran</i>	<i>Gwen Suarez</i>
<i>Marianne Caldwell</i>	<i>April Muchmore-Vokoun</i>	<i>Michelle Thompson</i>
<i>Patrick Cureton</i>	<i>Bridget Mullen</i>	<i>Misty Vorder Bruegge</i>
<i>Leslie Eckstein</i>	<i>Darryl Myles</i>	<i>Debarti Ghosh</i>
<i>Kristina Nappi</i>	<i>Sarah Gonzalez</i>	<i>Thea Nicolaides</i>
<i>Fred Jaeger</i>	<i>Judith Nolasco</i>	<i>Todd Joseph</i>
<i>Laura Pierce</i>	<i>Craig Kasper</i>	<i>Janet Sibol</i>

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.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of the **new courses, course modification, program modification** and **program moratoriums** to be effective fall 2020 unless otherwise noted.

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.

- 6.02 The President recommended approval of **Sabbatical Leave** during the 2020-2021 Academic Year for the following faculty members: Alexander Ambrosio; Hien Bui; and April Muchmore-Vokoun.

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.

- 6.03 The President recommended approval of the **2020-21 College Calendar**.

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

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended approval of the proposed **College Goals and Strategic Initiatives** to guide direction, effective July 1, 2021.

Brig.Gen. Diehl asked if this document is only one page. Dr. Nagy advised yes. Dr. Atwater advised that these are the three goals as well as the primary initiatives which were discussed in detail at the March 13, 2020 Board Retreat. Dr. Nagy added that this is only the beginning. The College's tactical plan will provide even greater detail. Mrs. Viamontes asked that a copy of the presentation from the Board Workshop be forwarded to the Board again as a refresher. *[The Board Retreat presentation of the College's Goals and Strategic Initiatives was sent to the Board again on May 29, 2020.]*

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

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the **Application for Final Payment**. In the amount of **\$42,850** to **Crossroads Construction Company, Inc.**, for the completion of the renovation of the restrooms located in the courtyard at the Brandon Campus, as reviewed and recommended by Baker Barrios.

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.

- 8.02 The President recommended approval of the **Application for Final Payment** in the amount of **\$83,850.56** to **Williams Company Tampa**, for completion of the exterior elevated walkway and soffit repairs at the Dale Mabry Campus, as reviewed and recommended by Wilder Architecture.

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.

- 8.03 The President recommended approval of the **March 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.

- 8.04 The President recommended acceptance of the offer and execution of the Agreement for Purchase and Sale and Deposit Receipt with **Florida Health Sciences Center, Inc. DBA Tampa General Hospital of Tampa, Florida**, for the offer amount and purchase price of nineteen million five hundred thousand dollars (\$19,500,000) to sell the College's property located at 39 Columbia Drive, Tampa, Florida 33606-3584.

Mrs. Shah asked if the offer was amended to change the closing from 45 to 90 days. Dr. Atwater advised yes.

Mr. Reid asked if the College was going to counter their offer. Martha Kaye Koehler, General Counsel, advised there is a purchase and sale agreement and we've agreed in discussions with Tampa General Hospital (TGH) verbally, that we would execute the contract and initial the change and return to TGH for their initials. Mr. Mike Griffin with Savills advised that they have worked very hard to run a tight yet competitive sealed offer process. Mrs. Shah asked if we put a request out, is this modifying after the fact. MK advised that the other party agreed to the change and that it was fine to initial the change and should not create any problems regarding the offer process the College used.

Mr. Reid advised that after everything the College asked for, making even that minor change could impact the sale but that hopefully everything will work out.

Mrs. Shah also stated that the College was very specific with what was put in request for proposal and that she was disappointed changes were made after the fact. She added that she hoped this would be a one-time occurrence and it would not happen again.

Mr. Reid thanked TGH for being flexible to allow the College an additional 45 days to close. Brig.Gen. Diehl asked why the change was made. Dr. Atwater stated that although they expect to close within 45 days, the additional 45 days would provide some flexibility during the pandemic.

Mrs. Shah asked to have some input into the next phase. She added that the College had worked very hard on a mission statement and wanted to make sure the College stays in alignment with that and that the College doesn't undo the years of work already done.

Mrs. Viamontes thanked Mr. Reid for his input and insight about the property. She also thanked Mr. Griffin for his help in finalizing the sale and added that this will make a significant impact in the future of the College. She also thanked Mrs. Shah for her legal input. She added that this is an historic moment for the College.

Mrs. Shah thanked Mr. Griffin and his team for their hard work. Mr. Reid echoed that and thanked TGH for being patient with the College, noting that the property will be a valuable asset to them. He added that it's clear that both sides will benefit from the sale.

Mr. Stubbs thanked Mr. Griffin and his team for their hard work.

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

9.0 ADMINISTRATIVE REPORT

- 9.01 Dr. Atwater suggested holding a June Board Workshop to have further discussion on the District Administrative Offices relocation. HCC will bring forward a plan of action on moving operations from the two buildings, what the College is going to do and how we are going to do it. He added that Mr. Reid had volunteered to serve as the Board liaison on the planning team.

Mr. Reid stated that everyone needs start thinking about things as soon as possible. He added that the College has the choice of replacing the building and pocketing the leftover funds or spending all of the funds and getting as much as possible into the new building. He added that the College needs to have a baseline charrette sooner rather than later.

Mrs. Shah agreed that a workshop was needed within the next few weeks before a lot of time and effort is spent on a proposal. Dr. Atwater advised there would be several meetings and follow-ups in the development of the new building. Mrs. Shah stated that Mr. Reid would be an incredible value-add but she also has some suggestions and since she cannot speak to Mr. Reid directly, a workshop would be best.

Mrs. Viamontes added that each Board member can speak to Dr. Atwater directly. Dr. Atwater stated that if more than one Board member is involved, the workshop would have to be noticed.

Mr. Reid asked Mrs. Koehler if someone who is in a consulting position, is that something that is a service that can be procured without a competitive process. Mrs. Koehler advised yes but she would follow-up. Mr. Reid stated that he felt strongly about getting a consultant on board and have a workshop as soon as possible. Mrs. Viamontes agreed.

Mrs. Viamontes stated that the first part of this process is clearly construction and once we start receiving estimates, we will also need to determine what to do with the sale proceeds and be very careful once we know how much the College will need for construction.

Brig.Gen. Diehl stated that the reason the trustees need to be involved in the first few meetings is to shape what we are doing. He added that the building will be very important to both the College as well as Tampa. He stated that this should be a grand building built in concert with the College's vision. Mrs. Shah agreed.

Mr. Reid stated that once the direction is decided, additional collective grouping of Board members was not needed. He also added he would like to have a consultant on board from the very first meeting. Brig.Gen. Diehl agreed that a consultant is needed. Mr. Reid added that he previously recommended Envision as a possible consultant to the College. The Board agreed to hold a workshop on Friday, June 5.

- 9.02 The College still has not received any direction from the state regarding the College's budget. A tentative budget has been developed on the assumption that the legislators submit the budget to the governor and the College is prepared to move forward at the June Budget Workshop.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.06 Mrs. Shah stated that she is pleased to be a part of this Board as HCC takes a monumental step forward.
- 11.01 Brig.Gen. Diehl echoed Mrs. Shah's comments. He added that it isn't too early to start marketing HCC's story and getting the community excited for us. He added "keep washing your hands".
- 11.02 Mr. Reid thanked Mr. Griffin, Mr. Harris or any other representatives from TGH's side.
- 11.03 Mr. Stubbs stated that he feels this is a great beginning for HCC and he is excited to see what is coming next.

11.04 Mrs. Viamontes stated that the timing of this decision with everything that is happening in healthcare today could not be better. Anything that HCC or the Board can do for TGH should be done to ensure they get access to this location on time.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 5:03 p.m.

DRAFT

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
SPECIAL BOARD MEETING
FRIDAY, JUNE 5, 2020 – 10:00 A.M.
VIA MICROSOFT TEAMS
MINUTES**

1. Call to Order *[10:25 A.M.]*

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 and 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.

2. Invocation

3. Pledge of Allegiance – As this meeting was conducted via Microsoft Teams, the Pledge of Allegiance could not be made.

4. Roll Call

The following Trustees were in attendance:

- Mrs. Betty Viamontes
- Mrs. Dipa Shah
- Mr. Randall Reid
- Brig.Gen. Chip Diehl *[joined the call at 10:56 A.M.]*
- Mr. Rashad Stubbs

Welcome to Guests and Staff Members

5. Discussion

This meeting was called to order to discuss moving forward with the relocation of the District Administrative Offices. Dr. Atwater advised that Mr. Reid was working as an HCC's liaison and will lead the owner's representative discussion. Mr. Al Erdman, Vice President for Administration and CFO, will present locations and a timetable.

Owner's Representative –

Mr. Reid advised that a lot of discussion has taken place regarding the hiring of an outside owner's representative to drive the process; This is important, as the project if by the design/build delivery method, is where you hire one firm and one team at one time. This is a quicker option, as there is a reasonable but finite timeline. Due to the cost of construction management, design-build appears to

be the cheaper method and involves hiring an outside group to sit with us and help with the programming of the building. When the architect is selected, we also save funds on their fee. This is substantially less than what a construction management firm would charge. We would then hand the architect the program and can continue with normal procurement, hiring a contractor, etc. Dr. Atwater advised that the employee representative firm has agreed to provide just the programming.

Mrs. Shah stated that it looks like the only thing currently being considered is moving the entire administration center to a newly constructed building at the Dale Mabry Campus. Mrs. Shah said she would like, in parallel, for the College to look at the market in Hillsborough County to see if there is a building that might be available for purchase which may expedite the process. She added that there may be an opportunity to purchase an existing building at a very low price. She asked that the College consider taking the administrative functions and diversify them across campuses and consider using proceeds from the sale for much needed deferred maintenance; she added that it would be nice to have everything in one place but there may be other options.

Mr. Reid stated that as long as that effort doesn't slow down the process, he would support Mike Griffin of Savills checking the market, as long as the College starts down the other path in the interim. He added that if HCC commits \$32K but later finds the perfect building, it will have saved far more than \$32K and that he is fine with exploring other options. Mr. Reid stated that part of the programming effort could be to build a building that housed 50 people as example but that they need to know who needs to be in this building. Mr. Reid added that he envisioned a new building that is healthy, resilient and sustainable. Mrs. Viamontes agreed and added that the College needs to look at the new space and various functions within the building to determine if the new building could have a bigger impact in the community via dual-use to help the future growth of education efforts.

Dr. Atwater reminded the Board that approximately eight (8) years ago, HCC purchased the Collaboration Studio and a lot of service functions were offloaded at that time. HCC will continue to look at the core services being provided in the administrative building. Dr. Atwater asked if Mr. Griffin previously provided information on available buildings and price ranges. Mrs. Koehler, General Counsel, advised yes. Dr. Atwater asked Mrs. Shah if she still wanted to have the College look for other buildings. Mrs. Shah advised yes, as circumstances have changed dramatically in the past several months and would also like to make sure that the building search isn't just limited to the downtown area but a wider geographic area. Mrs. Viamontes asked if a motion was needed. Mr. Caraway, Legal Counsel, advised no.

Site Options –

Mr. Erdman presented three (3) possible site options at the Dale Mabry Campus. Dr. Atwater advised the Dale Mabry Campus is the most heavily trafficked campus and that we want to make sure that the new building doesn't interfere

with the instructional delivery or impact parking at the Campus. Option 2 is currently part of the Master Plan. Options 1 and 3 require modification to the Master Plan and would require state approval. The preferred option, Option 3, would be to build on the outskirts of the Campus. Mrs. Shah advised she liked Option 3 because it does not interfere with the functions of the Campus. Mrs. Viamontes, Mr. Reid and Mr. Stubbs agreed. Dr. Atwater agreed that the Campus is very busy and future growth opportunities could be impacted if we try to situate a new building in the core of the campus.

Brig.Gen. Diehl asked what the vision of the Campus is for 2030 and is the College going to “let today drive tomorrow or let tomorrow drive today”. He added that with the buildings that need to be updated and expanded, the College should place the administration building where it advantages tomorrow and not try to shoe-horn it in today. Brig.Gen. Diehl also stated that this is the cornerstone of HCC for the next 30-50 years and should be a grand building, intimately part of the whole campus and showcase HCC. This is the right campus and the campus of the future and the face of HCC from a single campus standpoint. He suggested a rooftop vista that looks out over the city and to “aim high”.

Mr. Reid advised that with a need for only 30-40K square feet [approximately three floors], this building will not be tall or have a vista view. Mr. Ben Marshall, Facilities and Planning Manager, advised the building cannot exceed the height of Raymond James Stadium because of the airport. Mr. Reid added that the building cannot go over four (4) stories. He stated that the clock is ticking and the College doesn’t have a lot of time to explore every option in Tampa. He added that HCC is weighing the pros and cons of doing other things with this money, such as paying off the balloon payment on the Allied Health Building, deferred maintenance, etc., and using it for other critical needs. Mr. Reid stated that with the new building being a functional administrative building, it should not be the focus of the Campus. Brig.Gen. Diehl recommended using the excess fund balance when possible. He added that he would like to see the vision for the campus and where this fits in. He stated that the community will invest with the College if we ask to raise funds to help, as would Tallahassee.

Mrs. Shah stated that she believes HCC can do that but to also take this opportunity to use the proceeds from the sale to help the campuses with deferred maintenance or student needs. Mrs. Viamontes agreed with Mrs. Shah and added that we do not want to overextend ourselves. Mrs. Shah stated that the College needs to be mindful of the other needs. Dr. Atwater reiterated that the preferred location is Option 3 and recommended Option 3 to move forward. Mr. Carraway asked if Mr. Reid needed direction. Mr. Reid advised no; that a decision is not needed yet.

Brig.Gen. Diehl asked to meet the owner’s representative and would like to see the vision for Dale Mabry Campus for 2030. He stated that the building should be multi-purpose with the ability to expand. He added that he thinks the College can “do it all.” Mr. Reid stated the entire reason for this is that Tallahassee would never give the College the money to build a building and the College is already

under contract and moving in 30 months, so it would not be possible to take building plans to Tallahassee. Mr. Reid added that the only chance to have input on what this building looks like is now. He added that the building needs to be functional and efficient and that the College can focus its grand vision elsewhere. Brig.Gen. Diehl stated that the College doesn't have anything to show Tallahassee. Mr. Reid stated that the budget is the funds received from the sale of the District Administrative Offices. He added that even if HCC had the perfect plan to show Tallahassee, they still would not fund the new building. Brig.Gen. Diehl stated that he understood the time constraints but felt rushing into construction was a mistake.

Mr. Reid stated that there may be an opportunity to take \$3M to the County and ask the County to provide HCC with the \$3M match promised, take that money and build a new building at SouthShore instead. Mrs. Shah stated that she thought that was a great idea.

Mr. Reid stated that the College has a \$4M balloon payment due on Allied Health in four (4) years, which can be paid with the proceeds from the sale, and eliminate the debt. Brig.Gen. Diehl asked if the College is looking to refinance the balloon payment since interest rates are low. Mr. Erdman advised that he did not know if the College could refinance because the loan is being paid with Capital Improvement Funds (CIF) with very specific rules and guidelines.

Mrs. Viamontes stated that there might be potential for naming opportunities. Dr. Atwater advised the district administration offices were named **The Dr. Gwendolyn W. Stephenson District Administration Center** in perpetuity and the name will move with the building.

Brig.Gen. Diehl asked again to meet the owner's representative. Dr. Atwater advised he would take care of it once they are under contract.

Tentative Timeline –

Mr. Erdman provided a brief overview of the estimated timeline from programming through completion. Mr. Reid asked Mr. Carraway if meetings regarding design charrettes need to be noticed. Mr. Carraway advised if there are multiple Board members at the meeting, then yes, it needs to be noticed.

Mrs. Shah asked if the program approval isn't expected to be completed until September, would the Board be able to have input. She suggested the Board have a meeting every two (2) weeks so they can provide input on the direction.

Mr. Reid reminded Dr. Atwater that the College does not need to wait to start this project. Dr. Atwater stated the College would complete the search for an alternate property as quickly as possible. Dr. Atwater stated that he would work with Mr. Erdman on the square footage range for the consultant so they can find locations that will work for HCC.

Mr. Reid asked for an initial noticed meeting with the owner's representatives, Dr. Atwater, Mr. Erdman and Mr. Marshall and the Board, to have a similar

discussion about what the Board has discussed to date and to discuss the pros and cons. Brig.Gen. Diehl asked again to see what the Dale Mabry Campus will look like in 2030. Brig.Gen. Diehl also asked that "friends of HCC" be given the opportunity to review what HCC is planning, including county commissioners, Mr. Patel, the Florida legislative delegation, etc.

Mr. Reid stated that the College will issue an RFQ for design/build tomorrow, regardless of whether this ends up being new construction or an existing building. He added that by September, there will need to be a final program in place and the direction should be established by that time. Mrs. Shah agreed. Dr. Atwater stated he would find a time for the Board to meet with the owner's representative and poll the Board on availability.

Dr. Atwater reminded the Board that the 2020-2021 FY budget is being developed but, as of this morning, the governor has not signed the state's budget. Mrs. Viamontes thanked Mr. Edman for streamlining the budget presentation for the Board.

Mrs. Shah also requested that the next Board meeting or workshop be held via Zoom. Mr. Reid added that he felt Zoom was a better meeting platform as well.

Brig.Gen. Diehl asked when students return to class. Dr. Atwater advised the College is working on a reopening plan with the main guidelines being safety and healthcare, academic integrity and delivery, and being open and accessible. He added that once it is completed, he will share it with the Board. Brig.Gen. Diehl stated that some colleges are discussing taking temperatures before students enter buildings, adding COVID-19 testing, and other ideas which can be costly and requested that HCC stay ahead of it.

6. Adjournment

There being no further business, the meeting adjourned at 12:00 P.M.

Section 2-4

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Section 5

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

These are personnel appointments for budgeted full-time positions.

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2019-2020). 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
JUNE 24, 2020 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Lee, Jenny	Math Instructor	FFC10018	Dale Mabry	08/13/20

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Krutko, Andrew	Learning Resources Coordinator	EFC0800098	Coll. Studio	06/18/20

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Williams, Carmen	Child Development Associate	NFC0200006	Ybor City	06/04/20
Tanco-Lopez, Crystal*	Staff Assistant II	NFC03T0008	Brandon	06/04/20

**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/SU. 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 (2019-20). 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/SU (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
JUNE 24, 2020 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Brown, David	Adj Success Florida Instructor	FPNC0452	Brandon	07/01/20
Castro, Jerrold	Adj Humanities Instructor	FPNC0025	Plant City	06/30/20
Ip, Kevin	Adj English Instructor	FPNC0074	Dale Mabry	08/10/20

NON-FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Amezquita, Tiffany	PT Advanced Technician	ZPP3T005	Ybor City	05/21/20
Chavez, Ivan	PT Assistant	ZPP10094	Plant City	06/02/20
Vail, Sydney	PT Camp Leader	ZPP50049	ICCE	06/15/20

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
JUNE 24, 2020 BOARD MEETING

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Pedroza, Bianca	Grants Manager	District	07/26/17	06/17/20

RETIREMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Poling, Charles	Drama Instructor	Brandon	08/22/91	09/01/20

EXPIRATION OF TEMPORARY ASSIGNMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Williams, Carmen*	Child Development Ctr Coordinator	Ybor City	01/06/20	06/03/20

* Full-Time Temporary

** Full-Time Temporary/Grant Funded

Section 6

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Section 7

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 701

BACKGROUND AND PERTINENT FACTS:

The Florida Educational Equity Act prohibits discrimination on the basis of race, national origin, sex, handicap, or marital status against a student or employee in the system of public education. Each public educational institution is required to conduct a self-analysis and adopt a plan to ensure compliance with the Florida Educational Equity Act. Each year, the Board is required to submit an annual update of the College's equity plan to the state. The annual update summarizes achievement on measures required by the Florida Department of Education, Division of Florida Colleges in student enrollment, gender equity in athletics, and employment.

ECONOMIC IMPACT:

No economic impact on the College.

OBJECTIVE:

To comply with requirements of this Florida Educational Equity Act, Hillsborough Community College completed a self-evaluation of its policies, procedures, practices, and achievements relative to student enrollment, gender equity in athletics, and employment. Appropriate methods and strategies were identified to ensure equal educational and employment opportunities for all.

LEGAL AUTHORITY:

FS 1000.05; 1006.71; 1012.86
SBE 6A-19.001-19.010

RECOMMENDATION:

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

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.02

BACKGROUND AND PERTINENT FACTS:

The Board has authorized the HCC Foundation to use College property, facilities and personnel services through adherence to the College's administrative rules and procedures for Board-approved public purposes consistent with the mission, vision and values of the College.

For fiscal year 2020-21, the Board is required to approve the Foundation's use of resources that will include use of personnel services of seven (7) College employees and use of College property and facilities, which includes approval of the square footage and its value.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To obtain the Board's approval of the Foundation's anticipated use of College resources for the upcoming 2020-21 fiscal year.

LEGAL AUTHORITY:

1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of the Foundation's use of College resources for the 2020-21 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 7th floor of the Dr. Gwendolyn W. Stephenson District Administration Center valued at \$48,000.

Initiator:

Stephen C. Shear



Date

06/08/2020

Vice President/Campus President/Director of Human Resources

Date

District President

Date

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.03

BACKGROUND AND PERTINENT FACTS:

Each year, the State Department of Education to conduct an annual Fire Safety, Casualty, and Sanitation inspections in accordance with the criteria found in the State Requirements for Educational Facilities (SREF 2014), Chapter 5, Section 5 and Florida Administrative Code 69A-58, Fire Safety in Educational Facilities. This inspection was completed in December 2019 and identified 14 violations. All of these were classified by the inspector as non-serious violations and many were minor discrepancies such as smoke doors that do not latch properly and improper use of extension cords. All deficiencies were noted in the inspection have since been corrected.

ECONOMIC IMPACT:

None. Funds needed to correct deficiencies identified were available within current year budgets.

OBJECTIVE:

To obtain Board approval of the 2019-20 Fiscal Year Fire Safety, Casualty, and Sanitation Inspection Report.

LEGAL AUTHORITY:

F.S. 1013.11
SREF, Chapter 5, Section 5
Chapter 69A-58, FAC

RECOMMENDATION:

The President recommends acceptance of the fiscal year 2019-2020 Fire Safety, Casualty and Sanitation Inspection Report for filing and action.

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

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.04

BACKGROUND AND PERTINENT FACTS:

Each year, Hillsborough Community College's (HCC) Capital Improvement Program (CIP) report is submitted to the Division of Florida Colleges to be included in the Division's annual Capital Improvement Plan and Legislative Budget Request for capital projects. The report lists Renovation, Remodeling, and New Construction projects that the College plans to complete using Public Education Capital Outlay (PECO) funds during the next five years. Projects listed on the report are updated annually by the Facilities Planning & Construction Department and reviewed by Campus Presidents, District Vice Presidents and the College President. All projects listed in the Capital Improvement Program are supported by survey recommendations contained in the College's current Five-Year Educational Plant Survey or an approved Amendment to the survey. The CIP report is due at the Division of Florida Colleges in early July each year.

HCC's Capital Improvement Program report for the Years 2021-22 through 2025-26 has been reviewed by Campus Presidents, District Vice Presidents and the College President and must be reviewed and approved by the Board of Trustees prior to being submitted to the Division of Florida Colleges on the due date of July 1, 2020.

ECONOMIC IMPACT:

No economic impact.

OBJECTIVE:

To obtain the approval of the College's Annual Update of the Five Year Capital Improvement Plan for submittal to the Division of Community Colleges and inclusion in the Division's annual Capital Improvement Plan and Legislative Budget Request for capital projects.

LEGAL AUTHORITY:

SBE 6A-14.074
HCC 6HX-10-5.300
FS 1001.02
FS 1001.64
FS 1013.45

RECOMMENDATION:

The President recommends approval of HCC's Annual Update of 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 Request for capital projects.

Initiator

Ben Marshall

Date

June 3, 2020

Vice President/Campus President/Director of Human Resources

Date

District President

Date

FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR FY 2021-22

COLLEGE: Hillsborough Coomunity College
DATE: July 1, 2020

PROJECT TITLE (Include Site)	Funding Source(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?*	ON APPROVED PPL?*	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Gen. Rem/Ren HVAC, Energy Mgmt., Utilities, ADA & Parking		2004-2005, 2005-2006, 2006-2007, 2007-2008, 2008-2009- 2009-2010, 2010-2011 &									
-District Wide	PECO	2011-2012,	N/A	13,359,376	12,000,000		25,359,376	YES		Requires Additional Funds	Open
Ren/Rem of Workforce Annex Bldg. - Ybor City Training Center	Special Legislative Approval	2018-2019	15,644	1,960,887			1,960,887	YES		Complete	9/12/2019
Renovation of Ybor Room in Ybor Bldg. - Ybor City Campus	CIF/Local	2018-2019	4,516	215,945		373,284	589,229	YES		Complete	10/3/2019
Renovation of Courtyard Restrooms - Brandon Campus	CIF	2018-2019	2,021	812,547			812,547	YES		Complete	2/28/2020
Renovation of Math Success Center - Dale Mabry Campus (Phase 3 of 4)	Grant	2018-2020	2,344	474,706			474,706	YES		Complete	7/15/2019
Renovation of Library Walkway - Dale Mabry Campus	CIF	2018-2019	N/A	1,000,000			1,000,000	YES		Construction	4/6/2020
Front Corner Sign & Parking Lot - Dale Mabry Campus	Local	2018-2019	N/A	2,000,000			2,000,000	YES		Construction	4/30/2020
Renovation of South Parking Lot - Dale Mabry Campus	CIF	2018-2019	N/A	500,000			500,000	YES		Complete	10/9/2019
Replacement of Chiller - Plant City Campus	CIF	2018-2019	N/A	309,269			309,269	YES		Complete	11/15/2019
Renovation of Exterior Signage - Plant City Campus	CIF	2018-2019	N/A	37,065			37,065	YES		Complete	9/27/2019
Renovation of Technology Roof - Dale Mabry Campus	CO/DS	2019-2020	N/A	940,500			940,500	YES	YES	Construction	10/1/2020
Renovation of Administration Roof - Brandon Campus	CO/DS	2019-2020	N/A	322,023			322,023	YES	YES	Construction	10/1/2020
Renovation of Library Roof - Brandon Campus	CO/DS	2019-2020	N/A	282,328			282,328	YES	YES	Construction	10/1/2020
Renovation of Ybor Roof - Ybor City Campus	CO/DS	2019-2020	N/A	447,738			447,738	YES	YES	Construction	10/1/2020

Add lines as necessary.

NOTES:

- * Please include any outstanding Facility Enhancement Challenge Grant Projects that remain eligible for future funding. (Identify by adding FECGP in parentheses at the end of project name.)
- ** Projects using state funds and/or Capital Improvement Fees must be survey recommended (except for maintenance & repair projects).
- *** Projects using CO&DS funds must also be included on the constitutionally-required Project Priority List (PPL).

**FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2021-2022 through 2025-26**

MAINTENANCE, REPAIR & RENOVATION PROJECTS

PECO Sum-of-the-digits Projects
Initial

Priority #	Request Yr	Project Type	PROJECT TITLE (include Site)	SITE NO.	PAGE REF	2021-22	2022-23	2023-24	2024-24	2025-26	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?***	SCORE**
		Maint/Repair	Roof Replacement of Library Building - Brandon Campus	6	29	\$719,408					\$719,408			\$719,408		
		Maint/Repair	Replace building envelopes of Science (DSCI), Library (DLRC) & Gymnasium (DGYM) - Dale Mabry Campus	1	31	1,402,940					1,402,940			1,402,940		
		Maint/Repair	Replace VAV's and Lighting at Child Development Center - Ybor City Campus	2	33	522,500					522,500			522,500		
		Maint/Repair	Repair VAV's at the Public Service Building - Ybor City Campus	2	35	605,000					605,000			605,000		
		Maint/Repair	Elevator Modernization at the Technology Building - Dale Mabry Campus	1	37	1,100,000					1,100,000			1,100,000		
		Maint/Repair	Elevator Modernization at the Humanities Building - Dale Mabry Campus	1	39	303,600					303,600			303,600		
		Maint/Repair	Elevator Modernization at the Visual Arts Building - Ybor City Campus	2	41	184,600					184,600			184,600		
		Maint/Repair	Elevator Modernization at the Administration Building - Ybor City Campus	2	43	303,600					303,600			303,600		
		Maint/Repair	Elevator Modernization at the Social Sciences Building - Dale Mabry Campus	1	45	396,000					396,000			396,000		
		Maint/Repair	Elevator Modernization at the Public Services Building - Ybor City Campus	1	47	198,000					198,000			198,000		
		Maint/Repair	Elevator Modernization at the Library Building - Brandon Campus	6	49	132,000					132,000			132,000		
		Maint/Repair	AHU Replacement at the Library Building - Dale Mabry Campus	1	51	522,500					522,500			522,500		
		Maint/Repair	Repair balconies - Collaboration Studio	3	53	220,000					220,000			220,000		
		Maint/Repair	Paint Exterior envelope - Collaboration Studio	3	55	166,345					166,345			166,345		
		Maint/Repair	Replace Exterior Envelope at the Faculty Building - Ybor City Campus	2	57	263,802					263,802			263,802		
		Maint/Repair	Replace Exterior Envelope at the YBOR Building - Ybor City Campus	2	59	486,816					486,816			486,816		
		Maint/Repair	Roof Enhancement at the Multi-Purpose Facility - Plant City Campus	4	61	424,238					424,238			424,238		
		Maint/Repair	Roof Enhancement at the Social Sciences Building - Dale Mabry Campus	1	63	670,417					670,417			670,417		
		Maint/Repair	Repair Parking Lot - District Administration Center	3	65	27,500					27,500			27,500		
						0					0			0		
SUBTOTAL Maintenance/Repair/Ren (PECO Sum-of-the-digits) Projects						8,649,266	0	0	0	0	8,649,266					

RENOVATION PROJECTS

2	2001	Renovation	Renovation to Correct Safety, ADA, Health and Sanitation - Collegewide	All	21	12,000,000					12,000,000			12,000,000	YES	39.3695
4	2003	Renovation	Renovation of Gymnasium Building - Dale Mabry Campus	1	25		5,221,740				5,221,740			5,221,740	YES	19.7386
											0			0		
SUBTOTAL Renovation Projects						12,000,000	5,221,740	0	0	0	17,221,740					
TOTAL MAINTENANCE/REPAIR, & RENOVATION						\$20,649,266	\$5,221,740	\$0	\$0	\$0	\$25,871,006					

* Total Project Cost includes funding from all sources

** Maintenance & Repair Projects funded with PECO sum-of-the-digits do not need survey recommendations or scores.

**FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2021-2022 through 2025-26**

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:

Initial	Priority	Request	Project	PROJECT TITLE (include Site)	SITE	PAGE	2021-22	2022-23	2023-24	2024-24	2025-26	FIVE YEAR	TOTAL PRIOR	LOCAL	TOTAL	ON APPROVED	SCORE
#	Yr	Type			NO.	REF						TOTAL	APPROP	FUNDS	PROJECT	SURVEY?	
1	2016	New Const	Workforce Transition Center - SouthShore		12	8	\$29,862,989					29,862,989		\$3,000,000	\$29,862,989	YES	11.8788
3	2001	Remodel	Rem/Ren of Technology Building - Dale Mabry Campus		1	12		17,944,264				17,944,264			17,944,264	YES	25.3
5	2001	Remodel	Rem/Ren Library Building - Brandon Campus		6	16			2,592,508			2,592,508			2,592,508	YES	11.6604

* Total Project Cost includes funding from all sources

OTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS **\$29,862,989** **\$17,944,264** **\$2,592,508** **\$0** **\$0** **\$50,399,761**

GRAND TOTAL OF ALL PROJECTS (not including Maint/Repair sum-of-the-digits) **\$41,862,989** **\$23,166,004** **\$2,592,508** **\$0** **\$0** **\$67,621,501**

FLORIDA COLLEGE SYSTEM
CIP 3A PROJECT EXPLANATION
2021-22 through 2025-26

College Name	Hillsborough Community College			
Project Title	Workforce Transition Center - SouthShore Campus			
Budget Entity Priority	CIP3 - #1			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project (*)	Renovation	Remodel	New Construction	Acquisition
			x	

GEOGRAPHIC LOCATION	551 24th Ave., NE Ruskin	COUNTY: Hillsborough
	Site street address, City	
Official College Site Number	12	

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

The SouthShore Campus has seen enrollment growth from 2,833 students when it opened to over 8,000 students today. The rapid growth is continuing with the arrival of the Amazon Fulfillment Center and rapid growth of housing. Current spaces for student services, offices and meeting spaces are already inadequate to house these functions. This facility will house all student service related offices and other related areas. The facility will also house additional support services, classrooms and an auditorium for meetings.

The facility will also serve as a venue for numerous local community programs and events.

2015 Educational Plant Survey: 12.001, 12.009-12.010, & 12.013-12.014

Initial Year Requested: 2018 **Has this project ever been vetoed? If so, list year(s):** 2018

List All Proposed Sources of Funding:

PECO, Hillsborough County

Projected Bid Date/Start of Construction (Month, Year): TBD

Projected Occupancy Date (Month, Year): TBD

Funding Educational Specifications Section (must be completed for all first-year priority construction)				
Date of Survey	Survey Recommendation #	Survey Recommended Total NSF	NSF Used	Student Stations Used
2015	12.009	7,158		
2015	12.01	1,911		
2015	12.013	8885		
2015	12.014	10,000		

CIP 3B COST WORKSHEET

Hillsborough Community College

Workforce Transition Center - SouthShore Campus

NEW CONSTRUCTION					
CATEGORY	NSF	GSF	\$/GSF	LOCAL FACTOR	Const. Cost
Classrooms	5,750	8167	325.93	1.03	\$2,741,726
Teaching Labs		0	343.92	1.03	\$0
Library		0	263.74	1.03	\$0
Vocational Labs		0	343.92	1.03	\$0
Offices	7,158	10167	351.27	1.03	\$3,678,503
Auditorium - Exhibits	10,000	14204	364.44	1.03	\$5,331,801
Instructional Media		0	238.91	1.03	\$0
Gymnasium		0	257.70	1.03	\$0
Student Services	8,885	12620	327.36	1.03	\$4,255,222
Support Services	1,911	2714	235.61	1.03	\$658,629
TOTAL	33,704	47,872	Wt. Avg. 321.08		
New Construction Cost					\$16,665,881
REMODELING/RENOVATION*	NSF	GSF	\$/GSF*		Const. Cost
					\$0

Remodeling/Renovation Cost* \$0

*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost.

Base Construction - New & Rem/Rem \$16,665,881

Site development/improvement** (2.6%)

Total Base Construction Costs \$16,665,881

**Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

		ESTIMATED EXPENDITURES				
SCHEDULE OF PROJECT COMPONENTS		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
1. CONSTRUCTION COSTS						
a.	Base Construction Cost (from above)	\$16,665,881				
Add'l Extraordinary Construction Costs						
b.	Environmental Impacts/Mitigation	\$250,000				
c.	Site preparation	\$250,000				
d.	Landscape/Irrigation	\$200,000				
e.	Plaza/Walks	\$200,000				
f.	Roadway improvements	\$1,500,000				
g.	Parking spaces:	\$2,000,000				
h.	Telecommunication	\$200,000				
i.	Electrical service	\$250,000				
j.	Water distribution	\$150,000				
k.	Sanitary sewer system	\$200,000				
l.	Chilled water system	\$1,000,000				
m.	Storm water system	\$200,000				
n.	Energy efficient equipment	\$1,000,000				
o.	Other:Stage Lighting	\$150,000				
Subtotal: CONSTRUCTION COSTS		\$24,215,881	\$0	\$0	\$0	\$0
	PECO Funds					
	Other Funds:					
2. OTHER PROJECT COSTS						
a.	Land/existing facility acquisition					
b.	Professional Fees					
	1) Planning/programming (1%)	\$242,159				
	2) A/E fees (7.8%)	\$1,888,839				
	3) Inspection Services (0.5%)	\$121,079				
	4) On-site representation (1.3%)	\$314,806				
	5) Other prof. services (0.5%)	\$121,079				
c.	Testing/surveys (2.2%)	\$532,749				
d.	Permit/Environmental Fees					
e.	Miscellaneous cost (3%)	\$726,476				
f.	Movable equipment/furnishings (10.2%)	\$1,699,920				
Subtotal: OTHER PROJECT COSTS		\$5,647,108	\$0	\$0	\$0	\$0
	PECO Funds					
	Other Funds:					
TOTAL: COSTS BY YEAR (1+2)		\$29,862,989	\$0	\$0	\$0	\$0
	PECO Funds	\$0	\$0	\$0	\$0	\$0
	Other Funds:	\$0	\$0	\$0	\$0	\$0

Other Fund Sources (Encumbered/Spent)		Appropriations to Date	
Source/Year	Amount	Year	Amount
TOTAL:	0	TOTAL:	0

Projected Costs	
Year	Amount
FY 26-27	
FY 27-28	
FY 28-29	
FY 29-30	
TOTAL:	0

TOTAL PROJECT COSTS **\$29,862,989**

FLORIDA COLLEGE SYSTEM
CIP 3A PROJECT EXPLANATION
2021-22 through 2025-26

College Name	Hillsborough Community College			
Project Title	Remodel/Renovate Technology Building - Dale Mabry Campus			
Budget Entity Priority	CIP-3 #2			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project (*)	Renovation x	Remodel x	New Construction	Acquisition

GEOGRAPHIC LOCATION	4001 W. Tampa Bay Blvd., Tampa Site street address, City	COUNTY: Hillsborough
Official College Site Number	1	

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

The Dale Mabry Campus Technology building was built in the mid 1980's and is in dire need of major remodeling/renovation to bring the building into compliance with current codes as well as to install Smart Classroom technology delivery systems that have advanced at a tremendous pace. This facility will extend its life cycle and transform it into a State of the Art facility designed to keep pace with the ever changing advances in technology and construction programs as well as enhancing instructional delivery capabilities to better serve the needs of students seeking careers in these fields. Now that the New Allie Health facility is constructed, the areas vacated in the building will house additional instructional programs in Building Construction Technology, Design Model Making, Civil Engineering, Architectural & Environmental Design, Industrial Management, Architectural Design & Construction, Civil Engineering Technology and Electronics Technology laboratories. The remodeled facility will be efficiently designed to serve the increased student population, as well as house additional faculty and staff necessary to support the added instructional programs.

Renovate all spaces in building not mentioned anywhere else in this document. Renovating these spaces will extend the life cycle and transform the building into a modern facility to serve campus needs in the foreseeable future. Renovation is needed to bring the facility up to code according to Florida statutes, section 1013.01 (18). Evaluation and upgrade of existing HVAC fire alarm system, lighting, electrical/data is critical in extending the life cycle of the building. The roof needs to be evaluated and replaced if necessary to extend life of this facility. Equipment and furniture should be evaluated and replaced with up-to-date products to bring facility into the modern age.

2015 Educational Plant Survey: 1.040-1.045 & 1.050

Initial Year Requested:	2001	Has this project ever been vetoed? If so, list year(s):	No
List All Proposed Sources of Funding:			

PECO

Projected Bid Date/Start of Construction (Month, Year):	TBD
Projected Occupancy Date (Month, Year):	TBD

Funding Educational Specifications Section (must be completed for all first-year priority construction)				
Date of Survey	Survey Recommendation #	Survey Recommended Total NSF	NSF Used	Student Stations Used

CIP 3B COST WORKSHEET

Hillsborough Community College

Remodel/Renovate Technology Building - Dale Mabry Campus

NEW CONSTRUCTION		NSF	GSF	\$/GSF	LOCAL FACTOR	Const. Cost
CATEGORY						
Classrooms			0	325.93	1.03	\$0
Teaching Labs			0	343.92	1.03	\$0
Library			0	263.74	1.03	\$0
Vocational Labs			0	343.92	1.03	\$0
Offices			0	351.27	1.03	\$0
Auditorium - Exhibits			0	364.44	1.03	\$0
Instructional Media			0	238.91	1.03	\$0
Gymnasium			0	257.70	1.03	\$0
Student Services			0	327.36	1.03	\$0
Support Services			0	235.61	1.03	\$0
TOTAL		0	0	Wt. Avg. 321.08		
New Construction Cost						\$0
REMODELING/RENOVATION*		NSF	GSF	\$/GSF*		Const. Cost
REM (45%)		35862		144.49		\$5,181,700
REN (20%)		94673		64.22		\$6,079,900
Remodeling/Renovation Cost*						\$11,261,600

*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost.

Base Construction - New & Rem/Rem \$11,261,600

Site development/improvement** (2.6%)

Total Base Construction Costs \$11,261,600

**Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

		ESTIMATED EXPENDITURES				
SCHEDULE OF PROJECT COMPONENTS		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
1. CONSTRUCTION COSTS						
a.	Base Construction Cost (from above)		\$11,261,600			
Add'l Extraordinary Construction Costs						
b.	Environmental Impacts/Mitigation		\$950,000			
c.	Site preparation					
d.	Landscape/Irrigation					
e.	Plaza/Walks		\$730,000			
f.	Roadway improvements					
g.	Parking spaces:					
h.	Telecommunication		\$350,000			
i.	Electrical service		\$650,000			
j.	Water distribution		\$500,000			
k.	Sanitary sewer system					
l.	Chilled water system					
m.	Storm water system					
n.	Energy efficient equipment					
o.	Other:					
Subtotal: CONSTRUCTION COSTS		\$0	\$14,441,600	\$0	\$0	\$0
	PECO Funds					
	Other Funds:					
2. OTHER PROJECT COSTS						
a.	Land/existing facility acquisition					
b.	Professional Fees					
	1) Planning/programming (1%)	\$0	\$144,416	\$0	\$0	\$0
	2) A/E fees (7.8%)	\$0	\$1,126,445	\$0	\$0	\$0
	3) Inspection Services (0.5%)	\$0	\$72,208	\$0	\$0	\$0
	4) On-site representation (1.3%)	\$0	\$187,741	\$0	\$0	\$0
	5) Other prof. services (0.5%)	\$0	\$72,208	\$0	\$0	\$0
c.	Testing/surveys (2.2%)	\$0	\$317,715	\$0	\$0	\$0
d.	Permit/Environmental Fees					
e.	Miscellaneous cost (3%)	\$0	\$433,248	\$0	\$0	\$0
f.	Movable equipment/furnishings (10.2%)	\$0	\$1,148,683	\$0	\$0	\$0
Subtotal: OTHER PROJECT COSTS		\$0	\$3,502,664	\$0	\$0	\$0
	PECO Funds					
	Other Funds:					
TOTAL: COSTS BY YEAR (1+2)		\$0	\$17,944,264	\$0	\$0	\$0
	PECO Funds	\$0	\$0	\$0	\$0	\$0
	Other Funds:	\$0	\$0	\$0	\$0	\$0

Other Fund Sources (Encumbered/Spent)		Appropriations to Date	
Source/Year	Amount	Year	Amount
TOTAL:	0	TOTAL:	0

Projected Costs	
Year	Amount
FY 26-27	
FY 27-28	
FY 28-29	
FY 29-30	
TOTAL:	0

TOTAL PROJECT COSTS \$17,944,264

FLORIDA COLLEGE SYSTEM
CIP 3A PROJECT EXPLANATION
2021-22 through 2025-26

College Name	Hillsborough Community College			
Project Title	Remodel/Renovate Library Building - Brandon Campus			
Budget Entity Priority	CIP-3 #3			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project (*)	Renovation x	Remodel x	New Construction	Acquisition

GEOGRAPHIC LOCATION	10451 Nancy Watkins Dr., Tampa Site street address, City	COUNTY: Hillsborough
Official College Site Number	6	

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

The Brandon Campus Library building was constructed in 1995. Advances in technology, building code changes, along with wear and tear on the facility, supports the need for a major remodeling and renovation.

Remodeling and renovating the interior spaces will transform the facility into a modern State of the Art library center where the latest innovations will be available for use by students seeking to do subject matter research and study materials to prepare them for successful program completion.

Renovate all spaces in building not mentioned anywhere else in this document. Renovating these spaces will extend the life cycle and transform the building into a modern facility to serve campus needs in the foreseeable future. Renovation is needed to bring the facility up to code according to Florida statutes, section 1013.01 (18). Evaluation and upgrade of existing HVAC fire alarm system, lighting, electrical/data is critical in extending the life cycle of the building. The roof needs to be evaluated and replaced if necessary to extend life of this facility. Equipment and furniture should be evaluated and replaced with up-to-date products to bring facility into the modern age.

2015 Educational Plant Survey: 6.025, 6.031 & 6.035

Initial Year Requested:	2001	Has this project ever been vetoed? If so, list year(s):	No
List All Proposed Sources of Funding:			

Projected Bid Date/Start of Construction (Month, Year): TBD
Projected Occupancy Date (Month, Year): TBD

Funding Educational Specifications Section (must be completed for all first-year priority construction)				
Date of Survey	Survey Recommendation #	Survey Recommended Total NSF	NSF Used	Student Stations Used

CIP 3B COST WORKSHEET

Hillsborough Community College

Remodel/Renovate Library Building - Brandon Campus

NEW CONSTRUCTION		NSF	GSF	\$/GSF	LOCAL FACTOR	Const. Cost
CATEGORY						
Classrooms			0	325.93	1.03	\$0
Teaching Labs			0	343.92	1.03	\$0
Library			0	263.74	1.03	\$0
Vocational Labs			0	343.92	1.03	\$0
Offices			0	351.27	1.03	\$0
Auditorium - Exhibits			0	364.44	1.03	\$0
Instructional Media			0	238.91	1.03	\$0
Gymnasium			0	257.70	1.03	\$0
Student Services			0	327.36	1.03	\$0
Support Services			0	235.61	1.03	\$0
TOTAL		0	0	Wt. Avg. 321.08		
New Construction Cost						\$0
REMODELING/RENOVATION*		NSF	GSF	\$/GSF*		Const. Cost
REM (45%)		5762	6799	144.49		\$982,388
REN (20%)		8622	10173	64.22		\$653,310
Remodeling/Renovation Cost*						\$1,635,698

*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost.

Base Construction - New & Rem/Rem \$1,635,698

Site development/improvement** (2.6%)

Total Base Construction Costs \$1,635,698

**Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

		ESTIMATED EXPENDITURES				
SCHEDULE OF PROJECT COMPONENTS		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
1. CONSTRUCTION COSTS						
a.	Base Construction Cost (from above)			\$1,635,698		
Add'l Extraordinary Construction Costs						
b.	Environmental Impacts/Mitigation			\$225,000		
c.	Site preparation					
d.	Landscape/Irrigation			\$50,000		
e.	Plaza/Walks					
f.	Roadway improvements					
g.	Parking spaces:					
h.	Telecommunication			\$75,000		
i.	Electrical service			\$100,000		
j.	Water distribution					
k.	Sanitary sewer system					
l.	Chilled water system					
m.	Storm water system					
n.	Energy efficient equipment					
o.	Other:					
Subtotal: CONSTRUCTION COSTS		\$0	\$0	\$2,085,698	\$0	\$0
	PECO Funds					
	Other Funds:					
2. OTHER PROJECT COSTS						
a.	Land/existing facility acquisition					
b.	Professional Fees					
	1) Planning/programming (1%)	\$0	\$0	\$20,857	\$0	\$0
	2) A/E fees (7.8%)	\$0	\$0	\$162,684	\$0	\$0
	3) Inspection Services (0.5%)	\$0	\$0	\$10,428	\$0	\$0
	4) On-site representation (1.3%)	\$0	\$0	\$27,114	\$0	\$0
	5) Other prof. services (0.5%)	\$0	\$0	\$10,428	\$0	\$0
c.	Testing/surveys (2.2%)	\$0	\$0	\$45,885	\$0	\$0
d.	Permit/Environmental Fees					
e.	Miscellaneous cost (3%)	\$0	\$0	\$62,571	\$0	\$0
f.	Movable equipment/furnishings (10.2%)	\$0	\$0	\$166,841	\$0	\$0
Subtotal: OTHER PROJECT COSTS		\$0	\$0	\$506,810	\$0	\$0
	PECO Funds					
	Other Funds:					
TOTAL: COSTS BY YEAR (1+2)		\$0	\$0	\$2,592,508	\$0	\$0
	PECO Funds	\$0	\$0	\$0	\$0	\$0
	Other Funds:	\$0	\$0	\$0	\$0	\$0

Other Fund Sources (Encumbered/Spent)		Appropriations to Date	
Source/Year	Amount	Year	Amount
TOTAL:	0	TOTAL:	0

Projected Costs	
Year	Amount
FY 26-27	
FY 27-28	
FY 28-29	
FY 29-30	
TOTAL:	0

TOTAL PROJECT COSTS \$2,592,508

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.05

BACKGROUND AND PERTINENT FACTS:

In 2010, the Board of Trustees approved the Master Plans prepared by WilsonMiller, Inc. for the Dale Mabry, Ybor City, Brandon, Plant City and SouthShore Campuses.

The Florida Department of Education (DOE) requires that a Master Plan be approved by the Board every five years. The 2010 Comprehensive Master Plans were completed for a cost of \$231,875. Due to the lack of PECO funding awarded to the College for new construction and major remodeling, the DOE has approved allowing the College to readopt the 2010 Comprehensive Master Plans, subject to confirmation by the Board of Trustees. Should additional modifications to the 2010 Comprehensive Master Plans be required prior to the next five year cycle in 2025, the College can initiate an amendment to the Master Plan for a specific project, which will be presented to the Board for review and approved and filed appropriately with the DOE.

ECONOMIC IMPACT:

The economic impact of the Campus Master Plan will be determined as implemented.

OBJECTIVE:

To receive Board approval to readopt the 2010 Comprehensive Master Plans for the Dale Mabry, Ybor City, Brandon, Plant City and SouthShore Campuses.

LEGAL AUTHORITY:

FS 1013.31

RECOMMENDATION:

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

Initiator Ben Marshall	Date June 3, 2020
Vice President/Campus President/Director of Human Resources	Date
District President	Date

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.06

BACKGROUND AND PERTINENT FACTS:

A search committee was established to identify potential candidates and select a student member of the District Board of Trustees. The committee reviewed 15 applicants for the positions and selected four (4) students to interview. The Search Committee recommended Mr. Robert Wills to serve on the District Board of Trustees for the 2020-2021 academic year as a Student Trustee.

The Student Board of Trustees member will:

- Serve as the non-voting student representative on the HCC District Board of Trustees and provide input from a student perspective;
- Represent the student body at the District Board of Trustees meetings, college and community events as available;
- Maintain a student trustee email account;
- Have an opportunity to meet with key community and state leaders;
- Participate in required New District Board of Trustees orientations; and
- Participate in community and college events as requested by the board.

ECONOMIC IMPACT:

N/A except for possible Board travel expenses.

OBJECTIVE:

To obtain approval of a Student Trustee.

LEGAL AUTHORITY:

F.S. 1001.64

F.S. 1001.65

RECOMMENDATION:

The President recommends approval of the Search Committee's recommended selection for Student Trustee, Mr. Robert Wills.

Initiator	Date
Vice President/Campus President/Director of Human Resources Kenneth Ray, Jr.	Date 06/16/20
District President	Date

Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

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 April 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 April 2020 Financial Statements.

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

**Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending April 30, 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>
<u>Revenues</u>								
Student Tuition and Fees ⁽¹⁾	\$4,480	\$4,105	9%	\$55,545	\$55,618	100%	\$55,181	1%
Support from State Government ⁽²⁾	\$6,438	\$7,095	-9%	55,527	\$55,039	99%	\$51,316	7%
Other Revenue ⁽³⁾	\$98	\$400	-76%	2,317	\$2,613	113%	\$2,702	-3%
Total Revenue	\$11,016	\$11,601	-5%	\$113,389	\$113,270	100%	\$109,198	4%
% of Revenues From State Govt.	58%	61%		49%	49%		47%	
<u>Operating Expenses</u>								
Instructional Salaries & Benefits	\$5,696	\$3,922	45%	\$35,493	\$37,235	105%	\$34,590	8%
Other Salaries & Benefits	5,858	3,930	49%	45,509	43,841	96%	39,344	11%
Total Personnel Costs ⁽⁴⁾	\$11,555	\$7,851	47%	\$81,002	\$81,076	100%	\$73,934	10%
Other Expenses ⁽⁵⁾	\$1,669	\$1,867	-11%	\$24,478	\$21,934	90%	\$21,454	2%
Total Operating Expenses	\$13,224	\$9,718	36%	\$105,480	\$103,010	98%	\$95,389	8%
<u>Capital Outlay</u>	\$255	\$480	-47%	\$1,235	\$1,421	115%	\$1,365	4%
Total Expenses	\$13,478	\$10,199	32%	\$106,715	\$104,431	98%	\$96,754	8%
Excess/(deficit) Revenues Over Expenses	<u>-\$2,462</u>	<u>\$1,402</u>		<u>\$6,674</u>	<u>\$8,840</u>		<u>\$12,445</u>	

NOTES:

(1) The current month increase of \$375K in Student Tuition and Fees is primarily due to the \$363K increase in Tuition-Postsec Vocational Summer 1 Revenue and \$615K decrease in Dual Enrollment Waivers, offset by the \$416K April decrease in Tuition - Advanced & Prof.: Summer 1 Revenue.

(2) The current month decrease of \$657K in Support from State Government is due the net of the increase in monthly state funding and the decrease in lottery funding.

(3) The current month decrease of \$303K in Other Revenue is primarily due to a \$291K decrease in Campus Facilities Use Revenue in FY20 compared to FY19.

(4) The current month increase of \$3.7M in Personnel Costs is due to the fact that there were three payrolls processed in April in FY20. The three payrolls fell in May in FY19.

(5) The current month decrease of \$198K in Other Expenses is due to the decreases in Rentals and in Data Software.

**Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending April 30, 2020**

KEY PERFORMANCE INDICATORS

STAFF FTEs

	<u>April 2020</u>	<u>April 2019</u>
Instructional Faculty FTEs ⁽¹⁾	581	578
All Other Staff FTEs	947	943
Total FTEs	1,528	1,522
% of Instructional FTEs	38%	38%
	<u>April 2020</u>	<u>April 2019</u>
Actual Head Count Instruct. Faculty	1,080	1,075
Actual Head Count All Other Staff	1,342	1,362
Total Actual Head Count	2,422	2,437

STUDENT FTEs ⁽²⁾

<u>Term</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>
SUMMER	3,574	3,442	3,131
FALL	9,847	9,717	9,615
SPRING	9,052	8,898	8,908
TOTAL	22,473	22,057	21,654
Total Target FY 19-20 ⁽²⁾	21,956		

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>April 2020</u>	<u>April 2019</u>
Current Ratio (Current Assets/Current Liabilities)	7.43	6.78
Return On Net Assets (Fund Balance After to GASB 68 & GASB 75/Total Assets)	7%	8%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	8%	9%
Fund Balance as a % of Funds Available (Fund Balance After to GASB 68 & GASB 75/Total Funds Available)	12.68%	13.69%
Days Cash on Hand (Cash & Cash Equiv./Daily Operating Expenses)	107	107

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 APRIL 30,
FISCAL YEARS 2019 AND 2020

	As of April 30, 2020	As of April 30, 2019
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 40,970,707	\$ 40,047,948
Restricted Cash and Cash Equivalents	3,783,414	4,109,353
Investments	3,622,275	7,882,680
Restricted Investments	-	-
Accounts Receivable, Net	16,895,459	16,235,175
Notes Receivable, Net (Note 1)	3,240	2,067
Due from Other Governmental Agencies (Note 2)	3,721,465	5,975,721
Due from Component Unit/College (Note 3)	636,819	5,242
Inventories	1,619,604	1,522,761
Prepaid Expenses (Note 4)	923,482	1,593,665
Deposits	-	-
Other Assets	-	-
Total Current Assets	\$ 72,176,466	\$ 77,374,612
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 9,911,318	\$ 12,076,292
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	16,199,546
Land	29,456,019	29,756,180
Other Assets	137,500	137,500
Total Noncurrent Assets	\$ 198,786,600	\$ 199,926,343
TOTAL ASSETS	\$ 270,963,066	\$ 277,300,955
DEFERRED OUTFLOWS OF RESOURCES (Note 6)		
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
Total Deferred Outflows of Resources	\$ 24,797,044	\$ 25,952,029
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 295,760,110	\$ 303,252,983
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 735,796	\$ 890,883
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	6,522,095	5,977,876
Retainage Payable	167,323	747,270
Due to Other Governmental Agencies	11,563	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	8,805	20,716
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	605,019	549,347
Long-Term Liabilities - Current Portion:		
Bonds Payable	-	350,000
Notes and Loans Payable (Note 9)	831,000	814,000
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
Total Current Liabilities	\$ 9,715,282	\$ 11,410,418

**HILLSBOROUGH COMMUNITY COLLEGE
STATEMENT OF NET POSITION
AS OF APRIL 30,
FISCAL YEARS 2019 AND 2020**

	<u>As of April 30, 2020</u>	<u>As of April 30, 2019</u>
Noncurrent Liabilities:		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	9,886,808	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	-	-
Total Noncurrent Liabilities	<u>\$ 69,284,778</u>	<u>\$ 72,286,595</u>
TOTAL LIABILITIES	<u>\$ 79,000,061</u>	<u>\$ 83,697,012</u>
DEFERRED INFLOWS OF RESOURCES (Note 6)		
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
Total Deferred Inflows of Resources	<u>\$ 6,826,824</u>	<u>\$ 3,946,858</u>
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	<u><u>\$ 85,826,885</u></u>	<u><u>\$ 87,643,870</u></u>
NET POSITION		
Invested in Capital Assets, Net of Related Debt	\$ 176,007,667	\$ 177,131,993
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	3,283,762	2,509,520
Scholarships	814,761	1,264,814
Capital Projects	7,982,067	11,762,937
Debt Service	-	10,762
Unrestricted	<u>21,844,968</u>	<u>22,929,087</u>
Total Net Position	<u>\$ 209,933,225</u>	<u>\$ 215,609,113</u>
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	<u><u>\$ 295,760,110</u></u>	<u><u>\$ 303,252,983</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 APRIL 30, 2020**

Reserve for Encumbrances	\$	188,723	
BOT Designations	\$	3,038,778	
Unallocated Fund Balance	\$	51,154,634	
Change in Unrestricted Net Position	\$	<u>8,174,933</u>	
 Total Reserve and Change in Unrestricted Net Position	\$	62,557,067	
 Less: (GASB 68 and GASB 74/75)	\$	<u>(40,712,099)</u>	
 Total Fund Balance As Reported After GASB 68 and GASB 74/75	\$	<u>21,844,968</u>	12.68%

Hillsborough Community College
Income Statement
Current Unrestricted Fund
Period Ending April 30, 2020
(Dollars In Thousands)

	YTD Actual to Budget Comparison				YTD Actual to Actual Comparison			
REVENUE	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> \$	%	<u>Apr-20</u>	<u>Apr-19</u>	<u>Variance</u> \$	%
Student Tuition and Fees	\$55,545	\$55,618	\$74	0%	\$55,618	\$55,181	\$437	1%
Support From State Government	\$55,527	\$55,039	-\$488	-1%	\$55,039	\$51,316	\$3,724	7%
Other Revenue	\$2,317	\$2,613	\$295	13%	\$2,613	\$2,702	-\$89	-3%
Total Revenue	\$113,389	\$113,270	-\$119	0%	\$113,270	\$109,198	\$4,072	4%
	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u> \$	%	<u>Apr-20</u>	<u>Apr-19</u>	<u>Variance</u> \$	%
EXPENDITURES								
Personnel Costs								
Full Time Salaries	\$46,896	\$45,185	-\$1,711	-4%	\$45,185	\$41,724	\$3,461	8%
Part Time Salaries	\$16,305	\$16,985	\$680	4%	\$16,985	\$15,971	\$1,014	6%
Fringe Benefits	\$17,489	\$18,730	\$1,241	7%	\$18,730	\$16,095	\$2,636	16%
Regular Termination	\$311	\$175	-\$136	-44%	\$175	\$144	\$31	22%
Total Personnel Costs	\$81,002	\$81,076	\$74	0%	\$81,076	\$73,934	\$7,142	10%
Current Expenses								
Travel	\$608	\$427	-\$180	-30%	\$427	\$569	-\$142	-25%
Telephones & Utilities	\$3,543	\$3,410	-\$133	-4%	\$3,410	\$3,249	\$161	5%
Professional Fees	\$1,130	\$926	-\$205	-18%	\$926	\$861	\$64	7%
Repairs & Maintenance	\$2,552	\$2,485	-\$67	-3%	\$2,485	\$2,205	\$280	13%
Insurance	\$1,543	\$1,630	\$87	6%	\$1,630	\$1,473	\$157	11%
Other Services	\$9,149	\$8,566	-\$583	-6%	\$8,566	\$8,134	\$432	5%
Materials & Supplies	\$1,384	\$1,167	-\$217	-16%	\$1,167	\$1,229	-\$62	-5%
All Other Current Expenses	\$4,569	\$3,323	-\$1,246	-27%	\$3,323	\$3,734	-\$411	-11%
Total Current Expenses	\$24,478	\$21,934	-\$2,544	-10%	\$21,934	\$21,454	\$479	2%
Total Personnel & Current Expenses	\$105,480	\$103,010	-\$2,471	-2%	\$103,010	\$95,389	\$7,621	4%
Capital Outlay								
Equipment	\$123	\$236	\$113	92%	\$236	\$274	-\$39	-14%
Buildings	\$1,112	\$1,185	\$73	7%	\$1,185	\$1,091	\$94	9%
Total Capital Outlay	\$1,235	\$1,421	\$186	15%	\$1,421	\$1,365	\$56	4%
Total Expenditures	\$106,715	\$104,431	-\$2,285	-2%	\$104,431	\$96,754	\$7,677	8%
Excess/(Deficit) Revenues Over Expenses	<u>\$6,674</u>	<u>\$8,840</u>			<u>\$8,840</u>	<u>\$12,445</u>		

Exhibit 2

HILLSBOROUGH COMMUNITY COLLEGE
INVESTMENTS
APRIL 2020

Bank	Account number	Interest Rate	Market Value	Issue Date	Maturity Date
Fifth Third	33804	various	\$9,254,601.04	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 4/30/20
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	254,147.50
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	254,772.50
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	998,469.46	1,004,500.00
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	253,182.50
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	804,533.20	812,736.00
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	252,140.00
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	757,987.50
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	252,727.50
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	252,477.50
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	251,472.50
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	253,690.00
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	254,920.00
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	250,765.00
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	257,695.00
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	253,770.00
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	259,172.50
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	259,135.00
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	256,825.00
JPMorgan Chase Bank, National Association	250,000.00	CD	2.10000%	07/02/2019	07/05/2019	07/05/2020	07/05/2022	250,000.00	250,000.00	250,752.50
FEDERATED GOVT OBL CAP	475,964.04	MMFUND	---	---	---	04/30/2020	04/30/2020	475,964.04	475,964.04	475,964.04
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	251,180.00
Pinnacle Bank (Nashville TN)	250,000.00	CD	2.00000%	07/02/2019	07/15/2019	05/15/2020	05/15/2020	250,000.00	250,000.00	250,172.50
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	101,656.00
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	255,060.00
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	255,267.50
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	258,852.50
TIAA FSB Holdings, Inc.	250,000.00	CD	1.95000%	08/14/2019	08/28/2019	08/26/2022	08/26/2022	250,000.00	250,000.00	257,005.00
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	251,507.50
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	255,067.50
	9,125,964.04									9,254,601.04

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. Contingent on closing, the College and TGH will enter into a Lease Agreement for a term up to thirty (30) months beginning August 25, 2020 to allow HCC time to relocate the District Administrative offices.

Although there will be no rent payments associated with the lease agreement, HCC will be required to pay all operating expenses for the duration of the Lease Agreement.

ECONOMIC IMPACT:

None

OBJECTIVE:

To obtain Board approval of the Lease Agreement with Florida Health Sciences Center, Incorporated dba Tampa General Hospital.

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 the operational 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

INFORMATION ITEM ONLY

Accounts Receivable Write-Off as of June 2020

Each June, the College presents accounts to be written off as bad debt. All of the accounts have been processed for collection first by the College and then those accounts with balances of \$25 or more are referred to a collection agency. This collection process spans approximately two (2) years. After two (2) years, the account is then considered uncollectible.

This year the write-off of accounts receivable that are deemed to be uncollectible cover the period ending June 30, 2018 and prior. The total amount of accounts equal \$1,465,869 or 2.5% of FY 2020 tuition and student fees.

The write-off of these amounts is required by both GASB and GAAP for accurate reporting on the June 30, 2020 Annual Financial Report which must be filed prior to August 15, 2020. Any account where an amount is written off remains in the Accounts Receivable System as a hold to prevent future registrations, the release of transcripts or release of grades until the amount owed to the College is removed.

	June 30, 2019			June 30, 2020		
	#	\$	Avg.	#	\$	Avg.
<i>Student Receivables</i>	2,864	\$1,738,659	\$607	2,026	\$1,461,209.	\$721
<i>Bad Checks</i>	14	\$10,491	\$749	16	\$4,660	\$291
<i>Total</i>	2,878	\$1,749,152	\$607	2,042	\$1,465,869	\$718

LEGAL AUTHORITY:

FS 1001.02(6)
FS 1001.64(4)
SBE 6A-14.0734
HCC 6HX-10-5.300

Initiator

Date:

Vice President/Campus President/Director of Human Resources

Date:

District President

Date: