



DISTRICT BOARD OF TRUSTEES BOARD MEETING

JANUARY 22, 2020

LOCATION:

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

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, JANUARY 22, 2020 – 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 **December 4, 2019 Board** 4
 Meeting Minutes (submitted herein for your review).
- 1.10 The President recommends approval as amended, for the inclusion of one (1) 12
 new administrative rule, **6HX-10-1.08 Board of Trustees, Self-Evaluation**
 (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). 16
- CONSENT** 5.02 The President recommends approval of individuals for part-time employment during Term 20/SP. Each **part-time employee** will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review). 18
- CONSENT** 5.03 The President recommends acknowledgment of **employment separations** (submitted herein for your review). 21
- 5.04 The President recommends approval of continuing contracts for post-tenured faculty (submitted herein for your review). 23

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- CONSENT** 6.01 The President recommends approval of the new courses, course modifications, courses becoming inactive, program modifications, program moratorium, and new programs to be effective Fall 2020, unless otherwise noted (submitted herein for your review). 25

7.0 INSTITUTIONAL SERVICES

- 7.01 The Executive Director of the Foundation and the College President recommend the renaming of the Tennis Center to the **Tejas Pradip Patel Tennis Center at HCC** in recognition of the Patel Family's \$400,000 gift to the HCC Foundation for the benefit of the College (submitted herein for your review). 32

8.0 FINANCIAL SERVICES

- 8.01 The President recommends approval of the **Application for Final Payment** in the amount of \$47,470.59 to **Foresight Construction Group, Inc.**, for completion of the south parking lot improvements at the Dale Mabry Campus, as reviewed and recommended by Stantec Consulting Services, Inc. (submitted herein for your review). 33
- 8.02 The President recommends approval of the **Application for Final Payment** in the amount of **\$58,922.88** to **Reno Building** for completion of the renovation of Ybor City Campus' Ybor Room, as reviewed and recommended by Wilder Architecture (submitted herein for your review). 34

8.03	The President recommends approval of the October 2019 Financial Statements (submitted herein for your review).	35
8.04	The President recommends approval of the November 2019 Financial Statements (submitted herein for your review).	44

9.0 ADMINISTRATIVE REPORT

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

12.0 ADJOURNMENT

Section 1

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, DECEMBER 4, 2019 – 4:00 P.M.
DR. GWENDOLYN W. STEPHENSON DISTRICT
ADMINISTRATION CENTER – BOARD ROOM
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 Ryan Holcombe and keep his family in our thoughts and prayers. Ryan was an Honors Institute student attending the Dale Mabry Campus and recently passed away.

The following Trustees were in attendance:

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

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

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

- \$109K in Total Revenue;
- \$131K Net Gain on Investments; and
- \$12.6M in Ending Net Assets.

1.06.02 The Foundation awarded 209 scholarships totaling \$148K for the spring term.

1.06.03 The Foundation awarded 140 FUSE scholarships totaling \$770K.

1.06.04 The September and October major gift reports was sent to the Board separately and included donations totaling \$712,627. Donors included:

- Drs. Kiran & Pallavi Patel 2017 Foundation for Global Understanding
- UA Local 123 & MCA Central Florida Charitable Foundation
- Brown & Brown Insurance – Pinellas Division
- Suncoast Credit Union Foundation
- Tampa United Volleyball Academy
- Lightning Foundation, Inc.
- Miller Electric
- The USAA Foundation, A Charitable Trust
- Children’s Board of Hillsborough County
- Community Foundation of Tampa Bay, Inc.
- Gilbane Building Company
- ASI Landscape Management
- Baston-Cook Company
- Biltmore Construction Company, Inc.
- FleischmanGarcia
- Port Tampa Bay
- Todd K. Osgood
- VoltAir Consulting Engineers, Inc.
- Wilder Architecture, Inc.
- The Moses White Foundation
- Tri-City Electrical Contractors, Inc.
- NACCE, Inc.
- Barbara Steck
- Rivero Gordimer & Company PA
- Weismiller Donor Advised Fund
- Laxer Family Foundation, Inc.
- GTE Financial
- University of South Florida
- Tampa General Hospital
- Barbara Smith-Palinkas
- United Civic Organization, Inc.
- Nielsen Foundation
- Rocha Controls
- Reno Building Company
- BayCare Health System
- CapTrust Financial Advisors
- Patcraft
- Tampa International Airport
- Edamerica
- Wilder Architecture, Inc.
- The Moses White Foundation
- Hepner Architects, Inc.
- Edunav, Inc.
- James F. Perry
- Robert A. Yanez

1.06.05 Dr. Atwater thanked Mr. Shear and his office for leading the way in fundraising for the President’s Showcase.

1.07 Faculty, Staff and Student Recognitions

Ms. Ashley Carl, Executive Director of Marketing and Communications, provided the following faculty, staff and student recognitions:

1.07.01 **Ryan Ortega**, SouthShore student, had a scholarly article accepted for publication. The article entitled “An Alternative Proof of the Integral of a Logarithm” was accepted for publication in *The Mathematical Gazette*, a British journal for mathematics and mathematics education. Mr. Ortega is an exceptional student who has already received a M.S. in Public Health from USF and is returning to school to gain pre-requisite credits to pursue a Ph.D. in computer science.

1.07.02 **Eric Johnson**, Director of Government and Community Relations, was appointed to serve as a member of the Hillsborough County Charter Review Board by Commissioner Stacy White. The Charter Review Board is empowered to study County government and propose amendments to the County’s home rule.

- 1.07.03 **Helen Dobbins**, District Accounting Technician, won The Miniature Artists of America Award of Excellence for the 45th Annual International Miniature Art Show. The show begins on January 19, 2020 at the Dunedin Fine Arts Center.
- 1.07.04 Intelligent.com has named the HCC **Psychology Program** among the Leading Associate in Psychology Degree Programs for 2020. Intelligent.com is a trusted resource for online degree rankings and higher education planning. The 2020 rankings are calculated through a scoring system which includes student engagement, potential return on investment and third party evaluations.
- 1.07.05 Volleyball coach Gary Larkin and assistant coaches Monica Ewalt and Danielle Priest, wrapped up the season at the NJCAA National Tournament with a 32-10 season record. **The Lady Hawks** were ranked sixth in the country in Division 1 rankings from the National Junior College Athletic Association (NJCAA).
- The team was recognized with the NJCAA 2019 Sportsmanship Award and freshman outside hitter Isabel Martin was selected to be on the Division 1 Volleyball All-Tournament Team 2019.
- In October, the team was named the 2019 Suncoast Conference Champions, the sixth championship in HCC history. **Coach Larkin** was named the Suncoast Conference 2019 Coach of the Year.
- 1.07.06 **Dawn Herd-Clark**, Ybor City Campus History Professor, recently co-authored a journal article titled, "No One Was on Their Own: Sociability among Rural African American Women in Middle Georgia during the Interwar Years." It appears in the journal, *Agricultural History*.
- 1.07.07 **Lee Lowry**, Director of Development, was selected for the Board of Directors for the Florida Council for Resource Development (FCRD). FCRD supports and equips advancement professionals so they can be successful in fundraising and philanthropic resource development across the Florida College System.
- 1.08 The Chairman recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "**Consent**".
- Mrs. Shah made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.
- 1.09 The President recommended approval of the **September 25, 2019 Board Meeting minutes**.
- Mrs. Shah made a motion of approval as amended, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

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

Dr. Atwater stated they are developing the procedure and form now and will bring these to the Board at the retreat for discussion and changes. Mrs. Shah asked for a copy of the form at least a week before the retreat. Dr. Atwater stated that the Board would receive information on the retreat well in advance.

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

2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

4.0 HEARING OF FACULTY AND STAFF

5.0 HUMAN RESOURCES

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

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

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

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

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

- 5.04 The President recommended 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.

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

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

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

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

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended acknowledgement of receipt of the Hillsborough Community College Foundation (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.

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

8.0 FINANCIAL SERVICES

- 8.01 The President recommended approval of **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.

Mrs. Shah asked if this would impact the construction of the parking lot. Ben Marshall, Director of Facilities Management, advised no.

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

- 8.02 The President recommended 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.

Mrs. Viamontes stated that while the meeting is proceeding quickly, the Trustees have one-on-one discussions prior to the Board meeting and a lot of questions are answered at that time.

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

- 8.03 The President recommended 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.

Mrs. Viamontes requested that when contracts are reviewed in committee, someone from outside the department considering services/goods also serve on the committee and that committees have no less than five (5) people reviewing the contract.

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

- 8.04 The President recommended approval of the new **Parking Agreement** with the **Tampa Sports Authority (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.

Brig.Gen. Diehl asked about the number of employees TSA is parking on HCC's parking lot. Dr. Martha Kaye Koehler, General Counsel, advised 1,000 spaces are set aside for TSA employees and that those spaces are located on the back side of the Dale Mabry Campus and not used by the general public. Brig.Gen. Diehl stated that the agreement could have been better and easier. He added that TSA should have contributed to the construction costs.

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

- 8.05 The President recommended 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.

Mrs. Viamontes stated that she previously inquired about the market value of the lease and that the College is getting a very good deal. She congratulated the College on getting this agreement done.

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

8.06 The President recommended approval of the **August 2019 Financial Statements**.

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

8.07 The President recommended approval of the **September 2019 Financial Statements**.

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

8.08 Informational Item Only – Mrs. Kim McMillon, Controller, presented the **Budget Development Calendar** for the 2020-2021 Fiscal Year.

Mrs. Viamontes stated that a request was made last year that the budget discussion be an executive level presentation, very confined and to the point. While all of that work is necessary to arrive at those numbers but when it comes to the Board, it should be streamlined.

9.0 ADMINISTRATIVE REPORT

9.01 Dr. Atwater advised there would be no Administrative Report.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

11.01 President's Evaluation – Mrs. Shah advised that she and Dr. Atwater met in October to discuss his evaluation; they discussed the evaluations in great detail and what the Board's expectations are for the coming year. She stated that the overall evaluation was positive and that they are looking for another great year.

11.02 Mr. Stubbs congratulated the faculty and staff for their achievements. He stated that he was extra proud of the volleyball team. He said the lease agreement with the New York Yankees is excellent and will prove to be beneficial to the College and the students.

11.03 Brig.Gen. Diehl wished everyone Happy Holidays.

11.04 Mrs. Shah thanked Dr. Jennifer China, SouthShore Campus President, and the students for her wonderful gifts. She added that she is looking forward to the President's Showcase on December 5 and is excited to see that the College surpassed its fundraising goal. She wished everyone a Happy Holiday season and hoped that everyone's Thanksgiving was wonderful.

11.05 Mr. Reid also wished everyone Happy Holidays.

11.06 Mrs. Viamontes reiterated her recommendation that any contracts brought before the Board for approval, that the committee that reviews the contracts has no less than five people and with at least one person from outside of the department.

12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:33 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. Comments were received and the term self-assessment was changed to self-evaluation, to be in accordance with the SACS terminology.

ECONOMIC IMPACT:

None.

OBJECTIVE:

Approval as advertised of one (1) new administrative rule.

LEGAL AUTHORITY:

FS 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval as amended for the inclusion of one (1) new administrative rule, *6HX-10-1.08 Board of Trustees, Self-Evaluation*.

Initiator

Date

Vice President/Campus President/Director of Human Resources

Date

District President

Date

ADMINISTRATIVE RULES

Title: BOARD OF TRUSTEES, SELF-EVALUATION	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-evaluation 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-evaluation process of the Board of Trustees.

History: New

ADMINISTRATIVE RULES

Title: BOARD OF TRUSTEES, SELF- <u>EVALUATIONASSESSMENT</u>	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

Formatted: Indent: Left: 0.49"

PURPOSE

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

Formatted: Justified

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~~-evaluation process of the Board of Trustees.

Formatted: Justified

History: New

Section 2-4

– THIS PAGE INTENTIONALLY LEFT BLANK –

Section 5

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

These are personnel appointments for budgeted full-time positions.

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2019-2020). Except for temporary positions, these positions will be fully budgeted in subsequent fiscal years unless program or service changes or financial exigency requires that funds be discontinued.

OBJECTIVE:

To provide necessary staff support for the appropriate divisional unit.

LEGAL AUTHORITY:

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

RECOMMENDATION:

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

Initiator

Date

Vice President/Campus President/Exec Dir of Human Resources

Date

District President

Date

FULL-TIME APPOINTMENTS
JANUARY 22, 2020 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Hart, Joseph	Math Instructor	FFC30058	Brandon	01/09/20
Levin, Daniel*	Math Instructor	FFC30015	Dale Mabry	01/09/20
Medina, Maggie	Office Administration Instructor	FFC10086	Ybor City	01/09/20
Orlando, Nicholas*	Humanities Instructor	FFC1T005	Plant City	01/09/20
Sandmoen, Kathy*	Surgical Technology Instructor	FFC10088	Dale Mabry	01/09/20
Sliman, Teri	Radiology Tech Instructor	FFC30004	Dale Mabry	01/09/20

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Fehrlin-Geck, Carolyn*	Campus Grants Officer	EFC12T0004	Dale Mabry	01/06/20
Hill, Joshua	Instructional Designer	EFC1000086	Coll. Studio	02/13/20
Jenkins, Simone	Assistant Dean	EFC1200045	Dale Mabry	01/09/20

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>START DATE</u>
Duran, Elizabeth**	Student Svcs Support Specialist	NFC03V0002	Brandon	12/05/19
Hernandez, Silvia*	Student Svcs Support Specialist	NFC03T0006	SouthShore	12/05/19
Limardo Rodriguez, Merylois*	Laboratory Assistant	NFC04T0003	Dale Mabry	01/06/20
Perez Consuegra, Laura	Cashier Clerk Finance	NFC0100015	Dale Mabry	01/06/20
Ramos, Sharon	Test Proctor	NFC0200053	Dale Mabry	01/06/20
Simonds, Beatriz*	Client Services Representative	NFC03T0001	District	01/07/20
Wells, Amber*	Test Proctor	NFC0200050	Brandon	12/05/19

PROMOTION

<u>NAME</u>	<u>FROM</u>	<u>CAMPUS</u>	<u>TO</u>	<u>CAMPUS</u>	<u>START DATE</u>
Ake, Gloria	Learning Resources Tech	Dale Mabry	Learning Resources Coord	Dale Mabry	01/02/20

*Full-Time Temporary

**Full-Time Temporary/Grant-Funded

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

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

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2019-20). All part-time faculty and staff budgets are reviewed during budget development and established based on enrollment projections and departmental need.

OBJECTIVE:

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

LEGAL AUTHORITY:

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

RECOMMENDATION:

The President recommends approval of individuals for part-time employment during Term 20/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
JANUARY 22, 2020 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Adderley, Shaquria	Adj Biological Sciences Instructor	FPNC0055	Dale Mabry	01/30/20
Alvarez, Luis	Adj Humanities Instructor	FPNC0076	Dale Mabry	01/06/20
Bailey, Beth	Adj English Instructor	FPNC0464	SouthShore	01/13/20
Bewry, Nadine	Adj Biological Sciences Instructor	FPNC0005	Brandon	01/13/20
Bhandari, Chandi	Adj Math Instructor	FPNC0140	Plant City	01/13/20
Carrera, Yohanis	Adj Foreign Language Instructor	FPNC0075	Dale Mabry	01/06/20
Carson-Brown, Erica	Adj Accounting Instructor	FPNC0037	Dale Mabry	01/13/20
Clermont, Bianca	Adj Nursing Instructor	FPNC0069	Dale Mabry	01/13/20
Donfila, Kyla	Adj Psychology Instructor	FPNC0146	Plant City	01/13/20
Fliegelman, Mark	Adj Humanities Instructor	FPNC0502	Brandon	01/13/20
Galan-Vega, Elizabeth	Adj Foreign Language Instructor	FPNC0075	Dale Mabry	01/06/20
Granitto, Janelle	Adj Nursing Instructor	FPNC0069	Dale Mabry	12/12/19
Hanak, George	Adj Biological Sciences Instructor	FPNC0115	Plant City	01/13/20
Mariano, Edwin	Adj English 2Language Instructor	FPNC0291	Dale Mabry	01/06/20
McCreery, Gregory	Adj Philosophy Instructor	FPNC0165	Ybor City	12/11/19
Miller, Byron	Adj Sociology Instructor	FPNC0282	Ybor City	01/09/20
Neenan, Candice	Adj English Instructor	FPNC0409	SouthShore	01/06/20
Noel, Nicole	Adj Business Instructor	FPNC0008	Brandon	01/13/20
Novak-Lamvichit, Annette	Adj Humanities Instructor	FPNC0076	Dale Mabry	01/06/20
Ortiz Bautista, Lourdes	Adj Philosophy Instructor	FPNC0165	Ybor City	01/09/20
Paquette, Brooke	Adj Business Instructor	FPNC0172	Ybor City	01/13/20
Randall, Melanie	Adj Psychology Instructor	FPNC0146	Plant City	01/13/20
Rey, Annie	Adj Psychology Instructor	FPNC0168	Ybor City	01/09/20
Robinson, Ebony	Adj Education Instructor	FPNC0465	SouthShore	01/07/20
Rogers, James	Adj Biological Sciences Instructor	FPNC0005	Brandon	01/13/20
Scobie, William	Adj Law Enforcement NC Instructor	FPNN0063	Ybor City	12/19/19
Sikula, Christina	Adj Dental Hygiene Instructor	FPNC0528	Dale Mabry	01/09/20
Skinner, Karla	Adj Radiology Technology Instructor	FPNC0089	Dale Mabry	12/11/19
Smith, Ligeia	Adj English 2Language Instructor	FPNC0291	Dale Mabry	01/06/20
Tazwell, Tyler	Adj Psychology Instructor	FPNC0301	Ybor City	12/20/19

* Part-Time Temporary/Grant Funded

PART-TIME APPOINTMENTS
JANUARY 22, 2020 BOARD MEETING

Teeden, Jeannette	Adj	Psychology Instructor	FPNC0146	Plant City	01/13/20
Williams, Samia	Adj	Biological Sciences Instructor	FPNC0055	Dale Mabry	01/13/20
Winters, Floyd	Adj	Computer Science Instructor	FPNC0388	SouthShore	01/13/20

NON-FACULTY

<u>NAME</u>		<u>TITLE</u>	<u>POSITION #</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Antunez Blanco, Monica*	PT	Technician	ZPP2V010	Dale Mabry	01/09/20
Bernhardt, Robert	PT	Technician	ZPP20095	Ybor City	01/13/20
Blackerby, Olivia	PT	Assistant	ZPP10221	Dale Mabry	01/06/20
Burdett, James	PT	Technician	ZPP20138	Ybor City	12/05/19
Butler, Chelsey	PT	Associate	ZPP50032	Dale Mabry	01/06/20
Cabrera Mojica, Abril	PT	Technician	ZPP20073	Ybor City	01/06/20
Cox, Gina	PT	Associate	ZPP50032	Dale Mabry	12/12/19
Davila, Mariafernanda	PT	Advanced Technician	ZPC30026	Ybor City	01/13/20
Espada, Dayana	PT	Advanced Technician	ZPP30226	Dale Mabry	01/02/20
Griffin, Meghan	PT	Advanced Technician	ZPP30089	Dale Mabry	01/06/20
John, Sheela	PT	Associate	ZPP50026	Dale Mabry	12/06/19
Kegley, Jo*	PT	Associate	ZPP5V013	Dale Mabry	01/06/20
Mercado-Perez, Ruben*	PT	Technician	ZPP2V015	Ybor City	01/06/20
Myers, Dallas	PT	Technician	ZPP20019	Dale Mabry	01/13/20
Munoz, Yerman	PT	Technician	ZPP20015	Dale Mabry	12/04/19
Nguyen, Dylan	PT	Technician	ZPP20111	Dale Mabry	01/08/20
Pathyil, Sherly	PT	Associate	ZPP50048	Dale Mabry	01/06/20
Quinn, Thomas	PT	Technician	ZPP20138	Ybor City	01/06/20
Ramsey, Sterling	PT	Technician	ZPP20008	Dale Mabry	12/06/19
Skains, Gary	PT	Associate	ZPP50032	Dale Mabry	12/09/19
Suarez Del Toro, Dafne	PT	Technician	ZPP20095	Ybor City	01/13/20
Ulloa Cruz, Ilse	PT	Technician	ZPP20096	Dale Mabry	01/08/20
Vidak, John	PT	Technician	ZPP20040	Brandon	01/07/20
Vo, Nu Ky Duyen	PT	Technician	ZPP20096	Dale Mabry	01/08/20
Walsh, Ashley	PT	Associate	ZPC50029	Dale Mabry	01/06/20

* Part-Time Temporary/Grant Funded

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**Agenda Number: 5.03****CONSENT****BACKGROUND AND PERTINENT FACTS:**

Upon review of documentation, it was determined that the employees listed herein will separate from employment at the College as indicated.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To acknowledge separations.

LEGAL AUTHORITY:

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

RECOMMENDATION:

The President recommends acknowledgement of employment separations (submitted herein for your review).

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

FULL-TIME SEPARATIONS
JANUARY 22, 2020 BOARD MEETING

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Hentzen, Casey	Information Technology Technician	SouthShore	07/21/17	12/20/19
Skinner, Karla	Radiology Technology Instructor	Dale Mabry	08/15/19	12/10/19
Strevella, Angie	Staff Assistant II	SouthShore	04/22/19	01/17/20

EXPIRATION OF TEMPORARY ASSIGNMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Nobles-White, Sherry*	Curriculum Designer	Ybor City	01/03/17	12/19/19

* Full-Time Temporary

** Full-Time Temporary/Grant Funded

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.04

BACKGROUND AND PERTINENT FACTS:

SBE Rule 6A-14.0411 provides the legal basis for continuing contracts to community college personnel upon recommendation by the President. In accordance with the HCC/FUSA Agreement Article 9.3, Post-Tenure/Continuing Contracts Award Review, the Campus Tenure Committees, the Deans, and the Campus Presidents reviewed documentation to support that these faculty members remain on continuing contracts, including further review of coursework and activities. The President recommends that the faculty members listed on the attachment remain on continuing contracts.

ECONOMIC IMPACT:

None anticipated.

OBJECTIVE:

To allow the following post-tenured faculty to remain on continuing contracts effective the 2020-2021 academic year.

LEGAL AUTHORITY:

SBE Rule 6A-14.0411
SBE Rule 6A-14.002(1)
FS 1012.83

RECOMMENDATION:

The President recommends that the following post-tenured faculty remain on continuing contracts.

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

CONTINUING CONTRACTS

January 22, 2020 Board Meeting

Katen Amin; *Business, YB*
Tonni Bacoat-Jones; *Biology, PC*
Tracy Barnes; *Electronics, DM*
Natalie Bisciglia; *Humanities, SS*
Paul Bishop; *History, BR*
Jeremy Bullian; *Librarian, YB*
Anthony Buonaquisti; *Physics, DM*
Cecilia Carr; *Nursing, DM*
Vincent Centonze; *Vet Tech, PC*
Sandra Coleman; *Nursing, DM*
Sarrah Conn; *Sociology, YB*
Bill Day; *Human Svcs, DM*
Karl Debate; *Public Health, DM*
Jennifer Denson; *Math, BR*
Leslie Eckstein; *EAP, YB*
Walt Ellis; *Sociology, DM*
Alicia Ellison; *Librarian, DM*
James Fatherree; *Physical Sci, BR*
June Fishbourne; *Psychology, SS*
David Flanigan; *Chemistry, BR*
Darryl Myles; *Life Skills, DM*
Kristina Nappi; *Nursing, DM*
Melynda Neal; *Crim Justice, YB*
Karen Nelson; *Rad Therapy, DM*
Kathryn Pantelis; *Math, DM*
Laurie Pierce; *Opticianry, DM*
Paula Porter-Smith; *Dental Hygiene, DM*
Gina Ricard; *Resp Therapy, DM*
Joscelyn Richey; *Nursing, DM*
Randall Rockefeller; *Comp Sci, BR*
Valerie Saad; *English, DM*

Kristin Heathcock; *Librarian, BR*
Robert Hervey; *Math, DM*
Margaret Hopson-Fernandes; *Biology, DM*
Todd Huffman; *Speech, SS*
Todd Joseph; *Psychology, DM*
Sami Kadamani; *Math, BR*
Craig Kasper; *Aquaculture, BR*
Elizabeth Key-Raimer; *Counselor, DM*
Thomas Klee; *Earth Sci, DM*
Mustapha Lahrach; *Biology, SS*
Theresa Lewis; *Counselor, BR*
Lawrence Linder; *EMS, SS*
Suzanne Lynch; *English, DM*
Michele Martinez; *Accounting, BR*
Becky McAfee; *Comp Sci, BR*
Johana Melendez; *Biology, PC*
Angela Mick; *Counselor, DM*
Tracy Midulla; *Art, YB*
James Miller; *Math, DM*
April Muchmore-Vokoun; *EAP, DM*
Sheryl Sippel; *Math, DM*
Don Soash; *Math, DM*
Cameron Spears; *Comp Sci, DM*
Janet Stevenson; *Math, DM*
Gwendolyn Suarez; *Rad Therapy, DM*
Mark Switzer; *Music, DM*
Joseph Tisdale; *Architecture, DM*
Andrea Vicente; *History, YB*
Mary Viszt; *Nursing, DM*
Mark Zarycki; *Business, BR*

Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

The Business and Hospitality discipline group presented a modification to an AA transfer track and a program moratorium; the Communications discipline group presented a new AA transfer track and a new course; the Humanities, Fine Arts and Design discipline group presented a new course; the Health Sciences discipline group presented new courses, course modifications, and new programs; and the Public Safety discipline group presented course modifications, courses to become inactive, and a program modification to the Academic Affairs Committee. The Academic Affairs Committee approved the new courses, course modifications, courses becoming inactive, program modifications, program moratorium, and new programs and forwarded all to the Vice President for Academic Affairs who reviewed them with the appropriate staff for forwarding to the President.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To strengthen the college curriculum.

LEGAL AUTHORITY:

HCC 6HX-10-4.06

RECOMMENDATION:

The President recommends that approval of the new courses, course modifications, courses becoming inactive, program modifications, program moratorium, and new programs 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
January 22, 2020 Board Meeting

New Courses

Course Title	Category	Credit/ Clock Hours	Effective Term
Cardiopulmonary Anatomy and Physiology	Transfer	3 cr.	SP/21
Cardiovascular Interventional Pre-Practicum	"	3 cr.	FA/21
Cardiovascular Pharmacology	"	2 cr.	SP/21
Cardiovascular Technologist as a Professional	"	2 cr.	SU/22
Critical Care Applications	"	2 cr.	SP/22
Introduction to Invasive Cardiovascular Technology	"	3 cr.	FA/20
Invasive Cardiology I	"	6 cr.	FA/21
Invasive Cardiovascular Clinical II	"	3 cr.	FA/21
Invasive Cardiovascular Clinical III	"	4 cr.	SP/22
Invasive Cardiovascular Clinical IV	"	4 cr.	SU/22
Invasive Cardiovascular II	"	6 cr.	SP/22
Invasive Cardiovascular Pre-Clinical I	"	3 cr.	SP/21
Invasive Cardiovascular Pre-Clinical II	"	3 cr.	SU/21
Non-Invasive Cardiology	"	2 cr.	FA/21
Honors African Humanities	"	3 cr.	FA/20
Introduction to Communication	"	3 cr.	SU/20
Introduction to Surgery Clinical	"	2 cr.	FA/20
Microbiology for Perioperative Services	"	3 cr.	FA/20
Orientation to Perioperative Services	"	3 cr.	FA/20
Orientation to Perioperative Services Laboratory	"	1 cr.	FA/20
Pharmacology and Anesthesia	"	3 cr.	FA/20
Professional Skills for the OR Team	"	1 cr.	FA/20
Surgical Anatomy and Pathophysiology	"	4 cr.	FA/20
Surgical Certification Symposium	"	2 cr.	FA/21
Surgical Clinical I	"	3 cr.	SU/21
Surgical Clinical II	"	3 cr.	FA/21
Surgical Procedures I	"	4 cr.	SU/21
Surgical Procedures II	"	4 cr.	FA/21
Surgical Procedures Simulation Laboratory I	"	1 cr.	SU/21
Surgical Procedures Simulation Laboratory II	"	1 cr.	FA/21
Surgical Techniques and Procedures	"	6 cr.	SP/21
Surgical Techniques and Procedures Simulation Laboratory	"	2 cr.	FA/20
Surgical Technologist Portfolio	"	1 cr.	FA/21

Course Modifications

Effective FA/20

- Remove the "C" from the following course numbers to clarify that they are not combined lecture/lab courses: MLS 2830C, MLS 2831C.
- Remove the "L" from the following course numbers to clarify that they are not laboratory courses: CVT 1191L, CVT 2840L, CVT 2841L, CVT 2842L, OPT 2800L, OPT 2801L, OPT 2802L, OPT 2803L.
- Change CCJ 2191 course title from Human Behavior in Criminal Justice to Crisis Intervention in Criminal Justice.
- Add verbiage "It is recommended that the student complete PSY 2012 before taking CCJ 2618" to CCJ 2618 course description.
- Add CJE 2672C as a prerequisite to CJE 2671C.
- Add CJE 1642C as a prerequisite to CJE 2770C.

HILLSBOROUGH COMMUNITY COLLEGE

January 22, 2020 Board Meeting

- Change the following courses from active to inactive: CCJ 2934, CCJ 2949, CJE 2170, CJE 2400, CJE 2603, CJL 2202, CJL 2400.

New Programs

Effective FA/20

- Communication – AA Transfer Track
- Invasive Cardiovascular Technology – AS
- Surgical Technology – AS

Program Modification

Effective FA/20

- Business Administration - AA Transfer Track
- Criminology and Criminal Justice Studies - AS

Program Moratorium

Effective SU/20

- Dietetic Technician – AS

AA • Business Administration Transfer Track

AA.BUS (60 credit hours)

YEAR I – First Semester

CGS	1000	Introduction to Computers and Technology	3 cr.
ENC	1101	English Composition I	3 cr.
MAC	1105	College Algebra	3 cr.
SLS	1106	College Success	3 cr.

YEAR I – Second Semester

ENC	1102	English Composition II	3 cr.
MAC	2233C	Calculus for Business and Social Science	3 cr.
		Behavioral Science General Education CORE	3 cr.
		Humanities General Education CORE	3 cr.

YEAR I – Third Semester

SPC	1608	Public Speaking	3 cr.
		Biological Science General Education	3-4 cr.
		History General Education CORE	3 cr.

YEAR II – First Semester

ACG	2021	Introduction to Financial Accounting	3 cr.
ECO	2013	Principles of Macroeconomics	3 cr.
STA	2023	Elementary Statistics	3 cr.
		Humanities General Education	3 cr.

YEAR II – Second Semester

ACG	2071	Managerial Accounting	3 cr.
ECO	2023	Principles of Microeconomics	3 cr.
IDS	2891	Connections	1 cr.
		**Business Electives	4 cr.
		Physical Science General Education	3-4 cr.

****Select 4 credit hours of electives from the following:**

BUL	2241	Business Law I	3 cr.
BUL	2242	Business Law II	3 cr.
ENT	1000	Introduction to Entrepreneurship	3 cr.
FIN	1100	Personal Finance	3 cr.
GEB	1011	Introduction to Business	3 cr.

HILLSBOROUGH COMMUNITY COLLEGE

January 22, 2020 Board Meeting

GEB	1949	Business Internship	3 cr.
GEB	2214	Business Communications and Technology	3 cr.
GEB	2350	Introduction to International Business Essentials.....	3 cr.
MAN	2021	Principles of Management	3 cr.
MAN	2604	Intercultural Relations in Business.....	3 cr.
MAR	2011	Principles of Marketing	3 cr.
SBM	2000	Small Business Management	3 cr.

AA • Communication Transfer Track

AA.XXX (60 credit hours)

YEAR I – First Semester

ENC	1101	English Composition I	3 cr.
COM	1000	Introduction to Communication	3 cr.
MGF	1106	Topics in Mathematics, <i>or</i> MGF 1107, Explorations in Mathematics <i>or</i> STA 2023, Elementary Statistics	3 cr.
SLS	1106	College Success.....	3 cr.

YEAR I – Second Semester

AMH	2020	Modern American History <i>or</i> POS 2041, American Government	3 cr.
ENC	1102	English Composition II.....	3 cr.
SPC	1608	Public Speaking	3 cr.
		Foreign Language.....	4 cr.

YEAR I – Third Semester

BSC	1005	Biological Foundations and BSC 1005L, Biological Foundations Laboratory <i>or</i> †BSC 1092, Human Biology <i>and</i> BSC 1092L, Human Biology Laboratory	4 cr.
CGS	1000,	Introduction to Computers and Technology	3 cr.
MGF	1106	Topics in Mathematics, <i>or</i> MGF 1107, Explorations in Mathematics <i>or</i> STA 2023, Elementary Statistics (<i>if not previously taken</i>).....	3 cr.
SYG	2000	Introduction to Sociology	3 cr.

YEAR II – First Semester

AST	1002C	Astronomy <i>or</i> CHM 1020C, Chemistry and Society.....	3 cr.
PHI	1100	Elementary Logic <i>or</i> PHI 1600, Ethics	3 cr.
SPC	2300	Interpersonal Communication	3 cr.
		Foreign Language II.....	4 cr.

YEAR II – Second Semester

IDS	2891	Connections	3 cr.
PSY	2012	General Psychology	3 cr.
		Elective	3 cr.

AS • Criminology and Criminal Justice Studies

AS.CJT (60 Credit Hours)

Program Required Courses

YEAR I – First Semester

ENC	1101	English Composition I	3 cr.
CCJ	1010	Introduction to Criminology <i>or</i> CCJ 1010H, Honors Introduction to Criminology	3 cr.
CCJ	1020	Introduction to Criminal Justice.....	3 cr.
CGS	1000	Introduction to Computers and Technology	3 cr.

YEAR I – Second Semester

CJE	1000	Introduction to Law Enforcement.....	3 cr.
CJE	2004	Career Choices in Criminal Justice	3 cr.
CJJ	1002	Juvenile Delinquency.....	3 cr.
POS	2041	American Government	3 cr.

YEAR I – Third Semester

PSY	2012	General Psychology <i>or</i> SYG 2000, Introduction to Sociology.....	3 cr.
		*Criminal Justice Electives	3 cr.

HILLSBOROUGH COMMUNITY COLLEGE

January 22, 2020 Board Meeting

YEAR II – First Semester

CJL	1100	Criminal Law	3 cr.
		Humanities General Education	3 cr.
		*Criminal Justice Electives	3 cr.

Select 3 credit hours from the following:

CJL	1062	Constitutional Law	3 cr.
CCJ	1488	Ethics in Criminal Justice	3 cr.
CCJ	2013	Introduction to Victimology	3 cr.

YEAR II – Second Semester

CJE	2600	Criminal Investigation	3 cr.
CJL	2130	Criminal Evidence and Procedure	3 cr.
		Mathematics General Education	3 cr.
		*Criminal Justice Elective	3 cr.

YEAR II – Third Semester

		*Criminal Justice Elective	6 cr.
--	--	----------------------------------	-------

*Select 15 credit hours from the following criminal justice courses:

CCJ	2111	Introduction to Theories of Criminal Behavior	3 cr.
CCJ	2191	Crisis Intervention in Criminal Justice	3 cr.
CCJ	2358	Criminal Justice Communication and Reports	3 cr.
CCJ	2509	Introduction to Gangs	3 cr.
CCJ	2600	Criminal Deviant Behavior in Society	3 cr.
CCJ	2610	Introduction to Criminal Typologies	3 cr.
CCJ	2618	Forensic Psychology	3 cr.
CCJ	2648	Organized Crime	3 cr.
CCJ	2671	Race, Gender, and Ethnicity in Criminal Justice	3 cr.
CCJ	2685	Domestic and Sexual Violence	3 cr.
CCJ	2686	Introduction to Victim Advocacy	3 cr.
CCJ	2720	Introduction to Criminal Justice Research Methods	3 cr.
CCJ	2910	Guided Independent Research	3 cr.
CCJ	2935-9	Seminar on Criminal Justice Issues	3 cr.
CCJ	2940	Criminal Justice Internship	3 cr.
CJC	1000	Introduction to Corrections	3 cr.
CJC	2162	Probation and Parole	3 cr.
CJE	1640	Introduction to Criminalistics	3 cr.
CJE	1642C	Introduction to Crime Scene Technology	3 cr.
CJE	1643C	Advanced Crime Scene Technology	3 cr.
CJE	1653	Introduction to Crime Analysis and Intelligence	3 cr.
CJE	1680	Introduction to Computer Crimes	3 cr.
CJE	2233	Drug Abuse and Crime	3 cr.
CJE	2300	Police Administration and Organization	3 cr.
CJE	2509	Introduction to Federal Law Enforcement and Investigations.	3 cr.
CJE	2614	Serial Killers	3 cr.
CJE	2664	Advanced Crime and Intelligence Analysis	3 cr.
CJE	2704	Introduction to Child Protective Investigations	3 cr.
CJJ	1004	Introduction to Juvenile Justice	3 cr.
CJL	1000	Introduction to Law and Legal Issues	3 cr.
CJL	1070	Legal Rights of Prisoners	3 cr.
CJL	1500	Introduction to the Court System	3 cr.
CJL	2072	Civil Rights and Liability in Criminal Justice	3 cr.
CJL	2610	Courtroom Presentation of Scientific Evidence	3 cr.
DSC	1002	Introduction to Terrorism	3 cr.
DSC	1003	Introduction to Homeland Security	3 cr.
DSC	2033	Introduction to Terrorist Tactics and Weapons	3 cr.
DSC	2570	Introduction to Cyber-Terrorism	3 cr.

HILLSBOROUGH COMMUNITY COLLEGE

January 22, 2020 Board Meeting

DSC	2590	Intelligence Analysis and Security Management.....	3 cr.
DSC	2932-4	Seminar in Homeland Security and Terrorism	3 cr.
SCC	1000	Introduction to Security	3 cr.
SCC	1001	Introduction to Private Investigation	3 cr.

AS • Invasive Cardiovascular Technology

AS.XXX.TECH (77 Credit Hours)

Prerequisite Courses Required for Admission

BSC	2085	Human Anatomy and Physiology I.....	3 cr.
BSC	2085L	Human Anatomy and Physiology I Laboratory	1 cr.
BSC	2086	Human Anatomy and Physiology II.....	3 cr.
BSC	2086L	Human Anatomy and Physiology II Laboratory	1 cr.
ENC	1101	English Composition I	3 cr.
MAC	1105	College Algebra	3 cr.
PSY	2012	Introduction to Psychology.....	3 cr.

YEAR I – First Semester

CVT	XXXX	Introduction to Invasive Cardiovascular Technology	3 cr.
CHM	1025	Introductory Chemistry.....	3 cr.
CHM	1025L	Introductory Chemistry Laboratory	1 cr.
PHY	1020	Conceptual Physics	3 cr.
		Humanities General Education CORE	3 cr.

YEAR I – Second Semester

CVT`	1800L	Invasive Cardiovascular Pre-Clinical I.....	3 cr.
CVT	XXXX	Cardiovascular Pharmacology	2 cr.
CVT	XXXX	Cardiopulmonary Anatomy and Physiology	3 cr.
MCB	2000	Microbiology and Human Disease	3 cr.
MCB	2000L	Microbiology and Human Disease Laboratory	1 cr.

YEAR I – Third Semester

CVT	1801L	Invasive Cardiovascular Pre-Clinical II.....	3 cr.
-----	-------	--	-------

YEAR II – First Semester

CVT	2420C	Invasive Cardiology I	6 cr.
CVT	2805C	Cardiovascular Interventional Pre-Practicum	3 cr.
CVT	XXXXC	Non-Invasive Cardiology	2 cr.
CVT	XXXXL	Invasive Cardiovascular Clinical II.....	3 cr.

YEAR II – Second Semester

CVT	2841L	Invasive Cardiovascular Clinical III	4 cr.
CVT	2421C	Invasive Cardiovascular II.....	6 cr.
RET	2244	Critical Care Applications.....	2 cr.

YEAR II – Third Semester

CVT	XXXXL	Invasive Cardiovascular Clinical IV	4 cr.
CVT	XXXX	Cardiovascular Technologist as a Profession	2 cr.

AS • Surgical Technology

AS.XXX.TECH (64 Credit Hours)

Prerequisite Courses Required for Admission

BSC	2085	Human Anatomy and Physiology I.....	3 cr.
BSC	2085L	Human Anatomy and Physiology I Laboratory	1 cr.
BSC	2086	Human Anatomy and Physiology II.....	3 cr.
BSC	2086L	Human Anatomy and Physiology II Laboratory	1 cr.
ENC	1101	English Composition I	3 cr.

HILLSBOROUGH COMMUNITY COLLEGE

January 22, 2020 Board Meeting

MAC	1105	College Algebra <i>or</i> STA 2023, Elementary Statistics, <i>or</i> any higher math course.....	3 cr.
PSY	2012	General Psychology <i>or</i> SYG 2000, Introduction to Sociology.....	3 cr.

YEAR I – First Semester

HSC	XXXX	Orientation to Perioperative Services.....	3 cr.
HSC	XXXXL	Orientation to Perioperative Services Laboratory.....	1 cr.
HSC	2520	Microbiology for Perioperative Services.....	3 cr.
STS	1300C	Surgical Anatomy and Pathophysiology	4 cr.
		Humanities General Education	3 cr.

YEAR I – Second Semester

STS	1310	Surgical Techniques and Procedures.....	6 cr.
STS	1310L	Surgical Techniques and Procedures Laboratory	2 cr.
STS	1340C	Pharmacology and Anesthesia	3 cr.
STS	1940C	Introduction to Surgery Clinical	2 cr.

YEAR I – Third Semester

STS	2323	Surgical Procedures I.....	4 cr.
STS	2323L	Surgical Procedures Simulation Laboratory I.....	1 cr.
STS	2944C	Surgical Clinical I	3 cr.

YEAR II – First Semester

STS	2324	Surgical Procedures II.....	4 cr.
STS	2324L	Surgical Procedures Simulation II Laboratory	1 cr.
STS	2365	Professional Skills for the OR Team.....	1 cr.
STS	2936	Surgical Certification Symposium	2 cr.
STS	2945C	Surgical Clinical II.....	3 cr.
STS	2954	Surgical Technologist Portfolio	1 cr.

Section 7

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 7.01

BACKGROUND AND PERTINENT FACTS:

Pursuant to HCC's Administrative Rules, the Board may recognize substantial gifts donated to the College by naming a room, building or area in recognition of a donation. The P.C. Patel Family recently donated \$400,000 to the HCC Foundation for the benefit of the College. The Executive Director of the Foundation and College President recommend and support the renaming of the HCC Tennis Complex to the **Tejas Pradip Patel Tennis Center at HCC**.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To approve the renaming of the HCC Tennis Center based on a significant gift from the P.C. Patel family to the College.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65
6HX-10-2.03

RECOMMENDATION:

The Executive Director of the Foundation and the College President recommend the **renaming of the Tennis Center** to the **Tejas Pradip Patel Tennis Center at HCC** in recognition of the Patel Family's \$400,000 gift to the HCC Foundation for the benefit of the College.

Initiator



Date

1/13/20

Vice President/Campus President/Director of Human Resources

Date

District President

Date

Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

BACKGROUND AND PERTINENT FACTS:

In August of 2018, the District Board of Trustees entered into a contract with Foresight Construction Group, Inc. to provide construction management services under a continuing contract for miscellaneous projects for which total construction costs do not exceed \$2,000,000. Amendment No. 03 to the contract established a Guaranteed Maximum Price for the south parking lot improvements at the Dale Mabry Campus in the amount of \$460,327.05. Change Order No. 1 increased the GMP by \$14,378.82 for additional repairs. The project was completed on October 09, 2019 as per the contract for a total amount of \$474,705.87. Stantec Consulting Services, Inc. has reviewed and approved the application for final payment in the amount of \$47,470.59 to Foresight Construction Group, Inc. All close-out documents including warranties have been provided to the College. All sub-contractor invoices have been paid.

ECONOMIC IMPACT:

Funds were provided from Capital Improvement Fees.

OBJECTIVE:

To obtain Board approval for final payment of \$47,470.59 to Foresight Construction Group, Inc. for completion of the south parking lot improvements at the Dale Mabry Campus.

LEGAL AUTHORITY:

FS 1013.50

RECOMMENDATION:

The President recommends that the Board approve the application for final payment in the amount of \$47,470.59 to Foresight Construction Group, Inc. for completion of the south parking lot improvements at the Dale Mabry Campus as reviewed and recommended by Stantec Consulting Services, Inc.

Initiator
Ben Marshall

Date
January 6, 2020

Vice President/Campus President/Director of Human Resources

Date

District President

Date









RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

BACKGROUND AND PERTINENT FACTS:

In August of 2018, the District Board of Trustees entered into a contract with Reno Building 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. 03 to the contract established a Guaranteed Maximum Price for the renovation of the Ybor Room located at the Ybor City Campus in the amount of \$589,833. The project was completed on October 03, 2019 as per the contract for a total amount of \$589,228.70. Wilder Architecture has reviewed and approved the application for final payment in the amount of \$58,922.88 to Reno Building. The unused portion of the GMP in the amount of \$604.30 is credited back to the College. All close-out documents including warranties have been provided to the College. All sub-contractor invoices have been paid.

ECONOMIC IMPACT:

Funding for the project was provided from the accumulated TECO land lease funds restricted for capital improvements to the Ybor City Campus, as well as Ybor City Campus parking lot rental revenue.

OBJECTIVE:

To obtain Board approval for final payment of \$58,922.88 to Reno Building for completion of the renovation of the Ybor Room located at the Ybor City Campus.

LEGAL AUTHORITY:

FS 1013.50

RECOMMENDATION:

The President recommends that the Board approve the application for final payment in the amount of \$58,922.88 to Reno Building for completion of the renovation of the Ybor Room located at the Ybor City Campus as reviewed and recommended by Wilder Architecture.

Initiator Ben Marshall	Date January 6, 2020
Vice President/Campus President/Director of Human Resources	Date
District President	Date





 **HCC**
Your City Campus

**Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending October 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>
Revenues								
Student Tuition and Fees ⁽¹⁾	\$353	\$678	-48%	\$25,682	\$25,685	100%	\$25,734	0%
Support from State Government ⁽²⁾	\$5,072	\$4,290	18%	20,507	\$20,290	99%	\$17,160	18%
Other Revenue	\$214	\$239	-10%	931	\$1,461	157%	\$988	48%
Total Revenue	\$5,640	\$5,208	8%	\$47,120	\$47,436	101%	\$43,882	8%
% of Revenues From State Govt.	90%	82%		44%	43%		39%	
Operating Expenses								
Instructional Salaries & Benefits	\$6,149	\$3,937	56%	\$11,248	\$12,795	114%	\$10,393	23%
Other Salaries & Benefits	5,373	3,688	46%	18,084	16,853	93%	15,421	9%
Total Personnel Costs ⁽³⁾	\$11,521	\$7,625	51%	\$29,332	\$29,648	101%	\$25,814	15%
Other Expenses ⁽⁴⁾	\$1,893	\$2,001	-5%	\$10,128	\$10,116	100%	\$10,090	0%
Total Operating Expenses	\$13,415	\$9,626	39%	\$39,461	\$39,764	101%	\$35,903	11%
Capital Outlay⁽⁵⁾	\$256	\$109	134%	\$547	\$1,105	202%	\$247	347%
Total Expenses	\$13,670	\$9,735	40%	\$40,008	\$40,870	102%	\$36,150	13%
Excess/(deficit) Revenues Over Expenses	<u><u>-\$8,031</u></u>	<u><u>-\$4,527</u></u>		<u><u>\$7,112</u></u>	<u><u>\$6,566</u></u>		<u><u>\$7,732</u></u>	

NOTES:

(1) The current month decrease of \$325 in Student Tuition and Fees is due to the decrease in PSAV Tuition, decrease in Auto Services PSAV Lab Fees and Law Enforcement PSAV Lab fees in October FY2020 compared to October FY2019.

(2) The current month increase of \$782K in Support from State Government is due to increase in CCPF and total funding.

(3) The current month increase in \$3.8M in total personnel costs is due to three payrolls in October in FY19-20 and only two in October FY18-19. The three payrolls last year fell in November.

(4) The current month decrease of \$107K is due to a \$107K decrease in Other Services.

(5) The current month increase of \$146K in Capital Outlay is primarily due to construction expenses for Ybor Training Center Annex.

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

KEY PERFORMANCE INDICATORS

<u>STAFF FTEs</u>			<u>STUDENT FTEs</u> ⁽²⁾			
	<u>October 2019</u>	<u>October 2018</u>	<u>Term</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>
Instructional Faculty FTEs ⁽¹⁾	588	586	FALL	9,883	9,688	9,616
All Other Staff FTEs	<u>951</u>	<u>920</u>	SUMMER	<u>3,574</u>	<u>3,442</u>	<u>3,131</u>
Total FTEs	1,539	1,505	TOTAL	13,457	13,130	12,747
% of Instructional FTEs	38%	39%	Total Target FY 19-20 ⁽²⁾	21,956		
	<u>October 2019</u>	<u>October 2018</u>				
Actual Head Count Instruct. Faculty	1,100	1,103				
Actual Head Count All Other Staff	<u>1,378</u>	<u>1,319</u>				
Total Actual Head Count	2,478	2,422				

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>October 2019</u>	<u>October 2018</u> ⁽⁴⁾
Current Ratio (Current Assets/Current Liabilities)	6.41	6.58
Return On Net Assets (Fund Balance After to GASB 68 & GASB 75/Total Assets)	7%	6%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	8%	9%
Fund Balance as a % of Funds Available (Fund Balance After to GASB 68 & GASB 75/Total Funds Available)	11.65%	11.19%
Days Cash on Hand (Cash & Cash Equiv./Daily Operating Expenses)	102	111

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) October 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 OCTOBER 31,
FISCAL YEARS 2019 AND 2020

	<u>As of October 31, 2019</u>	<u>As of October 31, 2018</u>
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 38,976,658	\$ 41,098,242
Restricted Cash and Cash Equivalents	3,700,112	3,753,852
Investments	4,275,395	7,882,680
Restricted Investments	-	-
Accounts Receivable, Net	13,826,645	11,593,407
Notes Receivable, Net (Note 1)	9,639	9,330
Due from Other Governmental Agencies (Note 2)	2,005,465	7,360,680
Due from Component Unit/College (Note 3)	178,687	2,902
Inventories	1,619,604	1,522,761
Prepaid Expenses (Note 4)	1,507,888	779,528
Deposits	-	-
Other Assets	-	-
Total Current Assets	<u>\$ 66,100,093</u>	<u>\$ 74,003,382</u>
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 12,340,050	\$ 18,402,921
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)	152,872,889	141,463,824
Nondepreciable Capital Assets	2,116,952	13,347,112
Land	29,456,019	29,756,180
Other Assets	137,500	137,500
Total Noncurrent Assets	<u>\$ 200,562,212</u>	<u>\$ 203,400,538</u>
TOTAL ASSETS	<u>\$ 266,662,305</u>	<u>\$ 277,403,921</u>
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	<u>\$ 26,504,720</u>	<u>\$ 25,952,029</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 293,167,025</u>	<u>\$ 303,355,949</u>
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 1,077,853	\$ 2,891,608
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	3,538,843	2,986,214
Retainage Payable	167,323	747,270
Due to Other Governmental Agencies	11,563	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	19,089	18,046
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	586,978	561,657
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	<u>\$ 10,319,456</u>	<u>\$ 11,242,120</u>

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

	<u>As of October 31, 2019</u>	<u>As of October 31, 2018</u>
Noncurrent Liabilities:		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	11,393,162	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	156,202	867,299
Other Long-Term Liabilities	-	-
Total Noncurrent Liabilities	<u>\$ 68,275,097</u>	<u>\$ 72,286,595</u>
TOTAL LIABILITIES	<u>\$ 78,594,554</u>	<u>\$ 83,528,715</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>\$ 85,482,035</u></u>	<u><u>\$ 87,475,573</u></u>
NET POSITION		
Invested in Capital Assets, Net of Related Debt	\$ 175,177,667	\$ 176,318,993
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	2,682,238	2,957,155
Scholarships	844,712	550,321
Capital Projects	8,904,445	17,332,209
Debt Service	-	10,762
Unrestricted	<u>20,075,928</u>	<u>18,710,936</u>
Total Net Position	<u>\$ 207,684,990</u>	<u>\$ 215,880,376</u>
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	<u><u>\$ 293,167,025</u></u>	<u><u>\$ 303,355,949</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 OCTOBER 31, 2019**

Reserve for Encumbrances	\$	188,723	
BOT Designations	\$	3,038,778	
Unallocated Fund Balance	\$	51,154,634	
Change in Unrestricted Net Position	\$	<u>6,405,893</u>	
 Total Reserve and Change in Unrestricted Net Position	\$	60,788,027	
 Less: (GASB 68 and GASB 74/75)	\$	<u>(40,712,099)</u>	
 Total Fund Balance As Reported After GASB 68 and GASB 74/75	\$	<u>20,075,928</u>	11.65%

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

	<u>YTD Actual to Budget Comparison</u>				<u>YTD Actual to Actual Comparison</u>			
<u>REVENUE</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> \$	%	<u>Oct-19</u>	<u>Oct-18</u>	<u>Variance</u> \$	%
Student Tuition and Fees	\$25,682	\$25,685	\$3	0%	\$25,685	\$25,734	-\$49	0%
Support From State Government	\$20,507	\$20,290	-\$217	-1%	\$20,290	\$17,160	\$3,130	18%
Other Revenue	\$931	\$1,461	\$530	57%	\$1,461	\$988	\$473	48%
Total Revenue	\$47,120	\$47,436	\$316	1%	\$47,436	\$43,882	\$3,554	8%
	<u>YTD</u>	<u>YTD</u>	<u>Variance</u>				<u>Variance</u>	
<u>EXPENDITURES</u>	<u>Budget</u>	<u>Actual</u>	<u>\$</u>	<u>%</u>	<u>Oct-19</u>	<u>Oct-18</u>	<u>\$</u>	<u>%</u>
<u>Personnel Costs</u>								
Full Time Salaries	\$15,760	\$15,487	-\$273	-2%	\$15,487	\$13,256	\$2,231	17%
Part Time Salaries	\$6,493	\$7,190	\$696	11%	\$7,190	\$6,063	\$1,127	19%
Fringe Benefits	\$6,822	\$6,894	\$72	1%	\$6,894	\$6,448	\$446	7%
Regular Termination	\$99	\$77	-\$23	-23%	\$77	\$46	\$31	67%
Total Personnel Costs	\$29,332	\$29,648	\$316	1%	\$29,648	\$25,814	\$3,835	15%
<u>Current Expenses</u>								
Travel	\$203	\$176	-\$27	-13%	\$176	\$177	-\$1	0%
Telephones & Utilities	\$1,323	\$1,524	\$201	15%	\$1,524	\$1,361	\$164	12%
Professional Fees	\$413	\$490	\$77	19%	\$490	\$324	\$167	51%
Repairs & Maintenance	\$1,454	\$1,471	\$16	1%	\$1,471	\$1,466	\$5	0%
Insurance	\$576	\$588	\$12	2%	\$588	\$879	-\$292	-33%
Other Services	\$4,315	\$4,047	-\$268	-6%	\$4,047	\$4,112	-\$65	-2%
Materials & Supplies	\$441	\$466	\$25	6%	\$466	\$401	\$65	16%
All Other Current Expenses	\$1,403	\$1,353	-\$50	-4%	\$1,353	\$1,371	-\$17	-1%
Total Current Expenses	\$10,128	\$10,116	-\$12	0%	\$10,116	\$10,090	\$26	0%
Total Personnel & Current Expenses	\$39,461	\$39,764	\$304	-2%	\$39,764	\$35,903	\$3,861	4%
<u>Capital Outlay</u>								
Equipment	\$45	\$58	\$13	30%	\$58	\$71	-\$13	-19%
Buildings	\$503	\$1,048	\$545	108%	\$1,048	\$176	\$872	495%
Total Capital Outlay	\$547	\$1,105	\$558	102%	\$1,105	\$247	\$858	347%
Total Expenditures	\$40,008	\$40,870	\$862	2%	\$40,870	\$36,150	\$4,719	13%
Excess/(Deficit) Revenues Over Expenses	<u>\$7,112</u>	<u>\$6,566</u>			<u>\$6,566</u>	<u>\$7,732</u>		

Exhibit 2

**HILLSBOROUGH COMMUNITY COLLEGE
INVESTMENTS
OCT 2019**

Bank	Account number	Interest Rate	Market Value	Issue Date	Maturity Date
Fifth Third	33804	various	\$9,070,258.14	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
										10/31/19
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	253,650.00
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	996,427.36	1,005,600.00
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	250,572.50
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	806,829.90	808,560.00
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	752,182.50
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	250,265.00
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	251,507.50
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	255,387.50
Discover Bank	250,000.00	CD	3.00000%	11/14/2018	11/21/2018	11/23/2020	11/23/2020	250,000.00	250,000.00	253,400.00
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	250,260.00
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	253,537.50
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	253,815.00
Goldman Sachs Bank USA	250,000.00	CD	1.85000%	10/30/2019	10/30/2019	10/31/2022	10/31/2022	250,000.00	250,000.00	249,637.50
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	501,206.92	502,795.00
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	1,007,650.78	1,011,570.00
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	250,830.00
MetaBank	250,000.00	CD	2.05000%	07/02/2019	07/12/2019	12/12/2019	04/12/2021	250,000.00	250,000.00	250,162.50
FEDERATED GOVT OBL CAP	103,426.64	MMFUND		---	---	10/31/2019	10/31/2019	103,426.64	103,426.64	103,426.64
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	251,982.50
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	250,530.00
Raymond James Bank, N.A.	100,000.00	CD	1.70000%	10/30/2019	11/08/2019	11/08/2021	11/08/2021	100,000.00	100,000.00	100,043.00
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	100,556.00
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	252,705.00
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	250,295.00
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	253,772.50
TIAA FSB Holdings, Inc.	250,000.00	CD	1.95000%	08/14/2019	08/28/2019	08/26/2022	08/26/2022	250,000.00	250,000.00	250,500.00
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	252,715.00
Payable	(100,000.00)	CASH		---	---	10/31/2019	10/31/2019	(100,000.00)	(100,000.00)	(100,000.00)
---										9,070,258.14
										9,003,426.64

**Hillsborough Community College
Executive Summary
Current Unrestricted Fund
Period Ending November 30, 2019
(Dollars In Thousands)**

	MONTH			YEAR-TO-DATE				
	<u>Current Actual</u>	<u>Prior Year Actual</u>	<u>% Var Prior Yr</u>	<u>Budget</u>	<u>Current Actual</u>	<u>% of Budget</u>	<u>Prior Year Actual</u>	<u>% Var Prior Yr</u>
<u>Revenues</u>								
Student Tuition and Fees ⁽¹⁾	\$13,130	\$13,664	-4%	\$38,791	\$38,815	100%	\$39,398	-1%
Support from State Government ⁽²⁾	\$5,072	\$4,290	18%	25,634	\$25,363	99%	\$21,450	18%
Other Revenue	\$186	\$217	-14%	1,135	\$1,647	145%	\$1,205	37%
Total Revenue	\$18,389	\$18,171	1%	\$65,559	\$65,825	100%	\$62,053	6%
% of Revenues From State Govt.	28%	24%		39%	39%		35%	
<u>Operating Expenses</u>								
Instructional Salaries & Benefits	\$4,094	\$5,880	-30%	\$15,007	\$16,889	113%	\$16,340	3%
Other Salaries & Benefits	3,843	5,246	-27%	22,274	20,696	93%	20,600	0%
Total Personnel Costs ⁽³⁾	\$7,937	\$11,126	-29%	\$37,281	\$37,585	101%	\$36,940	2%
Other Expenses ⁽⁴⁾	\$2,125	\$1,856	14%	\$11,782	\$12,241	104%	\$11,944	2%
Total Operating Expenses	\$10,062	\$12,982	-22%	\$49,062	\$49,826	102%	\$48,884	2%
<u>Capital Outlay</u>	\$24	\$49	-51%	\$696	\$1,130	162%	\$296	281%
Total Expenses	\$10,086	\$13,032	-23%	\$49,759	\$50,956	102%	\$49,180	4%
Excess/(deficit) Revenues Over Expenses	<u>\$8,302</u>	<u>\$5,140</u>		<u>\$15,800</u>	<u>\$14,869</u>		<u>\$12,873</u>	

NOTES:

(1) The current month decrease of \$534 in Student Tuition and Fees is primarily due to the decrease in In and Out of State Tuition - Advanced & Professional Spring due to lower spring enrollment and timing. Auto Services PSAV Lab Fees and Fire Science PSAV Lab fees also decreased in November FY2020 compared to November FY2019.

(2) The current month increase of \$783K in Support from State Government is due to increase in CCPF and total funding.

(3) The current month decrease of \$3.2M in total personnel costs is due to three payrolls in November in FY18-19 and only two in November FY19-20. The three payrolls this year fell in October.

(4) The current month increase of \$269K in Other Expenses is primarily due to increases in Repairs & Maintenance, Educational Material & Supplies, and Subscriptions & Periodicals in November FY2020 compared to November FY2019.

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

KEY PERFORMANCE INDICATORS

STAFF FTEs

	<u>November 2019</u>	<u>November 2018</u>
Instructional Faculty FTEs ⁽¹⁾	582	581
All Other Staff FTEs	951	926
Total FTEs	1,533	1,508
% of Instructional FTEs	38%	39%

	<u>November 2019</u>	<u>November 2018</u>
Actual Head Count Instruct. Faculty	1,083	1,096
Actual Head Count All Other Staff	1,367	1,333
Total Actual Head Count	2,450	2,429

STUDENT FTEs ⁽²⁾

<u>Term</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>
SUMMER	3,574	3,442	3,131
FALL	9,847	9,702	9,611
TOTAL	13,421	13,144	12,742
Total Target FY 19-20 ⁽²⁾	21,956		

LIQUIDITY AND FINANCIAL ASSETS PERFORMANCE

	<u>November 2019</u>	<u>November 2018 ⁽⁴⁾</u>
Current Ratio (Current Assets/Current Liabilities)	7.45	6.96
Return On Net Assets (Fund Balance After to GASB 68 & GASB 75/Total Assets)	9%	7%
Debt To Total Assets (Total Liabilities Prior to GASB 68 & GASB 75/Total Assets)	8%	9%
Fund Balance as a % of Funds Available (Fund Balance After to GASB 68 & GASB 75/Total Funds Available)	16.23%	13.12%
Days Cash on Hand (Cash & Cash Equiv./Daily Operating Expenses)	96	111

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) November 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 NOVEMBER 30,
FISCAL YEARS 2019 AND 2020

	As of November 30, 2019	As of November 30, 2018
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 36,459,516	\$ 31,386,252
Restricted Cash and Cash Equivalents	4,375,346	4,643,184
Investments	4,275,395	7,882,680
Restricted Investments	-	-
Accounts Receivable, Net	24,981,624	26,925,345
Notes Receivable, Net (Note 1)	8,582	7,269
Due from Other Governmental Agencies (Note 2)	2,257,118	7,249,533
Due from Component Unit/College (Note 3)	-	106,707
Inventories	1,619,604	1,522,761
Prepaid Expenses (Note 4)	1,302,725	639,354
Deposits	-	-
Other Assets	-	-
Total Current Assets	\$ 75,279,911	\$ 80,363,085
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	\$ 11,972,568	\$ 16,810,387
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)	152,872,889	141,463,824
Nondepreciable Capital Assets	2,116,952	13,536,910
Land	29,456,019	29,756,180
Other Assets	137,500	137,500
Total Noncurrent Assets	\$ 200,194,730	\$ 201,997,802
TOTAL ASSETS	\$ 275,474,640	\$ 282,360,887
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	\$ 301,979,361	\$ 308,312,916
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 1,962,466	\$ 2,941,108
Accrued Interest Payable	-	-
Salary and Payroll Taxes Payable	3,428,223	4,029,484
Retainage Payable	167,323	747,270
Due to Other Governmental Agencies	11,563	11,563
Due to Component Unit/College	-	-
Deferred Revenue (Note 7)	18,451	21,033
Estimated Insurance Claims Payable	-	-
Deposits Held for Others (Note 8)	430,608	579,597
Long-Term Liabilities - Current Portion:		
Bonds Payable	-	350,000
Notes and Loans Payable (Note 9)	831,000	814,000
Installment Purchases Payable	-	-
Capital Leases Payable	-	-
Compensated Absences Payable	400,000	400,000
Net Pension Liability (Note 10)	1,514,160	1,080,479
Other Post Employment Benefits Payable (Note 11)	1,342,647	568,283
Total Current Liabilities	\$ 10,106,441	\$ 11,542,817

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

	As of November 30, 2019	As of November 30, 2018
Noncurrent Liabilities:		
Bonds Payable	\$ -	\$ -
Notes and Loans Payable (Note 9)	11,135,552	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	156,202	867,299
Other Long-Term Liabilities	-	-
Total Noncurrent Liabilities	\$ 68,017,487	\$ 72,286,595
TOTAL LIABILITIES	\$ 78,123,928	\$ 83,829,412
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	\$ 85,011,409	\$ 87,776,270
NET POSITION		
Invested in Capital Assets, Net of Related Debt	\$ 176,007,667	\$ 177,131,993
Restricted:		
Nonexpendable:		
Endowment	-	-
Expendable:		
Endowment	-	-
Grants and Loans	2,851,928	3,208,510
Scholarships	1,354,695	1,295,398
Capital Projects	8,794,572	15,779,473
Debt Service	-	10,762
Unrestricted	27,959,089	23,110,509
Total Net Position	\$ 216,967,951	\$ 220,536,646
TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	\$ 301,979,361	\$ 308,312,916

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

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

Reserve for Encumbrances	\$	188,723	
BOT Designations	\$	3,038,778	
Unallocated Fund Balance	\$	51,154,634	
Change in Unrestricted Net Position	\$	<u>14,289,054</u>	
 Total Reserve and Change in Unrestricted Net Position	\$	68,671,188	
 Less: (GASB 68 and GASB 74/75)	\$	<u>(40,712,099)</u>	
 Total Fund Balance As Reported After GASB 68 and GASB 74/75	\$	<u>27,959,089</u>	16.23%

Hillsborough Community College
Income Statement
Current Unrestricted Fund
Period Ending November 30, 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>Nov-19</u>	<u>Nov-18</u>	<u>Variance</u> \$	%
Student Tuition and Fees	\$38,791	\$38,815	\$24	0%	\$38,815	\$39,398	-\$583	-1%
Support From State Government	\$25,634	\$25,363	-\$271	-1%	\$25,363	\$21,450	\$3,912	18%
Other Revenue	\$1,135	\$1,647	\$512	45%	\$1,647	\$1,205	\$442	37%
Total Revenue	\$65,559	\$65,825	\$266	0%	\$65,825	\$62,053	\$3,771	6%
	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u> \$	%	<u>Nov-19</u>	<u>Nov-18</u>	<u>Variance</u> \$	%
EXPENDITURES								
Personnel Costs								
Full Time Salaries	\$20,414	\$20,000	-\$414	-2%	\$20,000	\$19,817	\$184	1%
Part Time Salaries	\$8,185	\$9,026	\$841	10%	\$9,026	\$8,641	\$385	4%
Fringe Benefits	\$8,425	\$8,467	\$42	1%	\$8,467	\$8,400	\$67	1%
Regular Termination	\$99	\$92	-\$7	-7%	\$92	\$82	\$10	12%
Total Personnel Costs	\$37,281	\$37,585	\$305	1%	\$37,585	\$36,940	\$645	2%
Current Expenses								
Travel	\$265	\$275	\$11	4%	\$275	\$234	\$41	18%
Telephones & Utilities	\$1,796	\$1,857	\$60	3%	\$1,857	\$1,726	\$130	8%
Professional Fees	\$527	\$589	\$62	12%	\$589	\$446	\$143	32%
Repairs & Maintenance	\$1,579	\$1,666	\$87	5%	\$1,666	\$1,538	\$128	8%
Insurance	\$695	\$709	\$14	2%	\$709	\$979	-\$270	-28%
Other Services	\$4,715	\$4,781	\$67	1%	\$4,781	\$4,826	-\$45	-1%
Materials & Supplies	\$567	\$642	\$75	13%	\$642	\$505	\$137	27%
All Other Current Expenses	\$1,638	\$1,722	\$84	5%	\$1,722	\$1,691	\$31	2%
Total Current Expenses	\$11,782	\$12,241	\$459	4%	\$12,241	\$11,946	\$295	2%
Total Personnel & Current Expenses	\$49,062	\$49,826	\$764	-2%	\$49,826	\$48,886	\$941	4%
Capital Outlay								
Equipment	\$65	\$77	\$12	18%	\$77	\$100	-\$23	-23%
Buildings	\$631	\$1,053	\$421	67%	\$1,053	\$196	\$856	436%
Total Capital Outlay	\$696	\$1,130	\$433	62%	\$1,130	\$296	\$833	281%
Total Expenditures	\$49,759	\$50,956	\$1,197	2%	\$50,956	\$49,182	\$1,774	4%
Excess/(Deficit) Revenues Over Expenses	<u>\$15,800</u>	<u>\$14,869</u>			<u>\$14,869</u>	<u>\$12,871</u>		

Exhibit 2

HILLSBOROUGH COMMUNITY COLLEGE
INVESTMENTS
NOV 2019

Bank	Account number	Interest Rate	Market Value	Issue Date	Maturity Date
Fifth Third	33804	various	\$9,086,931.87	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 11/30/19
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	253,707.50
AMERICAN EXPRESS CREDIT CORP	1,000,000.00	CORP	2.60000%	07/05/2018	07/09/2018	08/14/2020	09/14/2020	991,170.00	996,763.61	1,004,390.00
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	250,890.00
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	806,451.58	807,256.00
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	751,320.00
Bristol County Savings Bank Inc.	250,000.00	CD	2.50000%	06/04/2019	06/11/2019	01/11/2020	12/10/2021	250,000.00	250,000.00	250,270.00
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	251,842.50
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	255,550.00
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	253,470.00
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	250,152.50
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	254,012.50
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	254,260.00
Goldman Sachs Bank USA	250,000.00	CD	1.85000%	10/30/2019	10/30/2019	10/31/2022	10/31/2022	250,000.00	250,000.00	250,290.00
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	501,132.06	502,170.00
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	1,006,067.86	1,009,290.00
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	250,767.50
MetaBank	250,000.00	CD	2.05000%	07/02/2019	07/12/2019	01/12/2020	04/12/2021	250,000.00	250,000.00	250,140.00
FEDERATED GOVT OBL CAP	23,165.37	MMFUND	---	---	---	11/30/2019	11/30/2019	23,165.37	23,165.37	23,165.37
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	251,760.00
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	250,442.50
Raymond James Bank, N.A.	100,000.00	CD	1.70000%	10/30/2019	11/08/2019	11/08/2021	11/08/2021	100,000.00	100,000.00	100,026.00
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	100,457.00
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	252,962.50
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	250,080.00
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	254,207.50
TIAA FSB Holdings, Inc.	250,000.00	CD	---	08/14/2019	08/28/2019	08/26/2022	08/26/2022	250,000.00	250,000.00	251,090.00
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	252,962.50
	9,023,165.37									9,086,931.87



Description	Original Units	Security Type	Interest	Trade Date	Settle Date	Effective Maturity	Final Maturity	Original Cost	Book Value	Market Value as of 11/30/19
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	253,707.50
AMERICAN EXPRESS CREDIT CORP	1,000,000.00	CORP	2.60000%	07/05/2018	07/09/2018	08/14/2020	09/14/2020	991,170.00	996,763.61	1,004,390.00
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	250,890.00
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	806,451.58	807,256.00
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	751,320.00
Bristol County Savings Bank Inc.	250,000.00	CD	2.50000%	06/04/2019	06/11/2019	01/11/2020	12/10/2021	250,000.00	250,000.00	250,270.00
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	251,842.50
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	255,550.00
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	253,470.00
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	250,152.50
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	254,012.50
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	254,260.00
Goldman Sachs Bank USA	250,000.00	CD	1.85000%	10/30/2019	10/30/2019	10/31/2022	10/31/2022	250,000.00	250,000.00	250,290.00
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	501,132.06	502,170.00
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	1,006,067.86	1,009,290.00
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	250,767.50
MetaBank	250,000.00	CD	2.05000%	07/02/2019	07/12/2019	01/12/2020	04/12/2021	250,000.00	250,000.00	250,140.00
FEDERATED GOVT OBL CAP	23,165.37	MMFUND	---	---	---	11/30/2019	11/30/2019	23,165.37	23,165.37	23,165.37
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	251,760.00
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	250,442.50
Raymond James Bank, N.A.	100,000.00	CD	1.70000%	10/30/2019	11/08/2019	11/08/2021	11/08/2021	100,000.00	100,000.00	100,026.00
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	100,457.00
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	252,962.50
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	250,080.00
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	254,207.50
TIAA FSB Holdings, Inc.	250,000.00	CD	---	08/14/2019	08/28/2019	08/26/2022	08/26/2022	250,000.00	250,000.00	251,090.00
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	252,962.50
	9,023,165.37									9,086,931.87



Description	Original Units	Security Type	Interest	Trade Date	Settle Date	Effective Maturity	Final Maturity	Original Cost	Book Value	Market Value as of
										10/31/19
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	253,650.00
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	996,427.36	1,005,600.00
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	250,572.50
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	806,829.90	808,560.00
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	752,182.50
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	250,265.00
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	251,507.50
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	255,387.50
Discover Bank	250,000.00	CD	3.00000%	11/14/2018	11/21/2018	11/23/2020	11/23/2020	250,000.00	250,000.00	253,400.00
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	250,260.00
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	253,537.50
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	253,815.00
Goldman Sachs Bank USA	250,000.00	CD	1.85000%	10/30/2019	10/30/2019	10/31/2022	10/31/2022	250,000.00	250,000.00	249,637.50
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	501,206.92	502,795.00
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	1,007,650.78	1,011,570.00
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	250,830.00
MetaBank	250,000.00	CD	2.05000%	07/02/2019	07/12/2019	12/12/2019	04/12/2021	250,000.00	250,000.00	250,162.50
FEDERATED GOVT OBL CAP	103,426.64	MMFUND		---	---	10/31/2019	10/31/2019	103,426.64	103,426.64	103,426.64
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	251,982.50
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	250,530.00
Raymond James Bank, N.A.	100,000.00	CD	1.70000%	10/30/2019	11/08/2019	11/08/2021	11/08/2021	100,000.00	100,000.00	100,043.00
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	100,556.00
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	252,705.00
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	250,295.00
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	253,772.50
TIAA FSB Holdings, Inc.	250,000.00	CD	1.95000%	08/14/2019	08/28/2019	08/26/2022	08/26/2022	250,000.00	250,000.00	250,500.00
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	252,715.00
Payable	(100,000.00)	CASH		---	---	10/31/2019	10/31/2019	(100,000.00)	(100,000.00)	(100,000.00)
---										9,070,258.14
										9,003,426.64