



# HCC

## **DISTRICT BOARD OF TRUSTEES BOARD MEETING**

**AUGUST 23, 2023**

**4:00 PM**

### **LOCATION:**

**DR. GWENDOLYN W. STEPHENSON DISTRICT  
ADMINISTRATION CENTER BOARD ROOM  
4115 NORTH LOIS AVENUE**

### **PUBLIC ACCESS:**

**VIA ZOOM**

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**HILLSBOROUGH COMMUNITY COLLEGE**  
**DISTRICT BOARD OF TRUSTEES**  
**BOARD MEETING**  
**AUGUST 23, 2023 – 4:00 P.M.**  
**DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER—BOARD ROOM**  
**4115 NORTH LOIS AVENUE**  
**TAMPA, FL 33614**

PUBLIC ACCESS [HERE](#)

		<u>Page</u> <u>No.</u>
<b>1.0</b>	<b><u>GENERAL FUNCTIONS</u></b>	
	1.01 Call to Order	
	1.02 Invocation	
	1.03 Pledge of Allegiance	
	1.04 Roll Call	
	1.04.01 Oath of Office – Matthew Valentin	
	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 <b>June 28, 2023 Board Meeting minutes</b> (submitted herein for your review).	3
<b>2.0</b>	<b><u>HEARING OF STUDENTS</u></b>	
<b>3.0</b>	<b><u>HEARING OF CITIZENS</u></b>	
<b>4.0</b>	<b><u>HEARING OF FACULTY AND STAFF</u></b>	
<b>5.0</b>	<b><u>HUMAN RESOURCES</u></b>	
<b>CONSENT</b>	5.01 The President recommends approval of individuals for <b>full-time employment</b> . Each full-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).	10
<b>CONSENT</b>	5.02 The President recommends approval of individuals for <b>part-time employment</b> during Term 23/FA. Each part-time employee will	13

	be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).	
<b>CONSENT</b>	5.03 The President recommends acknowledgment of <b>employment separations</b> (submitted herein for your review).	17
	5.04 The President recommends approval of the <b>agreement between SEIU Adjunct Faculty and the College</b> (submitted herein for your review).	19
<b>6.0</b>	<b><u>EDUCATIONAL PROGRAMS AND STUDENT SERVICES</u></b>	
<b>CONSENT</b>	6.01 The President recommends approval of the <b>new courses, course deletions, program modifications and the new program</b> to be effective FA/24, unless otherwise noted (submitted herein for your review).	20
<b>7.0</b>	<b><u>INSTITUTIONAL SERVICES</u></b>	
	7.01 The President recommends approval of the <b>Foundation's use of College resources for the 2023-2024</b> fiscal year (submitted herein for your review).	21
<b>8.0</b>	<b><u>FINANCIAL SERVICES</u></b>	
	8.01 The President recommends approval of the requested <b>funding for the EduNav System</b> in the amount of <b>\$1,012,440</b> (submitted herein for your review).	22
	8.02 The President recommends approval of the <b>application for final payment in the amount of \$7,336.47 to Charles Perry Partners, Inc.</b> (submitted herein for your review).	23
	8.03 The President recommends approval of <b>Budget Amendment #1</b> (submitted herein for your review).	24
	8.04 The President recommends approval of <b>Budget Amendment #3</b> to decrease Fund 1 (General Fund) and <b>Budget Amendment #2</b> to increase Fund 7 (Plant Fund) (submitted herein for your review).	27
	8.05 Informational Item Only— <b>Quarterly Purchases</b>	31
<b>9.0</b>	<b><u>ADMINISTRATIVE REPORT</u></b>	
	9.01 ACCT Annual Congress, October 8-12, 2023	
<b>10.0</b>	<b><u>LEGAL REPORT</u></b>	
<b>11.0</b>	<b><u>HEARING OF BOARD MEMBERS</u></b>	
<b>12.0</b>	<b><u>ADJOURNMENT</u></b>	

# Section 1

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**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
WEDNESDAY, JUNE 28, 2023 – 4:00 P.M.  
DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER-BOARD ROOM  
4115 N. LOIS AVENUE  
TAMPA, FLORIDA 33614MINUTES**

**1.0 GENERAL FUNCTIONS**

1.01 Call to Order

This meeting was also held by Zoom video conferencing. The public was reminded that questions or comments can be submitted to the Trustees' email address at any time.

1.02 Invocation

Trustee Watkins asked to keep the families of: Martha Kaye Koehler, General Counsel for HCC; Dean Keppen, beloved father of Fauna Keppen, Career Resource Center Supervisor, SouthShore Campus; Terri Wright, Lab Assistant, Ybor City Campus; Blanca Cecilia Ahumada De Molina, beloved mother of Maritza Tarazona, Graduation Technician in the Office of Registrar, and cherished grandmother of Alejandra Gutierrez, Staff Assistant II in the AS Division, Ybor City Campus.

All who recently passed away in your thoughts and prayers.

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Nancy Watkins
- Brian Lametto
- Greg Celestan
- Chip Diehl

1.05 Welcome to Guests, Staff and Faculty.

1.06 Foundation Report

Lee Lowry, Director of Development for the Foundation, provided the Board with a brief update of the HCCF activities and support.

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

- \$2.6M YTD in donations, up 16% and 29% above budget.
- 4.93M YTD total revenue, 16% above last year.
- \$18.1M net assets up 12% from last year.

1.06.02 Fundraising

- The Gregory Foundation made their annual gift. It is the 7th year they have donated \$25,000 to annual scholarships. For the fifth year in a row, they have committed another \$25,000 for us to use as a match for new annual scholarship donors. With each combined and the match, we have met every year their total giving with us is \$425,000.
- More than 400 attendees joined the HCC Foundation and partners the City of Tampa, Port Tampa Bay, the Tampa Bay Chamber, and Associated Builders and Contractors (ABC) at Steinbrenner Field on June 15 for the third annual Signing Day career summit, presented by Suncoast Credit Union. This was the most attendees at a Signing Day ever. Fifteen jobs were offered on the spot, twelve from Baycare Medical Group and three from Suncoast Credit Union, and exhibitors said they planned to interview hundreds of additional attendees after the event. Over 200 HCC alumni registered to attend. Exhibitors included Coca Cola Florida, Habitat for Humanity, Skanska, Coast Dental, Tampa International Airport, and many more. HCC Workforce and academic development enrollment coordinators, as well as HCC Human Resources, also attended.

#### 1.06.03 Events

- Scholarship Partners Breakfast, September 22, 2023, at Bryan Glazer Family JCC.
- HCC Inshore Fishing Tournament, October 27, 2023 at Hula Bay Club.
- HCC Golf Classic, December 4, 2023 at Tampa Palms Golf & Country Club.
- Presidential Showcase, April 17, 2024 at Amature Works.

#### 1.07 Faculty, Staff and Student Recognitions

Angela Eveillard, Interim Executive Director of Marketing, provided the following faculty, staff and student recognitions:

- 1.07.01 **Melissa Miller**, Dental hygiene instructor and program manager, was awarded the Golisano Health Leadership Award from the Special Olympics Florida.
- 1.07.02 Two HCC student athletes have been recognized in the JUCO Women's Tennis ITA National Awards. **Arina Gamretkaia** has been named the 2023 ITA Sophomore Player of the Year, and **Esmee Andresen** has been named the 2023 ITA Most Improved Sophomore.
- 1.07.03 **Sarah Lytle** was awarded the Wilson ITA Coach of the Year.
- 1.07.04 Beginning July 1, 2023, **Rich Senker**, Vice President of Academic Affairs will serve as the Chair of the Council of Instructional Affairs. The Council on Instructional Affairs (CIA) serves at the direction of the Council of Presidents. His term will run until June 30, 2024. Its role is to provide opportunities for the chief academic officers and other academic administrators in the Florida College System to work together to develop solutions to statewide problems, promote improvements in all aspects of curriculum and instruction, share ideas and problems, coordinate statewide activities and initiatives in academic affairs, provide professional development, and to address issues and concerns as assigned by the Council of Presidents.
- 1.07.05 **Dr. Larissa Baía**, Ybor City Campus President was selected as the Ybor City Chamber of Commerce chair-elect for 2023-2024.

- 1.07.06 For the fifth year in a row the **Respiratory Care Program** has received the CoARC Distinguished RRT Credentialing Success Award.
- 1.07.07 **Lee Lowry**, Director of Development, was recently reelected to the Executive Committee of the Florida Council for Resource Development (FCRD).
- 1.07.08 In January the **Cardiac Catheterization Program** had a site visit from the Joint Review Committee on Education in Cardiovascular Technology (JRCVT). The program had no findings. This is the initial accreditation for the program and the program was granted the maximum initial accreditation length of five years.
- 1.08 The Chairman recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "**Consent.**"
- Trustee Diehl made a motion to approve, seconded by Trustee Celestan. After due discussion and consideration, approval was given by aye vote of all members present.
- 1.09 The President, recommended approval of the **May 24, 2023 Board Meeting Minutes.**
- Trustee Watkins asked if there were any additions or corrections to the minutes, hearing none, the minutes were approved as drafted.

## **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.
- 5.02 The President, recommended approval of **part-time faculty and staff employment** recommendations for Term 23/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.
- 5.03 The President, recommended acknowledgment of **employment separations**.
- 5.04 The President, recommended approval of the **2023-2026 contract with the Service Employees International Union (SEIU)**.
- Trustee Celestan made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 5.05 The President recommended approval of the **2022-2025 contract with the Faculty United Service Association (FUSA)**.
- Trustee Diehl made a motion of approval, seconded by Trustee Lametto. After due discussion and consideration, approval was given by aye vote of all members present.
- 5.06 The President recommended approval of **salary increases for non-SEIU staff employees**.

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

- 5.07 The President recommended approval of **salary increases for administrative employees**.

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

- 5.08 The President recommended approval of **2023-2024 Salary Schedule**.

Trustee Celestan made a motion of approval, seconded by Trustee 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 **course modifications** to be effective SP/24, unless otherwise noted.

- 6.02 The President recommended approval of the **Apprenticeship Training Program Agreement with Associated Builders and Contractors (ABC)** for a one-year term beginning on August 1, 2023 and ending July 31, 2024.

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

- 6.03 The President recommended approval of **Apprenticeship Training Program Agreement with Independent Electrical Contractors (IEC)** for a one-year term beginning on August 1, 2023 and ending July 31, 2024

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

- 6.04 The President recommended approval of **Apprenticeship Training Program Agreement with United Association Local Union 821** for a one-year term beginning on July 1, 2023 and ending June 30, 2024

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

## **7.0 INSTITUTIONAL SERVICES**

- 7.01 The President recommended approval of the selection of **Matthew Valentin, as Student Trustee**, for the 2023-2024 academic year.

Trustee Diehl made a motion of approval, seconded by Trustee Celestan. 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. 7 to the contract with Reno Building, LLC dba Reno Boyd Co.**, establishing a Guaranteed Maximum Price in the amount of \$567,733.00 for the renovation of the HCC DTEC Cyber Lab at Dale Mabry Campus.

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

- 8.02 The President recommended approval of **award of Invitation to Negotiate #2890-23 and entering into a contract with SR Landscaping, LLC dba Sunrise Landscape of Tampa, FL**, to provide lawn care services college-wide for a three-year term beginning July 10, 2023 with the option to renew for two additional one-year periods for a cost of \$715,000 for the first year and a not-to-exceed escalation of three percent (3%) per year during the initial three-year term plus additional services, as needed at an additional cost.
- Trustee Celestan made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 8.03 The President recommended approval of the **College's Annual Update of the Five-Year Capital Improvement Plan** for submittal to the Division of Florida Colleges and for inclusion in the Division's annual Capital Improvement Plan and Legislative Budget Request for capital projects.
- Trustee Lametto made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 8.04 The President recommended approval to remove **Depreciated Assets** from the College's property records.
- Trustee Diehl made a motion of approval, seconded by Trustee Lametto. After due discussion and consideration, approval was given by aye vote of all members present.
- 8.05 The President recommended approval of **Accounts Receivable Write-offs** as of June 2023.
- Trustee Diehl made a motion of approval, seconded by Trustee Celestan. After due discussion and consideration, approval was given by aye vote of all members present.
- 8.06 The President recommended approval of the **Operating Budgets** for the Current Unrestricted Fund (as presented on Exhibit A, attached) and the Capital Projects/Unexpended Plant Fund for **Fiscal Year 2023-2024**.
- Trustee Celestan made a motion of approval, seconded by Trustee Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 8.07 Informational Item Only—**April and May 2023 Financial Statements**.

## 9.0 **ADMINISTRATIVE REPORT**

- 9.01 Selection: Board Chair and Vice-Chair. Trustee Watkins noted that an election will take place to initiate (2) one-year terms, consecutively, for the offices of Board Chair and Vice Chair. The administration recommended/requested Nancy Watkins as Board Chair and Greg Celestan as Vice Chair.
- Trustee Lametto nominated Nancy Watkins for the office of Board Chair, no further nominations were heard, Nancy Watkins was elected.
- Trustee Diehl nominated Greg Celestan for the office of Vice Chair, no further nominations were heard, Greg Celestan was elected.
- 9.02 Selection: Foundation Liaison and Foundation Liaison.
- Trustee Watkins asked approval for Trustee Lametto to continue as Labor Liaison, and Trustee Patel to continue as Foundation Liaison for another one-year term.
- Trustee Diehl made a motion of approval, seconded by Trustee Celestan. After due discussion and consideration, approval was given by aye vote of all members present.
- 9.03 Board Meeting Dates. The President recommended approval of the proposed Board of Trustees meeting dates for Fiscal year 2024.

Trustee Watkins asked if there were any questions or concerns regarding the schedule. Hearing none, the schedule was approved as presented.

- 9.04 Equity Report (part 2). Annazette Houston, Chief Diversity Officer, presented the remainder of the Equity Report. No action items were needed. The President recommended approval to submit report to the state.

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

- 9.05 The President recommended approval for a name change of the InLab to PC Patel.

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

- 9.06 The President recommended approval to name the executive suite offices at HCC District Office after Martha Kaye Koehler.

## **10.0 LEGAL REPORT**

- 10.01 Frazier Carraway commented that he is very grateful to hear of the honor given to Martha Kaye Koehler in naming of the Executive Suite at HCC District Offices. She devoted her entire professional career to HCC; she is already dreadfully missed.

## **11.0 HEARING OF BOARD MEMBERS**

- 11.01 Trustee Diehl commented that he proudly endorses honoring Martha Kaye Koehler with the naming of the Executive Suite in her honor. He also wished everyone a Happy and safe Independence Day.

- 11.02 Trustee Watkins reiterated Trustee Diehl's comments and wished everyone a safe Holiday.

## **12.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 4:49 p.m.

## **Section 2-4**

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## **Section 5**

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**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 (2023-2024). 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:**

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.

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Exec Dir of Human Resources</b>	<b>Date</b>
<b>District President</b> 	<b>Date</b> 8/15/23

1-0-024 (2/04)

**FULL-TIME APPOINTMENTS**  
**AUGUST 23, 2023 BOARD MEETING**

**ADMINISTRATOR**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Thomas, Sarah*	Director Institutional Research	AFC0100002	District	07/13/23
Turner, John	Dean, Student Services	AFC0300013	Ybor City	07/24/23
Weddle, L. Garrett	Executive Director, Foundation	AFC0500004	District	07/13/23

**FACULTY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Bushway, Scott*	Criminal Justice Technology Instr.	FFC3T300	Ybor City	08/17/23
Clark, Leisa*	Humanities Instructor	FFC10006	Dale Mabry	08/17/23
Corson, Joshua*	English Instructor	FFC30167	Dale Mabry	08/17/23
Culp, Derek*	Political Science Instructor	FFC30271	Dale Mabry	08/17/23
Davis, Mary*	English Instructor	FFC30089	Brandon	08/17/23
Draskovich, Alicia*	Radiation Therapy Instructor	FFC40003	Dale Mabry	07/17/23
Gedeon, Isemaelle	Nursing Instructor	FFC30152	Dale Mabry	08/17/23
Hill, Robert*	Biology Instructor	FFC3T302	Brandon	08/17/23
Maymeskul, Olena*	Math Instructor	FFC40017	SouthShore	08/17/23
Moss, Krista*	Nursing Instructor	FFC30160	Dale Mabry	08/17/23
Nieves-Rodriguez, Suleika*	Opticianry Instructor	FFC40007	Dale Mabry	08/17/23
Parayil, Meera*	Nursing Instructor	FFC30255	Dale Mabry	08/17/23
Pierre, Anne*	English Instructor	FFC20070	SouthShore	08/17/23
Rydzewski, Monika*	Math Instructor	FFC40018	SouthShore	08/17/23
Schwarz, Jerrod*	English Instructor	FFC30013	Dale Mabry	08/17/23
Sims, James*	Film/Motion Media Instructor	FFC3T301	Ybor City	08/17/23

\*Full-Time Temporary

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

**FULL-TIME APPOINTMENTS**  
**AUGUST 23, 2023 BOARD MEETING**

**STAFF EXEMPT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Bracho, Adriana*	Job Placement Assistant	EFC0600003	Dale Mabry	08/10/23
Coccaro, Julia*	Academic Records Officer	EFC1200065	Collaboration	07/13/23
Janeda, Haley**	Quees Early Childhood Trainer	EFC10V0035	Ybor City	06/29/23
Najjar, Ali	Financial Aid Counselor	EFC0600130	Dale Mabry	08/08/23
Rincones, Arnaldo	Financial Aid Counselor	EFC0600056	Dale Mabry	07/10/23
Vickers, Tia	Financial Aid Manager	EFC1000060	Collaboration	06/29/23
Victorero, Vivian	Academic Advisor	EFC0600076	Dale Mabry	08/10/23
Wolverton, Bianca	Student Communications Manager	EFC1000101	Collaboration	08/10/23
Worthan, Rowena	Health Sciences Clinical Coordinator	EFC0800010	Dale Mabry	08/10/23
Young, Hannah*	International Student Recruiting Mgr	EFC10T0005	Dale Mabry	08/07/23

**STAFF NON-EXEMPT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Beckwith, Autumn	Staff Assistant II	NFC0300064	SouthShore	07/13/23
Dunn, Mikayla	Executive Staff Assistant II	NFC0500007	District	07/13/23
Gonzalez-Sepulveda, Paola	Cashier Clerk Finance	NFC0100016	Brandon	07/06/23
Luciano, Ennovy	Student Services Support Specialist	NFC0300098	Ybor City	08/10/23
Maas, Ciara	HR Technician	NFC0300003	District	07/13/23
Rogers, Allen	Tradesworker II	NFC0400040	Dale Mabry	08/10/23

**PROMOTION**

<b><u>NAME</u></b>	<b><u>FROM</u></b>	<b><u>CAMPUS</u></b>	<b><u>TO</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Blanco, Audrey	New Student Programs Coordinator	Dale Mabry	Project Manager	Dale Mabry	07/13/23
Payrot, Christine**	Financial Aid Manager	Collaboration	Compliance & Training Officer	District	07/13/23

\*Full-Time Temporary

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



**PART-TIME APPOINTMENTS**  
**AUGUST 23, 2023 BOARD MEETING**

**FACULTY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>
Aldrich, Amy	Adj Biological Science Instructor	FPNC0115	Plant City	08/17/23
Armstrong, Lisa	Adj Anthropology Instructor	FPNC0436	Brandon	08/17/23
Bisenic, Nemanja	Adj Earth Sciences Instructor	FPNC0015	Brandon	08/17/23
Brown, Cheyenne	Adj Nursing Instructor	FPNC0069	Plant City	08/17/23
Calmes, Kathryn	Adj English Instructor	FPNC0074	Dale Mabry	08/17/23
Clarke, Katelyn	Adj Education Instructor	FPNC0046	Dale Mabry	08/17/23
Despeines, Jeyroll	Adj Nursing Instructor	FPNC0069	Dale Mabry	08/17/23
Drago, Victoria	Adj Allied Health Instructor II	FPNN0076	Brandon	08/17/23
Dubin, Bryan	Adj Political Science Instructor	FPNC0063	Brandon	08/17/23
Duff, David	Adj Math Instructor	FPNC0030	Brandon	08/17/23
Dunn, Valerie	Adj Psychology Instructor	FPNC0146	Plant City	08/17/23
Fayad, Joe	Adj Law Enforcement NC Instr.	FPNN0017	Ybor City	08/17/23
Fils-Aime, Tahina	Adj Nursing Instructor	FPNC0069	Dale Mabry	08/17/23
Finch, Diane	Adj Student Life Skills	FPNC0527	Brandon	08/17/23
Fortin, Cassandra	Adj Speech Instructor	FPNC0292	Plant City	08/17/23
Gomez, Juan	Adj Biological Science Instructor	FPNC0259	Ybor City	08/17/23
Hart, Dawn	Adj Biological Science Instructor	FPNC0055	Dale Mabry	08/17/23
Henderson, Andrea	Adj Student Life Skills	FPNC0527	Brandon	08/17/23
Hewett, Cynthia	Adj English as 2 <sup>nd</sup> Language Instr.	FPNC0291	Dale Mabry	08/17/23
Holman, Breann	Adj Nursing Instructor	FPNC0069	Dale Mabry	08/17/23
Huston, Kimberly	Adj History Instructor	FPNC0129	Plant City	08/17/23
Kearney, David	Adj Apprentice Instructor	FPNN0042	Plant City	08/17/23
Kelly, Andrea	Adj Math Instructor	FPNC0140	Plant City	08/17/23
Lacombe, Robert	Adj Anthropology Instructor	FPNC0326	Brandon	08/17/23
Lafoe, Amanda	Adj Psychology Instructor	FPNC0301	Ybor City	08/17/23
Manis, Maura	Adj Biological Science Instructor	FPNC0055	Dale Mabry	08/17/23
McKenzie, Curley	Adj Electrical Line Worker Training	FPNN0095	Brandon	08/17/23
Merceron, Kristopher	Adj Speech Instructor	FPNC0170	Ybor City	08/17/23
Milian, Raeleah	Adj Nursing Instructor	FPNC0069	Dale Mabry	08/17/23
Morgan, Elizabeth	Adj Education Instructor	FPNC0046	Dale Mabry	08/17/23
Munoz, Ana	Adj Psychology Instructor	FPNC0442	Ybor City	08/17/23

\* Part-Time Temporary/Grant Funded

**PART-TIME APPOINTMENTS**  
**AUGUST 23, 2023 BOARD MEETING**

Oribio, Trinidad	Adj	Art Instructor	FPNC0149	Ybor City	08/17/23
Parenti, Tameka	Adj	Student Life Skills	FPNC0527	Brandon	08/17/23
Shabnam, Mehra	Adj	Computer Science Instructor	FPNC0173	Ybor City	08/17/23
Shelton, Jennifer	Adj	Law Enforcement NC Instr.	FPNN0017	Ybor City	08/17/23
Sidlasky, Marcey	Adj	English Instructor	FPNC0312	Brandon	08/17/23
Smith, Michael	Adj	Occupational NC Instr.	FPNN0009	District	08/17/23
Sodos, Samara	Adj	Radio Communications Instr.	FPNC0467	Ybor City	08/17/23
Stanislaus, Latoya	Adj	Nursing Instructor	FPNC0069	Dale Mabry	08/17/23
Stone, Mervin	Adj	Electrical Line Worker Training	FPNN0095	Brandon	08/17/23
Ulseth, Alexis	Adj	Chemistry Instructor	FPNC0325	Brandon	08/17/23
Williams, Sandrell	Adj	Nursing Instructor	FPNC0069	Dale Mabry	08/17/23

**NON-FACULTY**

<b><u>NAME</u></b>		<b><u>TITLE</u></b>	<b><u>POSITION #</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>
Alston, Bruce	PT	Associate	ZPP50039	SouthShore	08/01/23
Barrett, Melissa	PT	Advanced Technician	ZPP30089	Dale Mabry	08/10/23
Bustamante, Daniel	PT	Technician	ZPP20112	Plant City	07/06/23
Dhaliwal, Rayna**	PT	Assistant Tech Vet	ZPP1V009	Plant City	07/18/23
Dowling, Megan	PT	Technician	ZPP20100	Plant City	07/06/23
Ferraz, Natalia	PT	Technician	ZPP20015	Dale Mabry	07/27/23
Green, Brianna	PT	Associate	ZPP50039	Dale Mabry	08/01/23
Hoffmeister, Stacey	PT	Technician	ZPP20111	Dale Mabry	07/20/23
Jacob, Likha*	PT	Specialist	ZPP4V021	Ybor City	08/10/23
Jones, Tina	PT	Associate	ZPP50026	Dale Mabry	08/01/23
Joseph, Kelly*	PT	Associate	ZPP5V013	Dale Mabry	08/07/23
Oko, Courtney	PT	Technician	ZPP20111	Dale Mabry	07/19/23
Perez, Daniel	PT	Assistant Coach	ZPP30106	Dale Mabry	07/13/23
Philpot, Kameryn*	PT	Associate	ZPP5V018	Ybor City	07/06/23
Pyron, Carlene	PT	Technician	ZPC20037	Brandon	07/25/23
Rivera Alvarez, Natasha	PT	Technician	ZPP20073	Ybor City	07/28/23
Rossetti, Andrew	PT	Advanced Tech	ZPP30005	Dale Mabry	07/07/23

\* Part-Time Temporary/Grant Funded

**PART-TIME APPOINTMENTS**  
**AUGUST 23, 2023 BOARD MEETING**

Tucker, William	PT	Assistant Coach	ZPP30106	Dale Mabry	07/28/23
Van Maurik, Lauren	PT	Technician	ZPP20015	Dale Mabry	08/10/23
VonDerPorten-Jacobs, Arlene	PT	Technician	ZPP30018	Ybor City	07/31/23
Zarate, Simon	PT	Assistant	ZPP10210	Brandon	07/13/23

\* 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:**

F.S. 1001.64; 1001.65

**RECOMMENDATION:**

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

**Initiator**

**Date**

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

**Date**

**District President**



**Date**

8/15/23

1-0-024 (2/04)

**FULL-TIME SEPARATIONS**  
**AUGUST 23, 2023 BOARD MEETING**

**RESIGNATION**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>	<b><u>END DATE</u></b>
Andre, Nadege	Financial Aid Counselor	Dale Mabry	11/17/22	07/12/23
Barton, Leslie**	Early Childhood Ed. Professional	Ybor City	06/19/23	07/13/23
Beermann-Young, Ariel*	Special Projects Trainer	Ybor City	08/08/22	08/02/23
Borrer, Brittany	Academic Advisor	Dale Mabry	05/12/22	07/07/23
Brown, Cheyenne	Nursing Instructor	Dale Mabry	08/11/22	08/16/23
Dailey, Roderick	Job Placement Assistant	Dale Mabry	11/03/22	07/14/23
Jade, Sonja	Executive Staff Assistant II	District	03/06/14	08/04/23
Klohr, Ryan	Academic Advisor	Ybor City	03/30/23	08/04/23
Llerena, Ingrid	Health Science Clinical Coor.	Dale Mabry	04/08/13	08/03/23
Mahoney, Heidi	Assistant Dean	SouthShore	12/01/16	08/09/23
Mita, Laura	English Instructor	Brandon	08/06/15	08/16/23
Moninger, Nichole	Radiation Therapy Instructor	Dale Mabry	01/30/20	06/30/23
Overstreet, Jason*	Lab Assistant	Ybor City	08/26/13	07/07/23
Penny, Marcellyne	Associate Dean of Nursing	Dale Mabry	01/04/18	08/15/23
Rambarack, Rishie	Lab Assistant	Dale Mabry	08/26/10	07/07/23
Ruiloba, Jonathan*	Lab Assistant	Ybor City	08/01/22	06/30/23
Saylor, Laurie	Director, Online Learning	Collaboration	08/24/05	06/23/23
Shabnam, Mehra	Computer Science & Business	Ybor City	08/11/22	08/16/23
Wiedeman, Megan	Instructional Designer	Collaboration	01/18/18	07/26/23
Williams, Kailah	Cashier Clerk Finance	Dale Mabry	08/08/22	08/10/23
Williams, Rodney	Job Placement Assistant	Dale Mabry	01/04/23	07/17/23
Zujovic, Alisa	Director, Institutional Research	District	09/02/04	07/12/23

**RETIREMENT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>	<b><u>END DATE</u></b>
Cronin, Georgina	EAP Instructor	Dale Mabry	08/13/20	07/31/23
Fingar, Scottie	Nursing Instructor	Dale Mabry	08/23/04	08/17/23
Stribling, James	Applications Engineer	Collaboration	06/30/05	07/19/23

\* Full-Time Temporary

\*\* Full-Time Temporary/Grant Funded

**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 5.04**

**BACKGROUND AND PERTINENT FACTS:**

The 2022–2024 Agreement with the Service Employees International Union (SEIU) Adjunct Faculty and the College allows for an annual wage re-opener on Article 12, Economics, for years two and three of the Agreement. The College and the Union have negotiated these requirements and have come to an agreement.

On July 31 and August 1 – 2, 2023, SEIU Adjunct Faculty ratified the changes with a unanimous vote.

**BUDGET IMPACT:**

This is included in the FY 2023-24 budget.

**OBJECTIVE:**

Board of Trustees approval of the agreement between the College and Service Employees International Union (SEIU) Adjunct Faculty.

**LEGAL AUTHORITY:**

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

**RECOMMENDATION:**

The President recommends approval of the agreement between SEIU Adjunct Faculty and the College.

**Initiator**

**Date**

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

**Date**

**District President**



**Date**

8/15/23

## **Section 6**

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**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 6.01**

**CONSENT**

**BACKGROUND AND PERTINENT FACTS:**

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

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

**ECONOMIC IMPACT:**

None.

**OBJECTIVE:**

To strengthen the college curriculum.

**LEGAL AUTHORITY:**

HCC 6HX-10-4.06

**RECOMMENDATION:**

The President recommends approval of the new courses, course deletions, program modifications and the new program to be effective FA/24, unless otherwise noted.

**Initiator**

Brian Mann

**Date:**

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

Richard Senker

**Date:**

**District President**



**Date**

8/15/23

## **Section 7**

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**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 7.01**

**BACKGROUND AND PERTINENT FACTS:**

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

For fiscal year 2023-24, the Board is required to approve the Foundation's use of College resources that will include use of personnel services of seven (7) College employees and use of College property and facilities, including approximately 1,175 square feet of office space on the 3rd floor of the Dr. Gwendolyn W. Stephenson District Administration Building valued at \$48,000.

**ECONOMIC IMPACT:**

None.

**OBJECTIVE:**

To obtain the Board's approval of the Foundation's anticipated use of College resources for the upcoming 2023-24 fiscal year.

**LEGAL AUTHORITY:**

1001.64; 1001.65

**RECOMMENDATION:**

The President recommends approval of the Foundation's use of College resources for the 2023-2024 fiscal year, which includes use of personnel services for seven (7) College employees and use of College property and facilities, including approximately 1,175 square feet of office space on the 3rd floor of the Dr. Gwendolyn W. Stephenson District Administration Building valued at \$48,000.

**Initiator:**



L. Garrett Weddle

**Date**

08/02/2023

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

**Date**

**District President**



**Date**

8/15/23

## **Section 8**

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**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 8.01**

**BACKGROUND AND PERTINENT FACTS:**

EduNav, adopted as HawkGPS, is an online academic advising system that equips students with personalized educational plans, including career and financial information. Since 2019-2020, students could have a complete, up-to-date educational plan and information about the fastest path to completing degrees. The academic plans are interactive and adjust the “time to degree” and cost of education as students change their major or choice of courses. Administratively, EduNav assists advisors with helping students, especially at-risk students. In addition to educational plans, EduNav will provide students with local and state career exploration information. EduNav will also help auto-graduate students by evaluating course completions against various degree requirements.

Renewal of a new five-year contract is requested. The total cost for the system is **\$1,012,440** distributed incrementally, \$202,488 annually for five years.

**ECONOMIC IMPACT:**

\$1,012,440 over five years.

**OBJECTIVE:**

Approval of contract renewal with EduNav.

**LEGAL AUTHORITY:**

F.S. 1001.64, 1001.65

**RECOMMENDATION:**

The President recommends approval of the requested funding for the total amount of \$1,012,440 to be distributed over five years for the EduNav System.

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
<b>Kenneth Ray, Jr.</b>	<b>8/9/2023</b>
<b>District President</b> 	<b>Date</b> 8/15/23

**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 Charles Perry Partners, Inc. to provide construction management services under a continuing contract for miscellaneous projects for which total construction costs do not exceed \$4,000,000. Amendment No. 02 to the contract established a Guaranteed Maximum Price for the addition of approximately 205 parking spaces to the front yard located at the Dale Mabry Campus in the amount of \$1,333,623. The project was completed on April 20, 2023, as per the contract for a total amount of \$831,591.54. Stantec has reviewed and approved the application for final payment in the amount of \$7,336.47 to Charles Perry Partners, Inc. The unused portion of the GMP in the amount of \$502,031.46 is credited back to the College. All closeout documents including warranties have been provided to the College. All sub-contractor invoices have been paid.

**ECONOMIC IMPACT:**

Funds were provided from the district-wide college projects fund.

**OBJECTIVE:**

To obtain Board approval for final payment of \$7,336.47 to Charles Perry Partners, Inc. for completion of the addition of approximately 205 parking spaces to the front yard located 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 \$7,336.47 to Charles Perry Partners, Inc. for completion of the addition of approximately 205 parking spaces to the front yard located at the Dale Mabry Campus as reviewed and recommended by Stantec.

**Initiator**  
Ben Marshall

**Date**  
August 8, 2023

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

**Date**

**District President**



**Date**  
8/15/23

**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 8.03**

**BACKGROUND AND PERTINENT FACTS:**

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

These adjustments are related to the 2022-23 fiscal year-end close and the 2023-24 fiscal year budget.

The adjustments made in Budget Amendment number 1 are primarily to carry forward balances and encumbrances from the 2022-23 fiscal year and to increase the unrestricted budget for additional estimated revenue. See attachment for detailed explanations of changes.

**ECONOMIC IMPACT:**

Increase Unrestricted Current Fund revenue and expenditure budgets by \$7,317,344 and increase Plant Fund revenue and expenditure budgets by \$30,158,558.

**OBJECTIVE:**

To obtain Board of Trustees approval for adjustments made in Budget Amendment number 1.

**LEGAL AUTHORITY:**

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

**RECOMMENDATION:**

The President recommends approval of Budget Amendment number 1.

**Initiator**

**Date**

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

**Date**

**District President**



**Date**

8/15/23

**HILLSBOROUGH COMMUNITY COLLEGE**  
**Explanation of Budget Changes**  
**Unrestricted Current Fund**  
**Budget Amendment No. 1 (FY 2023/2024)**  
**August 23, 2023**

		Budget Amendment #1	Totals
<b>I. AVAILABLE FUNDS</b>			
<u>Unallocated Fund Balance</u>			
Estimated Beginning Fund Balance @ July 1, 2023	\$ 22,908,257		\$ 22,908,257
Fiscal Year 2023-24 Revenue Budget @ July 1, 2023	\$ 154,273,560		\$ 154,273,560
<u>Funds Carried Forward:</u>			
Encumbrances		2,434,485	
Facilities Rental		2,270,271	
Indirect Cost Recovery		2,538,114	
Pipeline Carryforward		74,474	
Total Funds Brought Forward @ August 23, 2023			<u>7,317,344</u>
Adjusted Revenue Budget @ August 23, 2023			\$ 161,590,904
TOTAL AVAILABLE FUNDS @ August 23, 2023	<u>\$ 177,181,817</u>	<u>\$ 7,317,344</u>	<u>\$ 184,499,161</u>
<b>II. EXPENDITURES</b>			
<u>Personnel Costs @ July 1, 2023</u>			
Personnel Costs @ July 1, 2023	\$ 114,130,159		\$ 114,130,159
Facilities Rental		100,501	
Indirect Cost Recovery		192,578	
Adjusted Personnel Budget @ August 23, 2023			<u>\$ 114,423,238</u>
<u>Current Expenses @ July 1, 2023</u>			
Current Expenses @ July 1, 2023	\$ 37,694,354		\$ 37,694,354
Adjustments for Funds Carried Forward:			
Encumbrances		1,707,997	
Facilities Rental		2,155,121	
Indirect Cost Recovery		2,152,288	
Pipeline Carryforward		74,474	
Adjusted Current Expenditures @ August 23, 2023			<u>\$ 6,089,880</u>
<u>Capital Outlay @ July 1, 2023</u>			
Capital Outlay @ July 1, 2023	\$ 2,449,047		\$ 2,449,047
Adjustments for Funds Carried Forward:			
Encumbrances		726,488	
Facilities Rental		14,649	
Indirect Cost Recovery		193,248	
Adjusted Capital Outlay @ August 23, 2023			<u>\$ 934,385</u>
Total Increase in Expenditures Budget @ August 23, 2023			7,317,344
Adjusted Expenditure Budget @ August 23, 2023	<u>154,273,560</u>	<u>7,317,344</u>	<u>\$ 161,590,904</u>
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2024	<u>\$ 22,908,257</u>		<u>\$ 22,908,257</u>
TOTAL ACCOUNTED FOR	<u>\$ 177,181,817</u>	<u>\$ 7,317,344</u>	<u>\$ 184,499,161</u>

**HILLSBOROUGH COMMUNITY COLLEGE**  
**Explanation of Budget Changes**  
**Plant Fund**  
**Budget Amendment No. 1 (FY 2023/2024)**  
**August 23, 2023**

		Budget Amendment <u>#1</u>	<u>Totals</u>
I. AVAILABLE FUNDS			
<u>Unallocated Fund Balance</u>			
Estimated Fund Balance @ July 1, 2023	\$ 34,309,953		\$ 34,309,953
Actual Unallocated Fund Balance @ July 1, 2023			<u>\$ 34,309,953</u>
<u>Fiscal Year 2023-2024 Revenue Budget @ July 1, 2023</u>	\$ 64,832,087		\$ 64,832,087
<u>Funds Carried Forward:</u>			
Encumbrances brought forward		\$ 30,158,558	
Total Funds Brought Forward @ August 23, 2023			\$ 30,158,558
Adjusted Revenue Budget @ August 23, 2023			\$ 94,990,645
<b>TOTAL AVAILABLE FUNDS @ August 23, 2023</b>	<u>\$ 99,142,040</u>	<u>\$ 30,158,558</u>	<u>\$ 129,300,598</u>
II. EXPENDITURES			
<u>Personnel Cost @ July 1, 2023</u>	\$ 1,155,227		
Total Current Expense Cost @ August 23, 2023			<u>1,155,227</u>
<u>Current Expense Cost @ July 1, 2023</u>	\$ 3,804,726		
Data Software Project		8,730,113	<u>\$ 8,730,113</u>
Total Current Expense Cost @ August 23, 2023			<u>12,534,839</u>
<u>Capital Outlay @ July 1, 2023</u>	\$ 59,872,134		\$ 59,872,134
Adjustment @ August 23, 2023			
Encumbrance Brought Forward		21,428,445	\$ 21,428,445
Deferred Maintenance			
Adjusted Capital Outlay @ August 23, 2023			<u>81,300,579</u>
Total Increase in Expenditures Budget @ August 23, 2023			<u>\$ 30,158,558</u>
Total Adjusted Expenditure Budget @ August 23, 2023	<u>\$ 64,832,087</u>	<u>\$ 30,158,558</u>	<u>\$ 94,990,645</u>
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2024	<u>\$ 34,309,953</u>		<u>\$ 34,309,953</u>
TOTAL ACCOUNT FOR	<u>\$ 99,142,040</u>	<u>\$ 30,158,558</u>	<u>\$ 129,300,598</u>

**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 8.04**

**BACKGROUND AND PERTINENT FACTS:**

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

The administration has calculated the required minimum percentage and recommends that a portion of the FY2022-2023 excess, \$10,000,000 be transferred from Fund 1 to Fund 7. The total \$10,000,000 transfer will be allocated for Deferred Maintenance and New Construction.

This transfer will not cause the College to fall below the DOE's 7% minimum fund balance minimum requirement.

**ECONOMIC IMPACT:**

Decrease Fund 1 (Budget Amendment #3) and increase Fund 7 (Budget Amendment #2) by equal amounts. No net economic impact.

**OBJECTIVE:**

To transfer funds from Fund 1 to Fund 7 to provide for Deferred Maintenance and New Construction.

**LEGAL AUTHORITY:**

6A-14.0716, FAC

**RECOMMENDATION:**

The President recommends approval of budget amendment number 3 to decrease Fund 1 (the General Fund) and budget amendment number 2 to increase Fund 7 (the Plant Fund).

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
<b>District President</b> 	<b>Date</b> 8/15/23

**HILLSBOROUGH COMMUNITY COLLEGE**  
**Explanation of Budget Changes**  
**Unrestricted Current Fund**  
**Budget Amendment No. 3 (FY 2022/2023)**  
**August 23, 2023**

		Budget Amendment #1	Budget Amendment #2	Budget Amendment #3	Totals
<b>I. AVAILABLE FUNDS</b>					
<u>Unallocated Fund Balance</u>					
Estimated Beginning Fund Balance @ July 1, 2022	\$	21,824,368			\$ 21,824,368
Fund Balance Transfer to Fund 7 - BA #3				(10,000,000)	<u>(10,000,000)</u>
Actual Unallocated Fund Balance @ July 1, 2023					<u>\$ 11,824,368</u>
Fiscal Year 2022-23 Revenue Budget @ July 1, 2022	\$	143,322,609			\$ 143,322,609
<u>Funds Carried Forward:</u>					
Encumbrances		2,334,702			
Facilities Rental		1,629,039			
Indirect Cost Recovery		2,033,135			
Total Funds Brought Forward @ August 24, 2022					5,996,876
<u>Additional Revenue:</u>					
Dale Mabry Facilities Rental			30,000		30,000
Adjusted Revenue Budget @ June 30, 2023					<u>\$ 149,349,485</u>
TOTAL AVAILABLE FUNDS @ June 30, 2023		<u>\$ 165,146,977</u>	<u>\$ 5,996,876</u>	<u>\$ 30,000</u>	<u>\$ (10,000,000)</u>
					<u>\$ 161,173,853</u>
<b>II. EXPENDITURES</b>					
<u>Personnel Costs @ July 1, 2022</u>					
Personnel Costs @ July 1, 2022	\$	104,128,292			\$ 104,128,292
Facilities Rental			177,603		
Indirect Cost Recovery			99,228		276,831
Cross Category Budget Transfers				448,232	448,232
Adjusted Personnel Budget @ June 30, 2023					<u>\$ 104,853,355</u>
<u>Current Expenses @ July 1, 2022</u>					
Current Expenses @ July 1, 2022	\$	38,694,317			\$ 38,694,317
<u>Adjustments for Funds Carried Forward:</u>					
Encumbrances		2,132,660			
Facilities Rental		1,451,436			
Indirect Cost Recovery		1,933,907			5,518,003
Dale Mabry Facilities Rental			30,000		30,000
Cross Category Budget Transfers				(3,214,338)	(3,214,338)
Adjusted Current Expenditures @ June 30, 2023					<u>\$ 41,027,982</u>
<u>Capital Outlay @ July 1, 2022</u>					
Capital Outlay @ July 1, 2022	\$	500,000			\$ 500,000
<u>Adjustments for Funds Carried Forward:</u>					
Encumbrances		202,042			202,042
Indirect Cost Recovery					
Dale Mabry Facilities Rental					-
Cross Category Budget Transfers				2,766,106	2,766,106
Adjusted Capital Outlay @ June 30, 2023		<u>\$ 5,996,876</u>	<u>\$ 30,000</u>		<u>\$ 3,468,148</u>
<u>Non-mandatory Transfer</u>					
Fund Balance Transfer to Fund 7 - BA #3				(10,000,000)	-
Adjusted Transfer in Expenditures Budget @ June 30, 2023				<u>(10,000,000)</u>	<u>-</u>
Total Increase in Expenditures Budget @ June 30, 2023					6,026,876
Adjusted Expenditure Budget @ June 30, 2023	\$	143,322,609	\$ 5,996,876	\$ 30,000	-
					\$ 149,349,485
III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2023		<u>\$ 21,824,368</u>			<u>\$ 11,824,368</u>
TOTAL ACCOUNTED FOR		<u>\$ 165,146,977</u>	<u>\$ 5,996,876</u>	<u>\$ 30,000</u>	<u>\$ (10,000,000)</u>
					<u>\$ 161,173,853</u>

**HILLSBOROUGH COMMUNITY COLLEGE**  
**Explanation of Budget Changes**  
**Plant Fund**  
**Budget Amendment No. 2 (FY 2022/2023)**  
**August 23, 2023**

		Budget Amendment #1	Budget Amendment #2	Totals
<b>I. AVAILABLE FUNDS</b>				
<u>Unallocated Fund Balance</u>				
Estimated Fund Balance @ July 1, 2022	\$ 29,078,704			\$ 29,078,704
Actual Unallocated Fund Balance @ July 1, 2022				<u>\$ 29,078,704</u>
<u>Non-mandatory Transfer from Current Unrestricted Fund</u>				
Fund Balance Transfer from Fund 1 - BA# 2			10,000,000	10,000,000
<u>Fiscal Year 2022-2023 Revenue Budget @ July 1, 2022</u>	\$ 64,745,549			\$ 64,745,549
<u>Funds Carried Forward:</u>				
Encumbrances brought forward		\$ 14,740,374		
Total Funds Brought Forward @ June 30, 2023				\$ 14,740,374
Adjusted Revenue Budget @ June 30, 2023				\$ 89,485,923
<b>TOTAL AVAILABLE FUNDS @ June 30, 2023</b>	<u>\$ 93,824,253</u>	<u>\$ 14,740,374</u>	<u>\$ 10,000,000</u>	<u>\$ 118,564,627</u>
<b>II. EXPENDITURES</b>				
<u>Current Expense Cost @ July 1, 2022</u>				
Data Software Project	\$ 19,984,418			\$ 19,984,418
Total Current Expense Cost @ June 30, 2023				<u>19,984,418</u>
<u>Capital Outlay @ July 1, 2022</u>				
Encumbrance Brought Forward	\$ 44,761,131	14,740,374		\$ 44,761,131
Fund Balance Transfer from Fund 1 - BA# 2			10,000,000	\$ 14,740,374
Adjusted Capital Outlay @ June 30, 2023		<u>14,740,374</u>	<u>10,000,000</u>	<u>10,000,000</u>
Total Increase in Expenditures Budget @ June 30, 2023				14,740,374
Total Adjusted Expenditure Budget @ June 30, 2023	<u>\$ 64,745,549</u>			<u>\$ 89,485,923</u>
<b>III. TOTAL ESTIMATED FUND BALANCE @ JUNE 30, 2023</b>	<u>\$ 29,078,704</u>			<u>\$ 29,078,704</u>
<b>TOTAL ACCOUNT FOR</b>	<u>\$ 93,824,253</u>	<u>\$ 14,740,374</u>	<u>\$ 10,000,000</u>	<u>\$ 118,564,627</u>



**RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Agenda Number: 8.05**

**INFORMATION ITEMS ONLY  
QUARTERLY PURCHASES**

The College is permitted by State Board of Education and HCC Administrative Rules to purchase items under various contracts such as state, city, county, district school board, college, university and buying cooperatives contracts as well as single or sole source procurements and various items such as textbooks, instructional materials and equipment, library books, materials, and supplies, food, professional services, instructional services, information technology resources, items for resale and other items as exceptions to the requirements of the competitive solicitation process and without prior District Board of Trustees approval. The following items and/or services have been processed after verification of budgeted funds during the period of April 1, 2023 through June 30, 2023.

<b>ITEM</b>	<b>SOURCE</b>	<b>AMOUNT</b>
Installation of seven (7) new air handlers at the Dale Mabry Student Services building. HCC/Trane U.S. Inc. single source Agreement. Funds are provided through the Unexpended Plant - Federal (Deferred Maintenance) Fund 73-97002022.	Trane U.S. Inc. Davidson, NC	\$669,623
Purchase of seven (7) new air handlers at the Dale Mabry Student Services building. HCC/Trane U.S. Inc. single source Agreement. Funds are provided through the Unexpended Plant - Federal (Deferred Maintenance) Fund 73-97002022.	Trane U.S. Inc. Davidson, NC	\$453,000
Restoration and repair services of flat roof and metal roof of the Trinkle Center at the Plant City Campus. Omnia Partners cooperative contract PW1925 with Garland for turnkey roofing services. Funds are provided through the Unexpended Plant - Federal (Deferred Maintenance) Fund 73-97002022.	Garland/DBS, Inc. Cleveland, OH	\$648,559
Removal of two (2) existing 900-ton chillers and installation of two (2) new replacement chillers with controls at the Dale Mabry campus. HCC/Trane U.S. Inc. single source Agreement. Funds are provided through the Unexpended Plant - Federal (Deferred Maintenance) Fund 73-97002022.	Trane U.S. Inc. Davidson, NC	\$497,840

**LEGAL AUTHORITY:**

**FS 1001.02(6)**

**FS 1001.64(4)**

**SBE 6A-14.0734**

**HCC 6HX-10-6.08**

**Initiator**

**Date**

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

**Date**

**District President**



**Date**

8/15/23

1-0-024(2/04)