



DISTRICT BOARD OF TRUSTEES BOARD MEETING

DECEMBER 4, 2019

LOCATION:

**DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER
BOARD ROOM
4:00 PM**

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, DECEMBER 4, 2019 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER
BOARD ROOM**

Page No.

1.0 GENERAL FUNCTIONS

- 1.01 Call to Order
- 1.02 Invocation
- 1.03 Pledge of Allegiance
- 1.04 Roll Call
- 1.05 Welcome to Guests and Staff Members
- 1.06 Foundation Report
- 1.07 Faculty and Staff Recognitions
- 1.08 The Chairman recommends adoption of the Agenda, all revisions to the
 Agenda and approval of all agenda items marked **“Consent”**.
- 1.09 The President recommends approval of the **September 25, 2019 Board** 5
 Meeting Minutes (submitted herein for your review).
- 1.10 The President recommends approval to advertise the inclusion of one (1) new 11
 administrative rule, 6HX-10-1.08 Board of Trustees, Self-Assessment
 (submitted herein for your review).

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

- CONSENT** 5.01 The President recommends approval of individuals for full-time employment. Each **full-time employee** will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review). 14
- CONSENT** 5.02 The President recommends approval of individuals for part-time employment during Term 19/SP. Each **part-time employee** will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review). 17
- CONSENT** 5.03 The President recommends acknowledgment of **employment separations** (submitted herein for your review). 21
- 5.04 The President recommends approval of **revisions to page 12 of the 2019-2020 Salary Schedule** increasing the Grade 1 minimum hourly rate from \$8.46 to \$8.56 effective January 1, 2020, in accordance with Florida law (Submitted herein for your review). 23

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- CONSENT** 6.01 The President recommends approval of the **course deletion, course modifications, program modifications** and **program moratoriums** to be effective Fall 2020, unless otherwise noted (submitted herein for your review). 26

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommends acknowledgement of receipt of the Hillsborough Community College Foundation, Inc. (HCCF) annual **IRS Form 990 for Fiscal Year 2018-2019** and recommends that the Board certify that the HCCF is operating in a manner consistent with the goals of Hillsborough Community College and the State of Florida (submitted herein for your review). 31

8.0 FINANCIAL SERVICES

- 8.01 The President recommends approval **of Amendment No. 1** to the contract with **Williams Company**, establishing a **Guaranteed Maximum Price in the amount of \$1,097,430**, for the exterior elevated walkway and soffit repairs at the Dale Mabry Campus (submitted herein for your review). 35

8.02	The President recommends entering into a contract with Quorum Services LLC of Tampa to provide Construction Plan Review and Building Code Inspection Services for renovation, remodeling and new construction projects College-wide, for an initial term of one (1) year with the option to renew for four (4) additional years, one (1) year at a time at an estimated amount of \$60,000 for the first year and subject to the number and scope of projects thereafter (submitted herein for your review).	36
8.03	The President recommends entering into a contract with ESCOT Bus Lines, LLC of Largo to provide charter bus services for the College's athletic teams for a three (3) year period with four (4) optional one (1) year renewal periods at an estimated amount of \$146,165 for the first year, subject to the final game schedules (submitted herein for your review).	38
8.04	The President recommends approval of the new Parking Agreement with the Tampa Sports Authority for a one (1) year term beginning February 1, 2020 and ending on January 31, 2021, with no other changes to the terms of our current agreement including the fee schedule (submitted herein for your review).	40
8.05	The President recommends approval of the Lease Agreement with the New York Yankees Partnership for one (1) acre of land at the Dale Mabry Campus to construct and operate an information technology facility and storage area, for a term of thirty (30) years with one (1) five-year option to renew, for an annual rental payment of \$25,000; an annual donation of \$10,000 to the HCC Foundation for the Black, Brown and College Bound conference; and an annual donation of \$15,000 for the student worker program (submitted herein for your review).	41
8.06	The President recommends approval of the August 2019 Financial Statements (submitted herein for your review).	42
8.07	The President recommends approval of the September 2019 Financial Statements (submitted herein for your review).	51
8.08	Informational Item Only – Budget Development Calendar	60

9.0 ADMINISTRATIVE REPORT

9.01 Dr. Gwendolyn W. Stephenson District Administration Center Offices

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 President's Evaluation

12.0 ADJOURNMENT

Section 1

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, SEPTEMBER 25, 2019 – 4:00 P.M.
SOUTHSHORE CAMPUS
551 24TH STREET NORTHEAST – ROOM 221
MINUTES**

1.0 GENERAL FUNCTIONS

1.01 Call to Order

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

1.04.01 Mrs. Viamontes asked that we remember Landon Anderson and keep his family in our thoughts and prayers. Mr. Anderson was studying liberal arts at the Plant City Campus and recently passed away.

Mrs. Viamontes also asked that we keep the Bahamian people in our thoughts and prayers. A Category 5 hurricane recently decimated part of the island nation.

The following Trustees were in attendance:

- Mrs. Betty Viamontes
- 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 Mr. Stephen Shear, Executive Director of the HCC Foundation, provided a summary of activities and donations received during August which included:

- \$460K in Total Revenue;
- \$107K Net Losses on Investments; and
- \$12.8M in Ending Net Assets.

1.06.02 Suncoast Credit Union committed \$92,625 for sponsorships and program support.

The Florida College System Foundation, Inc. committed \$51,784 for scholarships from Helios Education Foundation and Bank of America for First Generation scholarships; and Florida Blue for Nursing and Allied Health scholarships.

Laura Gagnon, VP of Investor Relations at Mosaic, was recently elected to the board and replace Tina Cotton.

Mr. Shear thanked the Board for attending the Drs. Kiran and Pallavi Patel Allied Health Building ribbon-cutting ceremony on Friday, September 20. He also thanked the Dale Mabry Campus President, Dr. Allen Witt; Ms. Cathy Bilka, Executive Staff Assistant; Dr. Leif Penrose, Dean of Health and Sciences and his staff; and the ribbon-cutting committee. He added that the donors and guests had a great time.

Mrs. Viamontes added that the ribbon-cutting ceremony was amazing. The work that was done along with the community support and involvement made for an incredible event. On behalf of the Board, she thanked everyone involved.

1.06.03 The August major gift reports was sent to the Board separately and included donations totaling \$412,355. Donors included:

- *Children's Board of Hillsborough County*
- *Suncoast Credit Union Foundation*
- *The Florida College System Foundation, Inc.*
- *Community Foundation of Tampa Bay, Inc.*
- *Horus Construction Services, Inc.*
- *RoyalAire Mechanical Services, Inc.*
- *Tampa Bay Vertiv*
- *Wells Fargo Bank, N.A.*
- *Williams Company*
- *BCI Integrated Solutions*
- *Harvard Jolly Architecture*
- *Hepner Architects, Inc.*
- *Tampa Bay Trane*
- *Wehr Constructors, Inc.*

1.07 Faculty, Staff and Student Recognitions

Mr. Shear also provided the following faculty, staff and student recognitions:

1.07.01 SouthShore Campus Highlights: Dr. Jennifer China, SouthShore Campus President, welcomed the Board. She stated that she is proud and thankful for the wonderful faculty and staff that support the SouthShore students through academic endeavors and student support. Dr. China then introduced Mr. Marcos Rodriguez, SGA president; Ms. Osose Emuan, SGA vice-president.

Mr. Rodriguez welcomed the Board to "the Shore". He also recognized the new interim dean of Academic Affairs Nadia Cotula; Yaima Serrano, Dean of Student Services; Heidi Mahoney, Assistant Dean of Student Services; and David Worley, Assistant Dean of Academic Affairs.

Mr. Rodriguez introduced students Amparo Aguilera, Kendrick Williams, and Aliya Russell and invited them to share their SouthShore experience. Ms. Russell dedicated and performed the Celine Dion song "Because You Loved Me".

Mrs. Viamontes invited the SGA speakers to be her guests at the Hispanic Woman of the Year gala.

- 1.07.02 **Katen Amin**, Ybor City Campus Associate Business Professor, recently completed a Doctor of Business Administration from Saint Leo University.
- 1.07.03 **Odette Figueruelo**, Dale Mabry Campus Professor, was selected by the *Latina Times Magazine* as a “Latina Mover and Shaker”. Ms. Figueruelo is the Vice President and Past President of the Tampa Hispanic Heritage, Inc. which is also the same organization that selected Mrs. Viamontes as its Hispanic Woman of the Year.
- 1.07.04 Thirteen students from the **2019 Veterinary Technology Program graduating class** took the Veterinary Technician National Exam, the credentialing exam for all technicians nation-wide that tests them on the accumulation of knowledge acquired throughout the entire Veterinary Technology Program. All 13 students tested significantly higher than the national average of 77.8% for first time candidates and shows the hard work and dedication of our students and faculty.
- 1.07.05 HCC volleyball team member **Ms. Isabel Martin** was named **NJCAA Region 8 Player of the Week**. She averaged 5.5 kills and 4.5 digs over ten sets in three matches during the voting period.
- 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 Brig.Gen. Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 1.09 The President recommended approval of the **August 28, 2019 Board Workshop and Board Meeting minutes**.
- Mr. Stubbs made one correction to the minutes. Mr. Reid made a motion of approval as amended, seconded by Brig.Gen. Diehl. 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 Brig.Gen. Diehl. 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 18/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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.

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

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.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of the **new course fees** effective spring 2020.

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.

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommends review and acceptance of the annual audit of the Hillsborough Community College Foundation, Inc., for Fiscal Year 2018-19.

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.

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of the **June 2019 Financial Statements**.

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.

8.02 The President recommended approval of the **July 2019 Financial Statements**.

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.

9.0 ADMINISTRATIVE REPORT

9.01 Mr. Eric Johnson, Government Relations, provided an update on the proposed 2019-2020 legislative agenda, which included the following funding requests:

- \$12M – District Deferred Maintenance
- \$3M – Operational Support
- \$3M – SouthShore Workforce Education Center
- \$2M – Supply Chain and Logistics Skills Center Phase I
- \$1M – FUSE

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

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 President's Evaluation – Dr. Atwater advised that he did meet with Mrs. Shah; however, she was unable to attend today's Board meeting but would present his evaluation at the next Board meeting.

11.02 Mr. Stubbs thanked Dr. China for the hospitality and thanked the entire HCC family for the support and prayers for himself and everyone in the Bahamas. He congratulated Mrs. Viamontes for being named the Hispanic Woman of the Year and Mrs. Dipa Shah for being named Chair-Elect of the Indo-US Chamber of Commerce.

11.03 Brig.Gen. Diehl welcomed Mr. Erdman back after a short illness and thanked Dr. China for hosting the Board.

11.04 Mr. Reid welcomed Mr. Erdman and added that it was great to see him back at the Board meeting. He also congratulated Mrs. Viamontes on her award. Mr. Reid stated that his first Board meeting was at SouthShore exactly ten years ago. He said that he has heard many student stories but today's inspirational stories topped them all.

11.05 Mrs. Viamontes told Mr. Stubbs that she hopes his family is safe in the Bahamas. She added that if anyone wanted to assist those in the Bahamas, help is badly needed. She thanked the students who presented their stories and for the hospitality. She also thanked the SouthShore faculty and staff for all their hard work.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:31 p.m.

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 1.10

BACKGROUND AND PERTINENT FACTS:

The President has reviewed the Hillsborough Community College *Administrative Rules and Procedures* for modification as required and determined that one (1) administrative rule needs to be added.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To approve the advertisement of one (1) new administrative rule.

LEGAL AUTHORITY:

FS 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval to advertise the inclusion of one (1) new administrative rule, *6HX-10-1.08 Board of Trustees, Self-Assessment*.

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

ADMINISTRATIVE RULES

Title: BOARD OF TRUSTEES, SELF-ASSESSMENT	Identification: 6HX-10-1.08
	Page: 1 of 1
	Effective Date:
Authority: SACS-COC Section 4, Governing Board, 2.g, Board Self-Evaluation FS 1001.64; 1001.65	Signature/Approval: DRAFT

PURPOSE

This administrative rule establishes College policy regarding a self-assessment process for the Board of Trustees.

RULE

The Board of Trustees will annually assess its performance in order to accomplish the following:

1. To comply with the Principles of Accreditation of the Southern Association of Colleges and Schools, Commission on Colleges (SACS-COC), which requires the Board to define and evaluate their responsibilities and expectations.
2. To exemplify an evidence-based, continuous improvement cycle of planning, assessment and action toward fulfillment of the College strategic plan in concert with the President.
3. To ensure that both the Board and each trustee carry out their fiduciary roles and responsibilities in an effective and efficient manner.
4. To identify strengths and areas for improvement in how the Board functions; and to identify both the Board's accomplishments over the past year and goals for the upcoming year.

The President will establish an administrative procedure detailing implementation of the self-assessment process of the Board of Trustees.

History: New

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 (2018-2019). 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
DECEMBER 4, 2019 BOARD MEETING

ADMINISTRATOR

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Rockefeller, Randall*	Interim Dean, Assoc in Science	AFC40013	Brandon	09/26/19
Saylor, Laurie*	Director, Online Learning	AFC5T010	Dale Mabry	01/02/20

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
O'Brien Stenstrom, Kelley*	Humanities Instructor	FFC1T004	Brandon	10/07/19

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Alvarez, Brenda	Accountant II	EFC0800091	District	10/09/19
Barnett, Ryan	Academic Support Svcs Manager	EFC1000085	Dale Mabry	11/12/19
Booth, Alexandra	Marketing & Communications Coord	EFC0800096	District	11/14/19
Corwin, Melissa*	Financial Services Manager	EFC1000088	District	10/24/19
Hill, LaShonda*	Laboratory Supervisor	EFC0600114	Ybor City	10/24/19
Jefferies, Norman	Maintenance Supervisor	EFC0600014	Ybor City	11/07/19
Marrero Gonzalez, Tania	Enrollment Development Coordinator	EFC0800023	Ybor City	11/15/19
Martinez, Shalimar	Financial Aid Counselor	EFC0600113	Coll. Studio	11/07/19
Nielsen, Barbara	Human Resources Officer	EFC1200031	District	10/14/19
Potts, Ronnie	Student Svcs Advising Generalist	EFC0600045	SouthShore	11/07/19
Shelby, Elizabeth**	Career Pathway Coordinator	EFC08V0012	District	10/21/19
Sneed, Patrick**	Program Analyst	EFC06V0019	District	09/26/19
Walker, James	Student Svcs Advising Generalist	EFC0600064	Ybor City	10/24/19

*Full-Time Temporary

**Full-Time Temporary/Grant-Funded

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Davy, Keon	Information Technology Technician	NFC0600013	Dale Mabry	11/15/19
Douglas, Keith	Tradesworker	NFC0300055	Ybor City	11/15/19
Jones, Davion	Tradesworker	NFC0300035	Ybor City	11/07/19
McAlister, Jacob	Executive Staff Assistant	NFC0400007	District	11/18/19
Myrvik, Louise	Learning Resources Technician	NFC0300126	Dale Mabry	11/07/19
Patton, Jennifer	Student Svcs Support Specialist	NFC0300093	Plant City	11/04/19
Reyes, Carlos*	Laboratory Assistant	NFC0400077	Dale Mabry	10/10/19
Scaglione, Michael	Laboratory Assistant	NFC0400070	Dale Mabry	10/10/19
St John, Noah	Tradesworker	NFC0300123	Brandon	10/07/19
Vangroll, Michael	Public Safety Officer	NFC0200031	Coll. Studio	10/31/19
Verrell, Scott	Tradesworker II	NFC0400035	Ybor City	11/07/19
Williams, Demario	Laboratory Assistant	NFC0400022	Ybor City	11/07/19

PROMOTION

<u>NAME</u>	<u>FROM</u>	<u>CAMPUS</u>	<u>TO</u>	<u>CAMPUS</u>	<u>START DATE</u>
Donovan, Mark	Test Proctor	Dale Mabry	Academic Advisor	Dale Mabry	11/21/19
Hudson, Danyel*	Accountant	District	Accountant II	District	10/17/19
Montgomery, Althea*	Client Svcs Representative	ICCE	Financial Aid Counselor	Coll. Studio	11/07/19
Steelman, Reiko	Learning Resources Tech	Coll. Studio	Learning Resources Coord	Coll. Studio	09/26/19
Torres, Sofia	Financial Aid Technician	District	Financial Aid Counselor	Dale Mabry	10/10/19

*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 19/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 (2018-19). 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 19/SP (submitted herein for your review). Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

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

1-0-024(2/04)

PART-TIME APPOINTMENTS
DECEMBER 4, 2019 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Blair, Joshua	Adj Humanities Instructor	FPNC0131	Plant City	01/13/20
Cagnina, Donald	Adj Law Enforcement NC Instructor	FPNN0062	Ybor City	10/10/19
Case, Megan	Adj Humanities Instructor	FPNC0026	Brandon	01/13/20
Chadi, Tonya	Adj Nursing Instructor	FPNC0069	Dale Mabry	12/01/19
Chartier, Marc	Adj Biological Sciences Instructor	FPNC0005	Brandon	01/13/20
Daniels, Dena	Adj Business Instructor	FPNC0041	Dale Mabry	01/13/20
Domfeh, Agyei	Adj Mathematics Instructor	FPNC0030	Brandon	01/13/20
Dorsey, Marie	Adj Art Instructor	FPNC0149	Ybor City	10/25/19
Gadapa, Sirisha	Adj Chemistry Instructor	FPNC0056	Dale Mabry	01/09/20
Gillespie, Sarah	Adj Law Enforcement NC Instructor	FPNN0063	Ybor City	10/25/19
Haygood, Aaron	Adj Student Life Skills Instructor	FPNC0527	Brandon	01/07/20
Hendrix, Rebecca	Adj Biological Sciences Instructor	FPNC0109	Plant City	01/13/19
Hernandez, Bethlyn	Adj Psychology Instructor	FPNC0168	Ybor City	10/18/19
Hernly, Patrick	Adj Music Instructor	FPNC0164	Ybor City	10/15/19
Hiscock, Julie	Adj Student Life Skills Instructor	FPNC0527	Brandon	01/07/20
Kinney, Stephanie	Adj Nursing Instructor	FPNC0069	Dale Mabry	11/18/19
Kolyer, Glenn	Adj Anthropology Instructor	FPNC0436	Brandon	01/13/20
Marquez Jorge, Roberto	Adj Art Instructor	FPNC0149	Ybor City	11/13/19
Minor, Carol	Adj TCTC ProfDev Instructor	FPNN0053	ICCE	10/01/19
Miranda, Sandra	Adj Opticianry Instructor	FPNC0087	Dale Mabry	01/13/20
Newborn, Sean	Adj Success Florida Instructor	FPNC0452	Brandon	10/01/19
Parris, Husani	Adj Hospitality Mgt Instructor	FPNC0102	Dale Mabry	01/13/20
Perera, B.L. Harsha Kalpanie	Adj Physics Instructor	FPNC0061	Dale Mabry	01/13/20
Pierre-Lamothe, Yvrose	Adj Business Professional Instructor	FPNN0054	ICCE	10/28/19
Raszinski, Brett	Adj English Instructor	FPNC0312	Brandon	01/07/20
Ritenour, Walter	Adj High Liability Instructor	FPNN0065	Ybor City	10/17/19
Rock, Adam	Adj History Instructor	FPNC0024	Brandon	01/13/20
Somaiah, Suraj	Adj Law Enforcement NC Instructor	FPNN0063	Ybor City	10/24/19

* Part-Time Temporary/Grant Funded

PART-TIME APPOINTMENTS
DECEMBER 4, 2019 BOARD MEETING

Townsend, William	Adj	High Liability Instructor	FPNN0050	Ybor City	11/07/19
Tutak, Fatin	Adj	Earth Sciences Instructor	FPNC0123	Plant City	01/13/20
Unterberger, Alayne	Adj	Anthropology Instructor	FPNC0400	SouthShore	01/13/20
Vedova, Deirdre	Adj	English 2Lang Instructor	FPNC0177	Ybor City	10/10/19
Yip, Thomas	Adj	Computer Science Instructor	FPNC0009	Brandon	01/13/20

NON-FACULTY

<u>NAME</u>		<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Barnes, Benjamin	PT	Technician	ZPP20013	Dale Mabry	09/26/19
Burd, Paul	PT	Advanced Technician	ZPP30012	Dale Mabry	10/24/19
Burley, Andrew	PT	Advanced Technician	ZPP30005	Dale Mabry	11/14/19
Calero, Joseph	PT	Technician	ZPP20149	Dale Mabry	11/06/19
Cano, Alejandro	PT	Technician	ZPP20040	Brandon	10/03/19
Carl, Ryan*	PT	Technician	ZPP2V015	Ybor City	10/24/19
Carr, Donna	PT	Assistant Coach	ZPC30106	Dale Mabry	10/14/19
Castellanos, Alina	PT	Technician	ZPP20124	SouthShore	10/10/19
Castillo, Salma	PT	Assistant	ZPP10193	SouthShore	09/26/19
Chen, Rou Jiun	PT	Technician	ZPP20096	Dale Mabry	10/07/19
Davis, De'Lisa	PT	Assistant	ZPP10215	Brandon	10/04/19
Dennis, Christopher	PT	Technician	ZPP20050	Coll. Studio	11/18/19
Dixon, Jonathan	PT	Advanced Technician	ZPP30001	Dale Mabry	09/27/19
Dowell, Joe	PT	Technician	ZPP20052	Dale Mabry	11/04/19
Eutin, Rockel	PT	Technician	ZPP20111	Dale Mabry	11/01/19
Garfield, Brian	PT	Technician	ZPP20084	Plant City	09/30/19
Gentry, Mark	PT	Advanced Technician	ZPC30012	Dale Mabry	10/01/19
Gingras, Christopher	PT	Technician	ZPP20079	Dale Mabry	11/12/19
Gonedridge, Adam*	PT	Technician	ZPP2V010	Dale Mabry	09/26/19
Iyer, Shiva	PT	Assistant	ZPP10195	Ybor City	09/26/19
Joerg, Crystal	PT	Technician	ZPP20075	Brandon	11/21/19
Johnson, Jamaica	PT	Technician	ZPP20100	Plant City	10/10/19

* Part-Time Temporary/Grant Funded

PART-TIME APPOINTMENTS
DECEMBER 4, 2019 BOARD MEETING

Jones, Noah	PT	Technician	ZPP20111	Dale Mabry	11/04/19
Knoll, Jason	PT	Associate	ZPP50033	Dale Mabry	02/01/20
Koller, Natasha	PT	Associate	ZPP5T002	Dale Mabry	10/10/19
Kruse, Evan	PT	Technician	ZPP20098	Brandon	10/03/19
Lane, Adrianna	PT	Technician	ZPP20100	Plant City	11/21/19
Martinez, Christian	PT	Technician	ZPP20108	SouthShore	10/10/19
McCormack, Ashley	PT	Assistant	ZPP10221	Dale Mabry	10/10/19
McGaha, Andrew	PT	Technician	ZPP20096	Dale Mabry	10/18/19
Nguyen, Thi	PT	Technician	ZPP20079	Dale Mabry	11/12/19
Ratliff, Jeffery	PT	Technician	ZPP20118	SouthShore	10/10/19
Rios, Franchesca	PT	Assistant	ZPP10210	Brandon	11/07/19
Roth, Georgina	PT	Associate	ZPP50028	Dale Mabry	11/01/19
Shah, Ashka	PT	Assistant	ZPP10221	Dale Mabry	10/09/19
Smythe, Hubert	PT	Advanced Technician	ZPP30026	Ybor City	11/07/19
Sroka, Phillip	PT	Advanced Technician	ZPP30001	Dale Mabry	11/14/19
Weizer, Maria	PT	Technician	ZPP20015	Dale Mabry	11/12/19

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
DECEMBER 4, 2019 BOARD MEETING

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Bacon, Lauryn*	Campus Grants Officer	ICCE	11/08/18	11/27/19
Grzybowski, Andrew	Information Technology Technician	District	08/22/16	10/11/19
Hammoud, Iman*	Continuing Education Coordinator	Coll. Studio	09/05/18	10/23/19
Hush, Charles*	Director of Student Financial Svcs	District	02/26/18	11/20/19
Johnson, Raquel	Academic Advisor	Dale Mabry	10/02/14	10/09/19
Lee, Jiyeon*	Math Resources Center Coordinator	Dale Mabry	07/05/18	10/18/19
Rivera-Salvador, Joel	Executive Staff Assistant	District	02/23/16	11/01/19
Rodriguez Class, Jose	Learning Resources Coordinator	Ybor City	08/16/18	10/18/19
Tavarro-Hines, Joy	Accountant II	District	10/05/15	10/18/19
Tipps, Katya	Institutional Research Officer	District	07/18/16	10/24/19
Vudutala, Lakshmi	Applications Programmer Analyst	Coll. Studio	03/27/14	11/06/19

TERMINATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Livingston, Cecelia	Academic Support Svcs Manager	Dale Mabry	01/04/10	09/26/19
Riesenburger, Jacob	PSAV Trainer II	Ybor City	05/09/19	11/07/19

* Full-Time Temporary

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.04

BACKGROUND AND PERTINENT FACTS:

This item provides revision to the Salary Schedule for FY 2019-2020 to update minimum wage in accordance with Florida law effective January 1, 2020.

ECONOMIC IMPACT:

Funds used for these items are currently budgeted.

OBJECTIVE:

To provide a revised Salary Schedule for adoption by the Board of Trustees.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends Board approval of revisions to page 12 of the 2019-2020 Salary Schedule increasing the Grade 1 minimum hourly rate from \$8.46 to \$8.56 effective January 1, 2020, in accordance with Florida law (submitted herein for your review).

Initiator

Date

Vice President/ President/Exec Dir of Human Resources

Date

District President

Date

FULL-TIME: STAFF JOB CLASS TITLES		
Job Class Titles	Class Code	Grade/Level
Vice President for Information Technology	A0207	AD02
Vice President for Student Services & Enrollment Management	A0206	AD02
Warehouse Supervisor	N03012	3
Web Developer/Analyst	E10036	10
Web Engineer	E12025	12
Writing Center Supervisor	N04006	4

PART-TIME STAFF SALARY TABLE

HOURLY WAGE SCHEDULE					
Grade	Min-Max	Class Title	Class Code	Associated Work	Entry Wage
1	\$8.46-\$8.89	Part-time Student Assistant	Z0102	Student Assistant	\$8.45 ₆
		Part-time Federal Work Study Assistant	Z0101	Federal Work Study (CWSP)	\$8.45 ₆
				Federal Work Study (CWSP) America Reads	\$8.45 ₆
				Supplemental Instruction Leader	\$8.45 ₆
		Part-time Assistant	Z0100	Performs routine, simple tasks not requiring specialized knowledge or skills. Work typically consists of routine duties that follow standardized procedures or operation. <i>Examples: Notetaker, Reader, Tutor</i>	
2	\$8.80-\$11.55	Part-time Technician	Z0200	Performs routine tasks that require some technical skills and knowledge. <i>Examples: Accounting Specialist, Campus Facilities Worker, Cashier Clerk, Maintenance Worker, Public Safety Officer, Records Specialist, Staff Assistant, Test Proctor</i>	
3	\$11.42-\$14.07	Part-time Advanced Technician	Z0300	Performs technical or analytical assignments requiring specific skills and specialized knowledge. <i>Examples: Accounting Technician, Asst. Coach, Client Services Rep, HR Technician, HVAC Station Operator, Property Assistant, Sr. Cashier, Sr. Staff Assistant</i>	
4	\$13.92-\$18.61	Part-time Specialist	Z0400	Performs technical or paraprofessional assignments requiring specific skills and specialized knowledge. <i>Examples: Academic Advisor, Business Assistant, Head Coach, Info Technology Technician, Purchasing Assistant, Public Relations Specialist, Public Safety Lead, Writing Center Supervisor, Student Svcs Advising Generalist</i>	

FULL-TIME: STAFF JOB CLASS TITLES		
Job Class Titles	Class Code	Grade/Level
Vice President for Information Technology	A0207	AD02
Vice President for Student Services & Enrollment Management	A0206	AD02
Warehouse Supervisor	N03012	3
Web Developer/Analyst	E10036	10
Web Engineer	E12025	12
Writing Center Supervisor	N04006	4

PART-TIME STAFF SALARY TABLE

HOURLY WAGE SCHEDULE					
Grade	Min-Max	Class Title	Class Code	Associated Work	Entry Wage
1	\$8.46-\$8.89	Part-time Student Assistant	Z0102	Student Assistant	\$8.56
		Part-time Federal Work Study Assistant	Z0101	Federal Work Study (CWSP)	\$8.56
				Federal Work Study (CWSP) America Reads	\$8.56
				Supplemental Instruction Leader	\$8.56
		Part-time Assistant	Z0100	Performs routine, simple tasks not requiring specialized knowledge or skills. Work typically consists of routine duties that follow standardized procedures or operation. <i>Examples: Notetaker, Reader, Tutor</i>	
2	\$8.80-\$11.55	Part-time Technician	Z0200	Performs routine tasks that require some technical skills and knowledge. <i>Examples: Accounting Specialist, Campus Facilities Worker, Cashier Clerk, Maintenance Worker, Public Safety Officer, Records Specialist, Staff Assistant, Test Proctor</i>	
3	\$11.42-\$14.07	Part-time Advanced Technician	Z0300	Performs technical or analytical assignments requiring specific skills and specialized knowledge. <i>Examples: Accounting Technician, Asst. Coach, Client Services Rep, HR Technician, HVAC Station Operator, Property Assistant, Sr. Cashier, Sr. Staff Assistant</i>	
4	\$13.92-\$18.61	Part-time Specialist	Z0400	Performs technical or paraprofessional assignments requiring specific skills and specialized knowledge. <i>Examples: Academic Advisor, Business Assistant, Head Coach, Info Technology Technician, Purchasing Assistant, Public Relations Specialist, Public Safety Lead, Writing Center Supervisor, Student Svcs Advising Generalist</i>	
5	\$18.40-\$24.75	Part-time Associate	Z0500	Performs professional and service-oriented assignments to include administrative, academic, and student support. Responsibilities may include research, coordination of projects, organizing, using independent judgment, and exercising discretion. <i>Examples: Asst. to Dean, Buyer, Continuing Ed Coordinator, Enrollment Development Coordinator, Legal Asst, Sr. Accountant.</i>	

Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

The Business/Hospitality discipline group presented course modifications, a course deletion, and program modifications. The Health Science discipline group presented a program modification, and course modifications. The Engineering, Transportation, Architecture and Construction, and Computer Science discipline group presented two program moratoriums to the Academic Affairs Committee.

The Academic Affairs Committee approved the course deletion, course modifications, program modifications, and program moratoriums 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 course deletion, course modifications, program modifications and program moratoriums to be effective Fall 2020, unless otherwise noted.

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

Hillsborough Community College

December 4, 2019

1. Course Modifications

Effective FA/18

FSS 1063C, Food Specialties I (Baking)

- Add verbiage "Student must pass ServSafe Certification Exam" as a prerequisite.

FSS 1248C, Food Specialties II (Garde Manger 1)

- Add FOS 1201 and the verbiage "Student must pass ServSafe Certification Exam" as prerequisites.

FSS 1941, Food Practicum I

- Add verbiage "Student must pass SearvSafe Certification Exam" as a prerequisite.

FSS 1942, Food Practicum II

- Add verbiage "Student must pass ServSafe Certification Exam" as a prerequisite.

FSS 1943, Food Practicum III

- Add verbiage "Student must pass ServSafe Certification Exam" as a prerequisite.

FSS 1944, Food Practicum IV

- Add verbiage "Student must pass ServSafe Certification Exam" as a prerequisite.

HFT 2941, Hospitality Management Internship

- Add verbiage "Student must complete 50 program credit hours prior to being placed in a hospitality internship" as a prerequisite.

OPT 1155, Ophthalmic Lens I

- Add OPT 1000 as a corequisite.

OPT 1156, Ophthalmic Lens II

- Add OPT 1155 as a prerequisite.

OPT 1400L, Ophthalmic Laboratory I

- Add OPT 1460L as a prerequisite.

OPT 1430L, Ophthalmic Laboratory II

- Add OPT 1400, 1400L as a prerequisite.

OPT 1460, Ophthalmic Dispensing I

- Add OPT 1000 as a corequisite.

OPT 1460L, Ophthalmic Dispensing Laboratory I

- Add OPT 1000 as a corequisite.

OPT 2030, Ophthalmic Board Review

- Add OPT 2376L and OPT 2502L as corequisites.

OPT 2204, Anatomy and Physiology of the Eye

- Add OPT 1000 as a corequisite.

OPT 2375, Refractometry

- Add OPT 2204 and as a prerequisite.

OPT 2375L, Refractometry Laboratory I

- Add OPT 2375 as a corequisite.

OPT 2376L, Refractometry Laboratory II

- Add OPT 2375L as a prerequisite.

OPT 2641, Ophthalmic Dispensing II

- Add OPT 1460L as a prerequisite.

OPT 2461L, Ophthalmic Dispensing Laboratory II

- OPT 2461 as a prerequisite.

OPT 2463L, Ophthalmic Skills Laboratory

- Add OPT 2461 as a prerequisite.

OPT 2500, Contact Lens Theory I

- Add OPT 2204 as a prerequisite.

OPT 2500L, Contact Lens I Laboratory

- Add OPT 2500 as a corequisite.

OPT 2501, Contact Lens Theory II

- Add OPT 2500 as a prerequisite.

OPT 2501L, Contact Lens II Laboratory

- Add OPT 2501 as a corequisite.

OPT 2800L, Vision Care Clinical I

- OPT 1460L as a prerequisite.

OPT 2801L, Vision Care Clinical II

- Add OPT 1460L as a prerequisite.

OPT 2802L, Vision Care Clinical III

- Add OPT 2800L, OPT 2801L as prerequisites.

OPT 2803L, Vision Care Clinical IV

- Add OPT 2800L, OPT 2801L as prerequisites.

OPT 2910, Directed Research

- Add OPT 2461L as a prerequisite.

2. Course Termination

Effective SP/20

FSS 1945, Food Practicum V

3. Program Modifications

Chef's Apprentice (CCC)

Effective FA/20

- Delete Year I, Third Semester, FSS 1248C
- Add Year II, First Semester, FSS 1248C

Culinary Arts (CCC)

Effective FA/20

- Delete HFT 1000 from Year I, First Semester
- Delete HFT 2840 from Year I, Second Semester
- Delete FSS 1248C from Year I, Third Semester
- Delete FSS 2100 from Year I, Third Semester
- Add HFT 1000 to Year I, Third Semester
- Add HFT 2840 to Year II, First Semester
- Add FSS 2100 to Year I, First Semester
- Add FSS 1248C to Year II, First Semester

Culinary Management (AS)

Effective FA/20

- Delete FSS 2100 from Year I, Third Semester
- Add FSS 2100 to Year I, First Semester

Event Planning Management (CCC)

Effective FA/20

- Delete MAR 2011 from Year I, Second Semester
- Add FSS 2100 to Year I, First Semester

Hospitality and Tourism Management (AS)

Effective FA/20

- Delete FSS 2100 from Year I, Third Semester

- Delete HFT 1000 from Year I, First Semester
- Add FSS 2100 to Year I, First Semester
- Add HFT 1000 to Year I, Third Semester

Medical Science Laboratory (AS)

Effective FA/19

- Delete CHM 1025/1025L from Year I, First Semester
- Delete STA 2023 from Year I, First Semester
- Add CHM 1032/1032L to Year I, First Semester
- Add Year II – First Semester category
- Move MLS 2930 from Year I, Second Semester to Year II, First Semester
- Move PSY 2012 from Year I, Third Semester to Year I, Second Semester
- Move MLS 2701 from Year I, Second Semester to Year I, Third Semester
- Move Humanities General Education from Year I, Third Semester to Year II, First Semester

Restaurant Management (AS)

Effective FA/20

- Delete FSS 2100 from Year I, Third Semester
- Delete Mathematics General Education from Year I, First Semester
- Add FSS 2100 to Year I, First Semester
- Add Mathematics General Education to Year I, Third Semester

4. Program Moratorium

Effective FA/19

- Field Service Engineer – Voice, Data, Video (Apprenticeship)
- Field Service Engineer – Low Voltage Systems

CCC • Chef's Apprentice

CCC.CUL.CHEF (12 Credit Hours)

Program Required Courses

YEAR I – First Semester

FSS	1223C	Food Preparation for Managers.....	4 cr.
FOS	1201	Safety and Sanitation.....	2 cr.

YEAR I – Second Semester

FSS	1063C	Food Specialty I (Baking).....	3 cr.
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~~YEAR I – Third Semester~~

FSS	1248C	Food Specialties II (Garde Manger I)	3 cr.
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YEAR II – First Semester

FSS	1248C	Food Specialties II (Garde Manger I)	3 cr.
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CCC • Culinary Arts

CCC.CULA (35 Credit Hours)

Program Required Courses

YEAR I – First Semester

FOS	1201	Safety and Sanitation.....	2 cr.
FSS	1223C	Food Preparation for Managers.....	4 cr.
FSS	2100	Menu Development and Marketing.....	3 cr.
HFT	1000	Introduction to Hospitality Industry Management	3 cr.
HFT	2210	Supervisory Development.....	3 cr.

YEAR I – Second Semester

FSS	1063C	Food Specialty I (Baking).....	3 cr.
FSS	1500	Food and Beverage Control.....	3 cr.
FSS	2120	Food Purchasing and Storing.....	3 cr.
HFT	2840	Maitre D' and Dining Room.....	3 cr.

YEAR I – Third Semester

FSS	1248C	Food Specialties II (Garde Manger I)	3 cr.
FSS	2100	Menu Development and Marketing.....	3 cr.
†HFT	1000	Introduction to Hospitality Industry Management	3 cr.
†HUN	2201	Fundamentals of Human Nutrition	3 cr.
		Electives (Any FSS course)	2 cr.

YEAR II – First Semester

FSS	1248C	Food Specialties II (Garde Manger I)	3 cr.
HFT	2840	Maitre D' and Dining Room.....	3 cr.

AS • Culinary Management**AS.CUL.CULA (60 Credit Hours)****Program Required Courses****YEAR I – First Semester**

†ENC	1101	English Composition I.....	3 cr.
FSS	2100	Menu Development and Marketing.....	3 cr.
FSS	1223C	Food Preparation for Managers.....	4 cr.
FOS	1201	Safety and Sanitation.....	2 cr.
		Mathematics General Education.....	3 cr.

YEAR I – Second Semester

†CGS	1107	Introduction to Computers.....	1 cr.
FSS	1063C	Food Specialty I (Baking).....	3 cr.
FSS	1500	Food and Beverage Control.....	3 cr.
FSS	1941	Food Practicum I.....	2 cr.
HFT	2840	Maitre D' and Dining Room.....	3 cr.

YEAR I – Third Semester

FSS	1942	Food Practicum II	2 cr.
FSS	1943	Food Practicum III	2 cr.
FSS	2100	Menu Development and Marketing.....	3 cr.

YEAR II – First Semester

†HFT	1000	Introduction to Hospitality Industry Management	3 cr.
HFT	2210	Supervisory Development.....	3 cr.
HFT	2600	Hospitality Law	3 cr.
HUN	2203	Culinary Nutrition.....	3 cr.

YEAR II – Second Semester

FSS	1944	Food Practicum IV	2 cr.
FSS	1248C	Food Specialties II (Garde Manger I)	3 cr.
FSS	2120	Food Purchasing and Storing.....	3 cr.

YEAR II – Third Semester

†PSY	2012	General Psychology	3 cr.
		Humanities General Education.....	3 cr.
		Natural Science General Education.....	3 cr.

CCC • Event Planning Management**CCC.HFT.EVNT (24 Credit Hours)****Program Required Courses****YEAR I – First Semester**

FSS	2100	Menu Development and Marketing.....	3 cr.
†HFT	1000	Introduction to Hospitality Industry Management	3 cr.
HFT	2210	Supervisory Development.....	3 cr.

HFT	2600	Hospitality Industry Law	3 cr.
HFT	2750	Meeting, Convention and Exposition Industry	3 cr.

YEAR I – Second Semester

†ECO	2013	Principles of Macroeconomics <i>or</i> †ECO 2023, Principles of Microeconomics	3 cr.
HFT	1790	The Event Industry	3 cr.
HFT	2840	Maitre D' and Dining Room Service	3 cr.
MAR	2011	Principles of Marketing	3 cr.

AS • Hospitality and Tourism Management

AS.HFT.RESH (60 Credit Hours)

Program Required Courses

YEAR I – First Semester

†ENC	1101	English Composition I.....	3 cr.
FOS	1201	Sanitation and Safety Management.....	2 cr.
FSS	1223C	Food Preparation for Managers.....	4 cr.
FSS	2100	Menu Development and Marketing.....	3 cr.
†HFT	1000	Introduction to Hospitality Industry Management	3 cr.

YEAR I – Second Semester

FSS	2120	Food Purchasing and Storage	3 cr.
HFT	1410	Front Desk Procedures.....	3 cr.
†SYG	2000	Introduction to Sociology	3 cr.

YEAR I – Third Semester

†ECO	2023	Principles of Microeconomics	3 cr.
FSS	2100	Menu Development and Marketing.....	3 cr.
		Mathematics General Education.....	3 cr.

YEAR II – First Semester

†ACG	2021	Introduction to Financial Accounting	3 cr.
HFT	2210	Supervisory Development.....	3 cr.
HFT	2600	Hospitality Industry Law	3 cr.
HFT	2750	Meeting, Convention and Exposition Industry	3 cr.

YEAR II – Second Semester

FSS	1500	Food and Beverage Control.....	3 cr.
HFT	1790	The Event Industry	3 cr.
HFT	2840	Maitre d' and Dining Room Service.....	3 cr.
HFT	2941	Hospitality Management Internship.....	3 cr.

YEAR II – Third Semester

†PSY	2012	General Psychology	3 cr.
		Humanities General Education.....	3 cr.

AS • Medical Laboratory Science

AS.MED.LAB (76 Credit Hours)

Articulated Credit and Electives 40 cr.

Program Required Courses

YEAR I – First Semester

BSC 2085		Human Anatomy and Physiology and BSC 2085L, Human Anatomy and Physiology Laboratory.....	4 cr.
CHM	1025	Introductory Chemistry and CHM 1025L, Introductory Chemistry Laboratory	4 cr.
CHM	1032	Chemistry for Health Sciences and CHM 1032L, Chemistry for Health Sciences Laboratory	4 cr.
†ENC	1101	English Composition I.....	3 cr.
†MAC	1105	Elementary Statistics <i>or</i> College Algebra	3 cr.

YEAR I – Second Semester

†BSC	2086	Human Anatomy and Physiology II and †BSC 2086L, Human Anatomy and Physiology II Laboratory	4 cr.
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CHM	2045	General Chemistry I and CHM 2045L, General Chemistry I Laboratory	4 cr.
MLS	2701	Principles of Laboratory Operations	2 cr.
MLS	2930	Medical Laboratory Seminar	2 cr.
†PSY	2012	General Psychology	3 cr.

YEAR I – Third Semester

†MCB	2000	Microbiology and Human Disease and †MCB 2000L, Microbiology and Human Disease Laboratory	4 cr.
MLS	2701	Principles of Laboratory Operations	2 cr.
†PSY	2012	General Psychology	3 cr.
		Humanities General Education	3 cr.

YEAR II – First Semester

MLS	2930	Medical Laboratory Seminar	2 cr.
		Humanities General Education	3 cr.

AS • Restaurant Management

AS.CUL.RES (60 Credit Hours)

Program Required Courses

YEAR I – First Semester

†ENC	1101	English Composition I	3 cr.
FOS	1201	Sanitation and Safety Management	2 cr.
FSS	1223C	Food Preparation for Managers	4 cr.
FSS	2100	Menu Development and Marketing	3 cr.
		Mathematics General Education	3 cr.

YEAR I – Second Semester

FSS	1063C	Food Specialty I (Baking)	3 cr.
FSS	1500	Food and Beverage Control	3 cr.
HFT	2840	Maitre d' and Dining Room Service	3 cr.

YEAR I – Third Semester

†CGS	1000	Introduction to Computers and Technology	3 cr.
FSS	2100	Menu Development and Marketing	3 cr.
		Mathematics General Education	3 cr.

YEAR II – First Semester

†ACG	2021	Introduction to Financial Accounting	3 cr.
†HFT	1000	Introduction to Hospitality Industry Management	3 cr.
HFT	2210	Supervisory Development	3 cr.
HFT	2600	Hospitality Industry Law	3 cr.

YEAR II – Second Semester

†ENT	1000	Introduction to Entrepreneurship	3 cr.
FSS	1248C	Food Specialty II (Garde Manger I)	3 cr.
FSS	2120	Food Purchase and Storage	3 cr.
HFT	1790	The Event Industry	3 cr.

YEAR II – Third Semester

†PSY	2012	General Psychology	3 cr.
		Humanities General Education	3 cr.
		Natural Science General Education	3 cr.

Section 7

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.01

BACKGROUND AND PERTINENT FACTS:

Pursuant to the state law, the Hillsborough Community College Foundation's (HCCF) annual IRS Form 990 for Fiscal Year 2018-2019 is submitted for the Board's acknowledgement and after review, the Board is requested to certify that the Foundation is operating in a manner consistent with the goals of the community college and in the best interests of the State of Florida.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To submit the Fiscal Year 2018-2019 annual IRS Form 990 for the HCCF to the HCC Board of Trustees as required by state law, and to certify that the HCCF is operating pursuant to the requirements outlined by state law.

LEGAL AUTHORITY:

F.S. 1001.64; 1004.70

RECOMMENDATION:

The President recommends acknowledgement of receipt of the annual IRS Form 990 for the HCCF for Fiscal Year 2018-2019 and that the Board certify that the HCCF is operating in a manner consistent with the goals of Hillsborough Community College and the State of Florida.

Initiator



Date

11/18/19

Vice President/Campus President/Director of Human Resources

Date

District President

Date

DIRECT-SUPPORT ORGANIZATIONS (DSO) AUDIT REVIEW CHECK LIST

DSO NAME: Hillsborough Community College Foundation, Inc.

FOR THE FISCAL YEAR: 2018-2019

COLLEGE PRESIDENT'S RESPONSE TO DSO AUDIT:

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

COLLEGE NAME: Hillsborough Community College

President

Date

Chair, Board of Trustees

Date

Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

BACKGROUND AND PERTINENT FACTS:

In August of 2018, the District Board of Trustees entered into a contract with Williams Company 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. 1 to the contract is the establishment of a Guaranteed Maximum Price (GMP) in the amount of \$1,097,430 for exterior elevated walkway and soffit repairs at the Dale Mabry Campus. The elevated walkway at the Dale Mabry Campus is experiencing damage to architectural and structural systems due to extensive ongoing water intrusion. The existing walkway area is approximately 17,000 sf, constructed in several phases over 30 plus years, and is constructed over both interior space and exterior soffit areas. The scope of the project is to remove and replace existing failing waterproof membranes, building expansion joints, and walkway control joints.

ECONOMIC IMPACT:

Funds are provided from Capital Improvement Fees (CIF).

OBJECTIVE:

To receive Board approval of Amendment No. 1 to the contract with Williams Company, establishing a GMP in the amount of \$1,097,430 for exterior elevated walkway and soffit repairs 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. 1 to the contract with Williams Company, establishing a Guaranteed Maximum Price in the amount of \$1,097,430 for the exterior elevated walkway and soffit repairs at the Dale Mabry Campus.

Initiator
Ben Marshall

Date
11/18/19

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:

On September 30, 2019, the College advertised Request for Proposal #2817-20 for qualified firms to provide Construction Plan Review and Building Code Inspection Services for renovation, remodeling and new construction projects at the College's sites which currently include the Dr. Gwendolyn W. Stephenson District Administration Center; five (5) campuses (Dale Mabry, Ybor, Brandon, Plant City, and South Shore) and four (4) centers (the Collaboration Studio, Brandon Regent, Ybor City Training Center, and MacDill Air Force Base) located in Hillsborough County.

The initial term of this contract will be for one (1) year with the option to renew for four (4) additional year(s), one (1) year at a time. The College received responses from four (4) firms. One (1) firm did not meet the evaluation criteria requirements and was therefore non-responsive. The written submissions for four (4) firms were scored by a three-person evaluation committee comprised of the Director of Facilities Planning & Construction, the Facilities Construction Management Officer, and the Construction Manager.

The four (4) firms were ranked as follows:

FIRM	LOCATION	SCORE
Quorum Services LLC	Tampa, FL	86.33
GFA International Inc.	Tampa, FL	74.67
Universal Engineering Sciences Inc.	Tampa, FL	68.00
Bureau Veritas North America Inc.	St. Cloud, FL	62.17

The committee recommends award to **Quorum Services LLC of Tampa, FL.**

ECONOMIC IMPACT:

Funds will be provided from individual construction project budgets.

OBJECTIVE:

To provide Construction Plan Review and Building Code Inspection Services for renovation, remodeling and new construction projects at the College-wide for an initial term of one (1) year with the option to renew for four (4) additional year(s), one (1) year at a time.

LEGAL AUTHORITY:

SBE 6A-14.0734
HCC 6HX-10-6.08
FS 1001.02
FS 1001.64

RECOMMENDATION:

The President recommends entering into a contract with **Quorum Services LLC of Tampa** to provide Construction Plan Review and Building Code Inspection Services for renovation, remodeling and new construction projects at the College-wide for an initial term of one (1) year with the option to renew for four (4) additional year(s), one (1) year at a time at an estimated amount of \$60,000 for the first year and subject to the number and scope of projects thereafter.

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date



HILLSBOROUGH

Community College

Department of Purchasing
eRFP Evaluation System

Written Proposal Evaluation Executive Report

Date: 11/6/2019 Time: 8:27:48 AM

Project Name: RFP 2817-20 Construction Document Plan Review, Building Code and Fire Prevention Code Inspection Services

CRITERIA	Price	Plan	Experience	Ability	References	Additional Items	Total Score
CRITERIA TYPE	Evaluation Criteria	Evaluation Criteria	Evaluation Criteria	Evaluation Criteria	Evaluation Criteria	Evaluation Criteria	
WEIGHT%	40.00	10.00	25.00	10.00	10.00	5.00	100.00
Quorum Services LLC	34.67	8.33	21.67	8.67	9.33	3.67	86.33
GFA International Inc	26.67	7.33	20.83	8.00	8.00	3.83	74.67
Universal Engineering Sciences Inc	29.33	6.67	17.50	7.00	4.00	3.50	68.00
Bureau Veritas North America Inc	21.33	6.67	19.17	6.00	6.00	3.00	62.17
Outstanding	40.00 - 36.00	10.00 - 9.00	25.00 - 22.50	10.00 - 9.00	10.00 - 9.00	5.00 - 4.50	100.00 - 90.00
Very Good	35.60 - 28.00	8.90 - 7.00	22.25 - 17.50	8.90 - 7.00	8.90 - 7.00	4.45 - 3.50	89.00 - 70.00
Satisfactory	27.60 - 20.00	6.90 - 5.00	17.25 - 12.50	6.90 - 5.00	6.90 - 5.00	3.45 - 2.50	69.00 - 50.00
Poor	19.60 - 8.00	4.90 - 2.00	12.25 - 5.00	4.90 - 2.00	4.90 - 2.00	2.45 - 1.00	49.00 - 20.00
Unsatisfactory	7.60 - 0.00	1.90 - 0.00	4.75 - 0.00	1.90 - 0.00	1.90 - 0.00	0.95 - 0.00	19.00 - 0.00

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.03

BACKGROUND AND PERTINENT FACTS:

On September 17, 2019, the College advertised Request for Proposal #2815-20 for qualified firms to provide charter bus services for the College's athletic teams for a three (3) year period with four (4) optional one (1) year renewal periods.

The College received responses from five (5) firms. The five (5) firms were scored by the three-person evaluation committee comprised of the Dale Mabry Campus Dean of Student Services, Dale Mabry Campus Assistant Dean of Athletics, and Dale Mabry Campus Program Analyst, Student Services.

The firms were ranked as follows:

FIRM	LOCATION	SCORE
ESCOT Bus Lines, LLC	Largo, FL	85.75
Phoenix Bus Inc.	Orlando, FL	64.50
First Class Coach Co. Inc. dba Martz Group	St. Petersburg, FL	48.00
MCA Transportation	Orlando FL	24.00
Dynamic Tours and Transportation Inc.	Orlando, FL	12.00

The committee recommends award to **ESCOT Bus Lines, LLC** of **Largo, Florida**.

ECONOMIC IMPACT:

Funds are budgeted within Student Activity Fees.

OBJECTIVE:

To provide charter bus services for the College's athletic teams for a three (3) year period with four (4) optional one (1) year renewal periods.

LEGAL AUTHORITY:

SBE 6A-14.0734
HCC 6HX-10-6.08
FS 1001.02
FS 1001.64

RECOMMENDATION:

The President recommends entering into a contract with **ESCOT Bus Lines, LLC** of **Largo** to provide charter bus services for the College's athletic teams for a three (3) year period with four (4) optional one (1) year renewal periods at an estimated amount of \$146,165 for the first year subject to the final game schedules.

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



HILLSBOROUGH Community College

Department of Purchasing
eRFP Evaluation System

Written Proposal Evaluation Executive Report

Date: 10/29/2019 Time: 7:59:09 AM

Project Name: RFP # 2815-20 Charter Bus Services

CRITERIA	Price	Plan for accomplishing RFP requirements	Experience	Ability to accomplish RFP requirements	References	Additional Items: Insurance / Litigation / Site Visit	Total Score
CRITERIA TYPE	Evaluation Criteria	Evaluation Criteria	Evaluation Criteria	Evaluation Criteria	Evaluation Criteria	Evaluation Criteria	
WEIGHT%	60.00	15.00	10.00	10.00	5.00	0.00	100.00
Escot Bus Lines LLC	47.00	14.25	9.50	10.00	5.00	0.00	85.75
Phoenix Bus Inc	60.00	4.50	0.00	0.00	0.00	0.00	64.50
First Class Coach Co. Inc dba Martz Group	42.00	6.00	0.00	0.00	0.00	0.00	48.00
MCA Transportation	24.00	0.00	0.00	0.00	0.00	0.00	24.00
Dynamic Tours and Transportation Inc.	12.00	0.00	0.00	0.00	0.00	0.00	12.00
Outstanding	60.00 - 54.00	15.00 - 13.50	10.00 - 9.00	10.00 - 9.00	5.00 - 4.50	0.00 - 0.00	100.00 - 90.00
Very Good	53.40 - 42.00	13.35 - 10.50	8.90 - 7.00	8.90 - 7.00	4.45 - 3.50	0.00 - 0.00	89.00 - 70.00
Satisfactory	41.40 - 30.00	10.35 - 7.50	6.90 - 5.00	6.90 - 5.00	3.45 - 2.50	0.00 - 0.00	69.00 - 50.00
Poor	29.40 - 12.00	7.35 - 3.00	4.90 - 2.00	4.90 - 2.00	2.45 - 1.00	0.00 - 0.00	49.00 - 20.00
Unsatisfactory	11.40 - 0.00	2.85 - 0.00	1.90 - 0.00	1.90 - 0.00	0.95 - 0.00	0.00 - 0.00	19.00 - 0.00

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.04

BACKGROUND AND PERTINENT FACTS:

The College contracts with the Tampa Sports Authority (TSA) to provide parking services for HCC at the Dale Mabry campus for events at the Raymond James Stadium. The new parking agreement with TSA will be for a one (1) year term beginning February 1, 2020 and ending January 31, 2021. All other terms and conditions of the agreement including the fee schedule will remain the same.

ECONOMIC IMPACT:

None

OBJECTIVE:

To obtain approval of the new parking agreement with the TSA.

LEGAL AUTHORITY:

FS 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of the new Parking Agreement with the TSA for a one (1) year term beginning February 1, 2020 and ending January 31, 2021, with no other changes to the terms of our current agreement including the fee schedule.

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.05

BACKGROUND AND PERTINENT FACTS:

In May, the Board approved HCC moving forward with discussions with the New York Yankees Partnership for the lease of one (1) acre at the Dale Mabry campus for the construction and operation of an information technology facility and storage area. The Lease Agreement is for a term of thirty (30) years with an option to renew for one (1) five-year term. HCC will receive \$25,000 in rental payments for the following: an annual contribution of \$10,000 to the HCC Foundation for the Black, Brown and College Bound Conference or similar event; and an annual donation of \$15,000 for the student worker program.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To obtain Board approval of the Lease Agreement with the New York Yankees Partnership.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends the approval of the Lease Agreement with the New York Yankees Partnership for a term of thirty (30) years with one (1) five-year option to renew for one (1) acre of land at the Dale Mabry campus for the construction and operation of an information technology facility and storage area. HCC will receive an annual rental payment of \$25,000; an annual contribution of \$10,000 to the HCC Foundation for the Black, Brown and College Bound Conference or similar event; and an annual donation of \$15,000 for the student worker program.

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

LEGEND

BN DY = BOUNDARY
COR = CORNER
OR = OFFICIAL RECORDS BOOK
PB = PLAT BOOK
PG = PAGE
POB = POINT OF BEGINNING
POC = POINT OF COMMENCEMENT
R/W = RIGHT-OF-WAY
SR = STATE ROAD
US = UNITED STATES

W. DR. MARTIN LUTHER KING BLVD

POC
NORTH 1/4 CORNER, SECTION 9,
TOWNSHIP 29 SOUTH, RANGE 18 EAST

NORTH LINE, NORTHEAST 1/4, SECTION 9, TOWNSHIP 29 SOUTH, RANGE 18
EAST

209.96'
S89°12'12"E

255.18'
S00°25'20"W

S88°19'39"E
174.80'

N03°19'26"E
9.93'

S87°11'20"E
93.44'

S16°59'21"W
97.59'

POB

206.07'
S16°58'34"W

N01°28'22"E
176.47'

N88°31'47"W
198.65'

N43°12'56"W
21.07'

0 50 100
SCALE: 1"=100'

SAVED: 10/9/2019 3:37 PM
PLOTTED: 10/9/2019 5:44 PM

NOT A SURVEY

SHEET 1 OF 2

ITEM	DATE	BY	QC
SKETCH & DESCRIPTION	10-09-19	DHR	DHR
H: \JN\3609 (NAVD88)\DWG\3609SDWEST.DWG			

EXHIBIT A



POLARIS ASSOCIATES INC.
PROFESSIONAL SURVEYING LB 6113
2165 SUNNYDALE BOULEVARD, SUITE D
CLEARWATER, FLORIDA 33765
(727) 461-6113

DESCRIPTION

THAT PORTION OF THE NORTH 1/2 OF SECTION 8, TOWNSHIP 29 SOUTH, RANGE 18 EAST, HILLSBOROUGH COUNTY, FLORIDA, BEING FURTHER DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTH 1/4 CORNER OF SAID SECTION 8; THENCE S.89°12'12"E., 209.96 FEET ALONG THE NORTH LINE OF THE NORTHEAST 1/4 OF SAID SECTION 9; THENCE LEAVING SAID LINE, S.00°25'20"W., 255.18 FEET; THENCE S.16°59'21"W., 97.59 FEET TO THE POINT OF BEGINNING; THENCE S.16°58'34"W., 206.07 FEET; THENCE N.43°12'56"W., 21.07 FEET; THENCE N.88°31'47"W., 198.65 FEET; THENCE N.01°25'22"E., 176.47 FEET; THENCE S.88°19'39"E., 174.80 FEET; THENCE N.03°19'26"E., 9.93 FEET; THENCE S.87°11'20"E., 93.44 FEET TO THE POINT OF BEGINNING.

CONTAINING 1.000 ACRES (43,572 SQUARE FEET), MORE OR LESS

NOTES

1. BEARINGS ARE BASED ON THE NORTH LINE OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 8, TOWNSHIP 29 SOUTH, RANGE 18 EAST, SAID LINE BEING ASSUMED AS S89°12'12"E.
2. LEGAL DESCRIPTION WAS PREPARED BY POLARIS ASSOCIATES, INC.
3. RE-USE OF THIS SKETCH FOR PURPOSES OTHER THAN WHICH IT WAS INTENDED, WITHOUT WRITTEN VERIFICATION, WILL BE AT THE RE-USERS SOLE RISK AND WITHOUT LIABILITY TO THE SURVEYOR. NOTHING HEREIN SHALL BE CONSTRUED TO GIVE ANY RIGHTS OR BENEFITS TO ANYONE OTHER THAN THOSE CERTIFIED TO.
4. THIS SKETCH IS NOT INTENDED TO SHOW THE LOCATION OR EXISTENCE OF ANY JURISDICTIONAL, HAZARDOUS OR ENVIRONMENTALLY SENSITIVE AREAS.
5. THIS SKETCH WAS PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE AND MAY BE SUBJECT TO EASEMENTS, RESTRICTIONS, RIGHTS-OF-WAY AND OTHER MATTERS OF RECORD.

CERTIFICATION

I HEREBY CERTIFY THAT THE SKETCH REPRESENTED HEREON MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027 FLORIDA STATUTES.

SAVED:10/9/2019 3:37 PM

PLOTTED:10/9/2019 5:44 PM


DAN H. RIZZUTO
PROFESSIONAL LAND SURVEYOR
LS 5227, STATE OF FLORIDA

NOT A SURVEY

SHEET 2 OF 2

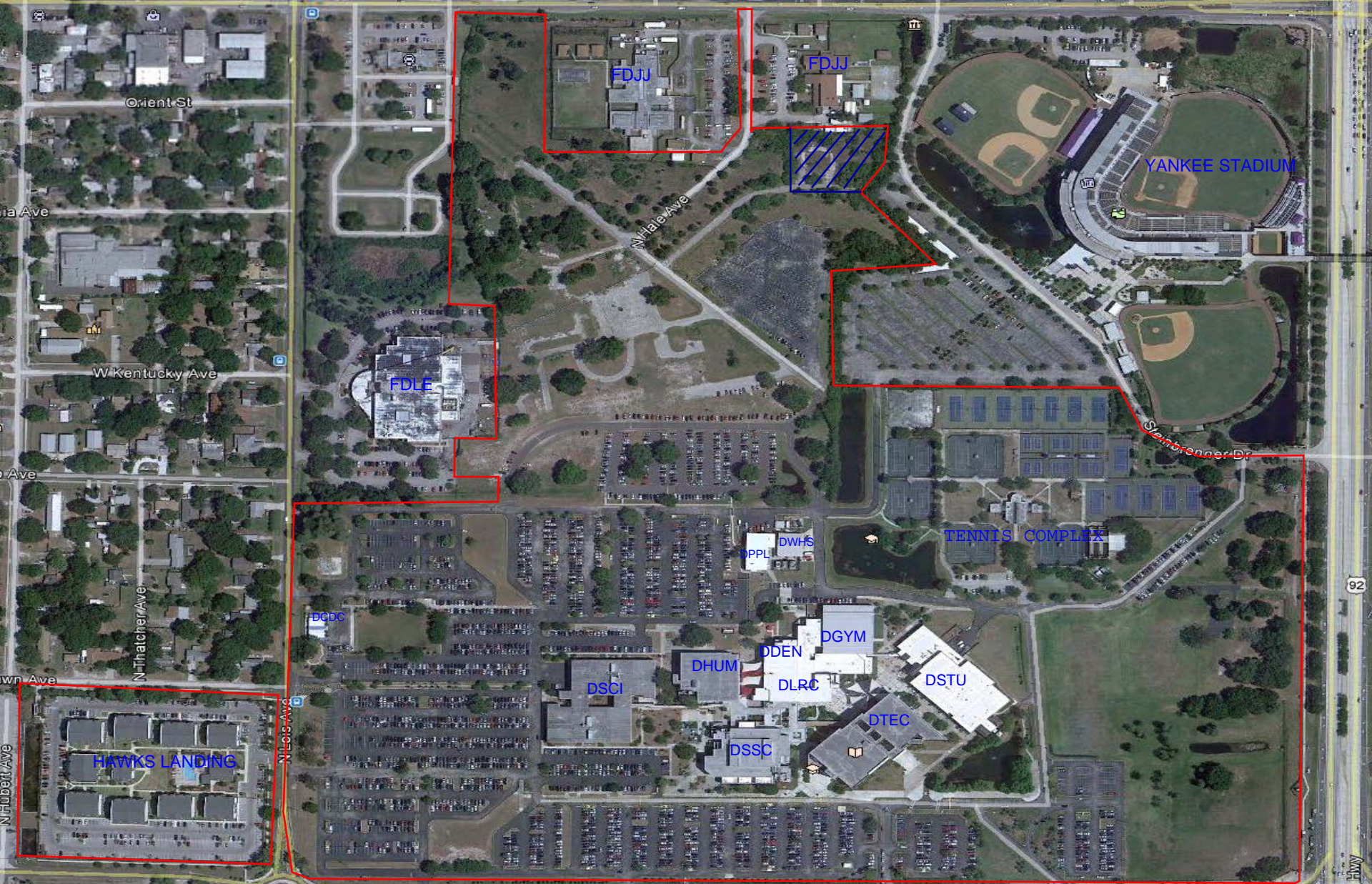
ITEM	DATE	BY	QC
SKETCH & DESCRIPTION	10-9-19	DHR	DHR
H:\JN\3609 (NAVD88)\DWG\3609SDWEST.DWG			

EXHIBIT A

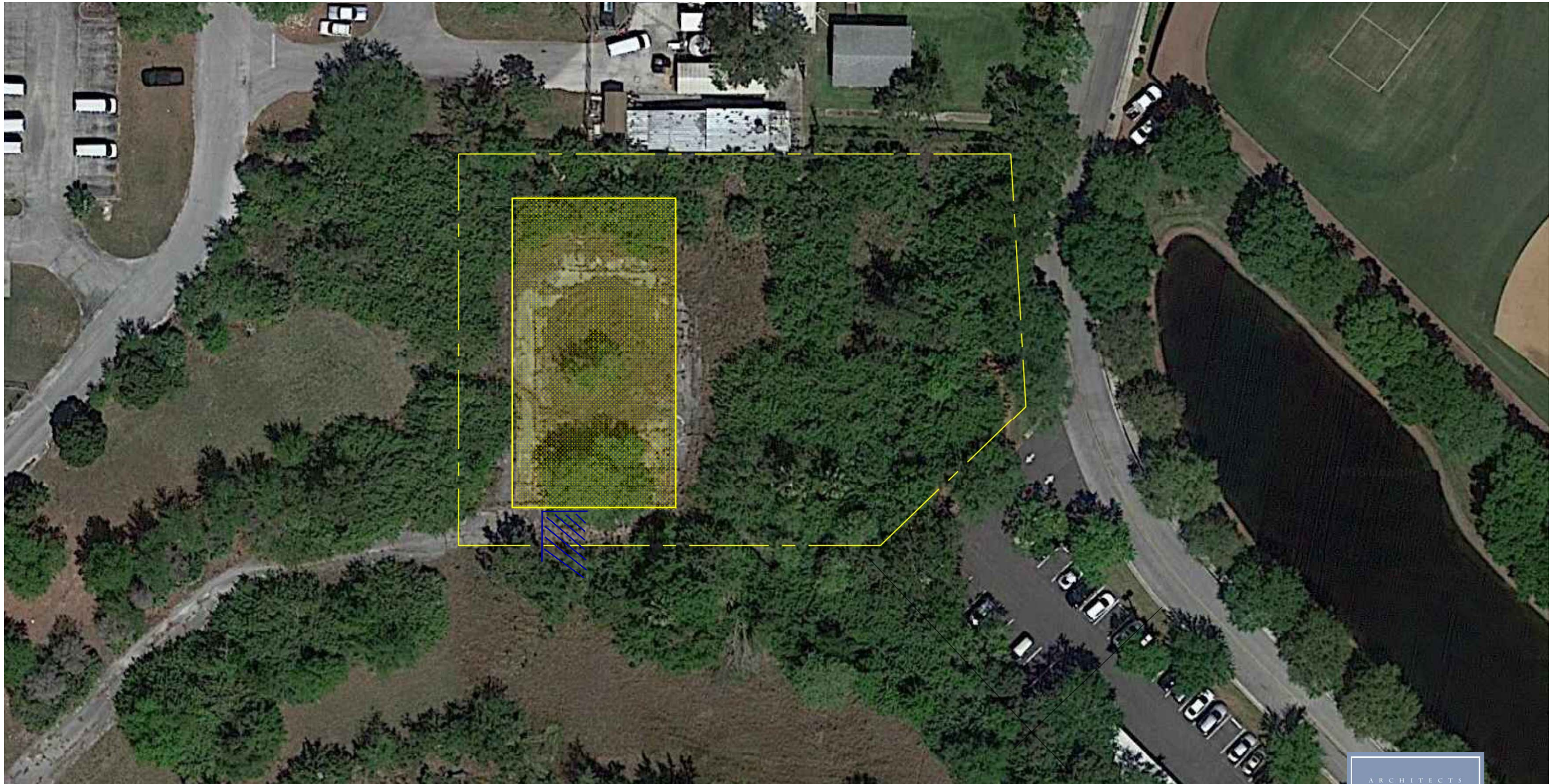


POLARIS ASSOCIATES INC.
PROFESSIONAL SURVEYING LB 6113
2165 SUNNYDALE BOULEVARD, SUITE D
CLEARWATER, FLORIDA 33765
(727) 461-6113

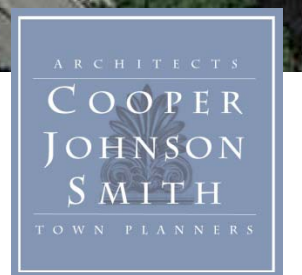




DALE MABRY CAMPUS



SITE STUDY
New York Yankees Data Center
Florida



102 South 12th Street | Tampa, Florida 33602
Office: (813) 273-0034
www.cjsarch.com

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.05

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 August 2019 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 August 2019 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 August 31, 2019
(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	\$6,052	\$6,645	-9%	\$26,711	\$25,233	94%	\$24,830	2%
Support from State Government ⁽¹⁾	\$5,127	\$4,290	20%	10,253	\$10,253	100%	\$8,580	20%
Other Revenue ⁽²⁾	\$208	\$271	-23%	511	\$509	100%	\$578	-12%
Total Revenue	\$11,386	\$11,206	2%	\$37,475	\$35,996	96%	\$33,988	6%
% of Revenues From State Govt.	45%	38%		27%	28%		25%	
<u>Operating Expenses</u>								
Instructional Salaries & Benefits	\$1,230	\$1,221	1%	\$2,559	\$2,845	111%	\$2,816	1%
Other Salaries & Benefits	4,738	4,748	0%	8,051	7,639	95%	7,166	7%
Total Personnel Costs	\$5,968	\$5,968	0%	\$10,610	\$10,484	99%	\$9,982	5%
Other Expenses ⁽³⁾	\$2,851	\$2,618	9%	\$4,815	\$5,861	122%	\$5,270	11%
Total Operating Expenses	\$8,819	\$8,586	3%	\$15,425	\$16,345	106%	\$15,252	7%
<u>Capital Outlay</u>⁽⁴⁾	\$87	\$66	31%	\$170	\$384	226%	\$76	408%
Total Expenses	\$8,906	\$8,652	3%	\$15,595	\$16,729	107%	\$15,328	9%
Excess/(deficit) Revenues Over Expenses	\$2,480	\$2,553		\$21,880	\$19,267		\$18,661	

NOTES:

(1) The current month increase of \$837K in Support from State Government due to increase in CCPF and total funding.

(2) The current month decrease of \$63K in Other Revenue is due to the \$62K decrease in miscellaneous revenue and the \$48K decrease in campus facilities, offset by increase of \$46K in indirect costs recovered for August FY20 compared to August FY19.

(3) The current month increase of \$233K is primarily due to the \$122K in Telephones & Utilities, a \$125K increase in Professional Fees, a \$75K increase in Scholarships/Waivers and a \$38K increase in Subscriptions & Periodicals offset by a \$310K decrease in Repairs & Maintenance.

(4) The current month increase of \$21K in Capital Outlay is primarily due to construction expenses for Ybor Training Center Annex.

**Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending August 31, 2019**

KEY PERFORMANCE INDICATORS

STAFF FTEs

	<u>August 2019</u>	<u>August 2018</u>
Instructional Faculty FTEs ⁽¹⁾	389	393
All Other Staff FTEs	<u>887</u>	<u>866</u>
Total FTEs	1,276	1,259
% of Instructional FTEs	30%	31%
	<u>August 2019</u>	<u>August 2018</u>
Actual Head Count Instruct. Faculty	561	582
Actual Head Count All Other Staff	<u>1,188</u>	<u>1,130</u>
Total Actual Head Count	1,749	1,712

STUDENT FTEs ⁽²⁾

<u>Term</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>
FALL	9,365	9,448	9,343
SUMMER	3,574	3,442	3,131
TOTAL	12,939	12,890	12,474

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>August 2019</u>	<u>August 2018 ⁽⁴⁾</u>
Current Ratio (Current Assets/Current Liabilities)	9.31	8.60
Return On Net Assets (Fund Balance After to GASB 68 & GASB 75/Total Assets)	11%	10%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	7%	9%
Fund Balance as a % of Funds Available (Fund Balance After to GASB 68 & GASB 75/Total Funds Available)	19.81%	18.57%
Days Cash on Hand (Cash & Cash Equiv./Daily Operating Expenses)	90	92

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.

(4) August 2018 calculations have been recalculated due to errors in amounts used in original calculations. The calculations shown here are corrected.

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

	As of August 31, 2019	As of August 31, 2018
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 34,041,131	\$ 34,014,417
Restricted Cash and Cash Equivalents	10,811,760	11,221,325
Investments	4,275,395	7,882,680
Restricted Investments	-	-
Accounts Receivable, Net	30,893,696	30,082,753
Notes Receivable, Net (Note 1)	10,699	10,356
Due from Other Governmental Agencies (Note 2)	4,902,337	9,574,589
Due from Component Unit/College (Note 3)	204,782	81,856
Inventories	1,619,604	1,522,761
Prepaid Expenses (Note 4)	1,892,378	890,738
Deposits	-	-
Other Assets	-	-
Total Current Assets	\$ 88,651,782	\$ 95,281,475
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 11,135,614	\$ 20,292,732
Investments	3,618,807	249,440
Restricted Investments	-	10,762
Prepaid Expenses	-	-
Loans and Notes Receivable, Net	19,994	32,799
Depreciable Capital Assets, Net (Note 5)	153,388,110	141,463,824
Nondepreciable Capital Assets	2,116,952	12,629,121
Land	29,744,323	29,756,180
Other Assets	137,500	137,500
Total Noncurrent Assets	\$ 200,161,301	\$ 204,572,358
TOTAL ASSETS	\$ 288,813,083	\$ 299,853,834
DEFERRED OUTFLOWS OF RESOURCES (Note 6)		
Deferred Outflows - Pension FRS	\$ 20,354,381	\$ 20,953,515
Deferred Outflows - Pension HIS	3,696,461	4,093,366
Deferred Outflows - Other Post Employment Benefits	2,453,879	905,148
Total Deferred Outflows of Resources	\$ 26,504,720	\$ 25,952,029
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 315,317,803	\$ 325,805,862
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 1,550,886	\$ 3,333,646
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	1,783,094	1,809,498
Retainage Payable	167,323	747,270
Due to Other Governmental Agencies	11,563	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	15,601	22,864
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	1,071,684	1,133,623
Long-Term Liabilities - Current Portion:		
Bonds Payable	-	350,000
Notes and Loans Payable (Note 9)	1,661,000	1,627,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Compensated Absences Payable	400,000	400,000
Net Pension Liability (Note 10)	1,514,160	1,080,479
Other Post Employment Benefits Payable (Note 11)	1,342,648	568,283
Total Current Liabilities	\$ 9,517,959	\$ 11,084,226

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

	<u>As of August 31, 2019</u>	<u>As of August 31, 2018</u>
Noncurrent Liabilities:		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	11,448,214	13,166,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Special Termination Benefits Payable	-	-
Compensated Absences Payable	2,614,936	3,080,508
Net Pension Liability (Note 10)	54,110,797	55,172,787
Other Post Employment Benefits Payable	156,201	867,299
Other Long-Term Liabilities	-	-
Total Noncurrent Liabilities	<u>\$ 68,330,148</u>	<u>\$ 72,286,595</u>
TOTAL LIABILITIES	<u>\$ 77,848,106</u>	<u>\$ 83,370,820</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	148,441	60,657
Total Deferred Inflows of Resources	<u>\$ 6,887,481</u>	<u>\$ 3,946,858</u>
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	<u><u>\$ 84,735,587</u></u>	<u><u>\$ 87,317,678</u></u>
NET POSITION		
Invested in Capital Assets, Net of Related Debt	\$ 175,981,192	\$ 176,318,993
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	3,288,958	3,391,762
Scholarships	6,932,267	7,390,097
Capital Projects	10,254,880	19,495,030
Debt Service	-	10,762
Unrestricted	<u>34,124,919</u>	<u>31,881,540</u>
Total Net Position	<u>\$ 230,582,216</u>	<u>\$ 238,488,184</u>
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	<u><u>\$ 315,317,803</u></u>	<u><u>\$ 325,805,862</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 AUGUST 31, 2019**

Reserve for Encumbrances	\$	188,723	
BOT Designations	\$	3,038,778	
Unallocated Fund Balance	\$	51,154,634	
Less: (GASB 68 and GASB 74/75)	\$	(40,712,099)	
Total Reserve and Unallocated	\$	13,670,036	
Change in Unrestricted Net Position	\$	20,454,884	
Total Fund Balance As Reported After GASB 68 and GASB 74/75	\$	34,124,919	19.81%

Hillsborough Community College
Income Statement
Current Unrestricted Fund
Period Ending August 31, 2019
(Dollars In Thousands)

	YTD Actual to Budget Comparison				YTD Actual to Actual Comparison			
REVENUE	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> \$	%	<u>Aug-19</u>	<u>Aug-18</u>	<u>Variance</u> \$	%
Student Tuition and Fees	\$26,711	\$25,233	-\$1,477	-6%	\$25,233	\$24,830	\$404	2%
Support From State Government	\$10,253	\$10,253	\$0	0%	\$10,253	\$8,580	\$1,673	20%
Other Revenue	\$511	\$509	-\$2	0%	\$509	\$578	-\$69	-12%
Total Revenue	\$37,475	\$35,996	-\$1,479	-4%	\$35,996	\$33,988	\$2,008	6%
	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u> \$	%	<u>Aug-19</u>	<u>Aug-18</u>	<u>Variance</u> \$	%
EXPENDITURES								
Personnel Costs								
Full Time Salaries	\$4,302	\$4,206	-\$96	-2%	\$4,206	\$3,819	\$387	10%
Part Time Salaries	\$2,718	\$2,913	\$194	7%	\$2,913	\$2,899	\$14	0%
Fringe Benefits	\$3,152	\$3,335	\$184	6%	\$3,335	\$3,250	\$85	3%
Regular Termination	\$31	\$30	-\$1	-3%	\$30	\$15	\$16	109%
Total Personnel Costs	\$10,610	\$10,484	-\$126	-1%	\$10,484	\$9,982	\$502	5%
Current Expenses								
Travel	\$82	\$114	\$32	39%	\$114	\$64	\$51	79%
Telephones & Utilities	\$654	\$847	\$193	29%	\$847	\$683	\$163	24%
Professional Fees	\$194	\$346	\$153	79%	\$346	\$187	\$160	85%
Repairs & Maintenance	\$1,026	\$1,032	\$6	1%	\$1,032	\$1,194	-\$161	-14%
Insurance	\$240	\$336	\$96	40%	\$336	\$590	-\$254	-43%
Other Services	\$1,512	\$1,915	\$403	27%	\$1,915	\$1,573	\$343	22%
Materials & Supplies	\$164	\$227	\$64	39%	\$227	\$150	\$77	51%
All Other Current Expenses	\$943	\$1,043	\$100	11%	\$1,043	\$829	\$214	26%
Total Current Expenses	\$4,815	\$5,861	\$1,046	22%	\$5,861	\$5,270	\$591	11%
Total Personnel & Current Expenses	\$15,425	\$16,345	\$920	-2%	\$16,345	\$15,252	\$1,093	4%
Capital Outlay								
Equipment	\$17	\$12	-\$4	-27%	\$12	\$15	-\$3	-19%
Buildings	\$153	\$372	\$219	143%	\$372	\$61	\$311	514%
Total Capital Outlay	\$170	\$384	\$214	126%	\$384	\$76	\$308	408%
Total Expenditures	\$15,595	\$16,729	\$1,134	7%	\$16,729	\$15,328	\$1,401	9%
Excess/(Deficit) Revenues Over Expenses	<u>\$21,880</u>	<u>\$19,267</u>			<u>\$19,267</u>	<u>\$18,661</u>		

Exhibit 2

HILLSBOROUGH COMMUNITY COLLEGE
INVESTMENTS
AUG 2019

Bank	Account number	Interest Rate	Market Value	Issue Date	Maturity Date
Fifth Third	33804	various	\$9,018,755.92	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 8/31/19
Ally Bank Corp.	250,000.00	CD	3.05000%	12/10/2018	12/12/2018	12/07/2020	12/07/2020	250,000.00	250,000.00	254,075.00
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	995,747.38	1,005,510.00
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	250,497.50
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	807,586.46	807,488.00
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	751,800.00
Bristol County Savings Bank Inc.	250,000.00	CD	2.50000%	06/04/2019	06/11/2019	12/11/2019	12/10/2021	250,000.00	250,000.00	250,445.00
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	251,480.00
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	255,735.00
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	253,805.00
Enerbank USA Inc.	250,000.00	CD	2.10000%	07/02/2019	07/10/2019	01/10/2020	07/11/2022	250,000.00	250,000.00	250,220.00
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	253,915.00
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	254,170.00
Goldman Sachs Bank USA	250,000.00	CD	2.35000%	04/18/2018	04/25/2018	10/25/2019	10/25/2019	250,000.00	250,000.00	250,147.50
INTERNATIONAL BUSINESS MACHINES CORP	500,000.00	CORP	2.25000%	08/01/2019	08/05/2019	02/19/2021	02/19/2021	501,425.00	501,359.12	501,920.00
JPMORGAN CHASE & CO	1,000,000.00	CORP	4.95000%	07/24/2018	07/26/2018	03/25/2020	03/25/2020	1,031,370.00	1,010,837.11	1,015,520.00
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	250,817.50
MetaBank	250,000.00	CD	2.05000%	07/02/2019	07/12/2019	10/12/2019	04/12/2021	250,000.00	250,000.00	250,042.50
FEDERATED GOVT OBL CAP	47,365.42	MMFUND	---	---	---	08/31/2019	08/31/2019	47,365.42	47,365.42	47,365.42
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	252,150.00
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	250,395.00
Safra National Bank of New York	100,000.00	CD	2.80000%	12/21/2018	12/27/2018	04/15/2020	04/15/2020	100,000.00	100,000.00	100,625.00
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	252,837.50
State Bank Of India (New York, NY)	250,000.00	CD	2.55000%	06/04/2019	06/19/2019	12/19/2019	06/21/2021	250,000.00	250,000.00	250,095.00
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	254,090.00
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	250,765.00
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	252,845.00
	8,947,365.42									9,018,755.92

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 September 2019 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 September 2019 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 September 30, 2019
(Dollars In Thousands)**

	MONTH			YEAR-TO-DATE				
	<u>Current</u> <u>Actual</u>	<u>Prior Year</u> <u>Actual</u>	<u>% Var</u> <u>Prior Yr</u>	<u>Budget</u>	<u>Current</u> <u>Actual</u>	<u>% of</u> <u>Budget</u>	<u>Prior Year</u> <u>Actual</u>	<u>% Var</u> <u>Prior Yr</u>
Revenues								
Student Tuition and Fees ⁽¹⁾	\$98	\$226	-56%	\$25,399	\$25,332	100%	\$25,055	1%
Support from State Government ⁽²⁾	\$4,964	\$4,290	16%	15,380	\$15,218	99%	\$12,870	18%
Other Revenue ⁽³⁾	\$738	\$171	332%	658	\$1,247	189%	\$749	66%
Total Revenue	\$5,800	\$4,687	24%	\$41,438	\$41,796	101%	\$38,675	8%
% of Revenues From State Govt.	86%	92%		37%	36%		33%	
Operating Expenses								
Instructional Salaries & Benefits	\$3,280	\$3,182	3%	\$6,112	\$5,734	94%	\$5,628	2%
Other Salaries & Benefits	5,045	5,142	-2%	12,364	12,392	100%	12,561	-1%
Total Personnel Costs	\$8,324	\$8,324	0%	\$18,475	\$18,127	98%	\$18,189	0%
Other Expenses ⁽⁴⁾	\$2,362	\$2,819	-16%	\$7,735	\$8,223	106%	\$8,089	2%
Total Operating Expenses	\$10,686	\$11,144	-4%	\$26,210	\$26,349	101%	\$26,278	0%
Capital Outlay⁽⁵⁾								
	\$466	\$62	648%	\$494	\$850	172%	\$138	516%
Total Expenses	\$11,152	\$11,206	0%	\$26,704	\$27,199	102%	\$26,416	3%
Excess/(deficit) Revenues Over Expenses	<u>-\$5,352</u>	<u>-\$6,520</u>		<u>\$14,734</u>	<u>\$14,597</u>		<u>\$12,259</u>	

NOTES:

(1) The current month decrease of \$127K in Student Tuition and Fees is due to the decrease in CDL Tuition, decrease in Auto Services PSAV Lab Fees and increase in Veterans Out of State Waivers and Dual Enrollment Waivers in September FY2020 compared to September FY2019.

(2) The current month increase of \$674K in Support from State Government is due to increase in CCPF and total funding.

(3) The current month increase of \$567K in Other Revenue is due to the \$550K in proceeds from sale of property in September FY2020 compared to September FY2019.

(4) The current month decrease of \$457K is primarily due to a \$308K decrease in Other Services, \$80K decrease on Telephone & Utilities and a \$59K decrease in Insurance.

(5) The current month increase of \$404K in Capital Outlay is primarily due to construction expenses for Ybor Training Center Annex.

**Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending September 30, 2019**

KEY PERFORMANCE INDICATORS

STAFF FTEs

	<u>September 2019</u>	<u>September 2018</u>
Instructional Faculty FTEs ⁽¹⁾	566	568
All Other Staff FTEs	<u>938</u>	<u>912</u>
Total FTEs	1,504	1,480
% of Instructional FTEs	38%	38%

	<u>September 2019</u>	<u>September 2018</u>
Actual Head Count Instruct. Faculty	1,037	1,048
Actual Head Count All Other Staff	<u>1,334</u>	<u>1,291</u>
Total Actual Head Count	2,371	2,339

STUDENT FTEs ⁽²⁾

<u>Term</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>
FALL	9,803	9,644	9,573
SUMMER	3,574	3,442	3,131
TOTAL	13,377	13,086	12,704

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>September 2019</u>	<u>September 2018</u>
Current Ratio (Current Assets/Current Liabilities)	8.43	7.49
Return On Net Assets (Fund Balance After to GASB 68 & GASB 75/Total Assets)	10%	8%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	7%	9%
Fund Balance as a % of Funds Available (Fund Balance After to GASB 68 & GASB 75/Total Funds Available)	16.85%	14.40%
Days Cash on Hand (Cash & Cash Equiv./Daily Operating Expenses)	123	126

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.

(4) August 2018 calculations have been recalculated due to errors in amounts used in original calculations. The calculations shown here are corrected.

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

	As of September 30, 2019	As of September 30, 2018
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 46,707,239	\$ 46,562,236
Restricted Cash and Cash Equivalents	5,590,610	4,415,006
Investments	4,275,395	7,882,680
Restricted Investments	-	-
Accounts Receivable, Net	13,889,169	11,133,127
Notes Receivable, Net (Note 1)	9,639	9,330
Due from Other Governmental Agencies (Note 2)	2,902,566	8,120,017
Due from Component Unit/College (Note 3)	168,687	66
Inventories	1,619,604	1,522,761
Prepaid Expenses (Note 4)	1,705,314	919,703
Deposits	-	-
Other Assets	-	-
Total Current Assets	\$ 76,868,223	\$ 80,564,926
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 12,535,861	\$ 18,928,493
Investments	3,618,807	249,440
Restricted Investments	-	10,762
Prepaid Expenses	-	-
Loans and Notes Receivable, Net	19,994	32,799
Depreciable Capital Assets, Net (Note 5)	153,388,110	141,463,824
Nondepreciable Capital Assets	2,116,952	12,629,121
Land	29,744,323	29,756,180
Other Assets	137,500	137,500
Total Noncurrent Assets	\$ 201,561,548	\$ 203,208,120
TOTAL ASSETS	\$ 278,429,771	\$ 283,773,046
DEFERRED OUTFLOWS OF RESOURCES (Note 6)		
Deferred Outflows - Pension FRS	\$ 20,354,381	\$ 20,953,515
Deferred Outflows - Pension HIS	3,696,461	4,093,366
Deferred Outflows - Other Post Employment Benefits	2,453,879	905,148
Total Deferred Outflows of Resources	\$ 26,504,720	\$ 25,952,029
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 304,934,491	\$ 309,725,075
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 832,579	\$ 3,076,767
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	2,793,426	2,576,097
Retainage Payable	167,323	747,270
Due to Other Governmental Agencies	11,563	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	47,200	19,183
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	353,355	305,424
Long-Term Liabilities - Current Portion:		
Bonds Payable	-	350,000
Notes and Loans Payable (Note 9)	1,661,000	1,627,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Compensated Absences Payable	400,000	400,000
Net Pension Liability (Note 10)	1,514,160	1,080,479
Other Post Employment Benefits Payable (Note 11)	1,342,647	568,283
Total Current Liabilities	\$ 9,123,254	\$ 10,762,066

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

	As of September 30, 2019	As of September 30, 2018
Noncurrent Liabilities:		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	11,437,444	13,109,987
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Special Termination Benefits Payable	-	-
Compensated Absences Payable	2,614,936	3,080,508
Net Pension Liability (Note 10)	54,110,797	55,172,787
Other Post Employment Benefits Payable	156,202	867,299
Other Long-Term Liabilities	-	-
Total Noncurrent Liabilities	\$ 68,319,379	\$ 72,230,582
TOTAL LIABILITIES	\$ 77,442,633	\$ 82,992,648
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	148,441	60,657
Total Deferred Inflows of Resources	\$ 6,887,481	\$ 3,946,858
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	\$ 84,330,114	\$ 86,939,506
NET POSITION		
Invested in Capital Assets, Net of Related Debt	\$ 175,981,192	\$ 176,318,993
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	2,975,913	3,249,629
Scholarships	2,653,431	1,286,083
Capital Projects	9,965,896	17,845,804
Debt Service	-	10,762
Unrestricted	29,027,945	24,074,298
Total Net Position	\$ 220,604,377	\$ 222,785,568
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$ 304,934,491	\$ 309,725,075

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

**FUND BALANCE SUMMARY
FOR FUNDS 1, 3, AND 6
AS OF SEPTEMBER 30, 2019**

Reserve for Encumbrances	\$	188,723	
BOT Designations	\$	3,038,778	
Unallocated Fund Balance	\$	51,154,634	
Less: (GASB 68 and GASB 74/75)	\$	<u>(40,712,099)</u>	
Total Reserve and Unallocated	\$	13,670,036	
Change in Unrestricted Net Position	\$	<u>15,357,910</u>	
Total Fund Balance As Reported After GASB 68 and GASB 74/75	\$	<u>29,027,945</u>	16.85%

Hillsborough Community College
Income Statement
Current Unrestricted Fund
Period Ending September 30, 2019
(Dollars in Thousands)

	<u>YTD Actual to Budget Comparison</u>				<u>YTD Actual to Actual Comparison</u>			
REVENUE	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> \$	%	<u>Sep-19</u>	<u>Sep-18</u>	<u>Variance</u> \$	%
Student Tuition and Fees	\$25,399	\$25,332	-\$68	0%	\$25,332	\$25,055	\$276	1%
Support From State Government	\$15,380	\$15,218	-\$162	-1%	\$15,218	\$12,870	\$2,348	18%
Other Revenue	\$658	\$1,247	\$589	89%	\$1,247	\$749	\$498	66%
Total Revenue	\$41,438	\$41,796	\$359	1%	\$41,796	\$38,675	\$3,122	8%
	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u> \$	%	<u>Sep-19</u>	<u>Sep-18</u>	<u>Variance</u> \$	%
EXPENDITURES								
Personnel Costs								
Full Time Salaries	\$9,289	\$8,736	-\$552	-6%	\$8,736	\$8,889	-\$153	-2%
Part Time Salaries	\$4,206	\$4,431	\$225	5%	\$4,431	\$4,361	\$70	2%
Fringe Benefits	\$4,762	\$4,908	\$147	3%	\$4,908	\$4,910	-\$1	0%
Regular Termination	\$62	\$51	-\$11	-17%	\$51	\$29	\$23	79%
Total Personnel Costs	\$18,475	\$18,127	-\$349	-2%	\$18,127	\$18,189	-\$62	0%
Current Expenses								
Travel	\$141	\$154	\$13	9%	\$154	\$117	\$37	32%
Telephones & Utilities	\$963	\$1,074	\$111	11%	\$1,074	\$991	\$83	8%
Professional Fees	\$282	\$383	\$101	36%	\$383	\$223	\$160	72%
Repairs & Maintenance	\$1,264	\$1,219	-\$46	-4%	\$1,219	\$1,307	-\$89	-7%
Insurance	\$456	\$468	\$12	3%	\$468	\$781	-\$313	-40%
Other Services	\$3,043	\$3,306	\$263	9%	\$3,306	\$3,271	\$35	1%
Materials & Supplies	\$291	\$386	\$95	33%	\$386	\$263	\$123	47%
All Other Current Expenses	\$1,294	\$1,233	-\$61	-5%	\$1,233	\$1,135	\$98	9%
Total Current Expenses	\$7,735	\$8,223	\$488	6%	\$8,223	\$8,089	\$134	2%
Total Personnel & Current Expenses	\$26,210	\$26,349	\$139	-2%	\$26,349	\$26,278	\$72	4%
Capital Outlay								
Equipment	\$37	\$45	\$8	22%	\$45	\$66	-\$21	-32%
Buildings	\$457	\$805	\$348	76%	\$805	\$72	\$733	1014%
Total Capital Outlay	\$494	\$850	\$356	72%	\$850	\$138	\$712	516%
Total Expenditures	\$26,704	\$27,199	\$495	2%	\$27,199	\$26,416	\$784	3%
Excess/(Deficit) Revenues Over Expenses	<u>\$14,734</u>	<u>\$14,597</u>			<u>\$14,597</u>	<u>\$12,259</u>		

**HILLSBOROUGH COMMUNITY COLLEGE
INVESTMENTS
SEPT 2019**

Bank	Account number	Interest Rate	Market Value	Issue Date	Maturity Date
Fifth Third	33804	various	\$9,053,546.90	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 9/30/19
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	253,655.00
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	996,079.90	1,005,150.00
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	250,337.50
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	807,216.07	807,144.00
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	750,562.50
Bristol County Savings Bank Inc.	250,000.00	CD	2.50000%	06/04/2019	06/11/2019	12/11/2019	12/10/2021	250,000.00	250,000.00	250,305.00
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	251,367.50
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	255,430.00
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	253,395.00
Enerbank USA Inc.	250,000.00	CD	2.10000%	07/02/2019	07/10/2019	01/10/2020	07/11/2022	250,000.00	250,000.00	250,165.00
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	253,997.50
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	254,212.50
Goldman Sachs Bank USA	250,000.00	CD	2.35000%	04/18/2018	04/25/2018	10/25/2019	10/25/2019	250,000.00	250,000.00	250,075.00
INTERNATIONAL BUSINESS MACHINES CORP	500,000.00	CORP	2.25000%	08/01/2019	08/05/2019	02/19/2021	02/19/2021	501,425.00	501,284.27	502,260.00
JPMORGAN CHASE & CO	1,000,000.00	CORP	4.95000%	07/24/2018	07/26/2018	03/25/2020	03/25/2020	1,031,370.00	1,009,286.47	1,013,600.00
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	250,590.00
MetaBank	250,000.00	CD	2.05000%	07/02/2019	07/12/2019	11/12/2019	04/12/2021	250,000.00	250,000.00	250,035.00
FEDERATED GOVT OBL CAP	88,020.90	MMFUND		---	---	09/30/2019	09/30/2019	88,020.90	88,020.90	88,020.90
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	251,832.50
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	250,270.00
Safra National Bank of New York	100,000.00	CD	2.80000%	12/21/2018	12/27/2018	04/15/2020	04/15/2020	100,000.00	100,000.00	100,527.00
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	252,602.50
State Bank of India, New York branch	250,000.00	CD	2.55000%	06/04/2019	06/19/2019	12/19/2019	06/21/2021	250,000.00	250,000.00	250,312.50
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	254,110.00
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	250,980.00
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	252,610.00
	8,988,020.90									9,053,546.90

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**Agenda Number: 8.08****INFORMATIONAL ITEMS ONLY:**

Prior to July 1 of each fiscal year, the Board must approve a budget for the next fiscal year. To facilitate the orderly preparation of the budget, plans for the 2020-2021 fiscal year budget are underway. Attached for your information is the proposed process flow chart of the budget development cycle including key budget development dates.

ECONOMIC IMPACT:

This agenda item has no economic impact on the College.

LEGAL AUTHORITY:

F.S. 1011.30
SBE 6A-14.070

Initiator

Kimberly McMillon

Date

11/12/19

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

**HILLSBOROUGH COMMUNITY COLLEGE
BUDGET DEVELOPMENT CALENDAR
FISCAL YEAR 2020/2021**

